

DVCHC Scorekeeper,

THANK YOU for volunteering with us. Your accurate work is an essential part of our season & a show of respect for each of our athletes.

We hope you have fun in the best seat in the house!

Online Scoring:

- If you **DO** have internet access or phone signal in the rink, record stats on the DVCHC paper score sheet AND use a smart phone, tablet or laptop to score online. It's not overwhelming, promise - the two work in tandem to make it easy. STILL, someone else must work the clock.
- If you **DO NOT** have internet or phone signal in the rink, use the DVCHC paper score sheet. Keep the sheet & follow the directions below to enter the game online within 24 hours.

Things To Look For:

- Coaches should give you their roster at least 15 mins prior to the game, you may have to hunt them down. Try to get the rosters set online before the warm-up.
- Goalies touch the puck a lot. A SHOT is recorded every time a puck *would have gone IN the net* if not for the goalie.
- In D2 (Saint Joes, UPENN, Rutgers, IUP, Columbia) a player is allowed up to 3 goals in regulation. If they score a 4th don't record it online. Don't let your partner put it on the scoreboard. Record on the paper sheet with an asterisk. The 4th goal can only count if it's overtime or a penalty shot.
- It's your job to collect each team's +/- sheets after the game. They'll know what you mean ☺.

**WE ALL REALLY APPRECIATE YOUR HELP,
YOU MAKE US LOOK GOOD!**

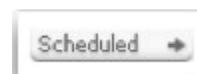
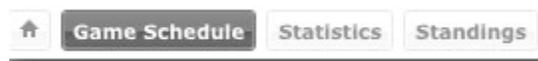
*High five yourself.
You've earned it.*

STEP 1: Before Players Hit the Ice

- Collect rosters from each coach, attach them to your paper score sheet
- Get the full name for each official (you can come back to this if they're not out yet)
- Get your DVCHC paper score sheet out and ready

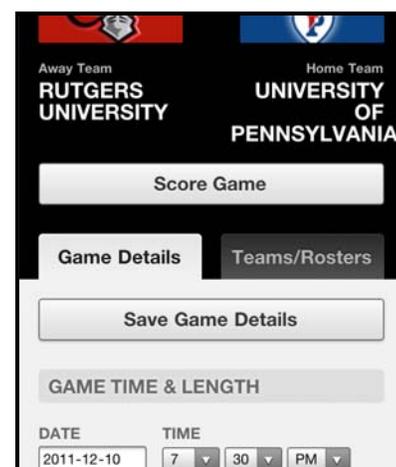
STEP 2: Open LiveScoring

1. Open web browser: Firefox, Safari or Google Chrome, only.
2. Go to <http://womens.dvchchockey.org> & log-in with your DVCHC account (top right).
3. Navigate to your **team's page**, flip the "light switch" to **Edit Mode**.
4. Click the **Game Schedule** Button.
5. Locate your game, click its **Scheduled** button.
6. Game page pops up. Choose the **Score Live** option.



STEP 3: Prep for Game

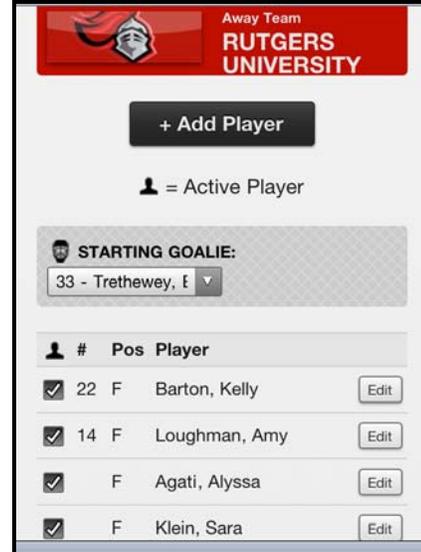
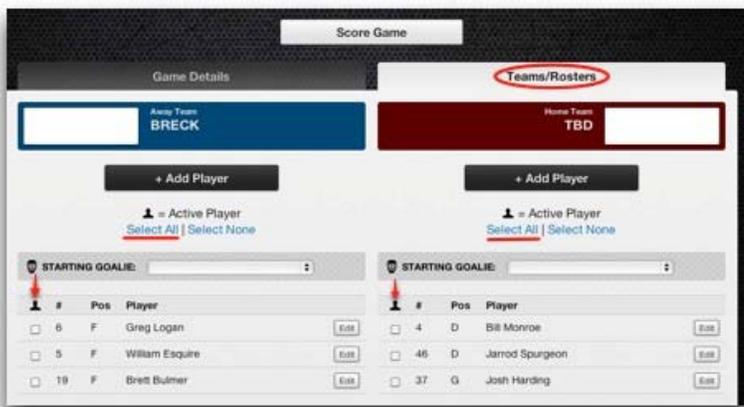
1. First tab that comes up is **GAME DETAILS**:
 - a. **Verify Period Length**
 - Make sure periods are 17 min (not 20), change all if necessary
 - b. **Add Officials / Scorekeeper** (you can go back to do this if they're late)
 - Click "+ Add Referee," enter his / her full name
 - Click the button again, add the 2nd official
 - Click a 3rd time & enter the word SCORE & your full name
2. Click the **TEAMS / ROSTERS** tab



a. **Set Players for BOTH teams** (using roster from coach)

- CLICK the checkbox next to each player playing in the game
- **MAKE SURE** player #'s match what the coach has given you. If not, click "EDIT" for that player & enter (or correct) her #.
- Click to "Add Player" if someone's not listed online

b. **Verify starting goalie is correct**



Phone view

3. Click the **SCORE GAME** button. *You're ready for game time!*

STEP 4: Score The Game

Paper AND The Web

- Be sure to use the official DVCHC paper score sheet along with online scoring. On paper you can tally shots easily and enter ref / clock numbers quickly. This makes entering info online more leisurely! No rush to remember, no need to have your head down during the action. It's on paper, get it in when you can.

Your **Play Action Menu** is seen here:

- Ignore all buttons with an "x"



Saving Information

- Whenever you enter info the red dots will change to green & it will say "saved." If it doesn't happen right away, *wait for it*.

- Don't refresh or "x" out of this website or you may lose data.

During Play

- Enter **GOALS / ASSISTS**

1. Press **Goal** and which **team** scored.
2. Use the drop down menus to select **who scored** and **assisted**. Goalie will auto populate.
3. Enter **clock time** AS IT READS (don't do math) & mark **where** the goal was fired from.
4. Choose which **type** of goal it was. IGNORE the section for +/-
5. **Select NEXT PLAY!**

- Enter **PENALTIES**

1. Press **Penalty** and which **team**.
2. Find the penalized player under "**Skater.**" If it's a bench penalty (like *Too Many Men*) then find her in "**Served by.**" 1 of these 2 should be left blank.
3. Select the **Infraction Type** and enter **clock time** AS IT READS (don't do math).
4. On the rink, click **where** the penalty happened, then **what kind** of penalty was called (ref will tell).
5. Click if the penalty results in a power play for the other team.
6. **Select NEXT PLAY!**

- Tally **SHOTS** on the DVCHC *paper score sheet*.

- ONLY record shots that would have **gone in the net** if not for the goalie.
- Remember to tally a shot when a goal is scored.
- Tally each shot for *the team that fired it*.

SHOTS TAKEN		HOME	VISITOR
1		/// III Total 8	//// Total 4
2		/// III II Total 12	/// III Total 8
3		/// III /// Total 13	/// III Total 10
OT		/	/

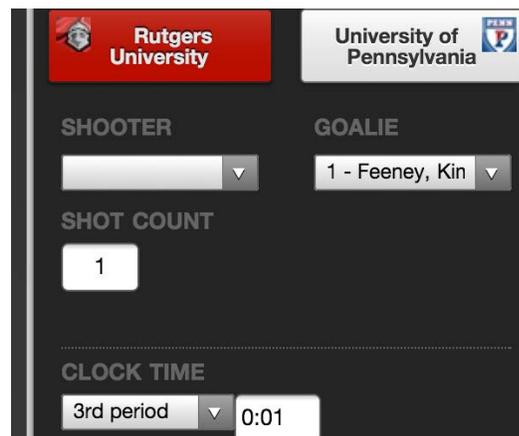
- Enter **GOALIE CHANGE** if it happens (follow the steps)

End of a Period

- Enter **SHOTS** from the period

1. Press **Shot** & select a team.
2. Ignore *EVERYTHING*. Under **Shot Count** enter the total # of shots taken by the team in this period.
3. Click **NEXT PLAY!** Repeat for the other team.

If a team had more than 1 goalie this period, enter the shots *Goalie 1* faced & hit **Next Play**. Do another for *Goalie 2* (select her under "**Goalie**") with the # of shots *she* faced.



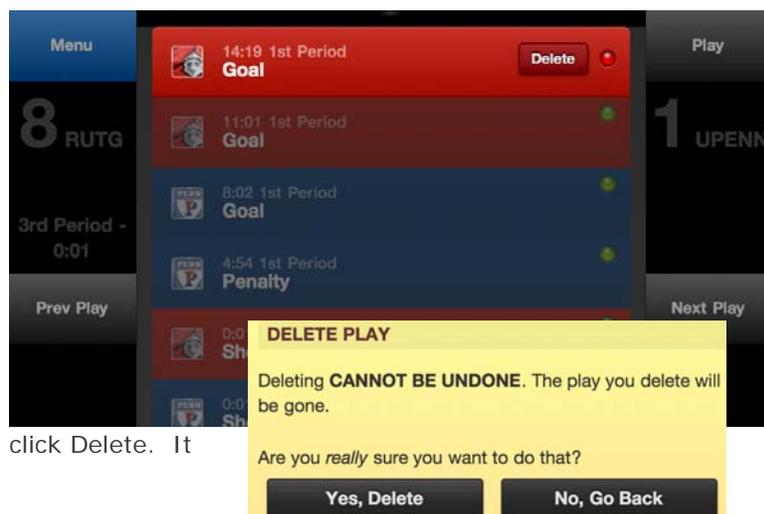
The screenshot shows a mobile application interface for game management. At the top, there are logos for Rutgers University and University of Pennsylvania. Below that, there are two columns: 'SHOOTER' and 'GOALIE'. The 'GOALIE' field is populated with '1 - Feeney, Kin'. Below these is a 'SHOT COUNT' field with the number '1'. At the bottom, there is a 'CLOCK TIME' section with a dropdown menu set to '3rd period' and a time field set to '0:01'.

- Click **START NEW PERIOD** and then hit **NEXT PLAY!**

DVCHC games, tied after 3 periods, play a mandatory, 4-on-4, 5min overtime. Just click "Start a New Period" after the 3rd & click next play to score OT!

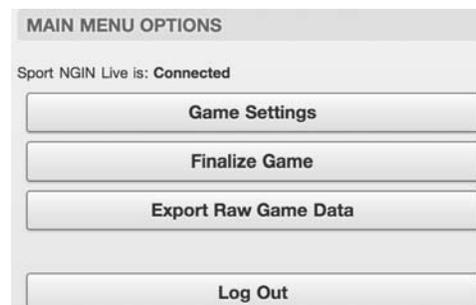
Fixing / Making Changes

1. The list of events in the game will be on your left. If you don't see it, hit the **Plays** button.
2. You can highlight any event to edit. Click **Play** if you don't see it right away.
3. Once finished with an edit, scroll to the most recent play & resume. If you are doing this from a phone or don't see this, click **Plays**. Scroll down to the most recent event and click **Play**.
4. If you need to delete an event, highlight it and click Delete. It will ask if you're sure.



STEP 5: End the Game

1. After entering the final period's shots, click **MAIN MENU** and **Finalize Game**
2. Enter your initials when asked for ref sign-off. Allow the program to sync.
3. Collect EACH TEAM'S **plus / minus sheet**



The screenshot shows a mobile application interface for game management. At the top, there is a header 'MAIN MENU OPTIONS'. Below that, there is a status bar 'Sport NGIN Live is: Connected'. There are four buttons stacked vertically: 'Game Settings', 'Finalize Game', 'Export Raw Game Data', and 'Log Out'.

STEP 6: Entering Plus / Minus

A player gets a +1 every time they're on the ice for a goal & a -1 if their team is scored on when they're on the ice. Power play goals DO NOT affect +/-.

Each bench will be recording their team's +/- . **COLLECT THEM**, what's next is up to you and the team:

OPTION 1: SHIRK RESPONSIBILITY

Scan or take a photo of the +/- sheets and email them to Bryan. Not a problem! ☺

OPTION 2: OH... YOU'RE GOOD

Get the sheets, enter them in after the game (between periods, after the game at the rink, at home, the next day, whenever).

HOW: Navigate to each goal, scroll down to the +/- section & use the drop down menus to enter the players who were on the ice for that goal. Remember, powerplay goals won't ask for +/- . If the game's already over and you've finalized it that's OK. Find the game online and click to "online score" again. Immediately click "Score Game." You are now, truly, all that is scorekeeper.