



## ***STARTING A GAME.***

With this document we'll explain step by step how to start and finish a game.

- 1) Connect power supply and internet cable and start the laptop. Login laptop > password = goal.
- 2) Go to the kbijf.be ( [www.RBIHF.be](http://www.RBIHF.be) )
  - a) click on *My RBIHF.be* and log in with your username and password
  - b) Open the E-Score , select the specific game that will be played now
    - a. Select here the Game Number f.e. *308/U16* > *308 is the game nr*
    - b. Select the start-up code f.e. *PMPABBPO*
- 3) Open E-Sheet
  - a) File > open (ctrl – o)
  - b) Fill in the Game Number (f.e. 308) + enter the start-up code (f.e. PMPABBPO)
  - c) Click create. The game will be loaded up now and will be synchronised with the RBIHF. Check on the bottom right corner of the page if you see “synchronised”.
  - d) Check the players list on your screen
    - a. compare them with the printed documents you must receive from the Team Managers of both teams.
    - b. check if there's a Captain and Assistant(s) indicated ( if not, adapt player's status to C and/or A )
  - e) Click on Game > officials
    - a. Fill in the official scorer (license number, beware this license number can't be someone who's already mentioned on the E-sheet of the team f.e. the team manager)
  - f) Click on Referees
    - a. Fill in at least 1 referee (license number) and eventually a second referee when both will be present.
    - b. In case of 3 referees, select 1 referee and 2 Lines men.  
(Beware also here no license number that's already in use on the E-sheet)
  - g) Click on Signature
    - a) The coach of the visiting team must sign first  
(click on the name and click on the button below)  
Have him/her sign with their electronic signature = pin code
    - b) Repeat the same for the coach of the home team
  - h) Click on Game and then on start
  - i) Select for both teams the goalie that starts ( shirt-number )

**Let the game begin !!!**



## ***FINISHING A GAME.***

- 1) First the official scorer needs to sign
  - a. Select the name of the official scorer, click on the button beneath and fill in the pin code.
  - b. Ask the referee or referees (no lines man) to check and validate the E-sheet and have him/her sign it (you can go with the laptop into the referee room for this. This can be done off-line, afterwards you simply need to go back on-line for synchronization and its done).
- 2) Click on Game > End
  - a. Select the type of game ending
    - i. Normal
    - ii. Overtime
    - iii. Penalty shots
    - iv. Unfinished
- 3) Fill in the amount of spectators (approximately, you don't have to count them!)
- 4) File Game > Close
- 5) Shut down the laptop. Finished !!!

### **!!! HINT**

*If a Coach or official scorer doesn't remember his/her pin code, you can always go back to the E-score where you initially found the game number and start-up code. There, you'll find a help function with override codes.*

*However don't use these override codes for the referees!!! ( unless they agree )*