

Spordle Scorekeeper Checklist

Use this friendly checklist to set up, record, review, and submit a Spordle game sheet.

Before the Game

1. Go to [Spordle](#) and select **Scorekeeper**.
2. Have the following information ready:
 - o Game number: _____
 - o Your team's Hockey Canada roster number: _____
3. Get a copy of the scratch sheet from your team manager.
4. Confirm the following information is completed ✓; enter Scorekeeper and timekeeper info before starting the game sheet.
 - o **Home team:** Entered by the home team manager.
 - o **Away team:** Entered by the away team manager.
 - o **Scorekeeper and timekeeper:** Enter both names in this section.
 - o **Game officials:** Added through the officials' allocation system.
5. Set the period times:
 - o Select the **Period** link in the top-right corner.
 - o Enter the period lengths required for your division for the 1st and 2nd period
 - o **Remember** to modify the 3rd period length at the period break, once the referee indicates how many minutes it will be.
6. Select **Start Game** in the top-right corner.
7. For entry mode, always choose **Remaining Time**.

During the Game

Use the bar below the team names and running score to enter goals, penalties, shots, and game notes.

Enter a Goal

1. Select **Home Goal** or **Away Goal**.
2. Select the scorer, shown with a green jersey.
3. Select any assists, shown with white jerseys.
4. Enter the period and the time the goal was scored.
5. Select **Save** and confirm that the goal appears in the running tally.

Add a Penalty

1. Select **Home Penalty** or **Away Penalty**.
2. Select the jersey of the player serving the penalty.
3. Select **No infractions selected**, then choose or search for the referee's call.
4. Select the penalty type indicated by the referee (ex. Minor, major, etc.)
5. Enter the time the player left the ice.
6. Enter the penalty start time; it may differ when several penalties are being served.
7. Select **Next** and confirm that the penalty appears in the running tally.

Add a Major or Match Penalty

1. On the separate penalty-entry screen, enter the times as described above.
2. Select the player who received the penalty; this player appears in yellow.
3. Select the player serving the penalty; this player appears in white.
4. Confirm the infraction, select **Save**, and check the running tally.

End a Penalty

1. When a penalty ends because time expires or a goal is scored, select the player's jersey on the main game sheet.
2. Enter the penalty end time.
3. Select **End Penalty** to close it.

Add Game Notes

1. Select **Game Notes** in the top-right corner.
2. Enter any notes requested by the referees.
3. Select **Save**.

Edit or Delete a Goal or Penalty

1. On the main game sheet, find the goal or penalty you need to update
2. To delete, select the red X at the right side of the entry.
3. To edit it, select the pencil, make the changes, and select **Save**.

End and Submit the Game

1. Select **End Game** so the officials can sign the game sheet; if the link is not visible, zoom out and look at the top of the screen.
2. Have both the timekeeper and scorekeeper sign the sheet as the game's off-ice officials, then select **Next**.
3. Give the game sheet to the referees so they can review it, select **Next**, and sign it.
4. After the referees return the sheet, select **Submit** and wait for it to sync with the server.
5. When syncing is complete, select **Finish**.

Important: If the game sheet will not submit, move to an area with a stronger signal and try again.