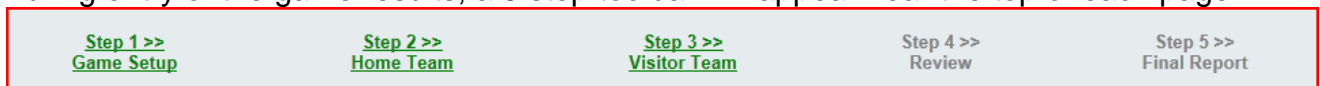


## Entering Game Results

The home team for every game is required to enter the game results into Teamlink. The only exception to this is for tournament games. Lower Mainland tournament games (tournaments hosted by PCAHA associations) are to be entered by the HOME team. If the home team is a Non-PCAHA team, the team is to enter the game results into Teamlink even though they are the visiting team. In the case of out-of-town tournaments, the team playing in the tournament is to enter every game they play, regardless of who is their opponent and whether they are the home team or not.

During entry of the game results, a 5 step toolbar will appear near the top of each page.



Any non gray entry can be clicked and that will take you to that page in the entry process.

While progressing through the game result entry, there are different navigation buttons that will appear. They can include the following:

- Previous button - proceed to the previous page in the game result entry sequence



- Next button - proceed to the next page in the game result entry sequence



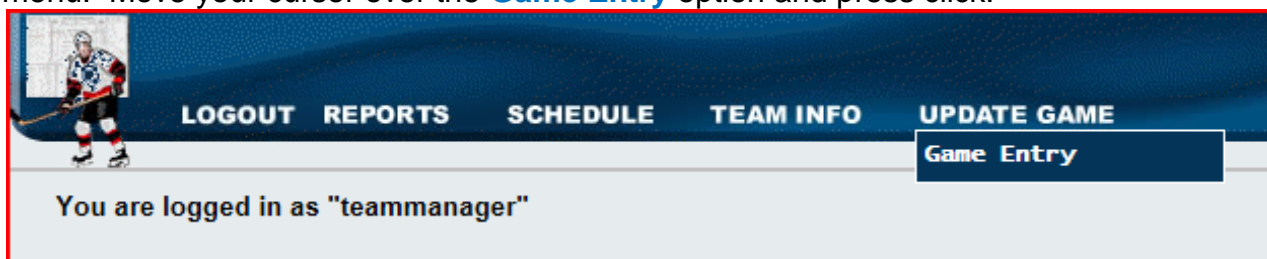
- Save & Exit button - save what has been entered to this point and exit the game result entry process



- Cancel & Exit button- do NOT save what has been entered to this point and exit the game result entry process



1. Sign into the Teamlink system as explained in the section "Accessing Teamlink system".
2. On the menu bar, hover your cursor over the **Update Game** item. This will expand the menu. Move your cursor over the **Game Entry** option and press click.



3. This will display the Game Entry page. In the first section, we select the game we want to enter the game results for.

A screenshot of the 'Game Selection' section of the Game Entry page. The section has a light green background and is enclosed in a dashed border. It contains the following elements: a heading '[ Game Selection ]', a label 'Select Game Id From List Below:', a drop-down menu with the text '-- Select Game ID --', a separator '----- OR -----', a label 'Quick Find a Game', a text input field with the label 'Enter Game ID:', and two buttons at the bottom: 'Find Game ID' and 'Select This Game ID'. The entire screenshot is enclosed in a red rectangular border.

Usually, the page will display the list of games for the team you have responsibility to enter results for. These games can be located in the drop-down list under "Select Game Id From List Below" heading. Click on the game number of the game you wish to enter the results for. Alternatively, you can enter the game number in the Quick Find a Game section and click on Select This Game ID.

Note: If you are looking to fix a previously entered (but not verified by the league manager) game, you would select it in the same drop-down list.

The games are listed in the drop down selection list in game date, game start time and game number sequence. This means that most likely the game results being entered will be for the game at the top of the selection list.

If an exhibition game was selected to be entered, a Please Enter Secondary Game ID for Exhibition Game box will appear at the bottom of this section. If this game has a secondary game number indicated on the game sheet, please enter that game number in this box.

Find Game ID
Select This Game ID

**Please Enter Secondary Game ID for Exhibition Game**

If you are unable to locate the game in the system to enter the results, go to the game schedule report and verify that the game is setup and that your team is the team responsible to enter the results. For most games, that would mean that your team is the home team but in some tournament games, the visiting team might be required to enter the game results. Also check that the game results have not already been entered and verified. A status of "Played" indicates that the game has already been entered. If it doesn't appear there or if you have questions on the game setup, please contact your League Manager.

4. Once the game has been selected, the system will fill in game information into the game information section.

**[ Game Information ]**

<b>Date</b>	<b>Location</b>	<b>Start Time</b>
Saturday January 4, 2014	Surrey Sport & Leisure 2 Purple	08:15

(Check the box below if either home team or visitor team forfeits a game by not showing up; then select which team did not show-up)

☐ >>> GAME WAS FORFEITED & NOT PLAYED <<<

<b>Home Team</b>	<b>Score</b>	<b>Visitor Team</b>	<b>Score</b>
<input type="checkbox"/> Home Team Forfeits Game		<input type="checkbox"/> Visitor Team Forfeits Game	
Cloverdale Peewee C2	<div style="border: 1px solid black; width: 30px; height: 15px;"></div>	Richmond Peewee C1	<div style="border: 1px solid black; width: 30px; height: 15px;"></div>

<b>Scorekeeper</b>	<b>Timekeeper</b>
<div style="border: 1px solid black; width: 80px; height: 15px;"></div>	<div style="border: 1px solid black; width: 80px; height: 15px;"></div>

<b>Period Times</b>	<b>Overtime</b>
1 <div style="border: 1px solid black; width: 60px; height: 15px;"></div>	1 <div style="border: 1px solid black; width: 60px; height: 15px;"></div>
2 <div style="border: 1px solid black; width: 60px; height: 15px;"></div>	2 <div style="border: 1px solid black; width: 60px; height: 15px;"></div>
3 <div style="border: 1px solid black; width: 60px; height: 15px;"></div>	3 <div style="border: 1px solid black; width: 60px; height: 15px;"></div>

Check that the Date, Location, Start Time, Home Team and Visitor Team match the game sheet you are about to enter the results for. If they do not, then go back to the Game Selection and select the appropriate game from the drop down selection list.

5. If the appropriate game is listed, enter the following information into this section (tab key will help you move from field to field):
  - Home Team score
  - Visitor Team score
  - Scorekeeper and Timekeeper names (Enter UNKNOWN if left blank or unreadable)
  - Period Times as written on the game sheet
  - Overtime period times if applicable.
6. In the next section, Referee and Linesmen Information is entered.

**[ Referee / Linesmen ]**

Enter '-100' if Unknown / Unreadable or '-99' if Referee or Lineman are a No Show (notice the minus sign '-' preceding the number);  
Click on Referee/Linesman1/Linesman2 before using lookup pull down box.

☒ Referee
 ☐ Linesman1
 ☐ Linesman2
 << Referee/Linesman Lookup

Name Filled In AfterLookup
  Name Filled In AfterLookup
  Name Filled In AfterLookup
 -- Lookup Names --

**Match Referee/Linesman Numeric ID to their Names. Click & Wait for Completion...**

\*Pop-up windows must not be blocked by browser of third-party tool

Enter the following information:

- Referee and Linesman's numbers under the appropriate heading.  
If there are a full complement of officials at the game, but a name or number is illegible a "-100" (note the minus sign) is used in the position for that official. If a full complement of officials were not in attendance at the game, then starting with the highest position (referee), a "no show" is indicated by using a "-99" (note the minus sign) for this no show situation.  
Once the game official's numbers are entered, you can validate they are correct by clicking on the Match Referee/Linesman Numeric ID to their names button. This will display the names associated with the numbers entered.  
Alternatively, you can select the game official you want to enter from a drop down list. Indicate which game official you want to look up by clicking on the dot that precedes the position you are looking up and click on the lookup names box to the far right. Once you click on it, a list of active game officials will be listed in last name and then first name sequence. The lookup list will also include their officials ID number. Selecting an entry in this lookup list will automatically fill in the official's name and number under the selected heading.

7. In the next section, any comments needing to be entered can be entered here.

**[ Memo / Comments ]**

Enter any comments regarding the game in this Memo/Comments box. Comments may include any of the following:

- reason for delay of game (injury)
- late start time (weather, no game officials)
- name of a player not listed on the official roster in Teamlink (be sure to indicate which team in this case)

- Click on "Next" button at the bottom on the page



This will take you to the Home Team entry page.

- On the Home Team entry page, the home team roster defined in Teamlink will appear on the page in alphabetical sequence with goaltenders list at the top and affiliates and team officials listed at the bottom.

**Game Entry - Home Team Information**

[Step 1 >> Game Setup](#)
[Step 2 >> Home Team](#)
[Step 3 >> Visitor Team](#)
[Step 4 >> Review](#)
[Step 5 >> Final Report](#)

Cloverdale Peewee C2
Team Total Penalties - 0 Minutes

Player	Name on Game sheet?	# of Penalties
--------	---------------------	----------------

Enter the following information:

- Indicate all players and team officials who are listed on the game sheet by clicking on the box immediately to the right of their name

Name on Game sheet?

☒

- Enter penalty minutes for each Player/Team Official by clicking on the edit penalty button across from the Player/Coach's name.

Edit Penalties

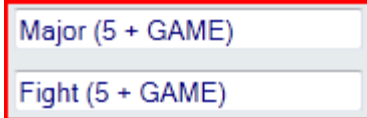
A screen listing all penalty types will appear.

Penalty	Mins.	Count		
Minor	2	0	+1	-1
Stick Minor	2	0	+1	-1
Bench Minor	2	0	+1	-1
Check to the Head Minor	2	0	+1	-1
Instigator / Aggressor	2	0	+1	-1
Major (5 + GAME)	15	0	+1	-1
Fight (5 + GAME)	15	0	+1	-1
CEB Minor (2 + GAME)	12	0	+1	-1

Enter the count of each type of penalty for the Player/Team Official you are working on, as listed on the game sheet. Alternatively, clicking on the "+1" button will

increase the count and clicking on the "-1" button will decrease the count. Once all the penalties are entered for this particular person, click submit. A total at the top of the page will confirm the total penalty minutes assessed to the team.

Note: Serious penalties can have an automatic game misconduct attached to them. There are times that this automatic game misconduct is not indicated on the game sheet but will need to be added to the totals. Any penalties with this, are indicated in the penalty list as such.

A screenshot of a web form showing a dropdown menu with two visible options: "Major (5 + GAME)" and "Fight (5 + GAME)". The menu is highlighted with a red rectangular border.

If unsure if an automatic game misconduct penalty should be included, contact your League Manager for clarification.

- Repeat until all players and team officials and their respective penalties are entered .
- Enter any Player or Team Official not listed on the Teamlink roster in the Menu/Comment box. Contact your Association Registrar for any additions or deletions to the Roster listed in Teamlink.

10. Click on "Next" button at the bottom on the page



This will take you to the Visitor Team entry page.

11. On the Visitor Team entry page, repeat the steps for the Home Team entry for the visiting team. Enter any Player / Team Official not listed on roster in Teamlink in the Menu/Comment box. The visiting team will need to contact their Association Registrar for any discrepancies. The League Manager will advise them of this when verifying the game sheet.

12. Click on "Next" button at the bottom on the page



This will take you to the Game Entry - Entry Review page.

13. On the Game Entry - Entry Review page, review the following for correctness:

- Date, Location, Start Time of game - used to confirm we have the correct game.
- Scorekeeper's name / Timekeeper's name
- Period times
- Referee and Linesmen are listed

If there are a full complement of officials at the game, but a name or number is illegible a "-100" (note the minus sign) is used in the position for that official. If a full complement of officials were not in attendance at the game, then starting with the

highest position (referee), a “no show” is indicated by using a "-99" (note the minus sign) for this no show situation.

- Scorekeeper's name / Timekeeper's name
- Period times
- Correct Team names – Home and Away

Home Team Summary:  
(Cloverdale Peewee C2)  
Score: 2

Visitor Team Summary:  
(South Delta Peewee C1)  
Score: 7

There could be a chance that the game sheet has an incorrect game number listed on it, so this is one way to confirm that we have the correct game.

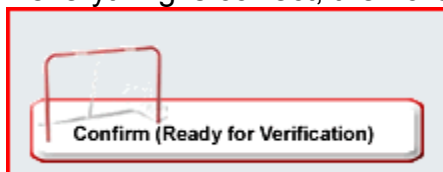
- Score
- Players and Team Officials indicated for each team listed are the same as what is on the game sheet.

Note: the most common missing data is the Team Officials. But check that everyone listed on the game sheet is listed and confirmed in Teamlink. If there is someone on the game sheet – Player or Team Official – who is not shown in Teamlink, make a note in the Comment Box. Contact your League Manager and notify them of any players or team officials who are showing up on game sheets but are not listed in Teamlink.

- Total penalties are correct, and issued to the appropriate player or Team Official.
- Check totals at the bottom of each team.

Total Penalty: 4  
Players: 12  
Goaltenders: 1  
Officials: 5  
Affiliates: 0

14. If everything is correct, then click “Confirm (Ready for Verification)” button.



This will add the game number to the list of games to be verified by the League Manager.

15. If corrections/additions are needed after confirmation, the above steps can be repeated as long as the game has NOT been verified by the League Manager.

Once the game results are entered and marked confirmed, mail the white and yellow copies (yellow only if the game official took the white copy) of the game sheet to the League Manager. Game sheets are to be entered and mailed within 24 hours of end of the game. These mailed copies should be received by the League Manager within 5 days.