

# GAMESHEET ADMINISTRATION

## Pittsburgh Amateur Hockey League 2025-26



### GAMESHEET PREPARATION

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- **Ensure your iPad has a generously sufficient charge prior to use at a game(s).**
  - An iPad that runs out of battery during a game will immediately prevent any further (and possibly all) scoring from being entered and uploaded.
  - Once a device is used to start scoring a game, the same device must be used to score the full game, so it is not an option to swap to a new device if the first loses its charge.
  - Some rinks have an electrical plug available in the scorer's box if a charge is needed; otherwise, please do not use an iPad that does not have sufficient battery available at the start of a game.
  - If the iPad is to be utilized for multiple games in a day, please plan accordingly.
- **Game data for each weekend is refreshed by PAHL by 3:00 PM on Friday of each week.**
  - Game data includes all roster and schedule updates.
  - Do not download any game data for the upcoming weekend prior to this time each week.
  - Only download game data for the upcoming weekend, not future weekends.
  - Data must be downloaded to the specific device that will be used to score the game.
  - Downloading the game data onto a device does not prevent it from also being downloaded onto another device, therefore downloading the data onto a device does not force only that device to be used to score the game.
- **Ensure the iPad is currently connected to the internet before trying to download game information.**
  - If unsure that an internet connection will be available at the venue prior to the game, first perform the GameSheet Preparation steps at a location with an active internet connection.
  - The lack of an internet connection during a game only prevents real-time scoring; the data is still saved on the iPad and will be uploaded once an internet connection is re-established.
- **Open the GameSheet app on the iPad.**
  - If prompted to sign-in, the League iPad Access Key for PAHL is: ipad-pahl-dfw
  - If the current access key is for the wrong league/event, tap on the gear next to the access key, choose "Logout" from the pop-up menu, and sign-in with the PAHL access key.
- **Load the data for the upcoming game.**
  - Select "New Game" then choose "Load from schedule"
  - Never choose "Create from scratch" to add a game entirely or create a new version of a game.
  - All PAHL games scheduled for the current date will be listed on the Scheduled Games screen.
  - To pick a different date, tap on the date in the top-left, set the new date, and tap Save.
  - The list of games on a date can be narrowed by using the Division drop-down menu.
  - Searching by the PAHL Game # only works with the correct date of the game is set.
  - Tap on "Load Game" to the right of the game.
- **Verify the data for the game has been downloaded.**
  - A loaded game will then show a "Score Game" button (instead of a "Load Game" button) on the right as visual confirmation that the game is ready to be scored.
  - Repeat the process to download game data for any other game(s) to be scored using that specific iPad for the upcoming weekend.

## PREGAME TASKS

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- **Initiate pre-game tasks only at the venue of the game.**
  - The scoring device needs to be prepared and available to both teams no less than 20 minutes prior to the scheduled start of the game.
  - An iPad being used for a game in a preceding ice slot will not be available 20 minutes prior to the game, so please plan to utilize a different scoring device for sequential games.
- **Open the GameSheet app on the iPad.**
  - If prompted to sign-in, the League iPad Access Key for PAHL is: ipad-pahl-dfw
  - If the current access key is for the wrong league/event, click on the gear next to the access key, choose “Logout” from the pop-up menu, and sign-in with the PAHL access key.
- **Open the correct game.**
  - Games that have already been loaded onto the device will appear at the bottom of the main menu in the “Upcoming” section.
  - If the game is not listed on the main menu, the GameSheet Preparation steps must be followed, at which time the uploaded game will have a “Score Game” option next to it.
  - Tap on the correct game to enter the game and begin entering pre-game information.
- **Never change the Date, Scheduled Start Time, Location, Game Number, Game Type, and Category!**
  - Curfew is the only item on the Game Details submenu that potentially needs to be adjusted.
  - Official Scorekeeper will be preset to “PAHL League Office” and is to be left that way.
  - Scorekeeper Phone Number will be preset to “do not edit” as a reminder to leave scorekeeper information unchanged.
  - Start Time can remain set to “Required” (do not change), as a later prompt will accurately record this information.
  - End Time does not need a value entered.
  - Never adjust the settings for floods, period/OT lengths, and shootouts.
- **Set the Curfew Time.**
  - Be aware that without a curfew time entered – and the subsequent ability for the coaches to acknowledge the curfew time – a curfew cannot be enforced in a PAHL game.
  - The curfew time, if applicable, must be set before each team edits its roster so that each coach is correctly given the ability to see and sign-off on the curfew time.
  - Tap on the Game Details tab from the menu on the left.
  - Tap on Curfew only if the game has a set curfew time.
  - If the game will not have a curfew, leave the setting at “None” and proceed to the next step.
  - After tapping on Curfew, tap on the toggle switch on the right to activate the curfew setting.
  - Tap on the Curfew Time option that then appears.
  - Set the exact curfew time and tap Save.

## ROSTER INFORMATION

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- **Set the team lineup prior to the game.**
  - Tap on the applicable “Home Lineup” or “Away Lineup” from the menu on the left.
  - Never use the option in the lineup tab to “Add Player” or “Add Coach” in GameSheet.
  - Do not attempt to edit the roster of the opponent; only their coach/manager should do this.
- **Set the correct STATUS of each coach.**
  - Tap on the current status of each coach if that status needs to be changed.
  - Coaching = on the bench for the game (maximum of 4 coaches can be on the bench)
  - Away = not on the bench for the game (including the manager and others not on the bench)
  - Suspended = the coach is serving a suspension for this game (vital information!)
  - Note: Status from the previous game played by the team is copied over to the current game.
- **Set the correct Head Coach for the game.**
  - Ensure the correct Head Coach for the game is indicated under Position.
  - If the usual head coach is “Away” or “Suspended,” another coach must be set as the head coach for the game (a Head Coach is required, limit of 1).
  - The person set to Head Coach is the person designated to provide the sign-off on the roster and curfew prior to the start of the game (see below).
  - Any sign-off provided on a roster is erased if that roster is then edited, so complete all roster information before a sign-off is applied to the roster by the Head Coach.
- **Set the correct Status for each player.**
  - Tap the current status of each player if that status needs to be changed.
  - Not Playing = default status; the player is not participating in the game (not in uniform)
  - Playing = the player is participating in the game (in uniform, on the bench)
  - Starting = only applies to the goalie that is starting the game (set one per team)
  - Suspended = the player is serving a suspension for this game (vital information, see below)
  - Injured = do not select this option in a PAHL game (choose “Not Playing” instead)
- **Confirm the correct Status of suspended players/coaches.**
  - Suspended individuals must be correctly denoted to properly serve the suspension.
  - The League Office does not preset any player/coach to a suspended status.
  - The accompanying game counters for the suspension (“X of Y”) are unofficial (and technically do not even need to be entered) but can be helpful for tracking purposes.
- **Set temporary jersey numbers.**
  - A player cannot be credited correctly with goals, assists, and penalties without the correct number being listed on the team roster in GameSheet.
  - If a player is wearing a different jersey number in the game than the number assigned to the player on the team roster, this must be edited within the roster before the game.
  - If a player’s standard jersey number is incorrect on the team roster, it can be changed via GameSheet, but please always report the discrepancy to your association registrar.
  - Simply tap on the number next to the player and enter the new number.
  - Upon tapping Save, you will be prompted to choose whether this jersey number is to be saved to the roster (permanent) or saved for this game only (temporary); make the applicable choice and, if permanent, remember to report the change to your association registrar.

- **Optionally, add a “Duty” for a captain and alternate captains.**
  - Captains are not required; this step can be skipped by the team.
  - A team can have a maximum of 1 captain and a maximum of 2 alternate captains in a game.
  - Tap on the Duty box next to the applicable player and choose the correct duty.
- **If applicable, edit the position of a skater being used as a goalie.**
  - Never enter a “Pos” for any other player; this information is not needed and causes clutter.
  - Goaltenders on the team roster will already be set with a ‘G’ under “Pos.”
  - If a player who is not designated as a goalie needs to be the goalie for the game, tap on the player’s Pos and set it to “Goalie” so he can be designated as the goalie while scoring the game.
- **Activate the Secondary Goaltender, if applicable.**
  - Secondary Goalies, if rostered, will be at the bottom of the lineup menu as “Affiliated Players.”
  - Tap on the Status of the Secondary Goalie and choose the correct status for the game.
  - Please be aware of PAHL rules regarding usage of Secondary Goaltenders.
- **Double-check the Status of each player.**
  - The lineup in the GameSheet app must match the lineup being used in the game.
  - Players participating in the game will have a green “Playing” status.
  - One goalie must be set to the “Starting” status.
  - Suspended players/coaches will have a red “Suspended” status.
  - Next to the “Players” header at the top of the lineup is a counter of how many players are set to participating in the game (Playing + Starting) as an aid to verifying the team’s roster.
- **Correct Errors and Warnings, if any.**
  - Errors and Warnings will appear next to the applicable lineup option in the menu on the left once a different tab is chosen on the menu.
  - Errors generally prevent the game from being scored and must be corrected before the game.
  - Warnings allow the game to be scored but should be reviewed by the team before the game for possible correction.
  - Most errors and warnings can be corrected quickly and easily, such as setting a starting goalie or obtaining Head Coach sign-off.

## **PREGAME SIGN-OFF**

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- **Complete all pre-game tasks and roster information first.**
  - The curfew time must be entered before a coach will be prompted to sign-off on curfew.
  - Any sign-off provided on a roster is erased if that roster is then edited, so complete all roster information before a sign-off is applied to the roster by the Head Coach.
- **Obtain curfew sign-off from the head coach.**
  - If there is no curfew on the game, the coach will not be prompted to sign-off.
  - If a curfew time has been set for the game, tap on “Sign” next to Curfew Initials in the top-right of the team’s lineup screen, apply a signature or initials in the pop-up box, and tap on Save.
- **Obtain roster sign-off from the head coach.**
  - Tap on “Sign” next to the coach’s name on the roster tab, apply a signature or initials in the pop-up box, and tap on Save.
  - If the roster is then edited/updated after sign-off, the coach must sign-off again.

## POSTGAME UPLOAD

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- **The scoring information needs to be uploaded within 2 hours of completion of the game.**
  - If the device was connected to the internet – even intermittently – during the game, the scoring data was uploaded continuously.
  - If the device was not connected to the internet during the game but can gain a connection in another area of the venue after the game, please locate the device to that area immediately after the game and allow an internet connection to be established.
  - If no internet connection is available at the venue of the game, one must be established on the device within 2 hours at another location.
- **A game can be confirmed as uploaded in several ways.**
  - In the GameSheet app, navigate to the main menu and choose “Uploaded” at the top to view games that have been uploaded from the device (listed in reverse chronological order, so latest game will be listed first).
  - If the game appears, in full, on the PAHL website, the scoring information has been uploaded.
  - If the division standings on the PAHL website are updated, the game has been uploaded.
- **Please be reminded that scoring information cannot be changed after referee sign-off.**
  - Any edits made on the device to the scoring information are flagged in the GameSheet system and reviewed by the League Office.
  - If there is a legitimate error/omission on the scoresheet, those details are to be reported to the League Office for potential adjustments.
  - If a penalty that results in a suspension was assessed to the wrong player (suspendable offense), those details are to be reported to the League Office for potential adjustments.
  - No other requests to change scoring information (add assists, switch goal scorer, etc.) are accepted by the League Office, regardless of any evidence that can be provided.