

Hockey Calgary Team Manager User Accounts

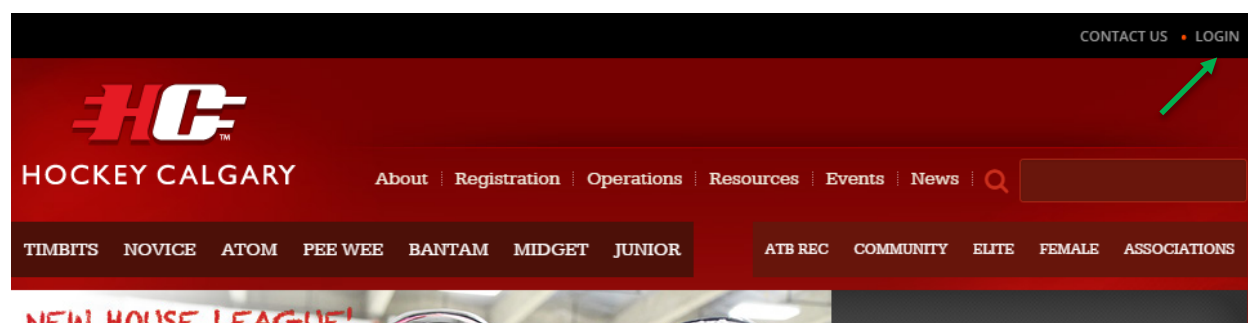
New This Year

- **Game Scoresheets**
 - After the digital game sheet has been entered it is mandatory that Team Managers upload a PDF version of the game sheet for review by their League Chair/League Governor.

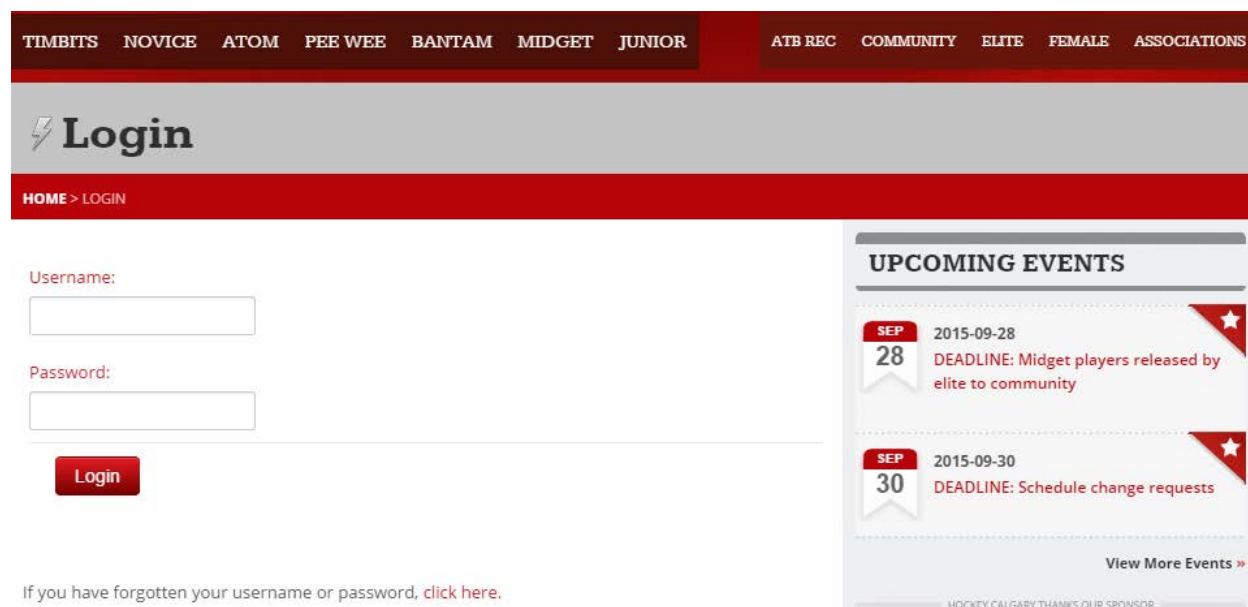
Team User Accounts

A Team Manager user account has been computer generated for you to handle a number of league responsibilities for your team.

Go to www.hockeycalgary.com and click LOGIN in the upper right hand corner:



Once at the Login screen enter the Team Manager Login and password that has been provided to you by your association.



If you have forgotten your username or password, [click here](#).

NOTE: If you forget your username or password, [click here](#) at the bottom of the login screen. Your username and password reset information will be emailed to the email address association with your user account.

The first time you log on you will have to supply some additional information and also have the opportunity to change both the username and password to something more personal:



My Profile

Welcome to the team administration for Northwest Warriors 1.

Some features within this administration software will send confirmation and notification emails which will require your attention.

Please review the following information and ensure all contact information is complete and accurate.

| | |
|------------------|--|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Phone | <input type="text"/> |
| Mobile | <input type="text"/> |
| Username | <input type="text" value="15atomnorthwestwarriors1manag"/> |
| Password | <input type="password"/> |
| Confirm Password | <input type="password"/> |

Save

Team Manager Dashboard

Once your profile is updated you will be taken to the home screen of the "Team Manager" dashboard.

The screenshot shows the Hockey Calgary Administration interface. At the top, it indicates the user is signed in as 'Test Team (Team Manager)' and provides links for 'REPORT A PROBLEM', 'MY PROFILE', and 'LOGOUT'. The main header features the 'Hockey Calgary' logo and the word 'Administration'. A navigation bar includes 'Home', 'Team Administration', 'Website Content', 'Standings', 'Statistics', and 'Infractions'. The 'Team Administration' menu is open, listing options: 'Player Roster', 'Team Coaching Staff', 'Team Staff', 'Game Scoresheets', 'Play an Exhibition Game', 'Play in a Tournament', and 'Special Events'. Below the menu, there are several informational boxes: 'Previous Games' (empty), 'Upcoming Games' (empty), 'Team Events' (empty with 'Add Event' button), and 'Team News' (empty with 'Add News' button). On the right side, there are dropdown menus for 'Coaching Staff' (empty), 'Bench Staff', 'Team Roster' (empty), and 'Affiliate Players'.

Player Roster

This this tab will list all registered players and approved affiliate players from the Hockey Canada Registry (HCR). Additions or deletions to the player roster must be made by the Association Registrar in HCR, once made the Hockey Calgary website roster will reflect those changes within 24 hours. This list will display jersey number, name and position.

EDIT ROSTER

Clicking the edit roster button will allow for changes to jersey number and position, the rest is downloaded directly from the HCR database.

Team Coaching Staff

This tab will list all registered team officials from the Hockey Canada Registry (HCR). Additions or deletions to the coaching staff must be made by the Association Registrar in HCR, once made the Hockey Calgary website roster will reflect those changes within 24 hours. This list will display name, role, HCR ID and the primary email and telephone number.

Edit


Clicking the edit button will allow for changes to the position, the rest is downloaded directly from the HCR database. If the team official has an email listed, the Team Manager can [Grant Access](#) to this team official who will then receive an automatic email with their username and password.


Team Staff


This tab will list all individuals that have been issued a Hockey Calgary user account. Requests for additional user accounts must be made to Hockey Calgary by an existing user or an association representative.

Game Scoresheets

This tab will list all games for your team and is where you will go to enter the Scoresheet.

If this icon  appears beside the game it indicates the game is in the future. You can click the icon to save the game to an electronic calendar. The same feature is available from the public website as well.

After the game has been played, this icon  **Scoresheet** will appear indicating the game has been played and is waiting for the scoresheet to be entered. Enter all information carefully as once you “publish” the scoresheet you can not go back and edit any of the details. If you have made an error contact your League Chairperson for assistance.

After the scoresheet has been entered, this icon  **View Scoresheet** **PDFs** appears and will allow you to view what has been entered.

New this year – after the digital game sheet has been entered it is mandatory that Team Managers upload a PDF version of the game sheet for review by their League Chair/League Governor.




The screenshot shows the top navigation bar of the Hockey Calgary website. It includes a user login status: "Signed in as: Test Account (Team Manager)". To the right are links for "REPORT A PROBLEM", "MY PROFILE", and "LOGOUT". Below the navigation bar is a red header with the "Hockey Calgary" logo and the word "Administration". A dark grey navigation menu contains the following items: Home, Team Administration, Website Content, Standings, Statistics, and Infractions.

Scoresheet: Published

Thank you. The scoresheet has been published to the Hockey Calgary website.

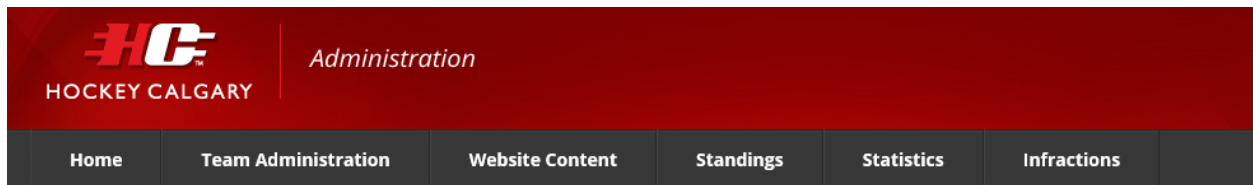
[Upload a Scoresheet PDF](#)

[Return to Home](#)

The icon beside the game will change to this  **View Scoresheet** **PDFs** and all PDF's uploaded will be viewable by clicking the grey PDF's button.

Play an Exhibition Game

This tab is used to request an exhibition game.



Play an Exhibition Game

Previous Requests

Upcoming Exhibition Games

You currently do not have any upcoming exhibition games scheduled.

Game Details [Review](#)

Date of Game?

Game Time?

Game Length?

Hockey Calgary Opponent?

Yes No

Are you hosting?

Yes No

Hockey Calgary Arena?

Yes No

I agree that Northwest Warriors 1 will honour all Hockey Calgary/Zone 9 commitments.

Previous

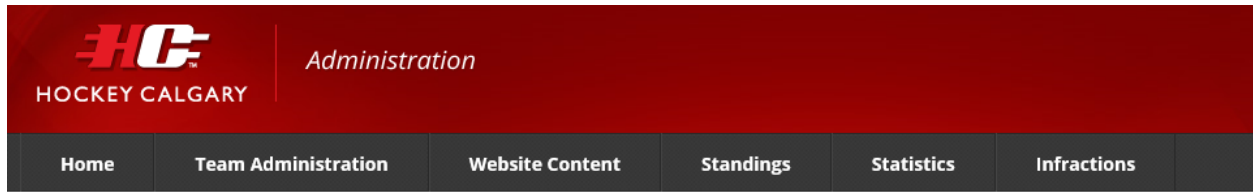
Next

If “Hockey Calgary Arena” is yes, the request will be automatically sent to the Community Referee Coordinator of the home team if the game involves Novice or Atom teams and to the appropriate CZRC Assignor if the game is Pee Wee, Bantam, Midget or Junior for their review. Once the Referee Assignor has approved or denied the game, all team officials/staff associated with Calgary teams involved in the game will receive an email indicating the status of the game. Games must be requested within 48 hours of the start time of the game.

If “Hockey Calgary Arena” is no, the request will be automatically sent to the Hockey Calgary League Chairperson or Age Category Governor for their review. Once they have approved or denied the game, all team officials/staff association with Calgary teams involved in the game will receive an email indicating the status of the game. **If the game has been approved a Travel Permit will automatically be issued.**

Play in a Tournament

This tab is used when a team wants to participate in a tournament.



Play in a Tournament

Upcoming Tournaments

You currently do not have any upcoming tournaments scheduled.

Tournament Details [Review](#)

Tournament Type

Provincials Hockey Calgary Sanctioned Other

Sanction Number?

00-00000000

[Next](#)

If “Hockey Calgary Sanctioned” is selected, the Hockey Calgary Tournament Sanction Number for the tournament they are attending must be entered. Once a valid Sanction Number is entered, it will advise that this form does not need to be submitted:

Play in a Tournament

Upcoming Tournaments

You currently do not have any upcoming tournaments scheduled.

Tournament Details [Review](#)

You do not need to complete this form to participate in the tournament. Please contact the tournament organizer to inquire about participating.

Tournament Type

Provincials Hockey Calgary Sanctioned Other

Sanction Number?

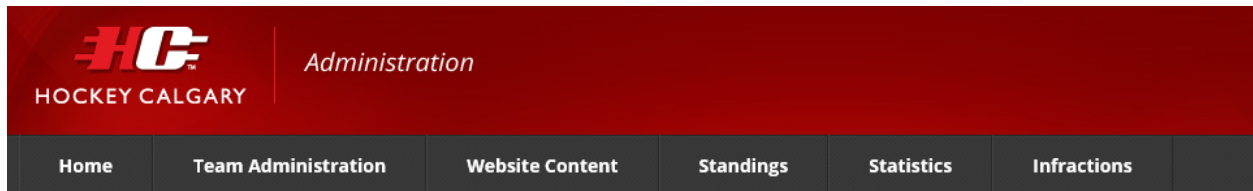
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[Next](#)

For all Hockey Calgary sanctioned tournaments the Tournament Organizer is responsible for adding the games and also entering the digital game sheet.

If the “Hockey Calgary Sanctioned” tournament is being held outside Calgary, a Travel Permit will automatically be issued.

If "Other" is selected the Team Manager will have to enter information about the tournament:



Play in a Tournament

Upcoming Tournaments

You currently do not have any upcoming tournaments scheduled.

[Tournament Details](#) [Review](#)

Tournament Type

Provincials Hockey Calgary Sanctioned Other

Sanction Number?

Date Leaving?

Date Returning?

Tournament Name?

Tournament Host?

City

Country

Province/State

[Next](#)

If the form is submitted before the Schedule Window deadline and the dates of the tournament are during the Seeding Round or the Regular Season will following will appear:

Schedule Window

Do you wish to use your Schedule Window for this tournament.

Yes No

If “Yes” is selected the Schedule Window will automatically be created for the team. Teams will still be allowed to request one Schedule Window for each of the Seeding Round and Regular Season.

If “No” is selected the following conditions must be accepted:

Tournament Request Terms

I agree that Northwest Warriors 1 will honour all our Hockey Calgary / Zone 9 Commitments.

Yes

[Previous](#)

[Submit](#)

If the Seeding Round or Regular Season schedule has not be posted yet, the team must still honor any games that are scheduled in conflict to the dates they wish to travel.

Once the “Date Returning” has passed, the Team Manager will receive a notification on their dashboard that a Travel Permit needs to be finalized:

Notice: The following Travel Permit needs to be finalized:

- [Sep 5 to Sep 8](#)

Once they click the link they will indicate the number of games they played under the Travel permit and fill in the details for each game.

Finalize Travel Permit

How Many Games Did You Play?

Game #1

Date:

Arena:

Start Time:

Arena Address:

Duration:

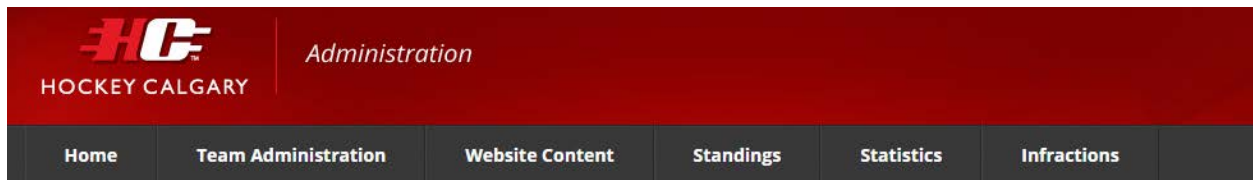
Opponent:

My team played as the home team.

[Save](#)

Special Events

This tab will display all Special Events and allow Team Managers to request Special Events.



Special Events

[Request an Event](#)

[Hide Filters](#)

Event: Status: Start Date:

End Date: Search:

| Submitted | Event | Starts | Ends | Status |
|--|-------|--------|------|--------|
| There are no special event requests in the database. | | | | |

[Start](#) [< Previous](#) [Next >](#) [End](#)

If a request is denied, it doesn't mean the team can't participate in the event, they just need to be aware that they are participating without coverage through Hockey Canada Insurance.