



# Spordle PLAY Training For Team Officials

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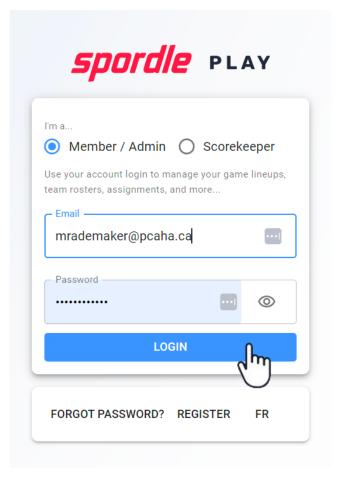
### Accessing Your PLAY Account



SUBMIT QUESTION via **CHAT** 

#### Already have a Play Account

- Go to <u>play.Spordle.com</u> in a browser (Chrome, Edge or Safari) on a computer, phone or tablet.
- Select Member/Admin
- Enter the your email and password
- If you have forgotten your password click on FORGOT PASSWORD?

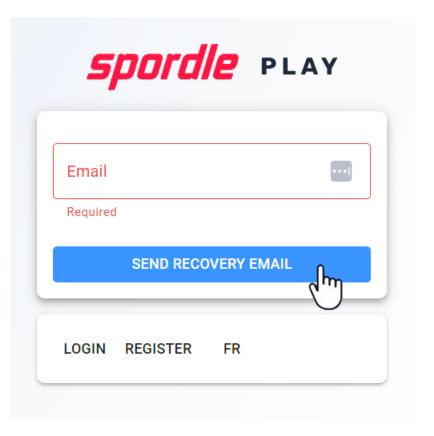




### Accessing You PLAY Account



- Enter the email to send the recovery email
- Click on SEND RECOVERY EMAIL
- Check you SPAM or Junk Mail folder if you do not see the recovery email in your inbox





### Creating a PLAY Account



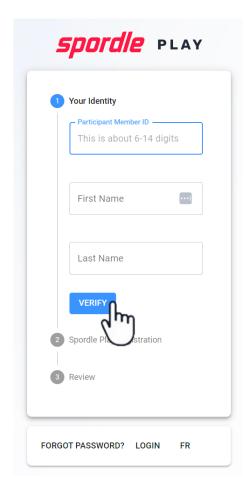
SUBMIT QUESTION via **CHAT**  New to Spordle Play?

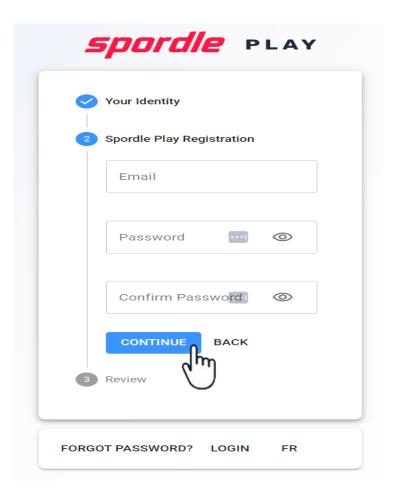
NOTE: You must already be on a team roster in order to register.

- Go to <u>play.Spordle.com</u> in any browser on a computer, phone or tablet.
- Click Register
- 1. Enter:
  - Participant Member ID (HCR ID)
  - First and Last Name

Click **VERIFY** to validate (participant HCR ID is rostered to Team HCR ID)

- 2. After successful validation, prompted to CREATE User ID (email) and password
- 3. Review and **CONTINUE**

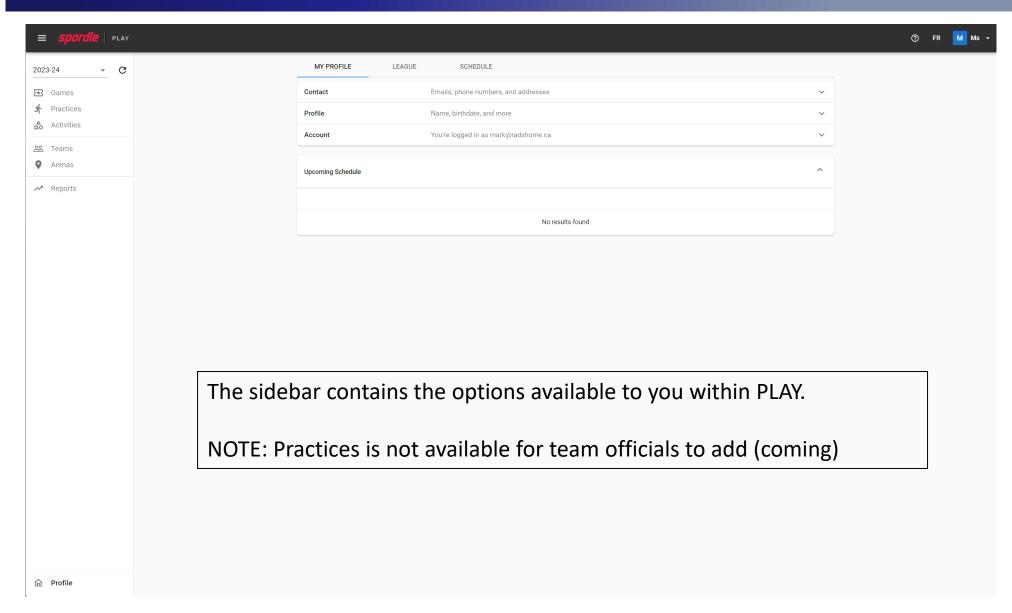






### Quick Links – Left Sidebar

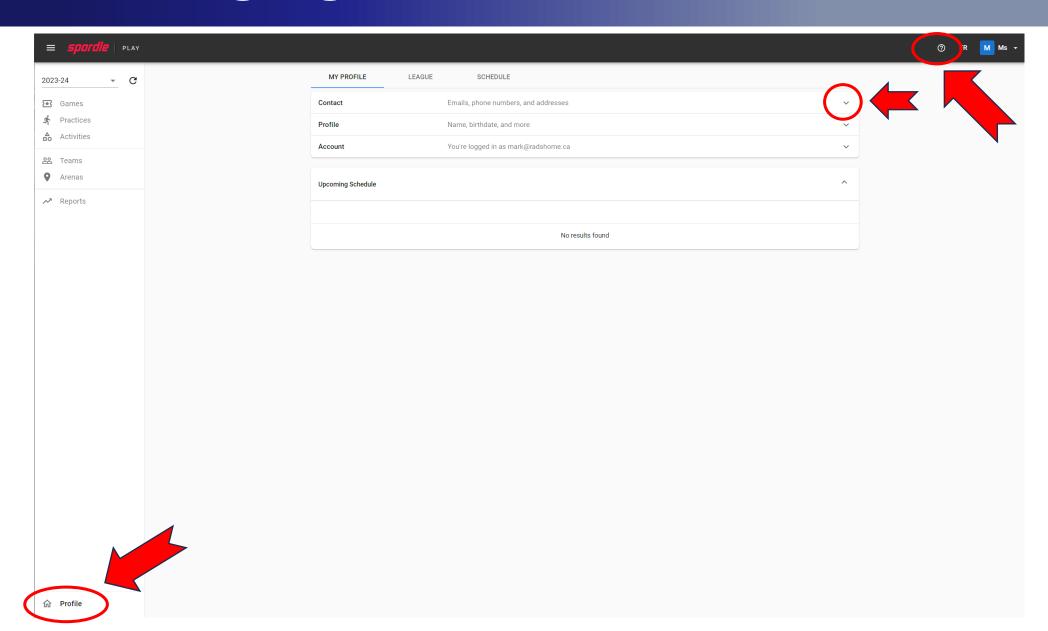






### Changing Your Profile Information



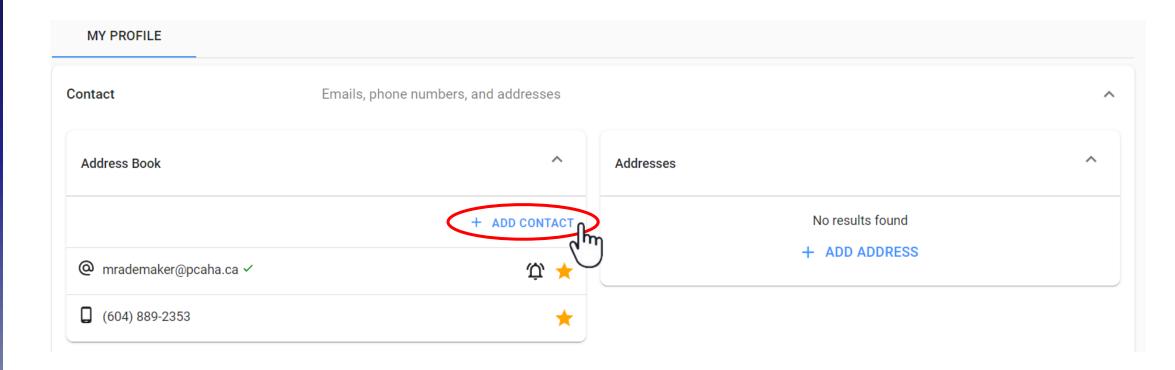




# Changing Your Profile Information



RAISE HAND to **ASK A QUESTION** 





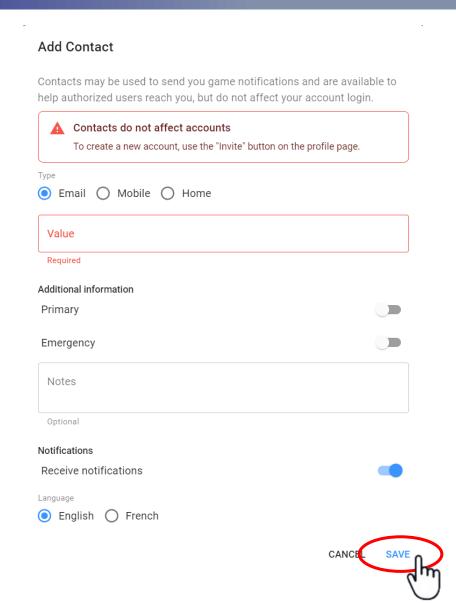
### Changing Your Profile Information



- 1. You can enter Phone Numbers (these appear on the team contacts listing)
- 2. Your can add an Notification email or change your notification email
- 3. Click SAVF

via CHAT

NOTE: If you change your primary email, it is not your login email. It becomes the email to which all notifications, gamesheets, etc are sent to. It is also the email that is shown on the CONTACTS list.







### Managing Team Rosters

U15 A1 TIER 1



- Select **TEAMS** (left sidebar)
  - Click on the team or DETAILS (right)
- Select **ROSTER** (top bar)
- Click on Participant or Number

SUMMARY **ROSTER** SCHEDULE SETTINGS Team Roster Number ↑ **Positions** Status Participant Rls μμ 0 AP 0 D AP G 2 D 3 F 4 D 5 D 8 C 9 F 12 F 16 D 19 C

EDIT



### Managing Team Rosters



SUBMIT QUESTION via **CHAT**  You can assign a Jersey Number

If you have the same jersey numbers on Home/Away jerseys then you only need to do this one time.

 Set player as Team Captain or Alternate Captain

This is not required.

Click SAVE

NOTE: Fields in light grey are controlled by Spordle ID (HCR) and can only be changed by your association registrar.

#### **Update Member**

Some fields are managed by Spordle ID			
Participant —			
	~		
Positions			
F X Type to search	~		
Number —			
0			
Captain			
Team Captain			
Alternate Captain			
Team Alternate Captain			

CANCEL

SAVE



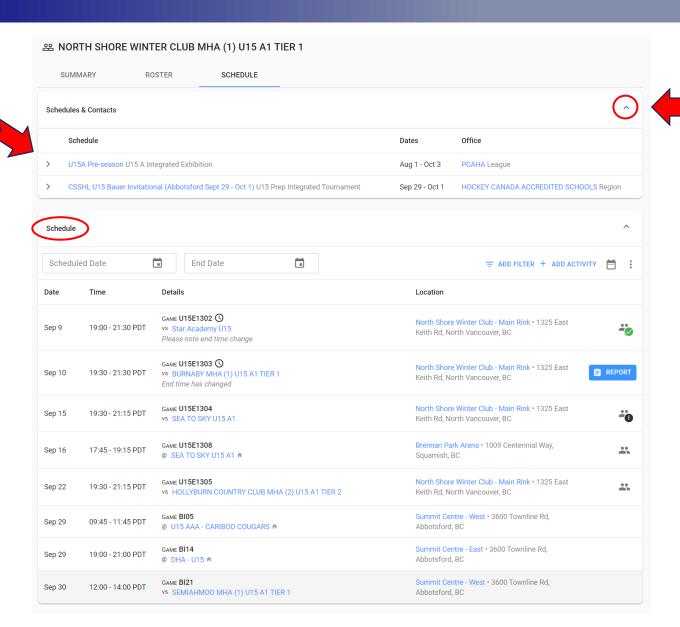
### Locating Team Schedules & Games



SUBMIT QUESTION via **CHAT** 

#### Team page

- Select **SCHEDULE** (top bar)
- All games are listed at the bottom of the page (past and future). You can use the ADD FILTER to refine the list
- Click on the "V" to expand the Schedules & Contacts list
- Select the Schedule to see only games from a specific schedule





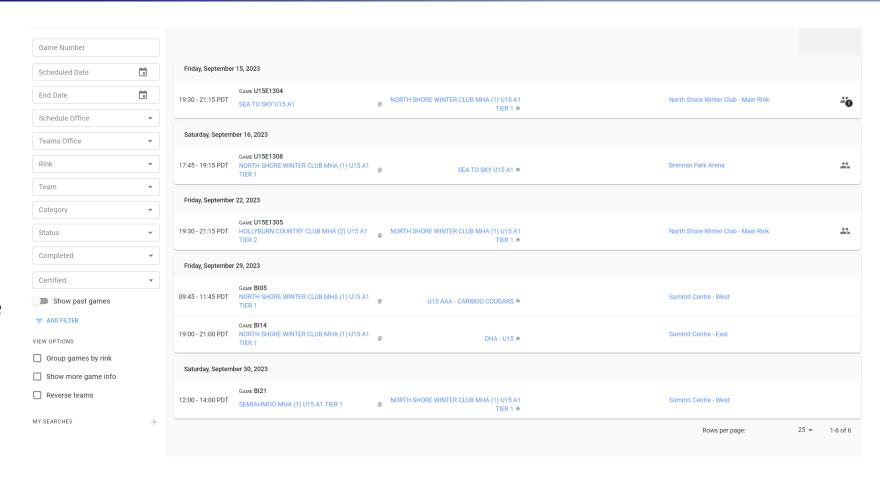
### Locating Team Schedules & Games



SUBMIT QUESTION via **CHAT** 

#### Alternative method:

- Click Games (Left Sidebar). If you are an official on more than one team, select the team in the Team selection box
- You can filter using the selection boxes





## Team Schedules For Supporters



There is a public Schedule, Standings and Teams page

**GAMES.PCAHA.CA** 

SUBMIT QUESTION via **CHAT** 

Give this URL to everyone interested in following your team or league.

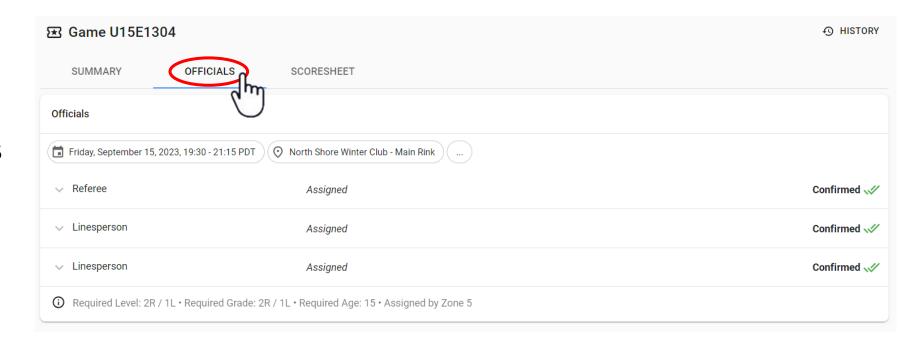


### Game Officials?



SUBMIT QUESTION via **CHAT**  From any game list

- Click on the game
- Click on **OFFICIALS** (top bar)





### Locating Team Contacts



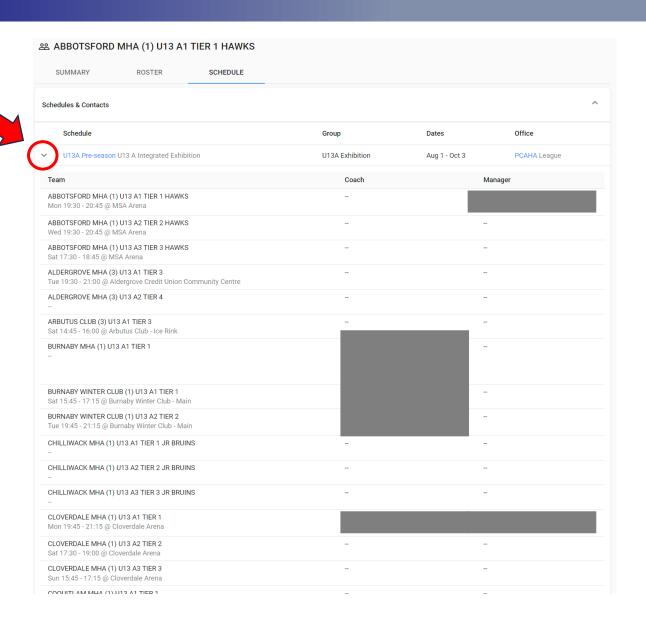
SUBMIT QUESTION via **CHAT** 

#### Team page

- Click on SCHEDULE (top bar)
- Click on ">" on the left of the schedule for which you want the contacts

#### Alternative method:

- Click the Schedule in the Schedules & Contacts list
- Click on **CONTACTS** (top bar)





### Pre-Game: Game Lineup



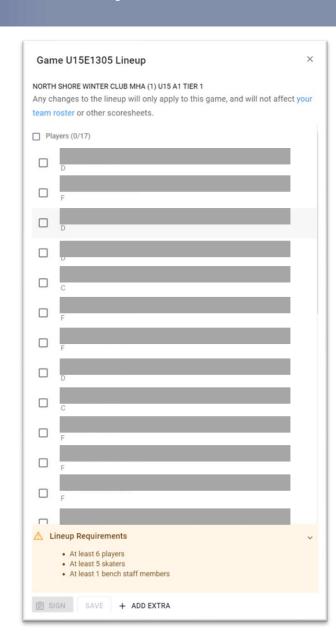
SUBMIT QUESTION via **CHAT**  NORTH SHORE WINTER CLUB MHA (1) U15 A1
TIER 1 \*

North Shore Winter Club - Main Rink

#### In any game listing

- Locate the game for which you are preparing the lineup
- Click on the "people" icon to the right of the game
- The Game Lineup selection window will be displayed
- Click on the players and goalies that will be participating in the game.
   The system will warn you if you have exceeded the maximum allowable players or goalies. You will not be able to sign the lineup if the error is not corrected.
- Click SAVE

NOTE: The First Goalie selected will be designated as the "Starter." You can edit the "Starter" which is done through the edit player function





### Pre-Game: Editing a Player



A "pencil" icon will appear beside the player after you have selected them in the lineup

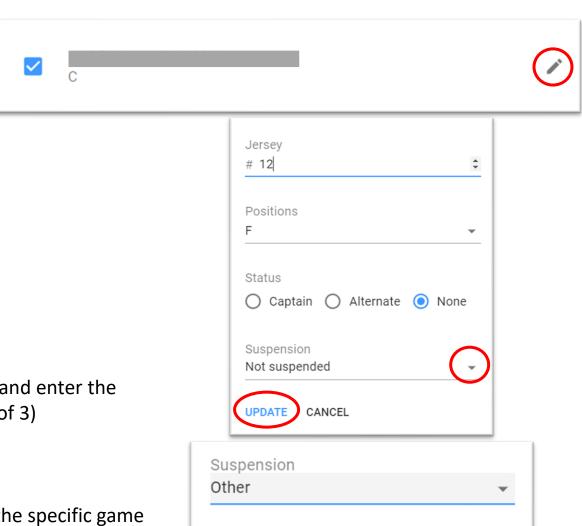
Click on the "pencil"

The player's information will be displayed.

You can:

- 1. Edit their jersey #
- 2. Select them as Captain or Alternate Captain.
- 3. If the player is serving a suspension, Click Other and enter the current game being served of total games (IE: 2 of 3)
- 4. Click UPDATE

Note: these edits are temporary and apply **ONLY** to the specific game and are not permanently recorded in the roster.



Current Game

Total Games



### Pre-Game: Signing the Lineup

Sign & Approve Lineup

Game U15E1305 Lineup

☐ Players (0/17)

NORTH SHORE WINTER CLUB MHA (1) U15 A1 TIE

Any changes to the lineup will only apply to team roster or other scoresheets



**SUBMIT** 

QUESTION

via CHAT

Once the lineup is complete

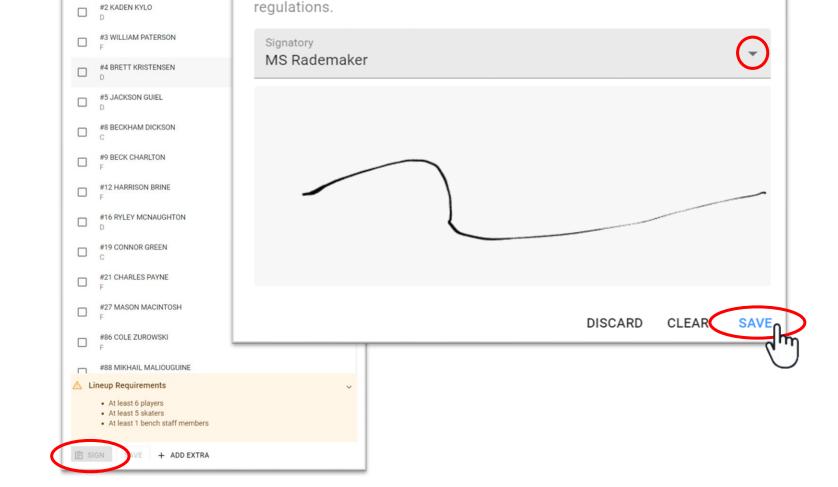
Click on SIGN at the bottom of the lineup selection

will open

- Sign & Approve the lineup
- Click SAVE

The Sign & Approve window

Click the down indicatorby **Signatory** and select the team official signing the lineup



By signing, I confirm that my lineup is complete and conforms to

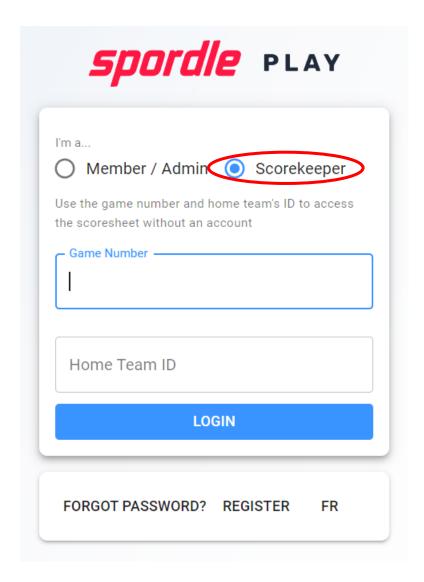


## Pre-Game: Lineup via Scorekeeping



SUBMIT QUESTION via **CHAT**  Enter the scorekeeping app at hisports.app

- Click on Scorekeeper at the login.
- 1. You must have the Game #
- 2. The home team HCR ID

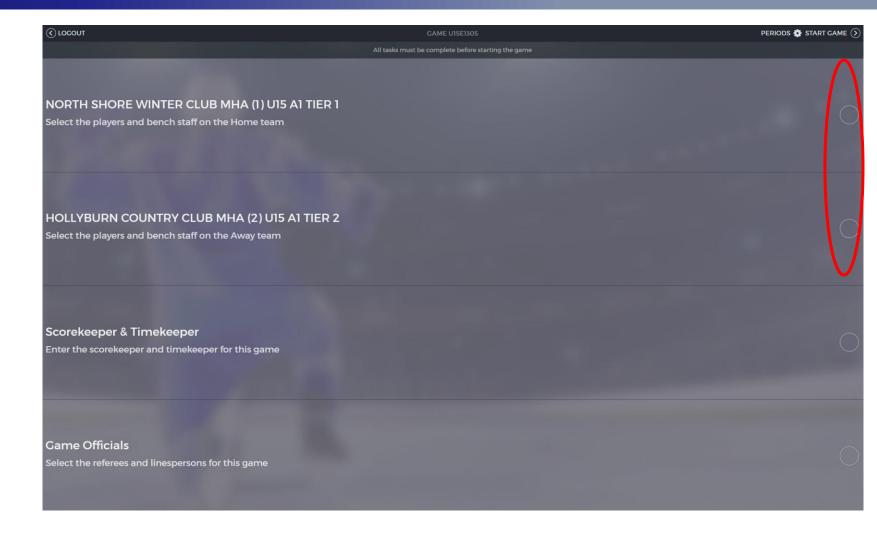




## Pre-Game: Lineup via Scorekeeping



SUBMIT QUESTION via **CHAT**  Select your team





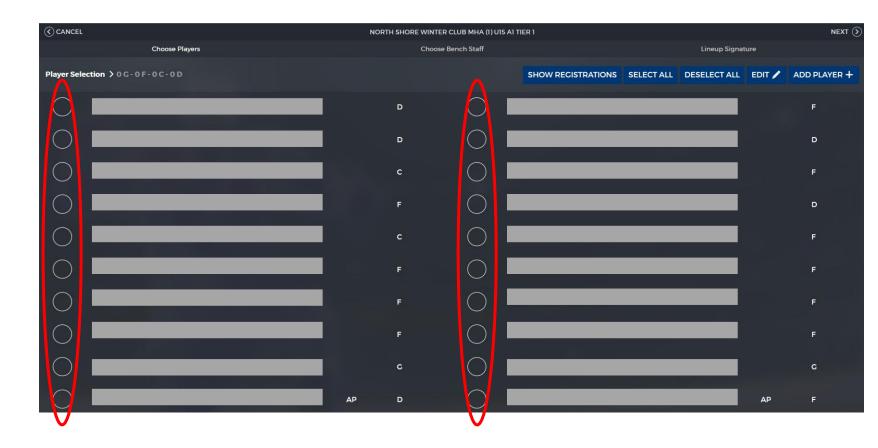
### Pre-Game: Lineup via Scorekeeping



RAISE HAND to **ASK A QUESTION** 

SUBMIT QUESTION via **CHAT**  You will be presented with the players on your roster to select for the game.

You can also edit jersey #s for the game selecting the Player and then the **EDIT** icon.

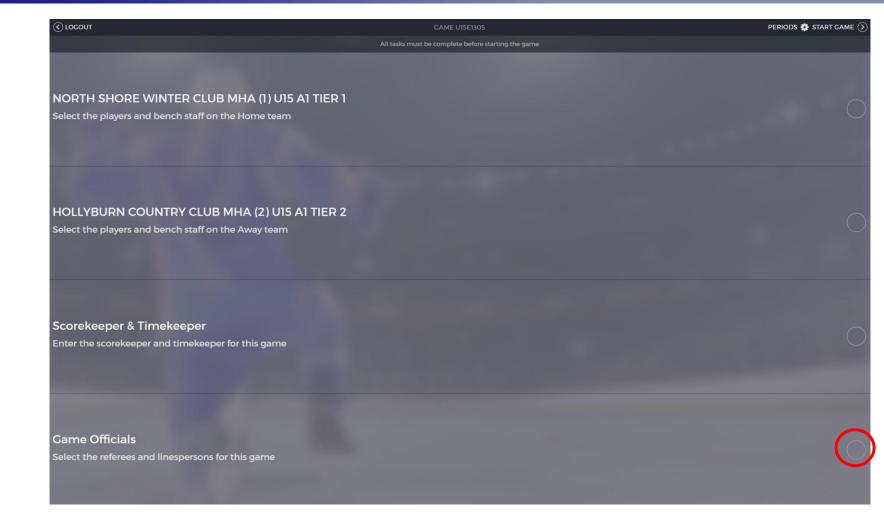






#### In the scorekeeper app

Click on the Game
 Officials option





## Referee No-Show Reporting



SUBMIT QUESTION via **CHAT** 

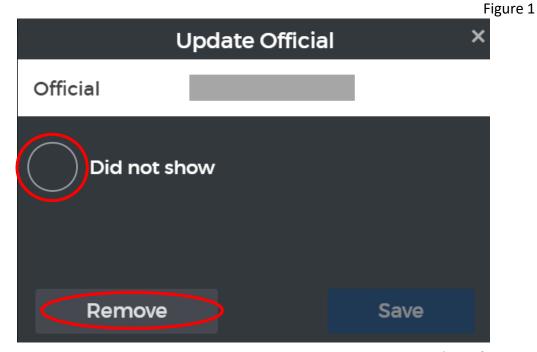
Tap to assign or upda	ate officials	
/	Referee	-
,	Referee	_
,	Linesperson	
$\bigcirc$	Linesperson	

You will be presented with the screen above (figure 1)

 Click on the "Pencil" icon beside the official who did not show

You will be presented with the screen shown to the right (figure 2)

- Click on Did not show
- Click on Remove









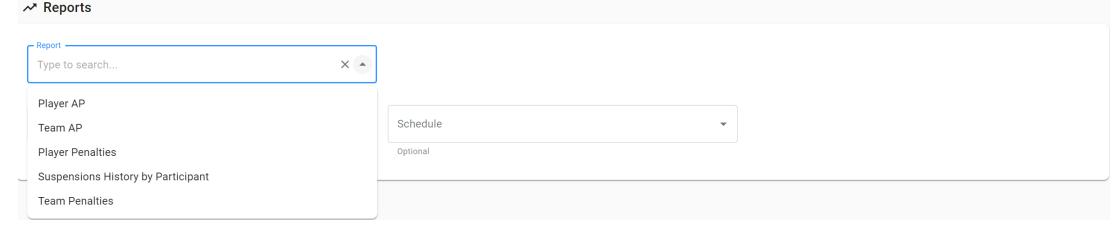
### Reports

There are four reports available to team officials: Player AP, Team AP, Player Penalties and Team Penalties NOTE: Suspensions History by Participant is not active

- Click on **Reports** (left sidebar)
- Click on the Report type drop down
- Select the report you want.

The primary distinction between Player and Teams reports is Team will show the entire team in the report.

Reports can be narrowed to a specific schedule type and further by a specific schedule



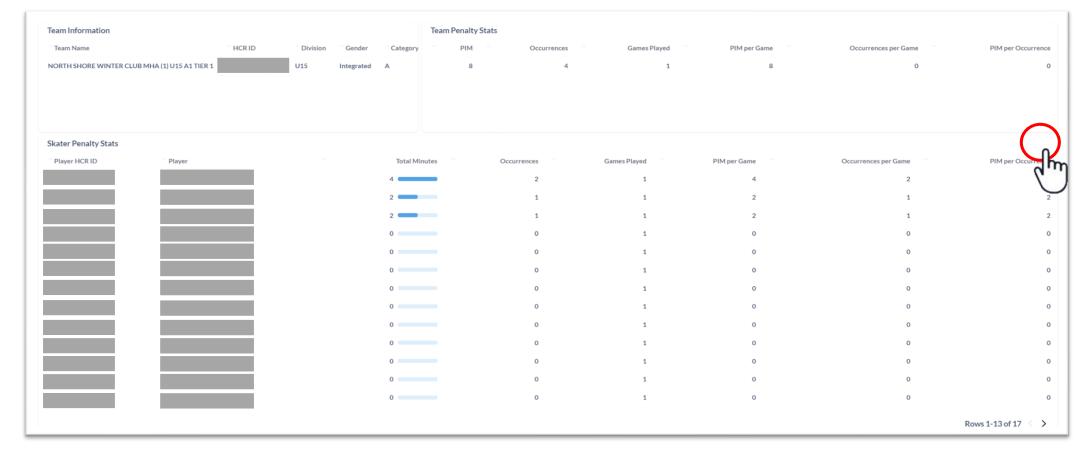




### Reports

Results can be downloaded by hovering over the top right corner and "..." will become visible. Click and select download results. Reports can be downloaded in .csv, .xlsx or .json formats.

#### **Example Team Penalties Report**







### Thank you!

### Questions?

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