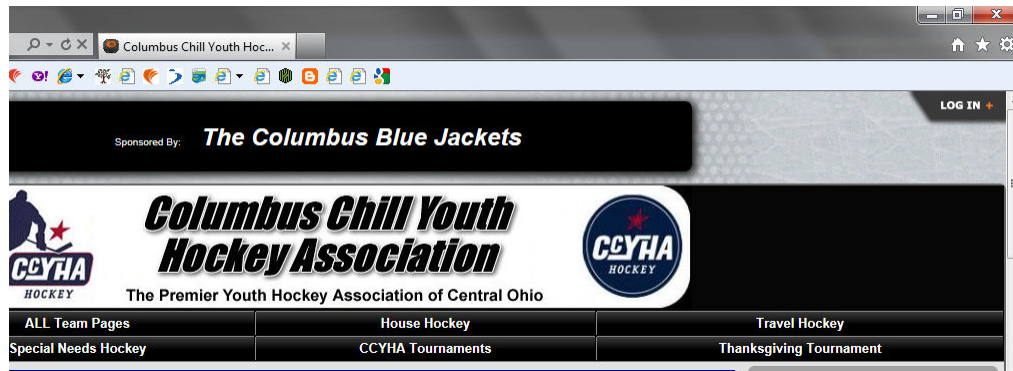
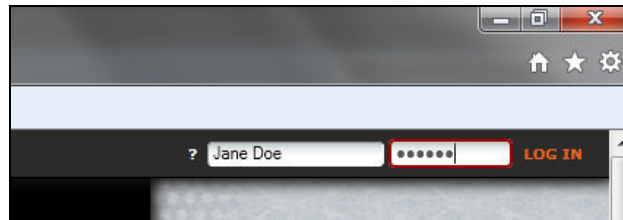


## Navigating the CCYHA Website

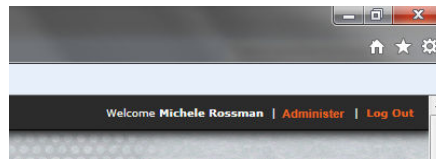
(1) Log in by single clicking the **LOG IN** sign in the upper right of the CCYHA home page (ccyha.org).



(2) Type in your name and the Manager Password you received from the Webmaster. Click on **LOG IN**.



(3) Click on the Administer at the upper right.



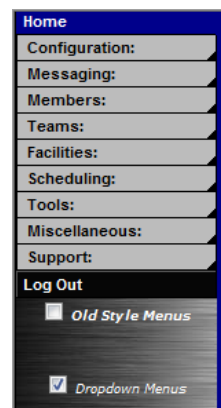
(4) You should then have a screen similar to this. Certain functions will be unavailable.

Administrative Features REFER A FRIEND

[Register for our webinar: On](#)

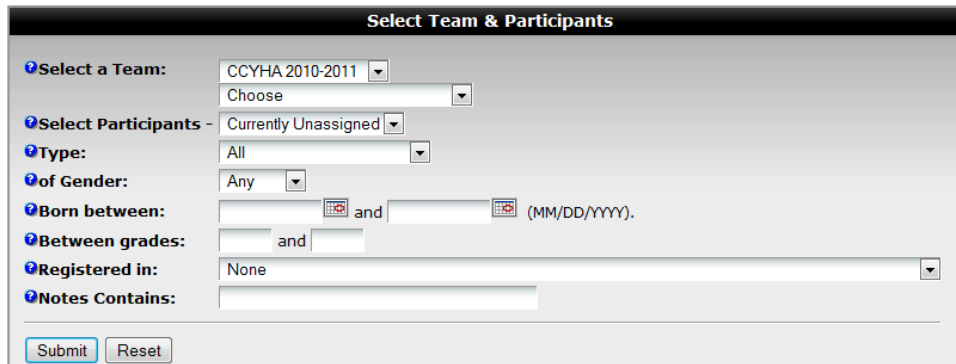
<b>Configuration</b> <ul style="list-style-type: none"><li>General Settings</li><li>Appearance</li><li>Home Page Widgets</li><li>Horizontal Menu Tabs</li><li>Vertical Menu Pages</li><li>Billing Info / Payment</li><li>Security / Passwords</li><li>Merchant Accounts</li></ul>	<b>Messaging</b> <ul style="list-style-type: none"><li>Home Page Marquee</li><li>Welcome Message</li><li>Home Page News</li><li>Team Bulletins</li><li>Coach Bulletins</li><li>Officials Bulletins</li><li>Exchange Item</li><li>Email Members</li></ul>	<b>Members</b> <ul style="list-style-type: none"><li>Add Member</li><li>Lookup Members</li><li>Email Members</li><li>Registration System</li><li>Family Balances</li><li>Impersonate Member</li><li>Import Members</li><li>Export Members</li><li>Find Duplicates</li></ul>
<b>Teams</b> <ul style="list-style-type: none"><li>Seasons</li><li>Divisions &amp; Teams</li><li>Assign Rosters</li><li>Post Team Bulletin</li><li>Enter Game Results</li><li>Team Registration</li><li>Define Player Statistics</li><li>Download Player Stats</li></ul>	<b>Facilities</b> <ul style="list-style-type: none"><li>Add New Facility</li><li>List / Edit Facilities</li><li>Close a Facility</li><li>Facility Manager</li><li>Import Facility Info</li><li>Export Facility Info</li><li>Facility Schedule</li></ul>	<b>Scheduling</b> <ul style="list-style-type: none"><li>Add Game or Practice</li><li>Generate Schedule</li><li>Recurring Games</li><li>Master Calendar</li><li>Add General Event(s)</li><li>Event Maintenance</li><li>Import Schedule</li><li>Export Schedule</li><li>Define Officials Rules</li></ul>
<b>Tools</b> <ul style="list-style-type: none"><li>Club-run Online Store</li><li>SquadLocker Store</li><li>Online Forms</li><li>Polling</li><li>Add Pictures</li><li>Add Links</li><li>Add Documents</li><li>Manage Sponsors</li><li>File Storage</li></ul>	<b>Miscellaneous</b> <ul style="list-style-type: none"><li>What's New?</li><li>LA Marketplace</li><li>Board Forum</li><li>Web Statistics</li><li>Visitor Log</li><li>Email Log</li><li>Email Tips</li><li>Log Out</li></ul>	<b>Support</b> <ul style="list-style-type: none"><li>New Features</li><li>Site Manual / Help</li><li>Manager's Manual</li><li>FAQ Articles</li><li>Video Tutorials</li><li>Administrator's Forum</li><li>Technical Support</li><li>Feature Requests</li></ul>

NOTE: The same menu items are located on the left side of your screen as well.



## (5) To Assign Rosters (add players/personnel to your on-line roster):

- From the Administrative Features Screen go to Teams -> Assign Rosters. You will then go to the Select Team & Participants screen. Using the drop down arrows, filter the players you need (e.g. team name, currently unassigned, All for type, registered in 2012-2013 Travel Squirt 2001....)



- Based upon your criteria, you will get a list of player names (and their parents indicated with an \*). Select the players' names and the coaching/manager names and you will see your team roster on the left. When you have selected your entire roster, click on **Save Roster**.
- You will see the Assign Roster screen which lists the players/staff you have selected. Using the drop down arrows, you can select Player/Asst Coach/Manager and enter jersey numbers. For non-players, you can control the order they are displayed on your team site by entering numbers in the "No" field. (e.g. Head Coach would have "1" in this field and will appear first, followed by Asst Coach with a "2" in this field, etc.). When complete, click on **Submit**.

## (6) To Enter Game Results & Statistics:

- From the Administrative Features Screen go to Teams -> Enter Results. You may have to click on the [Results](#) shortcut to get to the Results pages. Using the drop down arrows, select your League and your Team. Games will be listed.



Season: CCYHA 2010-2011    League: Mite    Team: Blue Jackets 03: Bowden



Season Results For  
>Travel>Mite>**Blue Jackets 03: Bowden**  
[Printable Version](#)

Non-League Games						
Date	Time	Location	Opponent	W/L/T	GF	GA
<a href="#">Wed 09/01/2010</a>	9:00a	Dublin Chiller	TBD			
0 win, 0 loss and 0 tie					0	0


Season record of 0 win and 0 loss with 0 tie.

Last Updated on: **Thu Sep 2 2010 at 9:28:00 AM**  
Games shown in **Red** have been updated since your last visit.

[🔍](#) - Indicates a link to game details.  
**GF** - Goals For  
**GA** - Goals Against  
[📄](#) - Indicates a link to enter game results.  
[Σ](#) - Link to enter game statistics. **Σ** - Indicates stats have already been entered.

- Next to each game you will see a pencil , a sigma  $\Sigma$  and an .

Non-League Games						
Date	Time	Location	Opponent	W/L/T	GF	GA
Wed 09/01/2010	9:00a	Dublin Chiller	TBD			
0 win, 0 loss and 0 tie						0 0

- For the Game results – click on the pencil . Enter the Goals for each team. When complete, click on **Submit**. Your score will appear on the results page.

### Edit - Game Results

**Your Name:**  < Required

**Date:**  **Start:**  **Finish:**

**Location:**

**Category:**  **Other:**

**Cancelled:**  (check this box to indicate that the event was cancelled)

**Team:**

**Goals:**  **Extra Points:**  (optional)

**Opponent - Organizational:**

**Outside:**  **Other:**

**Goals:**  **Extra Points:**  (optional)


**Comments:**

- For Game Stats – click on the sigma ( $\Sigma$ ). Enter the appropriate stats for each player (as a Skater and a Goalie). Remember to indicate that player attended the game (Atn). When complete, click on **Submit**.

Skater		Goalie									
#	Player	Atn	Position	Shots	Goals	HT	Pl.Ma.	Asst	+/-	PM	
16		<input type="checkbox"/>									
99		<input type="checkbox"/>									
88		<input type="checkbox"/>									
4		<input type="checkbox"/>									
7		<input type="checkbox"/>									
28		<input type="checkbox"/>									
13		<input type="checkbox"/>									
23		<input type="checkbox"/>									
9		<input type="checkbox"/>									
22		<input type="checkbox"/>									
18		<input type="checkbox"/>									
10		<input type="checkbox"/>									
15		<input type="checkbox"/>									


Players names are listed here


## (7) To Enter Games/Practices:


- From the Administrative Features Screen go to Scheduling -> Add Game or Practice. Using the drop down arrows, enter game information on the New-Game Information Screen. When complete, click on **Submit**.
- If you need to edit it, click on the pencil  next to the listed event and you will be returned to the New-Game Information screen.

### New - Game Information

(MM/DD/YYYY)


**Date:** 11/20/2010  <-  TBD **Start:** 6:30p **Finish:** 7:30p



**Location:** Columbus , Nationwide Arena  <- New Location



**Category:** Game 


**Confirmed:**  **Cancelled:**  **ID:**  (optional)

---

**Season:** CCYHA 2010-2011 

**Team:** Bruins M  **Or** Winner  of Game #:

**Opponent:** Rangers M  **Or** Winner  of Game #:

**Outside:** Other->  **Other:**

---

**Note:**

**Officials:**

Assignment	Name	Home	Work	Cell
<input checked="" type="checkbox"/>	Referee			



**Send Notices To:**

Team Managers  
 Team members and their parents  
 Officials

**Note: Teams MUST be set to "Live" for notices to be sent**

- Make sure you enter an "a" for AM or a "p" for PM.
- Check whether the game/practice is confirmed
- Make sure you enter the correct teams (e.g. mini-mite vs. mite, travel vs. house teams, etc.)
- Add any notes.
- **Check if a referee needs to be assigned (this send an email to the referee organization!)**
- Check individuals who notices will be sent to. Once you click on Submit, emails will immediately be sent to these individuals.

## (8) To Edit Games/Practices:

- From the Administrative Features Screen go to Scheduling -> Master Calendar. Select the date of the game you need to change. You will see a pencil  next to the game(s) you are allowed to edit. If you need to edit it, click on the pencil  and you will be returned to the New-Game Information screen.