

## Online Game Reporting and Roster Inputting Help

### Username

The usernames work as follows:

Club/age/gender/A, B, or C/Team number  
Example: **CH18GA1**

If you are the only team in that age group, you do not need a team number.


### Abbreviations for the clubs are:

CH – Cole Harbour  
DU – Dartmouth United  
DUN – Dunbrack  
EH- East Hants  
EP – Eastern Passage  
PL – Porter’s Lake  
VU – Valley United  
SU – Sackville United  
HC – Halifax City  
HCU – Halifax County  
FH- Forest Hills  
SS – Scotia Soccer  
BED – Bedford

Team Rosters (Please read carefully)

Once logged into the system, first click on “add-edit-trade players” in the League Admin Tools.

**BEFORE INPUTTING PLAYER NAMES, YOU MUST CHOOSE YOUR TEAM ON THE RIGHT HAND-SIDE AND CLICK GO. IF THIS IS NOT DONE, YOU WILL HAVE TO DELETE ALL PLAYERS AND START AGAIN!!**



The screenshot shows a web interface for the 2008-09 season. At the top, it says "2008-09 - Season". Below that is a grey box with the text "Select another roster here." Underneath is a dropdown menu with "SELECT TEAM HERE" and a downward arrow, followed by a "Go" button. Below the dropdown is the word "Roster" in bold. At the bottom, it says "There are no players currently listed."

Once a team is selected (be sure it is the right team) you can start inputting players into the system. You only need to select the team once. All players you input after selecting a team will go directly to that team.

**The System needs:**

- Numbers
- Names
- Position
- Date of Birth

**Reporting Game Scores**

Before each game, teams may go onto the website and print off game sheets with rosters already there. In the main menu, click on the “Report 2008-09 Regular Season Game Score” in the Statistics Tool.

You should then see two dates at the top. To view games within a certain time period, select the “from” date which should be today’s date, and the “to” date will be however far into the future you want to see your schedule.

2008-09 Regular Season

From    To

To print off a game sheet, you would then go to whatever game your team is playing that day, and click “Print Gamesheet”.

Game #	Date	Visitor @ Home			
# 259241	Jun-02-08 6:00 pm	CITY 3 @ COUNTY 4	<a href="#">Report</a>	<a href="#">Print Gamesheet</a>	<a href="#">Reset</a>
# 259242	Jun-02-08 6:00 pm	SACKVILLE 3 @ CITY 1	<a href="#">Report</a>	<a href="#">Print Gamesheet</a>	<a href="#">Reset</a>

Once inside, you will see a game sheet with both rosters already on it (as long as both rosters have been placed in the system). Print off as many copies as you want, as long as one is signed by the referee and faxed into CISL (455-1166).

**Reporting the Game**

In the same screen as the “Print Gamesheet” button is, click “Report”.

Once inside, on the next page you will see both teams rosters (AS LONG AS BOTH TEAMS HAVE THEIR ROSTERS IN THE SYSTEM) Please click on players in the boxes if they are not at the game and choose your starting goalie from the drop down menu at the top.

HOME LINE-UP		
		<b>DUNBRACK</b> home starting goalie
		2 Patzelt, Max ▾
#	Dressed	Name
2	<input checked="" type="checkbox"/>	Patzelt, Max
3	<input checked="" type="checkbox"/>	Looney, Caleb
4	<input checked="" type="checkbox"/>	Gillie, Warren

Once done, click the “submit line-ups” button in yellow at the bottom.



**There are two ways to input goals and cards.**

**Method 1:**

Next to each player’s name, there are circles. Click the circle of the player who scored.

<input checked="" type="radio"/>	8	Sanschagrin,	<input type="radio"/>	X
----------------------------------	---	--------------	-----------------------	---

Next, go to the top-middle section of the sheet, where the game score is, and click what half the goal was in and what time the goal was. (WE ARE MORE CONCERNED WITH THE HALF THE GOAL WAS SCORED IN, AS THAT EFFECTS GOALIE STATS).

Then click on the circle next to the “Goal” in the same area.

<b>VISITOR</b>  0	<b>Half - Clock time</b> 1 <input checked="" type="radio"/> 2 <input type="radio"/> Min 20 Sec 00	<b>HOME</b>  0
<b>Goal</b> <input checked="" type="radio"/>	<b>Card</b> <input type="radio"/> <b>Infraction</b> Infraction ▾	

**BE ADVISED THAT THE GAME CLOCK COUNTS DOWN FOR EACH HALF. A GAME WITH 30 MINUTE HALVES WILL COUNT DOWN FROM 30 FOR EACH HALF OF THE GAME.**

Once this is done, press “**enter**”. This will input the goal, and will show up on the score box at the top, along with in the goals list.

You can do this individually for all goals, or use another method.

**Method 2:**

In the game sheet page, click on the “enter all goals” button above the goal list.

[Enter All Goals](#)

Goals				
Per	Time	Team	Scr.	

You will then be asked how many goals you would like to input IN TOTAL.

Click ‘submit’ and you will be taken to a screen like this:

	Period	Minute	Second	Team	Scorer #
1	1	19	00	COLE HARBOUR	8
2	1	18	00	COLE HARBOUR	9
3	1	17	00	COLE HARBOUR	9
4	2	20	00	COLE HARBOUR	15
5	2	19	00	EAST HANTS	13
6	2	18	00	EAST HANTS	7

Please choose the period and minute for each goal. (Please put “00” in the “second” column to ensure the system reads the goal properly.

Choose which team scored, and the number of the goal scorer.

**THIS IS WHY PLAYER NUMBERS ARE NEEDED FOR ONLINE GAME REPORTING. THIS METHOD DOES NOT TAKE PLAYER NAMES.**

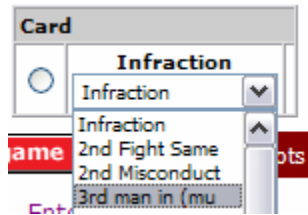
Once this is done, click the “Submit Goals” button.

All goals will now be inputted into the system.

**PLEASE NOTE:** Do not put times of goals as 30:00 or 45:00 (depending on half length) as the system will read that as having a goal scored before the half has even started. The goal will count, but it will not count against goalie statistics.

### **Inputting Cards**

To input cards, it is the same method with some exceptions. When using method 1, there is no *yellow* or *red card* in the drop down menu in the main gamesheet page.



We would ask that you use Method 2 for inputting cards. Click on the “[enter all cards](#)” button above the ‘**penalties**’ list.

[Enter All Cards](#)

Penalties				
Per	Time	Team	#	Infraction

You will be asked how many penalties to input. Once confirmed, click “Continue”.

You will then see a screen like this:

Period	Minute	Second	Team	Player #	Infraction	Type	Min
1	<input type="text"/>	<input type="text"/> :	<input type="text"/>	Select a Team <input type="button" value="v"/>	<input type="text"/>	Infraction <input type="button" value="v"/>	2 <input type="button" value="v"/>

Input period, minute, and 00 for seconds, the same as you would for a goal, along with selecting a team and entering the player number.

Then choose what the infraction was. This drop down menu does contain yellow and red card options.

Infraction	Type
Infraction	2
Protective Equipment - 24 DFEG	
Red Card	
Red Card - 2nd Yellow	

Please put the type as blank, rather than any number, as it is irrelevant.

Once you have submitted cards, you will be taken back to the main gamesheet page. Once all goals and cards are inputted accurately, click “game over”.



You will then be taken to the goalie information form.

If there was no goalie change, click “game over” once again, and you are finished reporting that game.

**If there was a goalie change, please follow these steps:**

You will see the following at the bottom on each goalie column.

Insert a new Goalkeeper game record here.

New Goalie	Time In	
15 Jorgensen	1 2 Min Sec	Enter

Choose the other goalie, and choose what time they entered the game.

IMPORTANT: If the goalie came in at half time, **DO NOT** put “Time In” as 2<sup>nd</sup> half 45:00 or 30:00 depending on the half length.

\*Put the new goalie in at **0:00 of the first half**. Although it will show in the stats page as coming in at 45:00 of the 2<sup>nd</sup> half, the system will not read it the same way.

Once you have all the goalie information accurate, please press the “game over” button, and you are finished. You can check the standings and statistics for each division on the main page of the website.

**If you still have problems after going through this, please email or call:**

Bryce Crosby  
[info@cislms.ca](mailto:info@cislms.ca)  
 455-0332

