



HOW TO SCORE A GAME

GameSheet iPad Scoring App

Premier Hockey League of New England scorekeeper quick guide

BEFORE YOU START

Use an iPad running iPadOS 15 or newer and the current GameSheet app. Premier Hockey League of New England Scoring Access Key: ipad-nephlab. Internet is recommended for live updates, but the game can be scored offline and uploaded when a connection is available.

The game-day flow

1 LOAD THE GAME

Open GameSheet. Enter the league Scoring Access Key if prompted. Tap + New Game > Load from Schedule, find the matchup, and tap Load Game. Then tap the game on the Active Games screen.

2 CONFIRM BOTH LINEUPS

Open Visitor Lineup and Home Lineup. Each coach confirms player status, jersey numbers, staff, and the starting goalie, then signs. Clear any orange lineup errors before continuing.

3 CHECK GAME DETAILS

Open Game Details. Confirm date, location, game type, period lengths, and other required fields. Never guess a league setting; ask the game official or league contact.

4 START AND SCORE

Open Scoring, enter the actual start time, and tap Start Game at puck drop. Record goals, penalties, shots, and goalie changes as they occur.

5 REVIEW, LOCK, UPLOAD

After the final buzzer, resolve errors and review warnings. Tap End Game. Officials review penalties, add notes as required, sign, and tap Lock Game. Back on Active Games, tap the blue upload icon.

During the game

Accuracy matters more than speed. If action is moving quickly, write the event details on scratch paper and enter them at the next stoppage.

EVENT	WHAT TO RECORD	QUICK CHECK
Goal	Select the scoring team and enter the period, time, goal scorer, and assists exactly as reported by the officials.	Correct player numbers; no assist should be invented. Penalty-shot goals have no assists.
Penalty	Select the penalized team/player, period, time, penalty type, duration, and the player serving when required.	Use the referee's call and the app's league-specific penalty choices. Complete every required field.
Shots	Use the shot tracker at the bottom of the Scoring screen. Enter shots for the team that took them, period by period.	A goal counts as a shot. Keep the arena shot clock and app totals aligned when possible.
Goalie change	Tap Change, then Change Goalie. Enter the shift start time and select the new goalie or Empty Net.	Enter the change promptly so goals and subsequent shots are assigned correctly.

USING THE LIVE GAME CLOCK

On the Scoring page, tap the gear icon and enable Include Game Clock. Use Play and Pause with the arena clock; tap the clock to correct it. When the clock is paused, event entry can use the displayed time. Always verify the event time before saving.

Period-by-period routine

START	Select the correct period. Confirm the app clock and arena clock match before play begins.
DURING	Enter goals and penalties at stoppages. Track shots consistently. Record goalie changes, including empty-net situations.
END	Compare the score, penalties, and shot totals with the scoreboard and timekeeper notes before moving to the next period.

Finish the game correctly

1

FINAL SCOREKEEPER REVIEW

Before tapping End Game, compare the final score, goals, penalties, shots, and goalie information with the arena scoreboard and your notes. Tap every error or warning icon and review the list.

2

END THE GAME

On the Scoring page, tap End Game. This opens the Officials / Post Game page. Errors must be corrected before the game can be locked and uploaded; warnings should still be reviewed.

3

OFFICIALS COMPLETE POSTGAME

Hand the iPad to the referees. They add themselves, review penalty codes and durations, add required notes for major or misconduct penalties, sign, and tap Lock Game.

4

UPLOAD BEFORE LEAVING

On the Active Games screen, tap the blue upload icon beside the locked game. Confirm the upload completes and the game disappears from the Active Games list.

Troubleshooting checklist

- ✓ Game not listed: Verify the correct Scoring Access Key and schedule filters. If it still is not available, contact the league administrator before creating a game from scratch.
- ✓ Orange error icon: Tap it, then tap each listed error to jump to the item that must be corrected.
- ✓ Duplicate jersey number: Correct the lineup; two players on the same team cannot use the same number.
- ✓ No starting goalie: Return to each lineup and select a starting goalie. Confirm the player's position is G.
- ✓ No internet: Continue scoring offline. Connect to Wi-Fi or a hotspot after the game, then upload.
- ✓ Upload will not complete: Keep the game and iPad intact, confirm connectivity, and contact the league administrator or GameSheet Support. Do not delete the game.

PREMIER HOCKEY LEAGUE STANDARD

The scorekeeper controls data entry; the officials control rulings. If a player number, penalty, or timing detail is unclear, ask the referee at the next stoppage. Never lock a game until the officials have completed their review and signature.

Official reference

Prepared from GameSheet's official iPad scoring documentation. For current product instructions and training, visit help.gamesheet.app/article/64-quick-start-scoring. GameSheet is a third-party product; this guide is a Premier Hockey League of New England quick reference.