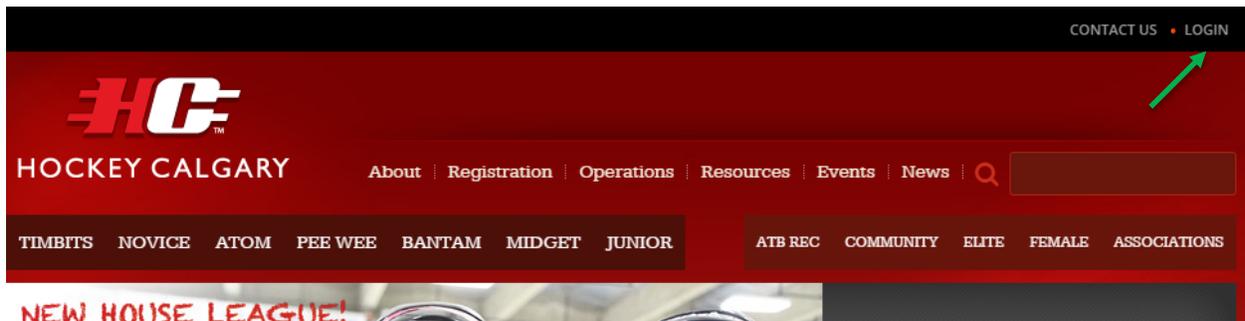


Hockey Calgary Team Manager User Accounts

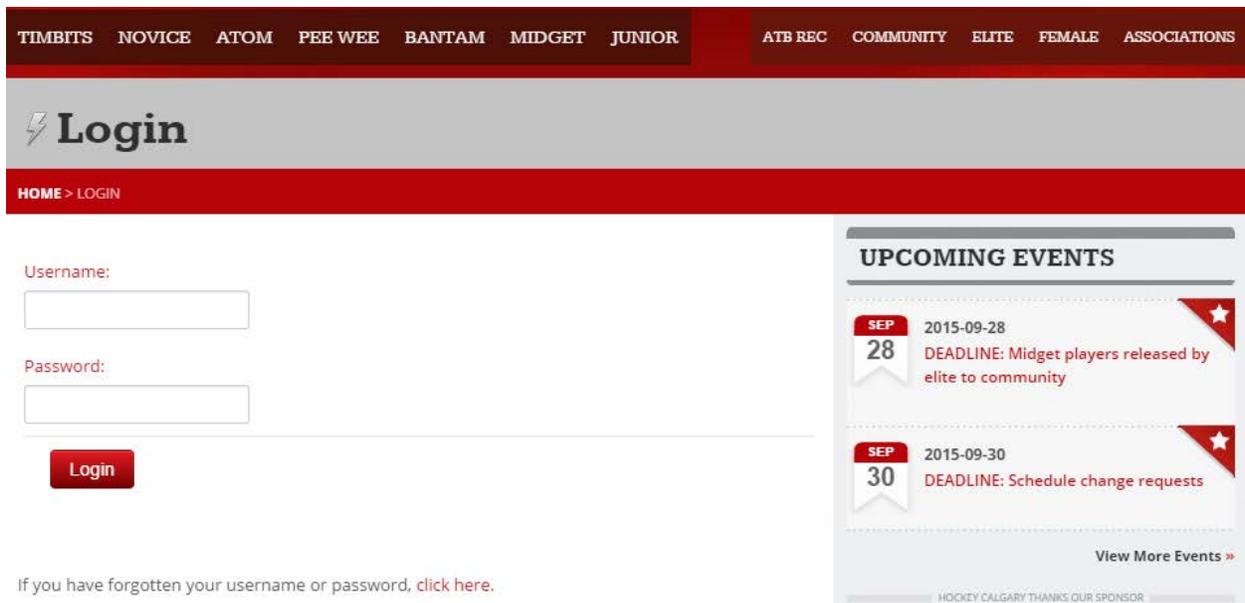
Team User Accounts

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:



My Profile

Welcome to the team administration for Bow River Junior Bruins.

Some features within this administration software will send confirmation and notification emails which will require your attention.

Please review the following information and ensure all contact information is complete and accurate.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>
Username	<input type="text" value="162123724"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

Save

Team Manager Dashboard

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

The screenshot shows the Hockey Calgary Administration interface. At the top, it indicates the user is signed in as 'beth Long (Team Manager)' and provides links for 'REPORT A PROBLEM', 'MY PROFILE', and 'LOGOUT'. The main header features the 'Hockey Calgary' logo and the word 'Administration'. Below this is a navigation bar with 'Home', 'Team Administration', and 'Website Content'. The 'Team Administration' menu is open, listing options: Player Roster, Team Coaching Staff, Team Staff, Games, Total Games, Play an Exhibition Game, Play in a Tournament, and Special Events. The main content area displays 'Bow R... ruins' and several informational boxes: 'Previous Games' (empty), 'Upcoming Games' (empty), 'Team Events' (empty), 'Team News' (empty), 'Coaching Staff' (empty), 'Bench Staff' (empty), 'Team Roster' (empty), and 'Affiliate Players' (empty). There are also 'Add Event' and 'Add News' buttons.

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.

Signed in as: *beth Long (Team Manager)* [REPORT A PROBLEM](#) [MY PROFILE](#) [LOGOUT](#)

 **HOCKEY CALGARY** Administration

[Home](#) [Team Administration](#) [Website Content](#)

Game Scoresheets and Schedule

[Hide Filters](#)

League:

Round/Type:

Tournament:

Arena:

Start Date:

End Date:

Game Number:

Scoresheet Status:

Game #	Age Category	League	Date	Start	Home	Score	Visitor	Score	Arena	Type	
00001	Timbits	Timbits - Junior	Dec 1, 2015	1:00pm	Bow Valley Junior Black Flames		Bow River Junior Bruins		Acadia Recreation Complex	Exhibition Game	

Start < Previous 1 Next > End

[Export](#) [Download Calendar](#)

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.

Signed in as: *beth Long (Team Manager)* [! REPORT A PROBLEM](#) [MY PROFILE](#) [LOGOUT](#)

HC Administration
HOCKEY CALGARY

Home Team Administration Website Content

Total Games

Age Category	Team	Preseason	Exhibition	Tournament	Seeding	League	Total
Timbits	Bow River Junior Bruins	0	0	0	0	0	0

Start < Previous 1 Next > End

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 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.**

Play an Exhibition Game

Previous Requests

Upcoming Exhibition Games

Bow Valley Junior Black Flames (Junior) VS Bow River Junior Bruins
Tuesday 1st December 2015
Start time: 1:00pm
Arena: Acadia Recreation Complex

Game Details Review

Date of Game?

Game Time?

Game Length?

Hockey Calgary Opponent?
 Yes No

Are you hosting?
 Yes No

Calgary Arena?
 Yes No

I agree that Bow River Junior Bruins (Junior) will play this game in accordance with the Hockey Calgary Timbits Operations Manual.

Previous

Next

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

Oops, something wasn't right
Mistakes are marked below in red. Scroll down, correct the errors, and resubmit the form.

Date of Game?

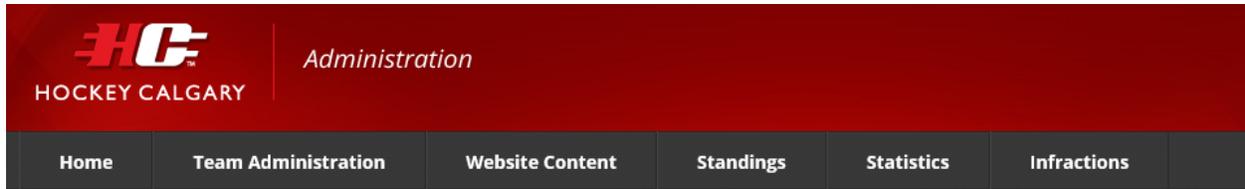
You have already reached your maximum number of games for the date requested. | The opponent has already reached their maximum number of games for the date requested.

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.



Play in a Tournament

Upcoming Tournaments

You currently do not have any upcoming tournaments scheduled.

Tournament Details [Review](#)

Tournament Type

Provincials Hockey Calgary Sanctioned Other

Sanction Number?

00-00000000

[Next](#)

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:

Play in a Tournament

Upcoming Tournaments

You currently do not have any upcoming tournaments scheduled.

Tournament Details [Review](#)

You do not need to complete this form to participate in the tournament. Please contact the tournament organizer to inquire about participating.

Tournament Type

Provincials Hockey Calgary Sanctioned Other

Sanction Number?

14-900174

[Next](#)

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:



Play in a Tournament

Upcoming Tournaments

You currently do not have any upcoming tournaments scheduled.

[Tournament Details](#) [Review](#)

Tournament Type

Provincials Hockey Calgary Sanctioned Other

Sanction Number?

Date Leaving?

Date Returning?

Tournament Name?

Tournament Host?

City

Country

Province/State

[Next](#)

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

Notice: The following Travel Permits are now available:

- Jan 23 to Jan 25

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

Notice: The following Travel Permit needs to be finalized:

- [Jan 23 to Jan 25](#)

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.

Finalize Travel Permit

How Many Games Did You Play?

Save

Special Events

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

Special Events

Request an Event

Hide Filters

Event:

Status:

Start Date:

End Date:

Search

Submitted

Event

Starts

▲

Ends

Status

There are no special event requests in the database.

Start

< Previous

Next >

End

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.

Special Events

[Hide Filters](#)

Event:

Status:

Start Date:

End Date:

Search

Submitted	Event	Starts	Ends	Status	
Oct 20, 2015	Off-Ice: Bottle Drives, Tree Sales, Car Wash, Bake Sale	Oct 24, 2015 12:00 pm	Oct 24, 2015 2:00 pm	Approved Conditions	<input type="button" value="View"/>
Oct 20, 2015	Off-Ice: Other Sport Activity - Social or Team Building (including ball hockey, in-line hockey, bowling, swimming, etc)	Oct 31, 2015 12:00 pm	Oct 31, 2015 1:00 pm	Denied Conditions	<input type="button" value="View"/>

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.