ELECTRONIC GAME SHEETS

Coaches & Managers Step-by-Step Guide

GHA has volunteered to participate as a test pilot for the new Spordle Play electronic game sheet program. We are only the only District in HEO this year using this platform for electronic game sheets. The platform can be used on any phone tablet or laptop computer. Basically, any device that can connect to the internet that has a screen can be used.

Important – TTM Uploads

You must continue uploading your scores and game sheets into TTM within 24 hours..A PDF copy of the electronic game sheet can be uploaded into TTM. It is a good idea to have a paper sheet handy if there are issues with connecting to the internet.

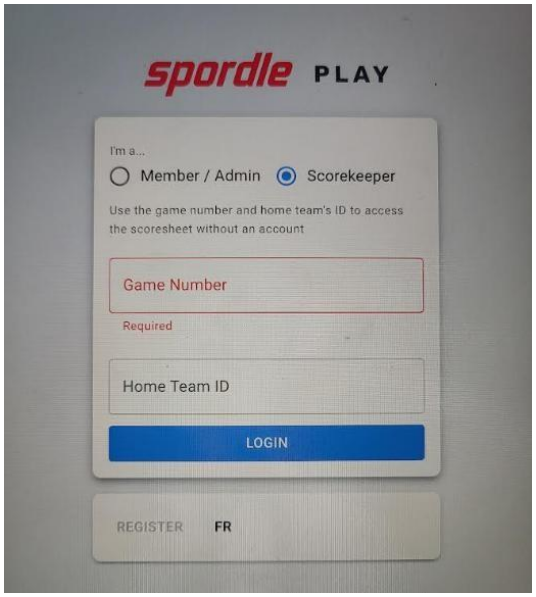
1. How to Log In

You can access the electronic game sheet system from any Smartphone or tablet.

1. Open your internet browser and go to play.spordle.com.
2. Select Scorekeeper (no account) or Member. Team staff will have an account and can log in under member icon. Team staff logging in with their account will select the scorekeeper APP after clicking on their game number found in the schedules tab.
3. Enter the Game Number for your scheduled game**. This is the Spordle play game number not the TTM one from the GHA Website . They do not match.**
4. Password is your team's Local HCR Team ID Number. HCR Team ID numbers are provided to teams from your Association.

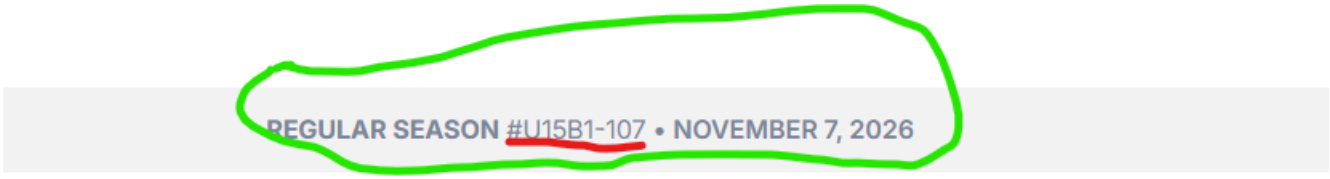
LOGIN INFORMATION

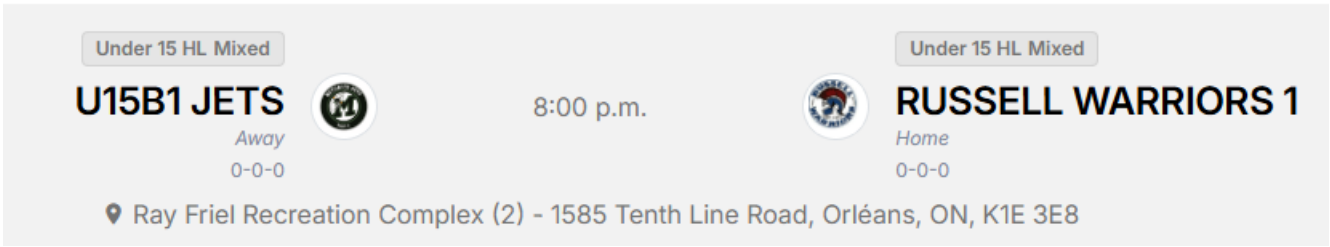
- Game Number: Found on the **Spordle Gloucester Hockey League website** Schedules, Standings & Stats | GLOUCESTER HOCKEY LEAGUE , under Full Schedule or teams(select schedule) or calendar icon on right side of home page(select level schedule)
- Home Team ID: Found in the team ID spreadsheet from your Association. This id number is always the password for each team’s games.



2. How to Find Your Game Number

- Open the Gloucester Hockey League website [Schedules, Standings & Stats | GLOUCESTER HOCKEY LEAGUE]
- Click Full Schedule or Teams then select your team or the calendar icon on the right side, and then pick your level schedule.
- Find your scheduled game.
- Locate the game number displayed on the right-hand side of the schedule.
- How to link and videos: [Videos & Guides]





Player Jersey Numbers – Manager Reminder

Managers: The player jersey numbers need to be entered into Spordle play roster. If your team's jersey numbers have been enter into HCR by your registrar then they will be there. You will have to enter them manually into Spordle play if they were not put on your HCR roster.

3. Accessing Your Game Sheet

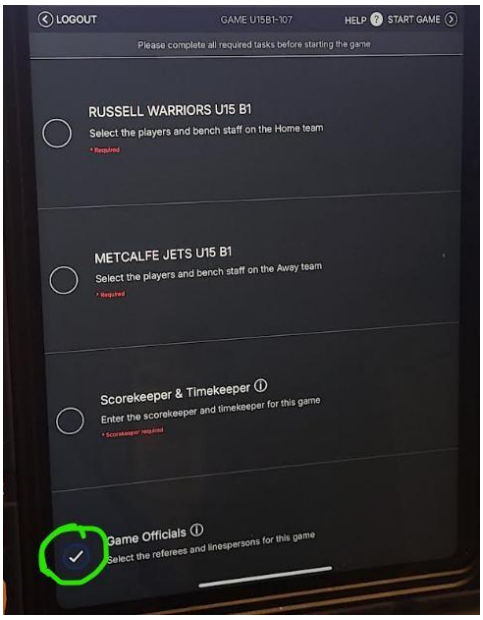
Once you have successfully logged in, the system will provide two options. Select either Score sheet or Game Sheet to proceed. Once the game is complete and game is entered as ended, Team staff will get an e-mail with a link to a pdf copy of the completed game sheet. This pdf copy can be uploaded into TTM.

4. Verify Rosters, Affiliated Players and Coaching Staff

Before starting the game, review and verify the information listed on the game sheet:

- Select your team.
- Roster shown is the players on your HCR roster. Selecting all players then removing the checkmark for the ones that are not playing is the quickest option rather than clicking on each individual player
- To add an affiliate select **add player**. Do a search with the players name and add to score sheet..
- Team staff is from your HCR roster. Select only 5 total to be on bench for the game. One coach needs to sign the score sheet by using finger on screen.
- Complete the scorekeeper and timekeeper information in the penalty box or dressing room if individuals are already selected..
- Officials names are to be entered by searching name or manually entering name.

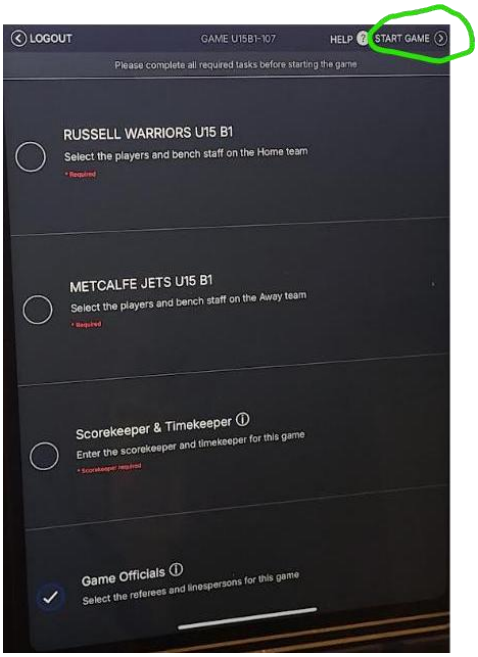
Please review all information carefully before starting the game. (Once reviewed a blue check mark will appear in the circle. All must be blue to proceed to start game)



5. Starting the Game and Entering Goals and Penalties

- Once all information has been verified by the scorekeeper then the game is ready to begin, click Start Game. This can de done anytime all the required information is entered into the score sheet.
- The system will automatically transition to the active game sheet.

- Enter goals and penalties as they occur throughout the game with the time they happened.

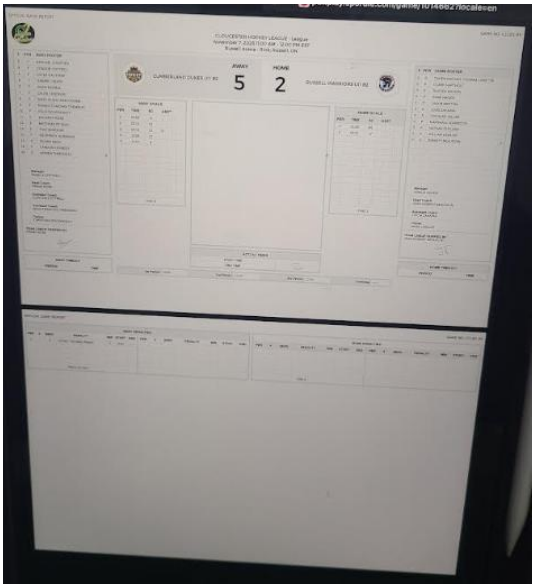


How to Enter a Goal or Penalty

- Select the appropriate goal or penalty button.
- The system will display the players' jersey numbers and names.
- Select the correct player. The selected player will automatically be added to the appropriate goal or penalty entry. Enter the time of play
- Repeat these steps as required throughout the game.

6. Ending the Game and Generating the Game Sheet

- Once the game has finished, wait until the referees confirm that the game is complete and it is okay to end the game. Have the officials sign the game sheet.
- Click End Game.
- The system will finalize the game information.
- The completed electronic game sheet will then be generated and an e-mail notification will be send to both team staffs. Game sheet can be downloaded from the e-mail link provided.



7. Important Reminders

- Electronic game sheets replace the paper ones. The Spordle system is set up to replace the same procedure as filling out a paper sheet
- Game Numbers from the GHA TTM schedule **do not match** the Spordle game numbers from the Spordle GHA website. The Spordle game numbers are required to open up the electronic game sheet along with the HCR Team ID which is the password. Game numbers change but the password always stays the same. Both teams can fill out the score sheet also before the game or at the Arena.
- Have a paper sheet available in case of internet problems.
- Continue uploading scores and electronic game sheet into **TTM** within 24 hours.
  Upload a PDF copy by downloading it from the Spordle notification e-mail that is automatically send to both teams staff from the HCR roster.
- Ensure rosters, affiliated players, coaching staff, scorekeepers, timekeepers and officials are entered correctly.
- Please enter your Players jersey numbers thru Spordle play roster by logging in with your account..

Thank you

Thank you for your patience and cooperation as GHA participates in this pilot program. Your feedback and assistance will help make the transition to electronic game sheets as smooth as possible for everyone. Any issues you encounter or questions pass them on to your division convenor or President and they can pass them on to the GHA executive.