

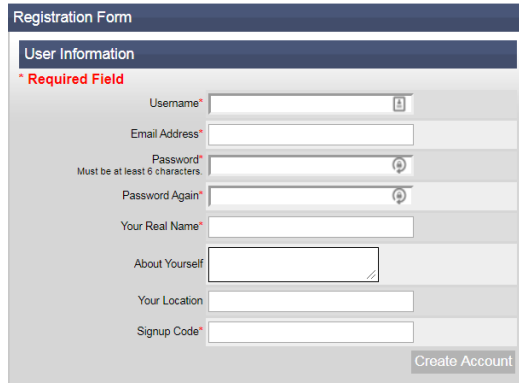
## Cincinnati High School Hockey League

[www.chshl.club](http://www.chshl.club)

### Instructions

#### 1. Create User Account

- a. Click 'Create User Account'

A screenshot of a web registration form titled "Registration Form" with a sub-header "User Information". The form contains several input fields, some marked with a red asterisk and "Required Field". The fields are: Username\*, Email Address\*, Password\* (with a note "Must be at least 6 characters"), Password Again\*, Your Real Name\*, About Yourself (with a small icon), Your Location, and Signup Code\*. A "Create Account" button is at the bottom right.

- b. Complete the **\*Required Fields**
- c. The Signup Code is a unique 4-digit number for each team that is provided.
- d. Click 'Create Account'

#### 2. Login to the site by clicking 'User Login'.

- a. Each team has access to enter only their HOME LEAGUE Games and Scores.

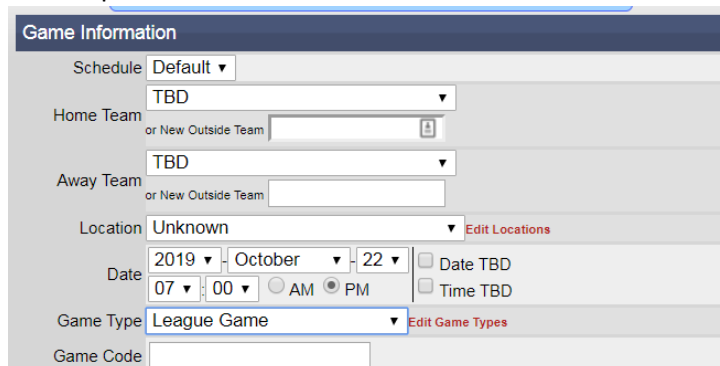
#### 3. Enter your **HOME** Game Schedule for CHSHL LEAGUE Games. Do not enter non-league games or AWAY games.

- a. Select a method to enter one game or games. Instructions can be found in Main Menu under '@ User Manual'.

### Game Schedule

A horizontal row of buttons for game scheduling. From left to right: a small icon, "Add Game", "Add Multiple Games", "Add Schedule", "Import CSV Schedule", "Export CSV Schedule", and "Extra Options +".

- b. Use drop down menus to select teams and locations.

A screenshot of a "Game Information" form. It includes dropdown menus for "Schedule" (set to "Default"), "Home Team" (set to "TBD"), "Away Team" (set to "TBD"), and "Location" (set to "Unknown"). There are also fields for "Date" (2019, October, 22) and "Time" (07:00 AM). A "Game Type" dropdown is set to "League Game". A "Game Code" field is at the bottom. Links for "Edit Locations" and "Edit Game Types" are visible.

- c. Select Game Type: **League Game**
- d. If 'Add Multiple Games' is selected, make sure to select 'Use Game'. Scroll right and scores can be entered. Do not enter anything in the 'Game Code' box. Enter scores if a League Game has been played.

#### 4. USAH Official Roster

- a. Links to USAH rosters will be put on the site under 'Links'. Please send your USAH roster link to [president@swordshockey.com](mailto:president@swordshockey.com).

#### 5. League Game Score Sheets

- a. **Home Team ONLY** - Send a scanned copy of all League Game Score Sheets to [admin@swordshockey.com](mailto:admin@swordshockey.com).
- b. Score Sheets will be uploaded to the site under 'Downloads'.