

GameSheet Set Up Information for Tournaments



The GameSheet digital scoring system replaces traditional paper score sheets and has two primary components:

1. **The Dashboard Website.** This is where schedules are input, score sheets are accessed and where you can manage your team's roster.
2. **The iPad Scoring App.** This is the digital version of the paper score sheet. Games are scored using this app and are uploaded to the Dashboard website where they can be viewed.

Team Invitation Codes & League Access Key

BYHA GS administrator will provide you with two different codes / keys:

- 1) **Team Invitation Codes.** The team invitation codes is used to register a GameSheet account to access score sheets and team management features on our Dashboard website.

Example Team Invitation Code: HJ8nUrCV3X

- i) You will have receive a list of tournament codes for each specific tournament.
 - ii) These codes are specific to each team and should not be shared with other teams or anyone outside of the team manager and coaches, the tournament director, and the tournament coordinator. These codes are not for parents and fans.
 - iii) The tournament director and coordinator will need to accept all team invitation codes so they can manage the tournament that weekend and have access to post game reports.
 - iv) The tournament director and/or coordinator will be responsible for sharing the team invitation code with each team in the tournament via email ahead of the tournament so the teams have time to review their roster before the tournament. Follow up communication should be done to ensure verification has occurred.
 - v) Each team is responsible for the accuracy of their roster. Once they accept their invitation code, they have the ability to edit their own roster (adjust jersey numbers etc. If the entire roster is wrong ex, the purple team instead of the white team, please provide the GS administrator the correct USAHockey roster number for correction)
- 2) **League Access Key.** The league access key is used to sign in to the iPad Scoring app which is used exclusively to score games. Everyone in your league will have the same key.

BYHA tournament League Access Key is: **ipad-byh-cb**

- a) **BYHA has 2 League Access Keys:** one for regular games and one for tournaments. It is the responsibility of the rink manager and/or tournament coordinator of each tournament to switch between sessions at the beginning and end of the tournament.
- b) **BYHA does NOT permit any personal iPads to be used for GameSheet scoring.** All games must be scored on the association iPads.

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Get Started with a Dashboard Account

If you don't already have a GameSheet account, create a new account by following these steps:

1. Go to <https://gamesheet.app/account/new>
2. Fill in the required fields and for the *Invitation Code*, enter the unique team code provided to you by your league. Note that the invitation code is 10 characters long and is composed of random numbers and letters. If you did not receive an invitation code, contact your league administrator.
3. Click Create Account.

If you already have a GameSheet account, accept your invitation by following these steps:

1. Log in to your Dashboard account with your email and password. If you forgot your password, use the **forgot password** link to reset it.
2. Click on your name in the top right corner and click on **Accept Invitation** in the menu.
3. Enter your invitation code and click **Update Account**.

Remember you need to accept all the team invitation codes for the tournament so you can effectively manage the tournament.

Rosters

1. As the tournament was being built through GS setup, rosters were used from the teams already in GS. However, sometimes errors can happen. It is very important that tournament teams verify their own rosters and confirm with the tournament coordinator directly through email that they approve their roster. During this communication, they should also provide their USAHockey roster number. This step is important because it links your GS roster to your official USAHockey roster number and makes things much easier and official. **Please do not manually add any rosters to your dashboard account.**
 - i) If there is a team that does not have a roster loaded in GS, once they set up their own account, and accept their invitation code, they can add their own roster by linking it to their USAHockey roster number. Again, this is the way to keep things most official. It is incredibly easy and should take no more than 3-5 minutes. Setting up the account is going to be longest part.

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Schedule

- 1) GS administrator will build the schedule for your tournament and send it to the tournament director for final review and approval.
- 2) Games will be available to load from schedule on the iPads.
- 3) Bracket play games will require some additional set up as teams will not be determined until the last night of the tournament. The tournament coordinator, rink manager and/or tournament director will need to work together to determine those outcomes and make sure the iPads are ready to go for the last day of the tournament.

Training

- 1) Watch the training videos on the BYHA website.
 - i) From the Home drop down menu, go to DIBS Info. There is a ton of GS training information available to help you get started and at least familiarize yourself with the scoring app.

iPad Storage

- 1) BYHA has 6 iPads for the association to use for scoring games, 2 per sheet of ice (Nymore, 1NR, and Power). The intent is for 1 to be in active use and 1 to be charging or being set up for the next game. The success of this plan is entirely dependent on the users.
- 2) The iPads for the BCA have a new home in the equipment room, which is located on the Power side of the rink. The door to this room is locked with a keypad. It will be the responsibility of the BYHA Team Manager to unlock the door to get the iPad out of the equipment room. The iPads are on the shelf immediately to your left as you walk in the door. There will be a blue binder with sign-in sheets. Make sure your families are signing out and in every time they use the iPads, and that they are getting plugged back in every time they are returned. Stress the importance of filling out the sign-in book, just like with DIBS, and plugging the iPads back in, so we can create good habits right from the start.
- 3) The iPads at Nymore are currently living in the Rink Manager's office. The chargers and sign in book is in there as well. The only plug in is right next to their desk, so you should always have the Rink Manager with you when you are accessing them since you will be in their office and around their desk. Keep in good communication with Rink Manager since they are helping us out by keeping them secure until we can find a more permanent secure solution for the iPad over there.

View Completed Score Sheets

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If you've successfully set up your GameSheet Dashboard account and have accepted the invitation for key for your team, you'll automatically receive a post game email from GameSheet that includes a summary of the game along with links to view the score sheet and the box score. You can save these scoresheets as a PDF and they look just like the old paper scorebook sheets. If you are not receiving these emails, check your junk mail and confirm that you've accepted the correct invitation code.

Make sure all games are being uploaded. If you are not seeing them in the completed games section of your Dashboard account, or getting the emails, check the iPads and make sure they have been correctly uploaded.