**Managers User Guide for NVMHAI Website**

**Local League and REP Team Individual Pages**



Our website is powered by MBSportsWeb. This website is inter-active, user friendly and a great asset for each team.

MBSportsWeb has provided us a draft version of a Team Webmaster manual they created. It has a lot of great detailed information; in hopes to make it easier for the Managers, we have taken the parts that are most pertinent to the tasks we are asking Managers to complete.

If you have any questions, any suggestions – please email to newcastlestarswebmaster@gmail.com

Getting started…

You should have received an email from Newcastle Village Minor Hockey with the link to login, your Username and Password. Once on the website, you can access the Control Panel on the top right hand corner.

The MINIMUM expectation of each Manager for the league site is the following:

1. A SMALL update made to the **TEAM HOME PAGE & TEAM NEWS**
2. The **PLAYER ROSTER** – may be updated with position and jersey #. Email address for Manager and Head Coach mandatory.
3. **SCHEDULE & RESULTS** –

**REP** games will be automatically loaded into our system via MBSportsWeb. Our Ice convenor/scheduler will do that.

**REP-Game sheets are now done via mobile (new 2018)** more info to come!

**House League:** please log into on your mobile device/or website and input your game scores, **must** be entered by manager into our site & also submit a copy of your game sheet (**easiest way to upload the sheets is via mobile, with your camera**) go to website under “ HL game sheet submissions tab” or to:

<https://newcastlestars.com/Forms/1966/2018-2019_House_League_Game_sheet_submissions/>

**must be entered within 24 hrs after the game.**

**TEAM CALENDAR** - All REP Practices must be entered in the schedule. The practice that our center gives you, the scheduler will input into site. Any other practices you are responsible for. Please add tournament information, any issues please email: newcastlestarswebmaster@gmail.com
**NOTE:** House League games and practices will be added to the site by the Ice Convenor/Webmaster.

1. All other sections are optional and for team enjoyment.

Here we go …

There are 6 main Team Pages each Manager has access too within the Control Panel:

1. Team Home Page
2. Team News
3. Player Roster
4. Schedule & Results
5. Team Calendar
6. League Standings

Once in the Control Panel, Click on Manage Site Content (bottom left corner) to access the pages. This is where you add and maintain the content for your REP team. This “content” includes things like news articles, events, player information, and so on.

**\*\*Please do not make any changes to Site Pages (Menu), Advanced Features, Tryout List, Setup & Settings\*\***

**Manage Site Content:**

1. Team Home Page – This will show a preview of you team’s current home page. You can use this page to do the following:
	1. Add articles or events, by clicking Add Article or Add Event
	2. Edit the “custom content” on the home page by clicking on Edit Content
2. Team News Page – This page will show a preview of your team’s news list. You can Add an Article by clicking on Add Article.
3. Player Roster – The player roster page will show a list of players assigned to your team, and a list of coaches & bench staff assigned to your team (done by Registrar).
	1. Please add the Jersey # and Position by double clicking on players name
	2. Add and/or update any Coaching Staff and Team staff details by double clicking Add Staff, or on name (email for Coach and Manager are Mandatory)
	3. You can add a team photo as well

**Schedule & Results** – **REP managers** –all New 2018, all done thru the electronic game sheets. More info to come.

**House League House League** scores **must** be entered by manager into our site & also submit a copy of your game sheet to: <https://newcastlestars.com/Forms/1566/House_League_Game_sheet_Submission/>

**must be entered within 24 hrs after the game.**

**.**

REP Website-

1. log in to control panel>manage page content>schedule & results>choose the game (it should be light

 orange   highlighted when you hoover over it) input scores and add any additional notes if any on the game sheet.

Mobile- (**you can only do scores**)

First off you could save the Newcastle Stars site to your home screen!

1. log onto the Newcastle Stars site thru your mobile device > log in > click on your  name at the top right corner > click control panel > click Manage site Content > click on Manage Scores > click on the game by hitting the " **>** "

> the input scores and any other game notes noted on the game sheet > save results

1. follow steps # 2 above for the rest

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1. log onto the Newcastle Stars site thru your mobile device > log in > click on your  name at the top right corner > click control panel > click Manage site Content > click on Manage Scores > click on the game by hitting the " **>** "

> the input scores and any other game notes noted on the game sheet > save results

Website-

1. log in to control panel>manage page content>schedule & results>choose the game (it should be light

 orange   highlighted when you hoover over it) input scores and add any additional notes if any on the game sheet.

1. Team Calendar – This will show all events scheduled for your team. You can add tournaments, Team Meetings etc by clicking on Add Event.

In the scheduling module you'll do "Add New" "Tournament" to get the general dates in there.

 When it comes to adding the individual games, this is done within:  Manage Site Content -> choose your team from the drop-down at the top -> Manage Page Content -> Schedule & Results.  From here, you should be able to double-click on the tournament, then within this section you'll be able to add your games, report scores, etc.

1. League Standings- has a link to CRHL standings for your specific division

**Basic Features:**

1. News Articles – Team news articles allow you to post information about things that your team has already done (like game recaps, tournament recaps, etc.) or things that your team has coming up (like playoff series, tournaments, etc.). By default, news articles will show up on your teams website, on the home page as well as in the news archive page.

The News Article form contains 2 tabs: “Title, Date & First Paragraph”, and “Rest of the Article”.

1. Events – Events can be added for your team to indicate things that are happening for your team which have a specific date range. All REP games and practices are entered by NVMHAI Scheduler. You can add additional practices and exhibition games arranged by your Coach.
2. Team Sponsors – NVMHAI Sponsors are listed on our home page (done by Webmaster).
3. Quick links – You can add any links you feel may benefit your team. The home page has quick links as well.
4. Accomplishments – Team accomplishments are similar to news articles; not necessary needed.

**Advanced Features:**

This is not a required section for the Managers to complete. If you are wishing to add pictures etc. please refer to MBSportsWeb manual for more detailed information.

**Player Statistics:** This is not a required section for the Managers to complete. If you choose to, please ensure that your coach and parents want to publicize team statistics before they are enabled.

**Tryout List:** This is not required for the Managers.

**Setup & Settings:** This is not require for the Managers.

**Reports:**

1. Subscriptions – Subscriptions are to keep players, coaches and parents updated on schedule changes, game updates and new articles, of their preferred team. Keep in mind, parents can subscribe to multiple teams on their own, on the main home page.
2. Team Schedule Health – This provided an overview of the schedule; if you see any issues contact newcastlestarswebmaster@gmail.com

**For All inquiries – please email** newcastlestarswebmaster@gmail.com

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