

## Team Roster Input and Game Sheet Instructions

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**IMPORTANT: ROSTERS MUST BE INPUT BY MANAGERS BY AUG 1** GameSheet training date options via Zoom will be emailed to Team Managers by AGHF personnel.

For general information frequently asked questions for Game Sheet, please visit the following links: **Account Management:**

<https://help.gamesheet.app/category/48-account-management>

**Training Videos:** <https://help.gamesheet.app/article/29-training-videos>

1. **Installing the App:** Download the GameSheet app by opening the “GameSheet” app through your web browser on your iPad. [https://www.youtube.com/watch?v=-QDae4l8dzE&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=-QDae4l8dzE&ab_channel=GameSheetInc)
2. **Create Account:** Create an account by going to <https://gamesheet.app/account/new> and completing the registration form.  
<https://help.gamesheet.app/article/28-team-user-invitation-email-template>
  - a) You will need your Team’s Invitation Code — which has been shared. If you don’t have it, please contact the Commissioner or Deputy Commissioner. You may share this Invitation Code with others that you want to be able to view completed score sheets, and or manage your team's roster.
  - b) If you already have an account, you can update it to include this new team by clicking on your name in the top right corner of the Dashboard and then Accept Invitation.**
3. **Logging into the App:** Your login into the iPad with your access key which will be provided by the AGHF  
[https://www.youtube.com/watch?v=aV-AZbCAzJ0&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=aV-AZbCAzJ0&ab_channel=GameSheetInc)
4. **Starting New Game On Game Day:** Once you are logged in you will select the game tab. You will then select the current season.
  - a) You will then select the away team’s division and team you are playing. You will repeat this process for the home team as well.
  - b) Then you select the game date and add the time. After this press the Create button and the roster will already be there for the game and won’t need to be input manually.  
[https://www.youtube.com/watch?v=8qJ70wzCI9M&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=8qJ70wzCI9M&ab_channel=GameSheetInc)

5. **Selecting Starting Goalie:** After you have created the game, the rosters and game details will pop up. After this you will click on the visiting team roster and choose the starting goalie. Repeat the process for the home team roster. After you have done this, you will then need to sign your name.

[https://www.youtube.com/watch?v=u0\\_1EYTVkHI&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=u0_1EYTVkHI&ab_channel=GameSheetInc)

6. **Editing A Roster:** If you have players sitting out, or are serving suspension: click on the players "Status" which will give you the options of selecting "Playing, Sitting out, Suspended." If you edit a suspended player you will need to say they are serving 1/1 or 1 / 2. The same process can be applied to the coaches. If the Head Coach isn't at the game you will need to select a new head coach for the team.

[https://www.youtube.com/watch?v=UG14SiT0eIg&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=UG14SiT0eIg&ab_channel=GameSheetInc)

[https://www.youtube.com/watch?v=6ClvXmQ4Fb4&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=6ClvXmQ4Fb4&ab_channel=GameSheetInc)

7. **Edit Player:**

a) Select the Team Roster page

b) Click / Tap on the name of the player you'd like to update. This will engage the edit mode c) With edit mode now engaged, click / tap on the field you want to change.

d) Make the desired changes

e) Click / Tap the "Save" button

8. **Player Attributes & Photo Headshots:** Player pictures are strongly recommended but optional for all teams. Player pictures are due to be uploaded by August 1st. Players need to look professional for the pictures. Also, it is recommended a player's profile include all attributes beyond just their name and jersey number. Attributes such as player weight, height, age, etc. are set in the Dashboard and these attributes will be displayed.

a) Player attributes and photo headshots can be edited by clicking on "Actions" and then "Extended Player Attributes"

<https://help.gamesheet.app/article/30-roster-management>

<https://help.gamesheet.app/article/32-extended-player-attributes>

9. **Changing a Jersey Number, Position, or Duty:** If a player forgets her jersey you can select her number on the roster and change it to whatever it may be for that game. It will have the options to select for changing it "permanently" or "This game only". You may also select "duty" next to a player's name and make them the captain if your team has one.

[https://www.youtube.com/watch?v=OtXsbIfVkc0&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=OtXsbIfVkc0&ab_channel=GameSheetInc)

10. **Coaches Signature:** You will need the coaches electronic signature on the iPad by clicking the blue pen squiggle and then they will be able to sign with their finger.

[https://www.youtube.com/watch?v=qx-e3n7ajjE&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=qx-e3n7ajjE&ab_channel=GameSheetInc)

11. **Adding Coach or Player:** If you need to add a player at the bottom of the roster when you're on the game page you can select "+add player". You can do the same thing for Coaches. No players may be added after August 10. Only the league office may add players after August 10 submitted with the Add/Drop form attached to this document.

[https://www.youtube.com/watch?v=zwUqZi5UcOI&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=zwUqZi5UcOI&ab_channel=GameSheetInc)

12. **Error on Roster Page:** If all the coaches and team manager have not signed the iPad it will show there is an error. You can click on the error and it will tell you what the problem is.

[https://www.youtube.com/watch?v=SGkOpby8rDI&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=SGkOpby8rDI&ab_channel=GameSheetInc)

13. **Scoring Page:** Once you have gotten all the signatures and added the rosters. You will then be sent to the scoring page. This is where you enter goals, penalties, and can add shots as well. You will be able to change the period at the top of the scoring page. You can also change the goalies if there is a goalie change. If a team pulls a goalie you touch change goalie as well and it will have the option to type when the goalie was pulled that way it won't hurt goalie's stats.

[https://www.youtube.com/watch?v=3OPTWXUIkn0&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=3OPTWXUIkn0&ab_channel=GameSheetInc)

[https://www.youtube.com/watch?v=ftRYRQHvFIE&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=ftRYRQHvFIE&ab_channel=GameSheetInc)

14. **Adding a Goal:** You will touch "Add Goal" for the team that scores. Then you will need to a. type the time of the goal,  
b. person who scored the goal,  
c. add any assist. If there is only one assist then you can touch away from that area and it will disappear.

[https://www.youtube.com/watch?v=6QXV5n1cCpE&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=6QXV5n1cCpE&ab_channel=GameSheetInc)

- [eSheetInc](https://www.youtube.com/watch?v=6QXV5n1cCpE&ab_channel=GameSheetInc) 15. **Adding a Penalty:** You will touch "Add Penalty" just as you would with "Add Goal". a. type the time of the penalty

- b. duration of the penalty  
c. select the type of penalty  
d. select the player  
e. Type the on time when the player returns to play

[https://www.youtube.com/watch?v=OXslP5bQQJY&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=OXslP5bQQJY&ab_channel=GameSheetInc)

16. **Script Feature:** the megaphone underneath the script will give you a written version of the goal or penalty to read from.

[https://www.youtube.com/watch?v=yeXnL\\_O\\_Wvk&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=yeXnL_O_Wvk&ab_channel=GameSheetInc)

17. **Add in a Game Misconduct Penalty:** You will follow the same steps for penalty. When

selecting the penalty, all of the types of “Game Misconduct Penalties” will be available to choose from.

[https://www.youtube.com/watch?v=OXslP5bQQJY&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=OXslP5bQQJY&ab_channel=GameSheetInc)

18. **Deleting a Mistake:** If you make a mistake when adding a goal or penalty swipe left on the goal or penalty. After this a delete button will appear on the right side of your goal or penalty. Then click delete.

[https://www.youtube.com/watch?v=O7M83SGwB7A&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=O7M83SGwB7A&ab_channel=GameSheetInc)

19. **Ending A Game:** Once the game is completed click “End Game” in the top right hand corner. [https://www.youtube.com/watch?v=-kVZ\\_gX4\\_IA&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=-kVZ_gX4_IA&ab_channel=GameSheetInc)

20. **Uploading the Game:** After you have clicked the end game. It will take you to the refs page. After they sign it they click the top the left hand corner to lock the game. Which will take you to the upload screen.

[https://www.youtube.com/watch?v=nTUMmWibMsQ&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=nTUMmWibMsQ&ab_channel=GameSheetInc)

21. **Sending Feedback:** on the homepage of the GameSheet app in the top right-hand corner there is a gear mechanism that will give you the options for:

- a. How - to Videos
- b. Send Feedback
- c. Contact Support: use this if you are having trouble uploading the games or something isn't working.
- d. Logout

[https://www.youtube.com/watch?v=Mcw96BPJikY&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=Mcw96BPJikY&ab_channel=GameSheetInc)

22. **Coaches and Managers Review of GameSheet :**

[https://www.youtube.com/watch?v=NVRJoIsHGM&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=NVRJoIsHGM&ab_channel=GameSheetInc)

[https://www.youtube.com/watch?v=75Btgn0FSJo&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=75Btgn0FSJo&ab_channel=GameSheetInc)

23. **Game Sheet Trailer:**

[https://www.youtube.com/watch?v=6VMNULCyTJw&ab\\_channel=GameSheetInc](https://www.youtube.com/watch?v=6VMNULCyTJw&ab_channel=GameSheetInc)