

# How to enter a suspension

Collect the game details (date and game number) and the Infraction code from the game sheet

Go to the Essa Minor Hockey website - [www.essaminorhockey.com](http://www.essaminorhockey.com)

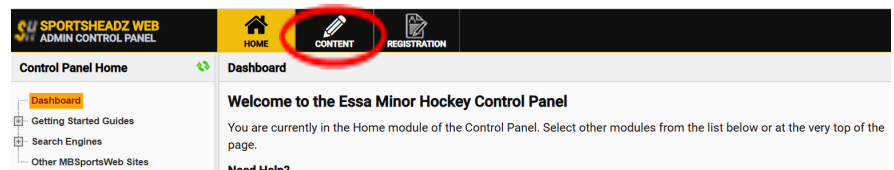
Login to the website in the top right corner



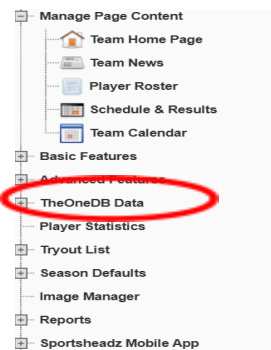
Click on the **down arrow** beside your name (that appeared in place of the word login)

Select **Control panel**

Click on **content**



In the panel on left, select the **OneDB data** then **suspensions**



Press the blue **Create New** button

Fill in all of the boxes

Click on the blue **Create suspension** button when finished.