



Using the WMHA Website as a Coach or Manager

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Login

1. Browse to www.woolwichminorhockey.ca
2. Click the **Login** link on the upper toolbar.



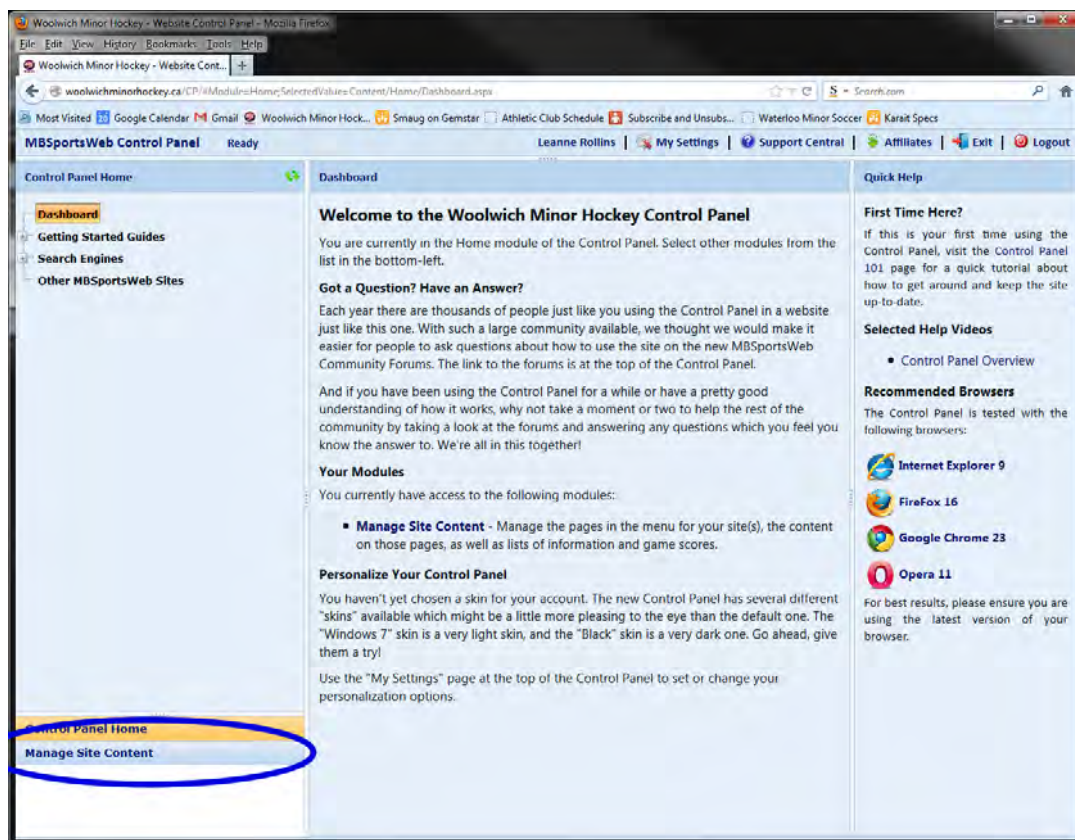
3. Enter the login information that was emailed to you. The information is case-sensitive, so use capital letters where necessary.
4. After you login, the site will basically look the same. The first time you login, you need to click on the click here link within the yellow bar to change your password.

Access Team Pages

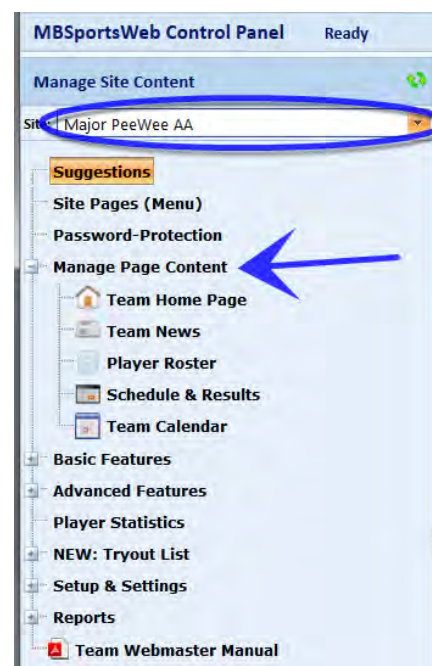
1. To access your team pages, click the **Control Panel** link on the upper toolbar.



2. You'll now see the backbones of the site. Click **Manage Site Content** on the lower left to continue.



3. You will see the team you have access to in the Site list at the top of the Content panel.

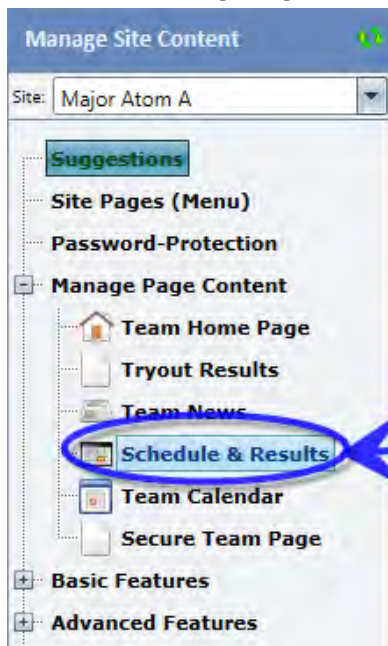




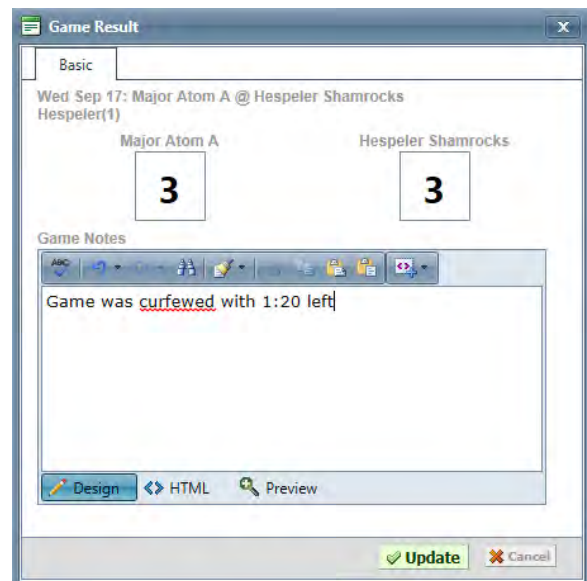
Enter Game results

When you update the scores on your Team Website, the results are automatically published to the OMHA One DB. You can also login to the website on your mobile device to update game scores. These instructions step you through entering the score on the full website.

1. Look under Manage Page Content, and click the Schedule & Results link.



2. In the list of games, double-click on the game you want to update.
3. In the Game Result window, enter the score... make sure you enter the correct home and away team score! Games Notes are useful for shutout info (list the goalie with the shutout), or for other issues such as the game was curfewed. Click Update to save the score.





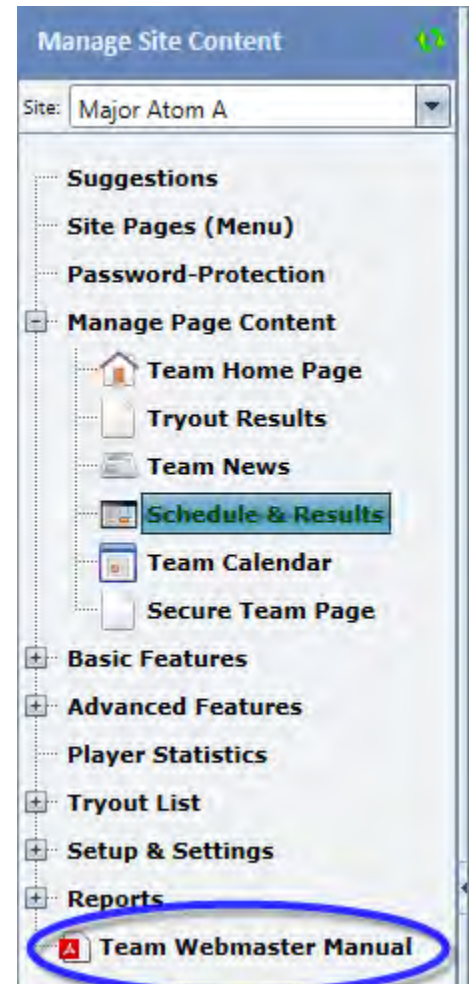
Other Updates

Check the **Team Webmaster Manual** for help with the following tasks (this document is located at the bottom of the Site Content pane).

- Add custom content to your team home page
 - sponsor logo (Basic Features → Team Sponsors)
 - use this space for news flashes
- Add team staff and contact information
- Add News Articles and photos
 - Useful for tryouts too – use last names only and you can use the page to release players through the process
 - Keep parents up to date with information
- Use the Events page to enter Tournament information (including tournament game details and results, accommodation info, etc.)

Notes:

- We will not be providing player rosters on the website. Therefore the Tryout list and Player Roster features DO NOT WORK. Remember to only put the players' First name and last initial on a website when you are referring to the kids.

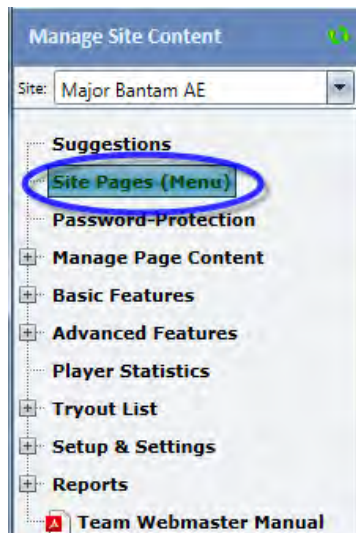




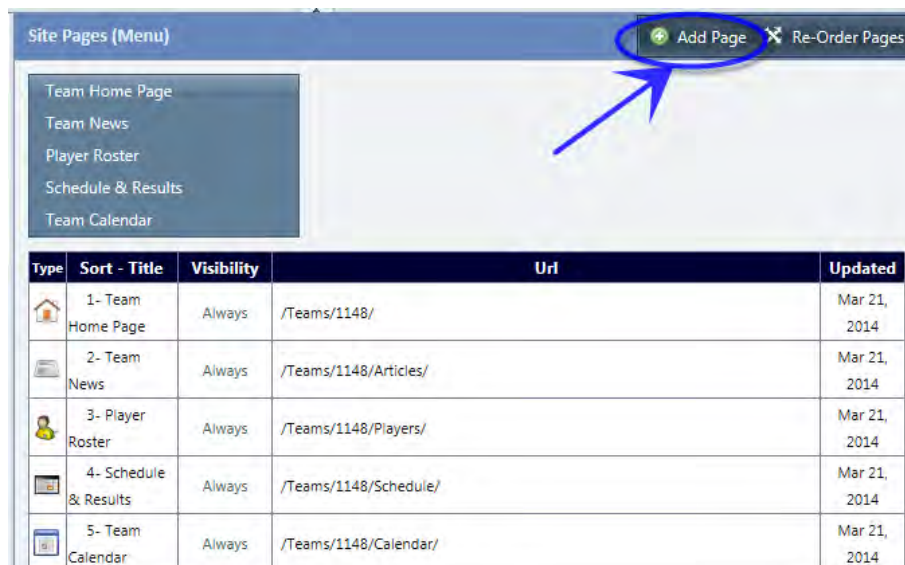
Add a Secure Page

The content of the pages is open and available to any user UNLESS you add password protection to a particular custom page. Use these instructions to add a secure page to your site, then set a password to protect it. You can provide the password to parents so only they can access particular content.

1. Under Manage Site Content, click Site Pages (Menu).



2. On the top right corner, click **Add Page**.





3. Leave the Page Type as Generic Blank Page, and enter a title in the Page Title field. Leave the Visible From and Until fields blank. The Sort field determines where the page will appear in the list of pages. Click **Insert & Close**.

Web Page

Page Type ?
Generic Blank Page

Sort 6 Page Title ? Secure Team Page Visible From Visible Until

Page Location (Drag/Drop)

- Team Home Page
- Team News
- Player Roster
- Schedule & Results
- Team Calendar
- Secure Team Page

No additional settings are available.

Hide In Menu?
☐ Non-Menu Page

Insert & Add Another Insert & Close Cancel

4. To secure the page, click **Password Protection**.

Manage Site Content

Site: Atom LL#1

Suggestions

Site Pages (Menu)

- Password Protection

Manage Page Content

Basic Features

Advanced Features

Player Statistics

Tryout List

Setup & Settings

Reports

Team Webmaster Manual



5. In the Manage Password Protection window, locate the Level 1 column. Type a password that parents will have to enter to view this page, and check the name of the page you created in the previous steps (in this example, we named the page Secure Team Page). In the Remember for field at the bottom of the column, enter the number of days that the browser will 'remember' the password after it is first entered. After the number of days is exceeded, parents will have to re-enter the password to view the page content. Click **Update** to save the change.

The page is now secure, and you can add content. Under Manage Page Content, click on the Page, and then click on Edit Content in the top right corner to add info to the page.

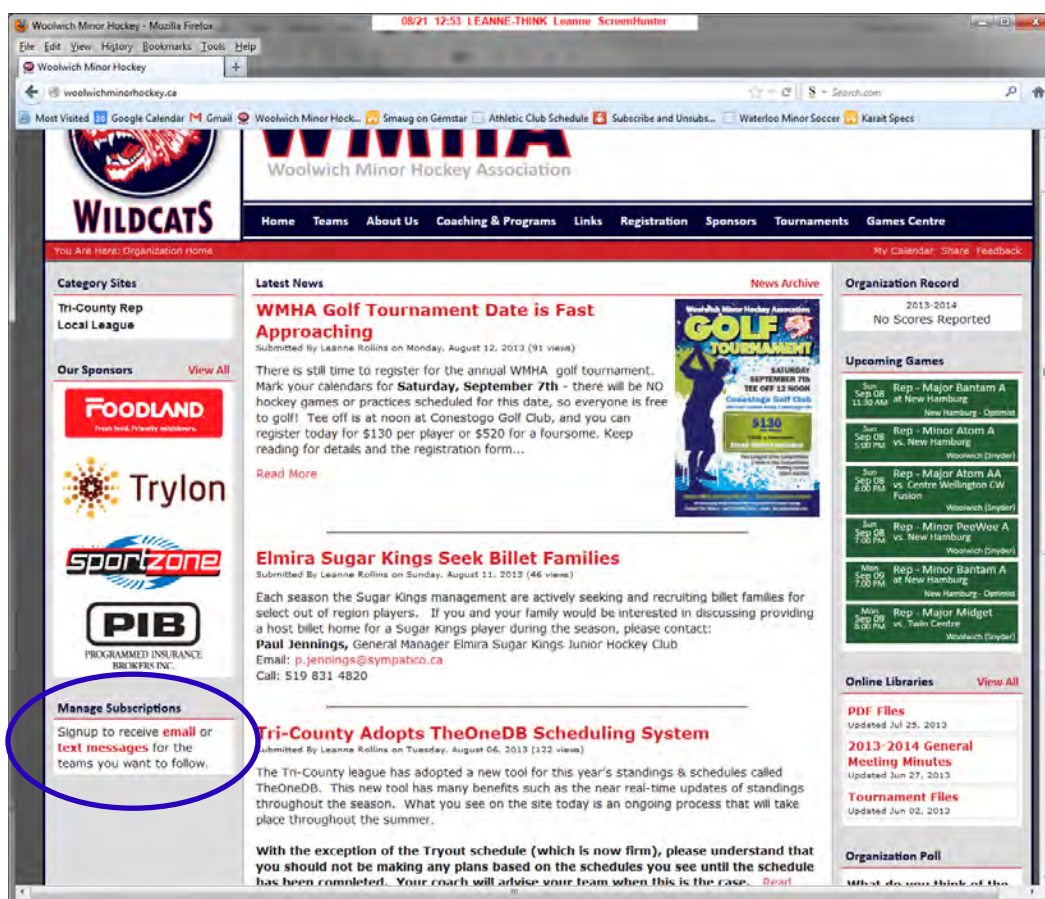


Providing Subscription Info to Parents

Parents can subscribe to your team page. Note that ANYONE who subscribes can see your content – unless you create a Secure page (instructions above). To view who is subscribed, look under the Reports option for Subscriptions when you are logged into the Control Panel.

You can provide these instructions to parents who want to subscribe to the team pages:

1. On the www.woolwichminorhockey.ca homepage, look for the **Manage Subscriptions** box located in the bottom left corner.



2. Click on either **email** to subscribe using an email address, or **text message** to subscribe using your cell phone number.
3. Enter your **email address** (or select your **Carrier** and enter your **cell number**), then click **Go**.
4. **Check the options** you want to receive notifications about (Schedule changes, Game Results, News Articles, and Events), **ONLY for the teams you are interested in!**



Manage Your Email Subscriptions

[Return To The Home Page](#)

This page allows you to create or manage your email subscriptions, which are used to send email notification to the specified address when certain events happen with a given team.

Step 2: Manage Preferences For webmaster@woolwichminorhockey.ca

Check or uncheck the boxes below and or or

Team Name	Schedule Changes*	Game Results	News Articles	Events
Organization			<input type="checkbox"/>	<input type="checkbox"/>
Tri-County Rep				
Rep - Tyke Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Novice AE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Major Novice A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Minor Atom A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Major Atom AA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Atom AE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Minor PeeWee A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Major PeeWee AA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - PeeWee AE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Minor Bantam A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Major Bantam A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Bantam AE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep - Minor Midget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Click **Save**.

Questions and Help

Email webmaster@woolwichminorhockey.ca to send questions to Leanne Rollins. This address goes directly to my Blackberry, so I will respond quickly.

Please try to use the Team Webmaster Manual provided on the site to try to solve your problem first!