



MEMORANDUM

October 5, 2018

**TO: Minor Hockey Association Presidents
District Presidents**

**FROM: Sean Raphael
Senior Manager, Programs**

SUBJECT: Integration of the Electronic Game Sheet

BC Hockey has created a mobile electronic game sheet (e-gamesheet) which eliminates paper game sheets and provides data and statistics for games. The e-gamesheet is currently in use in BC Hockey leagues and in several BC Hockey Districts. BC Hockey is continuing to integrate the e-gamesheet during the 2018-2019 season, following a successful pilot last season. The following three (3) steps will assist team officials / administrators, scorekeepers and on-ice officials with the aspects of this platform that they will be required to interact with.

STEP 1: TEAM REGISTRATION (Team Officials)

Your team's lead administrator (coach, assistant coach, manager, trainer etc.) will be required to register on the e-gamesheet platform (link below). Registration can be completed from any Android or iOS device and will require a cellular or WiFi connection, during the entire registration process. This step only needs to be completed once and will verify your team within the database. This must be completed two (2) hours in advance of your team's first game. Also include below is a video walk-through of this process.

[**REGISTER NOW**](#)

[**WATCH VIDEOS & DOCUMENTATION**](#)

Ongoing Team Management such as setting player jersey numbers, positions and captains can all be set up within the Team administered console. To access your team(s), login using the email address and password you created during the registration process. The team settings that you configure in the console will serve as the default information for when you login for all future games. However, you will still have the ability to make game day or one-time changes to a player numbers or captain status on an individual game basis during the 'signing lineup' phase.

[**CLICK HERE FOR TEAM MANAGEMENT**](#)



[WATCH TEAM MANAGEMENT VIDEO](#)

STEP 2: SIGNING LINEUP (Team Officials)

With your team registered, you will need to sign your line up at least 30-60 minutes before the start of each game. You will always require a cellular or Wi-Fi connection during the verification of lineup process.

NOTE: This does not need to be completed on the same device that the game scorekeeping will occur on. In fact, this can be completed up to 48 hours prior to your game. Below is a link to the online lineup sign in page and video walk-through of this process.

[SIGNING LINEUP](#)

[WATCH VIDEOS & DOCUMENTATION](#)

STEP 3: SCOREKEEPING (Scorekeeper and Officials)

Scorekeepers will require a cellular or WiFi connection during the login process to ensure all pre-entered data for the game is uploaded accurately. This will include verifying the on-ice officials names, prior to the game. Therefore, scorekeepers should enter the officials' names while there is still a data connection.

Once the game has started the WiFi connection is no longer required and all game data may be stored off-line until a WiFi or data connection is restored, if necessary. Should a change to the verified rosters be required during warm-up (with or without a data connection), those changes may be in-putted and the platform will automatically update the information, when a connection is re-established.

The "scorekeeping" link below should be used to access the e-gamesheet login page. The scorekeeper must be associated to the home team and they will be required to have the following two (2) pieces of information in order the access the game.

- Game number (as shown on the league schedule website)
- Home team HCR (Hockey Canada Registry) identification number (not team name)

[SCOREKEEPING](#)

The video linked below provides a brief walk through of the e-game sheet in-game functionality. This includes; entering penalties, entering goals, making game notes and ending the game. Should an official require a copy of the game sheet for incident reporting purposes, they will be able to enter their email address when the "Send scoresheet to additional emails" message displays, during the end of game process.

[WATCH VIDEOS & DOCUMENTATION](#)



RECOMMENDED PROCEDURE ON GAME DAY:

1. Team Officials must verify/sign the team lineup a minimum of 30-60 minutes prior to the game (WiFi or cellular connection required)
2. Verify the officials' names prior to entering the ice (WiFi or cellular connection required)
3. Start game (WiFi or cellular connection required)
4. Enter game data (WiFi or cellular connection no longer required)
5. Head official (EX: referee) will verify e-gamesheet data and signoff upon the completion of the game. They may enter their email address if a copy of the e-game sheet is required for reporting purposes.
6. If a WiFi or cellular connection was present throughout the game, the data will automatically sync. Should a WiFi or cellular connection not be present during the game, the data will be automatically synced upon the establishment of a data connection.

[CLICK HERE](#) for the link to this tutorial on the BC Hockey website.

