Event Onboarding Document

Before proceeding, please review [Game Plan for a Successful Season](#) & [Using GameSheet at Your Tournament](#).

1. Admin Accounts
New Accounts - [Creating a New Account](#)
It is a League/Tournament Director's responsibility to give the name & email address of anyone who needs "Director" level access to GameSheet so we can create their account. This is complete admin permissions, including the ability to edit completed games.

Each new user will receive a verification email to complete their account setup. If you do not see the verification email please check your spam/junk folder.

Existing Accounts
Users with [existing Dashboard accounts](#) will be automatically updated to include their new Season.

2. Season Settings:
The Season will be set up with default Season Settings. You will need to check the settings and make any changes that apply to your league/tournament.
As a note, individual divisions/pools can also use separate settings if needed.
[Division Settings Overview](#)
[Season Settings Overview](#)
[Player Stats Display – Public or Private](#)
[Penalty Settings](#)

3. Divisions, Teams, and Rosters:
USA Hockey Rosters
Please send us your divisions for the event. As well, we need a team list for each division.
If the teams are already in the system we can copy them into your event, and we will create the new teams at the same time.
Teams can then pull their own rosters from the USA Hockey database.
[Importing a Roster from USA Hockey](#)

HCR Rosters
Please send us your divisions and teams list.
If the teams are already in the system we will copy them into your event. If not, we will be importing the teams from HCR.
[Importing Rosters from Hockey Canada Registry (HCR)](#)

Loading CSV Rosters
You can create your own divisions and teams. First, create the division and within the division, you can create the team name.
You can then load the rosters using a .CSV file.
Importing Rosters via CSV

Very important to Confirm the Teams and Rosters are Correct!

4. Team Invitation Codes and Information:
Coaches/Team Managers need to accept their Team's Invitation code to gain access to the Dashboard and their team's information. This will give them access to completed/scheduled games, subscribes them to receive post-game emails, and allows them to update/modify their Roster.

Send the Coaches/Team Managers the email template along with their invitation code and the Quick Start Guide to help get them set up:
Email template for Coaches and Invitation Codes
Quick Start Guide for Team Managers/Coaches

Additional Information
Invitation Codes / Inviting New Users
Invitation Code vs League Access Key

5. iPad Installation Instructions:
Installation instructions for the Scoring app: Installing the Scoring App

6. iPad League Access Key:
Your League Access Key is used to sign in to the iPad Scoring app which is used to score games.
The League Director will need to communicate this key to the person scoring the game. These could be coaches/managers/scorekeepers.

Signing Into the iPad Scoring App
Finding Your Leagues Access Key

7. Embeddable Stats Widget:
Instructions to embed your scores, schedules and standings are in the link below. Embed the Scores / Schedule / Standings

8. Schedule:

Adding Games to the Schedule

League Directors or Schedulers with appropriate permissions can import schedules using a CSV file. Detailed instructions for scheduling games are provided in the here: Scheduling Games

Please use the following schedule template to import the games.
Schedule Template
Often when scheduling games there are some common scheduling errors. Please use the link below if encountering scheduling errors.
Common Schedule CSV Import Errors

Editing Games Scheduled Games

You can edit games in bulk by using the CSV Export/Import, or one at a time, by following the steps below:
1. Navigate to your Schedule on the dashboard.
2. Click on the Home or Visitor team name column of the game you want to edit. This will bring up an editable menu.
3. Make your changes, and then save.

More information is also available here about halfway down the article: Scheduling Games

9. Training Videos

10. Help Guide:
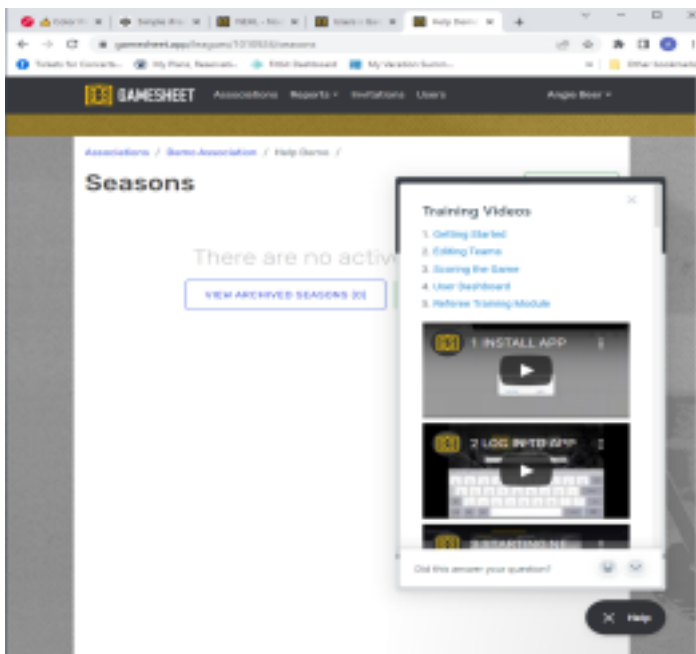
The Help option is available on the dashboard. It provides answers as well as allows questions to be asked of our team. This is a very useful tool.