Richmond Ravens
Score Keeper Instructions

Tablets will be set-up with game number and hockey ID numbers.

The clipboard will have a **SCRATCHPAD GAMESHEET**. Please <u>**write down**</u> every goal and penalty on the scratchpad, so we have a backup of the game information, in case the tablet fails.

Fill in the respective Scorekeeper and Timekeeper's names.

Press START GAME at the top corner.

Goal

1. **Write down the time of the goal on paper first.**
2. To add a goal, tap on the GOAL button for the respective team you wish to add a goal for
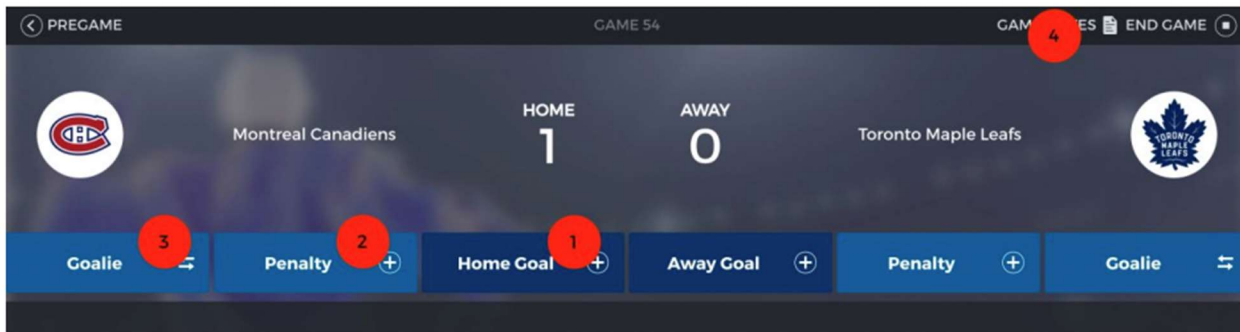
3. Click the goal scorer, then the assist(s). The first player you click will be the goal scorer (and will be green). Tap again to unselect. Press NEXT.
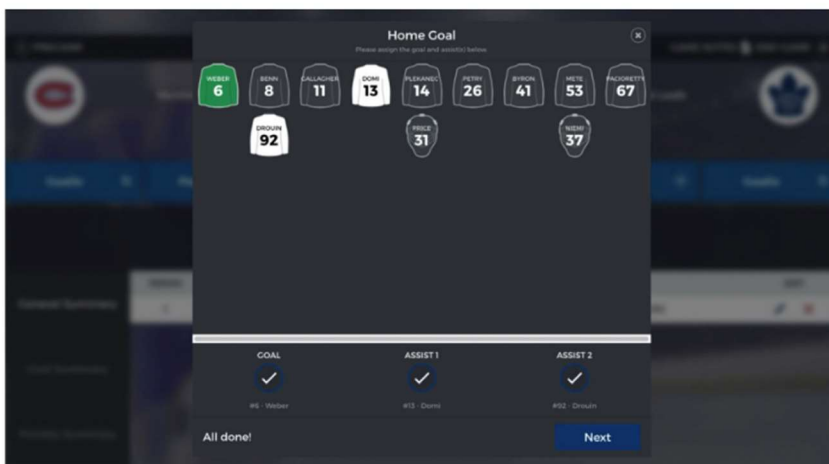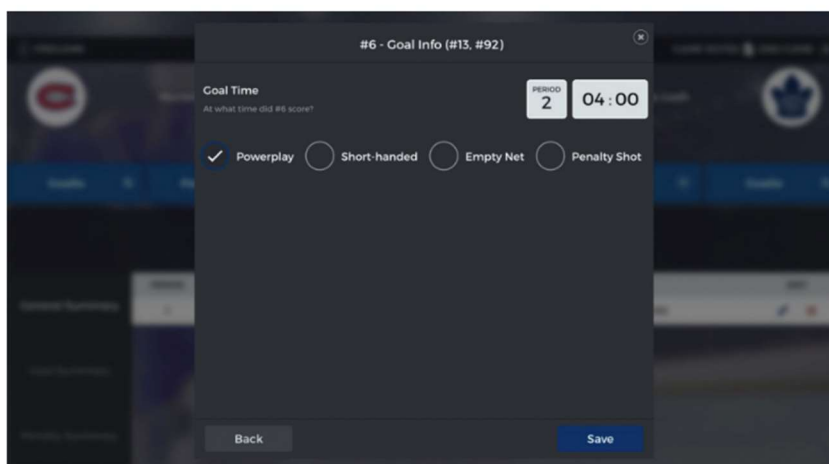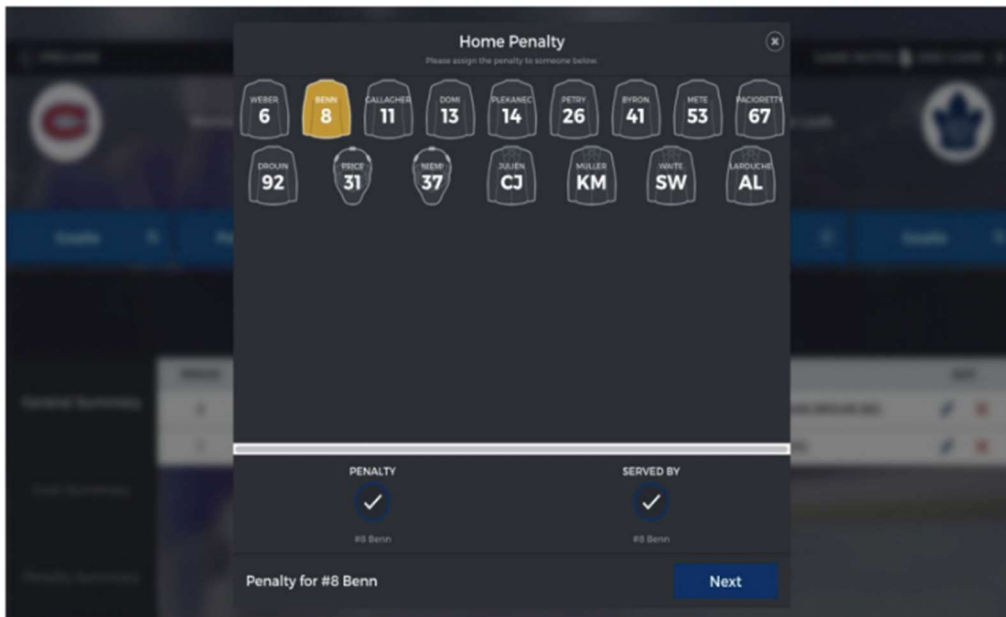

4. Select the period in which the goal was scored.
5. Select the time at which the goal was scored.
6. Select a goal type if necessary if the goal was scored during a powerplay, short-handed, on an empty net, or on a penalty shot.
7. Press SAVE.

Penalty

1. **Write down the penalty time on paper first.**
2. To add a penalty, tap on the PENALTY button for the team you wish to add a penalty for.


3. Select the player who received the infraction. If a different player is serving the penalty, then tap again to choose the serving player.
4. Next, select the infraction and the duration. ALWAYS PICK THE 2 MINUTE PENALTY unless the referee tells you to pick a longer one.
5. Select the game time that the infraction was called and play was stopped.
6. Review the infraction details you selected below, and if it looks correct, tap SAVE. Once completed, the penalty will appear as active.
7. Once the penalty has ended and the player leaves the penalty box, tap on the jersey to end the penalty.
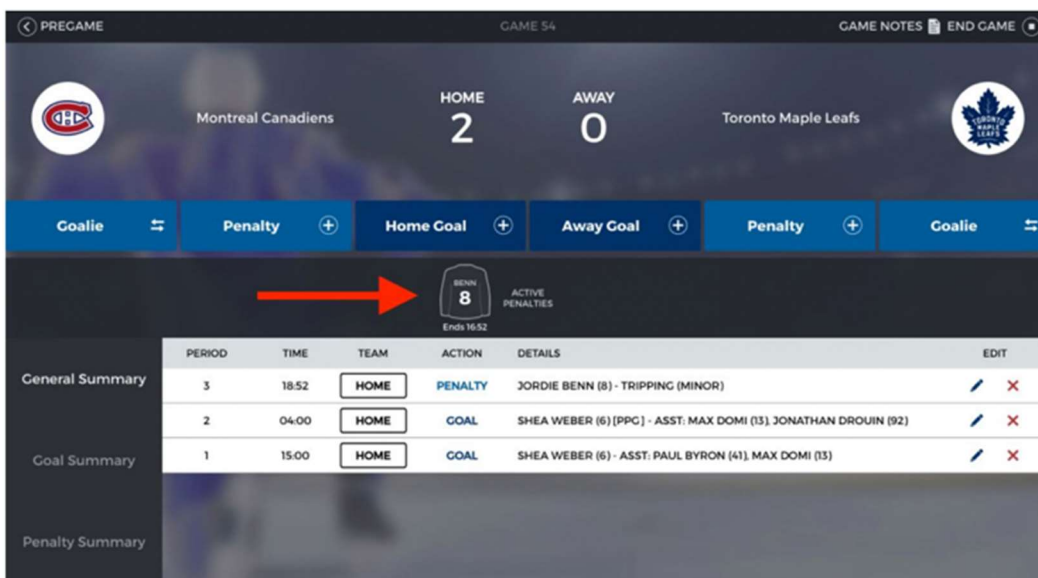
Edit / Delete Goals and Penalties

To Edit any events in the General/Goal/Penalty Summary section, tap the Pen Icon found to the right of the event. Make the necessary changes and hit Save. To Delete any events in the General/Goal/Penalty Summary section, tap the "X" Icon found to the right of the event.
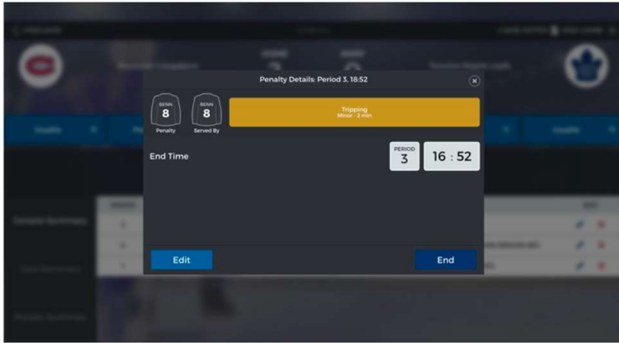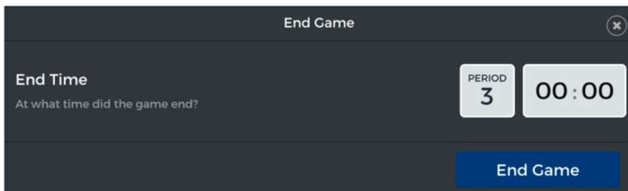

Game Notes

If additional notes need to be added to the scoresheet, select the GAME NOTES button located at the top right. Enter the note(s) in the white square and hit SAVE.

End Game

To end a game, tap the END GAME button found in the top right corner. Select the Period and Game Time at which the game ended, then tap END GAME.

Collect Signatures

Sign the Scorekeeper signature box and have the Timekeeper sign the Timekeeper signature box.

Then HAND THE TABLET TO THE REFEREES and they will review and close the game.

Finishing

Leave the Email Address field blank. When ready, hit Submit. IF THERE WERE ANY PROBLEMS, DO NOT HIT SUBMIT and TELL THE TOURNAMENT DESK.