

LVSHL SCORE LIVE PROCEDURES

(IF USING LEAGUE IPAD, YOU MUST SIGN IT OUT. ANY LOSS OR DAMAGE TO THE IPAD WILL RESULT IN YOUR CLUB PAYING FOR A NEW ONE.)

1. Retrieve the IPAD from the lockbox and sign out for it. Or use your own device.
2. Connect to your own phone's HOTSPOT.
3. Use CHROME browser on IPAD.
4. Log in to your email/team manager access on the LVSH website.
5. Go to the Game Schedule of the current game to be scored, select the time.
6. Ensure the edit button is on and select Score Live.
7. Enter the Game Details:
 - a. Input proper time for the periods. Youth 13, MS 15, and JV and Varsity at 17.
 - b. Input proper times for penalties – Youth/MS – 1:30 JV and V – 2:00 (default)
 - c. Add Refs names (find them in Refs room or at beginning of game)
 - d. Add Ref options - Add additional official scorers, scoreboard controller if desired.
8. Save Game Details
9. Set Rosters
 - a. Select all Players. (Use Add Players for sub goalies and/or new players not on roster.)
 - b. Set starting goalie.
 - c. The coach for each team should confirm roster and deselect players not at game.
10. You are ready to Score game. (Please note that game can still be scored if you lose WIFI connection, just do not exit out of the browser window until you can reconnect and reestablish the connection.)

NOTE – USE THE PROVIDED GAME SHEETS TO WRITE DOWN ALL GOALS AND PENALTIES PRIOR TO ENTERING ANY INFORMATION IN SCORE LIVE – THIS IS OUR FAIL-SAFE IN CASE ISSUES OCCUR AS WELL AS AN EASY WAY FOR THE REFEREE AT THE END OF THE GAME TO REVIEW AND APPROVE.

11. Track Goals
12. Track Penalties
13. Timeouts need to be written down on the scoresheet in the NOTES section. Team and time of the timeout.
14. Shots can be added by just selecting the SHOT button under each team's score field and/or on scoresheet.
15. REMINDER – tally up shots and goals at the end of each period on the scoresheet.
16. END OF GAME:
 - a. Complete scoresheet goals and shots.
 - b. REF needs to review and sign scoresheet.
 - c. Coaches should sign scoresheet.
 - d. Ensure you have a connection to the internet (top right of Score Live window)
 - e. Select Finalize Game
 - f. Pick reviewing referee name to add to the FINALIZE game popup window.
 - g. Select Finalize Game on popup – Score Live is complete.
17. Hand off IPAD to next game/team manager or return to the lockbox. Make sure the next team manager signs out the IPAD on Sign Out Sheet.
18. Place completed scoresheet in LVSHL mailbox in the lobby.

IPAD passcode and LOCKBOX combination can be acquired by asking a league board member.

Any issues please email LVSHLsecretary@gmail.com