NOJHL SCORING GAMES INFORMATION

NOTE; ALL GAMES MUST BE ENTERED WITH CLOCK TIME.

NOTE: CLICK PUBLISH EVERY TIME AN ENTRY IS MADE DURING THE GAME

NOTE: WHEN COMPLETING YOUR INPUT PLEASE CHECK UNOFFICIAL FINAL.

From the OFFICIALS Tab

1. For both the Visiting Team and the Home Team, enter the names of coaching and management staff in these fields, as applicable:
   - Coach
   - Manager
2. Under Game, in the Played At field, enter the location of today's game.
3. Under Officials, enter the names of officials in these fields, as applicable:
   - Online Score Keeper
   - Referee 1
   - Referee 2
   - Linesmen 1
   - Linesmen 2

From the LINEUPS Tab

1. Under Visiting Team, click **Add a Player**.
   The Add a Player window shows all players currently in the team database.
2. Check beside each player you want to add to the roster. (If too many players are selected, you can also de-select players you do not want on the roster.)
3. Once the desired players are checked, click **Add**.
   The selected players are added to the LINEUPS tab, sorted by jersey number.
   Note: *When adding players, be sure to include the team goalies.*
4. To add more players to the roster (up to the maximum number), repeat steps 1-3.
5. To select the starting lineup, in the Start column:
   - Check beside the starting goalie.
     Note: *Goalie selection is mandatory. If a starting goalie is not selected, you cannot record saves on the SCORING tab.*
   - Check beside the five other players you want to add to the starting lineup.
6. Under Home Team, repeat steps 1-5.
7. To publish the information, click the LINEUPS tab.

Delete a Player from the LINEUPS Tab

1. Under Visiting Team or Home Team, click the delete icon beside the player name.
   The player is deleted from the roster on the LINEUPS tab but stays in the team database.

Edit Player Details

To edit information about any player on the team (e.g., to change a jersey number or address information):

1. Continue as appropriate:
   - To edit information about a player listed on the LINEUPS tab, click the edit icon beside the player name.
   - To edit information about a player that is in the team database but not in the current lineup, click **Add a Player** from the LINEUPS tab. From the Add a Player pop-up window, click the edit icon beside the player name.

   The Add a Player form appears.
2. Edit any of the fields using field help as required.
3. When finished making changes, click **Update**.

From the LINEUPS Tab

To add a new player to the team roster (i.e., after a new acquisition or trade):

1. Under Visiting Team or Home Team (as appropriate), click **Add a Player**.
   The Add a Player window appears.
2. Click **Add New Player**.
   A search screen appears.
3. Key the player name in the First Name and Last Name fields. Click **Search**.
4. Continue as follows. Is the player already in the league database?
   - If no, you are prompted to add a new player. Go to step 5.
   - If yes, you are prompted with a list of matching players, and are able to transfer the player to the new team as you have requested. Go to step 5.
5. Click **Yes**.
   The Add a Player form appears.

From the Add a Player form

6. Enter player details in the sections on the screen (using field help as required):
   - Player Details
   - Demographic Info
   - Parent/Guardian
   - Notes.
7. The Team History section displays the transaction history for the player (including details of when players are signed, traded, loaned, suspended, etc.). Normally, this section is updated by team administration and you can just quickly view the Team History.
8. When finished entering details to the record, click **Update**.
   The player record is added into the team database and now appears on the Add a Player window.

From the Add a Player window

9. Check beside the new player's name. Click **Add**.
   The player is added to the roster on the LINEUPS tab.

When the Game Starts

Enter Game Stats

From the CONTROL STRIP

1. At the top of the screen, make entries in these fields:
   - Game Period - **1st**
   - Game Clock - **20:00** (=number of minutes remaining in the period)
   - Game Status field - **In Progress**.

From the OFFICIALS Tab

1. Under Game, make entries in these fields:
   - Game Start - game start time (hh:mm) and **AM** or **PM** as appropriate
   - Attendance - number of attendees. (If the arena gate has not supplied this figure yet, enter attendance after the game.)
2. Click **Publish**.

From the OFFICIALS Tab

1. Under Game, make entries in these fields:
   - Game Start - game start time (hh:mm) and **AM** or **PM** as appropriate
   - Attendance - number of attendees. (If the arena gate has not supplied this figure yet, enter attendance after the game.)
2. Click **Publish**.

Enter Starting Goalies

From the SCORING Tab

1. Beside Visitors, under Goalie Change, make entries in these fields:
   - Select the starting goalie from the drop-down field.
   - Time On - **00:00**
   - Period On - **1ST**

   Note: *Do **NOT** enter values in the Time Off and Period Off fields. The system automatically enters values in these fields during the game. (For example, after you make a goalie change, the system calculates the Time Off and Period Off values for the starting goalie.) If you make manual entries in the Time Off and Period Off fields, the system stops making auto-entries.*
2. Click **Publish**.
3. Repeat the same steps to select the starting goalie for the home team.

During the Game

Update the Game Clock

The game clock displays the **time remaining** in the current period (in other words, starts at 20:00 and counts down). The game clock must be updated manually at regular intervals during the game. This

ensures that your game report is timely and accurate. For example, you could update the time in the Game Clock field every minute or so. The Game Clock field can be accessed from the top of every tab.

Enter a Penalty

From the PENALTIES Tab

1. Under Visiting Team or Home Team, on the first penalty entry line, enter details about the penalty:
   Note: *If any of the fields below do not appear on your screen, they are not required entries for your league.*
   - Period - period when the penalty was called
   - No./Player
   - Offence - select the offence from the drop-down list
   - Off - time the penalty was called (mm:ss)
   - PP - the number of power play opportunities resulting from the penalty (you can either key a number or use the up/down arrow keys to enter a number)
   - Penalty Shot - click here if the penalty gave the other team a penalty shot
   - Bench - click here for a bench penalty (i.e., when a penalty is assigned to the team rather than a player)
   - Start - time the penalty starts (mm:ss); this is normally the same as the "Off" time
   - On - time the player is supposed to return to the ice (mm:ss).
2. The screen allows you to enter four penalties at a time (two for each team). If more than one player is charged with a penalty, enter more penalties as follows:
   - If the same team received more penalties, enter details of the next penalty on the second entry line.
   - If the opposite team also received one or more penalties, enter details for up to two penalties for the other team.
3. Click Publish.
4. If you need to enter additional penalties for either team, repeat steps 1-3.

Change or Delete Penalty Details

From the PENALTIES Tab

1. If you need to make changes to data after publishing a penalty:
   - Click the edit icon beside the penalty.
   - Make the required changes.
   - Click Publish.
2. If you need to delete a penalty entry, click the delete icon beside the penalty.

Enter a Penalty - Double Minor

When entering a double minor, enter each minor penalty separately. Be sure to enter a separate power play status for each penalty.

From the PENALTIES Tab

1. Enter details about the first minor penalty. (See Enter a Penalty, step 1.) Click Publish.
2. Enter details about the second minor penalty. (See Enter a Penalty, step 1.) Click Publish.

Enter a Goal

From the SCORING Tab

1. Under Visitors or Home, in the New Goal section, enter details about the goal:
   - Period - period the goal was scored
   - Time - time the goal was scored (mm:ss)
   - Type - the code for the type of goal:
     EN=Empty Net
     PP=Power Play
     SH=Short Handed
     EN.SH=Empty Net Short Handed
     EN.PP=Empty Net Power Play
   - Goal - player that scored the goal
   - Asst 1 - first player that assisted (if applicable)
   - Asst 2 - second player that assisted (if applicable).
2. If your league tracks plus/minus, you can enter on-ice player details now or after the goal is published. To enter details now, click the Plus+ and Minus- text boxes in the New Goal section. From the drop-down menus, make appropriate player selections.
3. Click Publish.
   The goal is added under the Scoring heading. Details displayed include period, time scored, player(s), goal type and on-ice details in the Plus+ and Minus- columns.
4. If your league tracks plus/minus, you can enter and/or edit on-ice player details after a goal is published:
   - Click the edit icon beside any goal to display edit fields.
   - Click the Plus+ and Minus- text boxes.
   - From the drop-down menus, make appropriate player selections.
   -
   -
   - Enter Shots on Goal

Follow these steps to record shots on goal. Shots on goal can be entered between periods, or at the end of the game, as preferred.Enter a Goalie Change

Follow these steps if there is a goalie change during the game.

From the SCORING Tab

1. Under Visitors or Home, under Goalkeeper Saves, in the Off field, specify when the previous goalie was pulled:
   - In the drop-down field, specify in which period the goalie was pulled.
   - Enter the time in the period when the goalie was pulled (mm:ss).
2. In the Goalie Change section, make the following entries:
   - Select the new goalie from the drop-down field
   - Time On - time in the period the goalie went on the ice (mm:ss)
   - Period On - the period the goalie went on the ice

   Note: *Do **not** enter values in the Time Off and Period Off fields. The system automatically enters values in these fields during the game. (For example, after you make a goalie change,*

the system calculates the Time Off and Period Off values for the previous goalie.) If you make manual entries in these fields, the system stops making auto-entries.

3. If you want, you can enter goalie saves at the same time under the period headings (i.e., 1st, 2nd, 3rd).
4. Click **Publish**.
5. If you make an error, click the delete icon beside the goalie entry and follow the previous steps to re-enter the goalie.

At the Start of the Next Period

From the CONTROL STRIP

1. At the top of the screen, make entries in these fields:
   - Game Period - the period that is starting (2nd, 3rd, OT, etc.)
   - Game Clock - number of minutes remaining in the period (enter **20:00** for a regular period, or the appropriate length of an overtime period).

Enter Three Stars and Update Game Stats

From the OFFICIALS Tab

1. Under Game, make entries in these fields:
   - Game End - game end time (hh:mm format) and **AM** or **PM** as appropriate
   - Attendance - the number of attendees (supplied by the arena gate), if not already entered.
2. Under Three Stars, in the three drop-down fields, enter the three stars for today's game.
3. In the Game Status field at the top of the screen, change the Game Status to **Unofficial Final** or **End of Game**.

If Game Forfeited, Delayed, Postponed or Suspended

From the OFFICIALS Tab

1. In the Game Status field at the top of the screen, change the Game Status as appropriate:
   - Home Forfeit - Selected if the home team forfeits the game. (Not applicable for all leagues.)
   - Visiting Forfeit - Selected if the visiting team forfeits the game. (Not applicable for all leagues.)
   - Delayed - Selected if the game is delayed for any reason (e.g., rink scheduling conflict, referees unavailable, etc.).
   - Postponed - Selected if the game is postponed for any reason. (e.g., weather conditions)
   - Suspended - Selected if the game is suspended for any reason. (e.g., problem with ice)

Note: In cases of forfeited, delayed, postponed or suspended games, scorekeepers can use the notes tab to further explain the situation.