Introduction

Hockey Alberta requires e-gamesheet(s) be completed for each Exhibition Game and Tournament sanction issued. E-gamesheets are automatically submitted to the Zone Minor Discipline Coordinator or Division of Hockey Chair who approved the Permit or Sanction. The e-gamesheet is used for disciplinary decisions on situations that arise in exhibition or tournament games. If you have questions or concerns, contact your Zone Minor Discipline Coordinator or Division of Hockey Chair.
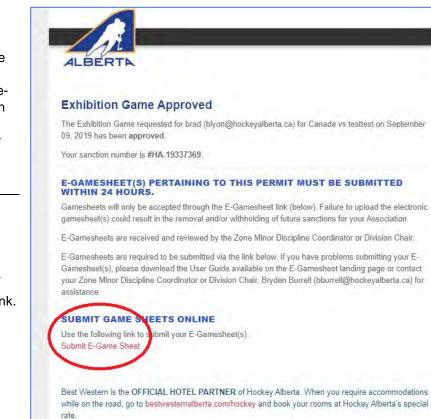
Sanction Approval Email

When an Exhibition Game or Tournament sanction is approved, the requester receives an email with the permit number. Included in that email is a weblink that connects directly to the e-gamesheet platform.

To submit the e-gamesheet, click on the SUBMIT E-GAME SHEET link.

NOTE: The only access to the e-gamesheet connected to your permit number is in this email. Hockey Alberta staff and volunteers are not able to provide that link to you.

DO NOT DELETE YOUR PERMIT EMAIL.

Exhibition Game Approved

The Exhibition Game requested for brad (blyon@hockeyalberta.ca) for Canada vs testtest on September 09, 2019 has been **approved**.

Your sanction number is #HA-19337369.

E-GAMESHEET(S) PERTAINING TO THIS PERMIT MUST BE SUBMITTED WITHIN 24 HOURS.

Gamesheets will only be accepted through the E-Gamesheet link (below). Failure to upload the electronic gamesheet(s) could result in the removal and/or withholding of future sanctions for your Association.

E-Gamesheets are received and reviewed by the Zone Minor Discipline Coordinator or Division Chair.

E-Gamesheets are required to be submitted via the link below. If you have problems submitting your E-Gamesheet(s), please download the User Guide available on the E-Gamesheet landing page or contact your Zone Minor Discipline Coordinator or Division Chair, Bryden Burrell (bburrell@hockeyalberta.ca) for assistance.

SUBMIT GAME SHEETS ONLINE

Use the following link to submit your E-Gamesheet(s).
Submit E-Game Sheet

Best Western is the **OFFICIAL HOTEL PARTNER** of Hockey Alberta. When you require accommodations while on the road, go to bestwesternalberta.com/hockey and book your rooms at Hockey Alberta's special rate.

E-Gamesheet Submission

When you click on the e-gamesheet link, you will be taken to the E-Gamesheet Submissions page. Under the E-Gamesheet Template heading, information about your sanction will be auto-filled.

To start, you need to enter the name of each participating team.

For a Tournament Sanction (image at right), three slots are provided, and you can add additional slots by clicking ADD ADDITIONAL TEAM.

For an Exhibition Game (image below), two slots are provided.

Once all team names have been entered, click SAVE & CONTINUE.

New Game Information

At the top of the screen, a green SUCCESS bar will appear to let you know you added teams successfully.

Now, proceed to entering the information about the games played.

On this screen, you will fill in the details pertaining to the game. For **Game Number**, you can enter the permit number, or for a tournament, the game number on the schedule. **Game Name** is optional, but you could enter Final, or Consolation Semi, etc.

Fill in the Division, Tier, Location, Game Date, Start Time, Finish Time, Referee(s) Name(s), Linesmen Names, Timekeeper and Scorekeeper fields with the information that appears on the original game sheet.

Select the Home Team and Visiting Team from the dropdown menus. All team names you entered should appear in the dropdown menus. **PLEASE ENSURE YOU HAVE A DIFFERENT TEAM NAME SELECTED FOR EACH TEAM.**

Under Original Gamesheet(s), click CHOOSE FILE to attach a PDF or JPEG file copy of the original game sheet, so that if there are any discrepancies the Minor Discipline Coordinator has the game sheet for comparison. Maximum file size is 1 GB, so you should have no issues with file size.

Click ADD GAME under the box where you have attached the original game sheet. This creates the game (for Exhibition) and/or adds it to the list of games played (for Tournament).

DO NOT CLICK SAVE AND CONTINUE until you are ready to submit all game sheets to your Minor Discipline Coordinator or Division of Hockey Chair.

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Event Details

Once the game is created, you now enter each Penalty Event that occurs. Click ADD NEW EVENT. Each penalty is entered separately as a new event, using the appropriate dropdown menus and fields. For PLAYER, you need to type the jersey number and player name in the field.

It does not matter what order you enter the events. The program will automatically sort by Period and Time of event.

If you enter an invalid time, when you try to save the Game Events, you will receive an error message, and the Time field will be highlighted in red, so that you can correct it.

If you enter a five-minute penalty, Game Misconduct, Gross Misconduct or Match penalty, you will be prompted to enter the referee's game report information pertaining to the infraction. Type the information into the fillable field. As well, you must attach a PDF or JPEG of the referee's incident report.

Please save regularly when entering the Game Events so that no entries are lost.

You can click SAVE GAME EVENTS at any time. The game will then appear either on its own or as part of list (if you are entering games for a tournament). To continue, click the + sign, and Edit, and you can continue entering game events.

Repeat the process for all game sheets that apply to your permit. When all games have been entered, now click SAVE AND CONTINUE.

Confirm Gamesheet Information

At this time, you can review the list of Team Names and a summary of the information that you have entered for each game. If anything appears inaccurate, click BACK to go back to the Games list, select the appropriate game, and update/edit the game.

NOTE 1: At any time prior to submitting your gamesheets, you can click the BACK button (shown in light grey in the bottom left hand corner) to return to any previous page to edit, delete or add information.

NOTE 2: For a tournament, you do not have to wait until the completion of the tournament to enter game sheet information. You can enter the penalties for each game upon the game's completion. As each event is saved, it transmits directly to the Hockey Alberta website CMS. DO NOT CLICK SUBMIT GAME SHEETS until you are done entering all games related to the permit (See below).

Submit E-Gamesheets

When everything is complete, click SUBMIT GAMESHEETS, and you will receive a confirmation message, along with an email to the email addresses that received the original permit.