



GREATER EDMONTON LACROSSE COUNCIL

Game Reporting Procedures

GELC Game Reporting Procedures

Overview:

Following each game, ***please complete the following 2 steps:***

1. The **WINNING** team enters the game results into the SportzSoft TeamWeb System within 24 hours of game. (In the event of a tie, the HOME team reports the results.) In the event the winning team fails to provide the score the losing team is more than welcome to submit the results and the game sheet.

The game information required is:

- Game score
- Total Penalty Minutes
- Game sheet uploaded
 - o if you are unable to upload a game sheet, game sheets must be submitted by email (gelcAdm@telus.net) or fax within 24 hours (scan and attach the game sheet to your email or fax to 780-4630591). Game sheets are required immediately if there were major penalties in the game.

Getting Started - Entering Game Stats via the SportzSoft TeamWeb System

In order to access TeamWeb, your team must be configured by your club registrar. You must have a role on the team as a coach or manager, and you must have a username and password.

If you do not have a username and password, please contact your club registrar or administrator and they can set one up for you. This may happen if your spouse is the one who registered your children online and just added you as a spouse or co-parent in your family account.

If you have a username and password and you want to verify if you have been setup on a team or not, then do the following to test it out on TeamWeb.

- go to the GELC website and click on 2016 Schedules
- bring up the schedule for your team
- click on your team name; your team's 'TeamSite' will open
- you should be listed on the TeamSite that opens as a coach or manager
- click on the LOGIN button on the top right side of the TeamSite; this is the TeamWeb login
- enter your username and password
- you should be logged into your team account

** if your username and password doesn't work, then contact your club registrar to make sure it is setup correctly **

Entering Game Stats using TeamWeb:

The game score, game rosters, major penalties and the game sheet must be entered into the SportzSoft TeamWeb System within 24 hrs of the game.

Overview of Steps:

1. Login to TeamWeb and go to Team Page
2. Go to the SCHEDULE tab on the Team Page
3. Click on the GAME NUMBER to open the game window
4. Enter the game scores and total penalty minutes for each team.
9. Click on the GAME DOCUMENTS tab and upload your game sheet.
10. Click SAVE and CLOSE.

Detailed Instructions:


1. Login to TeamWeb and go to Team Page

Go to the schedule and click on your team name.

Game #	Date	Time	Location	Home	Visitor	Status	Score	Comments
BA001	Tue Apr 22	8:30-10:00pm	Collicut Centre - East	RD1	HN1 BA	TBP		
BA002	Wed Apr 23	7:00-8:30pm	George Blundun	SC1 BA	KN BA1	TBP		
BA003	Wed Apr 23	8:30-10:00pm	George Blundun	SC2 BA	HN2 BA	TBP		

This will bring up your team page. Click on the LOGIN link on the top right.

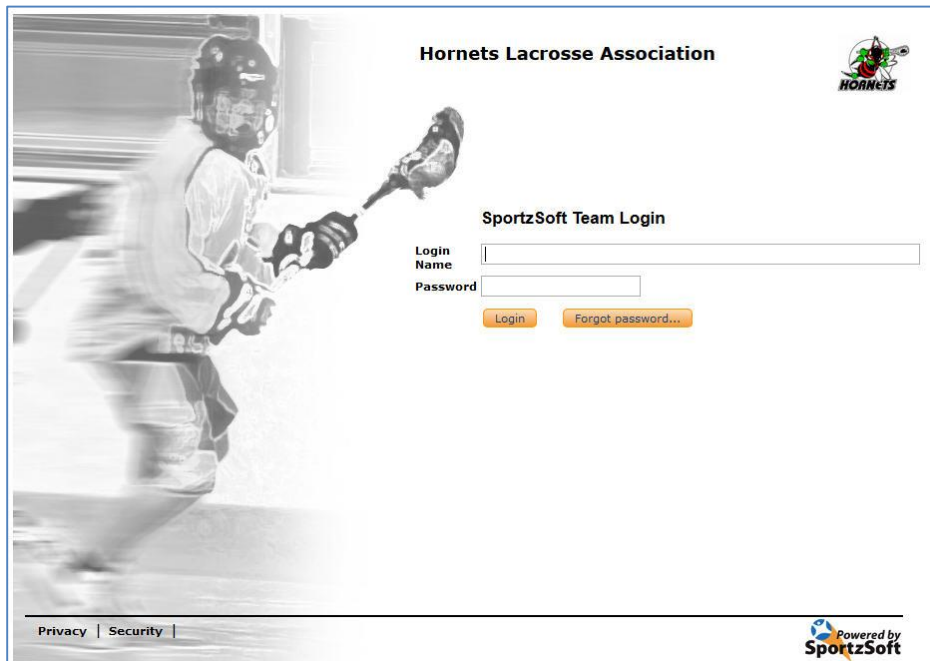



Hornets1 [Login](#) [Bookmark](#) [Print](#) 

on 5/5	BA Mon 5/12 RV1 HN1 BW 8:30pm AGEN	BA Thu 5/15 HN1 RV1 8:15pm CWS2	BA Wed 5/21 SC2 HN1 7:00pm OP	BA Tue 5/27 HN1 KN 8:15pm CWS3	BA Tue 6/3 HN1 HN2 8:00pm MPS	BA Mon 6/9 OK1 HN1 6:00pm OK-C	BA Wed 6/11 AX1 HN1 7:00pm MB1	BA Mon 6/16 HN1 SC2 7:00pm CWS3	BA Wed 6/18 HN2 HN1 8:30pm CWS1
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[Home](#) [Calendar](#) [Schedule](#) [Events](#) [Announcements](#) [TeamView](#)

Enter your username and password into the login screen. This is the **TeamWeb** Login screen.




Hornets Lacrosse Association 

SportzSoft Team Login

Login Name


Password

[Login](#) [Forgot password...](#)

Privacy | Security | 

2. Go to the SCHEDULE tab on the Team Page

Hornets Lacrosse Association Bantam Team 1



General

Schedule

Players

TeamView

Attendance

Communications

Volunteering

TeamView Signup

Division: TEST Schedule K CDLA - Bantam - Bantam A [Print Roster...](#)

Coordinator: Not Defined

Flags: Active Club Team Public Team Website

2 Team Personnel [Show additional details](#) [Refresh](#)

Bench (2)

Administrative

Executive

Other

Last	First	Role	Home #	Cell #	Work #	Primary Email
Federer	Roger	Manager 1				sportsofttest@sportsoft.com
SportzGuy	Kevin	Head Coach				krmurray@shaw.ca

Team Names: Full: Bantam Team 1 Short: Team 1 Code: T1 (used in schedule banner)

Sweater Colors: Home: Away:


Home City: **View:** [Public Team Page...](#) [TeamView...](#) [LeagueView...](#)

Member Since Year: **Bonded On:**

[Change Team Logo](#)

[Save](#) [Logout](#)

Login: Kevin SportzGuy

[Privacy](#) | [Security](#) | 

3. Click on the GAME NUMBER to open the game window

Game #	Date	Time	Location	Home	Visitor
BTest001	Fri Apr 11	6:00-7:30pm	TEST CDLA Facility	Team 1	Strathmore Midget TEST
BTest006	Sat Apr 12	7:30-9:00pm	TEST CDLA Facility	HR Midget TEST	Team 1
BTest002	Fri Apr 18	12:30-2:00pm	TEST CDLA Facility	Team 1	Team 2
BTest005	Fri Apr 18	3:30-5:00pm	TEST CDLA Facility	Strathmore Midget TEST	Team 1
BTest042	Wed Apr 23	1:00-2:30pm	TEST CDLA Facility	Team 1	Team 2
BTest009	Wed Apr 23	6:30-8:00pm	TEST CDLA Facility	Team 1	Team 2
BTest011	Thu May 08	7:30-9:00pm	TEST CDLA Facility	Team 1	Okotoks Midget TEST

4. From the GENERAL tab, enter the game score and total penalty minutes for each team

Game Date: Thu Apr 14, 2016 1:00-2:00pm Game No: MATest1

Home Team: Midget A 2016 - BLUES MA

Visitor Team: Midget A 2016 - WARRIORS MA

General Documents

General Info

Location: Bill Hunter

Start Time: 1:00 pm (hh:nnam/pm)

End Time: 2:00 pm (60 mn)

Game Seq: (optional)

Standings: Regular ▾

Officials:

Game Scoring

Status: Final ▾

Home Score: **BLUES MA**

Penalty Min: (optional)

Visitor Score: **WARRIORS MA**

Penalty Min: (optional)

Comments:

Save Close

5. Click on the DOCUMENTS tab and upload the game sheet.

Upload your game sheet. Please format it as a jpeg or PDF.

Game Date: Wed Apr 23, 2014 Game No: BTest009 (Centrally controlled)

Home Team: Bantam A - Team 1

Visitor Team: Bantam A - Team 2

General Roster Stats **Documents** Notifications

Game Documents Upload Game Document Refresh

Doc ID	Game Doc Type	Type	Added
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Game Document Upload

Browse... CanDay-BantamA-Gold.pdf

Upload Doc Close

Save Close

Click on SAVE and then CLOSE.

YOU'RE DONE!