



E-GAMESHEET USER GUIDE

Updated September 2024

Introduction

Hockey Alberta requires e-gamesheet(s) be completed for each Exhibition Game sanction issued for Minor Hockey (Tiered and Female), Accredited Schools and U11AA. E-gamesheets are automatically submitted to the Region 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.

Sanction Approval Email

When an Exhibition Game 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 GAME SHEETS ONLINE link.

The only access to the e-gamesheet connected to your permit number is in this email. DO NOT DELETE YOUR PERMIT EMAIL.

The screenshot shows an email header with the Hockey Alberta logo. The main content of the email is as follows:

Exhibition Game Sanction - APPROVED

The Exhibition Game requested by Me (aeiou357@proton.me) for us vs them on February 02, 2023 has been **approved**.

Your sanction number is #HA-22366965.

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

E-Gamesheets are received and reviewed by your Region's Minor Discipline Coordinator or Division of Hockey Chair. E-Gamesheets must be submitted via the link below. Failure to upload the E-Gamesheet(s) could impact future sanctions for your Association.

SUBMIT GAME SHEETS ONLINE

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

Problems? Download the User Guide on the E-Gamesheet landing page or contact your Region's Minor Discipline Coordinator or Division of Hockey Chair:

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

E-Gamesheet Template

Status: **Incomplete** (Last Updated: 11/09/2024)

Permit: #HA-24378925

Type: Exhibition

Association/Club: Hockey Alberta

Contact Person: brad

Game Date(s): 27/09/2024

Location: there

Rosters

Please enter the names for each team that participated in the Exhibition Game.

Team Name *

Team Name *

Save & Continue >



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New Game Information

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

On this screen, you will fill in the details pertaining to the game. For **Game Number**, you can enter the permit number.

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. **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 game sheet can be checked. Maximum file size is 1 GB.

Click ADD GAME under the box where you have attached the original game sheet.

DO NOT CLICK SAVE AND CONTINUE until you are ready to submit the gamesheet.

✓ SUCCESS
Teams successfully saved.

Status: **Incomplete** (Last Updated: 11/09/2024)
Permit: #HA-24378925
Type: Exhibition
Association/Club: Hockey Alberta
Contact Person: brad
Game Date(s): 27/09/2024
Location: there

Games
Please enter all game information for the Exhibition Game.
When you add a game you will be prompted to add the game events.

NEW GAME INFORMATION

Game Number: * Game Name:

Division: * Tier: *

Location/Arena: * Game Date: *

Start Time: * Finish Time: *

Home Team: * Away Team: *

Home Team Score: * Away Team Score:

Referee #1: * Referee #2:

Linesman #1: * Linesman #2: *

Time Keeper: * Score Keeper: *

Original Gamesheet(s): * (Max 20MB PDF)
 No file chosen



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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.

The screenshot shows the 'Event Details' form with the following fields: 'Select Team *' (Us), 'Event Type *' (Penalty), 'Period *' (1), 'Time * (between 0:00 - 20:00)' (24:22, highlighted in red), 'Player * (include player # with full name)' (7 Joe), and 'Penalty *' (Boarding (BDG)).

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.

The screenshot shows the 'EVENT DETAILS' form with the following fields: 'Select Team *' (Us), 'Event Type *' (Penalty), 'Period *' (1), 'Time * (between 0:00 - 20:00)' (2:22), 'Player * (include player # with full name)' (7 Joe), and 'Penalty *' (Boarding (BDG)). The 'Penalty Minutes *' field is set to 2. There is a 'Remove Event' button, an 'ADD NEW EVENT +' button, a 'Cancel' button, a 'Save Game Events' button, and a 'Delete Game' button.



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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. To continue, click the + sign, and Edit, and you can continue entering game events. When you are done, click SAVE AND CONTINUE.

Event Details

Select Team * Event Type *

Us Penalty

Period * Time * (between 0:00 - 20:00)

1 2:22

Player * (include player # with full name) Penalty *

22 Frank Checking from Behind (CFB)

Penalty Minutes * Referee Infraction Report * (Max 2MB)

5 Choose File No file chosen

Referee Infraction Report Summary *

Remove Event

Games

Please enter all game information for the Tournament.
When you add a game you will be prompted to add the game events.

Game #	Game Date/Time	Home Team VS Away Team	
2	2018-09-08 @ 3:10	Team 3 VS Team 4	-
More Details			
Location	3		Edit
Start/Finish	3:10 - 4:30		
Penalties	0 - 0		
Gamesheet	View		
1	2018-09-09 @ 3 pm	Team 1 VS Team 2	+
3	2018-09-09 @ 5 pm	Team 5 VS Team 1	+



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Confirm Gamesheet Information

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

NOTE 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.

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.

✔ Confirm Gamesheet Information

Below is all submitted information for this gamesheet template. Please ensure all information is correct before final submission.

👤 ROSTERS

Us

Them

📅 GAMES

Us VS Them
[Original Gamesheet PDF](#)

Game #	Date
2	September 27, 2024 @ 2:30AM - 8:30

More Details

Location	there
Division	test
Tier	99
Referees	him, her
Linesmen	them, they
Timekeeper	bip
Scorekeeper	bop
Penalties	2 - 0
Penalty Minutes	7 - 0

[Show Events](#)

◀ Back
Submit Gamesheet(s) ▶

E-Gamesheet Submissions

E-Gamesheet Template

[or access](#)

[E-Gamesheet Template PDF](#)

[Original Gamesheet PDF](#)

Original Gamesheet PDF (see last 5 pages) Show Representative settings from all your submissions

Status: Submitted (see details: 12/06/2017)

Permit: #HA-17318435


Type: Tournament

Association: Hockey Alberta

Contact Person: David Lynn

Game Date(s): 12/06/2017 - 12/06/2017

Location: Test area


ALBERTA

E-Gamesheet(s) Submitted

Hello David Lynn! This email is to inform you that the E-Gamesheet(s) have been submitted for permit #HA-17318435.

The details of the permit are as follows:

Type: Tournament
Association: Hockey Alberta
Contact: Email: david.lynn@hockeyalberta.ca
Game Date(s): 12/06/2017 - 12/06/2017
Location: test area