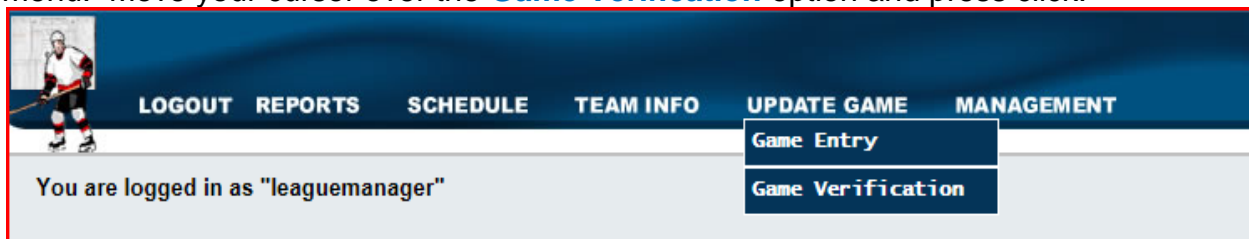


Verifying Entered Game Sheets

The home team for every game is required to enter the game results into Teamlink. The only exception to this is for out-of-town tournament games. In that situation, the team playing in the tournament is to enter every game they play, regardless of who is their opponent.

Once the League Manager receives a copy of the game sheet, they are to "verify" that the game results were correctly entered into Teamlink. They will log into Teamlink, bring up the entered results, and then either verify or reject the game results by comparing the game sheet to the data entered. Verifying the game means that the results entered match what was listed on the game sheet. If there are corrections to be made, the game results can be rejected, and an email notification can be sent to the team to perform the required revisions.

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 Verification** option and press click.



3. This will display the Game Verification page.

Game Verification

1974 Game(s) for Verification (Unverified Completed Entries)
120 Game(s) for Verification (Unverified Incomplete Entries, Saved Prematurely)

Start list of games at the following:

Select Unverified Game to Verify or Fix

Select Verified Game to Fix

Usually, the page will display the entered results of the first unverified game in your responsibility area. but if you need to select another game to review, Unverified Games can be in the drop-down list under "Select Unverified Game to Verify or Fix" heading. Alternately, you can input game number criteria in the box labelled "Start list of games at the following". You can put full game numbers or partial game numbers. If you change this criterion, press enter to have it apply to the list in the selection box. Click on the game number of the game you wish to review and verify.

Note: If you are looking to fix a previously verified game, you would locate it in the drop-down list under the "Select Verified Game to Fix".

Once the entered game results are displayed, the League Manager will check all data for errors and any incomplete/missing data.

Check the following:

- Date, Location, Start Time of game - used to confirm we have the correct game.
- 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:
(Vancouver Thunderbirds Atom C5)
Score: 2

Visitor Team Summary:
(Seafair Atom C5)
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, email the Team Coach or Manager and advise them that they need to contact their Association Registrar to have the Player or Team Official added to their roster immediately. Make a Note in the Comment Box. Contact your Managing Director 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

4. If everything is correct, then click "MARKED VERIFIED & GO TO NEXT RECORD" button.

Mark Verified & Go to Next Record

This will move the game number from Unverified to Verified. The page will then display the next unverified game in the list.

5. If corrections/additions are needed, click on "ENTERED BY" name (near the top of the page).

Entered by: [Team Manager](#) << Click Name to Send Email to This Person;
Last Saved by: [Team Manager](#) << Click Name to Send Email to This Person

Game No. [AP2222](#) : Vancouver Thunderbirds Atom C5 versus Seafair Atom C5

This will bring up an email dialogue box directed to the person who entered the data. Explain the corrections/additional data required by them, and ask them to contact you once the revisions are complete.

6. Upon receiving a reply indicating that the updates/ corrections have been done, repeat steps 1 - 5 above to verify that the revisions are complete, and the game can then be verified. If you had made a note of missing players in the comment box, and they are now listed properly in the system, the note can be removed.
7. If you decide after your review that there is an error which you choose to correct yourself, this can also be performed that from this page. Click on "ERROR FOUND, NEED TO FIX THIS ONE".

Error Found. Need to Fix This One...

This will take you to the original game entry screens. Follow through the screens, making the necessary corrections. Once you get to the review page, you can then click on

Mark Verified & Go to Next Record

to mark the game as verified.