

GrayJay Leagues

Startup Checklist

Getting Started – Association & League Admins

1. Upon receipt of your email invite, click Create Account in the email invite, and enter your name, mobile phone number, and set your password to create your account in the GrayJay Leagues system.
2. For league admins, complete or confirm the league settings in the Setup section of the dashboard.
3. Send team admin invites to the coaches and/or team managers of all teams in your association or league.
4. [A video tutorial is available here.](#)

Getting Started – Team Admins

1. Upon receipt of your email invite, click Create Account in the email invite, and enter your name, mobile phone number, and set your password to create your account in the GrayJay Leagues system.
2. Add players to your team roster.
3. Add team staff.
4. Invite additional team admins for your team (optional).
5. [A video tutorial is available here.](#)

Getting Started – Team Admin Pre-Game Steps

1. Login to the GrayJay system using your team admin credentials.
2. Tap or click into the appropriate game on the Games page.
3. Tap **Home Sign Off** or **Away Sign Off** depending on which team you are for that given game.

4. Verify your roster by selecting or de-selecting the players who will be playing in the game.
5. Specify your starting goaltender.
6. Verify which staff will be on the bench by selecting or de-selecting each name.
7. Tap or click **Save Roster** and provide a signature to finalize your roster for the game.
8. *Note: Before the game can be started by the timekeeper, all pre-game requirements must be completed. These include:
 - **Game Details:** Completed by league administrators.
 - **Officials:** Completed by referee-in-chief or timekeeper assigner.
 - **Home Sign Off:** Completed by a team admin for the home team.
 - **Away Sign Off:** Completed by a team admin for the away team.
9. [A video tutorial is available here.](#)

Getting Started - Timekeepers

1. Upon receipt of your email invite, click Create Account in the email invite, and enter your name, mobile phone number, and set your password to create your account in the GrayJay Leagues system.
 2. If your association or league are using a common timekeeper account, there will not be an email invite and therefore you can simply login using the credentials that were provided to you.
 3. Tap or click into the game for which you are assigned as timekeeper.
 4. If all pre-game steps have been completed (see above), you click tap or click **Game Scoring** to start scoring the game in the system.
 5. [A video tutorial is available here.](#)
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FAQ

- **How do I login to the GrayJay Leagues System?**
 - You can login to the system by going to grayjayleagues.com in any web browser.
- **Will we be required to purchase iPads for each rink?**
 - *NO!! The system is designed to work on any smartphone, tablet, or laptop. In fact, a smartphone is the preferred method for game scoring as it eliminates the need to purchase iPads. Most people already have everything they need to score a game in the GrayJay system: a smartphone in their pocket!*
- **What if WiFi is not working in the arena?**
 - *WiFi is not even required if the timekeeper is using a smartphone and there is a decent cellular signal in the arena. The system has been designed to minimize data requirements, and therefore data usage to score an entire game in the system is negligible.*
 - *If using a smartphone without cellular data, or an iPad or laptop, then WiFi will be required.*
 - *If cellular data or WiFi are not available, then a paper gamesheet will have to be used until the GrayJay app is ready, which will allow offline scoring (no real-time scoring will be published while offline).*