

**West Hartford Youth Hockey Association
WHYHA**

**Web Site Instructions
For Team Manager / Head Coach**

www.westhartfordhockey.com

Revision 1.0
October 3, 2008

Table of Contents

1 - INTRODUCTION	3
2 - HOW TO LOGIN	4
3 - ACCESSING TEAM PAGE	6
4 - POST BULLETIN ON TEAM PAGE	8
5 - ADD GAME RESULTS/STATISTICS	11
6 - ROSTERS & MEMBER INFORMATION	13
8 - POSTING GENERAL EVENT	16
10 - UPDATE CONTACT INFORMATION	18
11 - PASSWORDS	19

1 - Introduction

Each WHYHA Team Manager will receive a Team Manager password for their team. This password allows the team manager and head coach (or designee) to perform web site functions for their team only.

This document provides instructions on how to perform the web site functions available with a Team Manager password. The following is a list of available functions:

- Post message on team page
- Send email message to team
- Add game results and write-ups
- Upload documents to team page
- Create picture album

IMPORTANT SECURITY POLICY:

Only the team manager, head coach, and his/her designee should possess their Team Manager password. In some cases, a head coach may give the Team Manager password to an assistant coach. **Parents should not be given the Team Manager password under any circumstances.** Any team found to be in violation of this security policy will have their Team Manager password disabled.

Anyone who has access to the Team Manager password must sign a Website Confidentiality Agreement form which is found on the website under Documents section of the website.

2 - How to Login

Before any Team Manager functions can be performed on the web site, you must login to the administration page on the web site.

To login, click the Admin tab on the top of the web site home page.

The screenshot shows the West Hartford Youth Hockey Association website. At the top, there is a navigation bar with four tabs: "Association", "Team Pages", "For Team Managers", and "For Coaches". The "For Coaches" tab is highlighted in red, and the "Admin" link within it is also circled in red. Below the navigation bar is a large banner with the text "WEST HARTFORD YOUTH HOCKEY ASSOCIATION". To the left is a sidebar with a logo of a wolf and a list of navigation links: Home, Registration, USAH Registration, F.A.Q., Sponsorship Opportunities, Veterans Rink, Contacts, Team Contacts, Events Calendar, and Master Schedule. The main content area is titled "HEADLINES" and contains a list of news items, including "HOCKEY NIGHT IN WEST HARTFORD", "Bantam Team Openings", "WHYHA Post Office Box CLOSED!!", "Park Road Parade", "Internal programs begin October 11th", and "USA Hockey Registration - CHC Mandatory Process". To the right of the headlines is a section titled "Upcoming Events" with a list of dates and events, such as "Sat, Oct 11, 2008" and "CHC Regular Season Begins". Below the events is a section titled "The Swap Shop" with a link "Click here to add your own item" and a "Premier Sponsors" section.

Enter your first name and last name followed by your Team Manager password and click the submit button.

Restricted Area

Your Full Name:

Password:

Your Team Manager administration menu will appear on the left side of the page.

The screenshot displays the website interface for the West Hartford Youth Hockey Association. At the top, there are navigation tabs for 'Association', 'Team Pages', 'For Team Managers', and 'For Coaches'. Below these are sub-tabs: 'Thanksgiving Tournament', 'Programs', 'Mission Statement', and 'Admin'. The main header reads 'WEST HARTFORD YOUTH HOCKEY ASSOCIATION'. On the left, a vertical navigation menu is circled in red, containing the following items: Manager's Manual, Resources, Yearbook Builder, Administer, Messages, Add New, Results, Documents, Picture Album, Pictures, Organization, Scheduling, General Event, Misc, Email Log, and Log Out. The main content area features a 'NEW FEATURES' section with a text box stating: 'As new features are added to the LeagueAthletics.com system, this page will be updated. Please check this page often. Please feel free to contact us via Support Ticket or by phone at (888) 932-6747 with any questions, comments or concerns about any of the features listed here. Also visit the [Administrator's Discussion Forum](#) for past announcements and the latest questions and ideas from all LeagueAthletics.com website administrators.' Below this, a list of new features is provided: 'New Design for Team Bulletins (Added 10/2/08)', 'Facility Open/Close Status (Added 9/20/08)', 'New Banner Generation Tool (Added 7/9/08)', 'Rotating Sponsor Logos/Picture Slideshow (Added 6/26/08)', 'Home Page Appearance (Added 6/24/08)', 'Page Gutter Images (Added 6/17/08)', 'Birth Certificate Upload Question (Added 6/6/08)', 'Add Game Types Password Right (Added 5/08)', 'RSS and iCal Feeds (Added 4/08)', 'Photo Upload Registration Question Type (added 4/08)', and 'Yearbook Builder (Added 4/08)'. At the bottom left of the menu, it says 'Server: 4'.

3 - Accessing Team Page

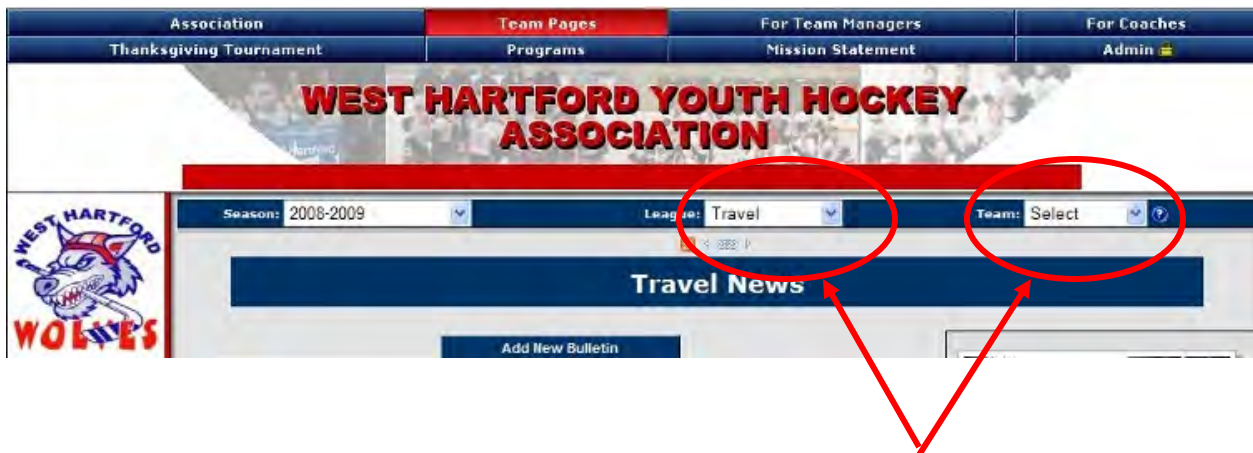
Each WHYHA team will have its own web page. The web page and the functionality that goes along with it will be administered with the Team Manager password.

Several of the functions described below require you to access your team page.

To access your team page, click the Team Pages tab at the top of the home page.



Select your team's League and team:



You will be brought to your team's home page

The screenshot shows the website interface for the West Hartford Youth Hockey Association. At the top, there are navigation tabs for 'Association', 'Team Pages', 'For Team Managers', and 'For Coaches'. Below these are sub-tabs for 'Thanksgiving Tournament', 'Programs', 'Mission Statement', and 'Admin'. The main header features the association's name in large red letters. Below the header, there are dropdown menus for 'Season: 2008-2009', 'League: Travel', and 'Team: Mite A'. A red circle highlights the 'Mite A' text in the team header, with a red arrow pointing to it from the 'Team' dropdown menu. The left sidebar contains a logo for 'WEST HARTFORD WOLVES' and a menu with items like 'News', 'Contacts', 'Schedule', 'Calendar', 'Roster', 'Results', and 'Multi-Schedule'. The main content area has a 'WELCOME' message and a list of links: 'Schedule', 'Calendar', 'Rosters', 'Results', and 'Multi-Schedule'. The right sidebar lists 'Key Contacts' including Head Coach Nick Sorqio, Coach Jeff Blanchard and John Swift, Manager Richard DiPietro, and Scheduler Richard DiPietro. At the bottom right, there is a 'Next 10 Events' table.

Date	Type	Event	Rink
Sun, 10/5 8:15a	Practice	w Mite B	Veterans

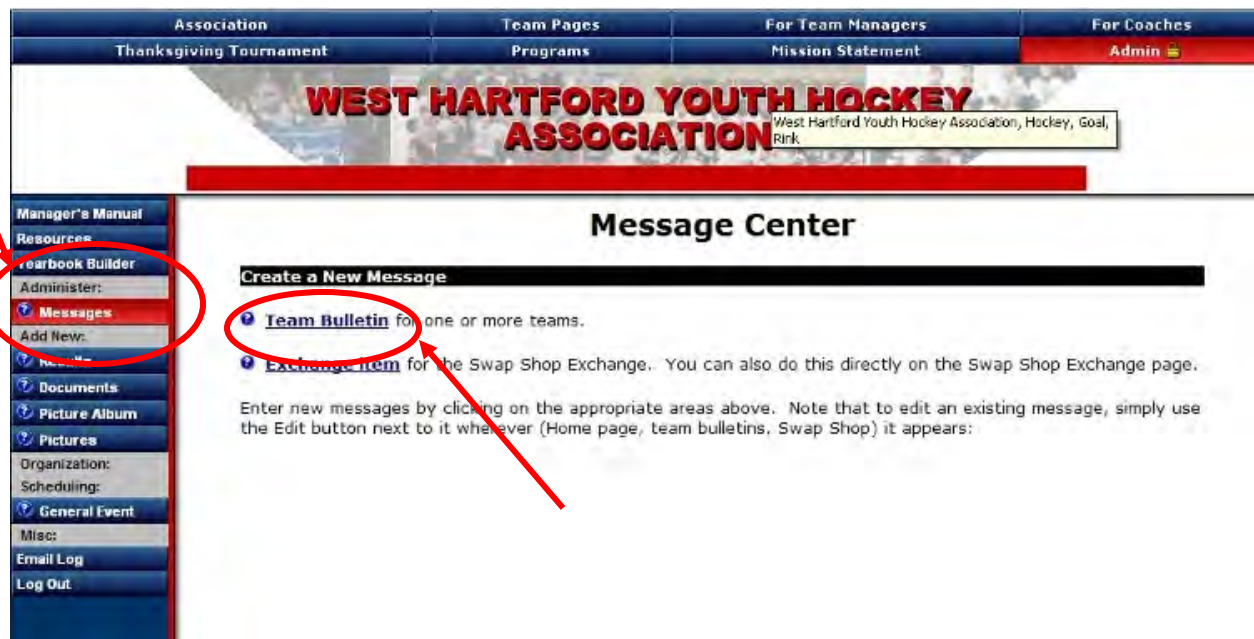
4 - Post Bulletin on Team Page

Posting messages on the team page is a tool for the team manager or head coach to communicate with the team. Messages can be added to the team page and the same message can be sent as a broadcast email to the entire team at the same time.

First, login to the administration area on the web site. See “How to Login” instructions above.

To post a message on your team web page, click the Messages tab on the administration menu. An alternative way to send a message is to go to the team’s home page (above) and click on Add New Bulletin.

NOTE: Messages and Bulletins are the same thing.



Select the Team Bulletin link:

On the New - Bulletin page:

1. Confirm your name and email address is correct. You only need the email address if you are going to broadcast this message in addition to posting.
2. Enter expiration date for message. Message will automatically be removed from team page after this date.
3. Enter message title.

4. Enter message.
5. If you plan to email this message to the team, click on the check box by Email broadcast. You will have options for sending the email. Check the appropriate box or boxes. If not checked, no email will be sent and the message will only be posted on the team home page.
6. Click Submit to send or Reset to start over.

Association	Team Pages	For Team Managers	For Coaches
Thanksgiving Tournament	Programs	Mission Statement	Admin

WEST HARTFORD YOUTH HOCKEY ASSOCIATION

Manager's Manual

Resources

Yearbook Builder

Administer:

Messages

Add New:

Results

Documents

Picture Album

Pictures

Organization:

Scheduling:

General Event

Misc:

Email Log

Log Out

Server: 4

New - Bulletin

Author: (Your real name)

Respond to: (email@url.com) ←

Publish On: (MM/DD/YYYY)

Expires After: (MM/DD/YYYY) ←

Title: ←

Format: Normal Font: Size: Source

Pizza Party after the game on 10/11/2008

Jimmie's Pizza
765 Farmington Ave
West Hartford, CT 06119

Please reply to confirm you will attend.

Picture File:

Caption:

Season:

Recipient Team(s):

Travel

Mite A

Email Broadcast: (check for broadcast options) ←

Include text message addresses in broadcast.

Parents


Team Members


Now go to the Team tab to see your posted message.

The screenshot shows the website interface for the West Hartford Youth Hockey Association. At the top, there is a navigation bar with tabs: Association, Team Pages (circled in red), For Team Managers, and For Coaches. Below this is a banner for the association. The main content area is for the 'Mite A' team, showing a 'HEADLINES' section with two messages: 'Test' and 'Pizza Party'. The 'Pizza Party' message is circled in red, and a red arrow points to it. Below the headlines, there are sections for 'Test' and 'Pizza Party' with details and an edit icon (circled in red). On the right, there are sections for 'Key Contacts' and 'Next 10 Events'.

A new message will have a flashing NEW (NEW) button until it is visited.

If there is more than one message, a Headlines section will automatically appear and the visitor can click on the headline to quickly scroll down to the message

To **edit** an existing team bulletin, click on the edit icon to the left of the bulletin text. 
Note: You must login to the admin area to be able to edit a team bulletin message.

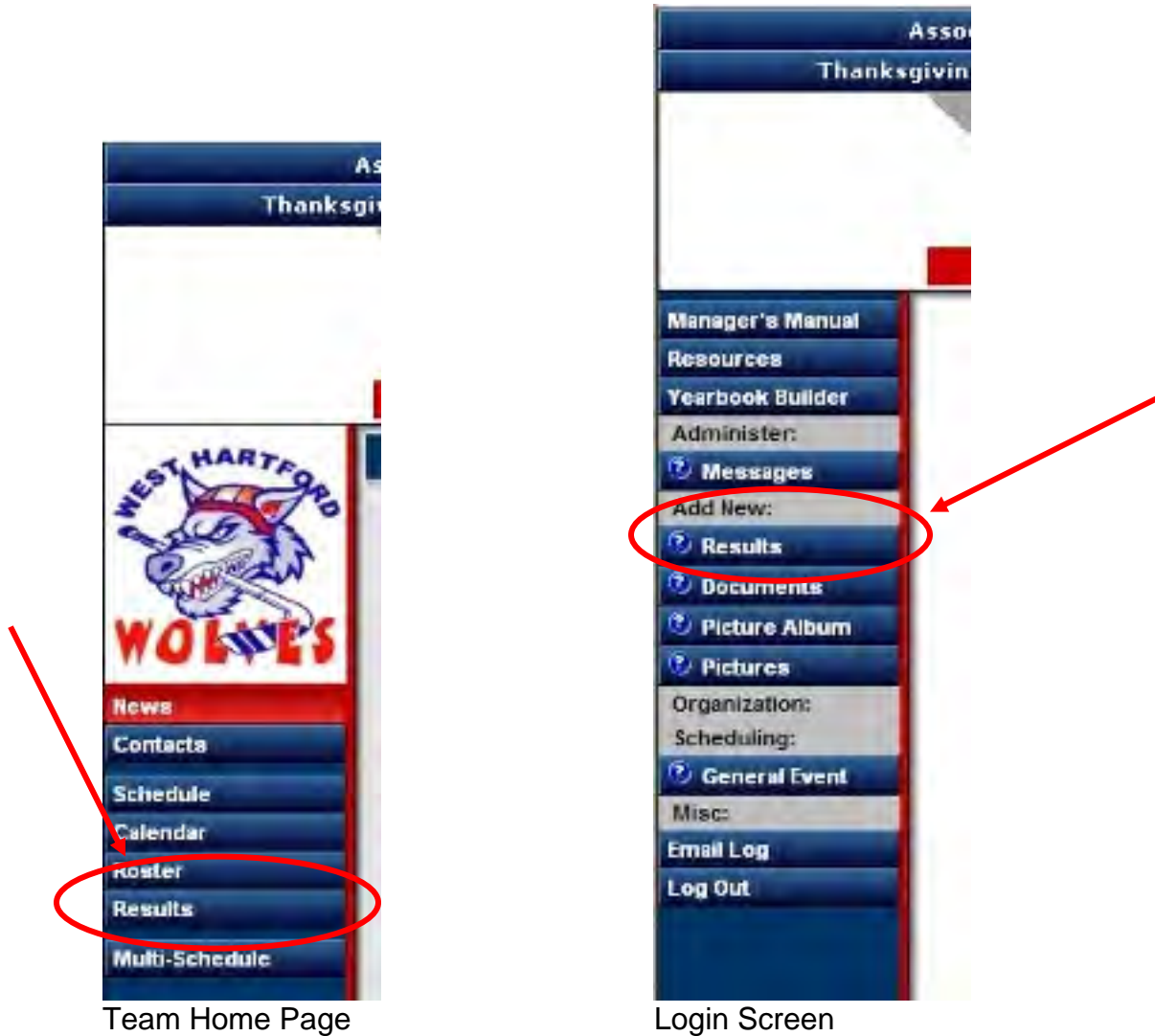
To manually **delete** a team bulletin message, click the X icon  to the left of the bulletin text. Note: You must login to the admin area to be able to delete a team bulletin message.

5 - Add Game Results

The WHYHA web site provides the ability for teams to maintain their own W-L-T record and add small write-ups for each game. If a CHC or CVMHL game score is updated on the WHYHA website it will automatically update the score on the parent website (CHC or CVMHL) and the opposing team's website. Either team may update the score, but any write-ups will only appear on the WHYHA website.

First, login to the administration area on the web site with your password. See How to Login instructions above.

Click on the Results tab from the Team Home page or from the Login screen:




Any games for the current day or any that have not been entered up to that day will be available for scoring. Any event that had "Game" or "Tournament" in the event description will show up in the Results list. A Scrimmage will not show up on the list.

Game write-ups should be entered via the Team Home Page Results menu as they are not accessible from the Login Screen add new Results menu

Enter score for the game(s) and click the Submit button:

WEST HARTFORD YOUTH HOCKEY ASSOCIATION

Result Entry Form

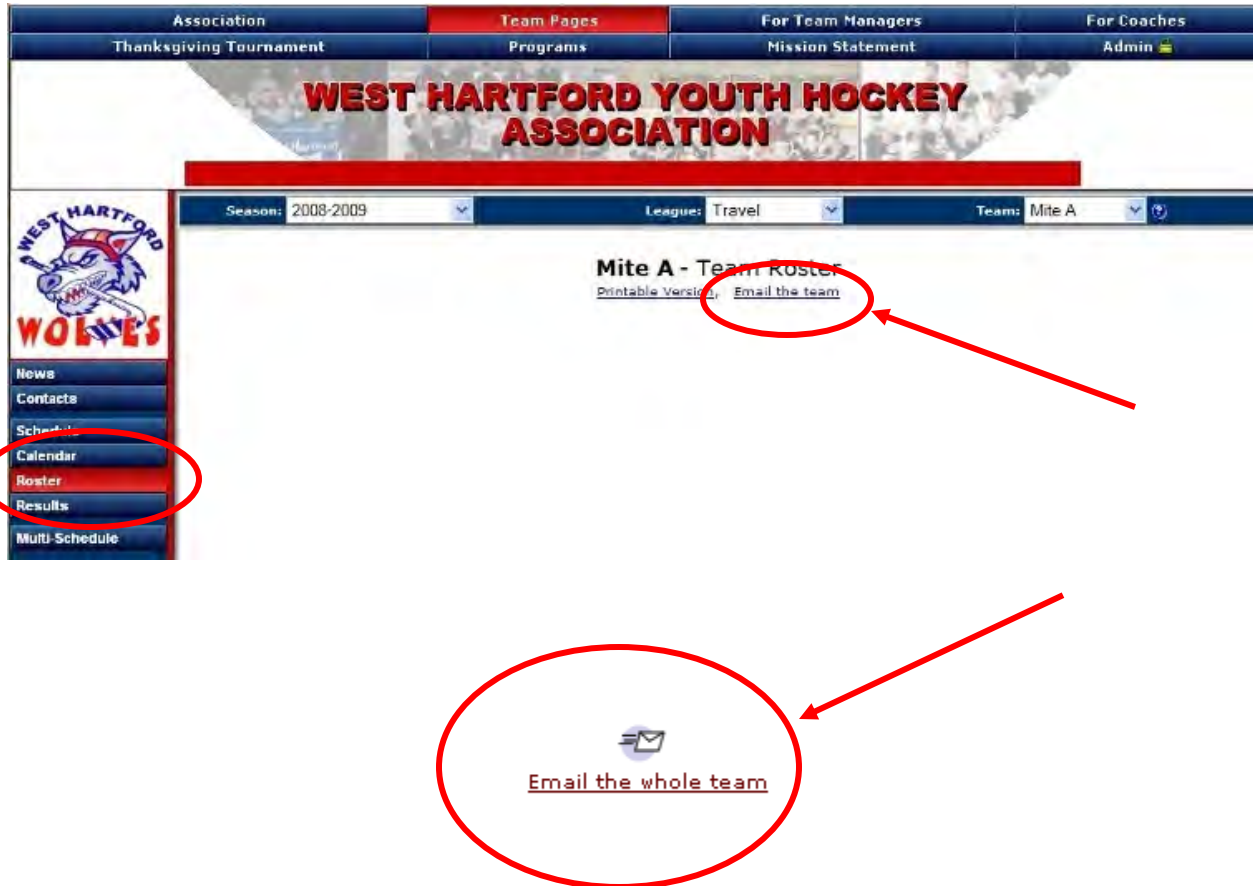
NOTE: This form is intended primarily for entering multiple game results at one time. If you need to enter a score for a single game and would also like to enter commentary, or you would like to amend a previously entered score, you should instead use the [Results](#) page for your team. Each game is listed there and when logged in as a team manager or administrator, there is an edit icon  to the right of each game that you can click to enter or edit the results.

Date	Time	Location	Home	Score	Away	Score
Sat 10/04/2008	6:25a	Kingswood-Oxford	MITE>MT TIER IV> West Hartford Mite A	<input type="text"/>	MITE>MT TIER IV> Watertown Mite A	<input type="text"/>

Access your team page and click the Results tab to view all scores for the season:

6 – Rosters & Member Information

Team Managers and Head Coaches have the ability to email the team without setting up distribution lists. This email provides a virus-free way to communicate with your team.



Member privacy is very important and the website has an override setting to prevent member information from becoming public. For your information, member information has 3 settings. These settings are set up by the members and can be updated by the team managers or website administrator upon request.

The 3 settings used for member data are:

- 1) Public – the data is available to the general public (only if the override is turned off or a team manager/coach wants it available from the Team Contact page)
- 2) Roster – the data is available only to the team
- 3) Private – the data is only available to the member family

Email addresses are never shown to the public even with a public setting. A public setting creates a link on the Team Contact page and on the Team Home page that allows the general public to send an email to that contact. The contact's email address is not shown and provides a safe way to be contacted by other teams or associations.

Automatic email notification is enabled for practices and games. An email will be sent at appx 1:00 am for the following days event. For example, an email sent Monday morning at 1:00 am will be for Tuesday's event. An email sent Tuesday morning at 1:00 am will be for Wednesday's event, etc. These are not retroactive. If an event is entered Monday morning for an event Monday night, no email notification will be sent.

Another notification option for members is an automatic text message that is sent to a member's cell phone appx 1-1/2 hours before the game and/or practice. A member must enter the cell phone number and choose their phone provider. The website does not charge for these text messages, but the member will incur any applicable charges from their cell phone provider (unless you have unlimited). **This setup should only be done by the member unless a team manager or website administrator has permission in writing.**

7 - Documents

Examples of documents you may want to post for the team are: tournament brackets, team code of conduct form, team roster. These are only available to your team.

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8 – Posting General Event

A pizza party or team event can be posted on the team’s calendar. However, it is recommended that the use of a bulletin or email to the team is a better tool for team events. Automated email reminders are not generated for general events, although they will appear on the team’s calendar/schedule.

The screenshot shows the West Hartford Youth Hockey Association website interface. At the top, there are navigation tabs for Association, Team Pages, For Team Managers, and For Coaches. Below these is a banner for the association. On the left is a vertical sidebar menu with various options. The 'General Event' option is circled in red, with a red arrow pointing to it from the left. The main content area displays the 'Event Information' form, which includes fields for Start and End times, a Title, and a Description area with a rich text editor. Below the description is a dropdown menu for 'Applies To' with options: Internal, Travel, Mite A, House, Junior, Senior, and Administrative. At the bottom of the form are fields for Recurrence (Every: [] Weeks), Or: [Select] [Sunday] of the month, and Stop After: [] Occurrences or By: []. There are 'Submit' and 'Reset' buttons at the bottom of the form.

9 - Pictures

Post pictures of your team here. These are only available to your team

The screenshot shows the website interface for the West Hartford Youth Hockey Association. At the top, there are navigation tabs: Association, Team Pages, For Team Managers, and For Coaches. Below these are sub-tabs: Thanksgiving Tournament, Programs, Mission Statement, and Admin. The main header features the association's name in large red letters over a photo of a hockey game. On the left is a vertical menu with various options, including 'Picture Album' and 'Pictures', which are circled in red. The main content area contains an 'Upload Pictures' form with dropdown menus for 'Season' (2008-2009) and 'Team' (Mite A), a file upload area, and buttons for 'Browse', 'Remove', 'Remove All', and 'Upload'. Below the form is a 'COPPA Compliance' section with text explaining the Children's Online Privacy Protection Act of 1998 and providing a link for more information.

COPPA Compliance:

The Federal Trade Commission has implemented the Children's Online Privacy Protection Act of 1998 (COPPA). The main goal of the COPPA and the rule is to protect the privacy of children using the Internet. Publication of the rule means that, as of April 21, 2000, certain commercial Web sites must obtain parental consent before collecting, using, or disclosing personal information from children under 13.

We recommend not posting identifiable photos of children on the web site, unless you have permission from the parent. Do not include a player's full name in the photo caption, or post a photo where a nameplate is visible.

For Complete Information:
<http://www.ftc.gov/ogc/coppa1.htm>

10 - Update Contact Information

It is very important that all WHYHA managers and coaches have accurate contact information (home address, phone number and email address). The head coaches and other board members use this contact information to communicate important news and information throughout the season.

Each manager and coach has the responsibility to update their own information (use the "Edit My Account" feature on the main WHYHA website). All managers, schedulers and coaches should have at least one contact phone number and their email address set to PUBLIC in their account settings. This will enable other teams or parents to contact someone when needed.



11 - Passwords

These are the different types of passwords and their use.

- 1) Administrative Password – Used by website administrator and certain board members. Provides access to all aspects of website
- 2) Team Manager/Head Coach Password – Provides communication tool for each team. These are set up and distributed by the website administrator to each team and are changed every year.
- 3) Team Password – Provides access to team roster, documents and pictures. Each team has its own unique password which is set up and distributed by the website administrator to each team manager. These are changed each year.
- 4) Individual Password – Provides access to family registration and family member information. A member who is signed on with their individual password can access their team information (in #3 above) without the team password. These are set up by either the individual or by request through the website administrator, are controlled by the member and stay static as long as the member stays with the association.