SCORING GAMES USING NGIN LIVE SCORING SYSTEM

1. Go to team home page

2. Click on 'Game Schedule'

3. Click on game desired in 'game ribbon' (vertical schedule with game dates)

4. Click on 'Score Live'

5. On 'Game Detail' tab, check for accuracy of date and time

   a. Add Location & Weather data (optional)

   b. Click on 'Save Game Details'

   c. Click 'OK'

6. Click on 'Teams/Rosters' tab (right side)

7. For BOTH teams, check all active players

   a. DO NOT check back-up goalies at this point

   b. Select starting goalies from dropdown boxes for both teams

   c. Click on 'Score Game'

8. If scoring 'live' during game, enter 'events' as they happen

   a. GOAL

      i. Click on GOAL

      ii. Click on scoring team

      iii. Select scorer and any assists

      iv. Make sure the correct goalie is shown

      v. Enter time (**use actual time shown on rink scoreboard**)

      vi. Mark goal location by clicking on rink where shot came from (optional)

      vii. Select 'play action' (even strength, power play, etc.)

    viii.   Add + or – (optional—can be done afterward as an edit)

    ix.   Click 'Next Play'

b. PENALTY

    i.   Click on 'Penalty'

    ii.   Click on team that incurred the penalty

    iii.   Select skater that was charged with the penalty (unless bench minor)

        1.   If bench minor, leave skater field as 'Bench'

        2.   Select player from 'served by' from dropdown box

    iv.   Select 'infraction type' from dropdown box

    v.   Enter time (**use actual time shown on rink scoreboard**)

    vi.   Click on penalty location (optional)

    vii.   Select 'play action' (minor, major, etc.)

    viii.   Choose 'Results in Power play' or 'No Power Play'

    ix.   Click on 'Next Play'

c. SHOT (a more accurate term would be Saves, as that is what you enter here)

    i.   At end of period, click on 'Shot'

    ii.   Select team, ensure opposing goalie is shown

    iii.   For shot count, use number of SAVES the goalie made in that period

    iv.   Set time for 0:00 (end of period)

    v.   Click on 'Next Play'

    vi.   Repeat for other team

d. Goalie Changes/Empty Net Situations

    i.   Goalie Change

1. Click on 'MENU' (top left corner of page in small letters)

2. Click on 'Game Settings'

3. Click on 'Teams/Rosters' tab

4. Check back-up goalie that will be coming in

5. Click on 'Score Game' to go back to scoring page

6. Click on 'Goalie Change'

7. Click on team that is changing goalies

8. From dropdown box, select new goalie

9. Enter time (**use actual time shown on rink scoreboard**)

10. Click on 'Next Play'

11. Credit first goalie with saves by doing the following:

    a. Click on 'Shot'

    b. Click on opposing team

    c. Use dropdown box to select first goalie

    d. For shot count, use number of SAVES the goalie made in that period

    e. For time, enter the time on the scoreboard that the goalie was removed

    f. Click on 'Next Play'

12. For second goalie, use procedure shown in 8c (above)

ii. Empty Net

1. Click on 'Goalie Change'

2. Select team that is pulling the goalie

3. Click on the 'x' to the right of the goalie's name

4. Enter time (**use actual time shown on rink scoreboard**)

5. Click on 'Next Play'

6. If a goal is scored, make sure the team scored upon's goalie shows 'EMPTY NET' (you can use dropdown box to change if needed)

7. Enter pulled goalie's saves by using procedure 8d (11) above

8. If goalie comes back out, switch goalie from 'Empty Net' to goalie name. Enter time as shown above.

iii. After shots/saves are recorded, click on 'Start New Period', then 'Next Play'

9. END OF GAME

a. Make sure all goals/penalties/saves (shots) are recorded

b. In upper left, click on 'Finalize Game' (small letters)

c. In Referee Sign-off, type in your name, then click on 'Finalize Game'

(This method can be used after games as well, entering goals/assists/penalties/shots/saves from scoresheet for BOTH teams.)