There are 3 activities to be performed by Commissioner's in order to maintain your division's website (just about everything is a variation on the 3 activities). The division websites are intended to largely eliminate the spreadsheets being generated and emailed by Commissioners. These 3 activities are described in Website Activities #1, #2, #3 and they are:

1. Team Roster Verification/Cleanup (**Website Activity #1** - page 1):
    a. Check the rosters loaded from spreadsheets supplied by the organization's House Directors/Registrars/Webmasters and update/add any necessary information not supplied by the Organization.
    b. Adding uniform numbers to teams after initial set-up as many teams do not assign uniform numbers until uniforms are received (often in mid to late October). Note that this is the same process as is used to update Team Official & Player information in 1a. above.
2. Maintaining the Master Schedule of Games as agreements are made about changes (**Website Activity #2** - page 4).
3. Entering the results/scores and statistics for all games once the scoresheets are received in the mail from the Home Team (**Website Activity #3** - page 6).

There are also two other website features Commissioner's or Empire Board Member's may wish to use. They are Sending Messages (see **Website Activity #4** - page 11).

<u>Manual Tracking</u>: The one item that will have to be manually tracked by Commissioners with limited assistance from the website statistics is the Coach 7 (or more) Aggressive Play (AP) penalties in the last 4 games rule (note that if a team has less than 7 AP's total then it would be impossible for the coach to have 7 or more in the last 4 games which will make it much easier for the Commissioners for the younger age groups to monitor this).

<u>Website Help</u>: If Commissioner's have issues/questions with the Empire Website, please contact both Jeanne Barreca. Contact info is on the Empire website under Empire Conference contacts. Email is preferred but use phone for time-critical answers.

<u>Passwords / Access Authority</u>: A Commissioner's password will be given to the Commissioner by the Webmaster Roger Partridge. Do not give out this password to anybody as it is exclusively for your use as Commissioner for your Division (and should not allow the Commissioner to update info for any other Division). The teams within your division will also get their own passwords – one password for the manager/coaches of each team. Manager's passwords are for managers and coaches ONLY – this password allows the manager/coach to view their own team roster and statistics (goals, assists, penalties, Aggressive Play totals, etc.). Managers will NOT have game scheduling privileges – this is a Commissioner activity ONLY. Managers/Coaches should be strongly cautioned that they should not give out their password to parents. Game results (i.e. game scores NOT statistics) and schedules are public information and can be seen by anybody who visits the Empire website.

NOTE: The password structure (& website structure) has been setup based on the policy of not sending out statistics to everybody.

<u>WEBSITE ACTIVITY #1: Team Roster Verification/Cleanup/Update/Uniform # Entry</u>
NOTE #1: Teams are responsible for notifying the Commissioner when new players are added BEFORE they play. The Commissioner can then add the new player to the team's roster on the Empire website. Any player who plays before notification to the Commissioner is considered to be illegal and subject to sanctions. Substitution rules are complex so Commissioners should be carefully

monitoring use of substitutes by teams (for questions on substitutes – contact Jeanne or Empire President/VP).

NOTE #2: The standard convention for entry of personal data for **Team Officials** is for home phone and email to be public, addresses and work phone #s are private accessible only by password, cell phone #'s accessibility is Commissioner discretion. No contact information is ever to be added for players (name, birthdate, organization they play for, team they are on, and uniform # are the only information allowed on the Empire website).

1. Sign on by going to the Admin Tab (at top of Home Page), type in your name and the Commissioner's password given to you by the Webmaster.
2. All teams should be setup with names and websites attached to your division. If you have extra teams or are missing teams, please contact Jeanne to have these changes made. Note that all Team Names follow the following format: "MCYH MITE A (coaches last name)". Let Jeanne know team nicknames if you want them updated. Each team webpage should have a standard set of links on the left hand side (News, Contacts, Roster, Schedule, Calendar, Multi-Schedule).
3. Go to the Team Roster page on the Team's website that needs to be verified or updated with information.
4. If coaches/managers/players are not already setup, then use the "Add A New Team Member" link on the Team Roster webpage (look for this underneath the Team name at the top of the Team Roster webpage). Once the "Add a New Team Member" Link is clicked on, then the "New Member Information Form" (see Figure 1 below) is brought up as a blank form and data can be entered as described below in the Update Team Member process (see #7). Note that BOTH a Team Official and a Player must have a Team selected from the list box at the bottom of the Form or they will NOT show up on the Team Roster. To the right of Team Selection List Box, is a field called Position where the Team Position is selected – select "Player" for players and "Coach", "Asst Coach", or "Manager" for the Team Officials (do NOT add new positions). Click the SUBMIT button when done entering the New Team Member data.
5. To update information on a player or team official, click on the Pencil Icon to the left of the Player's Name or click directly on the Team Official's Name.
6. This brings up the "Edit Member Information" form.
7. DO NOT make wholesale changes to the data in this form (see picture of Form below in Figure 1 for example of a player entry – note the player name was removed). See the fields below for information on data entry suggestions and Empire restrictions.
   - First Name, MI, Last Name fields: Please question any significant name changes for players as the names given are from registration data given to us by the organization (Note adding a middle initial to distinguish 2 John Smith's is ok, changing Jacob to Jake is NOT – use their official registration name).
   - Type Field: DO NOT (ever!) change the Type field (located after the name fields) – Players MUST be type "PLAYER" and Team officials MUST be "PARENT".
   - ID Field: Leave BLANK.
   - Guardian fields: Guardian is not needed on our website and Empire requests that the Commissioner's leave them BLANK.
   - Address Fields (Street, City, State, Zip Code): Addresses may be put in for Team Officials (i.e. Adults) if the Commissioner wishes – they should be left private or roster, never public by Empire policy. This information should NEVER be entered for Players (does not matter what their age is). Note that you will often see the Players organization in the Address field and their Birthyear in the City field. This is to make them easier to see when looking at generic Member information for Administrative purposes (and possible future team selection/loading changes).
   - Phone Number fields (Home, Work, Cell): One phone number (for adult Team Officials), usually the home phone, is PUBLIC, the rest is up to the Commissioner's discretion (and Team Official request). Empire suggests Work is private/roster(i.e. needs a password) and Cell Phone is public.
   - Email field: Email addresses are usually set to be PUBLIC.

- Gender field: Gender is left unset although can be set for Team Officials if known. Can be set if known but not required.
- Grade & Weight fields: Please leave the grade and weight fields BLANK.
- Birthdate field: Use information on Team Roster Forms to update if missing from data supplied by organizations. Birthdates are not needed for Team Officials. Birthdates are REQUIRED for players - note this is a key field for loading players in subsequent years - PLEASE make sure they are correct!
- Notes field: The Notes field is for Empire use only – please do not change (we have been putting the org name in here as well as in the address field so please do not change for Players, this allows for searching parameters to be used).
- Photo Field: Leave BLANK.
- Team Assignment Team List Box (at the Bottom of the Form): Make sure the correct Team has been selected – this is the field that assigns the player or team official to this team. Note that changing the Team Selection to "Unassigned" (1st entry in the List Box) will REMOVE the team member from the team and put him/her in the unassigned pool if that is the only team they are assigned to. It is very common to have Team Officials (coach etc.) be assigned to more than one team (do not change the assignments to teams not in your division or you will be making other Commissioner's lives more complicated) and/or hold Empire positions. If a PLAYER is shown as being on 2 (or more) teams – you should question why the player is on 2 Empire teams and whether this is legal under Empire Rules. **Note that if a player is used as a substitute**, then this may be an easy way to show any statistics (goals, assists, penalties) for him/her – you may need Jeanne/Roger to help you find and add the player to the team roster since your access is limited to rosters of teams not in your division (but see if you can find him/her under the Members link in the Administration Area).
- Position field (at the bottom of the form): Position should always be "PLAYER" for players (regardless of position played) and COACH for head coaches, ASST COACH for assistant coaches, and MANAGER for Managers.
- New Position (at the bottom of the form): Leave BLANK.
- Uniform Number(at the bottom of the form): Enter the player's uniform number. Legal USA Hockey #'s are 0-99 (that's why the ZZCoach pseudo players have # 100).

8. Click on SUBMIT and you should be returned to the Team Roster page with updates made or the team member added.

Figure 1 Member Information Form

WEBSITE ACTIVITY #2: Entering/Maintaining the Master Schedule of Games

This function should be used for all teams within the Commissioner's division to schedule and/or update the Master Division Schedule. **TBD** – We are still testing the playoff features (i.e. Winner of Game XYZ feature) – do not use.

NOTE: All Commissioners were requested to type their Master Schedules into the supplied Excel spreadsheet for their Division and send to Jeanne, then she can load all of the Game Schedules into the website using the League Athletics required format. Therefore, Commissioners should not have to enter any games by manual typing unless they delete a game (DON'T DO THIS!). However if the dates/times change (and are agreed to both teams and Commissioner), then the Commissioner can **update the Game date/time** using the procedures identified below.

1. Sign on by going to the Admin Tab (at top of Home Page), type in your name and the Commissioner's password given to you by the Webmaster.
2. To ENTER the Master Schedule for your division, on the Admin Page, left hand side of the Admin page – Select "New Game" (under Scheduling). The Commissioner will get an Entry Box labeled "New – Game Information" (see Figure 2 below). In this Entry Box, fill in the fields as

described under the modification procedure. **NOTE: Commissioners may need to Enter NEW Games once they have Playoff information for their Division if they want to continue to use the website to track player stats**.

3. To MODIFY the time/date/place of an already scheduled game, click on the Schedule Page for the Home (or Away) Team involved in the Change. All of the games from today on are displayed. Click on the Pencil Icon near the left hand side of the game you need to modify and the "Edit – Game #XXXXX" Entry Box is displayed (see Figure 2 below for an example of the Edit Game Form). The Game # is a League Athletics defined # (and more or less useless to a Commissioner). Make the necessary changes to the Game as agreed to by BOTH teams (following the field entry guidelines/descriptions below):

   - Date: Enter the date – there is a calendar available by clicking on the calendar icon OR just use format MM/DD/YYYY.
   - Start: Enter the Start Time of the Game. Use HH:MMa for AM times and HH:MMp for PM start times.
   - Finish: Enter the Finish Time of the Game (Note if not known then enter the minimum required for the game for your division (example: if the start time is 10:00 am and the Midgets have a minimum of 90 minutes including ice resurfacing, then the minimum finish time would be 11:30 am). Use HH:MMa for AM times and HH:MMp for PM end times.
   - Location: Enter the rink using the list of pre-established rinks already setup by the webmaster. If you can't find a rink, please contact the Webmaster to have it entered (i.e. DO NOT enter it yourself as this could lead to an unwieldly list of unmaintainable rinks). Please use ESL (not the ESL, imaginary rink which is for testing ONLY) regardless of the rink (ESL1, ESL2, ESL3, ESL4) assignment. Use the generic Thomas Creek and Lakeshore rinks also even if you are given the West or East designation.
   - Category: Enter "GAME" only!
   - Confirmed & Cancelled fields: Can't figure out what these get used for so just leave BLANK.
   - ID field: The ID field does not appear to show up anywhere but should be used to designate the game number. Game Numbers should following the convention "2008MIDA####" where 2008 designates the season, MIDA is the division, and #### (4 alphanumeric characters, pad to left with 0 if needed, use game #s given to you by Empire President/Webmaster for regular season games and playoff letters (A, B, C, etc.) for playoff games. These were entered when the Division Schedule was Loaded so please DON'T change them. Use the above convention for Playoff Games because this alphanumeric ID MUST be unique (using season and division makes it unique no matter how long the website exists!).
   - Season: Should always be "EAHC 2009-2010" (or correct name for the season).
   - Team: Select the Home team from the list of teams in your division. Ignore the "or Winner of Game # " field (it doesn't work!).
   - Opponent: Select the Away Team from the list of teams in your division. Ignore the "or Winner of Game #" field.
   - Outside and other fields – leave BLANK or as shown in example below.
   - Note: put the Game number (EXAMPLE: Midget A Game #0011) in this field. You can also put a note here stating that the game changed from X to Y on date AA/BB also if applicable.
   - Send Notices To: Uncheck the fields, however all teams should not be set to Live so hopefully these fields will do nothing.
   - Click on the SUBMIT button.

4. Once the SUBMIT button is clicked the Game information is saved. If you are entering new games, a mostly blanked out "New – Game Information" Entry Box is presented so you can continue with entering the next game in the Master Schedule. If you are modifying games, then you will be returned to the schedule.

Figure 2 Edit Game Information

WEBSITE ACTIVITY #3: Entering Results & Statistics for Games once Scoresheets are Received By Commissioners

These instructions should be applicable to all teams within your division and be followed once the Commissioner receives a scoresheet from the Home team. Follow the instructions below:

1. Sign on by going to the Admin Tab (at top of Home Page), type in your name and the Commissioner's password given to you by the Webmaster.
2. Go to the website for the Home Team (Note just repeat these instructions for the Away Team Statistics) or the Divisional Home Page (then click on Standings and then on the Home or Away Team link).
3. Once at the website for the Home Team, click on the Results Tab on the left hand side of the Team's Webpage. This brings up the "Season Results" for this Team page (**See Figure 3 below for a Sample Results Page for a Team**). There are 3 symbols on the right hand side of the Game listing. The Pencil Icon allows the Commissioner to enter or update the Game Results (i.e. the game score). The Sigma (a fancy looking E) Icon allows the Commissioner to enter in Game Statistics (Player attendance, Goals, assists, penalties, if needed Suspension Served and optional Goalie Statistics). The RED X Icon is ONLY used if you need to delete the

Game – this deletes this game forever and any results disappear from the standings (i.e you REALLY don't want to do this unless this game will NEVER be played).

4. GAME SCORE ENTRY/UPDATE: From the "Season Results" page, click on the Pencil Icon on the right hand side of the Game to enter in the game score. This brings up the "Edit – Game Results" Entry Box. Enter the Game Score for the Home and Away Teams and enter any comments (i.e. suspensions served or other comments) in the Comments field. Then click on the SUBMIT button to return to the Season Results page for this team. (**See Figure 4 below for a Edit – Game Results Form**)

5. GAME STATISTICS ENTRY/UPDATE: From the Season Results page for this team, click on the Sigma Icon (sort of looks like a fancy E) for this Game:

   a) The Player Statistics page is brought up (**See Figure 5 below for a Player Statistics Form**). Enter in goals, assists and penalties by marking a 1,2,3,… in the appropriate box. Commissioners can use the Tab key or their Mouse to move from field to field. Put a '1' in the box for 1 instance, a '2' for 2 instances (for example 2 goals or 2 MNR-OTH penalties), etc. Points, penalty minutes and Aggressive Play penalties will automatically total on the Statistics page based on the integer entries on this page (NOTE: the Player Statistics page ONLY takes integer entries – do not enter 2 for a 2 minute penalty, enter a 1 and the player penalty minute will show as 2 minutes for this game – **see Figure 6 below for Statistics for a Team after 2 Games –** you get to this display by selecting the Statistics link on the left hand side of the Team's webpage).

   b) <u>MNR-OTH</u> is for all Minors that are NOT Aggressive Play penalties. MNR-OTH includes all Tripping, Slashing, Interference, Checking (for Mites & Squirts), Unsportsmanlike (by players), Roughing, Hi-Sticking, …, i.e. every Minor BUT the Aggressive Play penalties.

   c) <u>Aggressive Play Minor penalties</u> are Boarding (MNR-Bord), Check from Behind (MNR-CkBh), Charging (MNR-Chrg), and Head Contact (MNR-HC note this includes all roughing and elbowing and anything else with a HC/head contact/head checking designation, not all referees are consistent with these penalty designations). Put a 1 in the appropriate box (example – put a 1 in the MNR-Bord if a player gets a Minor for Boarding). Intent to injure penalties are generally written up as Major penalties (all Major penalties are Aggressive Play penalties), however if anyone gets an Intent to Injure Minor penalty, please contact Jeanne. The Aggressive Play penalties will automatically total on the Statistics page for this Game/Team. These penalties will also result in 2 minutes being added into the player penalty totals on the Statistics page (see the item d for special handling of Check from Behind minors).

   d) <u>Check from Behind Minors</u> will have the 10 minute Misconduct automatically added to the penalty minutes (for a total of 12 minutes per instance) so the Commissioners does NOT have to also put a 1 in the Misconduct field. Check From Behind Minors ALWAYS count as 12 minutes towards the players penalty minute total (the only exception is if the referee calls it a Major/Game or Major/Match penalty). Therefore, the Empire website will automatically aggregate 12 minutes (and 1 Aggressive Play penalty) towards the player penalty totals on the Statistics page when a 1 is put in this category.

   e) <u>Major Penalties & Game Misconducts/Match Penalties</u> must have a 1 put in the Major field and also a 1 in the Game Misconduct field (if called by referee) as some Majors are automatic Game Misconducts (Fisticuffs plus …) and most are not (left to referee discretion). All Major penalties will automatically count as 1 Aggressive Play penalty on the Statistics page (as well as adding 5 minutes to the player's penalty minute total). Game Misconducts and Match Penalties will add 10 minutes into the player's (or Team official's) penalty minute total. Due to the rarity of Match Penalties, they should be counted in the Game Misconduct field. Note that players/team officials incurring a Game Misconduct must serve a mandatory 1 game suspension and those incurring a Match Penalty are suspended from all on-ice activities until a Hearing (The Commissioner should call the Empire President right after the coach notifies the Commissioner for further instructions on hearing scheduling, suspension rules etc.).

   f) <u>Rule 404d Game Misconducts (for players) or Suspensions (for coaches)</u> should be identified under the Field "404d GM". 404d Game Misconducts or suspensions are NOT

counted under the Empire 3 Game Misconduct Rule so this field was added starting in the 2009-10 season to allow the tracking of these Game Misconducts and accumulated Penalty Minutes without interfering with Game Misconduct counting for the 3 Game Misconduct Rule.

g) <u>Bench Minors (for coach "unsportsmanlike" or team "too many men" penalties</u>) are NOT charged to the player serving the penalty (regardless of what the scorekeeper states on the scoresheet). These penalties should be put under the ZZCoach pseudo-"players". Note that players can get "unsportsmanlike" minors and unless otherwise noted, should be charged to the player under the MNR-OTH category.

h) <u>Coach Game Misconducts (under Rule 601) or suspensions</u> (under Rule 404d) should be shown under the ZZ Coach pseudo-"player". Note that if the Commissioner has an Assistant Coach get a Game Misconduct, then he/she can add a pseudo-Player caller "ZZAssistCoach" similar to the ZZCoach pseudo-player to track this. These are relatively rare so we left it to the Commissioner to add (or request add of) them if needed.

i) <u>Players and/or team officials incurring suspensions</u> (either for USA Hockey mandatory Game Misconducts or Match Penalties, or for Empire Penalty Minute or Aggressive Play suspensions) should be designated as served by using the SuspServ column on the Statistics entry page.

j) <u>Any player who played but had no goals, assists or penalties</u> should have the box next to his/her name checked to designate that he/she played. If they got points or penalties, this box will automatically be checked when you fill in the applicable box for that player.

k) <u>One oddity of the statistics</u> entry process is that once the Commissioner clicks on SUBMIT, the data will be saved but the same screen remains. You can use this feature to do a data save if it is a complicated score sheet. It is rather confusing as it looks nothing has happened but you can do interim saves or save then go to the Goalie Statistics page next.

l) <u>Goalie Statistics tab if the Commissioner elects to keep Goalie statistics</u>. This is optional (but a nice thing to do). Click on the "Goalie – Empire" tab right under the Player Statistics Header Box to bring up the Goalie Statistics Entry Form. Enter GoalieGame Played as a 1 or a fraction (usually 0.5) if the goalies changed mid-game. Enter the Goals Scored For and Against while the Goalie was playing. Also enter the W (win), L (loss), or T (tie) status of the game based on how much the goalie played (1 if he played the whole game, a decimal 0.5/0.3 if he played less). Note that Goals Against can be less the Goals scored on the Team if the goalie was pulled for an extra skater. If the Commissioner elects to keep Goalie Stats, then you will need help from the teams with multiple goalies so you know which one played (and what decimal portion of the game was played). Click on SUBMIT when done entering Goalie statistics.

m) <u>AgPlay Field</u> (shown only on the Team Statistics Display Form - see Figure 6 below). This is a calculated field and totals the numbers from each game put in the MNR-HC, MNR-Bord, MNR-CkBh, MNR-Chrg, MAJOR fields as eachof these count as Aggressive Play penalties. This field makes it easy for the Commissioner to see the players with 4 or more Aggressive Play penalties and do notifications of Aggressive Play suspensions/hearings.

n) <u>PMTotal Field</u> (shown only on the Team Statistics Display Form - see Figure 6 below). This is a calculated field and totals the penalty minutes as follows:

      MNR-OTH count   * 2 +
      MNR-Chrg count * 2 +
      MNR-Bord count * 2 +
      MNR-HC count   * 2 +
      MNR-CkBh count * 12 +
      MAJOR count   * 5 +
      Miscondt count   * 10 +
      Game Misc count * 10 +
      404d GM count   * 10 = PM Total

o) Ask Jeanne if you have a weird Game Situation and can not figure out how to show it in the Game Statistics.

Figure 3 Results Page for a Team

Figure 4 Edit Game Results (i.e. Game Scores & Commentary) Form

#	Player	Atn	Position	Goals	Asst	Mnr-Oth	Mnr-Bord	Mnr-CkBh	Mnr-HC	Mnr-Chrg	Miscondt	Major	Game Mis	SuspServ
5	Alhart, Jordan	☑		2	2	1								
17	Brennan, Joseph	☑												
16	Buff, Maxwell	☑						1		1				
10	Delong, Brian	☐												
11	Dziedzic, Jonathan	☐												
15	Fama, Daniel	☑												
6	Goetz, Andrew	☑		1										
1	Jarnagan, Nicholas	☑												
14	Kelly, Brian	☐												
2	Lindenmayer, Michael	☑			1									
8	Loomis, Justin	☑			1									
7	Mooney, Kevin	☑		2	1									
3	Rakvica, Michael	☐												
18	Rockwell, Ben	☑			1									
12	Salmons, Kyle	☑												
4	Skeels, Alex	☐												
19	VanBramer, Kevin	☑		1		1								
31	Weston, Robert	☑		1	1									
13	Willer, Jay													

Figure 5 Edit Game Statistics (i.e. Goals, Assists, Penalties) Form:

Perinton Sabres - PYH Midget A (Dziedzic)
Player Statistics

#	Name		GP	Goals	Asst	Pts	Mnr-Oth	Mnr-Bord	Mnr-CkBh	Mnr-HC	Mnr-Chrg	Miscondt	Major	Game Mis	SuspServ	Ag Play	PMTotal
5	Alhart, Jordan	Player	2	2	2	4	2				1					1	6m
17	Brennan, Joseph	Player	1			0										0	0m
16	Buff, Maxwell	Player	2			0			2							2	8m
11	Dziedzic, Jonathan	Player	1			0										0	0m
15	Fama, Daniel	Player	2			0										0	0m
6	Goetz, Andrew	Player	2	1	2	3										0	0m
1	Jarnagan, Nicholas	Goalie	2			0										0	0m
2	Lindenmayer, Michael	Player	2	1	1	2										0	0m
8	Loomis, Justin	Player	2		1	1	1									0	2m
7	Mooney, Kevin	Player	2	2	1	3										0	0m
3	Rakvica, Michael	Player	1			0										0	0m
18	Rockwell, Ben	Player	2		1	1										0	0m
12	Salmons, Kyle	Player	2			0										0	0m
4	Skeels, Alex	Player	1		1	1	1									0	2m
19	VanBramer, Kevin	Player	1	1		1	1									0	2m
31	Weston, Robert	Player	2	3	1	4										0	0m
13	Willer, Jay	Player	2	1	1	2										0	0m
9	Wisner, Jamie	Player	2		2	2										0	0m
	Totals:		11	13	24		7				3					3	20m

Tip - Click any column name to sort by that column's data. Click again to sort in the opposite order. Click any player's name for details of their season record.

Figure 6 Team Statistics Display Form

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WEBSITE ACTIVITY #4: Sending Messages.

There are three ways to send messages:
1. Coach Bulletins - this feature sends a message to ALL team officials on ALL teams that are set up on the Empire Website. This feature should be used for Empire General Announcements ONLY. It also posts the message on the "Hey Coach" webpage accessed from the Empire Home Page.
2. Team Bulletins - Use to send to one or more teams in your division BOTH an email message and post the message on their website. Note that this feature posts the message on the Selected Team's Home Page and thus can be read by ALL visitors to the Empire website. Use this feature for any announcement that can be read by any visitor.
3. Email Members - Use to send an email to a subset of registered members on the Empire Website. No message is posted on any public webpage. Below this option is written up as two functions below - Email Members of Teams and Email Empire Board Members.

Coach Bulletins / Send Messages to All Team Officials on ALL Teams in Empire:
REMINDER - this feature sends a message to ALL coaches on ALL teams in Empire. Follow the instructions below:
1. Sign on by going to the Admin Tab (at top of Home Page), type in your name and the password given to you by the Webmaster.
2. Click on the feature "Coach Bulletin" either under Messaging on the Administrative Features Menu or by choosing under the Messaging tab on the left hand side of the Admin page.
3. Fill in the "Publish On" and "Expires After" fields and check that your email is correct in the "Respond To" field. If the Expires After field is blank it will stay displayed on the Hey Coach page indefinitely.
4. Fill in the "Title" of your message, then type your message in the blank form below the "Title" field. Use the form buttons to add bolding and color if necessary.
5. Add a picture file as an attachment below the blank form if necessary and put in a caption for the picture.
6. If you check the Email Broadcast checkbox, it will give you the option to include text message addresses (none loaded at present). This checkbox does not affect whether the message is emailed out, it only affects whether text message addresses are added to the email list.
7. Click on the "SUBMIT" button and your message will be posted on the Hey Coach page of the Empire website AND emailed to ALL coaches on ALL teams in Empire.

Team Bulletins:
REMINDER - this message BOTH posts a message on a PUBLIC Empire team webpage AND sends an email to the affected teams.
Follow the instructions below:
1. Sign on by going to the Admin Tab (at top of Home Page), type in your name and the password given to you by the Webmaster.
2. Click on the feature "Team Bulletin" either under Messaging on the Administrative Features Menu or by choosing under the Messaging tab on the left hand side of the Admin page.
3. Fill in the "Publish On" and "Expires After" fields and check that your email is correct in the "Respond To" field. If the Expires After field is blank it will stay displayed on the Team webpage indefinitely.
4. Fill in the "Title" of your message, then type your message in the blank form below the "Title" field. Use the form buttons to add bolding and color if necessary.
5. Add a picture file as an attachment below the blank form if necessary and put in a caption for the picture.
6. Check that the season displayed in the "Season:" field is correct.

7. Select the Division and Teams from the "Recipient Team(s)" list box that you wish to post and send the message to. Note that you should not be able to select teams that are not in your Division if you are a Commissioner.
8. If you select the Email Broadcast checkbox (recommended), it will give you three checkboxes "Include text message addresses in broadcast", "Parents" and "Team Members". Make sure that at least the "Parents" checkbox IS CHECKED. The other two checkboxes will not any affect as we do load addresses for either option. If the "Parents" checkbox is NOT CHECKED, then no email messages will be sent.
9. Click on the "SUBMIT" button and your message will be posted on the selected Team's webpages AND emailed to all team officials (i.e. parents) if the Parents Checkbox was selected.

Email Members of Teams:
Follow the instructions below to send out an email message to the Team Officials on the Teams you have selected:
1. Sign on by going to the Admin Tab (at top of Home Page), type in your name and the password given to you by the Webmaster.
2. Click on the feature "Email Members" either under Messaging or Members on the Administrative Features Menu or by choosing under the Messaging or Members tab on the left hand side of the Admin page.
3. The Find Members form will be shown.
4. Above the Find Members form are three selectable items "Add", "Import" and "Email Client Club Members". Click on the "Email Client Club Members" selection.
5. There are two radio buttons on this page. Select the radio button next to the "+ Select Team Members". Then click on the "+" to expand the list of teams.
6. Make sure the Team Season list box has the current season selected.
7. Select the Teams you wish to send an email message to by checking the box next to the Team Name.
8. In the box below the Team List, make sure the following is typed in the box "Coach, Manager".
9. Click on the "Find Them" button.
10. Check to make sure the "From" and the "Reply To" fields are correct (your full name and email address should be already filled in, if they aren't type them in).
11. The "To:" field will have all of the email addresses of the Team Officials for the Team you have selected IF the Division Commissioners have made sure the Team Officials information is accurate.
12. Fill in additional email addresses in the "CC:" field.
13. Fill in the "Subject:" field.
14. Type the email message in the text box below the Subject field. Use the formatting buttons and options to use color or bolding if desired.
15. Click on the "SEND" button at the bottom of the form.
16. Your message will be sent individually to every email listed in the TO or CC fields by the Empire website and a webpage with the message shown " **Your message has been processed and queued for delivery."** and a link to the "Email Log" which if selected will show a list of email addresses the message was sent to.
17. Note it has not yet been figured out if you can attach documents to these email messages.

Email Members of the Empire Board:
Follow the instructions below to send out an email message to the Team Officials on the Teams you have selected:
1. Sign on by going to the Admin Tab (at top of Home Page), type in your name and the password given to you by the Webmaster.
2. Click on the feature "Email Members" either under Messaging or Members on the Administrative Features Menu or by choosing under the Messaging or Members tab on the left hand side of the Admin page.

3. The Find Members form will be shown.
4. Above the Find Members form are three selectable items "Add", "Import" and "Email Client Club Members". Click on the "Email Client Club Members" selection.
5. There are two radio buttons on this page. Select the radio button next to the "+ Select Board Members of Clubs".
6. In the box below the "+ Select Board Members of Clubs", make sure the following is typed in the text box "EAHC".
7. Click on the "Find Them" button.
8. Check to make sure the "From" and the "Reply To" fields are correct (your full name and email address should be already filled in, if they aren't type them in).
9. The "To:" field will have all of the email addresses of the Empire Board Members (Reps, Alternates, President, VP, Secretary, Treasurer, Webmaster and Commissioners).
10. Fill in additional email addresses in the "CC:" field.
11. Fill in the "Subject:" field.
12. Type the email message in the text box below the Subject field. Use the formatting buttons and options to use color or bolding if desired.
13. Click on the "SEND" button at the bottom of the form.
14. Your message will be sent individually to every email listed in the TO or CC fields by the Empire website and a webpage with the message shown " **Your message has been processed and queued for delivery."** and a link to the "Email Log" which if selected will show a list of email addresses the message was sent to.
15. Note it has not yet been figured out if you can attach documents to these email messages.