SSWHL Electronic Scorekeeping Guide

1. **FIND THE GAME:** Open the SSWHL homepage (sswhl.org) and click the button that says "SCOREKEEPERS CLICK HERE." The username and password are "sswhl" in all lower case, with no quotation marks. Click on the game ID number of the game you are scorekeeping.

2. **ADD ROSTERS:** Captains can do this on their own phones before the game, or they can use your device to do it on the ice. They will have to select and add the players who are playing that game, add any subs, and then edit the jersey numbers if they are incorrect. They will see green checkmarks next to the players who are playing and a red X for those who are not playing. NOTE: If the captain uses their own phone to edit their roster, you must reload the page on your device to update the changes before the game starts!

3. **ADD OFFICIALS:** Type in the referees and scorekeepers first and last names and click the "ADD OFFICIALS" button.

4. **ADD GOALS AND PENALTIES:** Use the forms to add goals or penalties separately for each team. Only the players who are signed in by the captain can be selected for goals or penalties. If you get a jersey number from the ref that is not on the list, it means the captain did not update the roster properly or the ref

made a mistake with the jersey number. Please try to fix the discrepancies when they arise.

5. **EDIT GOALS OR PENALTIES:** Click the "edit" button next to the goal or penalty, or scroll down the page to find the "Edit Goal" and "Edit Penalty" forms. There, you select the goal or penalty you want to edit, select the field you want to change, then enter the new value and hit the submit button. You can only change one field at a time.

6. **FORFEITS:** If any team forfeits, make sure and mark that down in the box for forfeits.

7. **SUBMIT FINAL SCORE:** When all the information has been entered, hit "SUBMIT FINAL SCORE" and this will finalize the game. You can still make changes after this, just hit the submit button to update the results.

FAQs:

1. What if there is no cell signal on the ice?
   - Look for a wifi signal provided by the rink.
   - If there is no wifi or no cell service, you will have to use paper sheets. You can print out the game sheets before the game (find them on the Schedule page of the SSWHL website), or print out some blank sheets that can also be downloaded from the Schedule page. When you have internet service, log in to the SSWHL scorekeeping page and enter all the information from the paper sheets into the

form and submit the final score. Take a clear photo of the game sheet for our records and email it to scorekeeper@sswhl.org.

2. What if there are no printed or blank game sheets?
   - ○ Please find any scrap of paper or make notes on your phone to record goals and penalties, with all the relevant information. Captains can enter the rosters on their phones after the game. When you have internet service, log in to the SSWHL scorekeeping page and enter all the information from your notes into the form and submit the final score. If using paper, take a clear photo for our records and email it to scorekeeper@sswhl.org.