

## POSTING GAMES TO CT HOCKEY WEBSITE

### WHAT GAMES SHOULD YOU POST TO THE CT HOCKEY WEBSITE?

You should post **ALL of your home games and any away game vs. non-CT Hockey opponents** to the CT Hockey Website. This includes games, pre-season games, scrimmages tournaments, etc. These games will populate your local site once posted to the CT Hockey site. This would include any games prior to the start or after the end of the CT Hockey season (pre-season game or scrimmage) as well as Tournament games. For designated league games for Tier 1, 2, and 3 teams, only those designated as "CHC LEAGUE GAMES" will count for the playoff standings. All other games should be designated as "GAME". This would include all Open Division games, and any games at Tier 1/2/3 that are not designated league games.

The event type for all games being uploaded should be "GAME" for non-CT Hockey League games and "CHC LEAGUE GAME" for those games that should count in the playoff standings. "CHC LEAGUE GAME" is only for designated Tier 1/2/3 league games. All other games at Tier 1/2/3 and **ALL** Open Division games should be entered as "GAME". **Only those designated as "CHC LEAGUE GAMES" will count for the playoff standings.** All other team events (e.g., practices, team group hugs) should be listed at your local site.

**POSTING GAMES TO CT HOCKEY WEBSITE** – The process is essentially the same as when you scheduled your games on your local League Athletics site.

- Log onto the CT Hockey Website Admin tab using your email address
- Enter your password
- From the Scheduling section click on "Add Game or Practice"



- Fill out the “New Game Information” as noted below

New Game Information
Help

### Details

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**1** Date   TBD  for  minutes

**2** Location

**3** Category

**4** Status   (optional)

**5** Arbiter ID  (optional)

### Teams

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**6** Season   Link to tournament bracket

**7** Teams

**8** Opponent

**9** Outside Opponent

### Options

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**10** Event Note

**11** Send notices to  Team Managers  
 Team members and their parents  
 Officials  
**Heads-up!** Teams MUST be set to "Live" for notices to be sent

1. Game Date and Time
2. Location - (select from dropdown list. If your location isn't listed, please contact the CT Hockey website manager at [Admin@CHCHockey.org](mailto:Admin@CHCHockey.org)).
3. Category - Select "GAME" or "CHC LEAGUE GAME" for Full Ice games. For Cross Ice games, select "Cross-ice Game" or "Cross-ice Jamboree"
4. Status – Once your opponent confirms the game, it should show a status of "Confirmed".
  - Confirmed - Select this option to confirm the event
  - Cancelled - Select this option to mark the event as cancelled
  - N/A – Default status. Select this to set no status for the event
5. Arbiter ID – Please contact your Referee scheduler for the Arbiter ID. Enter it here and the game will automatically feed into the Referee's Arbiter system.
6. Season – This should default to the current season
7. Teams – Select your team. This will be your team.
8. Opponent – For CHC opponents, select the appropriate opponent from the drop down list. For non-CHC opponents, skip to "Outside Opponent" field
9. Outside Opponent – Select your opponent from the drop down list. If your opponent isn't there, type your opponent **If typing your opponent name in the "Define Other" field, it should be entered as the organization name i.e. "Brooklyn Aviators" or "RI Saints". DO NOT ENTER THE SPECIFIC TEAM. That should be entered in the Event Note field.**
10. Event Note – Free form text field (limited to 32 characters) where you can note game specific information such as the opponent's specific team name (Bantam Minor or U16 AAA) or tournament name.
11. Send Notice to: check the boxes for any groups you want to notify of the changes. Keep in mind that checking the "Official's box doesn't notify the scheduled Referees.

- Hit Submit

**AWAY GAMES:** Check to ensure that your opponents have listed all of your Away Games (both League and non-league games) and click on the “ preceding each Away Game once the game has been confirmed by your coach / team mgt. See illustration for reference.

	Date	Time	Event	Type	Rink	Actions
<input type="checkbox"/>	Sun, Oct 6	1:15p to 2:45p	vs West Hartford Midget SS (h)	Game	West Hartford, Veterans	 
<input type="checkbox"/>	Select all					

**CANCELLATIONS:** Be sure to cancel HOME Games in a timely fashion so that opponents can avoid making unnecessary trips to your town. Do not cancel AWAY games. Do not use the website as the primary tool for communicating a last minute cancellations. Please refer to the CT Hockey policies regarding game cancellations.

**SCORE REPORTING:** To ensure timely score reporting either team may enter the results of games. CT Hockey Designated game results should be entered at the CT Hockey site. All other game results are entered at local sites. Please note: This does not replace the need to send your game sheets to Tournament Directors.

**DOs / DON'Ts – What are we asking you to do with this site?**

**DO's** - please use the website to -

- post all home games
- post away games ONLY when you're playing NON-CT Hockey opponents
- post all game details (teams, date, time, location)
- confirm your AWAY games
- serve as a central repository for directions to rinks
- post DESIGNATED CT Hockey LEAGUE HOME GAME results

**DON'Ts** - Please do not use the web site to –

- post practices and other non-game types
- create new game category types – select only “GAME” or “CHC LEAGUE GAME”
- create/modify “facilities” / “locations”
- post game comments

**Alternate CT Hockey DESIGNATED HOME GAME schedule loading using the “Schedule Import”.**

Mike McCullough will review the Schedule Import process with any program wishing to take advantage of this utility which will allow programs to bulk load their CT Hockey Designated Home Game schedules.

**Program CT Hockey Website Representatives**

Each CT Hockey program must choose a CT Hockey Website Representative to be responsible for several key matters, to include updating their program's game schedules on the website. Programs can delegate these responsibilities within their organizations but we will be contacting the Website Rep should we have any questions or concerns.