



# BEAUMONT AMATEUR HOCKEY ASSOCIATION

## TEAM MANAGERS Microsite User Manual

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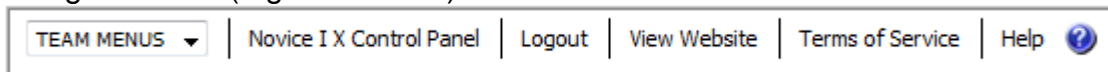


## LOGIN

- Access the BAHA site from [www.baha.ab.ca](http://www.baha.ab.ca) and click Login (top right or bottom left)
- Enter your Username and Password. Click Login
- What you see is based upon the access your Administrator has granted you.

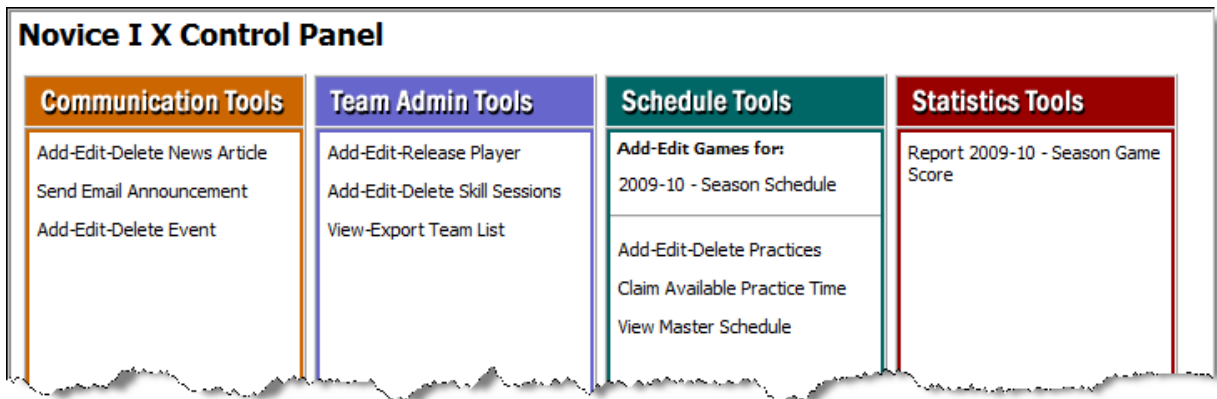
## CONTROL PANEL

- Navigation Bar: (e.g. Novice X1)



- *If you have access to multiple “teams” you need to select the TEAM MENUS drop down on the Navigation bar to select your “team” control site.*

- “Team” Control Panel (e.g. Novice X1)



- As Team Microsite owners you have access to perform the following for your team:

<b>Communication Tools</b>	News, Email Announcements & Events
<b>Team Admin Tools</b>	Add-Edit Players, Skill Sessions and Export Team List
<b>Schedule Tools</b>	Edit Games & Practice Schedule Details
<b>Statistics Tools</b>	Report games results for games



## COMMUNICATION TOOLS

### Your Team "Home Page"

- Your team Home Page is comprised of:
  - Team Photo/Logo (if loaded by admin)
  - Team Specific News Articles (newest by date are listed first)
  - The League logo your team plays in is on right below national advertising
  - Next Games and Next Practices below advertising on right

### Send Email Announcements:

- This is where you can send out email to various target audiences.
- Create a Title and add text in the Description window using the various format tools.
- A BAHA Association Banner will always show at the top of the email sent.
- There are several email choices at the bottom for your announcement.
- You can choose to email:
  - Subscription list: people who signed up on the web to follow "team" (NOVICE X1)
  - Player list: from your team as entered in the add-edit-release player area
  - Parent list: from your team as entered in the add-edit-release player area
  - Select Executive: People listed on our Executive Board
  - Select Coaches: Note all coaches from all teams are listed
  - Select Managers: Note all managers from all teams are listed
  - Referees: Please don't use these features.
- Click Save to Send. A list of the email recipients will then be displayed. Please be aware that No recall feature exists
- Click Reset to clear the form.

### Add-Edit-Delete News Article

- This is where you add, edit or delete News articles to post on the team website. A News article posts only to the "Team" (e.g. NOVICE X1) level you are at and is 1 piece that makes up your Home page.
- Existing news articles will show up on the top right and you can click edit or delete.

A screenshot of a web form titled 'Create News Article'. At the top right, there are navigation links: 'TEAM MENUS' (a dropdown menu), 'Novice 1 X Control Panel', 'Logout', and 'View Website'. Below these, there's a preview box for a news article titled 'Novice 1 X Players' dated 'September 24, 2009', with 'Edit' and 'Delete' buttons. The main form has a 'Title' text input field. Below that is a 'Date' section with dropdown menus for 'Sep', '28', and '2009'. At the bottom, there's a large text area labeled 'Article Summary for Front Page' with a vertical scrollbar on the right side.



- To create a new News article fill in the fields with your info:
  - Title: Shows in bold on News Page.
  - Date: Most current dates show first on page.
  - Article Summary for Front Page: This will show on the front page.
  - Photo Upload: Here you can “quick load” a picture from your desktop that will show on the news page.
    - To remove or replace an existing picture from the News article just click:  
 Check to remove photo. Or replace photo below.
  - Photo Caption: This is a caption that will show below your photo.
  - Description: This is the full description shown when they click “Full Story”.
- Similar to Email announcements, choose from the list of recipients you wish to receive an email about the news article. This is optional.
- Click Save to Send. A list of the email recipients will then be displayed. Or, click Reset to clear the form.
- The number of News articles that will appear on your web page is set by the Administrator is currently set at 8.

#### Add-Edit-Delete Events:

- This is where you add, edit or delete a team Event. An Event is an item associated to a date, but not a specific time. Once created an event will show up on your Team Schedule in green. You may also see events posted to your calendar from the Association in orange so you can tell the difference.
- To create an Event fill in the fields with your info:
  - Title: Shows on Team Schedule, but does not show on main page
  - Date: Dictates where on Team schedule the Event will show.
  - Description: This is the details that will show when a person clicks “Show Details” on the schedule for further information.
- Once created all existing Events will show up on the top right and you can click to edit or delete
- Similar to Email announcements, choose from the list of recipients you wish to receive an email about the event. This is optional.
- Click Save to Send. A list of the email recipients will then be displayed. Or, click Reset to clear the form.



## TEAM ADMIN TOOLS

### Add-Edit-Release Player:

- This is where you add, edit or delete player information on your Team Roster
- First, Last and Birth Date are the only mandatory fields.
  - A valid birth date is not necessary, but are never publicly displayed
  - All other fields are optional, but email addresses entered here for players and parents drive the email capabilities for the system (e.g. for news articles or email announcements)
- Once a player is created you will see a list of all players for your team on the right hand side that you can edit or release:
  - Edit: allows you to change/delete specific information for that player.
    - You can also email a player or parent directly from here by clicking “send email” next to their respective email address. No Association Banner will show at the top of the email sent.
  - Release: once a player is created he/she is actually created in the BAHA Association database but is assigned to your team.
    - You can never delete the player once created. You can only release them to move them off of your team.
    - Once you click release you will be asked details for the release and that player will move back into the BAHA player pool only accessible by the Administrator with web access.
    - If you happen to release a player by accident contact the VP Admin and the player can be re-assigned to your team.

Novice A1 Roster				
				F 1
#	Name	POS	Edit	Release
0	Smith, John	F	<input type="button" value="Edit"/>	<input type="button" value="Release"/>

### Add-Edit-Delete Skill Sessions:

- This is where you add, edit or delete a team Skill Session. A Skill Session is associated to a date, but not a specific time and is setup similarly to an Event.

### View-Export Team List:

- This is where you can view or export a team list in a .csv file format (spreadsheet format). The information from your player roster drives this.



## SCHEDULE TOOLS

### Add-Edit Games for 2009-2010 Season Schedule:

- This is where you can add individual games for your team. All games whether they are exhibition, league and provincials are considered part of the Season.
- Any game you create, change or delete in your team microsite will show up on the web schedule for the visitor and home team (as long as they are in the BAHA Association).
- All BAHA scheduled games will be automatically loaded for you, but if you add an exhibition game, it should be manually added

\* Please note that either the home team or visiting team must be **Novice I X**

You are about to add a game to the

**2009-10 Season - Schedule** [Click here to add new team](#)

**Visiting Team**  **Home Team**  **Venue**

**Game Date**    **Game Time**    **Allotted Venue Time**  Minutes  (If game time is unknown, please check TBA)

**Game Details**

Would you like to display the game details on the schedule? Yes  No

Email the team(s) subscription list about this game

Check this box to email the Novice I X player list:

Check this box to email the Novice I X parent list:

---

[Show all games on this schedule](#) OR **From:**    **To:**

Game #	Date	Visitor @ Home	Venue		
# 489534	Oct-03-09 9:45 am	@ Novice I X	#1 Ken Nichol Regional Rec Centre	<a href="#">Edit</a>	<a href="#">Delete</a>

- Select the Home and Visiting teams playing (**one must be your team!**), the venue, game date/time and duration.
- The system is flexible that if you want to add a non BAHA team name you can “Click here to add a new team” and these teams will not be visible to other teams
- If you delete a team from the list and they are already assigned to a game then the already assigned game will keep the name originally assigned. What will happen now is that the team name you deleted will not be available in the drop down to add new games.
- If you edit a team name from the list it will rename that team in all existing games assigned and will update in the drop down.

Create Team Form			
Team Name	<input type="text"/>	75205 - Leduc Bulldogs	<a href="#">Edit</a> <a href="#">Delete</a>
Jersey Color	<input type="text"/>	75203 - St Albert Cobras	<a href="#">Edit</a> <a href="#">Delete</a>
	<input type="button" value="Enter"/>	75204 - Strathcona Vipers	<a href="#">Edit</a> <a href="#">Delete</a>



- Selecting “yes” to display the Game Details on the schedule will mean the information in the Game Details box will appear under a “Show Details” link on the calendar (people can then click to view those details). Selecting “no” means that “Show Details” will not appear anywhere:

- There are several email choices at the bottom for the Game you are editing or creating. Note that an Association Banner will show at the top of the email sent. You can choose to email:
  - Subscription list: people who signed up on the web to follow “team” (NOVICE X1)
  - Player list: from your team as entered in the add-edit-release player area
  - Parent list: from your team as entered in the add-edit-release player area
- Click “**Enter**” to save.

Game Scheduling Notes:

- View ALL Existing Games scheduled for your Team in the system:
  - Click on Show all games at the bottom of the screen to allow you to see the complete list.



- Venus: Over 125 Alberta Arenas have been setup, but if you need to add an Arena in the drop down: Contact VP Admin.

- The system will not allow duplicate game times, teams or venues across any team in the system. If add a game to a team that has a same rink and overlapping time as another team in any Division it will show an error saying “Game time conflict” and shows what game it is in conflict with. You cannot continue until the conflict is removed. This only works for games and not practices. Practices could be shared.

**Game Time Conflict**

You have entered a game with the following date: **2009-10-02 7:45 pm** ending at: **2009-10-02 8:45 pm**

This conflicts with the following game:  
 Game #490657  
 Schedule 2009-10 Season  
 Starting: 2009-10-02 7:45 pm  
 Ending: 2009-10-02 8:45 pm  
 Visiting Team Atom A  
 Home Team Thorsby A  
 Location: Thorsby - Thorsby Recreation Complex

Please press 'Back' on your browser and re-enter the game

- If you delete a game for your team no email notice will be sent and any changes will immediately show on the web schedule for the visitor and home team (as long as they are in the BAHA Association)



**Add-Edit-Delete Practices:**

- This is where you add-edit and delete practices
- All BAHA scheduled practices will be automatically loaded for you, but if you swap ice, it must be recorded here
- Fill in the form for Venue, Practice type, Date, Time and details.
  - **Half Ice** if sharing exact same ice with one other team.
  - **Shared Ice** if 2+ teams

- If you must add a Venue, please add in the following format: **Town – Arena name**
- “Practice Details” will show under the “Show Details” link on the calendar (people can then click to view the details).
- There are several email choices at the bottom for your practice. Note that no Association Banner will show at the top of the email sent and the subject line will indicate a practice. You can choose to email:
  - Subscription list: people who signed up on the web to follow “team” (NOVICE X1)
  - Player list: from your team as entered in the add-edit-release player area.
  - Parent list: from your team as entered in the add-edit-release player area.
- Edit-Delete Existing Practices show up in the top right area:
  - Edit: Here you can change the details of an existing practice and send out an email.
  - Delete Multiple Practices: mass delete capability but with no email functionality

Edit Practices	
Practice Date	Delete
Oct/10/08 7:00 pm	<input type="checkbox"/>
Oct/06/08 7:00 pm	<input type="checkbox"/>
Practice Date	Delete



**Give Up / Claim Available Practice Time**

- To give-up a practice slot (not a swap situation), click on edit button beside the practice and scroll to the bottom. The following appears:

**Would you like to offer this venue time to another team?**

[Click here to continue](#)

- Clicking to Continue will display a message that all Coaches and Managers will be emailed with this available ice slot. It will be removed from your schedule and you will receive the following message:

**The venue time is now available for other teams to claim**

- Claim Available Practice Time by clicking on the Claim button. The practice will be automatically added to your practice schedule.

Practice Date	Type	Claim
Tuesday September 01 2009 7:00 pm to 7:05 pm	Full Ice	<a href="#">Claim</a>

**View Master Schedule (all games, divisions, teams and game types).**

- From any team control panel under “Schedule Tools” you can “view master schedule”. This allows you to search all scheduled games by date; regardless of what level/team access you have in scheduling you can see everything. (see picture below).

**Master Schedule**

From Oct 1 2009 To Oct 5 2009

ALL VENUES ALL SCHEDULES

Display games for all leagues?

[Display Schedule](#) [Export Schedule](#)

Friday October 02 2009								
Game Number	Date	Time	Visitor	@	Home	Rink	League	Schedule
489536	2009-10-02	6:50 pm		@	Novice I Y	#1 Ken Nichol Regional Rec Centre	Novice I X	Season
490657	2009-10-02	7:45 pm	Atom A	@	Thorsby A	Thorsby - Thorsby Recreation Complex	Atom A	Season
489522	2009-10-02	8:00 pm		@	Midget III	#2 Ken Nichol Regional Rec Centre	Midget III	Season
Saturday October 03 2009								
Game Number	Date	Time	Visitor	@	Home	Rink	League	Schedule
489527	2009-10-03	8:20 am		@	Novice II WW	#1 Ken Nichol Regional Rec Centre	Novice II WW	Season
489534	2009-10-03	9:45 am		@	Novice I X	#1 Ken Nichol Regional Rec Centre	Novice I X	Season
489528	2009-10-03	10:40 am		@	Novice II XX	#2 Ken Nichol Regional Rec Centre	Novice II WW	Season
489545	2009-10-03	11:10 am		@	PeeWee III X	#1 Ken Nichol Regional Rec Centre	PeeWee III	Season
489542	2009-10-03	1:05 pm	Lacombe Rockets	@	PeeWee AA	#1 Ken Nichol Regional Rec Centre	PeeWee AA	Season
489514	2009-10-03	3:15 pm		@	Bantam A	#1 Ken Nichol Regional Rec Centre	Bantam A	Season
497382	2009-10-03	5:00 pm	TBA	@	Atom III Y	#2 Ken Nichol Regional Rec Centre	Atom III	Season
489511	2009-10-03	5:40 pm		@	Atom AA	#1 Ken Nichol Regional Rec Centre	Atom AA	Season
489521	2009-10-03	7:20 pm		@	Midget AA	#1 Ken Nichol Regional Rec Centre	Midget AA	Season
Sunday October 04 2009								
Game Number	Date	Time	Visitor	@	Home	Rink	League	Schedule
489523	2009-10-04	10:00 am		@	Novice I X	#1 Ken Nichol Regional Rec Centre	Novice I X	Season



## STATISTICS TOOLS

### Report Season Game Scores

- This is where you report game scores that feed Team Stats and Game Results.
- All teams are set by default to NOT track or report individual player stats.
- Click on the Report button to enter the game score for Visitor and Home.
- Click on the Reset button to clear the game score previously entered.

**2009-10 Season**

From Sep 26 2009 To Oct 1 2009

Game #	Date	Visitor @ Home	
# 478090	Sep-27-09 2:40 pm	TBA @ PeeWee AA	<input type="button" value="Report"/> <input type="button" value="Reset"/>

## FAQ

### What is the best way to find the schedule?

- MASTER SCHEDULE – best for seeing everything scheduled on a given day. Best for selecting multiple teams, select a date range and/or you wish to download to your personal calendar.
- TEAM SCHEDULE – best if you want to focus on a single team and print out in a calendar style format.

### Why does the email address on the Coach Staff contact list look funny?

- The system converts the email address to a picture.
- This is for security reasons so that spammers cannot sweep our site and grab your email address to send you tons of garbage mail. Good security.