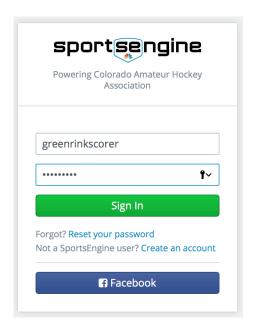


NGIN SCORING
INSTRUCTIONS
FOR
LEAGUE GAMES

- The game day computer bags for whichever rink you will be scoring from is located in the Manager's Cabinet (i.e. If the game is on the blue rink, grab the computer labeled Blue Rink.).
- 2. The **Game Day binder** should be inside the bag and will have clock instructions, NGIN instructions, a referee sign cheat sheet, blank scoring sheets and scratch paper.
- 3. Once the computer is set up at the appropriate rink, go to www.cohockey.org.



4. Click **Login** from the upper left hand corner of the website.



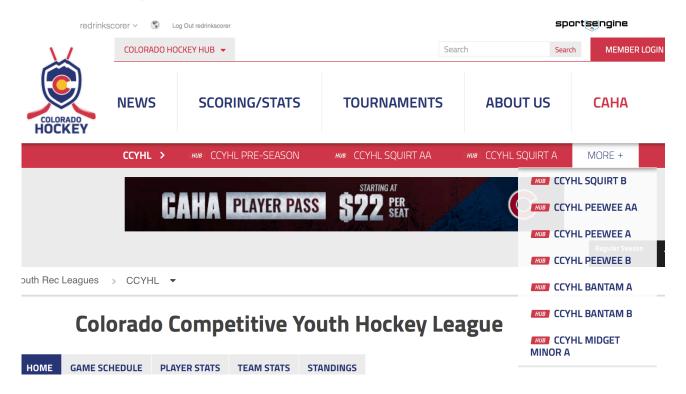
5. Depending on which rink you are playing on, use the following login.

Green Rink – greenrinkscorer
Blue Rink – bluerinkscorer
Red Rink – redrinkscorer
The password for all three is gojags123.

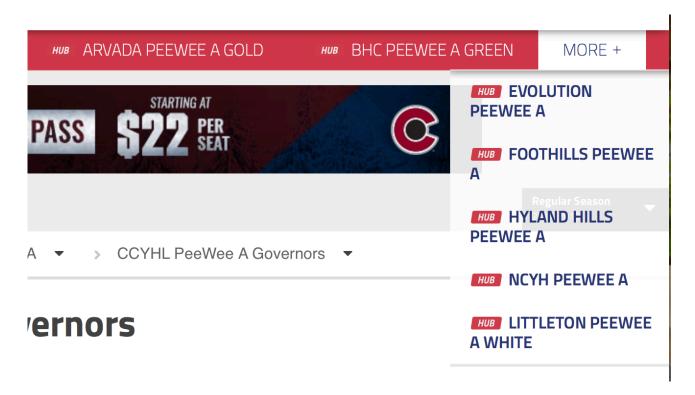
- **6.** To find your game, use the **Scoring/Stats** menu to select the appropriate **league**.
 - Choose Tier II for Bantam AA and Midget Minor AA
 - Choose Youth Rec Leagues >> CDCC for Major A or Midget Major A
 - Choose Youth Rec Leagues >> CRHL for the recreational teams
 - Choose Youth Rec Leagues >> CCYHL for all other travel divisions



7. Choose your **division** from the red bar menu. If you don't see your division listed in the red menu bar, click on **More +** and then choose.



8. Choose your **team** from the red bar menu. If you don't see your team listed in the red menu bar, click on More + and then choose. (If your division has been tiered, you will have to choose the appropriate tiering level before finding your team – i.e. Presidents or Governors.)



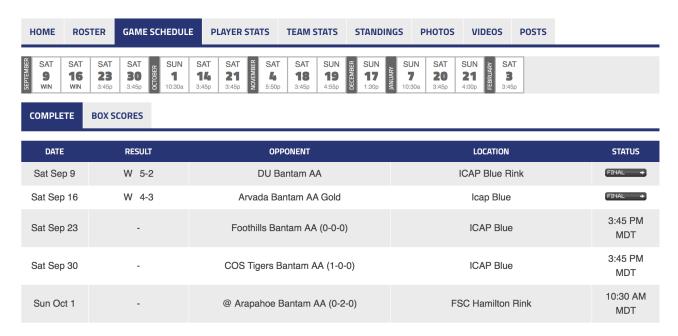
9. To change the season you are viewing, click on the black dropdown option on the right hand side of the page. For tiering games, choose CCYHL/CRHL Pre-Season Tiering.



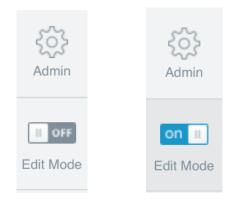
10. Once you have found your team, choose **Game Schedule**.



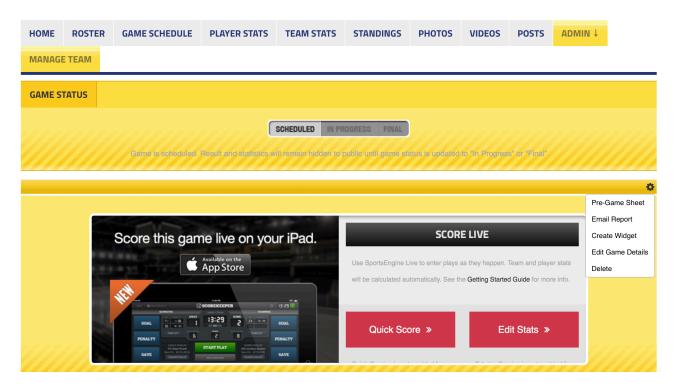
11. From the game list, click on the time listed in the Status column for the game you want to score. (i.e. Click on the 3:45 PM MDT text to launch the Foothills game from the list.)



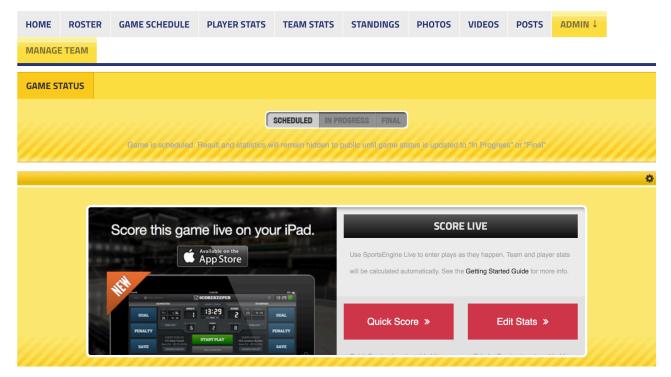
12. Choose **Edit Mode** from the grey toggle button in the far top left hand corner of the website so that it shows as ON.



13. Although pre-game sheets should be printed before arriving to score a game, if you ever need to print a pre-game day sheet, please click on the "cogwheel" that is shown in yellow on the far right hand side of the page. Then choose, **Pre-Game Sheet**. The Pre-Game Sheet will launch a new browser window / tab for printing.



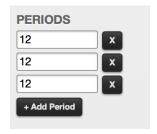
14. To begin scoring a game, click on SCORE LIVE within the yellow box. If you have trouble connecting, shut down, restart the computer and start back over from the beginning.



15. Once logged in to score live, the initial scoring set up page should look like this.



16. Under Period times, DO NOT ADD AN OVERTIME PERIOD IN THIS FIRST SCORE LIVE SCREEN!

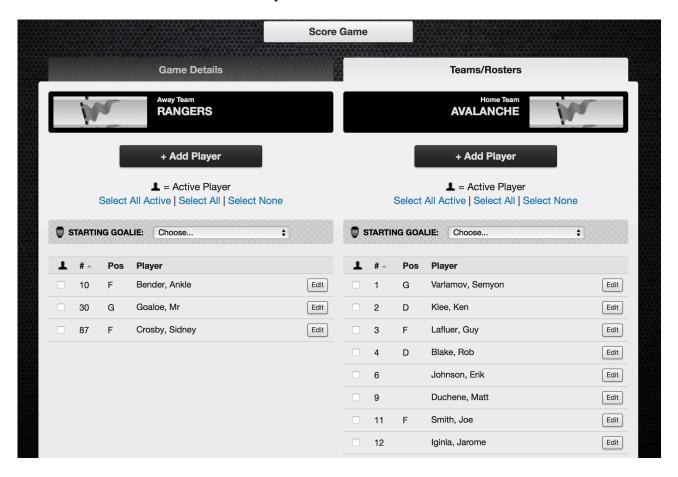


17. Add Referee Names (one per line; you can click Add Referee for more entry lines). If you are unfamiliar with referee signs, this is the time to tell the referees that you will need verbal calls on penalties.

IMPORTANT: BE SURE TO ADD ALL REFEREE'S NAMES.

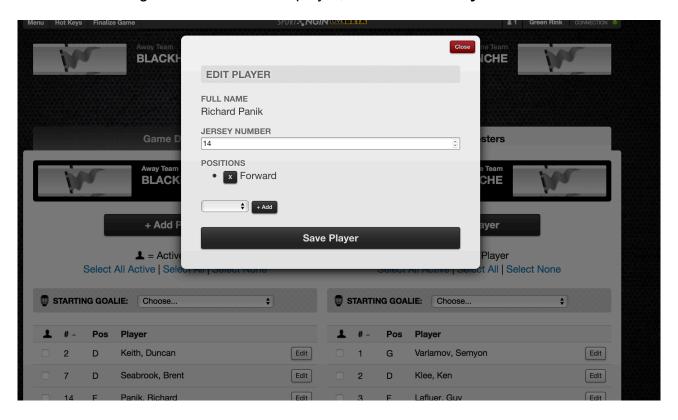


- 18. **Talk to the coaches on both benches** to find out who their starting goalie will be, if they have any scratch players who will not be playing and (only at the beginning of the season) ask if they have any player numbers that need to be updated for just this game. [Jersey number changes typically only happen at the beginning of the year when some players do not yet have their game jerseys and they are borrowing someone else's number.]
- 19. Click on the **Teams/Rosters** tab just below the Score Game button.

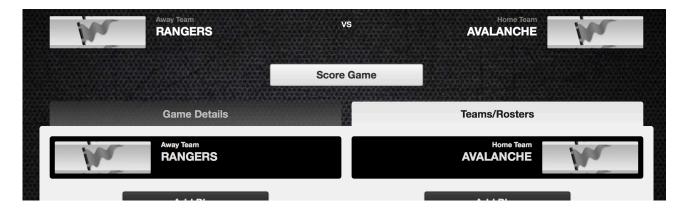


- 20. Choose **Select All Active** from both Roster lists. This will put a check mark in front of all active players' name.
- 21. **Uncheck** any players who will not be playing in this game (scratched players).
- 22. Choose the **Starting Goalie** for both teams from the drop down list. [If the starting goalie is not appearing in the drop down list, see the following steps (starting at #23) for how to change the player's position to Goalie, which will then show that player listed in the goalie drop down list.]

- 23. If a player's number needs to be altered for this game due to a temporary change in jersey number, choose the edit button next to that player's name.
- 24. Also, if the starting and back up goalies are not identified as G for their position in the Position (Pos) column, you will have to edit their position by choosing the edit button next to that player's name. FYI Forwards and Defensemen do not need to be designated, but Goalies do need to be.
- 25. Once all changes are made for that player, choose **Save Player**.

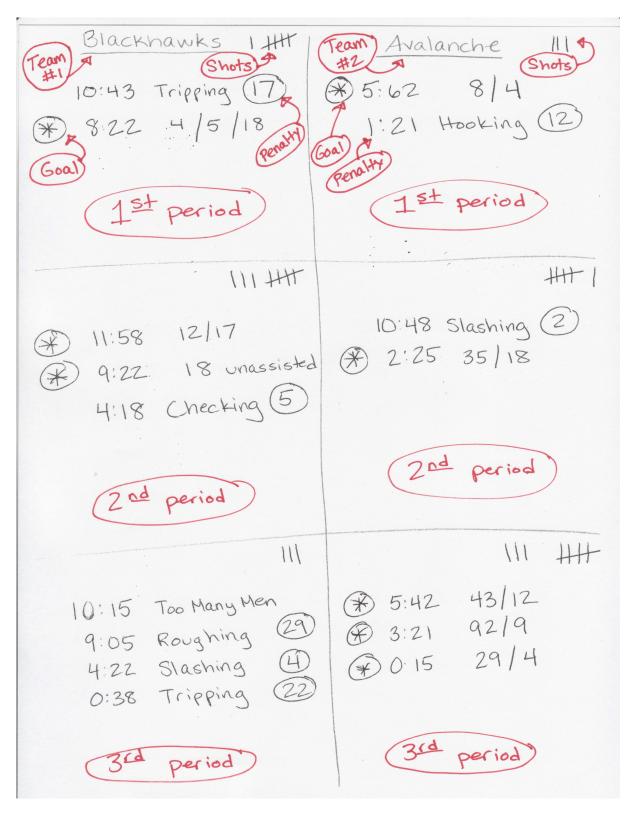


26. Choose **Score Game** – the top center button on the page.



SCRATCH SHEET EXAMPLE

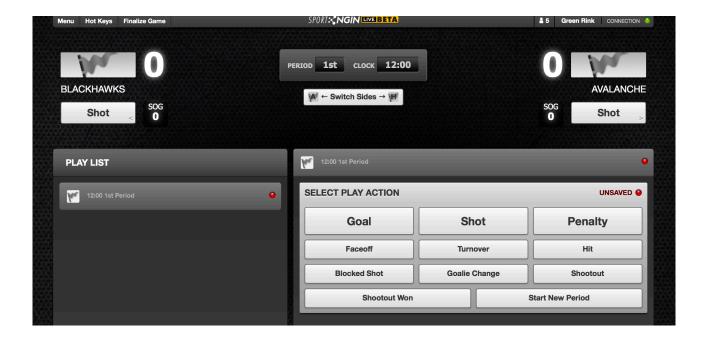
Below is an example of one way to take notes during the games. Notes must be taken throughout the game in case the computer freezes up during the game. You may take notes on the Pre-Game sheet or on a separate piece of scratch paper like this. Both options are shown on this page and the following page. Either one will work.



RECORDING ON A GAME SHEET *Use tick marks to keep track of shots on net. 411 111 **HOME: AVALANCHE** BLACKHAWKS 3rd 1111 | 3rd Htt ||| Date: 09/14/2016 NAME Semyon Varlamov Location: Time: 7:15 PM MDT NAME OT FINAL TOTAL SHOTS Ken Klee Duncan Keith **AVALANCHE** Guy Lafluer AVALANCHE Brent Seabrook Rob Blake BLACKHAWKS **BLACKHAWKS** Recording 14 Richard Panik Erik Johnson AVALANCHE SCORING **BLACKHAWKS SCORING** Matt Duchene TIME G AST AST2 GT # TIME G AST AST2 GT 19 Jonathan Toews Joe Smith Scott Darling 33 12 Jarome Iginla 2 50 Corey Crawford Peter Puck 13 3 Trevor van 33 Patrick Roy 57 Riemsdyk 35 Jack Johnson 72 Arteni Panarin 5 56 Top Shelf 81 Marian Hossa 0 Gabriel Landeskog 92 Patrick Kane 9 10 10 · Circle the 11 11 12 starting 12 goalies. 13 · Cross out 14 Penalties scratches. AVALANCHE PENALTIES **BLACKHAWKS PENALTIES** · Mark any MIN START P OFFENSE OFFENSE MIN START jersey number changes. **AVALANCHE GOALIE** 070 STATS **BLACKHAWKS** NAME P Time P Time SA SV **GOALIE STATS** Note Goalie NAME P Time P Time SA changes Note Goalie **COACH SIGNOFF** REF -LINE1 -LINE2 changes here H. COACH X **COACH SIGNOFF** NOTES X Write down the names of the refs. H. COACH A ST. COACH X A ST. COACH

SHOTS ON GOAL

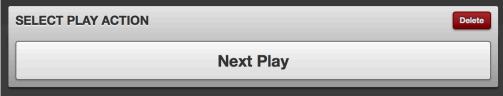
To enter shots on goal throughout the game, use the Shot buttons at the top of the website below the team names. Do not use the Shot button located between the Goal and Penalty buttons. This button requires you to track and enter which player made the shot on net, which does not need to be recorded.



GOALS

- 1. As soon as a goal happens, write down the time the clock was stopped.
- 2. Then wait for the referee to come and tell you who scored the goal and who assisted (if any) and write it down. The numbers the referee will give you will be in the order of.... goal scorer, 1st assist, 2nd assist. [For example, "7 from 14 from 19" will be entered as player #7 being the goal scorer, 14 being the 1st assist and 19 being the 2nd assist.]
- 3. When entering in NGIN, click Goal, then click on which team scored the Goal, then choose the SCORER from the drop down menu. Choose ASSIST 1 and ASSIST 2 players from the drop down menus. If there were no assists or only 1 assist, leave those drop downs as defaulted to BENCH.
- 4. The **GOALIE** who was scored on will default to the goalie in net, so does not need to be changed unless the goalie was pulled and the goal was an EMPTY NET goal, then choose EMPTY NET from the drop down for GOALIE.
- 5. Under **CLOCK TIME**, check to be sure it shows the correct period. If not, correct the period.
- 6. Input the **TIME** you wrote down as the stop clock time for the goal. [No colons are needed in this entry. You can type all 3 or 4 numbers in a row and it will auto-correct.]
- 7. **SELECT PLAY ACTION** Was it an even strength goal (i.e. 5v5)? Was it a Power Play Goal (i.e. 5v4 for scoring team)? Short Handed (i.e. 4v5 for scoring team)?
- 8. Choose **Next Play** at the end of the goal entry.





PENALTIES

- 1. As soon as the whistle blows for the penalty, write down the time the clock was stopped for the penalty.
- 2. Once the penalty offender comes to the penalty box, **check their jersey number** and write it down next to the time.
- 3. Wait for the **referee to come and either tell you or signal to you what type of penalty it will be and how many minutes**. Referees will dictate Minor vs Major penalties, 2 vs 5 minutes and any 2 and 10 penalties, etc. Just follow what they tell you. If you have a question, raise your hand for the referee to see. If the referee does not see that you need help before starting the next play, have your clock person hit the buzzer to get the referee's attention.
- 4. When entering in NGIN, click Penalty and then choose the team who is taking the penalty. Next choose the SKATER who is in the penalty box from the drop down list. Leave SERVED BY alone defaulted to BENCH if the SKATER is serving his own penalty. Choose the type of penalty from the INFRACTION TYPE drop down. In some cases penalties may be called for "too many men on the ice" or a coach actively disagreeing with a referee. Those penalties will be Bench Minors and the SKATER will be listed as BENCH, while Served By will be the player serving the penalty.
- 5. Note: **2 and 10 penalties** will be entered as two separate penalties in NGIN. The 2 will have a SKATER serving for the player who received the 10.
- 6. Under **CLOCK TIME**, check to be sure it shows the correct period. If not, correct the period.
- 7. Input the **TIME** you wrote down as the stop clock time for the penalty. [No colons are needed in this entry. You can type all 3 or 4 numbers in a row and it will auto-correct.]
- 8. Under **SELECT PLAY ACTION**, choose the type and time of penalty the referee has told you. In most general cases, it will be a Minor (2:00) penalty unless the referee tells you otherwise.
- 9. Choose Results in a Power Play or No Power Play.
- 10. Choose Next Play.

PENALTY SHOTS

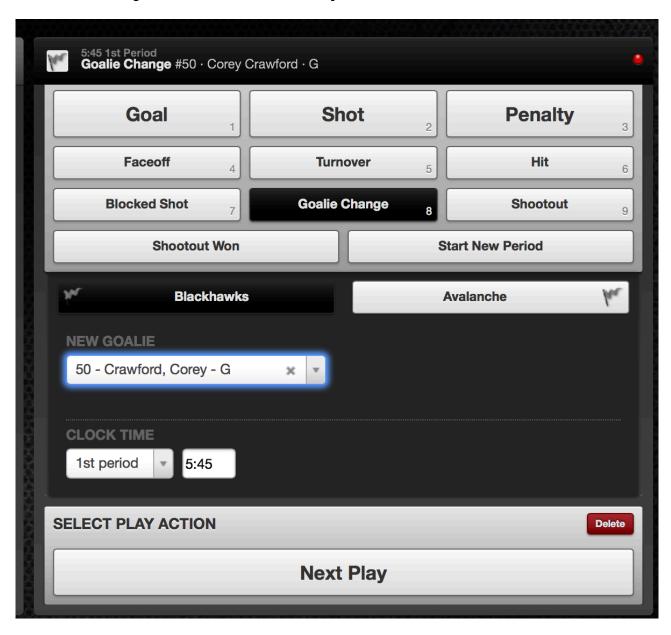
- 1. **Penalty shots** are entered through the Penalty button.
- 2. Choose the **INFRACTION TYPE** from the drop down menu.
- 3. Then, choose **Penalty Shot** right under the Major (5:00) button.
- 4. Next, select the team who will be shooting the penalty shot.
- 5. The GOALIE in net should default to the goalie on the ice. The **SHOOTER** needs to be selected from the drop down.
- 6. Next, you choose **Succeeded or Failed** buttons for the outcome of the penalty shot.

7. Last, choose Next Play.



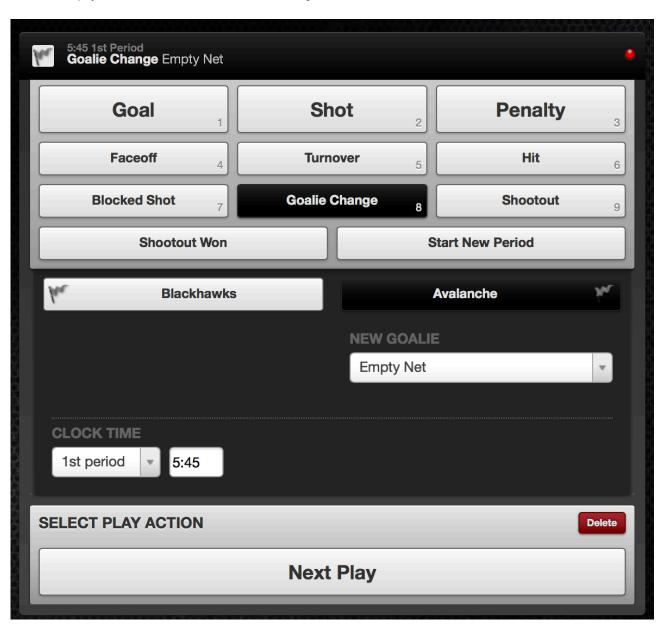
GOALIE CHANGE

If a team changes goalies during the game, you will choose the **GOALIE CHANGE** button, choose the **team** changing their goalie, choose the **NEW GOALIE**, select the **period and time** of the change and then select **Next Play**.



EMPTY NET

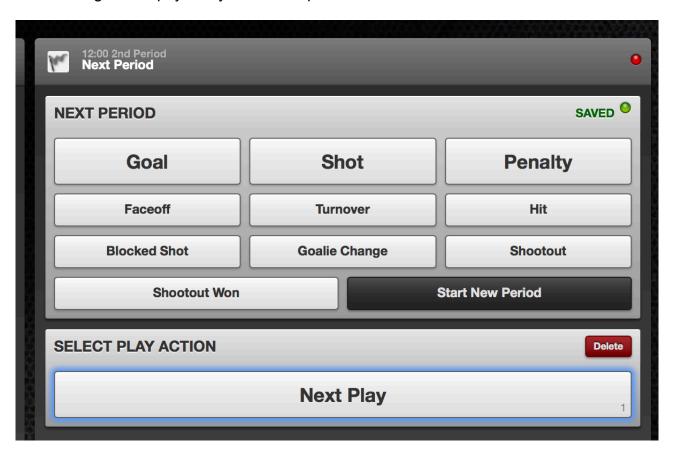
If a goalie is pulled and leaves an empty net, you will again click the **GOALIE CHANGE** button, choose the **team** removing their goalie, select **EMPTY NET** from the drop down menu. If EMPTY NET is not shown, click on the X next to the current goalie's name in the drop down and that should give you the EMPTY NET option. Select the **period and time** of the empty net and then select **Next Play**.



STARTING A NEW PERIOD

At the end of every period, click the **Start New Period** button and then click **Next Play**.

Then, select **Switch Sides** at the top of the screen to change which sides you are marking shots for. This will help because it will keep the SHOT button coinciding with which side of the ice the goalie is physically on for that period.





OVERTIME

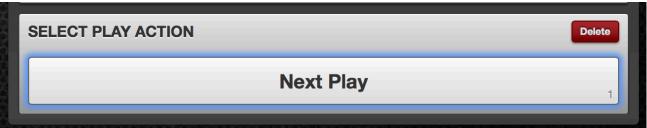
To start an overtime period, select **Start New Period** and then **Next Play** after the 3rd period and it will automatically start an overtime period.

SHOOTOUTS

Click the **Shootout** button, choose the **team** for the 1st shooter, select the **SCORER** from the drop down menu, if need be select the GOALIE in net, select PLAY ACTION for **GOAL** or **SAVE** and then choose **Next Play**.

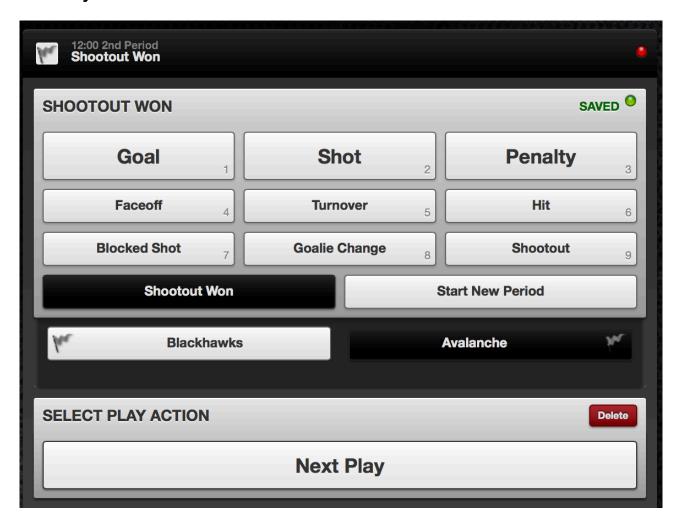
Do this for each shooter throughout the shootout.





RECORDING THE WINNER OF THE SHOOTOUT

Select the **Shootout Won** button, choose the **team** who won the shootout, and then select **Next Play**.



DELETING A PLAY ACTION

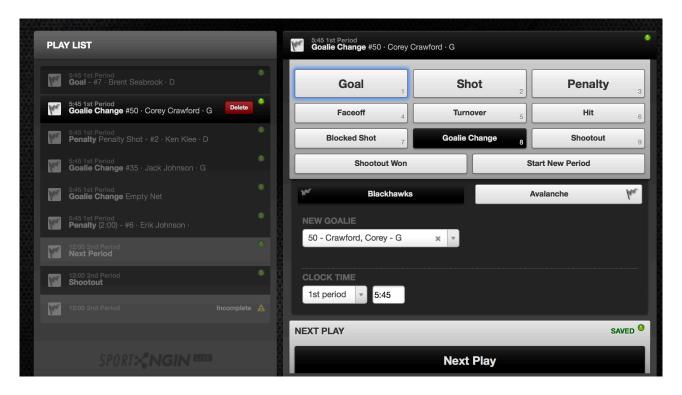
Click on the play to be deleted from the Play List on the left, select **DELETE** and then verify by choosing **YES**, **DELETE** or choosing **NO** if you didn't mean to delete the play.





EDITING A PLAY ACTION

Click on the play to be edited from the Play List on the left and then begin editing whatever you need to change on the right. Edits should be saved automatically. Click back into the most recent play at the bottom of the left Play List menu to continue with the game.



FINALIZING THE GAME

In the upper left hand corner of the page, select Finalize Game.

Wait for a referee to come and sign off on the game. He/she will enter their name or number into the REFEREE SIGN OFF field and then click Finalize Game. The referee may ask to view the detailed entries in NGIN or your notes from the game before finalizing.

