**Steps to Enter Game Details in CAHA**

1. Go to your Team Page in **CAHA** (a CAHA GAME SCHEDULE link has been set up on your team page on AYHL.COM – log in to **AYHL.COM** and that link on your team page will take you directly to your CAHA game schedule)
2. On your CAHA team page, click on “**Edit Mode**” in the upper left hand column – (part of the screen will turn yellow – that’s how you know you’re in Edit Mode)
3. Scroll down to the game you want to enter the details for, and click on the game time in the right hand column.
4. On the next screen, click on “**Score Live**”
5. The “**Game Details**” and “**Teams/Rosters**” screen will come up. Click on the “**Teams/Rosters**” tab.
6. For each team, click on “**Select All Active**” players and then deselect the players who did not play.
7. Choose the “**Starting Goalie**” for each team
8. Click on the “**Score Game**” button at the top of the screen.
9. On the right side of the screen, you will enter all the plays by period: Goals, Penalties, Shots
10. For a Goal, you will select the Team, Scorer, Assist 1, Assist 2, Clock Time, Goal Type (Even Strength, Power Play, Short Handed), then click on the “**Next Play**” button
11. For a Penalty, you will select the Team, Skater, Served By, Infraction Type, Clock Time, Penalty Type (Minor, Major, etc.), Results in Power Play or No Power Play, then click on the “**Next Play**” button (2 and 10 penalties are entered as 2 separate penalties).
12. For Shots, use the “**Shot**” button under each team’s name. You can enter the shots by period, all at once (i.e. after you’ve entered the goals and penalties for the period, click on the “**Shot**” button multiple times until you reach your shot count for that period – if you have a goalie change during a period, make sure the correct number of shots are entered per goalie).
13. After you enter all the plays for one period, click on the “**Start New Period**” button and enter all the plays for the second period, then the third period. DO NOT click on “Start New Period” after the third period because it will go in to overtime.
14. If you need to make a change, click on the play on the left side of the screen in the “**Play List**” and change the details on the right side of the screen.
15. Once you’ve entered all the plays, click on the “**Finalize Game**” menu option and enter the Ref’s name (if you don’t have a ref’s name, enter “Gauerke”). Do not finalize the game unless you are sure it is entered correctly because once it’s finalized, you will need to submit an online form to CAHA to get it changed.