Hockey Calgary Team User Accounts

As part of our on-going efforts to simplify the task of obtaining sanctions and permits we have integrated a number of web forms through the team login at the Hockey Calgary website.

Team User Accounts

A Team Manager user account has been computer generated for every team and will be distributed to teams by their Association. When the Team Manager (or designate) logs in the first time they will have to supply some additional information and will also have the opportunity to change both the username and password to something more personal:

Team Manager Dashboard

Once their profile is updated they will be taken to the home screen of the "Team Manager" dashboard. Most of the changes made this summer are under the Team Administration menu:

Player Roster

This this tab will list all registered players and approved affiliate players from the Hockey Canada Registry (HCR). Additions or deletions to the player roster must be made by the Association Registrar in HCR, once made the Hockey Calgary website roster will reflect those changes within 24 hours. This list will display jersey number, name, position, HCR ID and the primary email and telephone number.

Clicking the edit button will allow for changes to jersey number and position, the rest is downloaded directly from the HCR database.

Team Coaching Staff

This tab will list all registered team officials from the Hockey Canada Registry (HCR). Additions or deletions to the coaching staff must be made by the Association Registrar in HCR, once made the Hockey Calgary website roster will reflect those changes within 24 hours. This list will display name, role, HCR ID and the primary email and telephone number.

Edit Clicking the edit button will allow for changes to the position, the rest is downloaded directly from the HCR database. If the team official has an email listed, the Team Manager can Grant Access to this team official who will then receive an automatic email with their username and password.

Team Staff

This tab will list all individuals that have been issued a Hockey Calgary user account. Requests for additional user accounts must be made to Hockey Calgary by an existing user or an association representative.

Game Scoresheet

Scoresheet This tab will list all games for the team and is where Team Managers will go to enter the Digital Game Sheet. Once a game has been played, the Scoresheet button will appear to indicate the game needs to be entered.

New this year – after the digital game sheet has been entered Team Managers will also be able to upload a PDF version of the game sheet for review by their League Chair/League Governor.

Play an Exhibition Game

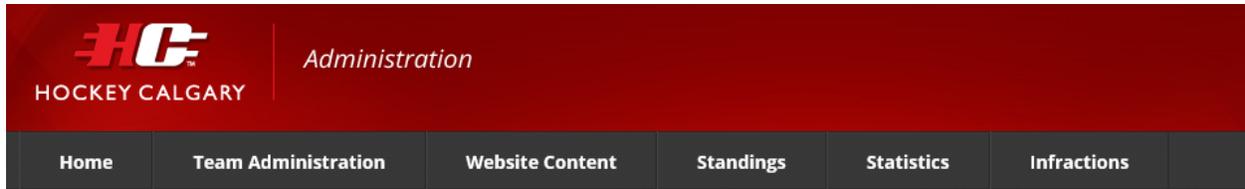This tab is an enhanced version of the Exhibition Game Sanction launched last season and is to be used to request an exhibition game.

If "Hockey Calgary Arena" is yes, the request will be automatically sent to the Community Referee Coordinator of the home team if the game involves Novice or Atom teams and to the appropriate CZRC Assignor if the game is Pee Wee, Bantam, Midget or Junior for their review. Once the Referee Assignor has approved or denied the game, all team officials/staff associated with Calgary teams involved in the game will receive an email indicating the status of the game. Games must be requested within 48 hours of the start time of the game.

If "Hockey Calgary Arena" is no, the request will be automatically sent to the Hockey Calgary League Chairperson or Age Category Governor for their review. Once they have approved or denied the game, all team officials/staff association with Calgary teams involved in the game will receive an email indicating the status of the game. **If the game has been approved a Travel Permit** will automatically be issued**.**

Play in a Tournament

This is a new tab and is used when a team wants to participate in a tournament.

If "Hockey Calgary Sanctioned" is selected, the Hockey Calgary Tournament Sanction Number for the tournament they are attending must be entered. Once a valid Sanction Number is entered, it will advise that this form does not need to be submitted:

For all Hockey Calgary sanctioned tournaments the Tournament Organizer is responsible for adding the games and also entering the digital game sheet.

If "Other" is selected the Team Manager will have to enter information about the tournament:

If the form is submitted before the Schedule Window deadline and the dates of the tournament are during the Seeding Round or the Regular Season will following will appear:

If "Yes" is selected the Schedule Window will automatically be created for the team. Teams will still be allowed to request one Schedule Window for each of the Seeding Round and Regular Season.

If No" is selected the following conditions must be accepted:

Tournament Request Terms

I agree that Northwest Warriors 1 will honour all our Hockey Calgary / Zone 9 Commitments.

○ Yes

Previous   Submit

If the Seeding Round or Regular Season schedule has not be posted yet, the team must still honor any games that are scheduled in conflict to the dates they wish to travel.

Once the "Date Returning" has passed, the Team Manager will receive a notification on their dashboard that a Travel Permit needs to be finalized:

Notice: The following Travel Permit needs to be finalized: ✕

• Sep 5 to Sep 8

Once they click the link they will indicate the number of games they played under the Travel permit and fill in the details for each game.

Finalize Travel Permit

How Many Games Did You Play?   1 ▾

Game #1

Date:		Arena:
Start Time:		Arena Address:
Duration:	Select One... ▾	Opponent:
		☐ My team played as the home team.

Save

Special Events

This tab will display all Special Events and allow Team Managers to request Special Events.

If a request is denied, it doesn't mean the team can't participate in the event, they just need to be aware that they are participating without coverage through Hockey Canada Insurance.