

- Does everyone have access to the app
- Is everyone logged into the app?
- If these things are done on your iPad, then we are now ready to score a **TEST** game.

To set the scene: there is a game scheduled for your team and age group today at Cheektowaga. We will walk you through the process of using the app to score your game.

Questions are OK especially if the app is not working for you or you are confused.

1. Tap the green plus button in the upper left side
2. This will take you to the add new game screen
  - a. Here you will see the following items (Type of game, home and away team, division, age group, start and end date for the game, and the location where the game will be played.

10:02 PM Fri Sep 10

Cancel Add new game Continue

Type of game: Scrimmage

Home team: Select team

Away team: Select team

Division: Select division

Age group: Select age group

Start date: Select date

End date: Select date

Location: Location of the game

- b. Select the **"Scrimmage"** button under type of game > Then select TEST
- c. Next tap "Select team" for the Home team, for the sake of this example the home team will be your team for the 22-23 season. ***If you are on multiple teams...Just pick one (Remove this)*** 🤔
- d. Tap the "Enter team name" search field to find your team
  - i. Less is more, instead of searching for "The Buffalo Sabres" try searching for "Sabres" or by NYH####-### to find your team
- e. If you see your team, select it and go to step f.
  - i. My team isn't listed, what do I do? Create it
  - ii. In the upper right, tap add team
 

Add team
  - iii. Fill out the following form with the appropriate team information (Team name, coach name, roster ID [NYH####-###], division, and Age group), then press "Add" (Upper right). Note an internet connection is required for

this step.

10:06 PM Fri Sep 16

Cancel Add team

**Team name:**  
REALLY COOL HOCKEY TEAM

**Coach name**  
GREGORY SMITH

**Roster ID**  
NYH###-###

**Division:** GREEN


**Age group:** 18U

iv. Next find the team you just created, and select it.

10:10 PM Fri Sep 16

Cancel Select team Add team

REALL

 18U - REALLY COOL HOCKEY TEAM - NYH###-###


f. Next tap "Select team" for the Away team

i. Tap "Enter team name" and search for "ANNUAL MEETING TEST TEAM"

10:27 PM Fri Sep 16

Cancel Select team Add team

ANNUAL MEETING TEST TEAM

 18U - ANNUAL MEETING TEST TEAM - NYH0000-000

g. Tap "Select division" and select the division appropriate to your team

h. Tap "Select age group" and select the division appropriate to your team

i. Tap "Select date" for the start date, and set the date and time for the meeting group your in, then press okay

i. 9/17/22 - 08:00AM

ii. 9/17/22 - 11:00AM

iii. 9/17/22 - 02:15PM

j. Tap "Select date" for the end date, and set the date and time for the meeting group your in, then press okay

i. 9/17/22 - 10:15AM

ii. 9/17/22 - 01:30PM

iii. 9/17/22 - 04:30PM

k. Tap "Location of rink" text field, type "Cheektowaga Recreation Ice Arena"

I. If everything went okay, your screen will look like this

10:44 PM Fri Sep 16 100%

Cancel Add new game Continue

Type of game: Scrimmage

Home team: 18U - REALLY COOL HOCKEY TEAM - NYH###-###

Away team: 18U - ANNUAL MEETING TEST TEAM - NYH0000-000

Division: BLUE

Age group: 18U

Start date: 2022-09-18 00:00:00 +0000

End date: 2022-09-18 02:15:00 +0000

Location: Cheektowaga Recreation Ice Arena

3. Setting up your roster

a. If you just created a team there will be no players or coaches, everything will be blank. Otherwise skip to step d

11:12 PM Fri Sep 16 100%

REALLY COOL HOCKEY TEAM Add Player Add Coach

b. Adding a player

- Tap the "Add Player" button in the upper right
- Add the player's first name
- Add the player's last name
- Add the player's number



- v. Select the player's position
- vi. Should look something like this, press accept

11:15 PM Fri Sep 10 100%

Cancel Add player Accept

REAL

First name: GREGORY

Last name: CAVARETTA

Player Num: 02

Player Pos: FWD

- vii. Repeat these steps until your team is in the system.
- viii. NOTE: Depending on your internet speed this may take several seconds to load.

c. Adding a coach

- i. Tap the "Add Coach" button in the upper right
- ii. Add the coach's first name
- iii. Add the coach's last name
- iv. Add the coach's coaching number
- v. Select the coach's coaching level
- vi. Select the coach's expiration date
- vii. Select the coach's title (HC/AC)
- viii. Should look something like this

11:20 PM Fri Sep 10 100%

Cancel Add coach Accept

REAL

First name: JANICE

(2) Last name: CAVARETTA

Coaching #: 123456

Coaching level: 5

EXP/YR: NO EXP

Title: HC

- ix. Repeat these steps until your team is in the system
- d. On the home roster verify that all players are listed as activate
- e. On the Home roster Scroll to the bottom of the list and tap the "Sign here" image for each coach. Pretend to have each coach sign. (Just write TEST or leave a dash or something)
- f. On the Away roster Scroll to the bottom of the list and tap the "Sign here" image for each coach. Pretend to have each coach sign. (Just write TEST or leave a dash or something)
- g. Once this step is complete, you can now score the game.

**NOTE: That adding players to the WNYAHL Scoresheet App is the most time consuming and HARDEST part of the entire app. This process, (In most cases) will only need to be done once and that is right NOW! Outside**

of adding a new player to your roster (e.g. An alternate, etc ) you should not have to do this again. However, that does NOT mean that the away team will always have their roster in the app, nor does it mean their team will be in there. You should ALWAYS be prepared to have the unexpected happen by showing up to any Home game, with an iPad 45 minutes to an hour before the game starts to sort out ANY roster and or internet issues that may come up. Be a team player and complete your Roster today!

4. Scoring a game

a. Select the "Game" Tab in the bottom middle. You are now ready to score the game!

b. Adding a penalty

- i. Tap the "Penalty" ( [Penalty](#) ) button in the upper right
- ii. Enter in the time of the infraction
- iii. Select the length of the Penalty (MIN)
- iv. Select the period of the penalty (1, 2, 3, OT)
- v. Select the team, HOME/AWAY
- vi. Select the player's name and number who received the penalty
- vii. Specify the type of penalty
- viii. Specify the On time if known, if not add it in later

c. Adding a goal

- i. Tap the "Goal" ( [Goal](#) ) button in the upper right
- ii. Enter the time of the goal
- iii. Select the team, HOME/AWAY
- iv. Select the player who scored the goal
- v. Optional: Select the 1st player who assisted the goal
- vi. Optional: Select the 2nd player who assisted the goal

d. Adding a timeout, goalie change, injury, etc

- i. To add something like a timeout or injury, press the Finalize tab (Bottom right)
- ii. Here you will see a section for notes
- iii. Add the incident in the notes section

e. Worksheet

add the following incidents

Complete?	Period	Off Time	On Time	Team	Length/MIN	Player/Coach	Type
•	1	10:40	10:01	AWAY	Appropriate to age group	#5	HOOING
•	1	10:01	-	HOME	-	Any player(es)	GOAL
•	1	06:06	LEAVE BLANK	HOME	Appropriate to age group	Any player	ROUGHING
•	1	06:06	LEAVE BLANK	AWAY	Appropriate to age group	#14	ROUGHING
•	1	00:21	-	AWAY	-	#12, #9, #3	GOAL
•	2	08:32	-	AWAY	-	#9, -, -	GOAL, unassisted
•	3	03:14	03:01	AWAY	Appropriate to age group	#20	TRIPPING
•	3	03:01	-	HOME	-	Any player(es)	GOAL
•	3	00:57	-	HOME	-	Any player	GOAL, unassisted
•	3	00:57	0:57	AWAY	Appropriate to age group	#10	UNSPORTSMANLIKE MISCONDUCT
•	3	00:57	-	HOME	30 Seconds	-	TIMEOUT, Add under finalize tab

Edit the following incidents, set the off time appropriate to the length  
To do this, slide the penalty from the right side to the left and press edit

GoalPenaltyOther

Period 1

ETTING TEST TEAM

06:06 - #14 Rob Ray - 2:00 Roughing

DeleteEdit

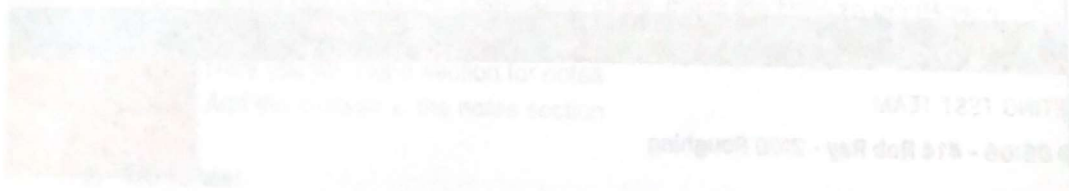
•	1	06:06	UPDATE	HOME	Appropriate to age group	Any player	ROUGHING
•	1	06:06	UPDATE	AWAY	Appropriate to age group	#14	ROUGHING



### 5. Finalizing the game

- Have the refs sign
- Finalize the game
- You will receive an error message saying that there are over 20 players listed as active, set player #21 as inactive and finalize again

DATE	TIME	HOME	AWAY	SCORE	STATUS	REMARKS
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	
10/10/2020	19:00	HOME	AWAY	1-0	FIN	



HOME	AWAY	SCORE	STATUS	REMARKS
HOME	AWAY	SCORE	STATUS	REMARKS