

1. **Game Header** – Enter the Rink, Game Time, Date, and Circle the Game Type
2. **Rosters** – Ensure the Home and Visitors Rosters are filled out. Team managers or coaches can complete. Include the team's name (JV or Varsity), coach, and players with jersey numbers. Stickers are acceptable – apply one on each of the carbon copy pages (qty 3). Allow coaches to make changes to the stickers before the game by crossing out, adding or changing jersey numbers.
3. **Goals** – Both teams' goals are scored in the same table. The referee will come to the scorer's box to report the goal (for example, 8 from 18 and 11).
 - a. Note the scoring team, the period, the jersey number of the player that scored the goal (8), and the assists (18 and 11) if any.
 - b. Record the elapsed time when the goal was scored. This is the Game Time (17:00) minus Clock Time (because the clock counts down). Note: if you'd like to record the clock time just cross off the word "elapsed" and record the time on the clock so the stats coordinator is aware.
 - c. Goal types for the Scoring Key include:
 - EV: Even strength
 - PP: Power play
 - SH: Short-handed
 - EN: Empty net
 - EA: Extra attacker
 - PS: Penalty shot
4. **Penalties** – Record Home and Away penalties in their respective tables. The referee will come to the scorer's box to report the penalty (for example, 16 "white" minor for tripping). Record the period, the jersey number of the player with the penalty, the game time of the penalty occurrence, and the offense (as the referee stated). If a single player incurs multiple penalties (Minor and Misconduct) they are recorded on separate lines.
5. **Scoring by Period** – Write in the team names and record the score (number of goals) at the end of each period. At the end of the game record the total score for each team.
6. **Saves by Period** – Write in the Goalie names and numbers for each team. Record the number of saves for each period. Number of saves equals the shots on goal minus goals allowed. Record them separately for each goalie. If there is a goalie change during the game, write down the new goalie's name. Note the time of the switch to document in the "Total Min Played" column. At the end of the game sum the totals for the Saves and note the total goals allowed for each individual goalie.
7. **Time Outs** – Record the period and clock time if a time out is taken.
8. **Officials and Scorers** – At the end of the game have the officials print their name and CEP# on the scoresheet. The official scorer should also write in their name to validate the document. The officials/scorers will cross out unfilled lines to prevent alternations.