

Pointstreak STATS

PRO International Scorekeepers Userguide

Pointstreak PRO - License

HOME *Pointstreak.com* **AWAY**

PSI Sample Rink Professional Winter 2008/2009 - Western Conference Aug 15, 2009

Canucks 0 0 Shots Flames 0
Period: 1 lime: 20:00 12:00 PM

G#	Per	Time	S	A1	A2	GT	G#	Per	Time	S	A1	A2	GT

P#	Per	Time	Penalty	#	Min	P#	Per	Time	Penalty	#	Min

Goal (HG) Penalty (HP) Shot (HS) Rosters (HR) Start/Stop (Space) Game Menu (.) End Game (.)

Goal (AG) Penalty (AP) Shot (AS) Rosters (AR)

Pointstreak.com



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1. Introduction

About this Manual:

The following Scorekeepers Manual fully describes operation of **Pointstreak Stats PRO INTERNATIONAL** Scoring Application, called “Electronic Gamesheet”. Additional copies of this Scorekeepers Manual are available by emailing support@pointstreak.com or by calling 1-866-734-3585.



What is Pointstreak Stats PRO / International?:

Pointstreak Stats PRO / International¹ is an advanced version of Pointstreak’s “Electronic Gamesheet System” designed to meet the needs of leading international professional hockey organizations complying with IIHF rules. **Pointstreak Stats PRO / International** application has many unique features designed to collect statistics necessary for the operation of professional leagues. This scorekeeper’s manual describes how to use these unique features as well as provide you with a website, an email address and a toll-free number for Pointstreak 24-hour Customer Support service.

Customer Support



EMAIL

For non-urgent assistance, email us at: support@pointstreak.com



WEBSITE

For documentation and training, visit our support section: www.pointstreak.com/support



PHONE

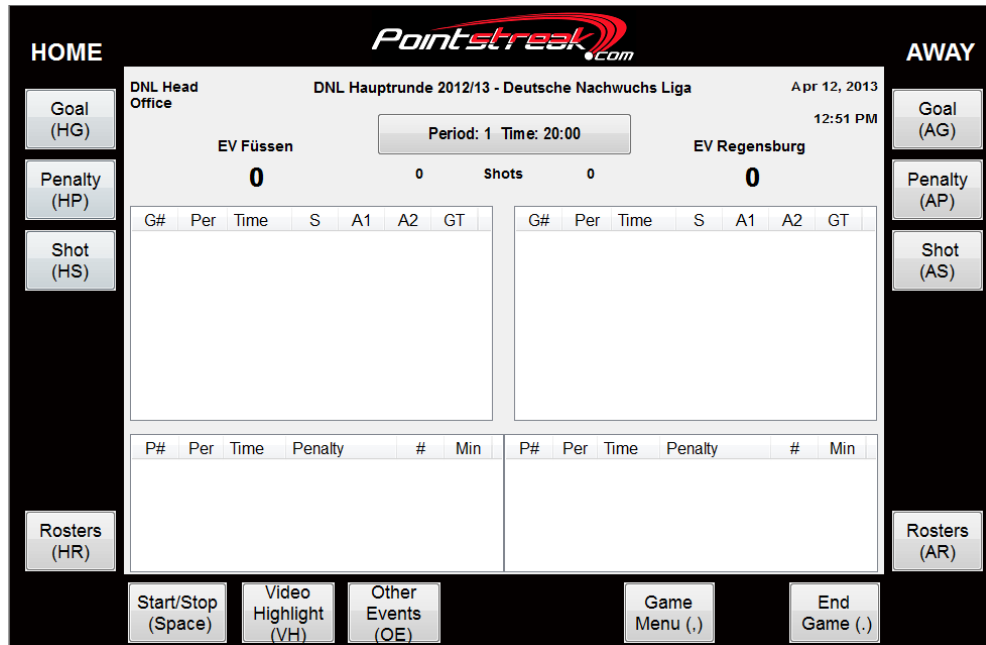
For urgent assistance, call 24-hour toll-free number: 1-866-734-3585

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2. Basic Operation

Game information is recorded into **Pointstreak Stats PRO / International** Electronic Gamesheet application by using your Mouse/Touch Pad or Keyboard Shortcuts.



Buttons found along the outside of the application, control game events such as goals, penalties, shots etc. On screen, **Pointstreak Stats PRO / International** software will allow you to either select game information via a drop-down menu, such as selecting a player who scored, or directly enter in game information, such as time of a goal.

2.1 Electronic number pad

When numbers are required for a given task, an electronic number pad is displayed on the screen:



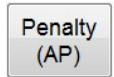
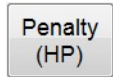


2.2 Buttons

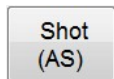
There are thirteen buttons on the **Pointstreak Stats PRO / International** Electronic Gamesheet application. These buttons are used to perform the following functions:



Home/Away Goal: Record a goal for the home/away team.



Home/Away Penalty: Record a penalty for the home/away team.



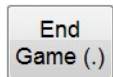
Home/Away Shot: Record a shot for the home/away team.



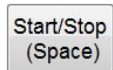
Home/Away Roster: Edit team roster for home/away team



Pull Goalie: Pulls current goalie out of the net and enters empty net



End Game: Finalize game data and send to the Pointstreak database



Start / Stop: Mimics the regular scoreclock using the space bar to turn



Menu: Edit game details and enter Private or Public game notes.



Faceoff: Record faceoff wins



2.3 Game Protocol

Garbage-in, Garbage-out:

When using **Pointstreak Stats PRO / International** application, it is critical to understand that incorrect information collected by Pointstreak scoring application will be processed as incorrect information on Pointstreak website, a term known as GIGO, or “garbage- in, garbage-out”. It is the league’s and each team’s responsibility to have “off ice” officials to record accurate information during games for input into the scoring application. This means having people in place to record plus/minus information, shots by player, or any other information required by Pointstreak scoring application. Pointstreak is not responsible for any statistical errors and/or missing information caused by human error.

Referee Verification:

Another important aspect of the game protocol that surrounds **Pointstreak Stats PRO / International** scoring application is the verification of game information by the head referee prior to uploading a specific game. What this means is that the head referee has to verify that game information recorded by the scorekeeper is correct reviewing game information on the scoring application or by printing up a “ref signoff” sheet from Pointstreak’s website and having the head referee review it. Once reviewed by the head referee, any necessary changes can be made by the scorekeeper and the game can be finalized.



3. Game Events

3.1 Logging in

Pointstreak Stats PRO / International Electronic Gamesheet Application is activated by Clicking Pointstreak Logo on your Desktop. **Pointstreak** logo is then displayed:



If a message appears asking you to “Please Wait”, wait until this message disappears before proceeding.

To log in:

1. Click the **Pointstreak** logo to access the login screen.

1.

2. Enter your **Username** and **Password**.
3. Click the **Login** button to complete the login. Game Information screen will then appear.



3.2 Starting the game

Game Information screen is used to identify league, division, and home/away teams that will be playing in a particular game. Referee, linesmen, and scorekeeper, officiating during the game are also identified. During selection of the league, division, and teams, up-to-date information is downloaded from **Pointstreak** database to the Electronic Gamesheet terminal.

If the game you are scoring is **today's game** and was scheduled thru the back end admin tools, you can simply select that game from "**Scheduled Games**" drop down menu and all game details like date/time, division, home and away teams including scheduled referees will appear automatically.

To complete Game Information Screen manually:

1. Select **League**: click **League** and select appropriate league name from drop-down menu.
2. Select appropriate **Division, Home** and **Away** teams that will be playing.
3. Select **Referee, Linesman1, Linesman2** and **Scorekeeper**.
4. Please, note that date and time always default to the current date/time but if necessary, you can edit **Date** and **Time** of the game by touching the appropriate field and using the Calendar (For Dates) and Arrows (For Time).
5. Click **OK** button to continue. Home Team Roster screen will appear.



NOTE: Game Information screen can be accessed during the game by clicking **Menu** button >> **Game Details**.

3.3 Selecting starting goaltender

After the Game Information screen, **Home Roster** screen will appear. At the top, you will see a list of goaltenders. Select Starting Goalie by clicking on goalie's name. A checkmark appears in the checkbox to the left of the goalie's name. Select Backup Goalie if applicable.

3.3.1 Adding a new goaltender:

To add a new goaltender who is not on the roster:

1. Click **New Player** button. Edit Player window will appear.
2. Enter in a name and a jersey number in the appropriate fields. If jersey number is temporary, check off "Temp. Jersey Change" box.
3. Under **Position**, check off "G" for goalie and click **OK**. This goaltender will now appear in the goalie roster.

3.3.2 Editing a goaltender:

To edit the name, jersey number or position of a goaltender:

1. Select the goalie you want to edit by clicking the name. Then click **Edit Player**. Edit Player window will appear.
2. Edit jersey number. After you have made the changes, click **OK** to return to the roster.

NOTE: You won't be able to overwrite an existing goalie's name with another goalie's name. Instead, use the **New Player** button to add a new goalie.

3.4 Selecting skaters

After selecting your starting goaltender, select players who are on the team's official roster by simply clicking their name and checking them off.

NOTE: You can also use **Select All** button to quickly select all players on a roster and then deselect players who are not dressed for this game.



3.4.1 Adding a new skater:

To add a skater who is not on the roster:

1. Click **New Player** button. Edit Player window will appear.
2. Enter in the name of the skater and their jersey number in the appropriate fields. If the jersey number is temporary, check off the “Temp. Jersey Change” box.
3. Under **Position**, check off “F” for a forward or “D” for a defenseman and click **OK**. If you are not sure of the skater’s position, leave **Position** blank. This skater will now appear in the skater roster.

3.4.2 Editing a skater:

To edit skater’s jersey number or position:

1. Select the skater you want to edit by clicking the name, click **Edit Player**. The Edit Player window will appear.
2. To edit player’s jersey number, click the appropriate field and use the electronic keyboard or number pad to change the jersey number. After you have made the changes, click **OK** to return to the roster.

NOTE: *You won’t be able to overwrite an existing skater’s name with another skater’s name. Instead, use the **New Player** button to add a new skater.*

After you have selected starting goalie and skaters for the home team, touch

Confirm. The Away team roster will then appear:

1. Repeat *Section 3.3* and *Section 3.4* for the Away team’s roster.
2. Click **Confirm** to proceed to Electronic Gamesheet screen. Gamesheet screen is designed to resemble a standard paper gamesheet with all the usual pieces of information.

NOTE: *If you ever need to access home or away roster during a game, simply click **Home Roster** or **Away Roster** buttons from Electronic gamesheet window.*

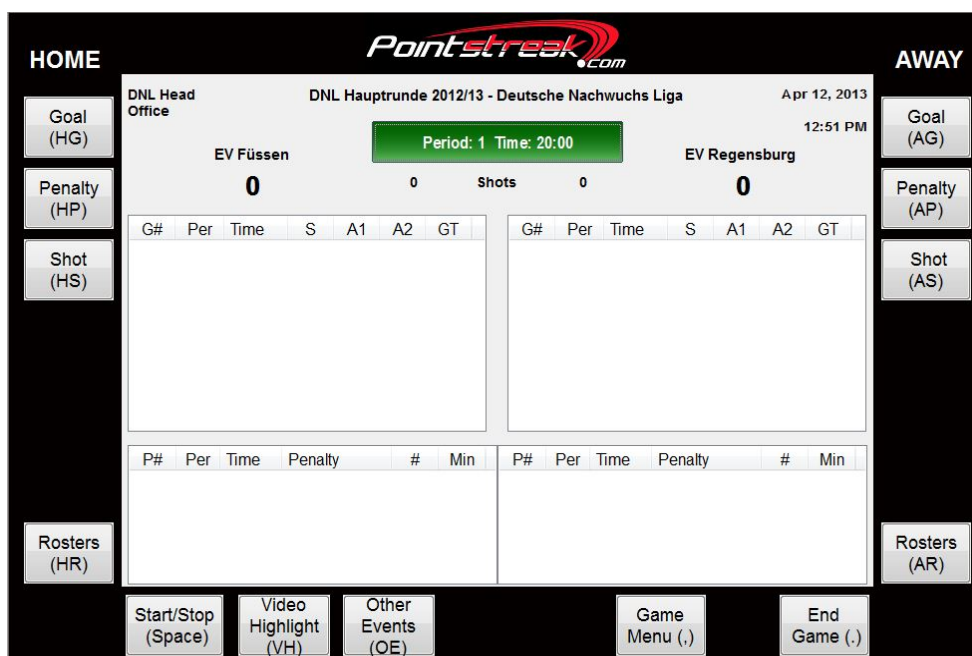


3.5 Operating the Scoreclock (Start/Stop button)

The Start / Stop Scoreclock button is designed to mimic regular scoreclock that tracks the game time. Primary purpose of the Start / Stop Scoreclock button is so that fans and media can track the time of the game in real-time on your website.

To operate the Start /Stop Scoreclock button:

1. At the beginning of a new game, Scoreclock will default to the first period with the 20:00 time (for example, “Period: 1 Time: 20:00”)
2. **NOTE:** in this example the scoreclock is counting down; if necessary for your league setup it can be switched to count up from 0:00 to 20:00)
3. When the game starts, press **Space Bar** or click **Start / Stop** button to begin the time counting down on **Scoreclock** (you will see the scoreclock area colored green indicating that the time is running). When there is a stoppage in play, press **Space Bar** or click **Start / Stop** button to stop the count; when play resumes, press **Space Bar** or click **Start / Stop** button to start the counting again.



4. After the time on Scoreclock has counted down to 0:00 in a particular period, click Scoreclock field (e.g. where it says “Period: 1 Time: 0:00”). This will bring up the Change Period/Time window. Advance to the next period by clicking **Period + .** When the period begins, simply press **Space Bar** or click **Start / Stop** button to resume counting on the Scoreclock.



NOTE: To operate the Scoreclock on **Pointstreak Stats PRO / International** scoring application, simply follow the official time that is on the scoreboard/Jumbotron. If you need to change the period and time on the Scoreclock click the Scoreclock field and enter in the new period/time.

3.6 Recording a goal

1. Click **Home Goal** button or **Away Goal** button on the application. Add Goal window will appear:

2. Select the scorer by clicking **Scorer** field or using the TAB key and arrows then selecting appropriate player's name.
3. If applicable, record assist(s) by clicking **Assist 1** and **Assist 2** field.
4. Record **Period** of the goal.
5. Enter the time of the goal as it appears on the game clock.
NOTE: If you follow the official time on the scoreboard and use space bar to start/stop time on the scoring application the period and time of the goal will appear in the goal recording window automatically.
6. Select **Type of Goal**.
7. Click the **Save** button to save the goal >> **"Skaters on Ice"** screen will appear. It is used to record plus/minus information. Depending on how your scorekeeping process is set-up, you can record plus/minus after each goal OR skip it and record it at the end of the game (see *Section 3.13.5*). Check off all players including goaltenders that were on ice at the time of the goal. Click **OK**.

3.6.1 Editing a goal:

To edit a goal, simply **double-click** on the goal that you want to edit, Edit Goal window will appear:

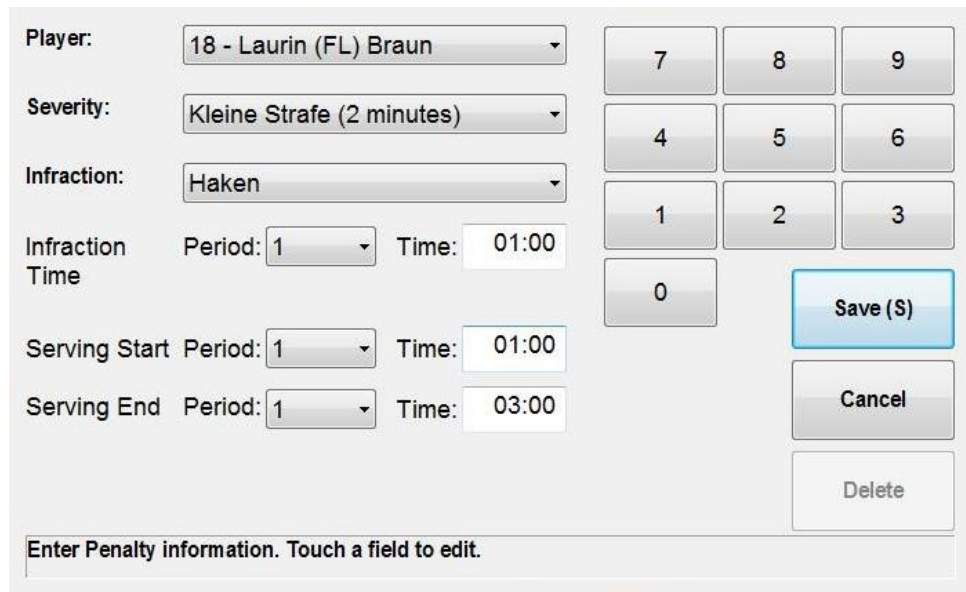
1. Use drop-down menus or data fields to make necessary edits.
2. Click **Continue** to proceed to “**Skaters On Ice**” to change plus/minus information, if applicable. Click **OK** to return to the Gamesheet screen.

3.6.2 Deleting a goal:

1. Double-click on the goal that you want to delete, this will bring up Edit Goal window.
2. Click **Delete** and then click **Yes** to confirm that you wish to delete this goal. This will delete the goal and corresponding plus/minus information.

3.7 Recording a penalty

1. Hit the space bar to stop the scoreclock at the moment when penalty was called;
2. Click **Home** or **Away Penalty** button. Add Penalty window will appear:



Player: 18 - Laurin (FL) Braun

Severity: Kleine Strafe (2 minutes)

Infraction: Haken

Infraction Time Period: 1 Time: 01:00

Serving Start Period: 1 Time: 01:00

Serving End Period: 1 Time: 03:00

0 1 2 3 4 5 6 7 8 9

Save (\$)

Cancel

Delete

Enter Penalty information. Touch a field to edit.

i.

3. Select penalized player from the drop-down menu.
4. Select the severity in the **Severity** field.
5. Select penalty type in the **Infraction** field.

6. **Period** and **Time** of the penalty as well as **servicing start** and **end** times will be filled out automatically when you stopped the clock.
7. Click on **Period** and/or **Time** filed to edit the info if necessary.
8. Click **Save** button to save the data and return to the Gamesheet screen. Penalty data is now displayed on Electronic gamesheet.

3.7.1 Editing a penalty:

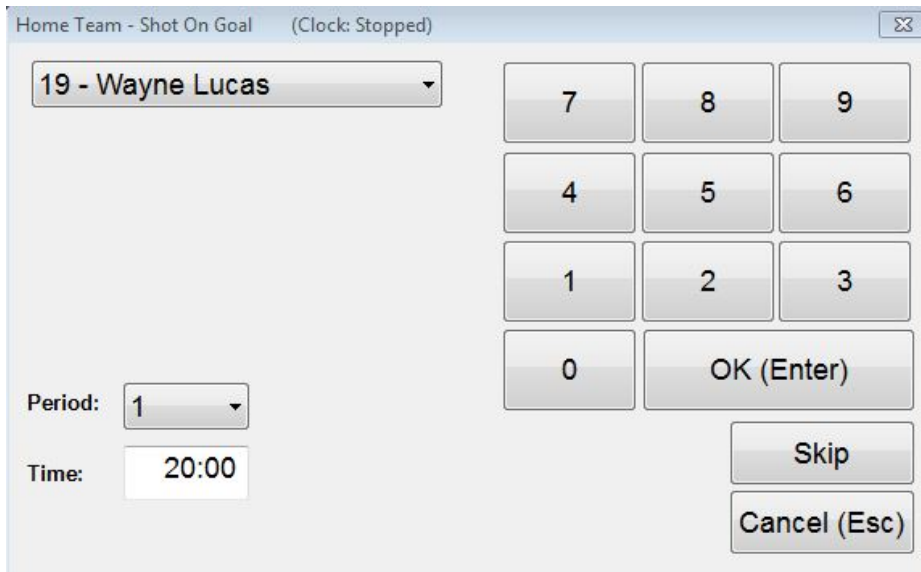
1. Double-click on the penalty that you want to edit. Edit Penalty window will appear.
2. Use drop-down menus or data fields to edit necessary information. Click **Save** to record your changes and return to the Gamesheet screen.

3.7.2 Deleting a penalty:

1. Double-click on the penalty that you want to delete. Edit Penalty window will appear.
2. Click **Delete** and then click **Yes** to confirm that you wish to delete this penalty.

3.8 Recording shots (shots per player)

1. Click **Home Shot** or **Away Shot** button
2. Select the player who took the shot from the drop down menu



NOTE: When recording shots, make sure you have correct period and time on the **Start / Stop Scoreclock** button (see Section 3.6 on how to operate the Start / Stop Scoreclock button). This is used to assign saves to goalies and to assign shots to periods.

3.8.1 Editing team shots:

It is important to realize that a home shot is recorded as an away save for the away team goalie; and an away shot is recorded as a home save for the home team goalie. Therefore, to edit a number of team shots for **HOME** team, you must access goalie roster of the away team and edit away goalie saves; and vice versa when editing team shots for the **AWAY** team.

*To edit **HOME** team shots:*

1. Access goalie roster of the away team by clicking **Away Roster** button. Edit Roster window will appear.
2. Click **Goalie Roster** button. Edit Goalie Roster screen will appear.
3. Select the appropriate goalie by clicking their name under “Goalies in the Game”.
4. Click **Edit Goalie Saves** button. Edit Goalie Saves window will appear. Click the appropriate period field and use the electronic number pad to enter in the number of shots by the **HOME** team. Click **OK** to return to the Gamesheet screen.

*To edit the **AWAY** team shots:*

1. Access goalie roster of the home team by clicking **Home Roster** button. Edit Roster window will appear.
2. Click **Goalie Roster** button. Edit Goalie Roster screen will appear.
3. Select the appropriate goalie by clicking their name under “Goalies in the Game”.appear. Click the appropriate period field and use the electronic number pad to enter in the number of shots by the **AWAY** team. Click **OK** to return to the Gamesheet screen.

3.9 Changing the goaltender

When changing a goaltender, the starting goalie that you selected at the start of the game will be displayed at the bottom of the screen under “Goalies in the Game”.

To change a goaltender:

1. Access goalie roster by clicking **Home** or **Away Roster** button. Edit Roster window will appear.
2. Click **Goalie Roster** button. Edit Goalie Roster screen will appear.
3. Select the goalie that you want to add to the game by clicking their name under “Available Goalies on the Team”.
4. Click **Add to Game** button.
5. Select the **Period On** and **Scoreclock Time On**.
6. Click **Save** and **OK** to go back to the Gamesheet screen.

NOTE: You cannot use **Add to Game** button to add a goalie that is already in the game. If you want to change back to a goalie that has already been in the game, touch the **View Time On / Off Info** button and the **Add Entry** button as described in Section 3.10.4 to add an additional time on for the same goalie

3.9.1 Editing Goalie Saves:

1. Access the goalie roster by clicking the **Home Roster** or **Away Roster** button. The Edit Roster window will appear.
2. Click the **Goalie Roster** button. The Edit Goalie Roster will appear.
3. Select the goalie by clicking their name under “Goalies in the Game”.
4. Click the **Edit Goalie Saves** button.
5. To edit goalie saves, click the appropriate period field and use electronic number pad to enter in the number of saves. Click **OK** to return to the Gamesheet screen.

NOTE: If a goalie was not in the net for a given period, the saves field will be greyed out and you will not be able to enter information.

3.9.2 Editing a goalie time on / off :

1. Access the goalie roster by clicking **Home Roster** or **Away Roster** button. Edit Roster window will appear.
2. Click **Goalie Roster** button. Edit Goalie Roster will appear. Click the **View Time On / Off Info** button. This will display the Edit Goalie Statistics screen.
3. Select the goalie by clicking the name and touch **Edit Entry**. Edit Goalie Time On window will appear.
4. Here you can edit the goalie, their period on and time on. Click **Save** to record your changes.

NOTE: *A goalie time off is automatically calculated by the next goalie's time on.*

3.9.4 Adding an additional time on / off for a goalie:

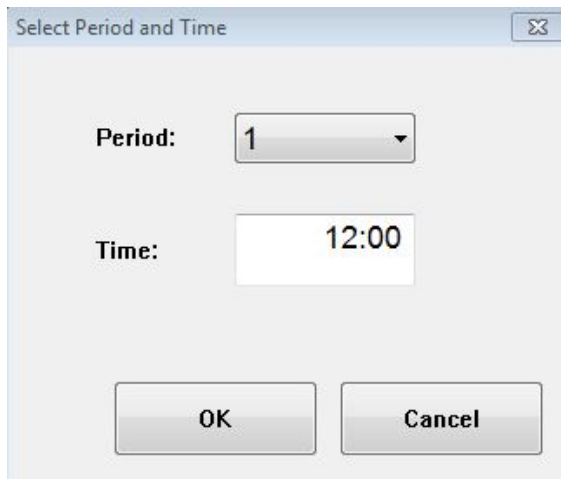
1. Access goalie roster by clicking the **Home Roster** or **Away Roster** button. Edit Roster window will appear.
2. Click the **Goalie Roster** button. Edit Goalie Roster will appear.
3. Click the **View Time On / Off Info** button. This will display Edit Goalie Statistics screen.
4. Click the **Add Entry** button. Add a Goalie Time On window will appear.
5. Select **Goalie Name** from the drop-down box; select the **Period On** and enter in the **Scoreclock Time On** using the electronic number pad. Click **Save** to record your choices and return to the Edit Goalie Statistics screen. Click **Save** and **OK** to return to the Gamesheet screen.

NOTE: *In the Edit Goalie Time On window, you can also use the **Add Entry** and **Delete Entry** to add or delete a goalie entry.*

3.9.5 How to Pull a Goalie:

To pull goalie and record an Empty Net:

1. Click on **Home Rosters** or **Away Rosters** button as needed.
2. Click on **Pull Goalie** button
3. Pull Goalie window will appear:



The screenshot shows a dialog box titled "Select Period and Time". It has a close button in the top right corner. The "Period:" label is followed by a dropdown menu currently displaying "1". The "Time:" label is followed by a text input field containing "12:00". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Select **Period** and **Time** the goalie was pulled and click OK;

4. Once you go back to the Electronic gamesheet you will see an Empty Net icon appearing alongside scoring display on Home or Away side

3.10 The “Menu” options

The Menu button is used to store miscellaneous game events and features. When you click the **Menu** button, you will see the following options:

- Change Period / Time
- Shootout
- Edit Home/Away Stats
- Timeout
- Game Verification
- Game Notes
- Game Details
- Game Live link
- Network Test

3.10.1 Changing the Period / Time on the Scoreclock:

To change the period and time that is being displayed on the Scoreclock:

1. Click the **Menu** button. Game Menu screen will appear.
2. From Game Menu screen, click **Change Period / Time**. Edit Time window will appear.
3. Use the **Period +** to change to the Scoreclock to the next period or **Period –** button to change the Scoreclock to a previous period.
4. Using electronic number pad, enter in the **Time** that you want the Scoreclock to start counting up from. Click **OK** to return to the Game Menu screen. Click **Back to Game** to return to the Gamesheet screen.
5. To start the Scoreclock, Press the space bar or click **Start / Stop** button, The Scoreclock will then start counting up from the time you entered. To stop the Scoreclock, Press the Space Bar or click the **Start / Stop** button again.

6. After the time on the Score clock has counted up in a particular period, the Scoreclock will be automatically advanced to the start of the next period. When the period begins, simply Press the Space Bar or click the **Start / Stop** button to start the count on the Scoreclock.

3.10.2 Recording a shootout:

1. From Menu screen, click **Shootout**. The Shootout Attempts screen will appear with the home team on the left and the away team on the right.
2. To add a shootout attempt, click the **Add Home Attempt** or **Add Away Attempt** button. The Shootout Attempt window will appear.
3. From the **Shooter** field, select skater who is attempting the shot from the drop-down menu.
4. From the **Scored** field, choose **Yes** if the skater successfully scored or **No** if the skater did not score.
5. From the **Goalie** field, select the goalie from the other team who faced the attempt. Click **OK** to save your changes and return to the Shootout Attempts screen.
6. When the shootout is over, touch **Save** to record the shootout attempts and return to the Menu screen. Click **Back** to return to the Gamesheet screen.
7. After a shootout is over, follow the process as described in *Section 3.13.5* to complete the game.

***NOTE:** To edit or delete a shootout attempt, select an attempt by touching the shooter's name and then click **Edit Home Attempt** or **Edit Away Attempt**. This will bring up the Shootout Attempt window, where you can edit or delete the attempt.*

3.10.3 Assigning team shots to skaters:

If you skipped the step that assigns shots to individual players when recording shots during the game, you will have to update that information after each period or at the end of the game to be able to finalize it.

From the Menu screen, you can assign team shots to individual skaters. To assign team shots to players:

1. Click the **Menu** button. Game Menu screen will appear.

2. From Game Menu screen, click **Edit Home Shots** or **Edit Away Shots**. This will bring up the Edit Home Shots or Edit Away Shots screen.
3. In the bottom right-hand corner, you will see how many team shots you have to assign to individual skaters under “Shots Available”.
4. Select the skater that you want to assign shots to by clicking their name.
5. Click **Shots +** to add shots to a skater or click **Shots -** to subtract shots from a skater. The “Shots Available” will count down the number of team shots available until it is at zero. Click **OK** to save your changes and return to Game Menu screen.
6. If you have extra shots that cannot be assigned to a skater and wish to delete them, click **Edit Home Goalie Saves** or **Edit Away Goalie Saves**. This will take you the goalie roster of the opposite team. Select the goalie whose saves you wish to edit and click **Edit Goalie Saves**. From the Edit Goalie Saves screen, delete the number of shots that are unassigned to bring the “Shots Available” down to zero.

***NOTE:** Double-click a skater’s name or click **Edit Shots** to edit their shots. This feature is useful if the skater has a high number of shots.*

3.10.4 Recording a Timeout:

To record a Timeout:

1. Click on **Add Home** or **Away Timeout**
2. Select **Period** and enter **Time** >> Click **Save**
3. To delete the timeout, highlight the entry and click on **Delete Entry**

3.10.5 Recording game notes:

To record game notes:

1. Click the **Menu** button. The Game Menu screen will appear.
2. From the Game Menu screen, click the **Game Notes** button.
3. Use electronic keyboard to enter in the game notes. Click OK to save game notes and return to Menu screen. Click Back to Game to return to the Gamesheet screen.

3.10.6 Editing game details:

From the Menu screen, clicking **Game Details** button will bring up the Game Information screen that you saw when you started the game. Here, you can edit the **Date**, the **Time**, **Referee**, **Linesman1**, **Linesman2** and **Scorekeeper** fields. Click **OK** to save your changes.

3.10.7 Network Test:

Clicking on this button allows you to run basic Network test to make sure you are connected to Internet and the information is being transmitted to Pointstreak secure server.

3.11. Video Highlight button

This button allows you to manually record a video highlight (the feature is only available if your league is using Live Publisher application for video highlights recording).

3.12 Ending the game

After the game is over and all goals, penalties, shots and other game information have been recorded into **Pointstreak Stats PRO / International** application, you may begin the process of ending the game. To end the game, click **End Game** button. This will display the End Game menu. From End Game menu, you can postpone a game, quit a game, forfeit game or complete a game.

NOTE: *If you do not want to postpone, quit or forfeit a game, proceed to Section 3.11.5 "Completing a game".*

3.12.1 Postponing a game:

1. Click the **End Menu** button. The End Game Menu screen will appear.
2. From End Game menu, click **Postpone Game**. This will display Postpone Game window.
3. Select **Period** that the game was postponed by clicking appropriate period.

4. Enter in the **Time** that the game was postponed by touching the time field and using the electronic number pad to enter in the time on the scoreclock.
5. Click **OK** to save your choices. After clicking OK, the terminal will send the finalized game information to the Internet.

3.11.2 Quitting a game:

If you selected the wrong teams at the start of the game or for whatever reason you would like to quit the game you are currently in (test game):

1. Click **End Game** button. The End Game Menu screen will appear.
2. From End Game menu, click **Quit Game**.
3. Confirm that you would like to quit the current game and all information deleted by clicking **YES**;

NOTE: *If you quit a game, ALL game data will be lost and will be irretrievable.*

3.11.3 Forfeiting a game:

1. Click **End Game** button. End Game Menu screen will appear.
2. From End Game menu, click **Forfeit Game**. Game Forfeit window will appear.
3. For a home forfeit, click **Home Forfeit**; for an away forfeit, click **Away Forfeit**; if both teams forfeit, click **Both Forfeit**. A Forfeit Confirmation window will appear.
4. To continue with the forfeit, click **Yes** and the forfeited game will be sent to the Internet.
5. To cancel the forfeit, click **No** and you will be returned to the Game Forfeit window; click **Cancel** to cancel the forfeit and you will be returned to the End Game menu.






3.11.4 Recording game notes:

1. Click the **End Game** button. The End Game Menu screen will appear.
2. From the End Game Menu screen, click the field *below* "Game Notes". Game Notes window will appear.
3. Use electronic keyboard to type in the game notes. Click OK to save the game notes and return to the Gamesheet screen.

3.11.5 Completing a game:

This is the most common situation that you will come across as a scorekeeper. A game has ended and it is now time to send it up to the Internet as a verified game.

To complete a game:

1. From Gamesheet view, click **End Game** button. End Game menu will appear.
2. Click **Game Complete**. The Game Verification window screen will appear.
3. **Plus/Minus:** If you assigned plus/minus right after recording each goal (see *Section 3.7.1*), you will see a green checkmark  and the text “Done” to the right of “Plus/Minus”, indicating that plus/minus has been verified. If you skipped the plus/minus screen after each goal, you will see a red cross  and the text “The goals below are missing +/- info”. To verify plus/minus, **double-click** on each goal listed under “Plus/Minus”. When the Edit Goal window appears, click **Continue**. When the Skaters on Ice screen appears, select which players were on the ice at the time of the goal (as described in *Section 3.7.1*). Click **OK** to return to the Game Verification screen. Continue this process until all the goals are removed from the list and you see the green checkmark  and the text “Done” to the right of the “Plus/Minus”.
4. **Shots/Player:** If you already assigned team shots to skater (see *Section 3.12.3*), you will see a green checkmark  and the text “Done” to the right of “Shots/Player”, indicating that all the team shots have been assigned to players. If the shots/player is not verified, you will see a red  and the text “Click on the team buttons to assign team shots to players”. To verify shots/player, touch **Home Shots** or **Away Shots**. The Edit Shots screen will appear. In the bottom right-hand corner, you will see how many team shots you have to assign to individual skaters under “Shots Available”. To assign shots to a player, select the player by clicking their name, then use the **Shots +** or **Shots –** button to add or subtract shots from that player. After all the shots have been assigned and the “Shots Available” is at zero, click **OK** to return to the Game Verification screen. If necessary, repeat the process for the other team.

***NOTE:** After the available home or away shots have been assigned to skaters, the “home shots” and/or “away shots buttons will disappear, telling you that this step is complete.*

5. **Game Start / End Time:** To enter in the **Game Start Time** and the **Game End Time**, click the appropriate field and enter in the game start and end time.
6. **Attendance:** To enter in game’s attendance click **Attendance** field and enter it in.
7. After verifying plus/minus and shots/player, and entering in the game start/end time and attendance, click **Confirm**. The Send Game Data screen will appear.
8. At the Send Game Date screen, the scorekeeper and/or referee enters in their **username** and **password**. Click **Send** to send the final game information to the Internet. Depending on how your league is set-up, a referee’s username and password may be required in order to send a verified game, otherwise, the game will be sent as an unverified game.

***NOTE:** Depending on the setup of your league, the “Completing a game” process may be slightly different then described in this manual.*