

These steps assume you've already created an 'ehockey' account which was used to register for a clinic this season. If you haven't done so yet, please create an account first before creating a GIR. A separate document has been provided with steps to create an 'ehockey' account.

Step 1:

Go to: ehockey.hockeycanada.ca and login.

The screenshot shows the Hockey Canada eHockey website. At the top left is the Hockey Canada logo. To the right are links for 'Français', 'Help', and 'Login'. A dark red banner at the top right says 'SIGNUP FOR A CLINIC'. Below this is a white box with the text: 'WELCOME TO HOCKEY CANADA'S eHOCKEY WEBSITE. Sign in using your existing eHockey account below. IF YOU DO NOT HAVE AN EXISTING eHOCKEY ACCOUNT, [CLICK HERE TO CREATE AN ACCOUNT NOW.](#)' Below this is a 'SIGN IN HERE' section with a form for 'Email:' and 'Password:', a 'LOGIN' button, and a link for 'FORGOT YOUR PASSWORD?'.

Step 2:

Select the 'view' option under yourself as the participant within your 'ehockey' account.

PARTICIPANTS

	FIRST NAME	LAST NAME	DATE OF BIRTH	HOCKEY ID	GENDER	ASSOCIATION	ACTIONS
	TOM	SWEENEY	11/28/1984	79000024795	M	OFFICIALS BR. 7 (JUNIORS)	View

[Add a Participant](#)

Step 3:

Select the 'Game Incidents' Tab located at the top of your participant profile.

The screenshot shows a 'PARTICIPANT PROFILE' for Tom Sweeney. It includes his name, date of birth (28/11/1984), gender (MALE), and language (ENGLISH). His Hockey ID is 79000024795. He is a participant of Hockey Canada / Ottawa District Hockey Association / Ottawa District Minor Hockey Association / District 15 (Officials) / Officials BR. 7 (Juniors). At the top of the profile are three tabs: 'SIGNUP FOR A CLINIC', 'GAME INCIDENTS', and 'UPDATE PHOTO'. The 'GAME INCIDENTS' tab is circled in red. Below the tabs is a 'QUALIFICATIONS' table.

Season	Qualification	Card Number	Expiration Date
2012-2013	*HCSP Level 2 (Certified(HCSP-2))		31/08/2015
2012-2013	*Official - Level 6 (Clinic(OFF-6C))	10344	N/A
2011-2012	*Official - Level 6 (Clinic(OFF-6C))	10344	N/A

Step 4:

Click on the blue link for 'Create New Report'.

GAME INCIDENT REPORTING SYSTEM											
ID	Date	Time	Location	Game Level	League	Season	Home Team	Visitors Team	Status	Modified Date	Actions
2	15/11/2012	19:30:00	Sensplex	Carded Junior C	NCJHL	2012	Cumberland	Embrun	Completed	16/11/2012 07:52:28 AM	Open
3	15/11/2012	19:30:00	Sensplex	Carded Junior B	EOJHL	2012	Stittsville	Ottawa West	Completed	16/11/2012 08:30:59 AM	Open
4	14/11/2012	14:00:00	Sensplex	Carded Junior A	CCHL	2012	Ottawa	Pembroke	Completed	16/11/2012 08:03:40 AM	Open

Step 5:

Complete 'Game Information' Section. The following options are to be used for minor hockey body.

1. Class – Major or Minor for House League / Competitive for AAA-AA-A-B Hockey / Female for OWA Games
2. Division – Select the appropriate division based on your age group (IE Novice, Atom, PeeWee, etc)
3. Category – Select the appropriate category based on the group in each game (IE Major A, HB, Minor AAA)

GAME INFORMATION

Date: Time:

Location:

Class: Division: Category:

League:

Step 6:

Complete Team Information Section. **It is important to note here that the 'Office' you choose needs to be that of the league the teams play in. This is what sends the report to the appropriate people.**

**** Please note that for Competitive B, A or AA, the office you should selected is the teams District – there is no A/AA League to select. For AAA Hockey select ODMHA AAA.**

TEAM INFORMATION

	TEAM NAME	COACH	MANAGER	OFFICE
Visitors Team	<input type="text" value="Kanata Blazers"/>	<input type="text" value="Steve Sleigh"/>	<input type="text" value="Steve Sleigh"/>	<input type="text" value="DISTRICT 11 - KANATA"/>
Home Team	<input type="text" value="Brockville Braves"/>	<input type="text" value="Paul Boese"/>	<input type="text" value="Paul Boese"/>	<input type="text" value="DISTRICT 1 - UPPER ST. LAWRENCE"/>

OFFICIALS INFORMATION

	NAME	LEVEL	OFFICE
Referee	<input type="text" value="TOM SWEENEY"/>	<input type="text"/>	<input type="text"/>

A completed sample would look like the following:

TEAM INFORMATION				
	TEAM NAME	COACH	MANAGER	OFFICE
Visitors Team	Kanata Blazers	Steve Sleigh	Steve Sleigh	DISTRICT 11 - KANATA
Home Team	Brockville Braves	Paul Boese	Paul Boese	DISTRICT 1 - UPPER ST. LAWRENCE

Step 7:


Complete the 'Officials Information' Section to the best of your ability. Please note that Level, Telephone and Email are not mandatory options so if you do not know this information for the other officials simply putting their name and office will be sufficient. The more detail you can provide the better.

OFFICIALS INFORMATION					
	NAME	LEVEL	OFFICE	TELEPHONE	EMAIL
Referee	TOM SWEENEY	Level 6	DISTRICT 11 - KANATA	(613) 355-7306	tom.sweeney@rogers.com
Referee					
Linesman	Josh Foster	Level 5	DISTRICT 5 - UPPER OTTAWA VALLEY	(613) 292-4493	fosterj16@hotmail.com
Linesman	David Lauer	Level 5	DISTRICT 10 - NEPEAN	(613) 858-3286	david.lauer@rogers.com

Step 8:

Complete the 'Incident Information' Section. For the penalty section there are many options to choose from. Please select the rule reference from the drop down menu which coincides with the penalty you have called. IE if you are submitting a report for Fighting the penalty code should show as 6.7 – HC 6.7 Fighting. You can also use the blue '+' logo to add additional player information for incidents involving more than one player.

PLAYER INFORMATION			PENALTY INFORMATION		
HOME/VISITORS	JERSEY	PLAYER NAME	PERIOD	TIME	PENALTY
1 Home	58	Jon Powell	Second	9:41	6.7 - HC 6.7 Fighting (Rule 59)



Officials should use the 'NOTE' section of the incident information to include the code from the game sheet to correspond to the penalty that was called. (EX: GM30, MP60, etc).

INCIDENT INFORMATION

PLAYER INFORMATION			PENALTY INFORMATION			NOTE	OTHER
HOME/VISITORS	JERSEY	PLAYER NAME	PERIOD	TIME	PENALTY		INJURY
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	GM30	<input type="text"/>



Drop down options appear as follows:

TIME	PENALTY
9:41	6.7 - HC 6.7 Fighting (Rule 59)
	8 - GM51 - CFB(MAJOR+GAME)
	8 - Rule 59
	8.1 - HC 8.1 Butt-Ending
	8.2 - HC 8.2 Cross Checking (Rule 54)
	8.3 - HC 8.3 High Sticks (Rule 62)
	8.4 - HC 8.4 Slashing (Rule 79)
	8.5 - HC 8.5 Spearing
ie incident(s).	80 - GM69 - GOALIE REPOSING INCIDENT
h followed th	81 - GM39 - HAIRPULL/FACEMASK MAJOR+G
person not at	82 - GM81 - LEAVING BENCH WO CLEARANCE
	83 - GM63 - DISCRIMINATORY SLURS

Step 9:

Complete the 'Report' section with all the details of your report. Once completed you can choose to save your report as completed or as in progress. If you save your report as 'in progress' you can return to the report and edit it later and the 'send email' check box does not get checked. If you save your report as completed, the 'send email' box gets checked. Hit save and you are done. The system will automatically send you and the appropriate league representatives a PDF copy of your report. After you build up reports, they will all show on the screen you saw for Step 3, which you can view at any time.

REPORT

Include ALL RELEVANT INFORMATION regarding the above referenced game incident(s). This report must include:

- All events that may have led up to the incident(s), and all events which followed the incident(s).
- A detailed, clear and concise explanation of the incident(s) so that a person not at the game would understand.

This is where you write the stuff that happened

Status:

Send Email

SAVE

SEND EMAIL ONLY

BACK