



## [Welcome to YouthHockey.com.](http://YouthHockey.com)

Hundreds of hockey associations and thousands of teams around the country are already using YouthHockey.com. [Youthhockey.com](http://Youthhockey.com) offers many great features. I am highlighting some features that I think have proven to be very useful.

1) An easy way to find games with reciprocation.

2) A schedule you can share with your league, association, parents, players, and coaches, through a variety of displays, feeds, and web pages. Your team page, your associations master schedule and you parents calendars all can automatically update each time you or your association makes a change.

3) A "schedule widget" which brings up the most current schedule with one click on every ones desktop or smartphone.

4) ICAL and Google Calendar Feeds to help keep parents and players informed regarding their schedules.

5) Automatically sends weekly reminders.

6) Automatically creates a team website.

By now you should have received an invite to [Youthhockey.com](http://Youthhockey.com).

\* If you don't see it, check you spam box. If you still don't see it let us know.

### Getting Started:

- 1) go to [youthhockey.com](http://youthhockey.com) ,
- 2) log in

### Add Rinks:

If you association is not using YouthHockey.com you may need to add Rinks. To do this:

- a) Click the down arrow next to "team " ( top left next to blue bar) switch to organization

b) Click settings (in top blue bar)

b) Click Rinks (on right side in grey box under team setup)

1) Add any/all rinks that you practice or play home games at, DO NOT add rinks you play away games at (you will write these in). Add a short name, what will appear on your calendar. Add the address this will be used for directions.

### **ADD EVENTS: Please switch back to the team tab**

Click Schedule, Click the day you want to add an event to, choose the type of event, fill out the form.

**Games:** A "game slot" is a slot you intend to schedule a game, and/or want to find a game using "find a game" as opposed to "Game" which is used for adding an already scheduled game.

### **"Travel Dates":**

This is important to tell other teams you are available to travel, and will assist you in finding reciprocal games.

To add one travel date click the date, click travel date and schedule the event

**"auto away dates" feature : this allows you to automatically add a "travel date"**

**To all days you do not have a game, practice or available home ice slots listed.**

**For example: With one entry you can add an available travel today to all Saturday's and Sundays, you don't have home ice, previously scheduled game or practice.**

### **Practices:**

a) Please handle shared ice practices carefully and enter them accurately. When scheduling a shared ice event this will show up on both teams calendars. note: this means there may be practices on your schedule when you log in, please check for accuracy.

**If you need to cancel a shared ice, use a misc event, so you do not cancel the other teams practice.**

"Misc Event" to add any other type of event, ie off- ice training, team meeting, pizza party.

"Busy Date" Away to indicate that your team is not available on this day

**Repeating Events:** Allows you to add a practice every week at the same time

### **Scheduling a game:**

3 ways to do this,

- 1) To Add a previously scheduled game, choose game enter details
  - 2) To change an already scheduled available home slot to a game, Click it, and select convert to game, add details.
- And,

### **"FIND A GAME"**

- 1) Click on a "Game Slot" or "Travel date"  
the initial search will search your league and level and will provide reciprocation if available .
- 2) If you would like to find teams from other leagues, or other levels. search again by selecting "Search outside Level or League". Select a level and league, "search for matching events" Follow instructions to send a proposal to the other team. Wait for a response.

Note "search all NE" should be used for teams in the North East who want to search, NJ, NY, CT, PA

Keep in mind you may receive an incoming proposal. If you receive notification of a proposal, Go to the calendar, find the red slot, click on it, and view proposal, accept or decline it.

**Adding Tournaments:** When adding tournaments to the calendar, if you do not know the time, place or other team, use the misc event, once you know the details add a game.

**TOOLS:** Options is used to create custom displays.

You can select what you want to see, for example league games only. You can also create a custom widget, which can be bookmarked, or added to a website.

**SCHEDULE WIDGET:** "Setup Your Schedule Widget", automatically updates each time a change is made to the YouthHockey.com schedule,

- 1) Creates a url
- 2) "Grab embed code" provides html code that can be added to any website

Click on to "Tools", and click on set up widget. You will see a list of teams on the left side. Click the teams that you want on the widget together.. This is perfect for families with multiple kids playing and their schedules will be blended for easy viewing.

**All calendar changes will be reflected by the widget immediately and parents and players can view the schedule with one click.**

This works on smart phones and is available to be saved as a bookmark or favorite on your desktop for easy access.

### **Sharing your calendar:**

Parents and players can:

- a) Access a non -scheduling version of your calendar,
- b) Use the Ical or google calendar feed to add a dynamically updating schedule to their current calendars.
- c) Use our "Schedule Widget" to easily add a link to the most current schedule to their smart phone or desktop.
- d) Automatically receive an email each Sunday with the schedule for the week ahead
- e) Option to notify by email when an event is added or changed, ex. "rink closed due to snow"

### **Giving your parents access to the team calendar:**

2. Click on "Player & Parents" on the tool bar. It will ask you to add a guest:

3. Parents and players are added by entering their email addresses. check off the appropriate box if they are a parent.. If they are a player please enter their jersey #.

\* see "[Inviting Parents Doc for details](#)"

4. Make sure all the boxes are checked and click on "send invites". You will be able to go back into this section to check and see which parents and players have verified their invitation and now have access to the calendar and other tools.

5. Once everyone has been verified you can send out the general [youthhockey.com](http://youthhockey.com) information letter, "Welcome Parents and Players" which explains how to integrate the team calendar link into their smart phones and desk tops as well as how to take advantage of the schedule widget.

Click on to team/tools, and click on set up widget. You will see a list of teams on the left side. Click the teams that you want on the widget together.. This is perfect for families with multiple kids playing and their schedules will be blended for easy viewing.

**All calendar changes will be reflected by the widget immediately and parents and players can view the schedule with one click.**

**This works on smart phones and is available to be saved as a bookmark or favorite on your desktop for easy access.**

**FREE WEBSITE:** You can also view your website, by going to YouthHockey.com, League directory; select your league, your association and your team. If you would like to add a logo or banner, email your master scheduler (if they are on) or just send directly to support at Youthhockey.com. note: you can find other teams managers, and available dates by looking them up in the directory.

Post, allows you to add info to your team page

### **Additional Information:**

- 1) To change an existing event, click it, "edit" to add a second event to the same day, click on the day in a blank area.
- 2) The list view is useful for bulk editing, click "list"
- 3) See Summary tab, and activity
- 4) You should be scheduling in the standard mode, unless your league is using it league wide, then you should be in "league mode"
- 5) You can help by telling others about the product, its free! The more teams that use [youthhockey.com](http://youthhockey.com) the more opportunities to find games with reciprocation.
- 6) You can also help by sending feedback questions, and comments to [support@youthhockey.com](mailto:support@youthhockey.com) or entered through the help in the top right hand corner. **We want your feedback!**
- 7) If you can't add or modify an event and you think you should, you maybe restricted by your association, they have "manager permissions", is you think this is an error, contact your association or us.
- 8) If you get an error message click refresh or log out and back in. If this does not work notify us.

**Live Demo: [Click Here to Sign Up for an Upcoming Live Online Demo.](#)**

**It is my goal to ensure that YouthHockey.com is a success for your team, if I can help in anyway please email me.**

Thanks very much for the opportunity,

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Built by hockey parents for the hockey community!

