Submitting a Game Incident Report

Accessing the Game Incident Reporting Feature

As an official, sign in to eHockey with your current account (use the "forgot password" option if you do not know your password) and click on **View** in the Actions column for your participant profile. This will open your participant profile. If you are or were ever an Official (in other words, your participant profile has an Official Record in HCR), you will see a **Game Incidents** button appear under the profile header. Click that and it will bring you to a page that lists your submitted reports and gives you an option to create a new report.

Creating a new Report

Click "**Add**" on the main Game Incident Reporting page. If you have officiated in many seasons, a dialog will appear for you to choose the official designation under which you are reporting the incident(s).

Create New Game Incident Report as...   ✕

Please select the acting official designation under which you are reporting the incident. You must select one under the proper game season.

	Office	Type	Level
Season 2013			
○	SMALLVILLE MHA	Referee	Level 1
Season 2012			
○	ISIS MHA	Referee	Level 1
Season 2011			
○	SMALLVILLE MHA	Referee	Level 1
○	SMALLVILLE MHA	Referee	Level 1
○	SMALLVILLE MHA	Referee	Level 1
○	SMALLVILLE MHA	Referee	Level 2
Season 2010			
○	SMALLVILLE MHA	Referee	Level 1

[Ok] [Cancel]

Your selection here determines the game's season. For example, if you select your official designation for the 2013 season, it means that you are reporting a Game Incident for a game that has taken place in the 2013 season.

Once you click Ok, the main report page appears for you to fill out.

Filling in the Report

Game Information

The first section is the information on the Game, such as the game's date and time, location, division, league, etc. The season is automatically filled in based on the official designation under which you are reporting.

Game Incident Report

Game Information

Season	**2017-2018**	Date & Time	15/08/2017 01:00 PM	Game #	12345

Location: Smallville Arena

Class: Major · Division: Midget · Category: AA

League: Midget AA League

Team Information

For the Visitors and Home teams (shown below), type in the team name, coach, manager, and select the team's Office. The Offices you select here will determine whom will receive the report once you submit it. Only the office(s) of the team(s) for which you reported an incident will receive the report. For example, if you have only reported an incident for the Home team, only the recipients for the Home team office will receive the report.

Outside of…

If the team is not part of any office in the list (such as teams from other member branches), select "**Outside of…**", as shown in the example below. There are specific recipients that will receive the report if you report an incident for such a team.

Teams

	Home Team	Visitors Team
Team Name	Smallville Meteorites	Metropolis Kryptonites
Coach	Jonathan Kent	Martha Kent
Manager	John Smith	Lana Lang
Office	◯ Outside of HOCKEY CANADA TRAINING BRANCH ◉ Within HOCKEY CANADA TRAINING BRANCH SMALLVILLE MHA	◉ Outside of HOCKEY CANADA TRAINING BRANCH ◯ Within HOCKEY CANADA TRAINING BRANCH Please select...

Officials Information

The Officials section allows you to enter the Officials involved in the game. You can add 2 referees and 2 linesman. The first Referee is always required. The others are optional. The first Referee line will automatically fill in with the name of the participant you selected as the official reporting the game

incident(s) and the email address is your eHockey email address. You will need to fill in the Telephone number.

For privacy reasons, no personal information on participants is revealed anywhere in eHockey.

Incident Information

Adding an Incident

Click on the Add button to add a new player incident for a particular team. A dialog will appear.

In the example above, Matt Hayes on the Visitors team received a penalty. Since an incident is being reported for the Visitors team, the report will be emailed to appropriate recipients for that team's Office.

You can add as many player incidents as you need to the one report. Click Ok when you are done and it will appear in the list. Once you are done adding your incidents, you will need to click the Save button at the bottom of the page to save those incidents on the report.
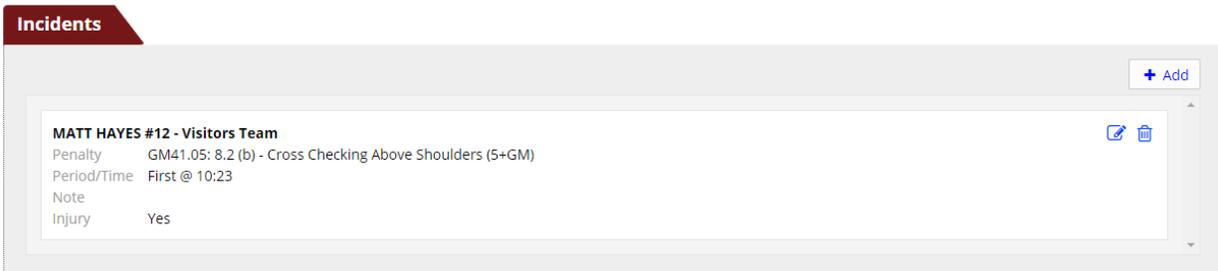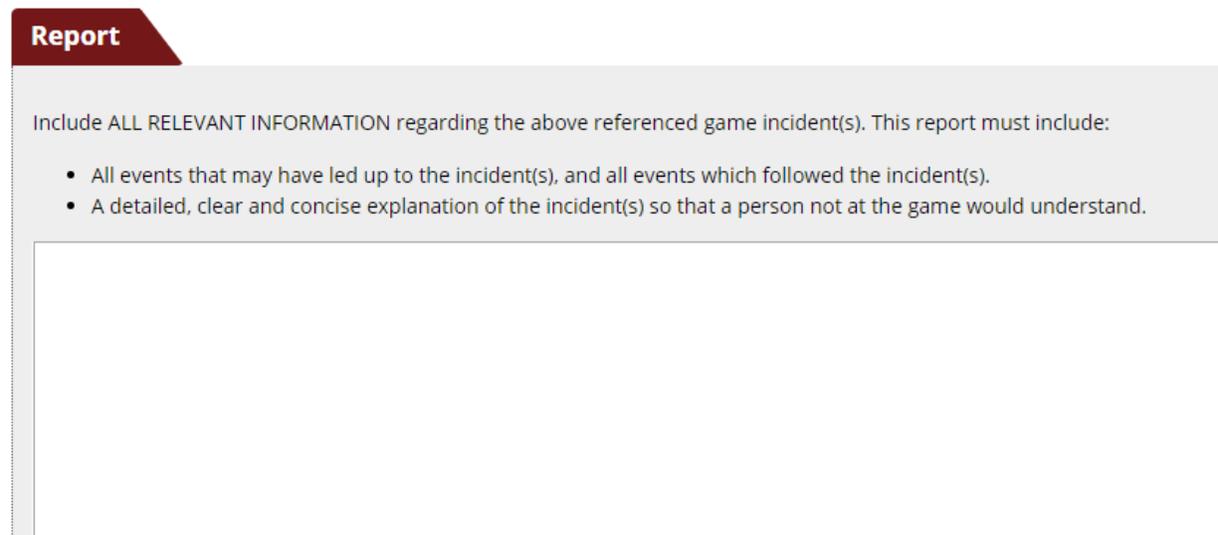

Editing an Incident

To edit an incident, click its Edit button. A dialog will appear. You can make your changes and click Ok. You need to click Save at the bottom of the page to save your changes to the report.

Deleting an Incident

To delete an incident, click the Delete (Trash) button. A confirmation box will appear. Once you have deleted the incident, you will need to click Save at the bottom of the page to save your changes to the report.

Report

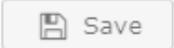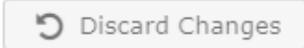The Report section allows you to type in all relevant information and details regarding the Game Incident.
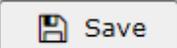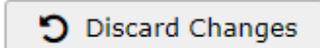
Saving and Submitting the Report

At the bottom of the page, you will find a "**Report Status**" dropdown. Leave the status as "**In Progress**" when you are not finished filling out the report.

You can save your Game Incident Report at any time as long as you have supplied all required fields. Incidents are not required in the "**Incidents**" section to be able to save your report as long as the "**Report Status**" is not "**Completed**". Incidents are required to be able to set the status to "**Completed**".

Click the "**Save**" button at the bottom of the page to do so. The Save button will only be enabled if you have unsaved changes:
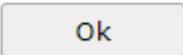

Change the "**Report Status**" to "**Completed**" when you are finished filling everything out. However, you cannot save the report as "**Completed**" if you have not recorded any incidents in the "**Incidents**" section. If you attempt to do so, you will see the following:

The "**Discard Changes**" button allows you to undo all changes since your last save.

Submitting the report

The "Submit Report" button will send the report by email in PDF format to the proper recipients. You will also receive a copy to your eHockey account email address. The button will be disabled and you will not be able to submit a report if you have unsaved changes or if you have not recorded any incidents in the "Incidents" section.

Even with the report status set to "In Progress", you will be able to submit it. This status appears on the PDF report and recipients will know that it is incomplete and you are not done filling it out.