

CVMHL League Athletics Game Scheduling Process

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

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

Association Information

? Domains: Registered
 Registered

? Short Name:

? Full Name:

? Mission Statement:

? Club ID: (optional)

? Google Analytics ID: (only for Google Analytics users)

? Sport Name:

? Goal Name:

? Facility Name (generic):

? Parent League(s):
(Ctrl-Click to choose more than one)
CT Valley Midget Hockey League
Arizona Girls Lacrosse Association
Aspetuck Wildcats Football and Cheerleading
Char-Meck Girls Softball

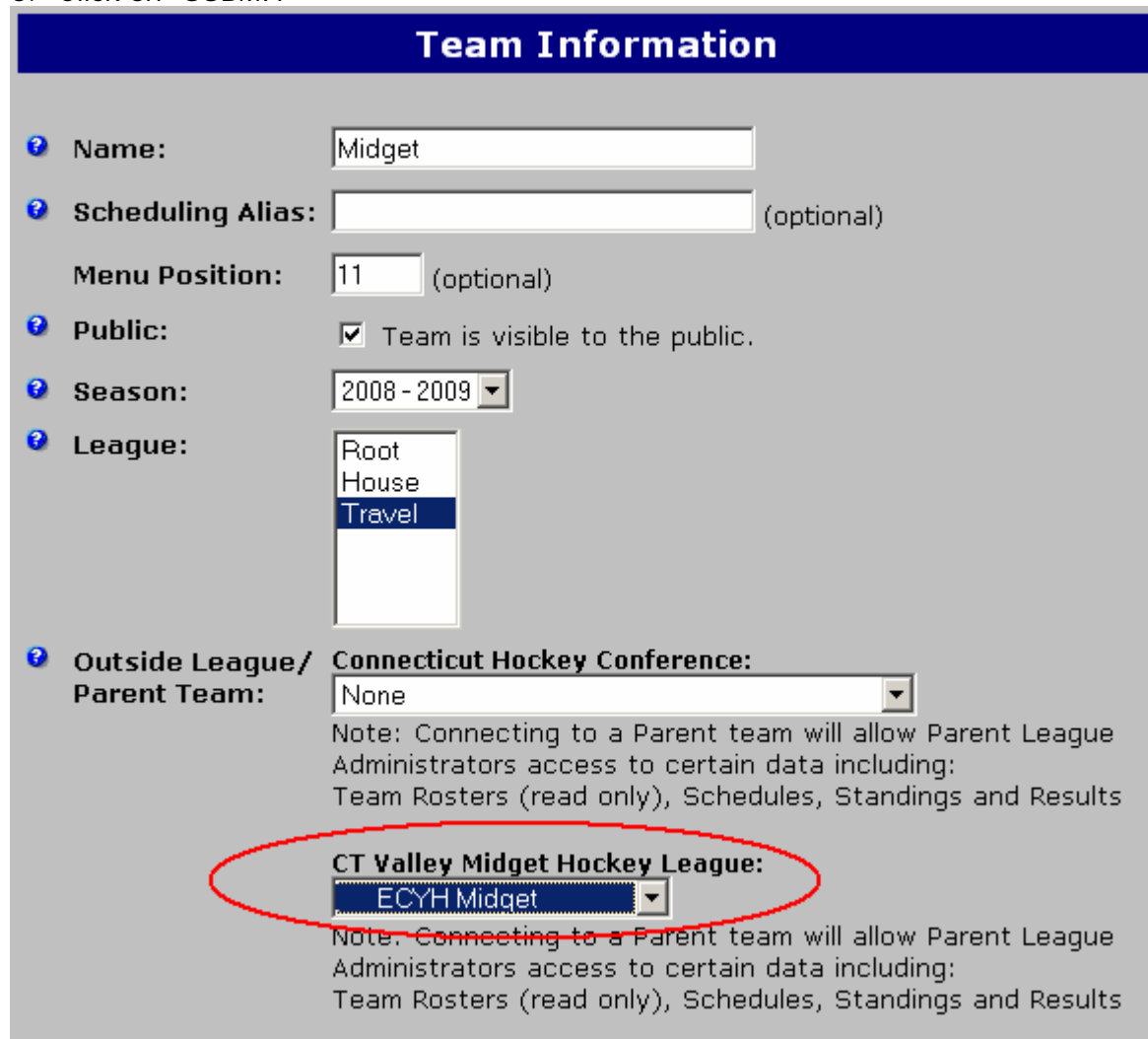
Submit Reset

LINK AFFILIATE TEAMS TO TEAMS LISTED ON CVMHL WEBSITE

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

From within your program's website:

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



Team Information

? **Name:**

? **Scheduling Alias:** (optional)

Menu Position: (optional)

? **Public:** Team is visible to the public.

? **Season:**

? **League:**

? **Outside League / Parent Team:**

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

CT Valley Midget Hockey League:

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If you have more than one Midget team, 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 need assistance do not hesitate to contact the CVMHL Website Manager. If you do not see a particular team please contact the CVMHL President.

POSTING GAMES TO CVMHL WEBSITE

WHAT GAMES SHOULD YOU POST TO THE CVMHL WEBSITE?

You should post **ALL home games vs any CVMHL team** to the CVMHL Website. These games will populate your local site once posted to the CVMHL site. This would include any games prior to the start or after the end of the CVMHL season. Only those designated as "CVMHL LEAGUE GAMES" will count for the playoff standings. All other games should be designated at "GAME".

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

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

- Log onto the CVMHL Website Admin tab using your first and last name.
- Enter your program's CVMHL Website Rep password
- Click on Scheduling >> New Games
- Fill out all fields except the "Other" field
- Select "GAME" or "**CVMHL LEAGUE GAME**" from the list under CATERGORY? (*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 "CVMHL 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
<input type="checkbox"/> T Wed, Sep 5	6:00p -6:50p	& Mite House	Practice	
<input type="checkbox"/> T Fri, Sep 7	6:00p -6:50p		Practice	
<input type="checkbox"/> T Sun, Sep 9	7:00a -7:50a	& Squirt C	Practice	
<input type="checkbox"/> T Mon, Sep 10	6:00p -6:50p	& Mite House	Practice	
<input type="checkbox"/> T Wed, Sep 12	6:00p -7:00p	& Mite House	Practice	
<input type="checkbox"/> T Sat, Sep 15	10:00a -10:50a	& Squirt C	Practice	
<input type="checkbox"/> T Sun, Sep 16	7:00a -7:50a		Practice	
<input type="checkbox"/> T Tue, Sep 18	6:00p -7:00p	& Squirt C	Practice	
<input type="checkbox"/> T Sat, Sep 22	10:00a -10:50a	& Squirt A	Practice	
<input type="checkbox"/> T Mon, Sep 24	6:00p -7:00p		Practice	
<input type="checkbox"/> T Tue, Sep 25	6:00p -7:00p	(h) & Squirt C	Power Skate	
<input type="checkbox"/> T Wed, Sep 26	6:00p -7:00p	& Mite House	Practice	
<input type="checkbox"/> T Sat, Sep 29	10:00a -11:05a	& Mite House	Practice	
<input type="checkbox"/> T Mon, Oct 1	6:00p -7:00p	& Squirt C	Practice	
<input type="checkbox"/> T Tue, Oct 2	6:00p -7:00p	& Mite 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 CVMHL policies regarding game cancellations.

SCORE REPORTING: To ensure timely score reporting either team may enter the results of games. CVMHL Designated game results should be entered at the CVMHL 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. Please contact the CVMHL Website Manager @ mem93@comcast.net to get 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 all game details (teams, date, time, location)
- confirm your AWAY games
- serve as a central repository for directions to rinks
- post DESIGNATED CVMHL LEAGUE HOME GAME results

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

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

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

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

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): [Mike Meakem](#)

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

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