Invitation Code:

Quick Start Guide for Teams

The GameSheet digital scoring system replaces traditional paper score sheets and has two primary components:

1. [**Team App**](https://teams.gamesheet.app/) This is where managers and coaches populate their roster, view stats & standings, and manage their games, practices and events.
2. [**iPad Scoring App**](https://apps.apple.com/ca/app/gamesheet/id1633700093) This is the digital version of the paper score sheet. Games are scored using this app and are uploaded to the Dashboard website where they can be viewed.

Team Invitation Codes & Scoring Access Key

Your league contact / administrator should have provided you with two different codes / keys:

1. **Team Invitation Code:**The team invitation code is used to link your GameSheet account with your team. It is also required to create a new account.

Example Team Invitation Code: HJ8nUrCV3X

1. **Scoring Access Key:** The scoring access key is used to sign in to the iPad Scoring app which is used exclusively to score games. Everyone in your league will have the same key.

Example Scoring Access Key: ipad-abcdef

Get Started with a Team Account

**If you don't already have a Team account,** create a new account by following these steps:

1. Go to [https://teams.gamesheet.app](https://teams.gamesheet.app/) and click "**Sign Up**"
2. Copy and Paste in your team's *Invitation Code*, verify that you have the right team, and click "**Continue**."
	1. Note that the invitation code is 10 characters long and is composed of random numbers and letters. If you did not receive an invitation code, contact your league administrator.
3. Fill in the remaining required fields and click "**Create Account**."

**If you already have a Team GameSheet account,** accept your invitation by following these steps:

1. Log into the [Team App](https://teams.gamesheet.app/) with your email and password.
	1. If you forgot your password, use the **forgot password** link to reset it.
2. Click on the team name at the top of the screen
3. Click on "Add New Team" from the menu.
4. Paste the invitation code into the field and click "**Continue**."
5. Verify that the correct team is listed, and click "**Continue.**"
6. Determine if you'd like to link this team to another team that you already have access to and click "**Accept Invitation**."
	1. Teams should be linked when the team already exists elsewhere in GameSheet
	2. Linked teams share a roster which will automatically be kept in sync across GameSheet seasons.
	3. Example: A team uses GameSheet for their regular season. The team plays in a tournament that also uses GameSheet. These teams should be linked.

Add / Verify Your Roster

Now that you have a GameSheet Team Account and you've logged into the Team App, you're ready to set up your team's roster. Here are the steps to get started with roster management:

1. Click on the roster tab of the Team Dashboard
2. If your team's roster is already loaded, review the roster and make any necessary edits. You can edit a player / coach profile by clicking on the player / coach .
3. If your team's roster has not been loaded, you may add players several different ways using the "**Actions"** button. You can import your roster from a **CSV/Excel** file, the **Hockey Canada Registry (HCR)**, or the **USA Hockey Registry** or add players / coaches one at a time.



View Your Team's Schedule

Your schedule may or may not be loaded yet, but it's a good idea to take a look. Click on the schedule tab to see all of your team's completed and upcoming games. Tap on a game to see more information.

**Pro Tip:** Use the actions button to download the PDF score sheet for a completed game.

View Completed Score Sheets - Post Game Email

If you've successfully set up your GameSheet Team Account and have accepted the invitation for for your team, you'll automatically receive a post game email from GameSheet that includes a summary of the game along with links to view the score sheet and the box score. If you are not receiving these emails, check your junk mail and confirm that you've accepted the correct invitation code.

