

## STEP 1: Welcome Letter

Contains link to the list of leagues and your unique username/password.

## STEP 2: Login !

User Name:   
Password:



The following options are available in the League Module's tools dropdown:

- [Logout](#)
- [Add News Article](#)
- [Edit Team Logo](#)
- [Add Player](#)

## STEP 3: Add Players

Simply select "Add Player" from the tools dropdown and you will be presented with options show here:

**Add Player**

Default Position:

First Name:

Last Name:

Photo:  No file selected.

Jersey Sponsor:

Jersey Sponsor URL:

## STEP 4: Add News

Select "Add News Article" from the tools dropdown to do a team announcement. Messages from the League Manage will also appear here. Give your announcement a "Title" and enter your message in the "Content" editor field. You can set the Date of the announcement or Event and also use the Expiry Dates to control when the message appears and disappears from the News Message Board.

### League News:

*Practice on Sunday*

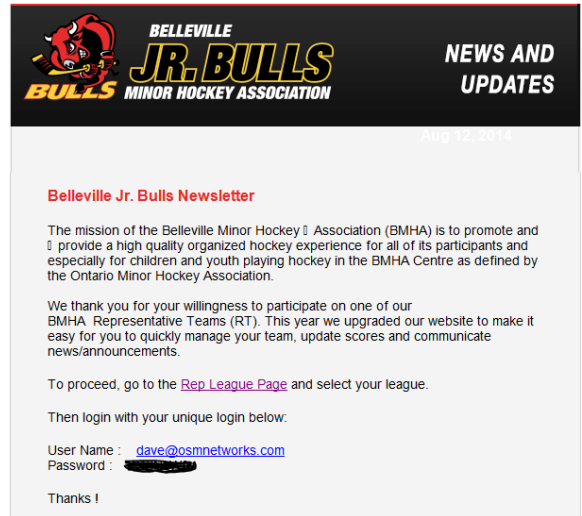
2pm WD Arena A ... [Read More](#)

August 12, Tuesday

[View All](#)

## STEP 5: Edit Team Logo

Simply select "Edit Team Logo" from the tools dropdown to add your team sponsor with a link to their website.



## STEP 6: Update Games Results

Once your team, players and games are setup, the exciting part of the League module is it's ability to track results, standings and Player Stats! To accomplish this when you are logged in, go to your team's schedule (which will be added by the League Manager) and click "Edit Stats" in the Results column for the game you wish to update.

### Schedule:

Date	Away Team	Home Team	Location	Time	Result
Wed Aug 6, 2014	Kingston	Belleville Jr. Bulls	Yardman	7:00 PM	0 - 5 <a href="#">Edit Stats</a>
Sat Aug 9, 2014	Quinte West	Belleville Jr. Bulls	Memorial	6:00 PM	0 - 4 <a href="#">Edit Stats</a>
Sun Aug 10, 2014	Belleville Jr. Bulls	Cobourg	Cobourg	6:00 PM	0 - 0 <a href="#">Edit Stats</a>
Tue Aug 12, 2014	Belleville Jr. Bulls	Pickering	Pickering	5:00 PM	NA
Fri Aug 15, 2014	Ajax	Belleville Jr. Bulls	Memorial	6:00 PM	NA
Sun Aug 17, 2014	Uxbridge	Belleville Jr. Bulls		3:00 PM	NA

Next, you will be presented with a chart to complete, where you can update the score and player stats!

Sun Aug 10, 2014 @ 6:00 PM  
Belleville Jr. Bulls vs Cobourg

Game Played:  Yes  No

Home Team - Cobourg Score:

Away Team - Belleville Jr. Bulls Score:

**Home Team: Cobourg**

Game Played	Player	Position	Points	Goals	Assists	Goals Against	Penalty Minutes	Shots	Saves
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

**Away Team: Belleville Jr. Bulls**

Game Played	Player	Position	Points	Goals	Assists	Goals Against	Penalty Minutes	Shots	Saves
<input type="checkbox"/>	Aaron Berisha	F	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Adam Bignell	D	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Andrew Ming	F	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Charlie Graham	G	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Jake Marchment	F	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Jordan Subban	D	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Cancel](#)



## STEP 7: Add Calendar Event

Effective Sept. 17, 2014, new capability has now been enabled which will allow Team Managers to add special events. These events can be for anything **except** the games themselves, which are setup in the backend admin by the League Managers. This feature will be great to add things like extra training, and team events such as dry land training, etc. This feature provides an alternative method of displaying date based activities and be used instead of, or as well as the News (see Step 4).

To Add an Event for your team, be sure you are logged in and go your team page by clicking the name of your Team in the standings of your League's website page. With sufficient permissions, under the Team Menu tab (see 1. below), you will now have access to "Add Event". When you click add event you will see a familiar form from the Calendar module that will let you add onetime and recurring events.

The screenshot shows the Bulls team page. At the top right, there are links for "View Another Team" and "Back to League". On the left, there is a "Bulls" header with a team logo and an "Updates" link. The main content area is titled "Team News:" and "Player Stats:". A table displays player statistics for Aaron Berisha, including Goals (4), Assists (2), and Points (6). A dropdown menu is open on the right, listing various actions: Logout, Add News, Add Photos, Edit/Delete Photos, Add Event (highlighted with a red '2'), Edit Team Logo, and Add Player.

The screenshot shows a mini-calendar titled "Other Events" for September 2014. The calendar grid highlights the 10th of the month with a red background. A tooltip box is displayed over the 10th, containing the text "7:00AM Test Event".

Once you have added events, they will appear on the left hand side under Other Events in the mini-calendar plug-in where dates with events are highlighted and clickable to view the event details.

Note: Currently Edit/Delete Events is only available in the backend admin, update to follow. Contact our helpdesk if you need an event removed.

## STEP 8: Delete Calendar Events

Effective Oct. 10, 2014, new capability has now been added which will allow Team Managers to delete events which they have added.



- [Logout](#)
- [Add News](#)
- [Add Photos](#)
- [Edit/Delete Photos](#)
- [Add Event](#)
- [Delete Events](#)
- [Edit Team Logo](#)
- [Add Player](#)

Ensure you are logged in and first select the Menu Tab (see 1. in image to left), you will now have access to "Delete Events" (see 2). Click "Delete Events".

A list of events will appear as shown in the image below. Use the date/year selection (see 7.) to filter the list for the event you wish to delete then press Go.

You can delete individual events by selecting the Delete beside the event you wish to remove (see 3.). You can also delete events on mass by using the checkboxes on the left (see 4.) or the Check All on the bottom and then press the Delete button at the bottom (see 5.)

### Manage Events For PeeWee Minor AE Team Calendar

[Back To Team Page](#) | [Add Event](#)

7. Limit to Month / Year:  2014 Limit to Category:  Title Search:

Cat	Name	Date	Start Time	Options
<input type="checkbox"/>	PW Minor AE - Goalie Development Provided by Kira Hurley	Tue, Oct 7 2014 *	7:15 PM	<a href="#">Delete</a>
<input type="checkbox"/>	PeeWee Minor AE Practice 7:15 - Rink A	Tue, Oct 7 2014 *	7:15 PM	<a href="#">Delete</a>
<input type="checkbox"/>	PeeWee Minor AE Practice 7:15 - Rink A	Tue, Oct 14 2014 *	7:15 PM	<a href="#">Delete</a>
<input type="checkbox"/>	Belleville vs. Whitby - Yardmen	Sat, Oct 18 2014	1:45 PM	<a href="#">Delete</a>
<input type="checkbox"/>	Belleville vs. Peterborough (AWAY) - Kinsmen	Sun, Oct 19 2014	6:00 PM	<a href="#">Delete</a>
<input type="checkbox"/>	PeeWee Minor AE Practice 7:15 - Rink A	Tue, Oct 21 2014 *	7:15 PM	<a href="#">Delete</a>
<input type="checkbox"/>	PW Minor AE - Goalie Development Provided by Kira Hurley	Tue, Oct 21 2014 *	7:15 PM	<a href="#">Delete</a>
<input type="checkbox"/>	Picton (Milk Tournament)	Fri, Oct 24 2014	12:00 AM	<a href="#">Delete</a>
<input type="checkbox"/>	Picton (Milk) Tournament	Sat, Oct 25 2014	12:00 AM	<a href="#">Delete</a>
<input type="checkbox"/>	Picton (Milk) Tournament	Sun, Oct 26 2014	12:00 AM	<a href="#">Delete</a>
<input type="checkbox"/>	PA DAY Hockey Camp PeeWee AA & AE	Mon, Oct 27 2014	8:00 AM	<a href="#">Delete</a>
<input type="checkbox"/>	PeeWee Minor AE Practice 7:15 - Rink A	Tue, Oct 28 2014 *	7:15 PM	<a href="#">Delete</a>

With Selected:

