

CT Hockey League Athletics Game Scheduling Process

FIRST THINGS FIRST - A major feature of the CT Hockey 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 CT Hockey as a Parent League](#)
2. [Link individual teams on affiliate site to teams on CT Hockey site](#)
3. [Scheduler Access to the CT Hockey Website](#)
4. [Posting Games to the CT Hockey website](#)
5. [CT Hockey Website Rep and Contact Information](#)

LINK AFFILIATE WEBSITE TO CT HOCKEY WEBSITE – From the Administrative Features menu, select Configuration under the General Settings section. Confirm that “Connecticut Hockey Conference” is set as the Parent League in your Association’s website. If you have a Full Season Midget team playing in the CVMHL, choose “CT Valley Midget Hockey League” as well.

Configuration / General Settings [Help](#)

Organization **Webmaster** Localization Domain 404 Features Team Communication

Organization's Name

Abbreviation ex. "MYLA"

Meta Description

Club ID (optional)

Registrar's Name (Soccer Rosters only)

Club Phone Number

Email address

Arbitrator Group ID Sync schedule with [ArbitersSports](#)

Google Analytics ID [Google Analytics](#)

Facebook Page

Twitter Name

YouTube Channel

Sport Name

Goal Name

Facility Name ex. "Field" or "Rink"

Parent Organization (s)

(Ctrl-Click to choose more than one)

LINK AFFILIATE TEAMS TO TEAMS LISTED ON CT HOCKEY WEBSITE

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

From within your program's website:

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

Squirt A Team Settings

*Team Name ?

General | Security | Scheduling | Home | Rosters | Statistics | Sponsors

*Season ?

Division ?

Display order (optional) Ex. 1, 2, 3... ?

Power rating (optional) Team strength for standings calculations

Nickname (optional) ?

Arbiter ID (optional) ?

Parent leagues

Connecticut Hockey Conference	<input type="text" value="Avon Squirt A"/> ?
CT Valley Midget Hockey League	<input type="text" value="None"/> ?

Connecting to a Parent team will allow Parent League Administrators access to certain data including:
Team Rosters (read-only), Schedules, Standings and Results

Team picture .jpg files only ?

* indicates required information

If your Full Season Midget team participates in CVMHL, select the appropriate team in this field as well

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

Do not hesitate to contact the CT Hockey Website Manager at websitemanager@chchockey.org if you do not see a particular team or if you need assistance.

ACCESS TO CT HOCKEY WEBSITE: Each scheduler will access the CT Hockey website through their email address and their user specific password. Scheduler's will need to register as a scheduler on the CT Hockey website. The registration is located on the CT Hockey website in the "Register Online" section. For any Schedulers that register after that initial setup, we'll attempt to set access within 48 hours of their submission.

We will periodically post the registered schedulers for each organization on the CT Hockey website so the Presidents know who has access for their organization.

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

Once you have access, you will log into the website by clicking "Log In" from the upper right hand corner of the CT Hockey website.



Once logged in, click on "Administer".



POSTING GAMES TO CT HOCKEY WEBSITE

WHAT GAMES SHOULD YOU POST TO THE CT HOCKEY WEBSITE?

You should post **ALL of your home games and any away game vs. non-CT Hockey opponents** to the CT Hockey Website. This includes games, pre-season games, scrimmages tournaments, etc. These games will populate your local site once posted to the CT Hockey site. This would include any games prior to the start or after the end of the CT Hockey 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 Open Division games, and any games at Tier 1/2/3 that are not designated league games.

The event type for all games being uploaded should be "GAME" for non-CT Hockey 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** Open Division 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 CT HOCKEY WEBSITE – The process is essentially the same as when you scheduled your games on your local League Athletics site.

- Log onto the CT Hockey Website Admin tab using your email address
- Enter your password
- From the Scheduling section click on "Add Game or Practice"



- Fill out the “New Game Information” as noted below

New Game Information
Help

Details

1 Date TBD for minutes

2 Location

3 Category

4 Status ID (optional)

5 Arbiter ID (optional)

Teams

6 Season Link to tournament bracket

7 Teams

8 Opponent

9 Outside Opponent

Options




10 Event Note

11 Send notices to Team Managers
 Team members and their parents
 Officials
Heads-up! Teams MUST be set to "Live" for notices to be sent

1. Game Date and Time
2. Location - (select from dropdown list. If your location isn't listed, please contact the CT Hockey website manager at Admin@CHCHockey.org).
3. Category - Select "GAME" or "CHC LEAGUE GAME" for Full Ice games. For Cross Ice games, select "Cross-ice Game" or "Cross-ice Jamboree"
4. Status – Once your opponent confirms the game, it should show a status of "Confirmed".
 - Confirmed - Select this option to confirm the event
 - Cancelled - Select this option to mark the event as cancelled
 - N/A – Default status. Select this to set no status for the event
5. Arbiter ID – Please contact your Referee scheduler for the Arbiter ID. Enter it here and the game will automatically feed into the Referee's Arbiter system.
6. Season – This should default to the current season
7. Teams – Select your team. This will be your team.
8. Opponent – For CHC opponents, select the appropriate opponent from the drop down list. For non-CHC opponents, skip to "Outside Opponent" field
9. Outside Opponent – Select your opponent from the drop down list. If your opponent isn't there, type your opponent **If typing your opponent name in the "Define Other" field, it should be entered as the organization name i.e. "Brooklyn Aviators" or "RI Saints". DO NOT ENTER THE SPECIFIC TEAM. That should be entered in the Event Note field.**
10. Event Note – Free form text field (limited to 32 characters) where you can note game specific information such as the opponent's specific team name (Bantam Minor or U16 AAA) or tournament name.
11. Send Notice to: check the boxes for any groups you want to notify of the changes. Keep in mind that checking the "Official's box doesn't notify the scheduled Referees.

- Hit Submit

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 “ preceding each Away Game once the game has been confirmed by your coach / team mgt. See illustration for reference.

	Date	Time	Event	Type	Rink	Actions
<input type="checkbox"/>	Sun, Oct 6	1:15p to 2:45p	vs West Hartford Midget SS (h)	Game	West Hartford, Veterans	 
<input type="checkbox"/>	Select all					

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 CT Hockey policies regarding game cancellations.

SCORE REPORTING: To ensure timely score reporting either team may enter the results of games. CT Hockey Designated game results should be entered at the CT Hockey 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.

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-CT Hockey opponents
- post all game details (teams, date, time, location)
- confirm your AWAY games
- serve as a central repository for directions to rinks
- post DESIGNATED CT Hockey 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 CT Hockey 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 CT Hockey Designated Home Game schedules.

Program CT Hockey Website Representatives

Each CT Hockey program must choose a CT Hockey 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 CT Hockey 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
- CT HOCKEY 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.
- CT HOCKEY WEBSITE REPRESENTATIVE – We encourage this person to be the same person responsible for your local site.
- GROW THE GAME REPRESENTATIVE

How to identify the above positions so they appear on the CONTACT page on your website as well as on the CT Hockey site under INTEGRATED WEBSITES.

Connecticut Hockey Conference

Networked Clubs

The following clubs have LeagueAthletics.com websites that are networked with Connecticut Hockey Conference for contact information, schedules, results, standings and more.

Avon-Canton-Farmington Youth Hockey Association



avonhockey.com.Leag1.com
Avon Old Farms School, Avon CT

[Contacts](#)

Central CT Youth Hockey Association



centralcthockey.org
Wethersfield, CT

[Contacts](#)

"CCYHA is a non-profit organization dedicated to providing boys and girls throughout Connecticut with the opportunity to learn and play the game of hockey"

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 Members"

- 5) Click on the name of the member to edit
- 6) Select "Board" under Team Assignments
- 7) Select or Create a new position as needed, e.g., "CT Hockey Website Representative"
- 8) To give some order to your contact page - give a the position a number in the ## field

Team ?	Position ?	New Position ?	No. ?
Board	CHC Website Representative		170
Board	CHC Rep		60
Not Assigned	NA		

- 9) Click on Submit
- 10) Warning – any contact information listed as Public will appear on your contact page.

Address 50 West Rd Private [dropdown] ?

[empty text box]

City, ST, Zip Any, CT 06111

Country UNITED STATES [dropdown]

Phone 860-843-9782 Public [dropdown] ?

Work [empty text box] Public [dropdown]

Cell 860-327-1477 Public [dropdown] No Text Messages [dropdown]

Email any@comcast.net Public [dropdown] ?

No Email [checkbox] ?

Remind [checkbox] Games [checkbox] Practices ?

Notes [empty text box] ?

Submit Cancel 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 CT Hockey site under the Team Contacts heading on the main menu at the CT Hockey site.

QUESTIONS, CONCERNS, COMMENTS, COMPLIEMENTS

Do not hesitate to contact us should you have any issues as we 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