



# Electronic Game Sheet (EGS) Manual for MHL Teams

## 2023 - 2024

Section 1 – Welcome & Quick Facts

Section 2 – Concepts to Remember

Section 3 – Team Coach/Manager Duties; Setting Your Roster

Section 4 – Entering your Team Roster – House League Teams

Section 5 – MHL Staff Responsibilities

Section 6 – Oddities

<https://www.agilex.ca/SportTrek/>

This Manual will be updated throughout the season and from year to year. Please forward any comments for improvement to [ted.varty@hockey.on.ca](mailto:ted.varty@hockey.on.ca).

# Section 1 – Welcome & Quick Facts

Welcome to the 2023-2024 Season. This document has been created to educate our teams on the MHL's new Electronic Game Sheet system (EGS).

## Quick Facts

The Electronic Game Sheet (EGS) system that the MHL will be using League-wide for 2023-24 has been in use at the GTHL since the 2016-2017 season and was implemented in the MHL across the "A" divisions in 2022-23. The EGS will replace the traditional paper game sheet at all levels of play with the exception of U8 and U9 House League (though U9 HL will use this system once they move to full-ice in mid-January.) The EGS will be handled using an electronic tablet at the rink. It is not Live Scoring.

You will typically manage your game-day roster from home, via your own computer, but the tablets will be made available by the Timekeepers (TK's) before each game and will allow teams to update their rosters electronically.

Timekeepers have been instructed that they must be present when teams are setting their roster using the tablet. Timekeepers have been asked to take a quick break at the conclusion of a game and will make themselves available in a public place so teams can set or change their roster before the warm-up. Timekeepers will not enter dressing rooms.

Depending on the wi-fi within each Arena, the electronic game sheet will normally be uploaded at the end of each game. However, some TK's may not have the time nor the wi-fi connection to do so and will upload at the end of their evening. Teams that have traditionally had their game sheet at the end of the game will have to wait until the game sheet has been uploaded. Teams are asked to be patient during this process.

Teams can ask the referees for a verbal confirmation on any penalty code that leads to a suspension at the conclusion of a game and can confirm this information once the game sheet has been uploaded. This is not an opportunity to review the infraction. It is to be used to give you notice of a suspendable penalty that will appear on the game sheet. Note that suspendable infractions will result in an automatic email to the League Office and to the Coaching Staff of the offending team.

There will be no changes to scoring plays or penalties. If a player or bench staff was incorrectly identified with a suspension, then a member of the club executive should contact the MHL office to correctly identify the player or bench staff. This process has not changed from the traditional paper game sheet.

There has been no change to MHL Rule 30.02 that states the Head Coach is responsible for the roster that is submitted before each game using the EGS.

There is no public display of the game sheet unless you are notified by the MHL that your age group will have public statistics.

You have three chances to set your roster:

1. Set your roster before the daily deadline on-line.
2. Set your roster in the break before your game.
3. Set your roster during the warm-up.

## Section 2 – Concepts to Remember

**What goes up must come down! What is brought down must go up!**

When setting your roster, not only do you SAVE and EXIT, but you will also be uploading the information into the MHL Electronic Game Sheet System (EGS).

Remember you DOWNLOADED the roster from the EGS, after you set your roster with a SAVE and EXIT, you must perform an UPLOAD.

A common misconception is that a SAVE and EXIT is all that needs to be done. In fact, all a team has done at this point is save their roster to their local computer. It still needs to be UPLOADED.

**You brought it down, now send it up!**

After your game has ended, and assuming a reasonable wi-fi connection, our Timekeepers will UPLOAD the final game sheet. Following this concept once again, the TK UPLOADS the game sheet so the team has to DOWNLOAD the game sheet.

If you do not see the CLOUD on the game report, then use the PURGE feature. This cleans out your memory cache and should allow you to DOWNLOAD your game sheet. The PURGE button can be located right beside the date field box.

**The MHL TK's send it up and now you bring it down!**

## Section 3 – Team Coach/Manager Duties; Setting Your Roster

Each team official will be assigned a unique login (your Hockey Canada ID#) and a personal code/password. This will allow you to set your roster in advance of your game (by 2:00pm on a weekday or 8:00am on the weekends). If you do not set your roster in advance, you will be required to set your roster before your game, at the rink.

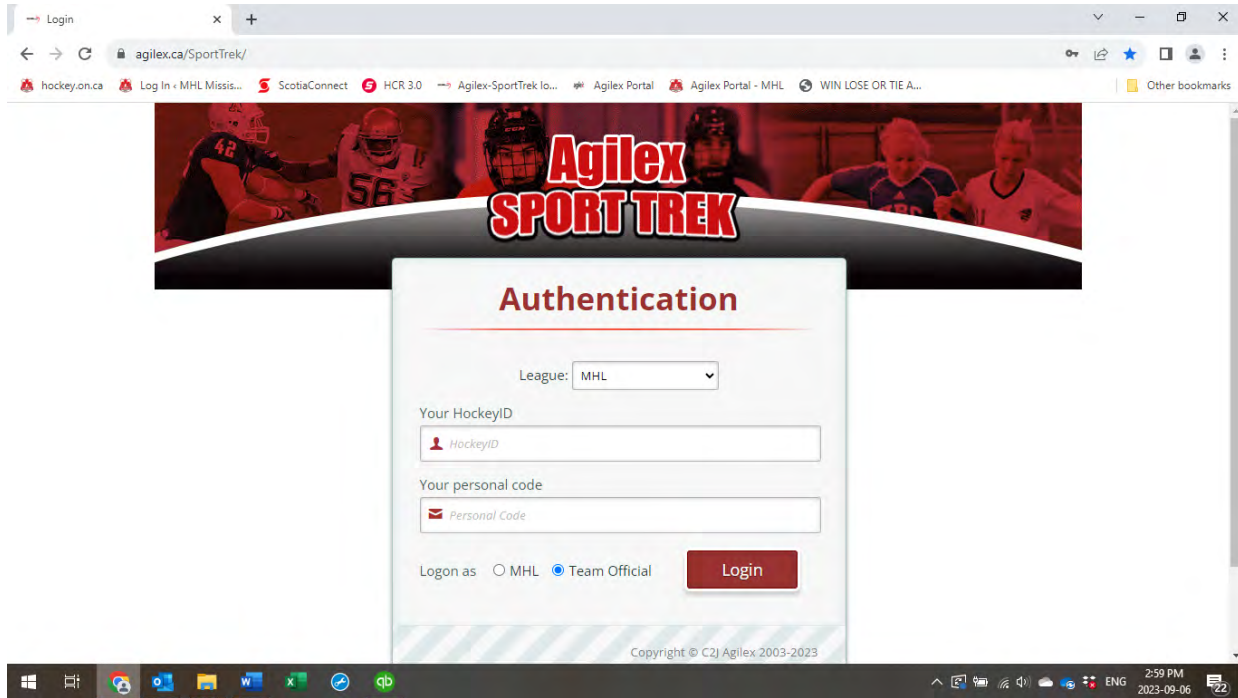
Timekeepers have been instructed that they must be present when teams are setting their roster using the tablet. Timekeepers have been asked to take a quick break at the conclusion of a game and then make themselves available in a public place so teams can set or change their roster before the warm-up. Timekeepers will not enter dressing rooms.

One of the most critical aspects of the MHL EGS system is that of entering all of the Team Rosters into the SportTrek system. For our "A" and Red teams (i.e. those teams with spring tryouts), these Rosters have been entered by the MHL Office Staff, thus your EGS has already been populated. However, as with all electronic systems, errors can occur so please review each game-day roster to ensure its accuracy.

For our House League teams, with fall evaluations and rosters that often aren't set until the night before your first game, we'll be looking to the Team Coach or Manager to enter this data into the Team Management side of the SportTrek system. Please review Section 4 for additional guidance in this regard.

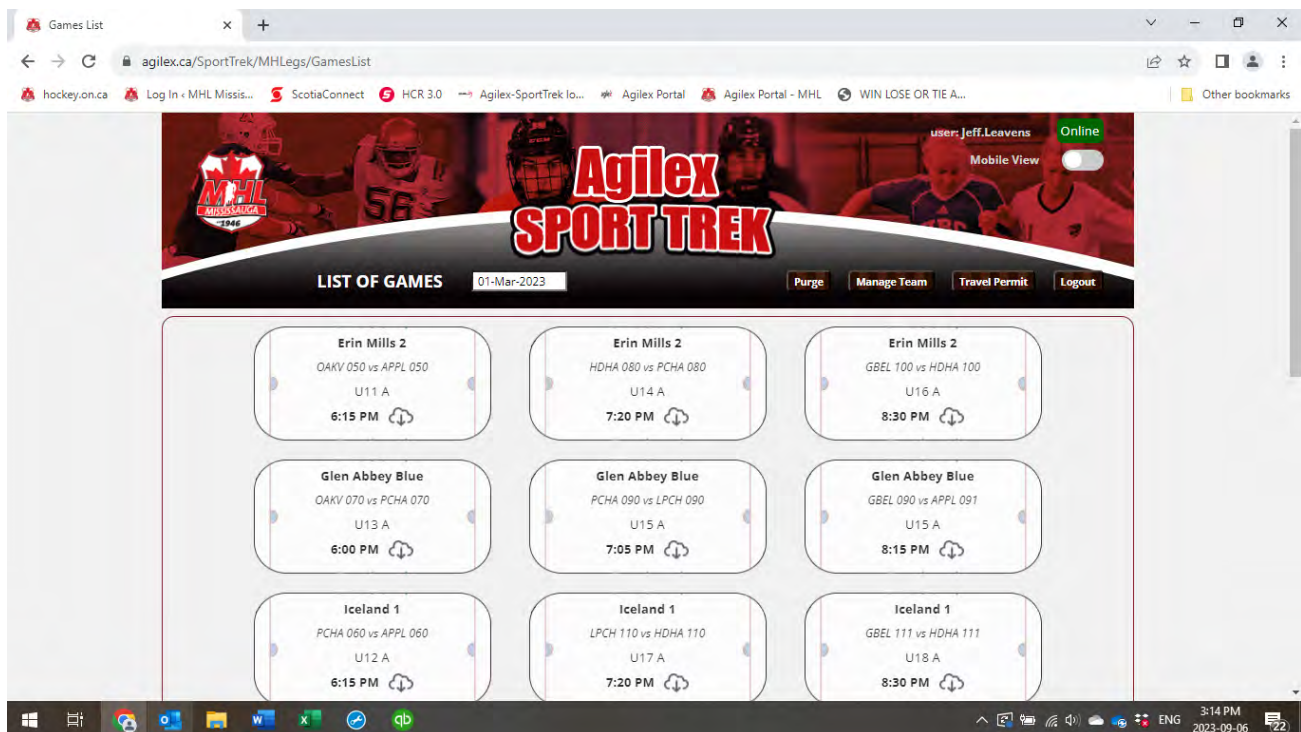
## Logging in:


Visit the following website and log in using your Hockey Canada ID and the personal code (password) provided to you by the League...[https://www.agilex.ca/SportTrek/...](https://www.agilex.ca/SportTrek/)



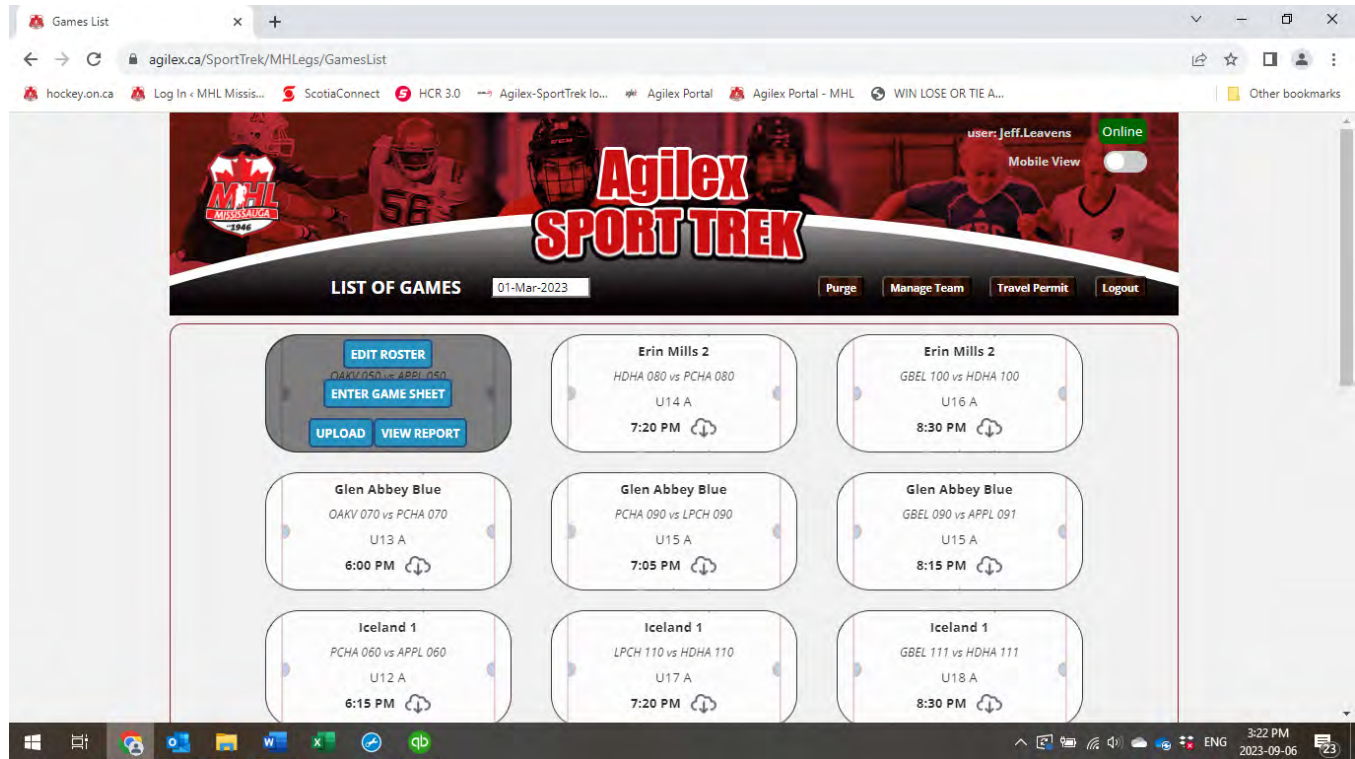
## Choosing your Game:

Once logged-in, change the date window to the date of your game and a list of games will appear. Note that only those games for which you are a Team Official will appear.



Click-on the “download cloud”, , to access the features related to your game. If the cloud doesn't appear, click-on the PURGE button and repeat the process. The PURGE feature has been added to deal with user devices that may not be in sync with the EGS system.

*[Note that in my experience with EGS this PURGE feature has to be used fairly regularly. It might just be my computer, but if you're having problems, click PURGE.]*



### Game Features:

There are then 3 options available to you. (Four actually, but “Enter Game Sheet” is for use by the Timekeeper and the League Office only.)

1. **Edit Roster** – click on this link to review and set your game roster. Once done, you must press Save and Exit to confirm your Roster. You can re-enter the Edit Roster feature at any time to make adjustments.
2. **Upload** – once you have set your Roster you MUST upload it to the EGS. (That is, not just “Save & Exit”.)
3. **View Report** – this feature will enable you to view and download the Game Sheet for the game. You will have access to this feature once the Timekeeper has finalized the EGS and uploaded it back to the EGS system.

## Edit Roster:

Click this button to review and manage your game roster. Note that player jersey numbers aren't pre-assigned by the system. You'll need to enter these yourself, but this should be required only once for the season (unless you need to make changes).

Team Roster

agilex.ca/SportTrek/MHLegs/TeamRoster/

hockey.on.ca Log In MHL Missis... ScotiaConnect HCR 3.0 Agilex-SportTrek lo... Agilex Portal Agilex Portal - MHL WIN LOSE OR TIE A... Other bookmarks

Date: 01-Mar-2023 6:15 PM Arena: Erin Mills 2 Div/Cat: Under 11 A Online  
Type: PO Flood between: None Length of Game: 12 / 12 / 12  
Referee: Joel Allison, Aidan Farronato Linesman:

**GAME ROSTER MANAGEMENT** Save & Exit

Club Official Affiliate Player New Player

OAKV 050 U11 A1 APPL 050 U11 A1

Add to Roster: Add to Roster Add to Roster: Add to Roster

Inactive	Home Roster (16)	Visitor Roster (16)	Inactive
	31 JONAS SRANKO PG	00 MADISON LOZINSKI PG	ANDREW DUNEC MG Note
	8 JACOB LAKHANI PL	2 LIAM ZAVITZ PL	
	9 JACOB CHEESEMAN PL	3 ERICA PERSAUD PL	
	13 MACSEN LI PL	12 JORDAN FINDLAY PL	
	16 JUNCHEN ZHU PL	19 GABRIEL DUNEC PL	
	23 SEBASTIAN NICOLETTI PL	21 TYLER JANSEN PL	
	34 GABRIEL HADJINIAN PL	23 TRISTAN LO PL	
	44 RYAN SKORUPSKI PL	28 NATHAN PEIXOTO PL	
	59 THEODORE WEST PL	48 FINN MORRELL PL	
	71 DYLAN WYERS PL	63 LOCHLAN TURNBULL PL	
	77 MASON GUIOMAR PL	64 KATO YAGI-FORNOS PL	

Serving Suspension Serving Suspension

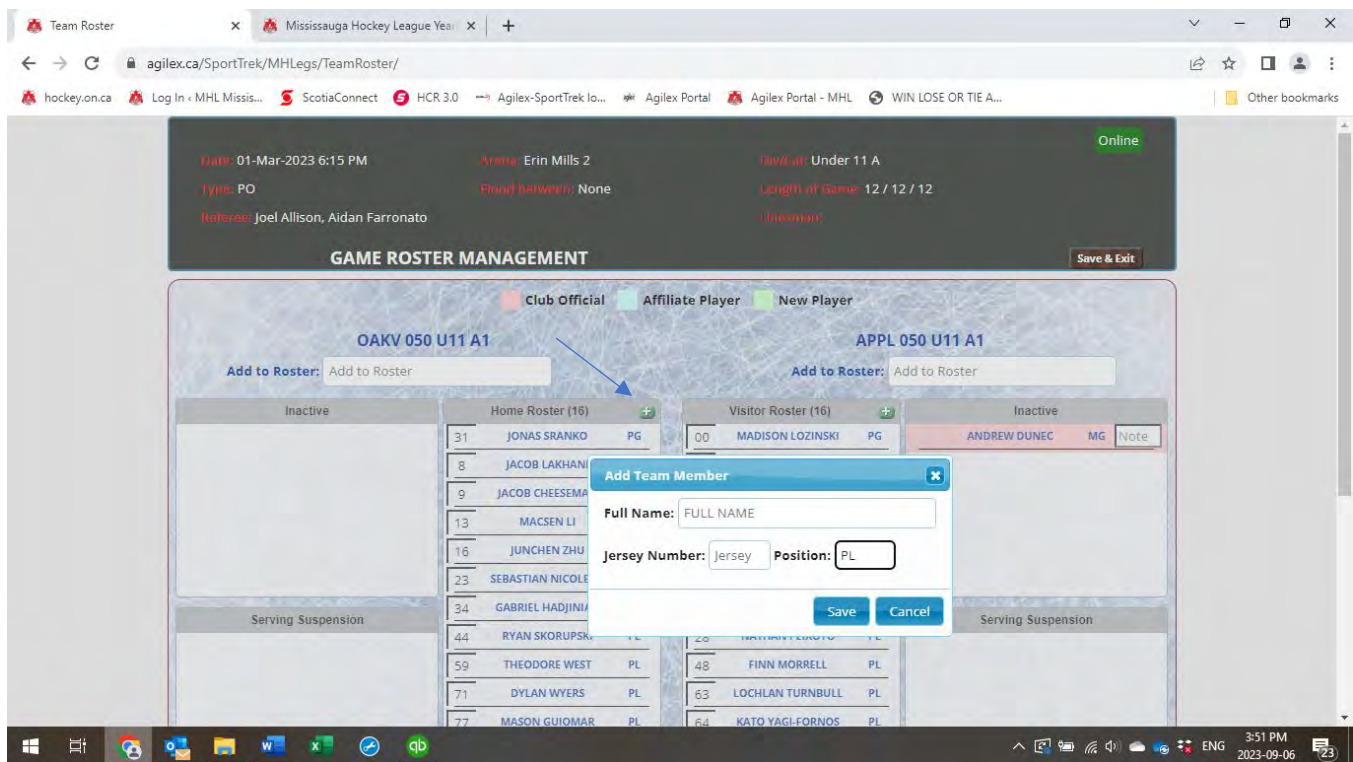
3:35 PM 2023-09-06

Injured or absent players (or Team Officials) should be moved to the Inactive section of the Roster. This can be done by “clicking, dragging and dropping”.

Similarly, players or Team Officials serving suspensions should be moved into the Serving Suspensions section of the Roster. Note that some, but not all, of this process is automatic and administered by the League Office. Suspensions incurred in MHL games will be tracked and updated but Tournament Suspensions will require input on your part. Further note that the serving of suspensions is the responsibility of the team. The League Office will do its best to manage this process, but the final responsibility rests with the Head Coach. Playing a suspended or ineligible player can have some harsh consequences, as outlined in MHL Rule 17.02. If in doubt, a call or email to your local Association would be well-advised.

## Adding an Affiliated Player (AP):

If you have a call-up / affiliated player to add you your Roster, click on the green plus sign – this will create an open field where a player can be inserted into your roster. Be sure to check MHL Rule 4.0 – Affiliated Players to ensure that your call-up is allowed.



### Setting your Captain and Alternate Captain(s):

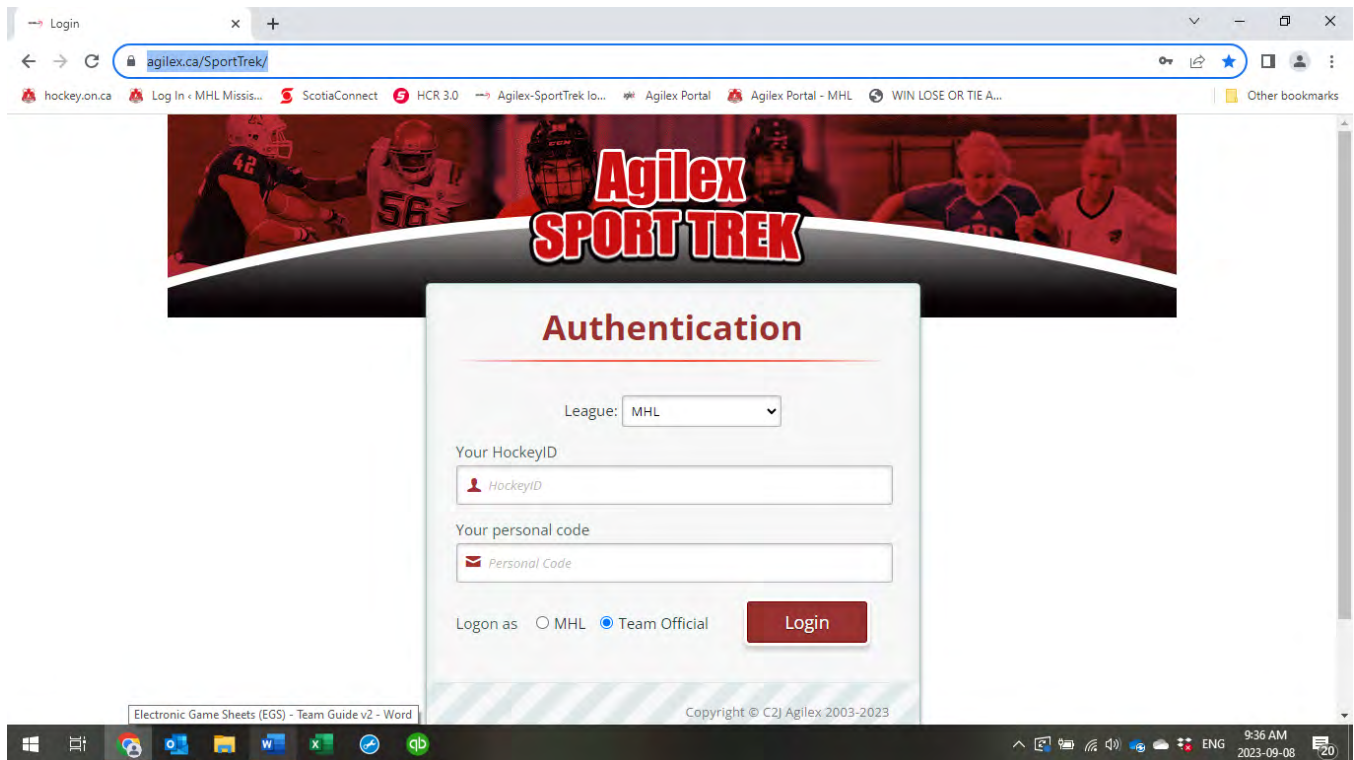
Double-click on the player’s name until you see the letters (C) or (A) appear. If you incorrectly identify a player with a (C) or (A), then double-click on the player’s name until the letter disappears.

Remember, as per Hockey Canada rules, teams are limited to 1 captain and 3 alternate captains. Teams can choose to not designate a captain or alternate captain(s). Your goaltender can not be designated as captain.

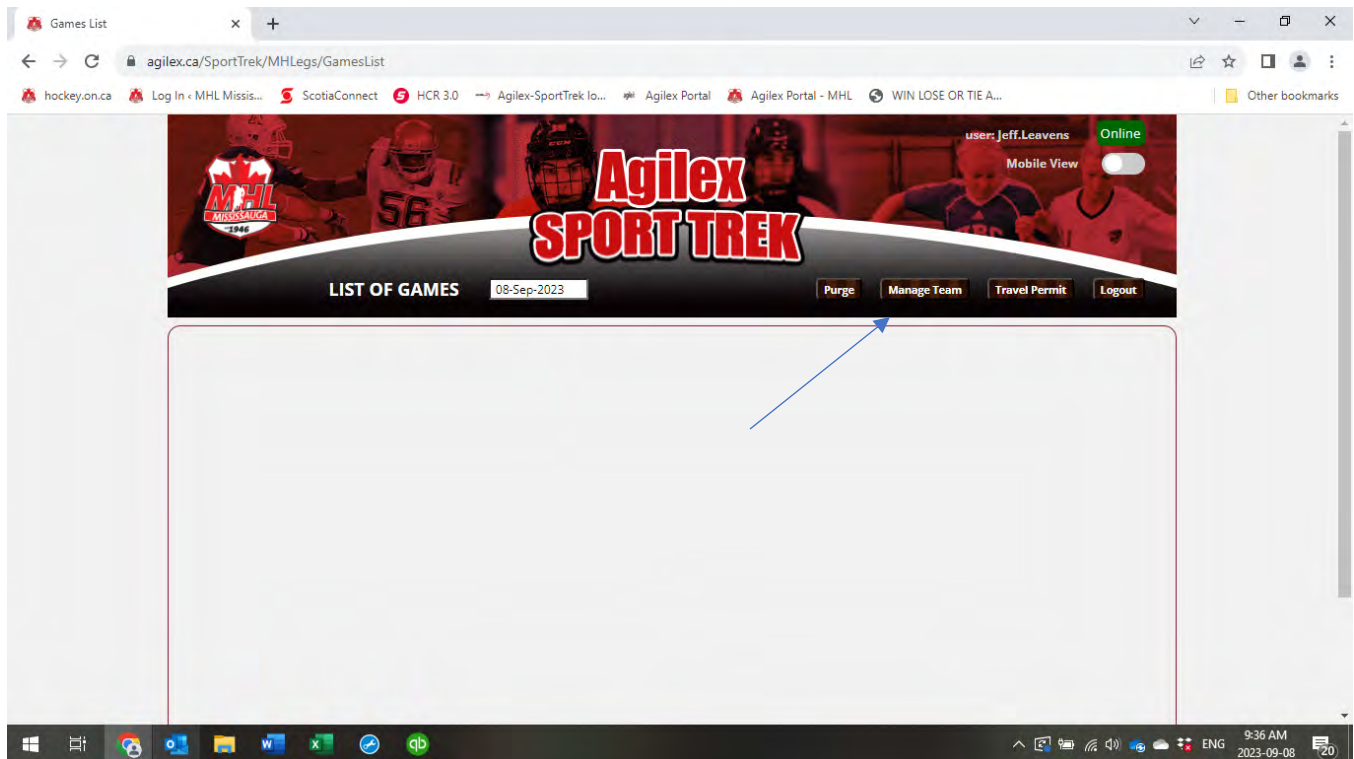
## Section 4 – Entering Your Team Roster – House League Teams

As noted in the foregoing, “A” and Red teams will have their Rosters pre-entered by the League Office prior to their first game. Our House League teams, however, won’t have been set-up in advance owing to the timing of the evaluation/team-picking process. That said, we’ll need to call upon the Head Coach or Team Manager to enter this data into the Team Management portal so that it can then populate the SportTrek EGS system.

Using your Hockey Canada ID# and your League-provided password, access the following website SportTrek website, <https://www.agilex.ca/SportTrek/>, and login (as Team Official) using your Hockey Canada ID# and your League-provided Personal Code (Password, which will come via an email denoted as [notification@agilex.ca](mailto:notification@agilex.ca))...

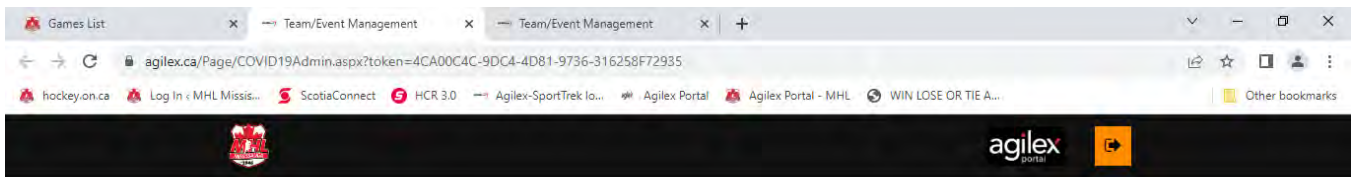


Once you're logged-in, click-on "Manage Team" (upper right side)...



You'll then see the Team/Event Management screen and you will see your team in the drop-down menu window. (Note that volunteers on multiple teams will see multiple teams.) For the purposes of this example, we've logged in as the Manager of Meadowvale U12 Red, MEAD 062...





## TEAM/EVENT MANAGEMENT

Team : MEAD 062 Under 12 Red


Member

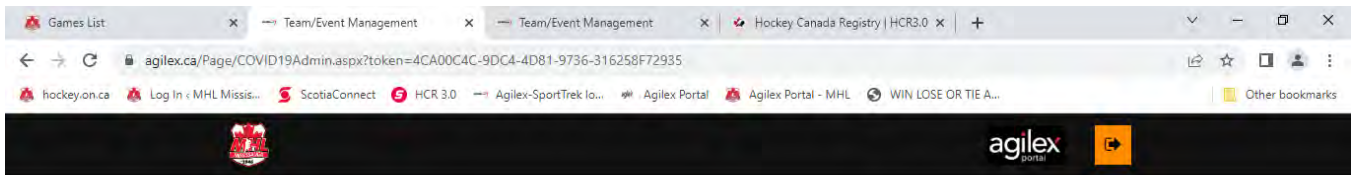
Name	Email	Phone #	
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Click on the Add Players icon (the file folder) and you can then start entering your players. As an aside, on the off-chance that someone has already entered your Roster for you (perhaps your Registrar or some other

Association Executive), you should click on the Sync icon (to the right of the "Team" field, ) and if your players have been assigned, they will auto-populate. If not, you'll need to add them manually...



## TEAM/EVENT MANAGEMENT

Manage Member

Hockey ID :

First Name :

Email :

Jersey # :

Team Function :

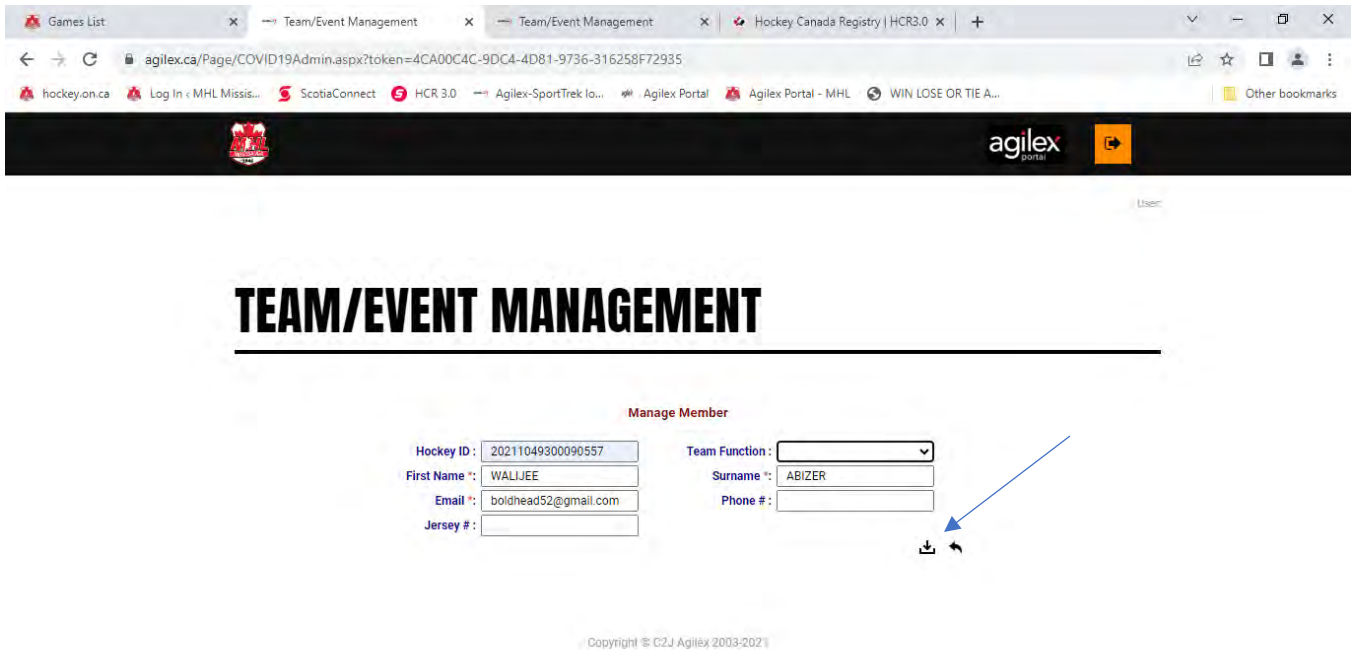
Surname :

Phone # :

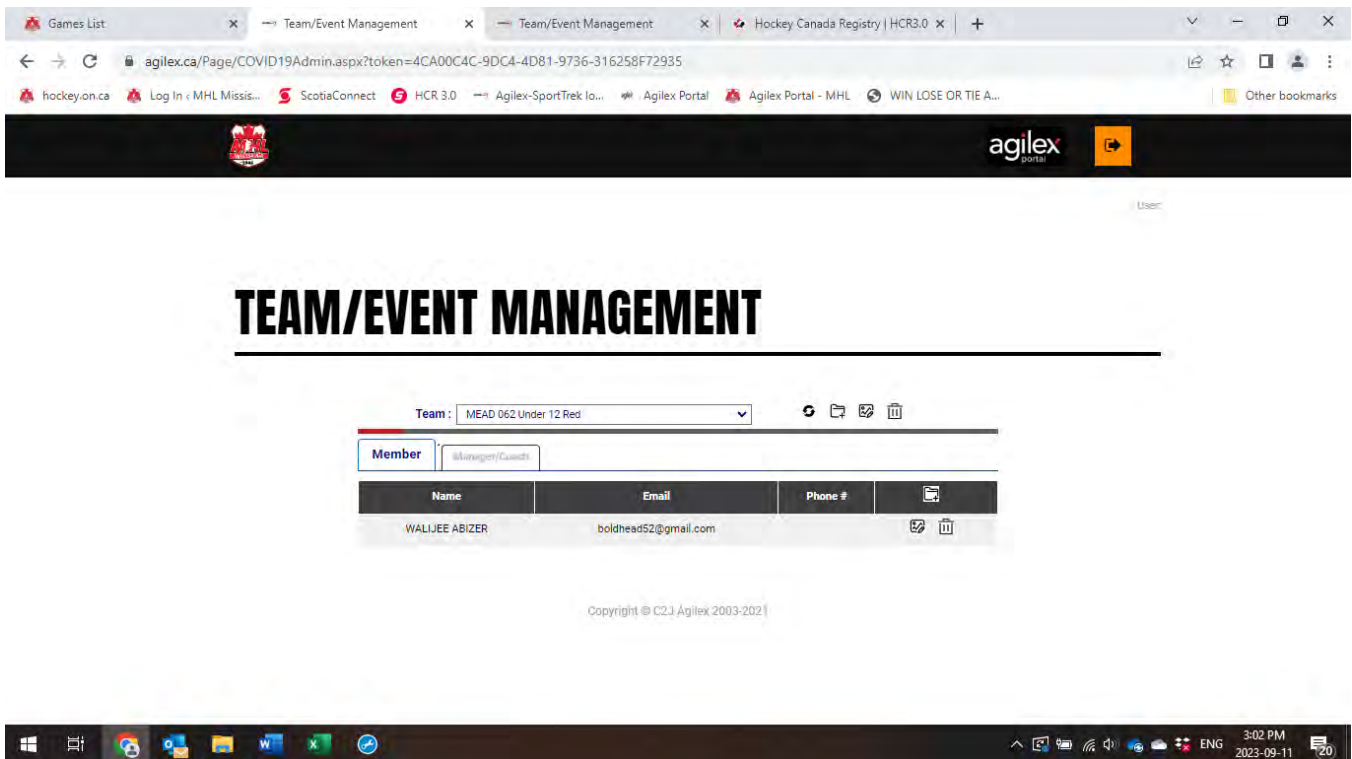
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To do so, you enter each player's Hockey Canada ID# (which your Association will provide, along with the player's names and contact info) and the fields will auto-populate...



You'll come back to this screen...



And you repeat the process until all of your players have been entered. The same process is following for the Coaching Staff (albeit using the "Manager/Coach" tab).

And that's it. Unless you're assigned new players (or players are removed from your Roster), you shouldn't need to access this portal again. Your Roster is now accessible by the system, and by you, via the SportTrek portal (see Section 3).

## Section 5 – MHL Staff Responsibilities

**Timekeepers** – Will download the game sheet at 4:00pm on weekdays and 10:00am on weekends onto the MHL hardware that is used for the EGS. MHL hardware should be fully charged to start the game program.

Timekeepers should have back-up paper game sheets, just in case.

If a game is cancelled, then do not upload the game sheet.

Timekeepers will take part in clearing out the cache of memory. This is only to be done once you have uploaded the games from a previous shift. The best practice is to do this before you download the games for your next shift. That way if we needed info from other games it would still be on the tablet.

### Things to Remember

1. Everyone should perform this maintenance regularly.
2. Wait until your next upload to do it so we can always make sure we received the game info from your last assignment.
3. If you had an issue at the rink we may ask you to perform this process so you can re-start the process of downloading the game info from the EGS.

For the second game of the program and games thereafter, Timekeepers will take a quick break after each game and hold onto the MHL hardware. They will approach the teams for the next game and offer them the chance to set their rosters during the break. During the warm-up, timekeepers will hand the MHL hardware to the game officials who will give the team personnel on the bench an opportunity to conduct a last review of the set roster. At the conclusion of the game the timekeepers will set the game sheet to VIEW REPORT and ask the game officials to sign the game sheet.

**Game Officials** – During the warm-up game officials will take the MHL hardware and give the bench personnel the chance to review their roster. At the conclusion of the game, game officials will check the game sheet and then sign it. Game Officials will then verbally, as a team, confirm players who receive suspensions by telling the bench staff. This step is very important as the teams no longer have access to the game sheet at the end of their game. The team needs to know their suspensions at the conclusion of the game. Game officials should approach the bench staff as a team and only relay this information. Teams wanting more information on a suspension can contact the MHL office for a report.

## Section 6 - Oddities

How to deal with a player playing as a goalie?

**This player's only requirement is to be on the game sheet. Currently the EGS won't allow for a player to be designated as a goalie.**

**When this occurs the player can only play goalie for that game and can't return to the player position based on Hockey Canada rules.**

How to list a player who is injured on the game sheet but would like to take part with their team on the bench during a game?

This player is required to wear a helmet, facemask and throat protector. The player should be listed as INACTIVE. Any penalty they would receive would also be listed as a REPORT TO THE LEAGUE by the game officials.

This allows the player to take part without occupying a spot on the roster for a replacement. This is a unique to MHL & GTHL interpretation and may not be honoured outside of the GTHL.

Do you need to list team staff that are not on the bench?

Only the team officials taking part in the game from the bench area should be listed. All other staff should be listed as INACTIVE.

What happens if we have a technical issue and can't use the EGS?

The Timekeeper will provide a paper game sheet. They must have paper game sheets as a back-up for every shift.

If a paper game sheet is used, the distribution process will remain as in the past. (Pink and Yellow copies to the Home and Visiting teams, White copy to the MHL via the MHL mailbox in the Arena.)

The game officials will call in the scores to the Central Registry.