



**INSTRUCTIONS FOR OFFICIALS
TO USE TEAMLINKT ONLINE GAMESHEETS**

Step 1: When the official arrives at the arena, the scorekeeper will connect with the officials to enter their name and details into the scoresheet. **Please find the scorekeeper before the beginning of the game.**

THE GAME SHEET CANNOT BE STARTED WITHOUT AN OFFICIAL'S NAME ENTERED.

Step 2: The scorekeeper will add the penalties into the online scoresheet as the game progresses.

Step 3: At the end of the game, please connect with the scorekeeper to fill out any incident reports and/or write-ups that occurred during the game. The write-ups will be done on the scorekeeper's device whether it be a phone, tablet or a computer.

THE GAME CANNOT BE FINALIZED WITHOUT AN OFFICIAL'S SIGNATURE.

IF YOU NEED TO TAKE THE DEVICE TO THE OFFICIALS' ROOM: officials will need to complete their incident report/write up while in the timekeepers box or in the officials' room if you need to access penalty codes. In this event, please ensure you inform the scorekeeper that you need to access penalty codes from the officials' room to complete the write up. The scorekeeper will wait outside the officials' room until the write up is completed.

CAN'T ACCESS GAMESHEET AND HAVE A WRITE-UP?

If the game sheet is not accessible post-game, please email your assignor with the **game details and write-up within 12 hours of the game.** The referee assignor will forward the information to Hockey Calgary to include in the game.

Please ensure that any write-ups are completed before you leave the facility.

Sending your write-up to your referee assignor should only be done if the game sheet is not accessible.

THE GAME CANNOT BE FINALIZED WITHOUT AN OFFICIAL'S SIGNATURE.