



GCHA Altius Gameday Guide

1. Ensure Altius is **logged in**. Advise GCHA Tech Rep if not.
2. Find and **select the game** you are about to play, either through Competition listings or from the scroll bar up the top of the page.
3. Once game is selected then you need to select **old manage** and set the game to **warmup**.
4. Select you team's **edit** button to enter your team, in this area you must select your starting line up and all other players in the game. (HINT, if you need to edit player shirt numbers then this is the spot to do it. It streamlines the process). If a player is not there to be selected, then please see **details below**, for the adding of a player first time.
5. Any players that are not selected as STARTER or BENCH need to have a NOT SELECTED next to their name.
6. Once you have entered all your players then you click **SAVE**.
7. Both teams must be entered before the match.
8. Once the teams are entered you are ready to start the game.
9. Click the **IN-PROGRESS** button.
10. When the match starts click the **START** button on the screen, once you get to half time then you click **NEXT HALF TIME** and **START SECOND HALF** when the game is ready to recommence.
11. To bring a player onto the field then you click their number in the small boxes on each team's lists
12. To award a goal ensure the **GOALS** is selected and Click the **GREEN PLUS BUTTON**, then select the **TEAM**, the **PLAYER** and the **TYPE OF GOAL** and click **SAVE**.
13. To award a card ensure the **CARDS** is selected, and click the **GREEN PLUS BUTTON**, then select the **TEAM**, the **PLAYER** and the **TYPE OF CARD** and click **SAVE**.
14. Once the game is finished then select **COMPLETED**. At this point it is the responsibility of both team managers to ensure the players playing, goals for and against are correct and all cards have been entered correctly.
15. **CLICK OFFICIAL**

Entering a new player for the first time:

1. When you are entering a new player for the first time you need to be in **LINEUPS** and have clicked on your **EDIT** team. (HINT if you have started editing you team hit the SAVE button first).
2. Once this is done then click the **NEW PLAYER** button and search for the player. If they come up in the search, then select them and ensure their shirt number is entered and click **CREATE PLAYER**
3. If they do not come up in your search, then you need to click the **GREEN PLUS BUTTON** .
4. On this sheet you need to enter their **SURNAME** and **FIRST NAME** CORRECTLY!!!! IF YOU DON'T THEN IT WILL SHOW UP AS A **NON-REGISTERED** PLAYER WHEN THE REPORTS ARE RUN, their **gender**, **DOB** and **Club** they are playing for. Then Click **CREATE PLAYER**.

It is the sole responsibility of each team's technical officer to check and make each game official at the same time as you are signing the paper game sheet. If there are any issues then they must be reported to Admin@goldcoasthockey.com within 48hrs of the game being played.