



Steps required to run a tournament electronically

1. All teams in your tournament must give you their HCR Team ID number when applying for your tournament
2. If you have teams that are from outside our HCR system (ex from the USA) we need to know right away in order to be able to set them up in HiSports***
3. All schedules must be made in the same format. Please access **Tournament Format Sample.** It is listed on the VIAHA website.
4. All of your Association Tournament people that will be dealing with the teams must be knowledgeable with how to do game sheets electronically
5. You should assign 1 person on your tournament committee to be the check in for teams to verify rosters prior to game time. Please note they will be able to verify their roster for all games in the round robin portion of the tournament at one time. As players/coaches are suspended/injured etc rosters can be tweaked prior to each game
6. For all teams that are not currently registered for electronic game sheets, you will be required to have a current email address to forward all game sheets to.
7. **All game sheets that need to be forwarded must be done at the end of each day at the latest**
8. I would recommend that the tournament coordinator or his/her designate will be given access to load in all games which will automatically give them access to all finished game sheets.
9. As soon as you know the teams playing in crossover games you must contact the person who will be adding the game into hisports so you will be able to play it electronically
10. Make sure that you have blank paper game sheets/cheat sheet available in the event you need to switch over to them.

*** - Teams from the USA must have gone through the normal approval process in order for them to be allowed to play in Canada. The roster must include:

1. Team name
2. Team ID
3. Player/coach name
4. Player/coach zip code
5. Player jersey number

If any of that info is missing we can't build a team in hisports and therefore will not be eligible to play.