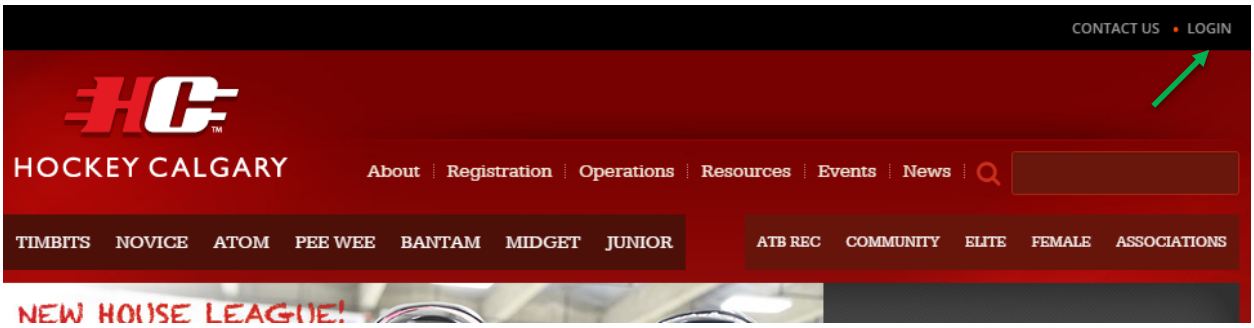
Hockey Calgary Team Manager User Accounts

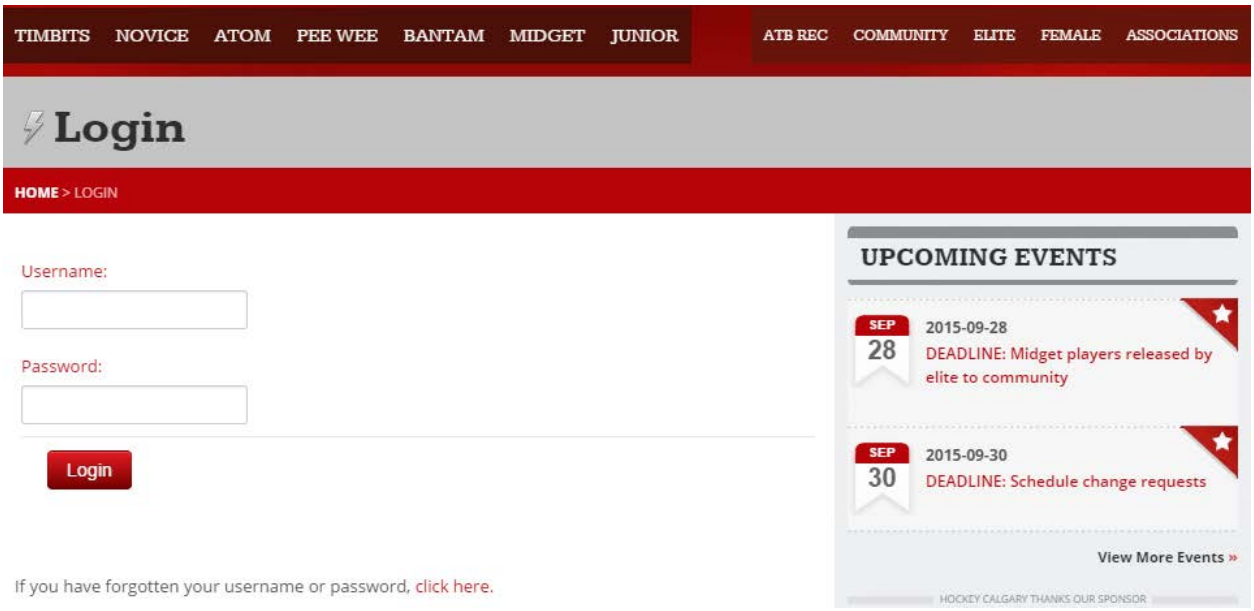
Team User Accounts

A Team Manager user account has been computer generated for you to handle a number of league responsibilities for your team.

Go to www.hockeycalgary.com and click LOGIN in the upper right hand corner:

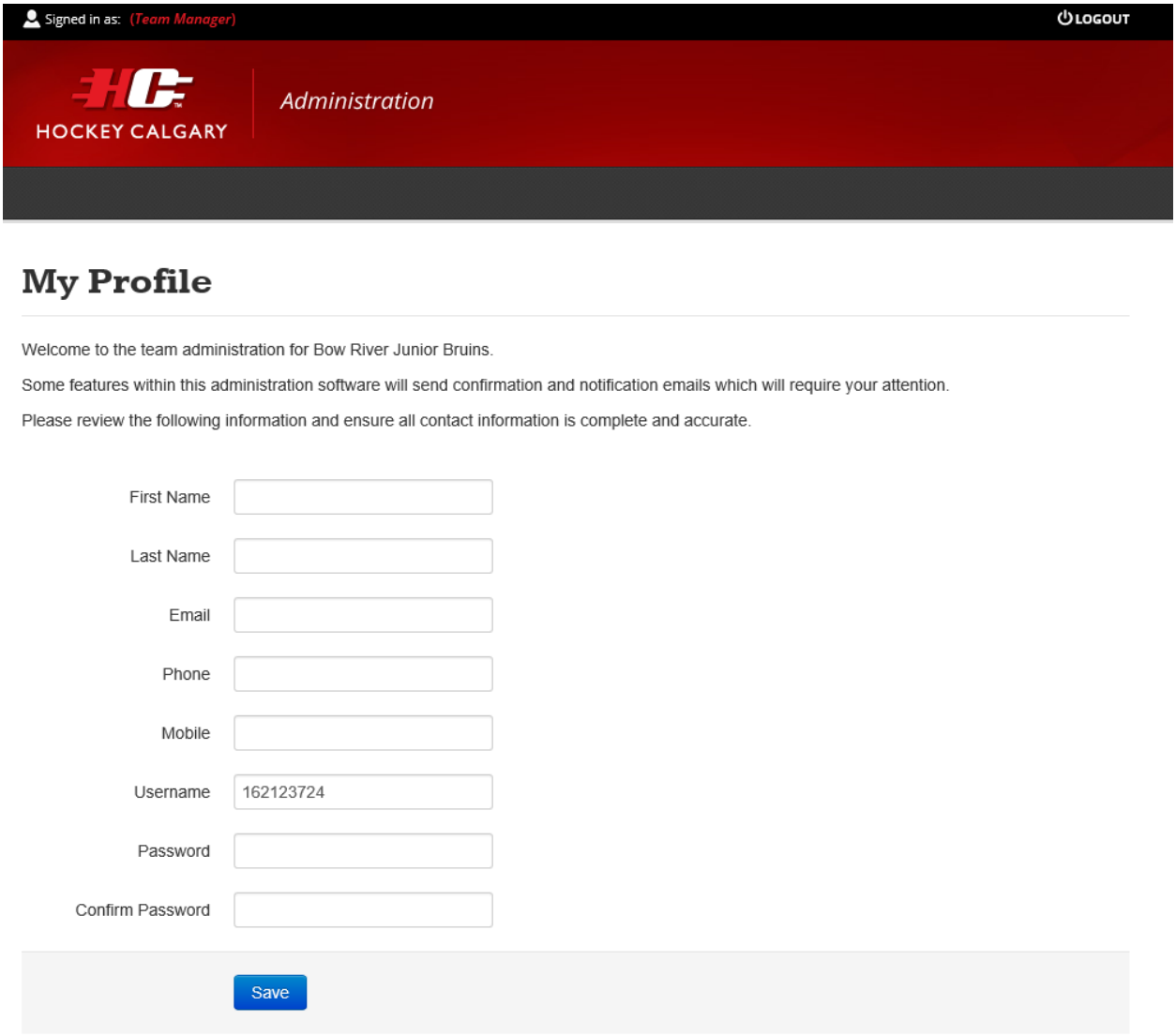


Once at the Login screen enter the Team Manager Login and password that has been provided to you by your association.



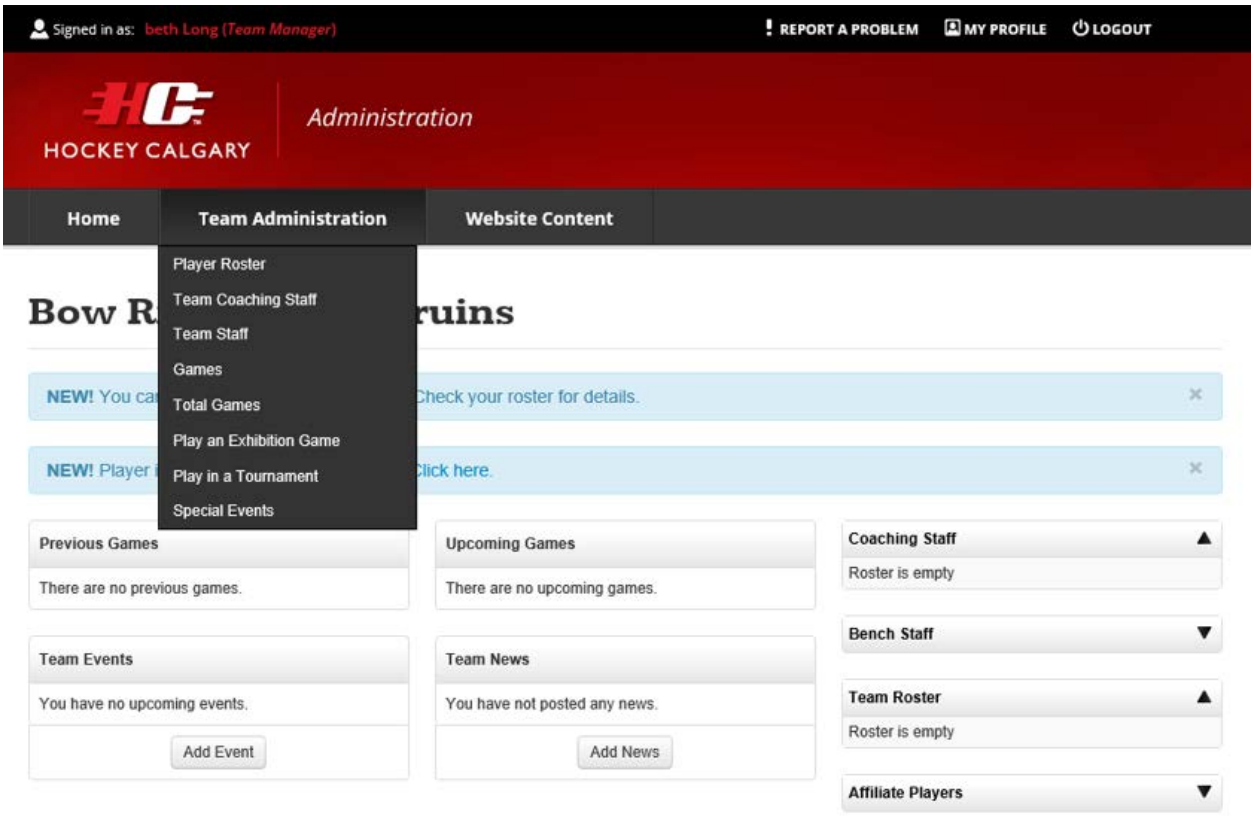
NOTE: If you forget your username or password, click here at the bottom of the login screen. Your username and password reset information will be emailed to the email address association with your user account.

The first time you log on you will have to supply some additional information and also have the opportunity to change both the username and password to something more personal:



Team Manager Dashboard

Once your profile is updated you will be taken to the home screen of the “Team Manager” dashboard.



Player Roster

This this tab will list all registered players and approved affiliate players from the Hockey Canada Registry (HCR). Additions or deletions to the player roster must be made by the Association Registrar in HCR, once made the Hockey Calgary website roster will reflect those changes within 24 hours. This list will display jersey number, name and position.

EDIT ROSTER Clicking the edit roster button will allow for changes to jersey number and position, the rest is downloaded directly from the HCR database.

Team Coaching Staff

This tab will list all registered team officials from the Hockey Canada Registry (HCR). Additions or deletions to the coaching staff must be made by the Association Registrar in HCR, once made the Hockey Calgary website roster will reflect those changes within 24 hours. This list will display name, role, HCR ID and the primary email and telephone number.

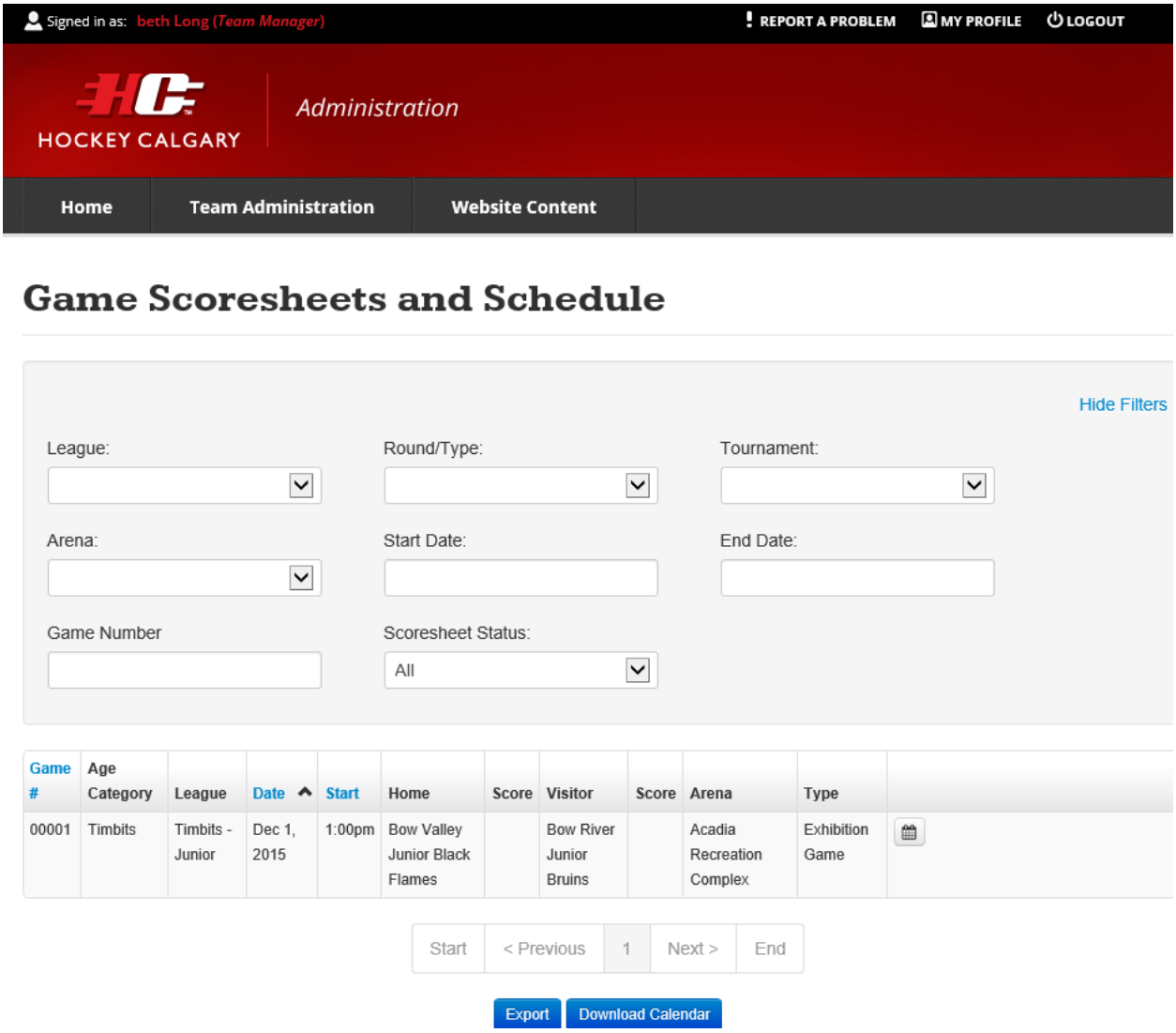
Edit Clicking the edit button will allow for changes to the position, the rest is downloaded directly from the HCR database. If the team official has an email listed, the Team Manager can Grant Access to this team official who will then receive an automatic email with their username and password.

Team Staff

This tab will list all individuals that have been issued a Hockey Calgary user account. Requests for additional user accounts must be made to Hockey Calgary by an existing user or an association representative.

Games

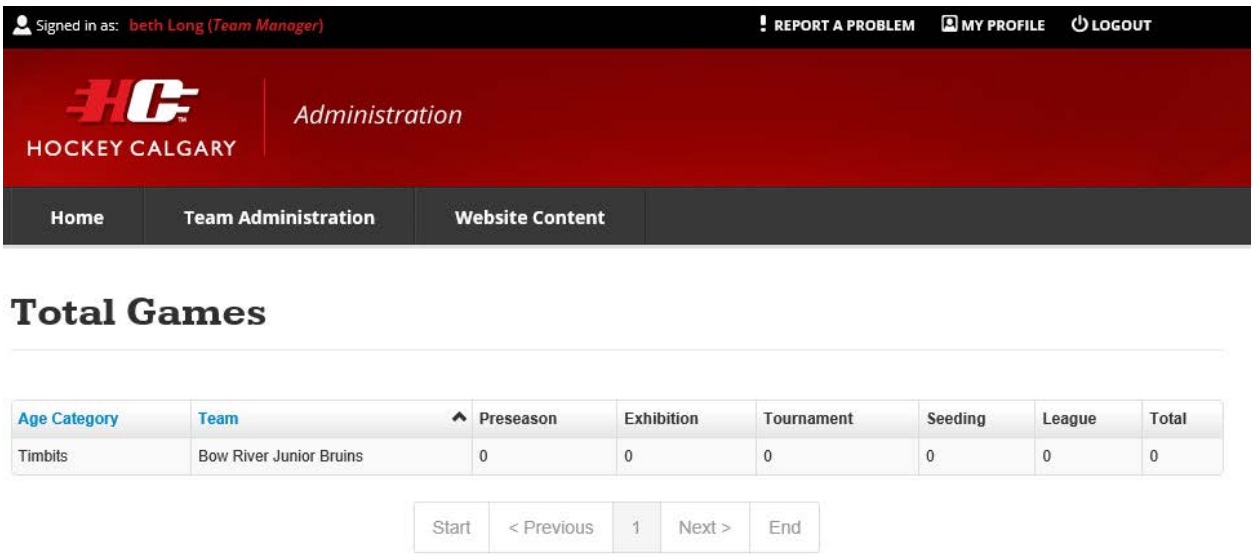
This tab will list all games for your team.



You can click the calendar icon displayed to save the game to an electronic calendar. The same feature is available from the public website as well.

Total Games

This will display the number of sanctioned games your team has played. Games that are pending or in the future will not be displayed.



This is a generic display for all age categories so it includes preseason, seeding and league which do not apply to Timbits teams. The numbers in those columns will remain at 0.

Play an Exhibition Game

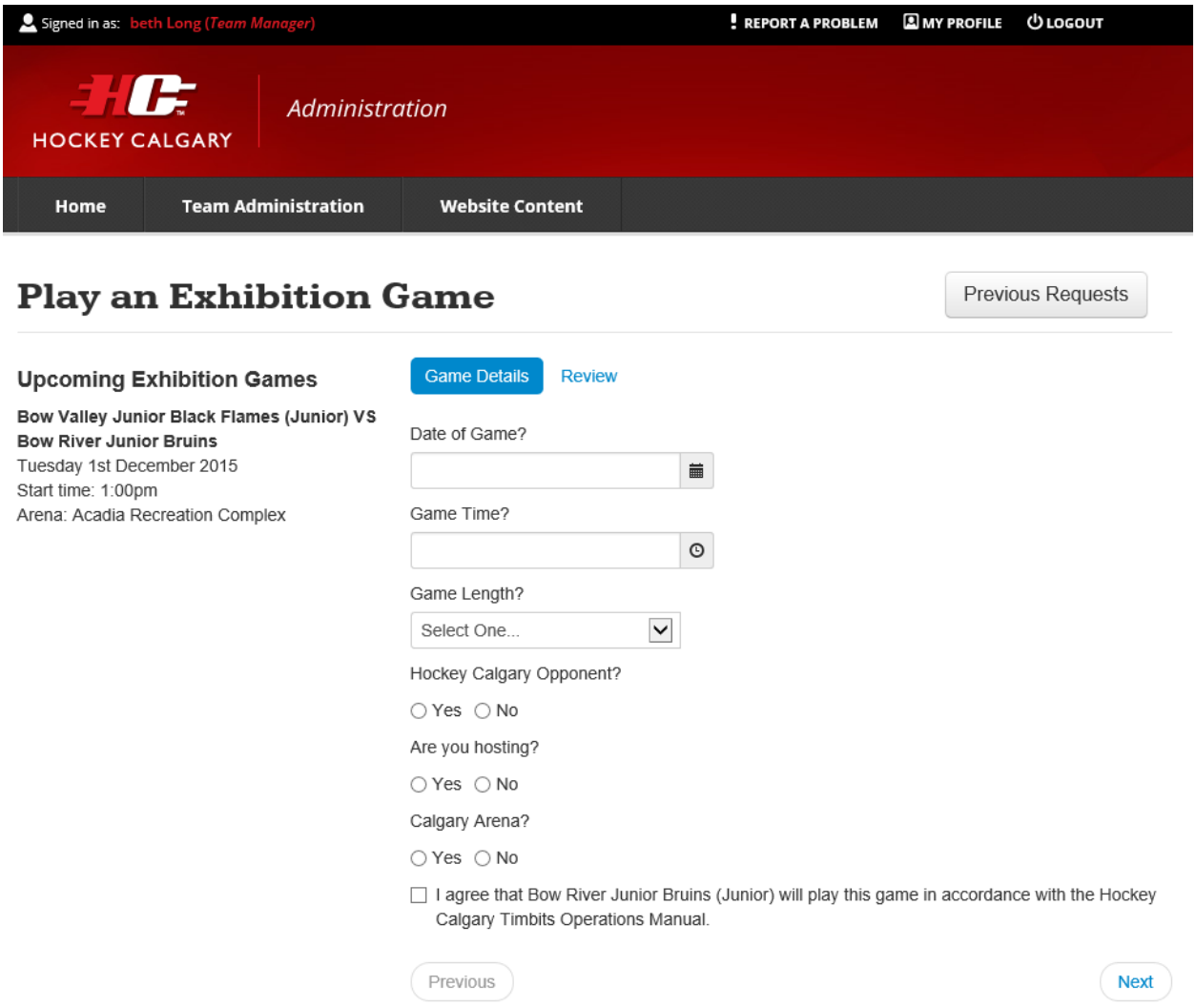
This form should only be submitted when your team is playing a formal game. A formal game is a classified as a mutual agreement between two teams using a dedicated full ice time with the sole purpose to spend more than 30% of the ice time playing a game, regardless of the format.

Informal games/scrimmages that are incorporated during a practice between teams from the same association do not require sanctioning and this form should not be submitted.

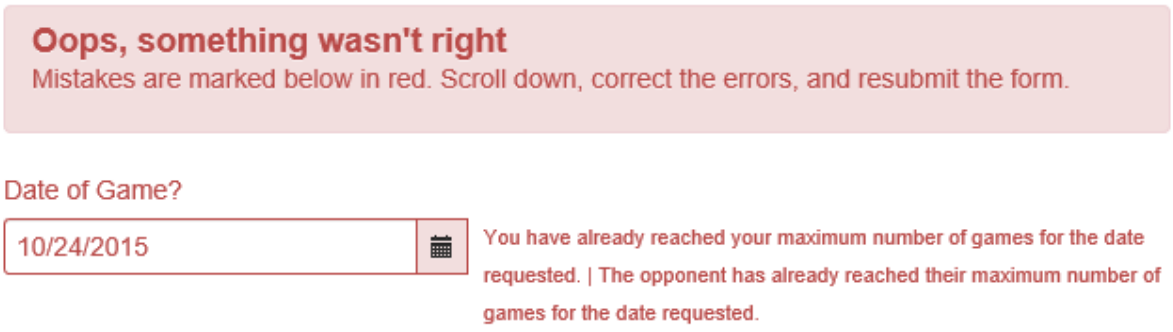
All sanctioned games must be played in accordance with the Hockey Calgary Timbits Operations Manual.

NOTE: Referees are not to be used in Junior Timbit games, coaches are to be on the ice to direct the players. Senior Timbit teams may use referees and should be arranged through the association of the host team.

Once all the information is supplied it will go to the Hockey Calgary Timbits Governor for their review. Once they have approved or denied the game, all team officials/staff association with Calgary teams involved in the game will receive an email indicating the status of the game. **If the game has been approved a Travel Permit** will automatically be issued**.**



You will notice that other exhibition games will display on the left hand side of the form.

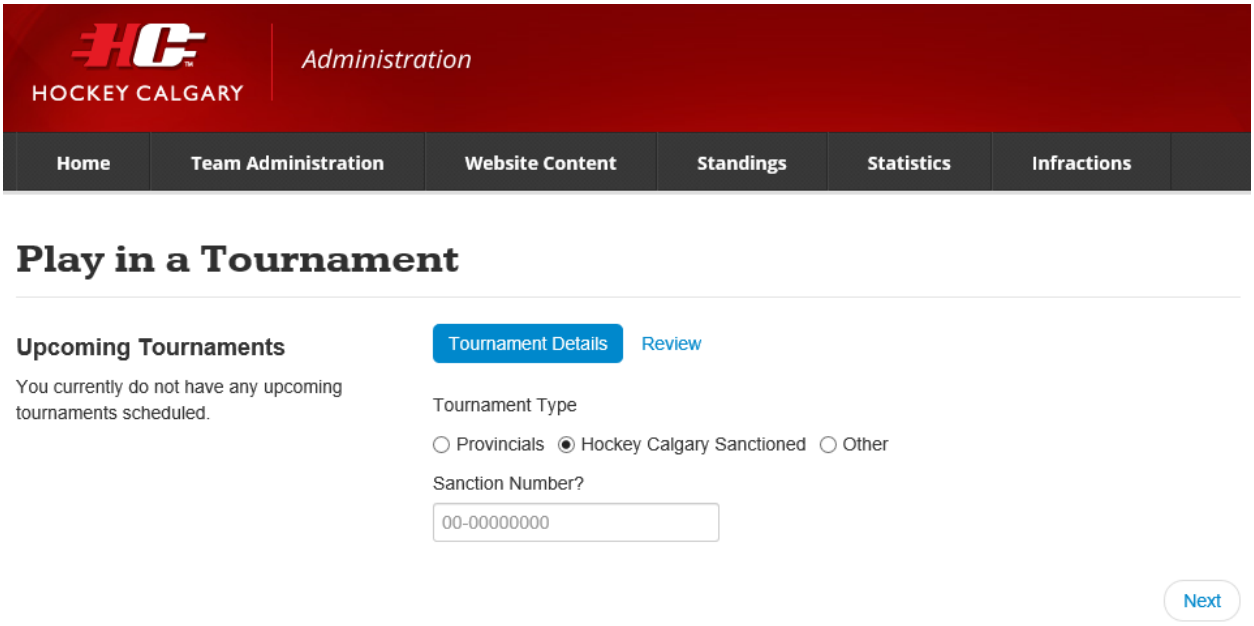


You would receive the error above if:

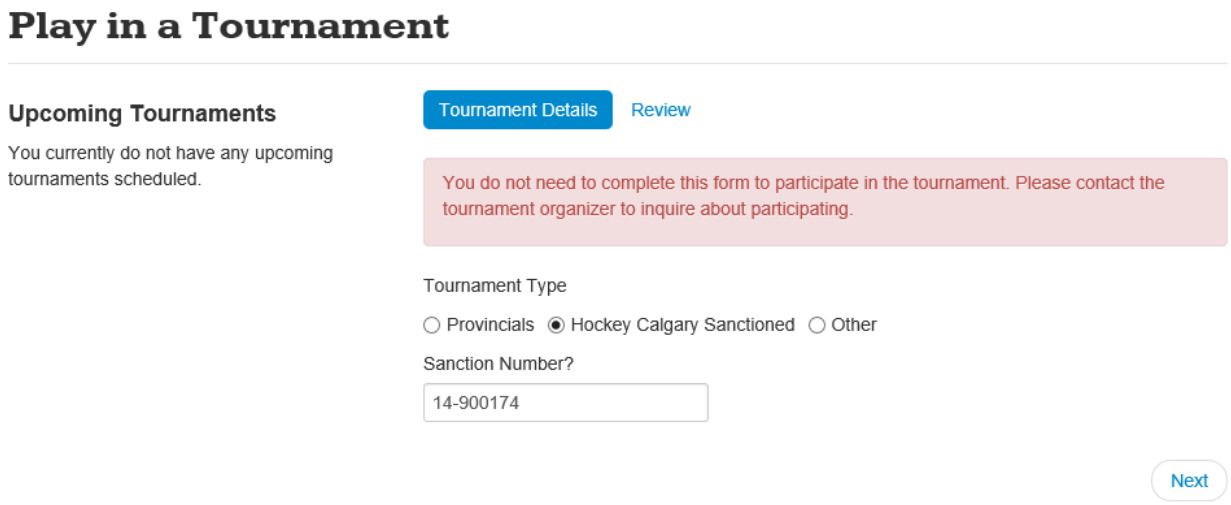
1. The date you selected is before the date your team is permitted to play formal games (November 15th for Senior Timbits, December 1st for Junior Timbits)
2. If either your team or your opponent has already reached the maximum number of games.

Play in a Tournament

This tab is used when a team wants to participate in a tournament.



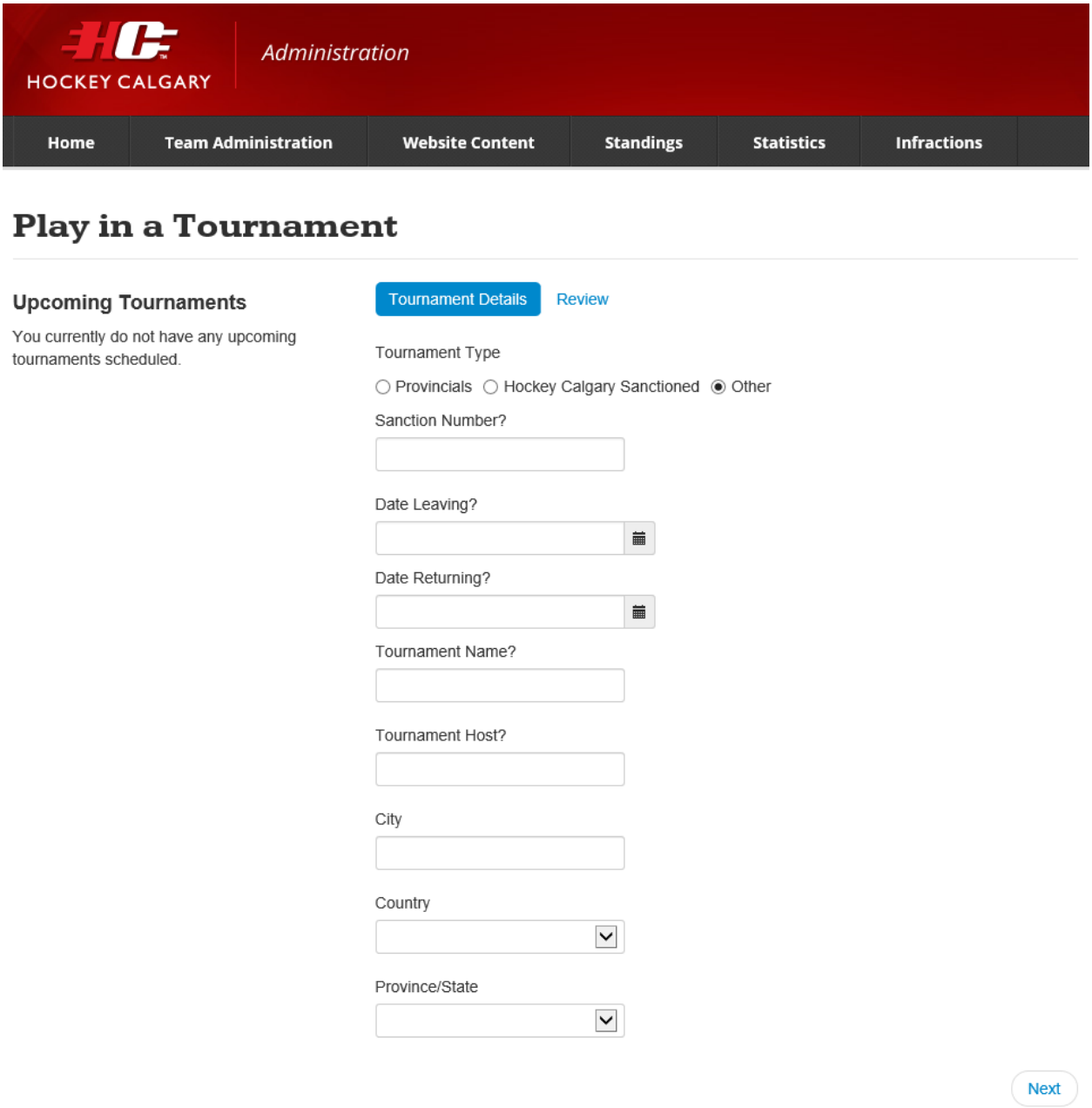
If "Hockey Calgary Sanctioned" is selected, the Hockey Calgary Tournament Sanction Number for the tournament they are attending must be entered. Once a valid Sanction Number is entered, it will advise that this form does not need to be submitted:



For all Hockey Calgary sanctioned tournaments the Tournament Organizer is responsible for adding the games. Once they have added the games to their tournament they will appear in the **Upcoming Tournaments** displayed to the right of the form.

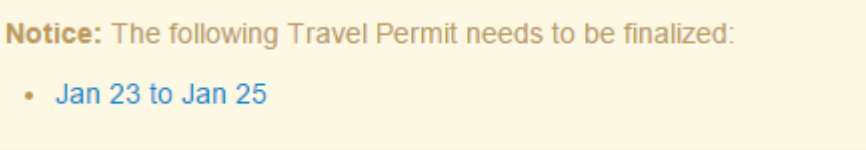
If the "Hockey Calgary Sanctioned" tournament is being held outside Calgary, a Travel Permit will automatically be issued**.**

If “Other” is selected the Team Manager will have to enter information about the tournament:

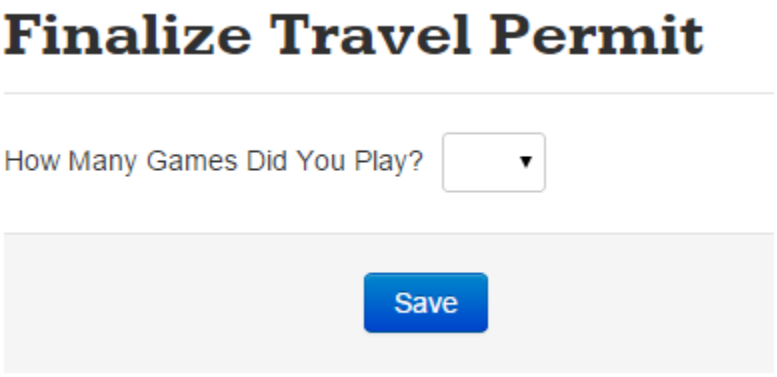


Once all information has been entered and the form submitted you will receive a Travel Permit by email. Al travel permits issued to your team will also display on your home dashboard:

When you have returned from your tournament, you will be required to finalize your travel permit. Your home dashbaord will display the following:

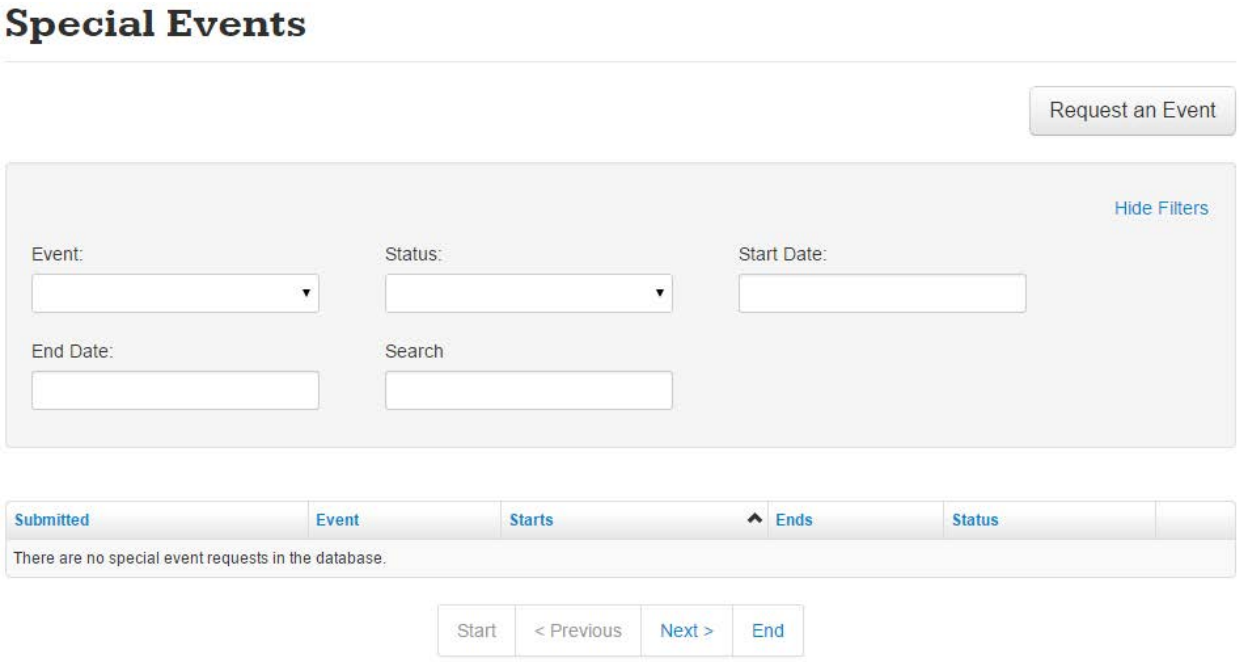


Click on the link provided, and it will ask you to provide the number of games played in the tournament. Using the drop down, select the number of games and SAVE. Now the games will appear in your **Total Games** tab described above.



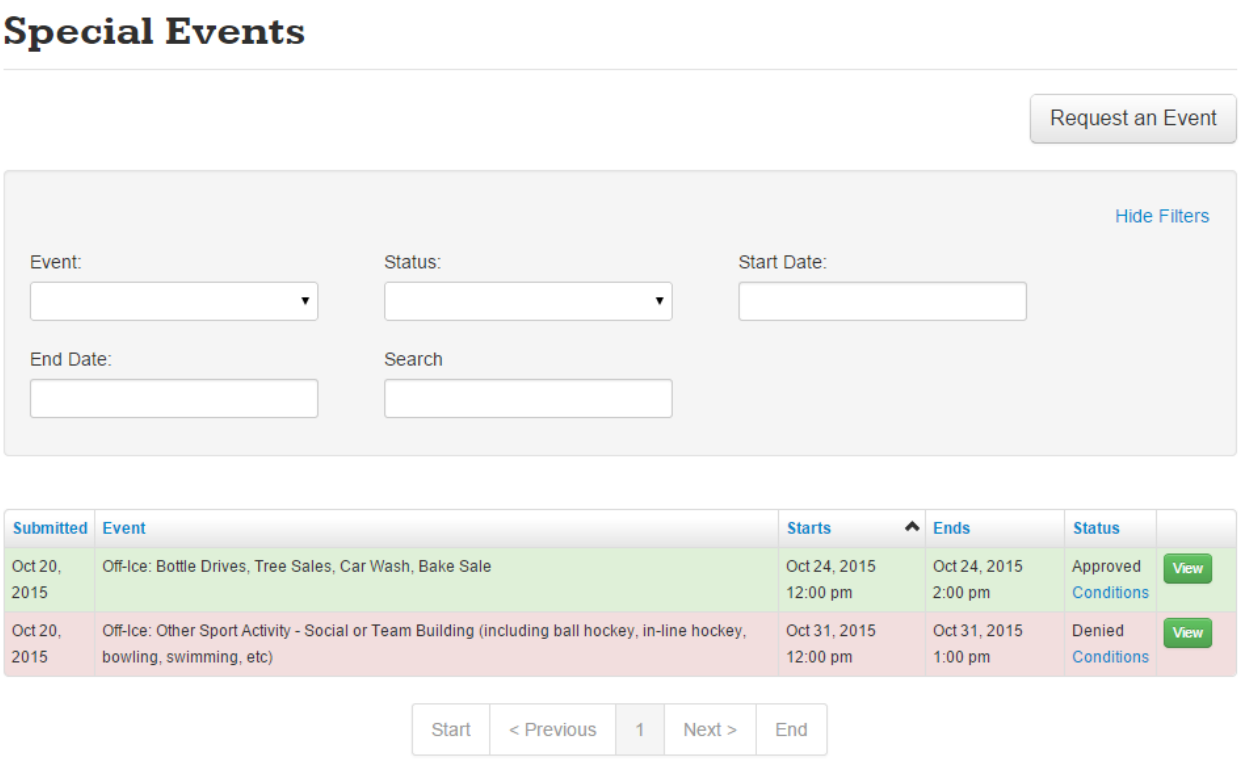
Special Events

This tab will allow Team Managers to request Special Events as well as display previous requests.



To submit a Special Event Request, click **Request an Event**. On the Event drop down, select the event that best describes your event. The description box will allow you to provide additional information that might be relative to the request, such as the location of your event. When all information is entered, click **Submit**.

Once the form has been submitted it will be auto-approved based on a set criteria from Hockey Canada.



If a request is denied, it doesn't mean the team can't participate in the event, they just need to be aware that they are participating without coverage through Hockey Canada Insurance. In both instances above the Team Manager should refer to the Conditions which will provide additional information the Team Manager should be aware of for those events that have been approved and provide an explanation for why an event has been denied.