

Login:

1) click team schedule

2) put your cursor on a day you want to find a game, and click.

3) From the menu on the right, click "single event" "**Ice Slot**" (if you have home ice) add a "single" "**travel date**" if you want to find an away game. The more slots you add the more likely you will get reciprocation.

4) Click on the yellow, the available slots you just added, and select "**find a game**", you will automatically search your division and level in your league. – keep going...

**6) Then click "Try searching outside league and level" (blue or pink box above). It defaults to search all levels in NE. Make sure you click "Search for Matching events".**

7) Select an opponent and send an invite. note you may find reciprocation. If you are trying to fill a home slot the program will automatically check to see if the opposing team has any home slots on days you are available to travel. (we patented this).

Advanced Option: Choose repeating events, click auto away dates, follow steps, and automatically add an away day to selected days of the week you do not already have a game or a practice.

What happens next: The slot turns orange on your page, indicating that you are waiting for a response. The opposing managers gets an email indicating that he/she has a game proposal. They then log in, the event will be Red on the calendar, indicating he needs to respond. **They need to click on it, and view proposal, then they can accept or decline**, if they accept, it turns green and you have a game, if they decline it returns to yellow, indicating you are still available. Keep in mind you may get incoming proposals. so if you get an email, find the red slot on your calendar, and click.

YouthHockey.com, is an ideal way to communicate with your parents and players. It provides an automatically updating calendar they can add to their cell phone, google calendar, or Ical. It automatically sends a weekly reminder. Please see enhanced managers doc. for more details.

Lastly, if you need to find the other managers email address, or have questions about where they play, you can visit the **Youthhockey.com directory** and look them up. Go to "YouthHockey.com" "League Directory" choose league, Organization, Team. Note: independents, appear under NE Independents,

Good luck, I am welcome any feed back you have.