

SAWHA – Web Game Sheet Procedure

- All teams need to ensure that their rosters are entered on the website, if teams do not enter their rosters results for their games cannot be entered on the website.
- All teams are responsible for ensuring the results of their home games are entered on the website

Procedure for Adding Team Roster to Website

1. Click on the 'Login' link under the banner on the right side of the home page.
2. Any team contact (as listed on the website) can enter their email in the 'Forgot My Password' section of the Login Page and press "Email My Password" to get sent their username and password.
3. Enter the username and password in the 'Enter SAWHA Admin Area' section of the login page.
4. You will be taken to a menu page with options to 'Update Teams/Players' or 'Update Results'.
5. Click on 'Update Teams/Players'
6. Click the 'Edit' link under the Team column and follow instructions to add your team contact information.
7. Click the 'Edit' link under the Players column and follow instructions to add your team roster information.

Procedure for Updating Game Results

1. Login into the stats manager system as per instructions above.
2. Click on 'Update Results'
3. Click the Edit button on the game you wish to enter results for.
4. Update the status, the game score and the individual results (goals and penalties), save and logout of the system.