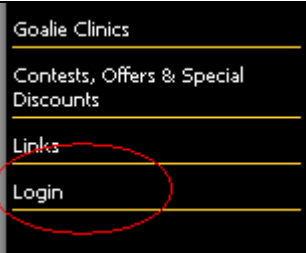
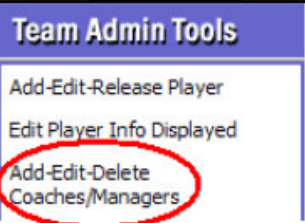




WCMHA Team Site Management – Guide www.wcmha.ca

The following functions are the basic features... this guide will be updated with additional information and tips regarding more advanced 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 WCMHA webmaster at web@wcmha.ca

<p>LOGIN</p>	<p>You have received a UserID and Password from the WCMHA webmaster. Use the Logon access located at the bottom of the WCMHA 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>	



Creating your Team Roster (Optional)

Please note that WCMHA has a policy that states "WCMHA will NOT **IDENTIFY** the persons in these pictures." No name and Pictures are to be posted on WEB site

Click on Add-Edit-Release Player

In the next screen add the player information. You need to enter at the minimum First Name, Last Name and DOB.

Tips:

1. By default the Team Roaster will appear with the Jersey number, the first name and the last name. To edit the information being displayed on the WEB Site Select "Edit Player Info Displayed" and select what should appear.
2. You can export your team roster in 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 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. You can post your Team Photo **Important** ...Please Do not Post Team Roster and Team Picture... Select "Add-Edit-Delete Team Photo" "Use Browse button to locate the picture on your desktop and upload. **Import...** any picture shows better if they have been resized to 500 pixels or less for the width.

Team Admin Tools

- [Add-Edit-Release Player](#)
- [Edit Player Info Displayed](#)
- [Add-Edit-Delete Coaches/Managers](#)
- [Add-Edit-Delete Team Photo](#)
- [Add-Edit-Delete Tryout](#)
- [Add-Edit-Delete Skill Sessions](#)
- [View-Export Team List](#)



Creating a Team Event or a Skill Session

Want to add a Dry land Session or your next Team Party?: Click on "Add-Edit-Delete Event"

Enter the information on the next screen. Click Save at the bottom of the screen.

Your event will be displayed on your Team Calendar:

Team Schedule

■ Road Game
 ■ Home Game
 ■ Practice
 ■ Team Event
 ■ Association Event

October 2009						
S	M	T	W	T	F	S
				1 WCMHA Tryouts/Sortouts 09-10 SHOW DETAILS	2	3
4	5 Off Ice Training # 1 Carp Outdoor Rink 6:pm SHOW DETAILS	6	7	8	9	10

Tips:

1. Team event and Skill session will appears similarly within your Team Schedule ...so just use Team event (easier to manage with one place for them all)
2. 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

Communication Tools

- [Add-Edit-Delete News Article](#)
- [Add-Edit-Delete File](#)
- [Delete Images](#)
- [Send Email Announcement](#)
- [Add-Edit-Delete Event](#)



	<p>“SHOW DETAILS” in the Team Schedule.</p> <p>Not sure how to use the Text Editor function?... check the end of this document</p> <p>3. If you want to send the event information to all parents in your team select “Check this box to e-mail <i>Team name</i> Subscription list”....This will e-mail the info to everyone that have sign-up to received 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” assuming that you have entered the e-mail addresses of parents and/or players in the Team Roster(you can do that also).</p>	
<p>Creation a news item for your home page</p>	<p>Steps similar to “Creating an event” ... see above.</p> <p>The difference is that the news item does not show-up in the Calendar/ schedule but shows on your team web page, in the Team news section</p> <p>Tips: Use News items for information that are not related to a specific date(i.e. Your welcome Message to the Team)</p> <p>Add-Edit-Delete News Article</p> <ol style="list-style-type: none"> 1. Enter a title, select a date, and then enter your article into the description box. 2. When finished press save at the bottom of the page and your news article will be submitted and display instantly on your homepage. 	



Offering a practice time

When you cannot use your practice time

Click on "Add-Edit-Delete Event"

Practice Date	Edit	Delete
Oct/14/07 7:00 pm	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Oct/07/07 8:00 pm	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Oct/04/07 8:00 pm	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Click on the Edit of the Practice you want to offer

Would you like to offer this venue time to another team?

Click Here to continue. You get a warning

You are about to make the venue time available for another team to claim.

Date: Saturday February 28 2009 8:00 am

Practice Type: Shared Ice

* This will automatically send out email to all association team staff notifying them about this available venue time.

"Click Here to Continue"

The venue time is now available for other teams to claim

Schedule Tools

Add-Edit Games for:

2009-10 - Regular Season
Schedule

Add-Edit-Delete Practices

Claim Available Practice Time

Claim Available Venue Time

Edit Details for:

2009-10 - Regular Season
Schedule



Claiming Practice time

Practice Date	Type	Claim
Saturday February 28 2009 8:00 am to 9:00 am	Shared Ice	<input type="button" value="Claim"/>

Click "Claim"

You are about to claim this practice time.

Date: Saturday February 28 2009 8:00 am
Practice Type: Shared Ice

Once you Click" Click here to continue"

You will receive a confirmation

The record has been updated. You now have that practice time

Schedule Tools

Add-Edit Games for:

2009-10 - Regular Season
 Schedule

~~Add-Edit-Delete Practices~~

Claim Available Venue Time

Edit Details for:

2009-10 - Regular Season
 Schedule



IMPORTANT: Entering your Game results in the LCMHL website IS MANDATORY for all teams..... 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.

TIPs: Create a news item that says “Game Results for regular season and create a link to the LCMHL website Game results page for your Team” ... this way you have an easy link for your parents. Game Scores from LCMHL website cannot be automatically imported into our WCMHA site.

Purging the year

Please remember to delete all your Team info from your Team website at the end of your year. This will help the Webmaster.

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.

Please remember that any updates such as events, fundraiser or pictures to be posted on the main WCMHA Website must be sent to web@wcmha.ca