2025/2026 - Event Onboarding Help Doc

Before proceeding: **Review [Game Plan for a Successful Season](#) and [Using GameSheet at Your Tournament](#) for high-level guidance.**

1. Admin Accounts

New Accounts
It's a League/Tournament Director's responsibility to give the name & email address of anyone who needs "Director" level access to GameSheet so we can create their account. This is complete admin permissions, including the ability to edit completed games.

Each new user will receive a verification email to complete their account setup. If you do not see the verification email please check your spam/junk folder. Provide GameSheet with the names and emails for all League Officials (Directors, Convenors, Referee-in-Chiefs etc.) and their desired [level of access](#).

Existing Accounts
Existing Dashboard users will have their access updated automatically to include the new Season.

2. Season Settings

The Season will be set up with default Season Settings. You will need to check the settings and make any changes that apply to your league/tournament.

As a note, individual divisions/pools can also use separate settings if needed.
- **[Division Settings Overview](#)**
- **[Season Settings Overview](#)**
- **[Player Stats Display - Public or Private](#)**
- **[Penalty Settings](#)**
- **[Game Flagging](#)**

3. Adding Divisions(Pools) & Teams
Team Import - CSV Upload

We're using a new system this year. League Directors will fill in the team import template [Team Import CSV](#), and send it back to their GameSheet contact, where we

will email the initial Invitation Codes directly to coaches/managers.
When the email is sent, the divisions and teams will be created. It is important that if you have Pools that they're created in the divisions (ex) "U14AA Pool A", "U14AA Pool B".
This will remove the step of moving teams to the correct pools thus reducing errors.

In the Head Coach and Coach Email columns, the primary contact needs to be filled in. If you have a manager or secondary contact please add their information as well in the Team Manager and Manager Email columns.

Manually Addings Teams/Divisions

You can manually add Divisions/Teams and **share access directly** with staff as needed.

4.Team Invitation Codes and Information

Coaches/Team Managers need to accept their Team's Invitation Code to gain access to the Dashboard and their team's information. This will give them access to completed/scheduled games, subscribes them to receive post-game emails, and allows them to update/modify their Roster.

If coaches are having difficulty loading their rosters please send them the following link: **Quick Start Guide for Team Managers/Coaches**

Additional Information for Coaches/Managers:
Creating a New Account
Accepting an Invitation Code as an Existing User
Scheduling Practices and Events
Removing a Team From Your Account

Invitation Codes / Inviting New Users
Invitation Code vs Scoring Access Key

5. Importing Rosters

Importing a Roster from USA Hockey
Importing a Roster from Hockey Canada
 Importing Rosters via CSV

It's very important to confirm the Teams and Rosters are correct prior to the games!

6. iPad Scoring App Installation Instructions:

This guide will walk you through how to download and install the GameSheet Scoring App on your iPad: **Installing the Scoring App**

It's also a good idea to regularly check for app updates **to ensure you have access to the latest features, improvements, and bug fixes!**

7. iPad Scoring Access Key

Your Scoring Access Key is used to sign in to the iPad Scoring App which is used to score games. Here is the guide for the scorekeepers: **Quick Start Guide - Scoring a Game on iPad**

The League Director will need to communicate this key to the person scoring the game. These could be coaches/managers/scorekeepers: **Signing Into the iPad Scoring App**

8. Embeddable Stats Widget

Instructions to embed your scores, schedules and standings are in the link below, but please feel free to reach out to us directly for help with your specific event.

Embed the Scores / Schedule / Standings

9. Schedule Management

Adding Games to the Schedule
League Directors or Schedulers with appropriate permissions can import schedules using a CSV file. Detailed instructions for scheduling games are provided in the here: **Scheduling Games**

Please use the template, which can be found here to import games: **Schedule Template**

When scheduling games there are some common scheduling errors. Please review the following article if you run into any trouble scheduling errors: [Common CSV Errors](#)

Editing Games Scheduled Games

You can edit games in bulk by using the CSV Export/Import, or one at a time, by following the steps below:

1. Go to View Schedule on the Dashboard
2. Search/find the game that needs editing/updating.
3. Click on the Blue Home or Blue Visitor team (TBD will be in blue) of the game you want to edit. This will bring up an editable menu.
4. Make your changes, and then save.

More information is also available here about halfway down the article: [Scheduling Games](#)

10. Training Videos

Share the Scorekeeper Training and Referee Training Videos with your Scorekeepers / League's Referee in Chief or Assignor etc.

11. Help & Support

The Help Option is available on the Admin Dashboard. It provides answers as well as allows questions to be asked of our team. This is a very useful tool

Support GameSheet — Post Our Logo!

Help promote GameSheet by adding our logo to your league or event website.

Download logos and branding assets here: [GameSheet Logos & Branding Guide](#)