

WHAM INSTRUCTIONS FOR ENTERING GAME STATS

Updated: October 24, 2011

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.
2. Go to your **Team Page** to add the score to the game.
3. Ensure you are in **Edit Mode**:



4. Click on the **Game Schedule** button at the top:



5. Find the game you would like to add a score to, click on the **Scheduled** button in the status field. (Far right)



6. Click **Edit Team Stats**:



7. **Enter stats** for the Home **and** Away teams. (Mouse over column headers to display a full description of each statistic's abbreviation). Follow the score sheet and be very careful to enter the stats accurately. **Game duration is 46 minutes (1st and 2nd period at 17 minutes each, 3rd period at 12 minutes).**
8. When entering TEAM stats you need to switch sides of the score sheet and enter Shots on Goal (SOG) – not Saves.
9. Click **Save Team Stats**.
10. Click **Edit (TEAM) Player Stats** and enter player stats for the game for each player on the Home Team AND the Away Team.
11. Click **SAVE Player Stats**.
12. **VERIFY THAT YOU HAVE ENTERED THE STATS CORRECTLY!**

13. Click **Edit Game Details** and change the game status to “completed” then **SAVE**. They will now show up in the standings and on the game schedule the game will show FINAL and the score will be displayed.

NOTE: Please do **NOT** enter any points into the Fair Play Points (FPP) field in the stats program – this will cause the number of Team points to be incorrect. WHAM does not track this stat. If you have done this please remove them.

Mail the score sheet to your respective Division Stat Coordinator – this **MUST** be postmarked **within 7 days** from the date the game was played or penalty points will be assessed. You may also scan and email within 7 days:

Jenna Thompson, **A/B** Stat Coordinator
998 Briar Glen Lane
Woodbury, MN 55129
jenna.thomps@yahoo.com

Barb Allan, **C** Stat Coordinator
1592 Merrill St
Saint Paul, MN 55108
cdivisionstatcoordinator@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.

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, Erika Hockinson-Spande

GAME FORFEITS

These will be entered by the WHAM Stat Administrator – please contact Ginny Anderson – see website for contact information.

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. For this tool to become operative on the website each player must have their network member account they created when they registered, linked to their player profile on the team's roster. This can happen two ways:

1. by the WHAM Administrator at the commencement of the season via automatic upload-happening October 24, 2011.
2. by the team's manager if they choose to self populate their team's roster.

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

ROSTER DIRECTIONS FOR TEAM MANAGERS 2011-2012

If you have added your player to your roster prior to the WHAM Administrator's season upload, please check to see if you have done the following step for each player you created on your roster to ensure they are linked and available for STATS:

1. Select the previously created Player on the roster while in edit mode.
2. If the player's status shows they are not attached to an NGIN account click on "send an invitation to claim this orphan player"
3. Enter the player's email.
4. The player must reply to this invitation by logging into the site and completing the required step to be accepted on the team's roster. This player will now be eligible for STATS.

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.
10. Click Save Player or go to the link below for a visual walk-through:
<http://support.ngin.com/questions.php?questionid=176>

Adding a Player to a Roster Manually:

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 Add Player.
6. Choose Create New Player.
7. Enter the Player Email Address. (The player will be attached to the NGIN User Account associated with this email address. If this email address does not exist within the NGIN Network, an email invitation to claim this player will be sent to the email address you provide. If the email is the same as the one the player used to create their member account they will automatically be linked for STATS).
8. Enter the Jersey Number and Position.
9. Click Save Player or go to the link below for a visual walk-through:
<http://support.ngin.com/questions.php?questionid=178>

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.

Other Notes:

1. Team rosters are NOT an indication that the player has been properly credentialed and rostered.
2. If you're experiencing slow transitions on the website, please check to make sure your browser is the most updated version. **Mozilla Firefox** is the preferred browser for Sport NGIN platform but many run off the latest Internet Explorer version and don't have too long of waits.