



The following function are the basic features...this guide will be updated with additional information and tips regarding more advance functions in the future...in the meantime if you have difficulties with a module that is not explained in this guide, do not hesitate to contact your APMHA webmaster at dir.communications@apmha.org.

<p>LOGIN</p>	<p>You have received a Userid and Password from the APMHA webmaster. Use the Login access located at the bottom of the APMHA website left navigation menu.</p>	
<p>Updating your Team Staff</p>	<p>Click on Add-Edit-delete Coaches/Managers. In the next screen add the contact information for each member of your team Staff; Enter all the information you want to appear and click on the "Enter" button located after the "Bio area".</p> <p>Note: The Head coach information has already been added and the Head coach has also been given an apmha e-mail alias routing to e-mail provided. E.g. peewee_b2.coach@apmha.org.</p> <p>TIPS: 1. In order to have the assistant coach showing below the head coach, select the position "2" for the "Order this person is to appear" (this option is located below the bio information" ; for a trainer select position "3"; for a manger select position "4".</p>	
<p>Creating your Team roster (Optional)</p>	<p>Click on Add-Edit-release players. In the next screen add the player information. You need to enter at the minimum First Name, Last Name and DOB.</p> <p>TIPS: 1. By default the Team Roster will appear with the Jersey number, the first name and the last name. If you want to display additional information, select "Edit Player Info to be displayed" and select what should appear. 2. You can export your team roster in a CSV format (excel) by selecting "View Export Team List" (Team Admin Tools). This feature can be used for Tournament registration for instance or for other administrative task the manager may want to do. All the information you have entered for each player will be in your csv file (and not just the info you have chosen to display on the screen) 3. Your Team roster can be shown with a team picture. To do that select "Add-Edit-Delete Team Photo" ...Use the browse button to locate the picture on your desktop and upload... IMPORTANT ...any picture shows better if they have been resized to 500 pixel or less for the width.</p>	

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<p>Creating a Team Event or skill session</p>	<p>Want to add a Dryland session or your next Team Party?: Click on Add-Edit_Delete Event</p> <p>Enter the information on the next screen. Click Save at the bottom of the screen. Your event will be displayed on your team Calendar:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Team Schedule ■ Road Game ■ Home Game ■ Practice</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="5">October 2008</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td style="border: 2px solid red;"> 1 Off Ice Training #2 - Gemmill 6:00pm SHOW DETAILS </td> <td> 2 Practice @PAK - Stewart Community Centre 6:00 pm Ending 6:30 pm </td> </tr> </tbody> </table> </div> <p>TIPs:</p> <ol style="list-style-type: none"> 1. Team event and Skill session will appear similarly within your Team schedule ...so just use Team event (easier to manage with one place for them all) 3. Enter the location and the time in the Title (this way your team event location and time will be displayed on the schedule ...easier for printed schedule...other information entered in the text editor will show when parents/players click on “show details” in the Team schedule. 2. Not sure how to use the Text Editor function?...check the end of this document. 3. If you want to send the event information to all the parents in your team select “Check this box to email <i>Team name</i> subscription list”... This will email the info to everyone that have sign-up to receive news about your team.....IMPORTANT if you want to use this feature make sure the parents actually signed-up . The other option, “sending to players” or “sending to parents” assumes that you have entered the e-mail addresses of the parents and/or players in the Team roster (you can do that to). 	October 2008					S	M	T	W	T				1 Off Ice Training #2 - Gemmill 6:00pm SHOW DETAILS	2 Practice @PAK - Stewart Community Centre 6:00 pm Ending 6:30 pm	<div style="border: 1px solid orange; padding: 5px;"> <p style="text-align: center; background-color: #f4a460; margin: 0;">Communication Tools</p> <ul style="list-style-type: none"> Add-Edit-Delete News Article Add-Edit-Delete File Delete Images Send Email Announcement <li style="border: 2px solid red; border-radius: 10px; padding: 2px;">Add-Edit-Delete Event </div>
October 2008																	
S	M	T	W	T													
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<p>Creation a news item for your home page</p>	<p>Step similar to “Creating an event”...see above. The difference is that the news item does not show-up in the schedule but shows on your team web page.</p> <p>TIPs: Use News item for information that are not related to a specific date (i.e. your welcome message to the team)</p>																
<p>Entering an exhibition game, or a tournament game</p>	<p>Click on 2008-09 – Exhibition Schedule</p> <p>-> 1) Check if you see the Venue you want in the venue drop down. If not go back to your “control panel” and select “Add-Edit-Delete Venue” located at the bottom of the Schedule Tools. Enter the Information for the Venue: use the following format First 3 letters of the Location and then rink name: e.g. KIN – Kinburn Sensplex ...you don’t need to enter the address and the phone number of the venue.</p> <p>-> 2) Check if you see the Team you are playing against in the Home Team or the Visitor Team drop-down. If not select “add team” located on the “Exhibition Schedule screen” and enter the team information in the next screen.</p> <p>→ enter all the Information requested for the exhibition game</p> <p>TIPs:</p> <ol style="list-style-type: none"> 1) if you are using one of your assigned Team practice for an exhibition game. Enter the exhibition game first and then go to the “2008-09- Practice schedule” and delete the practice that is used for this exhibition Game. 2) For Tournament follow the same steps but select 2008-09 	<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; background-color: #006666; color: white; margin: 0;">Schedule Tools</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Add-Edit Games for:</p> <ul style="list-style-type: none"> 2008-09 - Regular Season Schedule <li style="border: 2px solid red; border-radius: 10px; padding: 2px;">2008-09 - Exhibition Schedule 2008-09 - Tournament Schedule 2008-09 - Playoff Schedule </div> </div>															

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	<p>Tournament Schedule”</p> <p>3) To modify an exhibition game --- select a date range at the bottom of your 2008-09 Exhibition Schedule in order to display all the game within the period and then select Edit.</p>	
<p>IMPORTANT: DO NOT CHANGE your Practice Schedule or you Regular Season Schedule. Exception for changing your practice schedule would be if you are using a practice as an exhibition game, or if you add a practice for which your team bought extra ice and that is not in our APMHA ice Scheduler master schedule.</p> <p>ALL your regular practice schedules and your regular season Games are entered on the website by the APMHA ice Scheduler or the APMHA webmaster.</p>		
<p>Reporting Score for an Exhibition Game (optional)</p>	<p>Click on 2008-09 – Exhibition Game Score.</p> <p>Select the game for which you want to report the score by clicking on “report” and enter the information.</p> <p>TIPs: 1) you may choose the enter the player goal or assist. To control what is shown on your “Game Results” page of your team website you will need to select” Edit Details for – Exhibition Schedule” (in your Scheduling tools menu). You have there the option to track or not players stats as well as displaying or not player stats and other features.</p>	<div style="border: 1px solid red; padding: 5px;"> <p style="text-align: center; background-color: red; color: white; margin: 0;">Statistics Tools</p> <p>Report 2008-09 - Regular Season Game Score</p> <p style="border: 2px solid red; border-radius: 50%; padding: 2px;">Report 2008-09 - Exhibition Game Score</p> <p>Report 2008-09 - Tournament Game Score</p> <p>Report 2008-09 - Playoff Game Score</p> </div>
<p><u>IMPORTANT: You can enter the Game score of your regular season game on your APMHA Team website, but you will also need to enter them in the LCMHL website (for all your home games)....most teams don't want to bother entering games scores in both sites.</u></p> <p><u>Entering your Game results in the LCMHL website IS MANDATORY for all team...you will receive a userid and password at the LCMHL meeting. A separate guide for entering LCMHL game results has been developed and is posted on the LCMHL website and on the APMHA website.</u></p> <p>TIPs: If you don't want to enter the Regular Season Game score on the APMHA team site, create a news item that says “Games Results for Regular season and create a link to the LCMHL website Game results page of your team” ..this way you have an easy link for your parents. Games Scores from the LCMHL website cannot be automatically imported into our APMHA website.</p>		
<p><i>Basic information on additional feature not covered in this guide can be also found by clicking on the “Help” menu located at the top of your Administrator control panel.</i></p>		