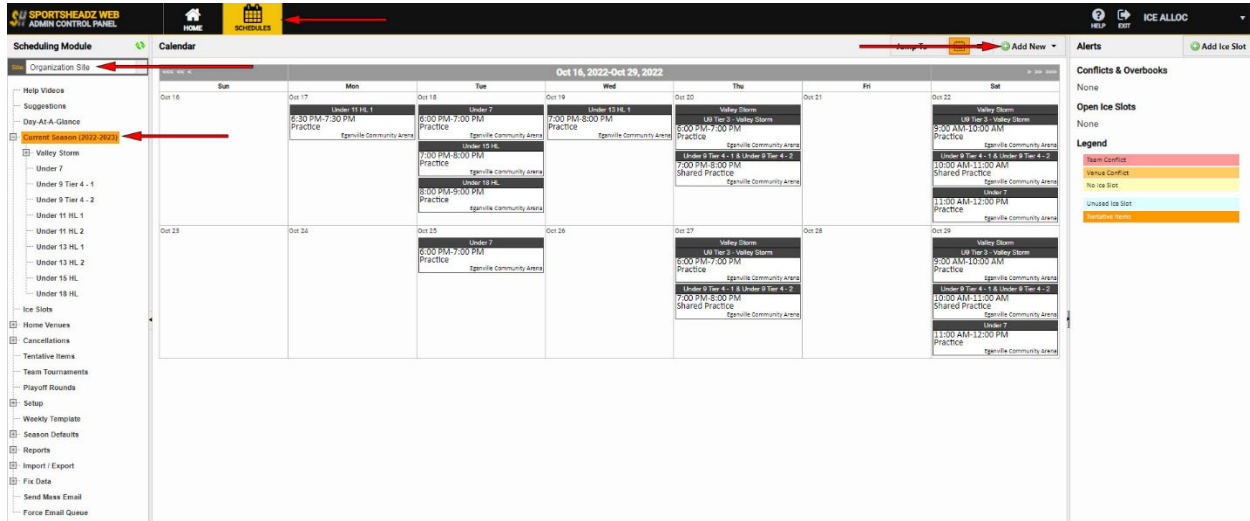


Ice Allocation Instruction

Ice allocation for games is scheduled under your home association website. Ice Allocators will need to have Scheduler access within their site.

How to allocate ice times for games:

- Log into your Association web site.
- Select **Schedules** tab at top of screen.



- In the left menu ensure the Site is **Organizational Site** in the drop down.
- Select **Current Season (2023-2024)** (or whatever is the current year) and the menu will expand. Here you will see a list of all your teams. If you are missing a team, it will need to be added by your Webmaster.
 - Leaving current season selected will show you allocated ice times for all teams.
 - Alternately, you may select any single team in the list to see only their calendar.
- In top right corner, select **Add New** and from the dropdown select **Game**. A new Game window will appear.

Game Window

Game
✕

Start Date & Time

Duration

Game Type

Game #

Description

Venue

Scheduled For

Opponent

Venue Preview For Sat Oct 22 2022

| |
|--|
| 6 am |
| 8 am |
| 9:00 AM-10:00 AM: Valley Storm - U9 Tier 3 - Valley Storm |
| 10:00 AM-11:00 AM: Under 9 Tier 4 - 1 & Under 9 Tier 4 - 2 |
| 11:00 AM-12:00 PM: Under 7 Practice |
| 12 pm |
| 2 pm |
| 4 pm |
| 6 pm |
| 8 pm |
| 10 pm |

Team Activities Near Sat Oct 22 2022

| |
|---|
| Oct 15, 2022 |
| 5:00 PM-6:00 PM Practice Eganville Community Arena |
| Oct 18, 2022 |
| 7:00 PM-8:00 PM Practice Eganville Community Arena |

Home or Away
 Home Away

Tentative Item
 Insert & Add Another
 Insert & Close
 Cancel

- Enter the **Date/Time** (you may use the calendar/clock icons), **Duration** (ensure 60 mins for house, 90 mins for competitive), **Game Type** is Regular Season. Don't worry about Game # or Description.
- Choose your **Venue** ensuring the correct pad for Arenas with more than one ice surface.
- Under **Schedule For** select the team for which you are entering the game ice time. If you already had selected a team from the left menu, it will already be selected.
- **Under Opponent select TBA** (This is important, do not select any other team) and ensure the Home bullet is selected.
- The **Venue Preview** and **Team Activities** show what is already scheduled for each and require no input.
- Select **Insert & Add Another** to continue entering ice times in this fashion or **Insert & Close** to enter the ice time and exit the window. This is done for all teams for Regular Season ice.

Game will show in schedule.

| Fri | Sat |
|--------|--|
| Oct 21 | Oct 22 |
| | Valley Storm |
| | U9 Tier 3 - Valley Storm |
| | 9:00 AM-10:00 AM Practice Eganville Community Arena |
| | Under 9 Tier 4 - 1 & Under 9 Tier 4 - 2 |
| | 10:00 AM-11:00 AM Shared Practice Eganville Community Arena |
| | Under 7 |
| | 11:00 AM-12:00 PM Practice Eganville Community Arena |
| | Under 15 HL |
| | 5:00 PM vs. TBA Eganville Community Arena |

U9 Half Ice

In past seasons to avoid conflicts appearing in the schedule two venues were created for each ice surface, for example Eganville Arena 1 and Eganville Arena 2. This is NOT to be done in Sportsheadz and there should only be one venue for each ice surface (Arnprior and Silver Dart will still have two venues listed, Pad A and Pad B). If you are missing a venue, your Webmaster will need to add it.

To schedule U9 half ice, follow the instructions above but simply schedule two teams at the same ice time. This will create a Conflict Warning. You can ignore the warning, but if it bothers you there is a help video under the Suggestions menu that explains how to disable it for specific teams.

Multiple Teams for Ice Slot

If you have a game ice slot that may be used to schedule a league game for one of several teams (for example, Pembroke has three U11 teams and any one of those teams may be scheduled for a game in a single slot), you will need to schedule each team with opponent TBA to the same ice time. This will create a Conflict Warning which again can be ignored. When a league game is scheduled to that ice slot for a team the ice availability for the other teams will be removed.

How a conflict will display:

The screenshot shows the ICE ALLOC software interface. The top navigation bar includes 'HELP', 'EXIT', and 'ICE ALLOC'. Below this is a sidebar with 'Add New' and a calendar view. The main area is divided into 'Alerts' and 'Conflicts & Overbooks'. The 'Alerts' section shows a conflict for 'Sat Dec 03 10:00-11:00, Under 9 Tier 4 - 1' vs TBA at Eganville Community Arena. The 'Conflicts & Overbooks' section shows two entries for 'Sat Dec 03 10:00-11:00, Under 9 Tier 4 - 1' and 'Sat Dec 03 10:00-11:00, Under 9 Tier 4 - 2', both vs TBA at Eganville Community Arena. The 'Open Ice Slots' section shows 'None'. The 'Legend' section includes 'Team Conflict' (red), 'Venue Conflict' (orange), 'No Ice Slot' (yellow), 'Unused Ice Slot' (light blue), and 'Tentative Items' (dark orange).

Home Tournaments:

You may schedule your teams to their home tournaments in a similar fashion by selecting **Add New** and then **Tournament**. This will help to avoid a game (home or away) being scheduled on a tournament date. If known, you may also schedule any away tournaments that a team has already booked. Do not schedule away tournaments that are not booked “just in case” as it can take away a lot of available ice times. Any league game conflicts with tournaments can be rescheduled as the season progresses.

Do not schedule any game ice times during any of the league designated blackout dates.

Webmasters, to create a Scheduler account:

Admin (top) – Manage Users (left) – Schedulers (left) – Add User (top right). Enter the information in the Login Information tab and in the Control Panel Roles, select Scheduler role and assigned for **Global**.

LEAGUE DATES – 2023-2024

You will need to schedule your ice allocation between the regular season date range indicated.

Regular Season

Competitive League: Friday, October 13th – Sunday, February 4th

House League: U11, U13, U15, U18: Friday, October 20th – Sunday, February 4th

U9: Tuesday, November 7th – Saturday, March 30th

Playoff Schedule U11, U13, U15, U18 House and All Competitive Teams

· Format and start to be determined based on number of teams.

BLACKOUT DATES FOR GAMES:

October 31st, 2023: Halloween – U7 to U11

November 11th, 2023: Remembrance Day

December 22nd, 2023 to January 5th, 2024: Christmas Break

January 26th to February 2nd: U15 and U18 Exam Week

February 19th, 2023: Family Day

March 10th to 16th, 2024: March Break