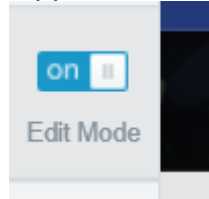


## WHAM INSTRUCTIONS FOR ENTERING GAME STATS

Updated: October 2017

You should enter stats **ONLY** if you are the winning Team  
(or the HOME Team in the case of a tie)

1. **Login** to the WHAM website [www.whamhockey.org](http://www.whamhockey.org) with your Sport NGIN login
2. Go to your **Team Page** to add the score to the game.
3. Click on the **Edit Button** in the upper left corner.



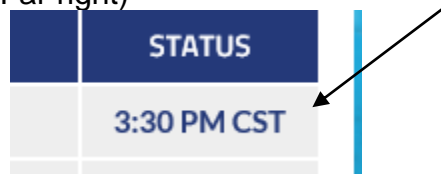
4. Click on the **Game Schedule** button under your team name:



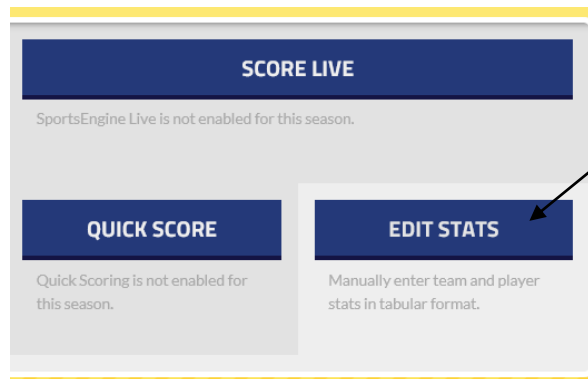
# Marshals



5. Find the game you would like to add a score to, and click on the **time of game under** the status field. (Far right)



6. Click **Edit Stats**:



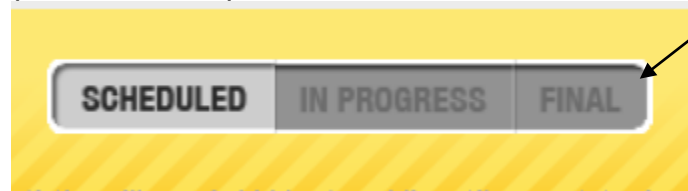
7. Enter the **number of goals** by period at the top of the section.

TEAM	1	2	3
MARSHALS	<input type="text"/>	<input type="text"/>	<input type="text"/>
HINOTES HEROES	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. **Enter stats** for the Home **and** Away teams. Check all players who participated in each game and their respective stats. Follow the score sheet and be very careful to enter the stats accurately.
9. When entering TEAM stats you need to switch sides of the score sheet and enter Shots on Goal (SOG) – not Saves.
10. Click **Save Stats** at the bottom right corner.



11. **VERIFY THAT YOU HAVE ENTERED THE STATS CORRECTLY!**
12. Scroll back up toward the top and click **the FINAL tab**



This is what completes the game stats and generates the stats that were just entered for each player and overall team. The game details will not show up in the standings without selecting FINAL.

Mail or email (take a picture or scan and send) the score sheet to the league administrator **within 7 days**:

WHAM League Administrator  
1605 River Rock Drive  
Carver, MN 55315

OR

[leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org)

IT IS THE TEAM MANAGER'S/TEAM CONTACT'S RESPONSIBILITY TO LOOK OVER THE SCORE SHEET IMMEDIATELY AFTER EVERY GAME AND VERIFY THE STATS ARE CORRECT AND LEGIBLE. PLEASE MAKE SURE YOUR SCOREKEEPER KNOWS THEY MUST WRITE LEGIBLY AND THE PLAYERS NUMBERS, NUMBER OF GOALS/ASSISTS, PENALTIES, & SAVES, MUST BE ACCURATE. BY PERIOD SUMMARY AND TOTAL GOALS MUST BE FILLED OUT

If you notice after the game that the score sheet has incorrect numbers, etc. on it, please speak with the refs, scorekeepers, and opposing Team's Manager to clear up any discrepancies **immediately after playing the game**. This will help to insure the stats are correct and make your job easier.

PLEASE MAKE SURE YOUR ROSTER AND JERSEY NUMBERS ARE CORRECT IN THE SYSTEM – THIS WILL MAKE EVERYONE'S JOB EASIER.

Questions may be directed to the league administrator at [leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org), Erika Hockinson-Spande

### **GAME FORFEITS**

**These will be entered by the League Administrator – leagueadmin@whamhockey.org**

The website has the capability to track player's statistics in a cumulative format as they go forward season to season within WHAM regardless of the team they were rostered on.

Remember-The team manager(s) must first have obtained admin privileges for their team's home page from the league administrator, Erika, before they will be able to enter or edit players and STATS.

## **ROSTER DIRECTIONS FOR TEAM MANAGERS**

### **Adding a Player to a Roster from the Member Directory:**

1. Login to the WHAM website.
2. Go to your Team Page.
3. Ensure you are in Edit Mode.
4. Click on the Roster button.
5. Select Add Player.
6. Choose-from Network Member Directory.
7. Start typing the player's name in the Search profiles by name window, or select from the scroll menu.
8. Select the Player you wish to claim (by creating your roster through the Network Member Directory they will automatically be linked for STATS).
9. Enter the Jersey Number **AND** Position. Both jersey # AND position must be filled in in order for a player to generate on team stats.

**To edit a player already created (e.g. to update their jersey # or position) please do the following:**

1. Login to the WHAM website.
2. Go to your Team Page.
3. Ensure you are in Edit Mode.
4. Click on the Team Roster button.
5. Select the Player.
6. Select the edit button on the player's profile.
7. Make the necessary edits. Teams can enter more than one jersey # per person by editing and using a "/" between numbers (e.g. 23/24)
8. Teams do have the option to distinguish between forward and defense and to list more than one position for each player. The default was to make anyone not a goalie a forward. Teams can update if they want for defense or multiple positions-it is not necessary for STATS.
9. Click save changes before leaving the page.

**NOTE** – a player listed under the roster button does not mean that a player is officially registered with the team. The homepage of each team has an updated “registered players list” that is the accurate registration list of players.