


## Step 1: Game Set Up

**NOTE:** It is helpful to have a scratch sheet of paper and a pencil or pen handy.

- Retrieve the tablet or laptop and associated charging cord from the correct location.
  - Log into the laptop with the “livescoring” account. The Password is “Icecats!”.
- Open Google Chrome or another web browser and go to the South Dakota Amateur Hockey Association website: <https://www.sdaha.org/>
- Click **Sign In** in the upper right corner to log into SportsEngine. Use the BVHA login information:
  - Email Address: [livescoring@brandonvalleyhockey.com](mailto:livescoring@brandonvalleyhockey.com)
  - Password: Icecats! (the first letter is a capital “i”)
- Find the game to be Live Scored
  - Click the **Leagues** menu, hover the mouse cursor over the correct age level and then click on the Brandon Valley team.
  - On the upper left side of the screen, click the **Edit Mode** toggle switch and set it to “On”. **NOTE:** This step is important for the remaining instructions to work correctly.
  - Click the **Game Schedule** tab and find the game to be Live Scored.
  - Click on the game time.
- Click on the **SCORE LIVE** button. A screen similar to the one below will appear.
- Verify the date, time and period length are correct. Period lengths are 17 minutes for Varsity/JV (18U), 15 minutes for Bantam (14U) & PeeWee (12U) and 12 minutes for Squirt (10U).
- The other information on this screen is optional. It does not need to be entered.

If you made any changes, click the **Save Game Details** button and then click **OK**. Otherwise, go to Step 2.




Away Team

**BRANDON VALLEY ICE CATS**  
BJV

VS

Home Team

**MITCHELL MARLINS BJV**

Score Game

Game Details

Teams/Rosters

Save Game Details

SCORING

☒ THIS GAME IS BEING SCORED LIVE

☒ TRACK PLAY LOCATIONS

GAME TIME & LENGTH

DATE01/08/2020

TIME8:00 PM

GAME STATUS

Scheduled

PERIODS

17

17

17

+ Add Period

LOCATION & WEATHER

VENUE

MAP/LINK

ATTENDANCE

SELLOUT

NIGHT GAME

NEUTRAL FIELD

NATURAL SURFACE

WEATHER

TEMPERATURE

WIND

REFEREES

+ Add Referee

PENALTY SETTINGS

MINOR PENALTY LENGTH

2

00

## Step 2: Enter the Team Rosters

- Click the **Team/Rosters** tab.
- Select the players for each game either by clicking **Select All** at the top or the box next to each player.
- Verify each player's name on the website roster matches their name on the stickers given to the Scoresheet. Click the Edit button to make any changes (this should be rare). Be sure to uncheck the box next to a player's name if they are injured or otherwise not playing.
- If a player is listed on the sticker but not listed online, click the **Add Player** button and enter their information (this should be rare).
- Click the drop-down next to **STARTING GOALIE** and select the player's name from the list.
  - If there is no player in the drop-down menu, click the **Edit** button next to that player, select **Goalie** from the drop-down for POSITIONS, click **+Add**, and then **Save Player**. The player will appear in the STARTING GOALIE drop-down.
- Repeat the steps above for each team.

Away Team  
**BRANDON VALLEY ICE CATS  
BJV**

VS

Home Team  
**MITCHELL MARLINS BJV**

Score Game

**Game Details**

**Teams/Rosters**

Away Team  
**BRANDON VALLEY ICE CATS  
BJV**

+ Add Player

👤 = Active Player  
[Select All Active](#) | [Select All](#) | [Select None](#)

STARTING GOALIE: Choose...

<input type="checkbox"/>	#	Pos	Player	
<input type="checkbox"/>			Bakke, David	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>			Park, Travis	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	4	F, D	Quissell, Preston	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	8	F	Wartenbee, Jackson	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	9	D	Hopkins, Sean	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	10	F, D	Schneekloth, Blake	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	11	D	Hickman, Austin	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	13	F	Petty, Auden	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>

Home Team  
**MITCHELL MARLINS BJV**

+ Add Player

👤 = Active Player  
[Select All Active](#) | [Select All](#) | [Select None](#)

STARTING GOALIE: Choose...

<input type="checkbox"/>	#	Pos	Player	
<input type="checkbox"/>	1	G	Jerke, Drake	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	2	F	Puetz, Tanner	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	3	D	McCormick, Nathan	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	4	F	Jerke, Lukas	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	5	F	Paul, Lucas	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	6	D	Buenzow, Mason	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	7	F	Elfstrand, William	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
<input type="checkbox"/>	9	F	Schlimmen, Esten	<div style="border: 1px solid #ccc; padding: 2px 5px;">Edit</div>

## Step 3: Scoring the Game

### IMPORTANT NOTES:

- All clock times will need to be entered **manually**. The SportEngine webpage does NOT sync to the scoreboard's clock.
- If you get behind, write the information on a sheet of paper and enter it as time allows.
- Be sure to communicate with the off-ice officials (penalty box workers, scoreboard operator & scoresheet keeper) to ensure the same number of shots on goal are being recorded.
- A shot on goal is counted as a "shot" if the goalie had to prevent the puck from going into the net. A shot on goal is NOT counted when it hits the goal's crossbar or side-post, is blocked by any other player from either team or where the goalie blocks, catches or covers the puck outside of the crease.

**Shots:** Click the **Shot** button to keep track of shots on goal.

*Option 1 (Recommended for faster paced games or when there are frequent shots on goal)*

- Click the **Shot** button under each team's name. This will enter and record a shot only—no other details.

*Option 2*

- Click the **Shot** button in the middle section of the screen (between the **Goal** and **Penalty** buttons)
- Select the shooter if you know the player who made the shot.
- Select the correct period and time of the shot (type four digits).
- Click the **Next Play** button to save the shot and to be ready to enter the next live scoring action.

**Goals and Assists:** Click the **Goal** button to record a goal and any assists.

- Select the team which made the goal. *NOTE:* The shot on goal will automatically be recorded. You do **NOT** need to enter the shot manually.
- Select the player who scored the goal along with any assists, as announced by the referee. You may need to work with the scoresheet keeper to get the information.
- Enter the period number and time of the goal (type four digits).
- Click the appropriate button to select the type of goal (even strength, power play, short-handed).
- Click the **Next Play** button to save the goal and to be ready to enter the next live scoring action.

**Penalties:** Click the **Penalty** button to record a penalty.

- Select the team which incurred the penalty.
- SKATER: Select the player who incurred the penalty.
- SERVED BY: Select the player who served the penalty. This will normally be the same as the player who incurred the
- penalty.
- INFRACTION TYPE: Enter the type of penalty as announced by the referee.
- CLOCK TIME: Select the period and enter time of the penalty (type four digits).
- SELECT PLAY ACTION: Click the appropriate button to indicate whether it was a minor or major penalty. Then click
- the appropriate button to indicate whether or not the penalty results in a power play. The other buttons in this section are optional.
- Click the **Next Play** button at the bottom to save the penalty and to be ready to enter the next live scoring action.

**New Period:** Click the **Start New Period** button to change to the next period.

**Corrections:** If you need to change an action, you can delete it by clicking the **Delete** button next to it. You will then need to re-enter the action.

## Step 3: Scoring the Game (continued)

### Optional/other Actions:

- Click the **Goalie Change** button if a team changes their goalie and enter the other information as appropriate. Click the **Next Play** button at the bottom to save the change and to be ready to enter the next live scoring action.
- Click the **Shootout** button if there is a shootout (this should be rare). Click the **Goal** or **Miss** button as appropriate. Then click the **Next Play** button at the bottom to save and be ready to enter the next live scoring action.
- Click the **Switch Sides** button to change the side the team appears on the screen. This is optional.
- **Faceoff, Turnover, Hit** and **Blocked Shot** are optional and do NOT need to be recorded.

The screenshot displays the game interface for BV Ice Cats Junior Varsity (18U). At the top, the team logo and name are on the left, with a score of 0. The period is 1st and the clock is at 20:00. On the right, the opponent's name is MITCHELL, also with a score of 0. Below the team names are buttons for 'Shot' and 'SOG 0'. A 'Switch Sides' button is in the center. The bottom section features a 'PLAY LIST' on the left and a 'SELECT PLAY ACTION' menu on the right. The menu includes buttons for Goal, Shot, Penalty, Faceoff, Turnover, Hit, Blocked Shot, Goalie Change, Shootout, Shootout Won, and Start New Period. An 'UNSAVED' indicator is visible in the top right of the menu.

## Step 4: Finalizing the Game

- At the end of the game, compare the information/statistics with those of the Scoresheet Keeper. They need to be **identical**.
- Click the **Finalize Game** button at the top menu bar (see the arrow in the image below).
- If there is a prompt for a referee signature, just enter your initials and continue.
- Click the circle in the upper right corner of the screen and then click **Sign Out**.
- If there is a game immediately following the game you Live Scored, give the tablet or laptop and associated charging cord to the next person.
- If there is NOT a game immediately following the game you Live Scored, turn off the tablet or laptop and return it along with the associated charging cord to the correct location. Please **DO NOT** leave it outside nor

