



Score Reporting Procedures for the Chicago United Hockey League

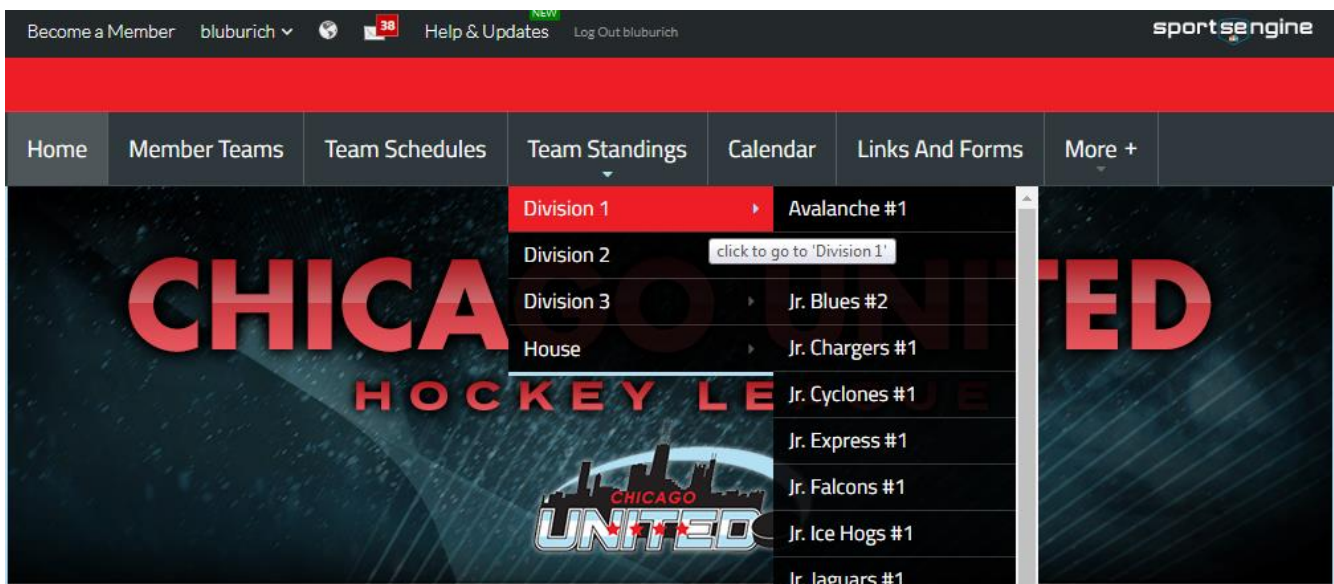
1. Step 1: Become a member of the Chicago United Hockey League Website



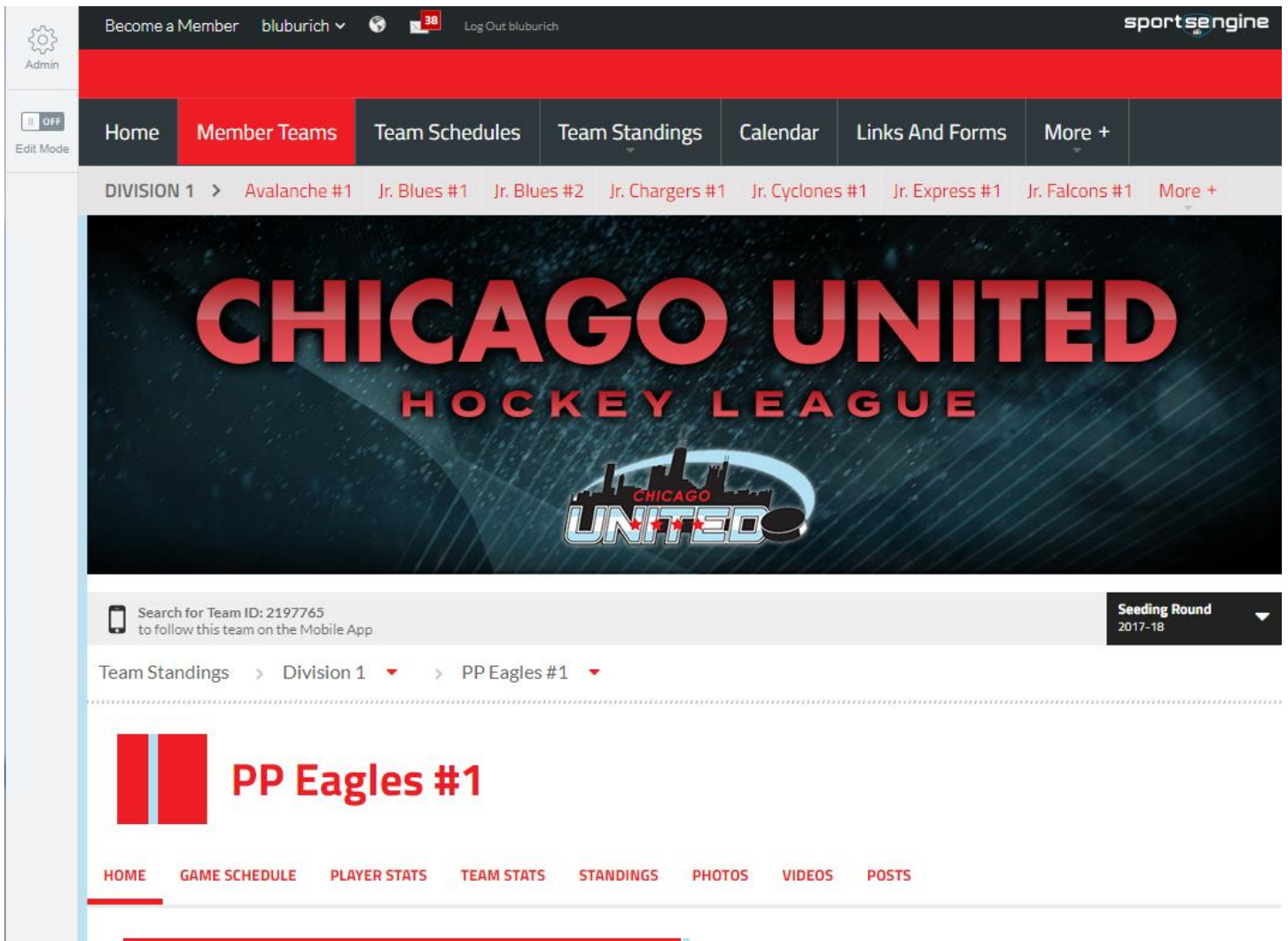
2. Email CUHL IT committee to request access to your specific team pages. Please include which team you are reporting scores for and the division they are competing in.

- a. bluburich@plprairiewi.com; ktwigg@plprairiewi.com; jordanmannskating@gmail.com

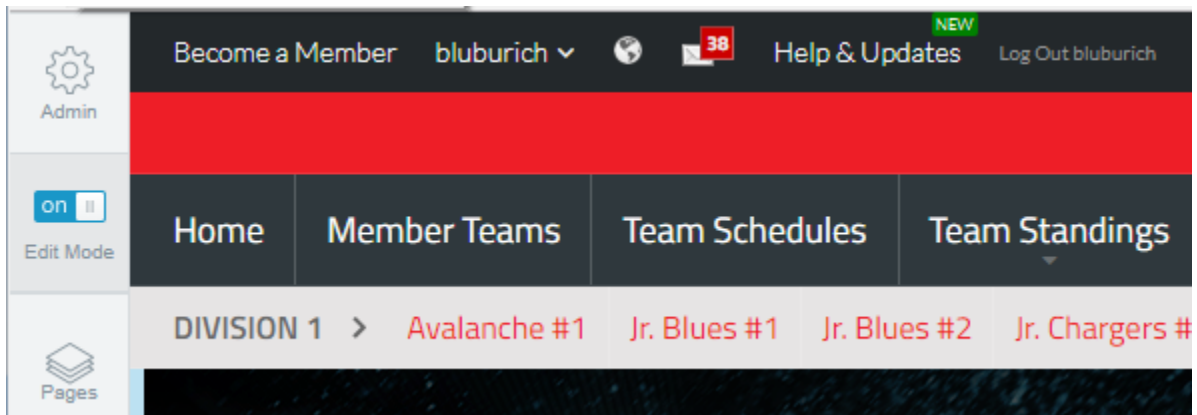
3. Click on the “Team Standings” tab and select your appropriate team



4. Once you select your team, the page should look like this if your user profile permissions have been assigned. Notice the “Edit Mode” switch in the upper left corner of the screen. You will not see this switch if the permissions to edit have not been assigned to your member profile.



5. Toggle the “Edit Mode” button. You will know when you have toggled the button because the button will now say “on” instead of “off.”



- Once you navigate to your team page, please select the “Game Schedule” tab and then click on the “QS (short for QUICK SCORE)” near the time of the game that you want to edit. Notice below that I’m selecting the Sunday, October 1st game against Wilmette #1.

The screenshot shows the team page for PP Eagles #1. The 'GAME SCHEDULE' tab is highlighted with a yellow circle. Below the navigation bar is a yellow 'Add Game' button. A calendar for October shows dates 1, 8, 15, 21, 28, and 29. Below the calendar is a table of game results with columns for DATE, RESULT, OPPONENT, LOCATION, STATUS, and QS. The QS column for the Sun Oct 1 game is circled in yellow.

DATE	RESULT	OPPONENT	LOCATION	STATUS	QS
Sun Oct 1	-	@ Wilmette #1	North Shore - NHL	12:50 PM CDT	QS
Sun Oct 8	-	Winfield #1	Pleasant Prairie - Green	12:40 PM CDT	QS
Sun Oct 15	-	@ Jr. Falcons #1	Centennial Highland Park	10:30 AM CDT	QS
Sat Oct 21	-	Avalanche #1	Pleasant Prairie - Blue	1:20 PM CDT	QS

- Once you click the “QS,” a pop-up will appear where you enter in your game score. After entering the appropriate score, you need to change the game status to “FINAL.” If the game goes into overtime, be sure to indicate so because that will affect your teams total points. Teams that lose in overtime still get a point toward their standings where as a regulation loss gives the team nothing.

The screenshot shows a pop-up window titled 'EDIT GAME QUICK SCORE'. It contains the following fields and options:

- Game Status:** A dropdown menu.
- Scores:** Two input boxes with '0' entered, separated by 'at'. Below the boxes are labels 'PP Eagles #1' and 'Wilmette #1'.
- Comment:** A text input field.
- Overtime:** A checkbox.
- Save:** A button at the bottom right.

- Final step is to click “SAVE.”