



Scorekeeping App Documentation

Team Official

Registration

1. Navigate to **/register** in the admin console
2. Fill in the required information
3. Hit **REGISTER**

Signing lineups

1. Login into the **Officials / Staff** tab with the credentials from the registration process
2. Select the appropriate game
3. Select the desired lineup
4. Select the desired bench staff
5. Sign
6. Hit **DONE**

Scorekeeper

Electronic scoresheet flow

1. Login in the **Scorekeeper** tab with the **Game ID** and the **Home Team HCR ID**
2. Select **Scorekeeper & Timekeeper**
3. Enter the desired Scorekeeper and Timekeeper
4. Hit **SAVE**
5. Select **Game Officials**

6. Find and add the desired Officials (if you can't find the person, you can tap in the drop down where indicated and create a new official)
7. Hit **DONE** when finished
8. Use the platform to scorekeep (Goals, Penalties, Goalie swaps, Game notes)
9. When the game is finished, hit **END GAME** and select the time at which the game ended
10. Gather all the required signatures (Scorekeeper, Timekeeper, Referees)
11. Hit **FINISH**
12. You can submit electronic scoresheets to additional emails if necessary
13. Logout