You are set up as a League Scheduler, Your configuration is geared to Leagues with one scheduler.

To set up follow these 5 steps to:

1) Add rinks

2) Add teams

3) Add ice slots

4) Schedule games

5) Add standings results and schedule to your website

When done with the schedule, consider inviting managers, parents and players, and adding displays to your web site for standings, results and upcoming schedule.

Before getting started:

1) Please note that next to the YH, it should say Organization. You can use the arrow next to Organization to switch between Organization, Team and League. The League tab is where you can create your standings and result display, the Organization tab is where you can view all teams at once, and the team tab is where you can view the schedule, one team at a time, be mindful of which tab you are on.

2) You can change a team name, level, division, or a rink name at any time during the process, and it will change through out the schedule, just edit or rename.

3) Do not delete the unassigned team, it will come in handy.

Step 1: Set up rinks

Under the Organizations tab select settings

        1) on right side under settings, choose rinks. Create or select from the list of existing rinks, make sure you "Add and Confirm" and they appear in the list "Your Saved Rinks". Rinks you schedule home ice or practices at, should appear on the right under your *rinks. note: Do not add away rinks.*

Step 2: Set up teams.

All teams that play each other should have the same division and level, and a unique misc id.

a) Under the Organizations tab select, settings, select Divisions (from menu on right), add a division, choose from the list "search existing divisions", confirm selected divisions. ex: Bantam.

note: new divisions and levels can be added by request, but the name override feature will minimize the need for new divisions. We are trying to standardize the divisions and levels used in YouthHockey.com, to enhance our find a game feature.

b) Under Organization, settings, choose levels, and add levels, same way. ex: House, A, B.

c) Under Organization, settings, teams, choose add a team. Set up multiple teams in the same division and level to create your teams. ie Bantam 1 house, Bantam 2 house, Bantam 3 house,...

Reminder: All *teams that play each other should be set up with the same division and level. You will need to use the misc id, or name override to differentiate between teams.*

****   Display name, **Name override,** allows you to display what ever name you want on the calendar. The idea here is that you have 6 Squirt B teams in one division, To differentiate between the teams you give each a name. The team can be called "Rangers", and be in the Squirt B division. You can change the name anytime even after the schedule is complete. from the organization, settings team tab, click edit and add a name override.*

Advanced

1) Change Levels

YouthHockey.com allows you to rename your teams or change divisions at any time. This is great for teams that are placed after a Jamboree. Under Organization/Settings click edit and you can change the level. This will change the level throughout the schedule.

3. Add ice slots/practices/events

You can add ice slots from the organization or team tab. Go to "Schedule"

Use green button, "add event", *new just click on the date

repeating event is used for recurring slots or use the single event to add events one at a time. To add a single event click the date, this will pre-set the date in the single event so you don't have to set it.

a) Pre-assign, example: Bantam A's practice every Tuesday at 8:00 and have a home slot every Saturday at 4:00.

b) Unassigned slots - Under the "Organization tab" go to schedule. Use the green plus key to add slots one at a time or multiple. **Select unassigned as team** (make sure unassigned is the selected team). You can add all your ice slots and then change them to a game or practice from here. Note: You can bulk edit unassigned slots in the list view, and You can add ice cuts to this schedule using the misc event.

Style one: Each team gets a pre-assigned practice, under "add event" use the multi practice to assign a specific time to a specific team each week. May do the same with game slots using "add event" "multi home ice"

Style two: I have 3 slots each Sunday night I plan to use for games, and 3 slots each Wednesday night, I plan to use for practice. Add all slots as "unassigned" using the "add event" "multi home ice". Set up match ups (if you need round robins run, just ask). If the schedule is simple proceed. Click on a "yellow unassigned spot" "convert to a game". for home team "select one of your teams" check box choose two teams from your org or league" and choose second team. Proceed to next slot and do the same until your schedule is complete. To schedule practice use the bulk edit tools available to you. Click list (between "cal" and "add event") Choose the date range you want, assuming each team gets one practice a week, check one box a week, select "select edit team or event type" change event type to "practice" select team for team 1. (you could make it a shared ice too).

Note: You have two summaries, the one under the organization tab, gives you a count, but the one under the team tab, provides a detailed break down of each game. you can see this in the "standings and results tab" available under league tab as well, if you set that up in advance.

additional option: Add a game directly to a date with out an ice slot, click on any day, select game, add details be careful, if you manually enter the team name it may not show up in the standings, use choose 2 teams in my organization.

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4) Invite team managers - under Organization tab select managers. Enter managers name and email (use to create manager display) invite managers to their specific teams. Managers will not have an organization tab, only a team tab. Request documentation for team.

      a) Under Organization Settings, the manager permission tabs, lets you choose what the managers can and cannot do. If you have done the schedule, you can limit managers from scheduling on ice events. Allow them to add "misc events" such as team party, add scores, and invite parents and players.

      b) To invite managers, from the Org. setting tab, click managers, add their name and email and send an invite.

Team managers, master schedulers, and league schedulers can invite players and parents to a non scheduling calendar. Parents and players will want the team schedule widget, which will provide a display for their cell phone or laptop with a dynamically updating schedule (always reflects the most recent changes). Parents and players will not have any scheduling features. Request welcome parents and players document.

6. Integrate displays with website: Under Organization Tab, Select Tools

      a) schedule

b) roster (if players do not have an email, you can use a plug, john@youthhockey.com. do not use the parents email for a player.)

c) managers

d) **results and standings -switch to league tab to set this up**

6A) Create custom displays. From the organization schedule tab, select options: "create a widget" choose events, rinks, teams etc. you want to display. Add a name "League Games", "Rink 1 Schedule", Click Create. Under options tab select "view widgets" , view widget, if you like this display, choose "grab embed code". Ask your webmaster or webpage provider, "How do I add HTML Code" Add the "embed code" to your existing site to add display.

7. Team manager or League admin can enter scores. These scores will automatically be saved and reflected in the "Results and Standings Display"

To do so click the pencil next to any game that is <u>already been played</u> and enter the scores. (note you will not be able to enter a score for a game in the future).

8. Add parents and players, (see docs), allows parents to see calendar, add to their google calendar, Outlook, or cell phones. Allows for you to email them alerts "rink close due to weather", and automatically sends schedule for the week ahead.

8. Optional assign referees. click edit on a scheduled game add the names of the refs, an indicator will be displayed in the list view.

8. optional free website, see Organization, Settings

9. Optional Credit Card processing - we offer the lowest rates

Trouble Shooting:

Problem: I entered an event and don't see it:

Solution 1: Click refresh

Solution 2: Check Options

Problem 2: I have logged in before, and I can't log in, (assumes email is verified).

Solution 1: try all small letters, or whatever case you think you use when you set up your loggin.

Solution 2: reset password using the "forgot your password link on the loggin page.

Problem 3: I am a manager and I can't ad certain events.

Solution: Check with your master scheduler or youthhockey.com to determine what your permissions are set too.

Editing Slots: Options: You can edit one slot at a time in both the "Full" or "List" view. To edit times, teams or event types for multiple events use the edit keys on top of the list view.

ex 1: Choose 10 random slots, and assign them as Bantam A/B shared ice practice

ex 2: Shift all available slots back 15 minutes on Saturday (this will not shift the time of previously scheduled games)

ex 3: Make every Tuesday at 8:00 a full ice practice for Squirt B's

You can add ice cuts to this schedule, Once you have added your slots.