

How to Use Our New Website

Dear Coordinators, Coaches and Managers,

As you begin your new season, we'd like you to know that with our switch to Goalline as our website provider comes some neat applications for our teams as well.

Each team has its own webpage along with team news, schedule, team stats, Player stats, roster, and game results.

- Team News – allows you to have your own web page where you can upload pictures, and keep the team current with new articles that you create (including pictures you can upload). Goalline manages the look and archiving.
- Schedule -- allows you to enter in practices, games, events, etc and email your team with each entry/update. Parents can print off a month by month page, and your times get entered into the association Master Schedule
- Team stats, player stats, and game results – allows you to enter in the score and statistics and goalline will track it for you.
- Roster, the association should be uploading player/family profiles shortly. From this you have contact information and ready made email addresses for you communications (calendar communications mentioned above). Can't wait? You can add them yourself and use the feature today. If you want, you can also add player photo, position, bios etc.
- Communications between fellow coaches, managers and the association – you can also send emails to coaches lists, managers lists and association members lists with their dropdown menu for selecting whom you want the email to go to. When you set up your team, your information is added to the Coaches list and the Managers list. (When you give your team its head coach and Manager they are uploaded to this list)

To get started,

1. log onto www.summersideminorhockey.com
2. Scroll to the bottom of the left menu to Logon
3. Logon using the username and password provide to your team, if you haven't received yours yet please email the webmaster at webmaster@summersideminorhockey.com and it will be forwarded to you.
4. You should now be at the Goalline administrative page for your team. If [your team] control panel is not displayed under your login, then click the team menus arrows and scroll down in the dropdown box to your team and click on it.
5. Under the box labeled **Team Admin Tools**
 1. click on "Add-Edit-Delete **Coaches/Managers**
 - Enter your name and position team and info here,
 - Click enter at the bottom to accept
 - repeat for assistants and manager and click accept at the bottom for each new entry.
 - Arrow page back to quickly make another entry (old data will still be in the box, just type over it)
 - now you and your manager will appear on the associations Coaches and Managers emailing for communication lists
 2. You can add your **players** here now, or wait for the association to upload them for you using the add-edit-release player selection. If you enter each player, remember that the emails you place here populate your email lists for your communications. You may wish to only use the player's name, and then email, address, and phone for

parents. If you list 2 parents, each email listed will go on the communications list.

6. Now move over to the **Schedule Tools**
 1. ADD-EDIT DELETE **PRACTICES**
 - click on Add-Edit-Delete Practices
 - Select your venue (you can add an arena or location if it is not in your dropdown menu), Practice type, date, times and any details.
 - check the box at the bottom if you want to email your team list (those listed on you player info) about your practice or update
 - click enter practice button and your practice is instantly posted to your schedule and the master schedule.
 - You can see all of your practices listed to the right and you can edit/delete by selecting the one you want.
 2. ADD-EDIT **GAMES**..
 - Here you can add your games home and away.
 - You will need to update Venue under the practice schedule for away arenas.
 - You can add new teams to your dropdown by clicking on the button to the far right so named.
 - Click yes to show the game details on the schedule.
7. Now move over to the **Communication Tools**
 1. Add-Edit-Delete **Team News Articles**
 - Here you can create the news articles that are shown on your web page and can be emailed to your team.
 - Photos can be uploaded
 - Email lists selected: subscription list is I believe all those that have signed up on the SAMHA website. Player list is any emails you have in your player entries, and parent list is any emails in your parent info for your players. If no email is listed for a parent you will get a message of no email sent due to invalid address (none being given)
 2. Send Email **Team Announcement** is the same as for create news article
 3. Create **Event** is under this set of tools as well

Now for what your families will see!!

1. When they go to the www.summersideminoorhockey.com website, they will click on the select a team option in the male or female set of dropdown menu's.
2. click on your team.
 1. This will create a new set of dropdown menus to the left under the heading of {your team}. This is where all of what you have created/done shows up.
 - Team News
 - Schedule
 - Team Stats, etc.
 2. Schedule will show a "by-month" view of what you have entered in for your team. Click on the "printable version" button at the top and you/they will have one ready to print.
3. MASTER SCHEDULE is where one can see the association activities at a glance
 1. all of the schedule inputs from all of the teams is displayed for the day here, or any day/group of days can be selected to be shown.
 2. A family can select which days and which teams to show only the teams they have children for.