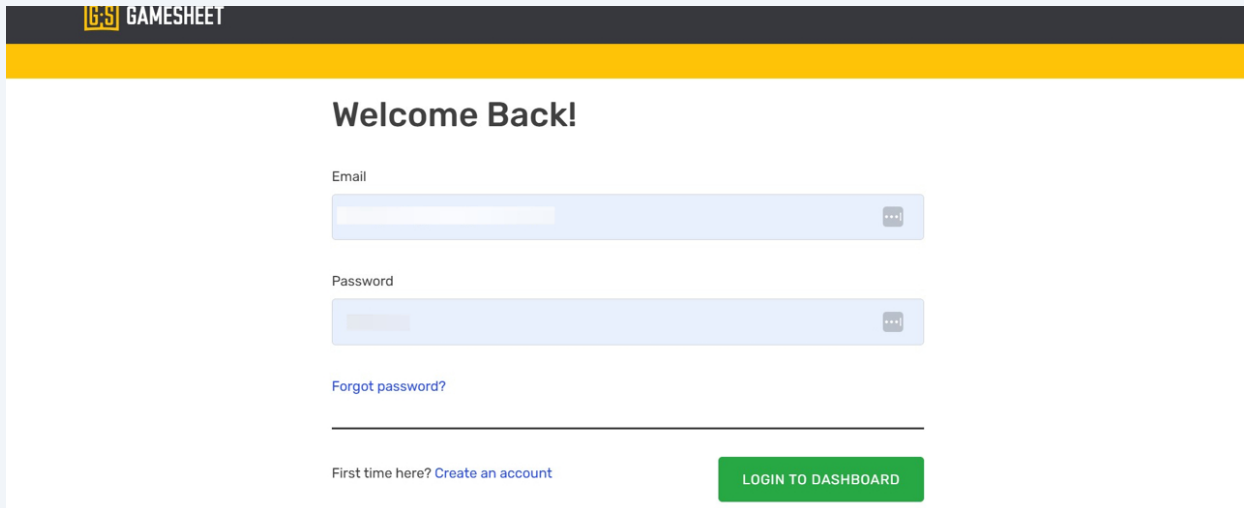


How to Schedule a New Game on GameSheets

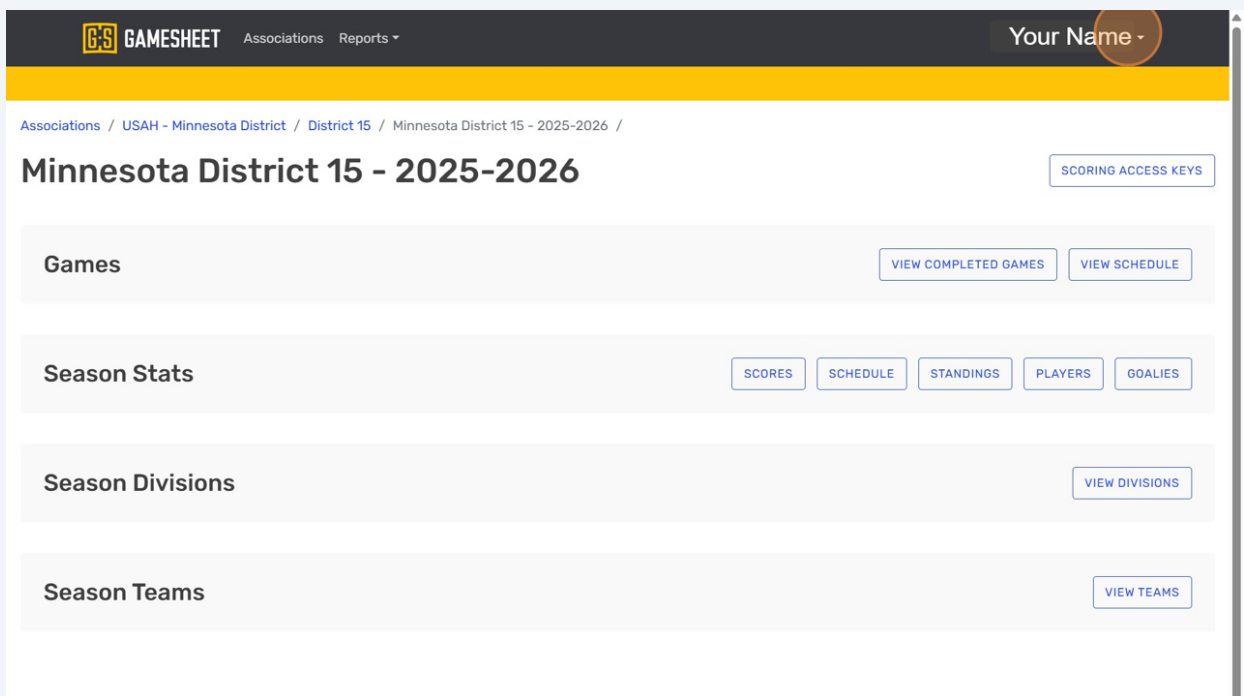
1

Navigate to <https://gamesheet.app/associations>. Enter your Email and Password if you already have an account. If not, you'll need to create an account and accept your Team Invite link in order to be able to schedule games and view past games.

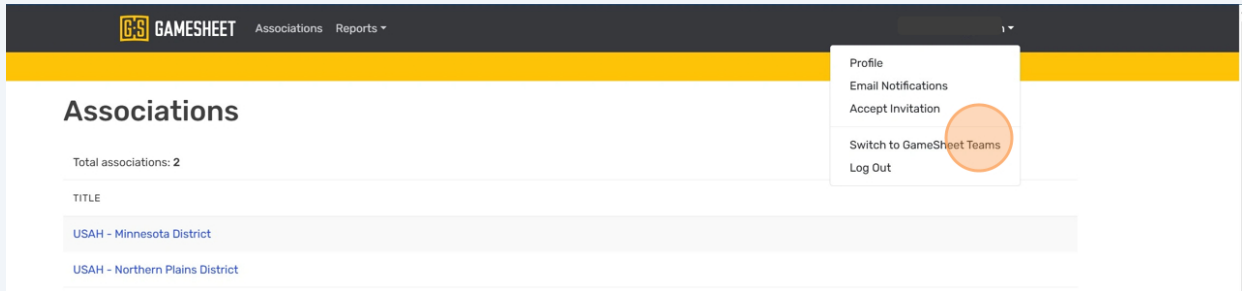


2

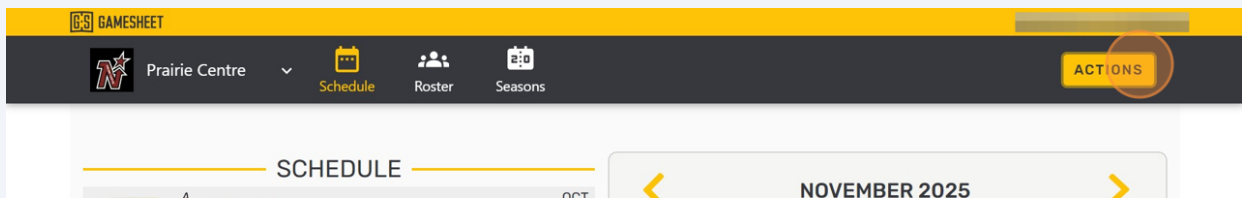
Click the dropdown arrow next to Your Name at the top to access a navigation menu.



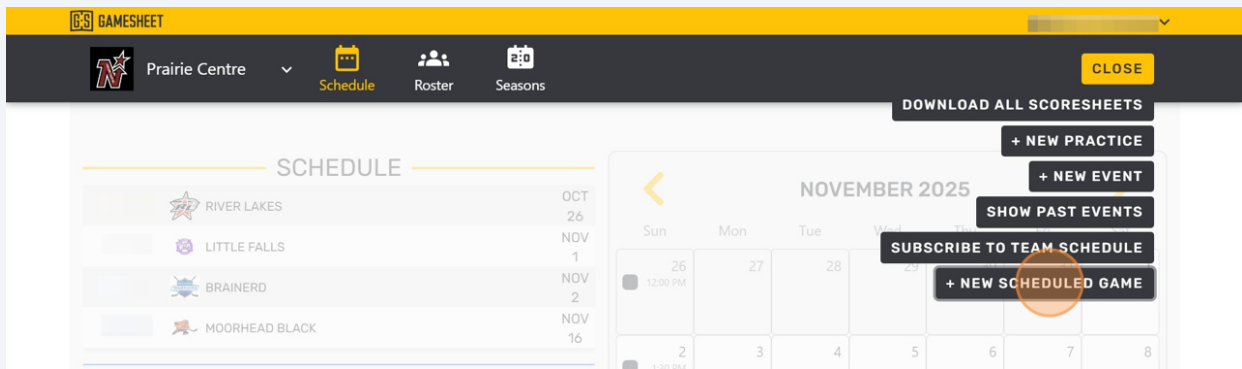
3 From the dropdown menu click "Switch to GameSheet Teams"



4 Click "Actions"



5 Click "+ New Scheduled Game"



6

Select the appropriate season:

For all "District Games" select "Minnesota District 15 - 2025-2026" option.
This would be for all games against a team that is also in District 15 and at your same playing level (e.g. B1, B2)

For all "Non-District Games" select "Minnesota Hockey - Districts Exhibition Season 2025-2026".
This would be for all games against a team that is in another District or at a different playing level (e.g. B1 v B2, B2 v C, B1 v A).

GAMESHEET Ashley Bruggeman

Prairie Centre Schedule Roster Seasons

SCHEDULE GAME

Season* Minnesota District 15 - 2025-2026 ✓

Home Visitor VS Opposing Division Opposing Team

Game Date & Time* Friday, Nov 21, 2025, 2:47 PM ✓ End Time 4:02 PM ✓ Time Zone* America/Chicago Game Number*

Game Type* Regular Season Location* Scorekeeper Name Scorekeeper Phone #

Broadcast Provider

Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them.

CANCEL CREATE AND ADD ANOTHER CREATE SCHEDULED GAME

7

Select whether your team is the "Home" or "Away" team.

Generally we should only be setting up games for HOME GAMES. The Home Team is supposed to take care of GameSheets.

The screenshot shows the 'SCHEDULE GAME' form in the GAMESHEET system. The header includes the GAMESHEET logo, 'Prairie Centre', and navigation icons for 'Schedule', 'Roster', and 'Seasons'. The user 'Ashley Bruggeman' is logged in. The form is titled 'SCHEDULE GAME' and has a dropdown for 'Season*' set to 'Minnesota District 15 - 2025-2026'. Below this, there are three tabs: 'Home' (selected and highlighted in orange), 'Visitor', and 'VS'. To the right is an 'Opposing Division' field. Further down, there are fields for 'Game Date & Time*' (Friday, Nov 21, 2025, 2:47 PM), 'End Time' (4:02 PM), 'Time Zone*' (America/Chicago), and 'Game Number*'. Below these are fields for 'Game Type*' (Regular Season), 'Location*', 'Scorekeeper Name', and 'Scorekeeper Phone #'. A 'Broadcast Provider' field is at the bottom left. A note on the right says: 'Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them.' At the bottom, there are three buttons: 'CANCEL', 'CREATE AND ADD ANOTHER', and 'CREATE SCHEDULED GAME'.

8

Select the appropriate Division for the opposing team.

This screenshot is identical to the one above, but with the 'Opposing Division' field selected. The 'Opposing Division' dropdown is highlighted with a blue border and contains the text 'PeeWee B2'. The 'Home' tab remains selected. All other fields and buttons are the same as in the previous screenshot.

9

Select the appropriate opposing team.

For exhibition games, if you do not see the other team in the available list you will need to contact the District to get them added. There are instructions on the District 15 website. This needs to be done ahead of time (not on Game Day).

GAMESHEET Ashley Bruggeman

Prairie Centre Schedule Roster Seasons

SCHEDULE GAME

Season* Minnesota District 15 - 2025-2026 ✓

Home Visitor VS Opposing Division PeeWee B2 ✓ Opposing Team Alexandria Grey ✓

Game Date & Time* Friday, Nov 21, 2025, 2:47 PM ✓ End Time 4:02 PM ✓ Time Zone* America/Chicago Game Number*

Game Type* Regular Season Location* Scorekeeper Name Scorekeeper Phone #

Broadcast Provider

Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them.

CANCEL CREATE AND ADD ANOTHER CREATE SCHEDULED GAME

10

Select the appropriate Game and Time (start time).

GAMESHEET Ashley Bruggeman

Prairie Centre Schedule Roster Seasons

SCHEDULE GAME

Season* Minnesota District 15 - 2025-2026 ✓

Home Visitor VS Opposing Division PeeWee B2 ✓ Opposing Team Alexandria Grey ✓

Game Date & Time* Friday, Nov 21, 2025, 2:47 PM ✓ End Time 4:02 PM ✓ Time Zone* America/Chicago Game Number*

Game Type* Regular Season Location* Scorekeeper Name Scorekeeper Phone #

Broadcast Provider

Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them.

CANCEL CREATE AND ADD ANOTHER CREATE SCHEDULED GAME

11 Enter the appropriate "End Time" (generally about 1-1/2 hours after start time).

GAMESHEET Ashley Bruggeman

Prairie Centre Schedule Roster Seasons

SCHEDULE GAME

Season*
Minnesota District 15 - 2025-2026 ✓

Home Visitor VS Opposing Division PeeWee B2 ✓ Opposing Team Alexandria Grey ✓

Game Date & Time* Saturday, Nov 22, 2025, 3:00 PM ✓ End Time 4:15 PM ✓ Time Zone* America/Chicago (GMT-06:00) Game Number*

Game Type* Regular Season Location* Scorekeeper Name Scorekeeper Phone #

Broadcast Provider

Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them.

CANCEL **CREATE AND ADD ANOTHER** **CREATE SCHEDULED GAME**

12 Enter a "Game Number*"

This does not have to be anything specific, but does need to be entered. District recommendation was your town + level abbreviation, so PCPW for Prairie Centre PeeWees, PCBTM for Bantams, PCSQB1 for Squirt B1 and PCAQB2 for Squirt B2. You CAN use the same Game Number multiple times.

GAMESHEET Ashley Bruggeman

Prairie Centre | **Schedule** | **Roster** | **Seasons**

SCHEDULE GAME

Season*
Minnesota District 15 - 2025-2026 ✓

Home | Visitor | VS | Opposing Division: PeeWee B2 ✓ | Opposing Team: Alexandria Grey ✓

Game Date & Time*
Saturday, Nov 22, 2025, 3:00 PM ✓

End Time
4:30 PM ✓

Time Zone*
America/Chicago (GMT-06:00)

Game Number*
|

Game Type*
Regular Season

Location*

Scorekeeper Name

Scorekeeper Phone #

Broadcast Provider

Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them.

CANCEL | **CREATE AND ADD ANOTHER** | **CREATE SCHEDULED GAME**

13 Ensure that the appropriate "Game Type" is selected.

Select "Regular Season" for all *District* games (same level and in District 15).

Select "Exhibition" for all *Non-District* games (different playing level or outside District 15).

The screenshot shows a web application interface for scheduling a game. At the top, there is a navigation bar with 'Schedule', 'Roster', and 'Seasons' options. The main heading is 'SCHEDULE GAME'. The form contains the following fields and values:

- Season*: Minnesota District 15 - 2025-2026 ✓
- Home: Home (selected), Visitor, VS
- Opposing Division: PeeWee B2 ✓
- Opposing Team: Alexandria Grey ✓
- Game Date & Time*: Saturday, Nov 22, 2025, 3:00 PM ✓
- End Time: 4:30 PM ✓
- Time Zone*: America/Chicago (GMT-06:00)
- Game Number*: PCPW
- Game Type*: Regular Season (highlighted with an orange circle)
- Location*: (empty)
- Scorekeeper Name: (empty)
- Scorekeeper Phone #: (empty)
- Broadcast Provider: (empty)

Below the form, there is a note: "Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them." At the bottom, there are three buttons: "CANCEL", "CREATE AND ADD ANOTHER", and "CREATE SCHEDULED GAME".

14 Select the appropriate "Location*".

If you type in "Sauk Centre", the Sauk Centre Civic Arena should pop-up as an option.

If you type in "Long Prairie", the Todd County Arena should pop-up as an option.

If these options do not pop-up for you, simply type if "Sauk Centre Civic Arena" or "Todd County Arena"

The screenshot shows a web application interface for scheduling a game. At the top, there are navigation tabs for "Schedule", "Roster", and "Seasons". The main heading is "SCHEDULE GAME". The form contains the following fields and options:

- Season***: Minnesota District 15 - 2025-2026 (with a green checkmark)
- Home** (selected), **Visitor**, **VS**
- Opposing Division**: PeeWee B2 (with a green checkmark)
- Opposing Team**: Alexandria Grey (with a green checkmark)
- Game Date & Time***: Saturday, Nov 22, 2025, 3:00 PM (with a green checkmark)
- End Time**: 4:30 PM (with a green checkmark)
- Time Zone***: America/Chicago (GMT-06:00) (with a green checkmark)
- Game Number***: PCPW (with a green checkmark)
- Game Type***: Regular Season
- Location***: (highlighted with an orange circle)
- Scorekeeper Name**: (empty)
- Scorekeeper Phone #**: (empty, with a three-dot menu icon)
- Broadcast Provider**: (empty)

Below the form, there is a note: "Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them." At the bottom, there are three buttons: "CANCEL", "CREATE AND ADD ANOTHER", and "CREATE SCHEDULED GAME".

15

When you are finished, click "Create Scheduled Game" and the game should now appear on your team's schedule in GameSheets and be available in the iPad app for scoring.

Minnesota District 15 - 2025-2026

Home Visitor VS Opposing Division PeeWee B2 ✓ Opposing Team Alexandria Grey ✓

Game Date & Time* Saturday, Nov 22, 2025, 3:00 PM ✓ End Time 4:30 PM ✓ Time Zone* America/Chicago (GMT-06:00) Game Number* PCPW ✓

Game Type* Regular Season ✓ Location* Sauk Centre Civic Arena Rink 1 Scorekeeper Name Scorekeeper Phone #

Broadcast Provider

Let your fans know where they can watch the game by selecting a broadcast provider from the list. If your desired broadcaster is not in the list, shoot us a message and let us know so we can add them.

CANCEL

CREATE AND ADD ANOTHER

CREATE SCHEDULED GAME