

# UPPER OTTAWA VALLEY MINOR HOCKEY LEAGUE

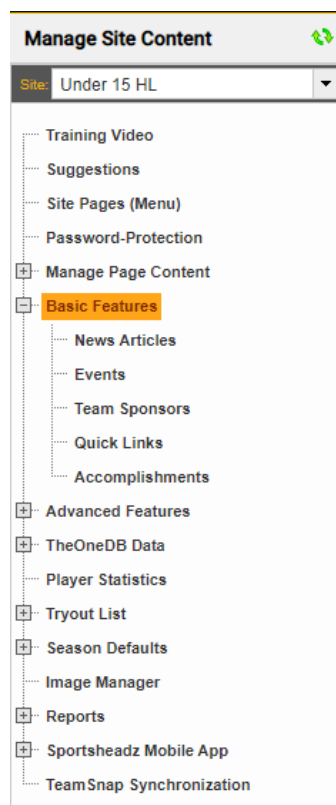
## INFORMATION FOR TEAM MANAGERS

Your Association webmaster will create an account for the manager of each team. If you do not have an account, contact your Association webmaster.

### ACCESSING YOUR TEAM MANAGER ACCOUNT

Log in to your Association web page by selecting **Login** from the top right corner. Once logged in, in the top right corner hover over your name to see the drop-down menu and select **Control Panel**.

At the top of the screen will be two options: **Content** and **Schedules**



### CONTENT

Within the **Content** menu you can add team news articles, events, and manage the Sportsheadz App for the team. This is also the menu in which managers report game results.

The top of the menu displays **Site** and your team. If you are the manager of multiple teams, use the drop down to select another team.

#### Basic Features Menu

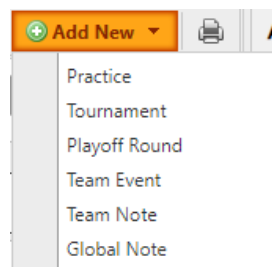
**News Articles** – select this and then in the top right corner Add Article to publish an image and text to your team’s main page. As articles are added, they will scroll through the display.

**Events** – select the and then in the top right corner Add Event. Enter the information and date and the event will be published to your schedule. You can also do this from the Schedules menu. Do not enter tournaments as events as they need to be entered in the Schedules menu.

There are several other menu items available to managers. Feel free to explore the options including options in the Advanced Feature menu. The Sportsheadz App will be featured in a separate article.

### SCHEDULES

The **Schedules** menu allows you to add practices, team events, and tournaments to your schedule. All this information will automatically push to the Sportsheadz App and notify parents who are linked to the team. Your team’s calendar will be displayed with all games, practices, and events shown.



To add to the calendar, in the top right select Add New and a drop-down will appear. At the end adding an item, select Insert & Close, or Insert & Add Another.

**Tournament** – enter the tournament name, date, and location.

**Practice** – enter the start date and time. You may label the ice time or use the default. There is an option to repeat the practice on a weekly basis for recurring ice times.

**Team Event** – enter the event title, date, time, and location. You may also include additional details.

*Team managers will not be able to delete any item that has been entered by another user. For example, practice ice times entered by the Ice Allocator. To remove such items, contact your Ice Allocator.*