



Missouri Hockey Youth Division Scheduling Web Site Club Coach & Manager Manual



Updated - 9/17/2007

Organization coaches will be required to schedule games using the Scheduling system. Each coach must have an user id and password to schedule games. Coaches should contact their clubs registrar to obtain a user id and password. This must be done prior to the Missouri Hockey Youth Division game scheduling time frame.

All Missouri Hockey Youth Division Travel and GRHL teams must be use the scheduling system to schedule all league games. Practice or tournament games are not scheduled using the scheduling system. Central States teams do not use the Missouri Hockey Youth Division scheduling system.

Club Registrars will set up their organizations teams, enter coach information, enter team manager information and assign coaches and managers to each team in the Scheduling system. All teams must be set up and coaches and managers assigned before a team or coach can use the Scheduling system to schedule league games

The home team will schedule all games by entering the required information. This has not changed from the paper based system when the home team completed the scheduling form. . If a home game will be played at another clubs rink, you are still the home team and must enter the game. Home is the home team regardless of what rink you play at.

The number of games to be scheduled by division can be found by selecting the # League of Games Report link from the main page.

Contact information for team coaches and managers in your division can be found by selecting the Division Contact Report link from the main page.

When can the home team coach or manger schedule a game or modify a scheduled game?

1. During the game scheduling period only.
Games can not be modified prior to the game scheduling start date and after the game scheduling end date. See the Missouri Hockey Youth Division web site, www.mohockeyyd.org, Important Dates link for the game scheduling period. Contact the Missouri Hockey Youth Division Scheduling Site Manger at scheduling@mohockeyyd.org for game scheduling questions.
2. Prior to the schedule being finalized.
Once the home team finalizes their schedule, games can not be modified by the coach or manager. Missouri Hockey can modify with the appropriate approval and game rescheduling form. It is strongly recommended that schedules not be finalized until late in the scheduling period dates.



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Game Scheduling Steps

The following steps will be required to schedule a game:

1. Obtain a user id and password from you club Registrar
2. Log onto the Missouri Hockey Youth Division Game Scheduling System
3. Check to see the number of league games your division will play
4. Contact the teams in your division to schedule your league games. Contact information is available by selecting the Division Contact Report link from the main page.
5. Schedule your league games. Home teams will enter the game information.
6. Make sure you have the proper number of games scheduled
7. When schedule is complete and reviewed. Finalize your schedule by pressing the Finalize button at the bottom of the page.

Deadline Date to Have all Teams, Coaches and Managers Entered

At the beginning of each season the Missouri Hockey Youth Division board directors will set a date by which all organizations teams, coaches and managers must be entered into the scheduling system. The date can be found on the Youth Division web site under using the important date's link.

Requesting a User Id and Password

To obtain a user id and password, coaches must contact their organizations Registrar and request a user id and password. The following information will be required.

1. Email address
2. First name
3. Last name
4. Home phone
5. Work phone
6. Cell phone
7. Coaching Education Program (CEP) number
8. Coaching Education Program (CEP) level (1, 2, 3, 4, 5)

Once this information is received, you will receive an email with your user id and password. You should change your password the first time you log into the system.



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Logging into the Missouri Hockey Youth Division Scheduling Web Site

Once you have received a user id and password from the club registrar, you can access and log into the Scheduling system using this link:

www.mohockeyyd.org Select the Team Login link on the left menu toward the bottom of the page.

To login enter the following:

1. Enter your user id in the User Id field
2. Enter your password in the Password field
3. Press the Log In button

Changing Passwords

You should change your password the first time you log in. To change your password click the Change Password link on the left navigation menu and enter the following:

1. Enter your current password in the Current Password field
2. Enter a new password in the New Password field
3. Enter the new password again in the second New Password field
4. Press the Change Password button.

Your password should now be changed.

Requesting a New or Lost Password

If you lose or forget your password you can request a new one by clicking the Request Lost Password link on the scheduling system log in page. To request a new password do the following:

1. Select the Request Lost Password link on the scheduling system log in page
2. Enter your email address
3. Press the Request Password button

A new password will be emailed to the email address you supplied.



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Scheduling Games

The home team will schedule the game by entering the required information. This has not changed from the paper based system when the home team completed the scheduling form.

The number of games to be scheduled by division can be found by selecting the # League of Games Report from the main page. See section below for further details.

To schedule a game do the following:

1. Select the Schedule Game link from the left navigation menu or from the main page
2. Select the team you want to schedule games for. Multiple teams will only appear if your registrar has assigned you as a coach or manager for more than one team.
3. Select the visiting team which you will schedule the game with
4. Select the building which the game will be played in
5. Select the rink or sheet of ice which the game will be played on
6. Select the month, date and year the game will be played.
7. Select the time the game will be played
8. To schedule and save the game, press the Save Game button. The Save Game button should only be used when both coaches have agreed to the game date, and time.
9. Check the message at the bottom of the page for errors

Changing Existing Scheduled

The home team coach or manager and the Missouri Hockey Youth Division Scheduling Site Manager are the only ones permitted to modify an already scheduled game. The following can be changed for an existing game:

- Building
- Rink
- Date
- Time

When can the home team coach or manager change a scheduled game?

1. During the game scheduling period only.
Games can not be modified prior to the game scheduling start date and after the game scheduling end date. See the Missouri Hockey Youth Division web site, www.mohockeyyd.org, Important Dates link for the game scheduling period. Contact



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the Missouri Hockey Youth Division Scheduling Site Manger at scheduling@mohockeyyd.org for game scheduling questions.

2. Prior to the schedule being finalized.
Once the home team finalizes their schedule, games can not be modified. It is strongly recommended that schedules not be finalized until late in the scheduling period dates.

To modify a scheduled game do the following:

1. Select the View Schedule and Approve link from the main page.
2. Select the team you want to schedule games for. Multiple teams will only appear if your registrar has assigned you as a coach or manager for more than one team.
3. Find the game you wish to change and select the Edit Game link
4. Change the building, if required.
5. Change the rink or sheet of ice, if required.
6. Change the month, date and year, if required.
7. Change the time, if required.
8. To reschedule and save the game, press the Save. The Save Game button should only be used when both coaches have agreed to the game date, and time.
9. Check the message at the bottom of the page for errors

Delete an Existing Scheduled Game

The home team coach or manger and the Missouri Hockey Youth Division Scheduling Site Manger are the only ones permitted to delete an already scheduled game.

To delete a scheduled game do the following:

1. Select the View Schedule and Approve link from the main page.
2. Select the team you want to schedule games for. Multiple teams will only appear if your registrar has assigned you as a coach or manager for more than one team.
3. Find the game you wish to change and select the Delete Game link. The Delete Game link should only be used when both coaches have agreed to delete the game.
4. Check the message at the bottom of the page for errors

Finalize Schedules

The home team coach or manger and the Missouri Hockey Youth Division Scheduling Site Manger are the only ones permitted to finalize a team's schedule. Finalizing a schedule tells Missouri Hockey Youth Division that the coach or manager for the team has approved the



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schedule. Once the Finalize button is pressed, the teams schedule will be locked from further updates. Updates to the schedule can only be done by the Missouri Hockey Youth Division Scheduling Site Manger with proper approval and the rescheduling from. It is strongly recommended that schedules not be finalized until late in the scheduling period dates.

1. Select the View Schedule link from the left navigation menu or the View Schedule and Approve link from the main page.
2. Select the team schedule you want see. Multiple teams will only appear if your registrar has assigned you as a coach or manager for more than one team.
3. The system will not allow you to finalize the schedule until the proper number of league games have been scheduled. The number of games to be scheduled can be found at the top of the View Schedule page and by selecting the # League of Games Report link from the main page.
4. Press the Finalize button to complete schedule. The Finalize button should only be used when all your opponent coaches have agreed to all the game dates, and times. Once the Finalize button is pressed, your schedule will be locked and you can not schedule or modify your schedule. It is strongly recommended that schedules not be finalized until late in the scheduling period dates.
5. Check the message at the bottom of the page for errors

Entering Game Scores

The home team is responsible for entering game scores and mailing the score sheet to the Missouri Hockey office.

1. Select the View Schedule link from the left navigation menu or the View Schedule and Approve link from the main page.
2. Select the team you want to enter a score for. Multiple teams will only appear if your registrar has assigned you as a coach or manager for more than one team.
3. Find the game you wish to change and select the Enter Score link.
4. Check the message at the bottom of the page for errors
5. Enter the Home Score
6. Enter the Visiting Score
7. Press Save Scores
8. Check the message at the bottom of the page for errors
9. Mail the score sheet to the Missouri Hockey office

View Schedules



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The View schedules page provides the ability to look at various schedules for all teams, leagues and rinks and game scores.

Number of League Games Report

Selecting the Team, Coach, and Manager Assignment Report link will provide the Registrar with a report of all the organizations teams and the coaches and managers assigned to each team.