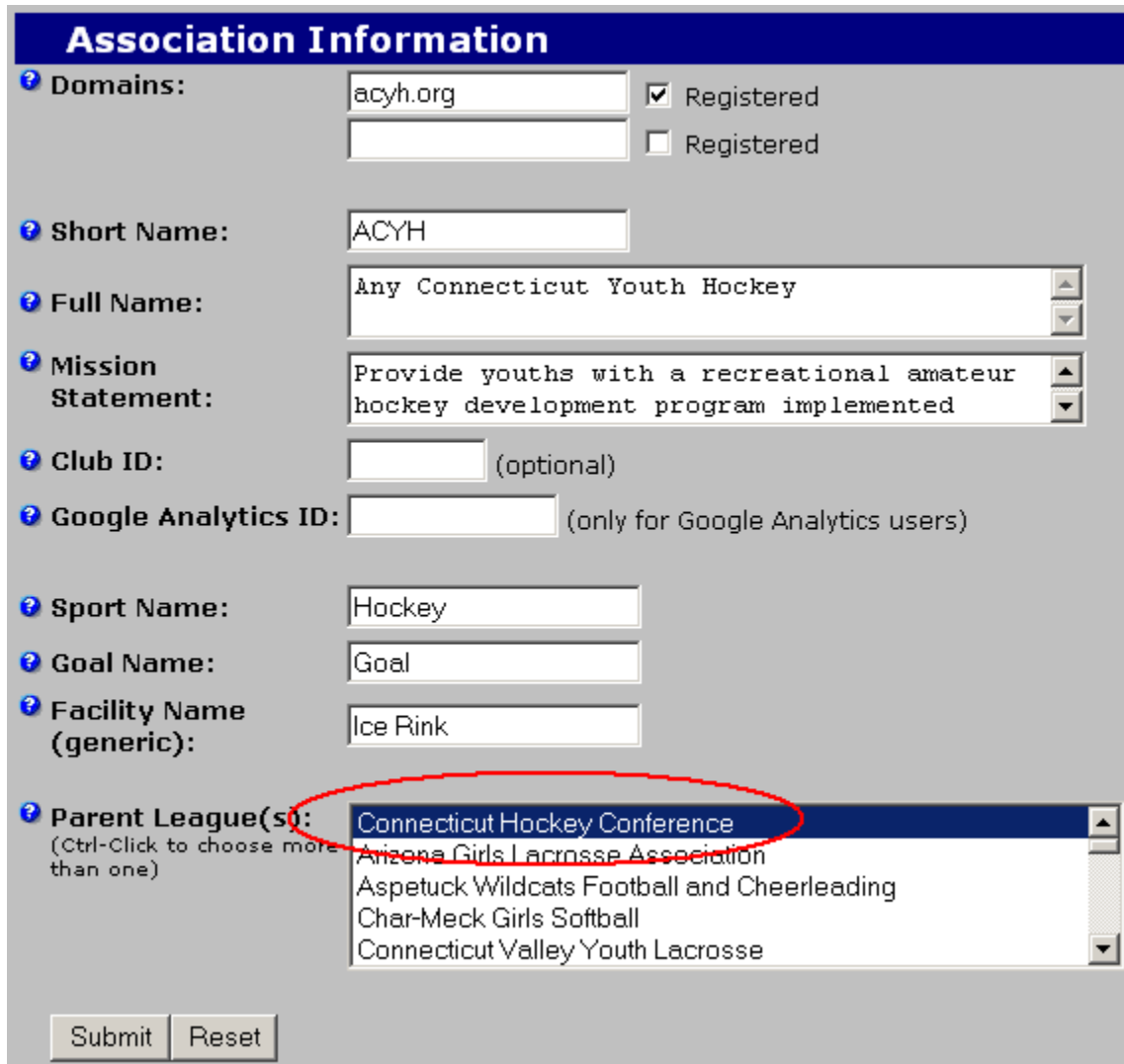


CHC League Athletics Game Scheduling Process

FIRST THINGS FIRST - A major feature of the CHC website is the ability of member programs to post their game schedules and results in one central place. This will allow for automatic posting of league standings and help with tournament placement. In order to accomplish this, the following steps should be followed.

1. [Link affiliate site to CHC as a Parent League](#)
2. [Link individual teams on affiliate site to teams on CHC site](#)
3. [Posting Games to the CHC website](#)
4. [CHC Website Rep and Contact Information](#)

LINK AFFILIATE WEBSITE TO CHC WEBSITE – Select Association from the Admin menu and confirm that CHC is set as the Parent League in your Association’s website.



The screenshot shows a web form titled "Association Information" with the following fields and values:

- Domains:** acyh.org (Registered), [] (Registered)
- Short Name:** ACYH
- Full Name:** Any Connecticut Youth Hockey
- Mission Statement:** Provide youths with a recreational amateur hockey development program implemented
- Club ID:** [] (optional)
- Google Analytics ID:** [] (only for Google Analytics users)
- Sport Name:** Hockey
- Goal Name:** Goal
- Facility Name (generic):** Ice Rink
- Parent League(s):** Connecticut Hockey Conference (selected), Arizona Girls Lacrosse Association, Aspetuck Wildcats Football and Cheerleading, Char-Meck Girls Softball, Connecticut Valley Youth Lacrosse

Buttons: Submit, Reset

LINK AFFILIATE TEAMS TO TEAMS LISTED ON CHC WEBSITE

These are the step by step instructions on How to Link your program teams to the teams on the CHC web site.

From within your program's website:

1. Select TEAM from the ADMIN menu
2. Select the team you want to link to CHC
3. Look for the "Outside League / Parent Team:" dialogue box.
4. Select the proper corresponding team
5. Click on "SUBMIT"

The screenshot shows a web form titled "Team Information" with a dark blue header. Below the header is a navigation bar with tabs: "General", "Security", "Scheduling", "Home", "Rosters", "Statistics", and "Sponsors". The "General" tab is selected. The form contains several fields:

- Name:** * Mite Travel (text input)
- Season:** * 2009 - 2010 (dropdown)
- Division:** Travel (dropdown)
- Menu Position #:** 1 (text input) (optionally controls list sort order)
- Power Rating:** 0 (text input) Optional team strength factor for standings calculations.
- Nickname:** Seahawks (text input) (optional)
- Outside League/ Connecticut Hockey Conference:** Parent Team: Southeastern Mite A (dropdown menu, circled in red)
- CT Valley Midget Hockey League:** None (dropdown)

Below these fields is a note: "Note: Connecting to a Parent team will allow Parent League Administrators access to certain data including: Team Rosters (read only), Schedules, Standings and Results".

At the bottom, there is a section for a team picture: "Optionally enter the name of a 'Team Picture' file below. Note that only JPEG (.jpg) files are permitted." It includes a "Picture:" label, a checkbox, a text input field, and a "Browse..." button.

A "Submit" button is located at the bottom left, and a note "* indicates required information." is at the bottom right.

Repeat this action for each of your program's teams. Be careful to select the correct team. If you do make an error, you can correct the mistake by repeating the process and selecting the correct team

If you do not see a particular team or if you need assistance, do not hesitate to contact the CHC Website Manager.

POSTING GAMES TO CHC WEBSITE

WHAT GAMES SHOULD YOU POST TO THE CHC WEBSITE?

You should post **ALL of your home games and any away game vs. non-CHC opponents** to the CHC Website. This includes games, pre-season games, scrimmages tournaments, etc. These games will populate your local site once posted to the CHC site. This would include any games prior to the start or after the end of the CHC season (pre-season game or scrimmage) as well as Tournament games. For designated league games for Tier 1, 2, and 3 teams, only those designated as "CHC LEAGUE GAMES" will count for the playoff standings. All other games should be designated as "GAME". This would include all Tier 4 games, and any games at Tier 1/2/3 that are not designated league games.

DESIGNATED CHC HOME GAMES: YOU SHOULD POST ALL HOME GAMES TO THE CHC WEBSITE. The event type for all games being uploaded should be "GAME" for non-CHC League games and "CHC LEAGUE GAME" for those games that should count in the playoff standings. "CHC LEAGUE GAME" is only for designated Tier 1/2/3 league games. All other games at Tier 1/2/3 and all Tier 4 games should be entered as "GAME". **Only those designated as "CHC LEAGUE GAMES" will count for the playoff standings.** All other team events (e.g., practices, team group hugs) should be listed at your local site.

POSTING GAMES TO CHC WEBSITE – The process is essentially the same as when you scheduled your games on your local League Athletics site.

- Log onto the CHC Website Admin tab using your first and last name.
- Enter your program's CHC Website Rep password
- Click on Scheduling >> New Games
- Fill out all fields except the "Other" field
- Select "GAME" or "**CHC LEAGUE GAME**" from the list under CATEGORY? (This year, you should upload all games and the Category name has changed)
- Hit Submit

IMPORTANT:

- 1) Please do not use this area to add a location
- 2) Please use only the "GAME" and "CHC League Game" category

AWAY GAMES: Check to ensure that your opponents have listed all of your Away Games (both League and non-league games) and click on the "T" preceding each Away Game once the game has been confirmed by your coach / team mgt. See illustration for reference.



Schedule	Date	Time	Event	Type
Calendar	<input type="checkbox"/> <input checked="" type="checkbox"/> T Wed, Sep 5	6:00p - 6:50p	5 Mile House	Practice
Router	<input type="checkbox"/> <input checked="" type="checkbox"/> T Fri, Sep 7	6:00p - 6:50p		Practice
Documents	<input type="checkbox"/> <input checked="" type="checkbox"/> T Sun, Sep 9	7:00a - 7:50a	5 Spirit E	Practice
Pictures	<input type="checkbox"/> <input checked="" type="checkbox"/> T Mon, Sep 18	6:00p - 6:50p	5 Mile House	Practice
Results	<input type="checkbox"/> <input checked="" type="checkbox"/> T Wed, Sep 12	6:00p - 7:00p	5 Mile House	Practice
Statistics	<input type="checkbox"/> <input checked="" type="checkbox"/> T Sat, Sep 15	10:00a - 10:50a	5 Spirit E	Practice
Multi-Schedule	<input type="checkbox"/> <input checked="" type="checkbox"/> T Sun, Sep 16	7:00a - 7:50a		Practice
<input checked="" type="checkbox"/> Dropdown Menu	<input type="checkbox"/> <input checked="" type="checkbox"/> T Tue, Sep 18	6:00p - 7:00p	5 Spirit E	Practice
Translate this site	<input type="checkbox"/> <input checked="" type="checkbox"/> T Sat, Sep 22	10:00a - 10:50a	5 Spirit A	Practice
	<input type="checkbox"/> <input checked="" type="checkbox"/> T Mon, Sep 24	6:00p - 7:00p		Practice
Find on this site	<input type="checkbox"/> <input checked="" type="checkbox"/> T Tue, Sep 25	6:00p - 7:00p	(h) 5 Spirit E	Power Skis
	<input type="checkbox"/> <input checked="" type="checkbox"/> T Wed, Sep 26	6:00p - 7:00p	5 Mile House	Practice
	<input type="checkbox"/> <input checked="" type="checkbox"/> T Sat, Sep 29	10:00a - 11:00a	5 Mile House	Practice
	<input type="checkbox"/> <input checked="" type="checkbox"/> T Mon, Oct 1	6:00p - 7:00p	5 Spirit E	Practice
	<input type="checkbox"/> <input checked="" type="checkbox"/> T Tue, Oct 2	6:00p - 7:00p	5 Mile House	Practice

CANCELLATIONS: Be sure to cancel HOME Games in a timely fashion so that opponents can avoid making unnecessary trips to your town. Do not cancel AWAY games. Do not use the website as the primary tool for communicating a last minute cancellations. Please refer to the CHC policies regarding game cancellations.

SCORE REPORTING: To ensure timely score reporting either team may enter the results of games. CHC Designated game results should be entered at the CHC site. All other game results are entered at local sites. Please note: This does not replace the need to send your game sheets to Tournament Directors.

PASSWORD: Each program has been assigned a password for their organization. These are the same as the 2009-2010 passwords. Please contact the CHC Website Manager @ mem93@comcast.net if you need your password that allows the Rep to update their program information. The actions taken under the password are auditable. Please distribute the program password only to those who need it. The program password allows you to:

- Enter **Game Results**
- Enter/edit **Team Alerts**
- Create **New Events** for schedules
- **Edit** events
- **Export** event data

The above applies to **ALL** teams in your program

DOs / DON'Ts – What are we asking you to do with this site?

DO's - please use the website to -

- post all home games
- post away games **ONLY** when you're playing NON-CHC opponents
- post all game details (teams, date, time, location)
- confirm your **AWAY** games
- serve as a central repository for directions to rinks
- post **DESIGNATED CHC LEAGUE HOME GAME** results

DON'Ts - Please do not use the web site to –

- post practices and other non-game types
- create new game category types – select only "GAME" or "CHC LEAGUE GAME"
- create/modify "facilities" / "locations"
- post game comments

Alternate CHC DESIGNATED HOME GAME schedule loading using the "Schedule Import".

Mike McCullough will review the Schedule Import process with any program wishing to take advantage of this utility which will allow programs to bulk load their CHC Designated Home Game schedules.

Program CHC Website Representatives

Each CHC program must choose a CHC Website Representative to be responsible for several key matters, to include updating their program's game schedules on the website. Programs can delegate these responsibilities within their organizations but we will be contacting the Website Rep should we have any questions or concerns.

Each Website Rep is responsible for:

RINK DIRECTIONS: Please contact the CHC Web Mgr to add/update Rink Directions for your program. Directions should assume travel from the east, west, north and south since your opponents will be coming from all four directions. To save time and avoid interpretation mistakes, please include the entire set of directions when sending the updates.

LOCAL PROGRAM CONTACT INFORMATION: To ensure timely and essential communications get to the right members of your local programs each program must self-identify on the CONTACTS page within their local League Athletics site the following positions:

- PRESIDENT
- CHC REPRESENTATIVE
- REGISTRAR
- MASTER SCHEDULER – even if you don't have a master scheduler please select one name from all your schedulers that will take responsibility for getting information regarding scheduling matters out to all your schedulers.
- CHC WEBSITE REPRESENTATIVE – We encourage this person to be the same person responsible for your local site.
- GROW THE GAME REPRESENTATIVE

How to self-identify the above positions so they appear on your CONTACT page and the link at the CHC site under INTEGRATED WEBSITES.

See the two illustrations below for the two areas where this information will then be available.

The first screenshot shows the HYHA website. On the left is a vertical sidebar with a green background and white text. The 'CONTACTS' link is circled in red. The main content area has a green header with 'HEADLINES' and a list of news items. Below the headlines is a section titled 'New web site features' with a sub-header 'by h.g. posted 06/29/2008'. The text describes an RSS feed and an ICal calendar feed. A 'Top of page' link is at the bottom.

Connecticut Hockey Conference

The Connecticut Hockey Conference is the governing body for USA Hockey in Connecticut

Connecticut Hockey Conference's Networked, Organization Websites

The following CHC have www.chc.org websites that are all linked with Connecticut Hockey Conference for contact information, schedules, results, standings and more.

Avon-Canton-Farmington Youth Hockey Association



of Avon Old Farms School, Avon CT
Website: LeagueAthletics.com/2007avonhockey.com

[Contacts](#)

Central CT Youth Hockey Association



of Wallingford, CT
Website: centralcthockey.org

CCYHA is a non-profit organization dedicated to providing boys and girls in the Greater Hartford CT area with the opportunity to learn and play the game of hockey.

[Contacts](#)

From the MEMBERS section of your local site, you will need to add members to your "Board" team,

- 1) From the Admin Menu
- 2) Click on Members
- 3) Type in the last name of the member to appear on the Contact page in the "Last Name" box
- 4) Click on "Find Them"

Find Members

- Add a new member to the database
- Import member data from a file
- Lookup a member's password

Report Type: Directory Listing

Position(s): Not Assigned, Coach, Asst Coach, Manager, Referee, Player, Assistant Mite Director, Barren Director, CHC Delegate, CHC Website Representative, Clinic Director, Coaching Coordinator, Game Scheduler, Goals, Goals Coach, Marketing Chairperson, Mester Ice Scheduler, Member at Large

Teams: 2000-2005, Not Assigned, Board, Friends, Inactive, Officials, **House**, Learn to Play, Mite House, Mite/Squirt/Pee Wee, Pee Wee/Barren, **Travel**, Mite Travel, Squirt A, Squirt B, Pee Wee A, Pee Wee B, Pee Wee C, Barren A, Midget, Goals, Mite, Squirt

Registered in Program(s):
2000 Fall Learn to Play Hockey Registration: 7/1/2000 - 9/1/2000
2000-01 Barren (94 & 95 Birth Year) Registration: 7/1/2000 - 10/1/2000
2000-01 Mite (2000 & Younger Birth Year) Registration: 7/1/2000 - 10/1/2000
2000-01 Squirt (98 & 99 Birth Year) Registration: 7/1/2000 - 10/1/2000
2000-01 Midget (90, 91, 92 & 93 Birth Year) Registration: 6/28/2000 - 10/1/2000

Who have paid , not paid

Who are waitlisted , not waitlisted

Find Them

- 5) Select "Board" under Team Assignments
- 6) Select or Create a new position as needed, e.g., "CHC Website Representative"
- 7) To give some order to your contact page - give a the position a number in the ## field
- 8) Click on Submit
- 9) Warning – any contact information listed as Public will appear on your contact page.

The screenshot shows a contact information form with the following fields and options:

- Phone:** 860-555-9782 (Public)
- Work:** 860-555-8377 (Public)
- Cell:** 860-555-1477 (Public) Provider: No Text Messages
- Email:** President@chc.org (Public)
- Remind of:** Games Practices
- Gender:** Male Female
- Date of Birth:** [] Birth certificate is on file: or Optionally enter the name of a scanned **Birth Certificate** image file below. [] Browse...
- Grade:** []
- Soc Sec #:** []
- Notes:** []
- Photo:** Photo Not Available. Optionally enter the name of a **Photo** file below. [] Browse...
- Register in Program:** Select [] Register
- Current Registrations:** [] Edit [] Delete
- Team Assignments within the 2008-2009 Season:**

Team	Position	New Position	##
Board	President	[]	0
Board	CHC Website Representative	[]	2
Not Assigned	NA	[]	[]

Buttons at the bottom: Submit, Clone as Adult, Clone as Child

TEAM CONTACT INFORMATION: Make sure your local Coach and Team Manager contact information is current. Also list the scheduler for each team. This information will then auto-populate at the CHC site under the [Team Contacts](#) heading on the main menu at the CHC site.

QUESTIONS, CONCERNS, COMMENTS, COMPLIEMENTS

Do not hesitate to contact us should you have any issues as move forward thru the season

Policy (The Why's): [Tom Regan](#)

Process (The How's): [Mike McCullough](#)

Technical Issues about your local site (The Fix's): League Athletics