

# Score Keeper Instructions

**This program works best with Internet Explorer, to avoid issues please try to use this browser when editing your roster information. I apologize for the inconvenience.**

## **Logging In**

1. Go to <http://atlantichockey.org/icehouse/admin/>
2. Enter your User name and password

## **Change Your Password**

1. Click on "Change Your Password"
2. Enter your old password and your new password where prompted.
3. Click on "Change Password"

*If you forget your password please email Ryan Gibbons at [rgibbons@icehousenj.com](mailto:rgibbons@icehousenj.com).*

## **Creating New Player**

1. Click on "Player Management"
2. Click "Create New Player"
3. Enter all required fields (Name, Email, Date of Birth, Position, Jersey Number)

*Note that Email will not be viewable by anyone but the league and the manager. At levels that do not keep stats (Mite, Squirt, and Bantam) on player name, position, and number will be viewable.*

## **Add Player to Roster that is already in the system**

1. Click on "Player Management"
2. Enter player's first and last name and click "Search"
3. If the player is in the system you will see their name and a 6 digit ID.
4. Copy down the 6 digit ID
5. Click on "Team Management"
6. This will list any players on your team already and on the bottom will be a section to Add Player.
7. Click in the box below "Add Player" and enter the 6 digit ID.
8. Click "Add Player" to add this player to your team.

## **Drop Player from your roster**

1. Click on "Team Management"
2. Copy the 6 digit ID for the player you want to Drop.
3. Click on the box at the bottom of the page below "Drop a Player."
4. Enter the 6 digit ID in the box and click "Drop Player"

*Note that you cannot delete a player. If you wish to remove a player from your team you must use the Drop Player option.*

## Score Keeper Notes

1. The system will only allow 20 players per team.
2. If you have a player that plays in another division you will have to add him with a 2 at the end of his last name. The system does not allow players to play on 2 teams so this tricks it into thinking it is another person.
3. Any roster changes should be made at least 24 hours before your game or by Thursday afternoon for any weekend games. Games are loaded onto the computer the day of your game and on Thursday for weekend games so any changes after that will not be reflected on the game sheets.
4. Before each game the team manager/captain needs to check off which players are not in attendance. This step is imperative to ensure playoff eligibility. Players need to play in at least half your team's games to play in playoffs.
5. The game statistics will be uploaded on the next business day and will be available online once uploaded. You can print your game sheet directly from the website so we will not have copies available in the office.
6. If you see a discrepancy in attendance for a particular game, please notify Ryan Gibbons at [rgibbons@icehousenj.com](mailto:rgibbons@icehousenj.com) as soon as possible.
7. We will not make corrections to goals and assists.
8. If a player receives a game misconduct and it is listed in the game results that player must sit out their next game.