

Coaches Web Site Training

Overview - The NHHA website has a number of key functions

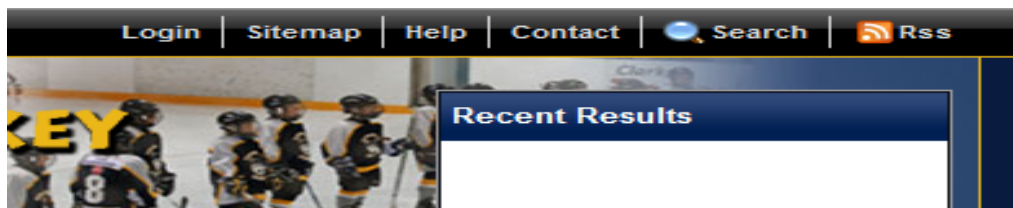
- ✓ scheduling and game score recording
- ✓ information exchange (forms, procedures, minutes etc)
- ✓ contact info for each team as well as executive
- ✓ classifieds
- ✓ team site for pictures, team news, adding non ice time events
- ✓ Notification of news and schedule changes
- ✓ Maintaining Team email lists allowing easy communications and association wide emails

HOW TO LOGIN

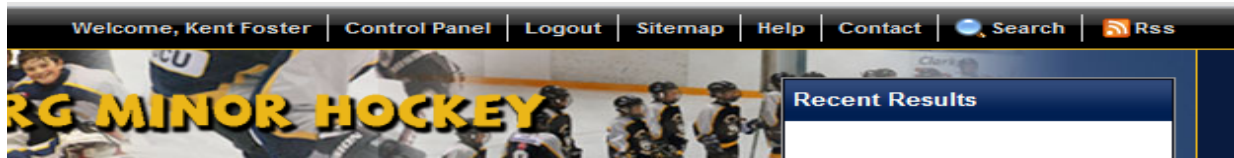
go to <http://www.newhamburghockey.com>

The screenshot shows the website for New Hamburg Minor Hockey. The browser address bar displays 'newhamburghockey.com'. The page features a navigation menu with links for Home, Games Centre, Sponsors, Coaches, Registration, Tryout Schedule, Classifieds, Information, and Contacts. A central banner reads 'NEW HAMBURG MINOR HOCKEY' with a 'HUSKIES' logo. Below the banner, a main content area titled 'INTRODUCING YOUR NEW HUSKIES LOGO!' contains text about the new logo and jersey colors, accompanied by an image of a white hockey jersey with blue and yellow accents. To the right, there are sections for 'Recent Results', 'Organization Record' (showing '2012-2013 No Scores Reported'), and 'Upcoming Games' with a list of matches including 'Min Bantam A at Kitchener', 'Min PeeWee A vs. Stratford', 'Min PeeWee A at Stratford', 'Atom A at Twin Centre', 'Min PeeWee A at Brantford', and 'PeeWee A at London'. A sidebar on the left lists 'League Sites' (NH Novice House) and 'Team Sites' (Initiation, Novice, Novice AE, Atom, PeeWee, PeeWee LL3, Bantam, Midget, Juvenile A). A sponsor logo for 'thedeliveryguys' is also visible.

Top link bar will appear one of two different ways, there may be a link for Login



or a welcome message with your login name



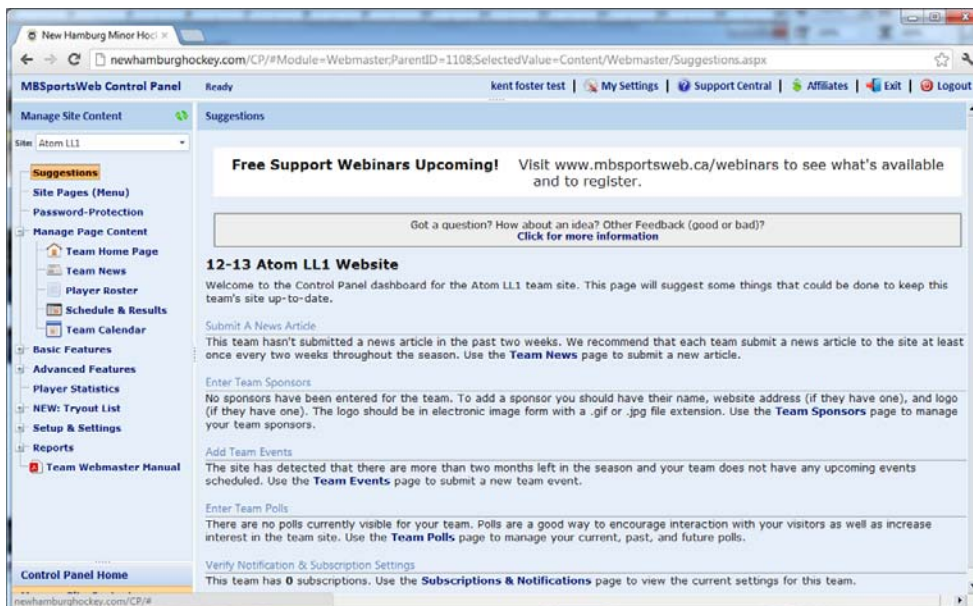
If the "login" option is available, login with your first initial last name, default password is TempPass, this has to be changed at first login

CONTROL PANEL

"Control Panel" is the tool used for making changes to your team website by anyone with team webmaster permissions (typically assigned to Team Head Coach and Team Manager)



Click Manage Site Content in the Bottom Left corner



WHAT YOU CAN ADD

BASIC TASKS - Team Webmasters have permissions to do the following basic tasks:

- Add Team Picture
- Add News Article that is displayed on the main team home page
- Add Events that don't require NHHA ice time
- Add Team Staff (head coach is added by Association Webmaster)
- Enter Team Results (must be done)

MORE ADVANCED TASKS - Team Webmasters have permissions to do the following more advanced tasks:

- Add photo galleries
- Add Team Polls
- Add new menu items and pages

All these tasks are covered in the Team Webmaster Manual

ALREADY SET-UP by NHHA

What will NHHA populate in the website for each team?

- Head Coach and contact info
- Team Roster
- League/Home Exhibition Games/Practices

EACH TEAM MUST SET-UP

What must the Team Webmaster populate in the website

- Game Scores (as well as report to League)
- Team Staff Members
- Team News/Events (Optional)

EMAIL CAPABILITIES

The website supports a feature called email aliases. This is an email redirect from a "newhamburghockey.com" email address to a list of email addresses stored within the website.

Each team will have an email alias for all players/parents on the team, as well as one for all members of the coaching staff.

These lists are important and must be maintained as this is the easiest method for the NHHA to communicate consistently to coaches and players. All schedule changes are automatically sent to the team email address.

For example novicea@newhamburghockey.com is the email address reserved for the novice A players and parents and coaches. Every email sent to novicea@newhamburghockey.com will be forwarded to all email address entered on the novicea player list

A second email address (c_novicea@newhamburghockey.com from the example above) is reserved for the coaching staff of each team. This allows a single email to be sent to all members of a coaching staff which can include all home, work, bberry addresses. There is no practical limit to the number of email addresses to be forwarded to.

Each team email already includes the coaches email list, so it is not necessary to include coaches emails in the players list.

Addresses are added to the email lists using an online form

<http://newhamburghockey.com/Forms/1298/> (not shown on the web, must access using this link only)

The screenshot shows a web browser window displaying the 'Email Address' form on the New Hamburg Minor Hockey website. The page header includes the date 'Wed Aug 29, 2012', the user name 'Welcome, Kent Foster', and navigation links like 'Control Panel', 'Logout', 'Sitemap', 'Help', 'Contact', 'Search', and 'Rss'. The main content area is titled 'Email Address' and contains the following elements:

- Team Selection:** A dropdown menu labeled 'Team' with the text 'Select One...' and a subtext 'Select Desired Team'.
- Coach Staff Emails:** A section titled 'Coach Staff Emails' with the instruction 'Please enter all email addresses for the Coaching Staff email list'. It contains four input fields labeled 'Provide Email 1' through 'Provide Email 4', each with an example 'you@yourdomain.com'.
- Player Emails:** A section titled 'Player Emails' with the instruction 'Please enter all email addresses for the Player Email List'. It contains three input fields labeled 'Provide Email 1' through 'Provide Email 3', each with an example 'you@yourdomain.com'.

The sidebar on the left includes 'My Other Sites' (Game Officials Site, League Sites, NH Novice House), 'Team Sites' (Initiation, Novice, Novice AE, Atom, PeeWee, PeeWee LL3, Bantam, Midget, Juvenile A), 'Our Sponsors' (Dordani Mechanical Inc., SAF Drives Inc. www.safdrives.com), and 'Quick Links' (CANADA logo). The footer shows a PDF file 'manual_webmaster_....pdf' and a 'Show all downloads...' link.

Select the Team, then enter either or both player and coaches emails, then submit the form. If you have more email addresses than there are spots, submit a second form.

Actually adding them to the lists is a manual procedure, so you will receive an email when it has been completed. If you wish to delete an email address, email webmaster@newhamburghockey.com

Email addresses configured include (all may not be used depending on teams formed)

Coaches/Executive

a_coaches@newhamburghockey.com
ae_coaches@newhamburghockey.com
ll_coaches@newhamburghockey.com
coaches@newhamburghockey.com
Executive@newhamburghockey.com

Developmental

c_fundamentals@newhamburghockey.com
c_learntoplay@newhamburghockey.com
c_prenovice@newhamburghockey.com
fundamentals@newhamburghockey.com
learntoplay@newhamburghockey.com
prenovice@newhamburghockey.com

Novice

c_novicea@newhamburghockey.com
c_noviceae@newhamburghockey.com
c_novicell1@newhamburghockey.com
c_novicell2@newhamburghockey.com
c_novicell3@newhamburghockey.com
c_novicell4@newhamburghockey.com
novicea@newhamburghockey.com
noviceae@newhamburghockey.com
novicell1@newhamburghockey.com
novicell2@newhamburghockey.com
novicell3@newhamburghockey.com
novicell4@newhamburghockey.com

Atom

c_atomae@newhamburghockey.com
c_atomll1@newhamburghockey.com
c_atomll2@newhamburghockey.com
c_atomll3@newhamburghockey.com
c_atomll4@newhamburghockey.com
c_atommaj@newhamburghockey.com
c_atommin@newhamburghockey.com
atomae@newhamburghockey.com
atomll1@newhamburghockey.com
atomll2@newhamburghockey.com
atomll3@newhamburghockey.com
atomll4@newhamburghockey.com
atommaj@newhamburghockey.com
atommin@newhamburghockey.com

PeeWee

c_peeweeae@newhamburghockey.com
c_peeweell1@newhamburghockey.com
c_peeweell2@newhamburghockey.com
c_peeweell3@newhamburghockey.com
c_peeweemaj@newhamburghockey.com
c_peeweemin@newhamburghockey.com
peeweeae@newhamburghockey.com
peeweell1@newhamburghockey.com
peeweell2@newhamburghockey.com
peeweell3@newhamburghockey.com
peeweemaj@newhamburghockey.com
peeweemin@newhamburghockey.com

Bantam

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bantamll2@newhamburghockey.com
bantamll3@newhamburghockey.com
bantammaj@newhamburghockey.com
bantammin@newhamburghockey.com
c_bantamae@newhamburghockey.com
c_bantamll1@newhamburghockey.com
c_bantamll2@newhamburghockey.com
c_bantamll3@newhamburghockey.com
c_bantammaj@newhamburghockey.com
c_bantammin@newhamburghockey.com

Midget

c_midgeta@newhamburghockey.com
c_midgetae@newhamburghockey.com
c_midgetll1@newhamburghockey.com
c_midgetll2@newhamburghockey.com
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Juvenile

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