

SCRIMMAGE HUB

Quick Start Guide

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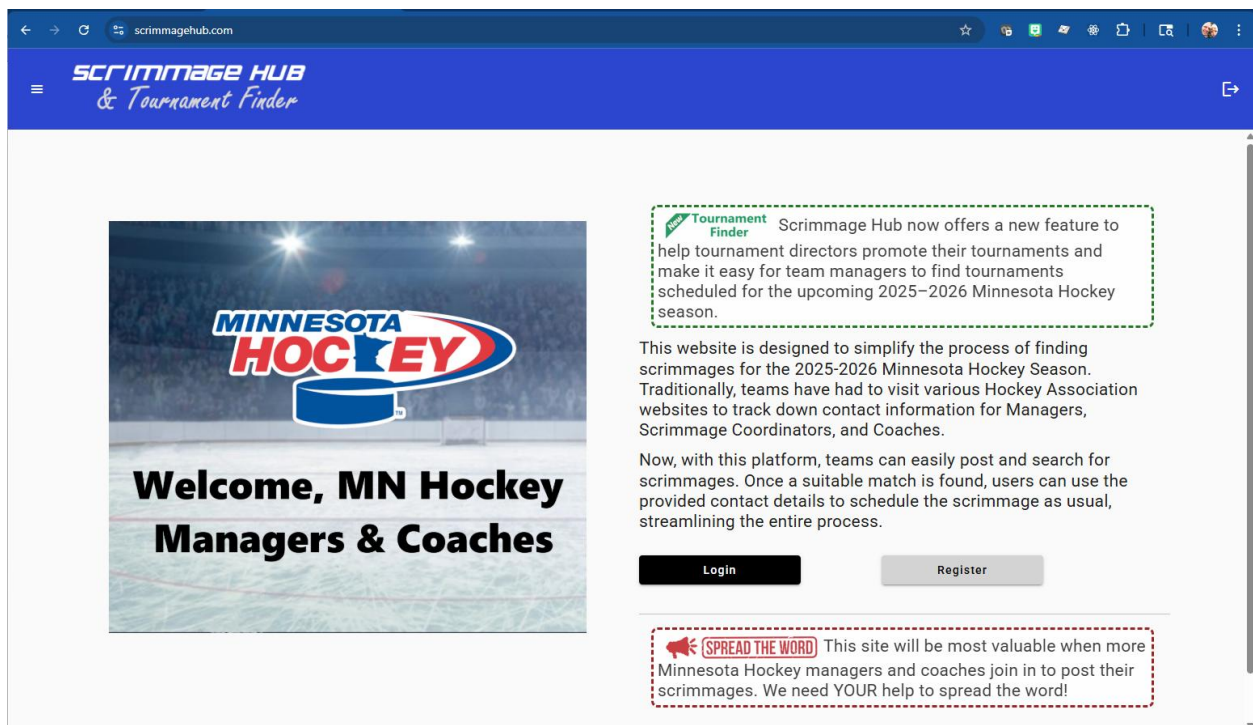
Welcome to Scrimmage Hub!

This Quick Start Guide provides step-by-step instructions to help you:

- Register and log in to your account
- Search for existing scrimmages
- Post a new scrimmage of your own

If you run into any problems, please email us at support@scrimmagehub.com.

To get started, simply go to www.scrimagehub.com in your browser.



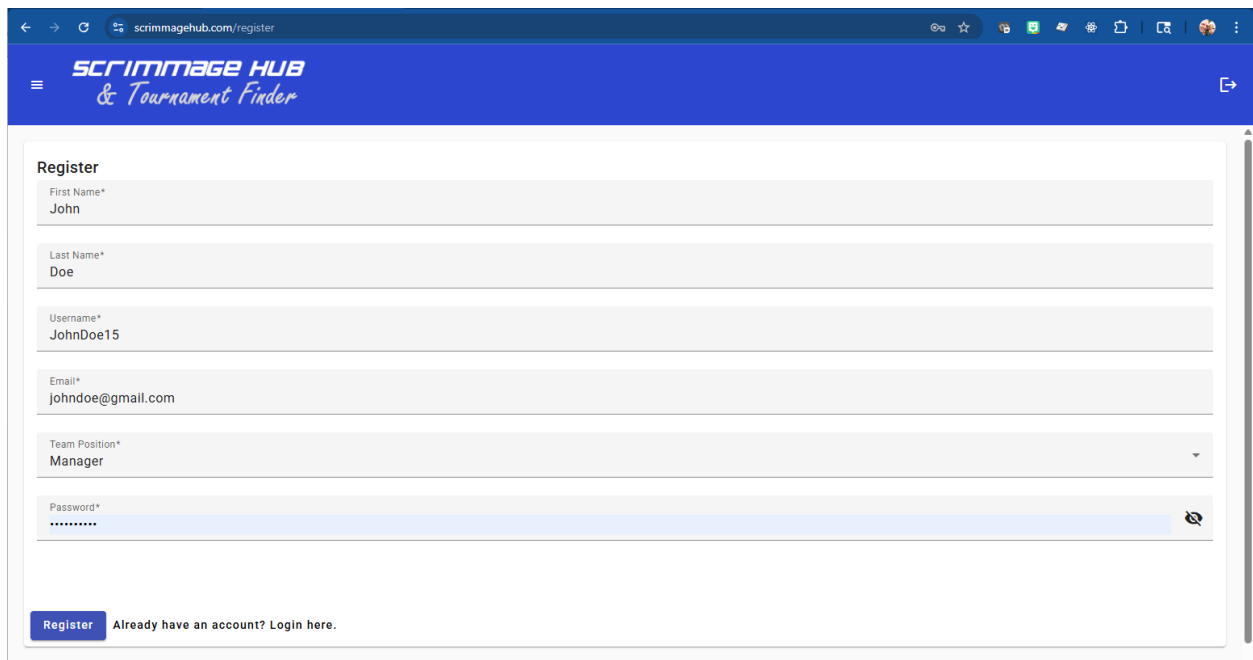
Register

The first step to using Scrimmage Hub is to create an account by clicking the **Register** button on the website's home page.

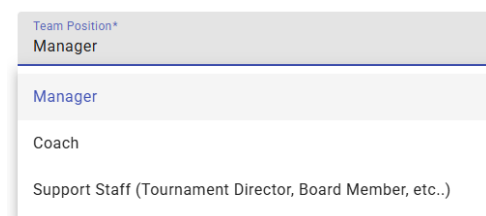
You only need to register once. Your account will remain active from season to season, so there's no need to re-register each year.

When registering, you'll be asked to provide the following information:

- First Name
- Last Name
- Username (you may use your email address)
- Email Address
- Team Position
- Password

A screenshot of a web browser showing the registration page for Scrimmage Hub. The browser's address bar displays 'scrimmagehub.com/register'. The page has a blue header with the 'SCRIMMAGE HUB & Tournament Finder' logo. Below the header is a 'Register' form with several input fields: 'First Name*' (containing 'John'), 'Last Name*' (containing 'Doe'), 'Username*' (containing 'JohnDoe15'), 'Email*' (containing 'johndoe@gmail.com'), 'Team Position*' (a dropdown menu with 'Manager' selected), and 'Password*' (containing masked characters '.....'). At the bottom of the form is a blue 'Register' button and a link that says 'Already have an account? Login here.'

Team Position – Choose the option that best applies to your role (e.g., Coach, Manager) You can always update this later in your Profile if your role changes.

A screenshot of a dropdown menu for 'Team Position*'. The menu is open, showing the selected option 'Manager' at the top. Below it are three other options: 'Coach', 'Support Staff (Tournament Director, Board Member, etc..)', and an additional option that is partially obscured by a horizontal line.

Once you have entered all the required information, click the **Register** button. A confirmation message will briefly appear letting you know your registration was successful. You will then receive an email at the address you provided with instructions to complete your account setup. Be sure to check your inbox (and your spam or junk folder, just in case).

Registration was successful. Please check your inbox to complete the registration process. You may need to check in your Junk folder for the email.

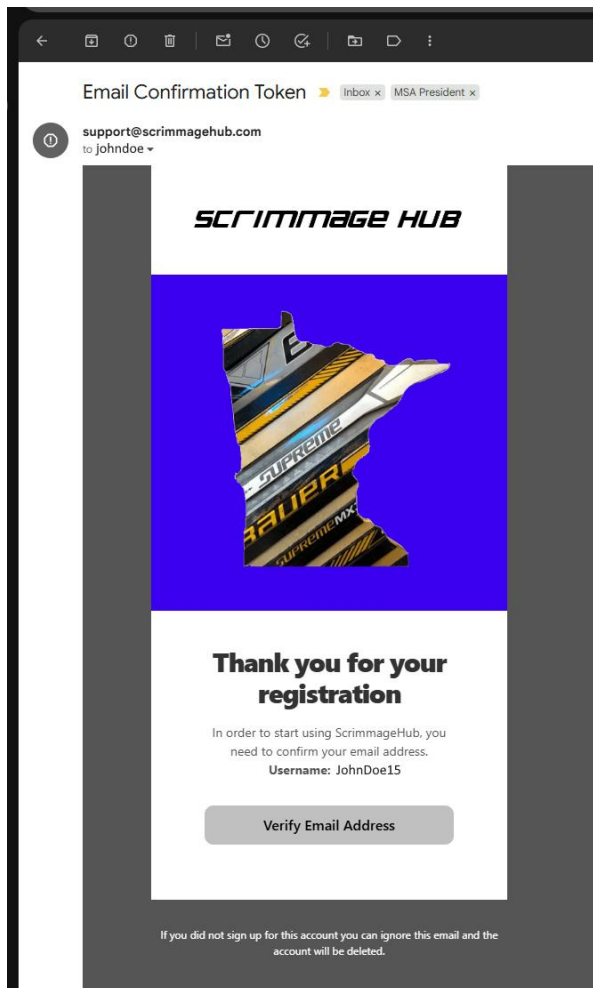
Close

The email you receive will look similar to the example shown below.

If you don't see the email in your inbox within a few minutes, please:

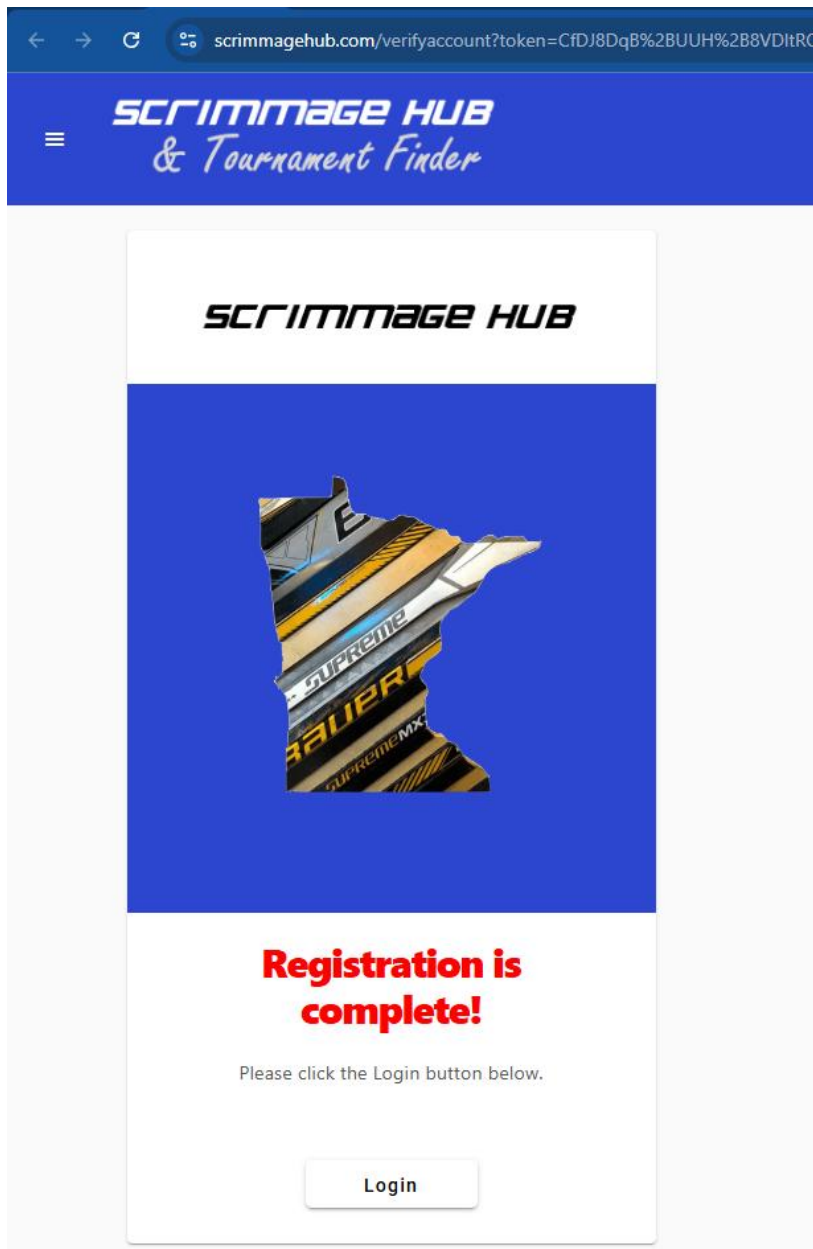
- Check your Junk or Spam folder
- Search your inbox for support@scrimmagehub.com.

If you still cannot find the email or experience any issues, contact us at support@scrimmagehub.com and we'll be happy to help.



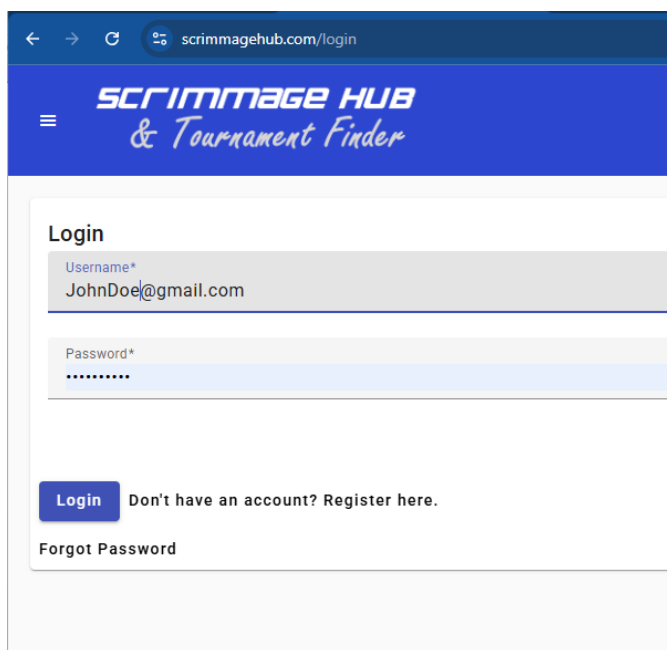
Once you've opened the email, (subject line: "Email Confirmation Token"), click the **Verify Email Address** button.

- This button will open a new browser window and take you to the **Verify Account** page.
- A confirmation message will appear letting you know your registration is complete.
- From there, click the **Login** button to go directly to the **Login** page.



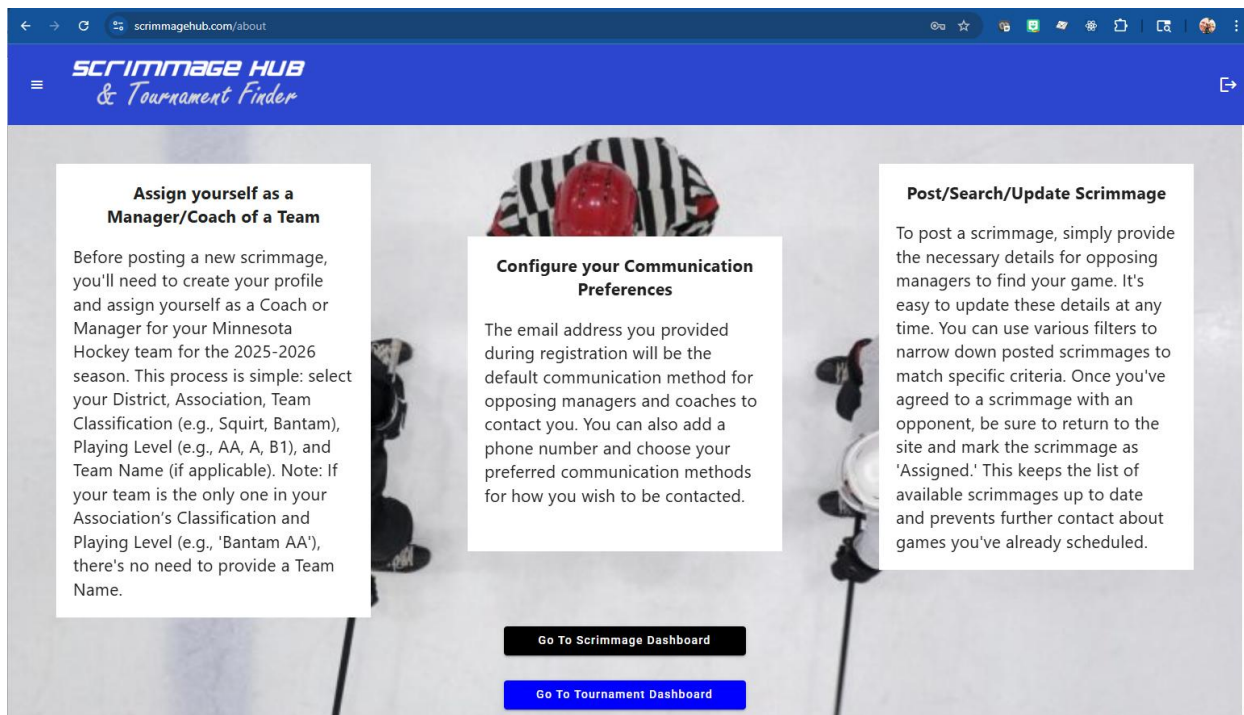
Login

To log in, enter the Username (or Email) and Password you created during the registration process, then click the **Login** button.



The screenshot shows the login page of the Scrimmage Hub & Tournament Finder website. The page has a blue header with the site's logo. Below the header, there is a 'Login' section with two input fields: 'Username*' containing 'JohnDoe@gmail.com' and 'Password*' with masked characters. A blue 'Login' button is positioned below the password field. To the right of the button is a link that says 'Don't have an account? Register here.' Below the login button is a link that says 'Forgot Password'.

After a successful login, you will be directed to the **About** page.

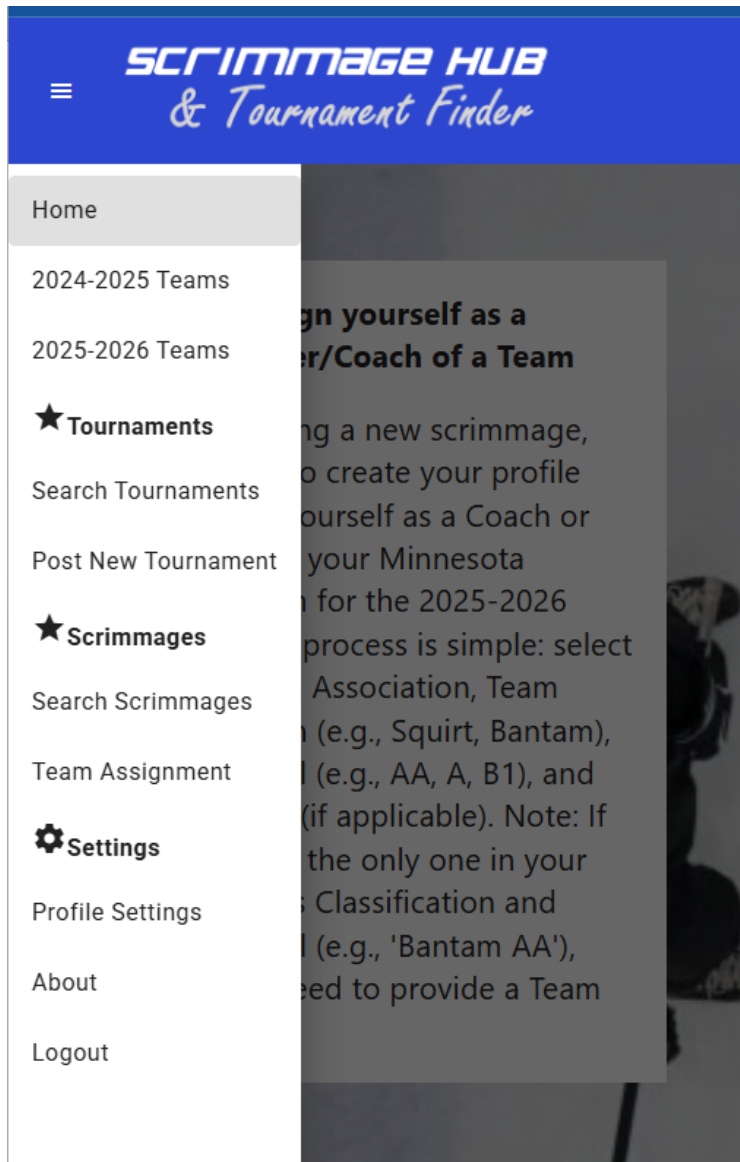


The screenshot shows the 'About' page of the Scrimmage Hub & Tournament Finder website. The page has a blue header with the site's logo. Below the header, there is a large image of a hockey player in a red jersey. Overlaid on this image are three white boxes with black text. The first box on the left is titled 'Assign yourself as a Manager/Coach of a Team' and contains text about creating a profile and assigning oneself as a Coach or Manager for the 2025-2026 season. The middle box is titled 'Configure your Communication Preferences' and contains text about the email address provided during registration being the default communication method. The third box on the right is titled 'Post/Search/Update Scrimmage' and contains text about posting a scrimmage and using filters to narrow down posted scrimmages. At the bottom of the page, there are two buttons: 'Go To Scrimmage Dashboard' and 'Go To Tournament Dashboard'.

Navigation Bar

Now that you are logged in, you'll notice additional options available in the left-hand Navigation Bar. These options are only visible to logged-in users.

You can expand or collapse the navigation bar at any time by clicking the  navigation toggle icon.



Search Scrimmages - Assign to Team

Before you can search for scrimmages posted by other managers or coaches, you must first assign to a Team. You can also assign yourself to multiple Teams if needed.

On the **Search for Scrimmages** page, you will see a green-highlighted information box with a button labeled **Assign to Team**. Click this button to go to the **Assign Yourself to a Team** page, where you can select the team(s) you want to be connected with.

You can also reach the **Assign Yourself to a Team** page through the left-hand Navigation Bar. Simply click on the 'Team Assignment' option from the menu.

- ★ Scrimmages
- Search Scrimmages
- Team Assignment

Assign Yourself to a Team

The **Assign Yourself to a Team** page includes instructions at the top to guide you through the process.

You will need to provide the District, Association, Classification and Playing Level of the team you want to be associated with.

The screenshot shows a web browser window with the URL `scrimmagehub.com/assignmanager`. The page has a blue header with the logo "SCRIMMAGE HUB & Tournament Finder". Below the header, the title "Assign yourself to a Team" is displayed. Underneath, there are instructions for users. The main form consists of several dropdown menus: "District*" (set to "District 10"), "Association*" (set to "Centennial Youth Hockey Association"), "Classification*" (set to "Peewee"), and "Playing Level*" (set to "AA"). Below these is a "Team*" dropdown menu which is currently empty, showing a red error message "Please choose a Team Option". At the bottom of the form is a grey "Add Team" button.

Instructions:

- Select the District, Association, Classification and Playing Level for the team you are associated with.
 - If you are unable to find your District or Association, please contact support@scrimmagehub.com.
- If your team has already been created, it will appear in the 'Team' dropdown. You can select your team and then click the 'Select Team' button.
- If your team does not show up in the 'Team' dropdown, choose the 'Create New Team' option.
 - If there is only 1 team in your Association for the specified Classification/Playing Level (i.e. Bantam AA), leave the 'Team Name' textbox blank and click the 'Select Team' button.
 - If there are multiple teams in your Association for the specified Classification/Playing Level, add a 'Team Name' in the textbox (i.e. Black, Red, White, etc.) and then click the 'Assign me to this Team' button.
 - Note:** Do NOT add the Classification or Playing Level in the 'Team Name' textbox.

District*
District 10

Association*
Centennial Youth Hockey Association

Classification*
Peewee

Playing Level*
AA

Team*

Please choose a Team Option

Add Team

The "Team" dropdown gives you two options:

- If you are the first user to create a team for the District/Association/Classification/Playing Level combination you selected, you will need to choose "Create New Team".
- If a team has already been created by someone else in your Association, it will appear in the dropdown list.

This close-up shows the "Team*" dropdown menu expanded. It displays two options: "None" and "Create New Team". Below the dropdown is a red error message "Please choose a Team Option" and a grey "Add Team" button.

Team*

None

Create New Team

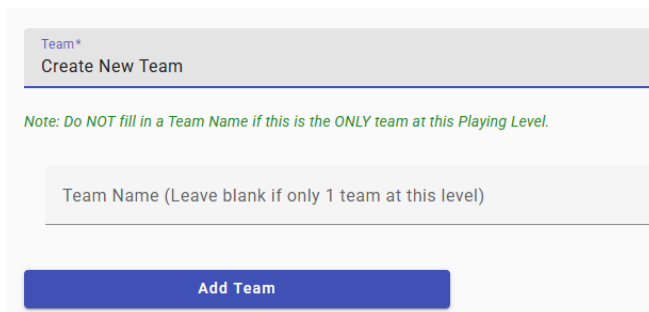
Please choose a Team Option

Add Team

If you selected "Create New Team", you may or may not need to fill in the Team Name field:

- Leave blank if your team is the only team at this Playing Level
 - Example: Most Associations only have one *Bantam AA* team. In this case, leave the Team Name field empty.
- Enter name/identifier if there are multiple teams at the same Playing Level.
 - Example: If your Association has two *Peewee B2* teams, they are usually identified by color (e.g., "White" or "Red"). Enter just that identifier in the Team Name field.

Important: Do not include Classification or Playing Level in the Team Name field – only the unique identifier.

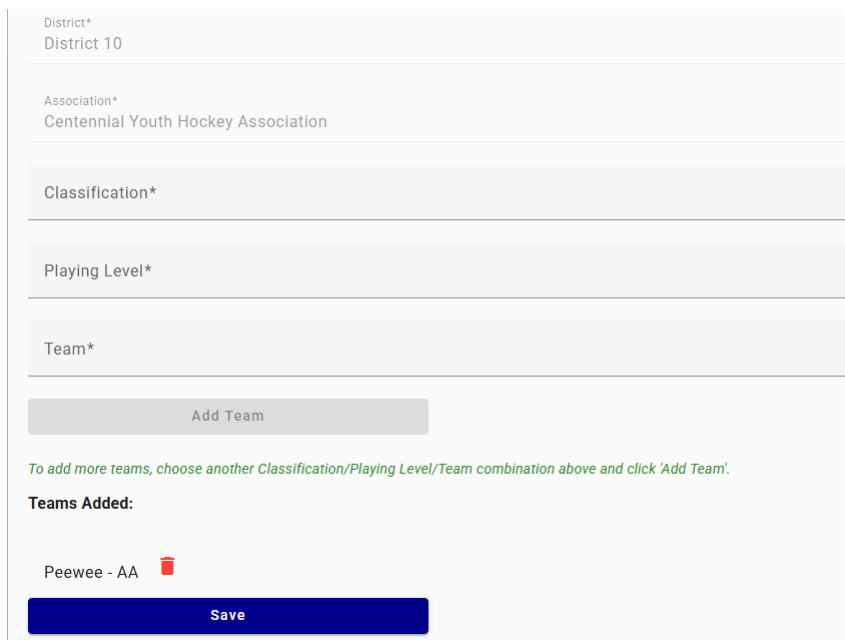


The screenshot shows a form titled "Team*" with a subtitle "Create New Team". Below the title is a green note: "Note: Do NOT fill in a Team Name if this is the ONLY team at this Playing Level." There is a text input field labeled "Team Name (Leave blank if only 1 team at this level)". At the bottom of the form is a blue button labeled "Add Team".

After clicking the **Add Team** button, your team will appear under the heading 'Teams Added:'.

- You may add multiple teams if you serve in different roles (for example, a Coach on one team and a Manager on another).
- When you are finished assigning yourself to your team(s), click the **Save** button.

You will then be redirected back to the **Search for Scrimmages** page.

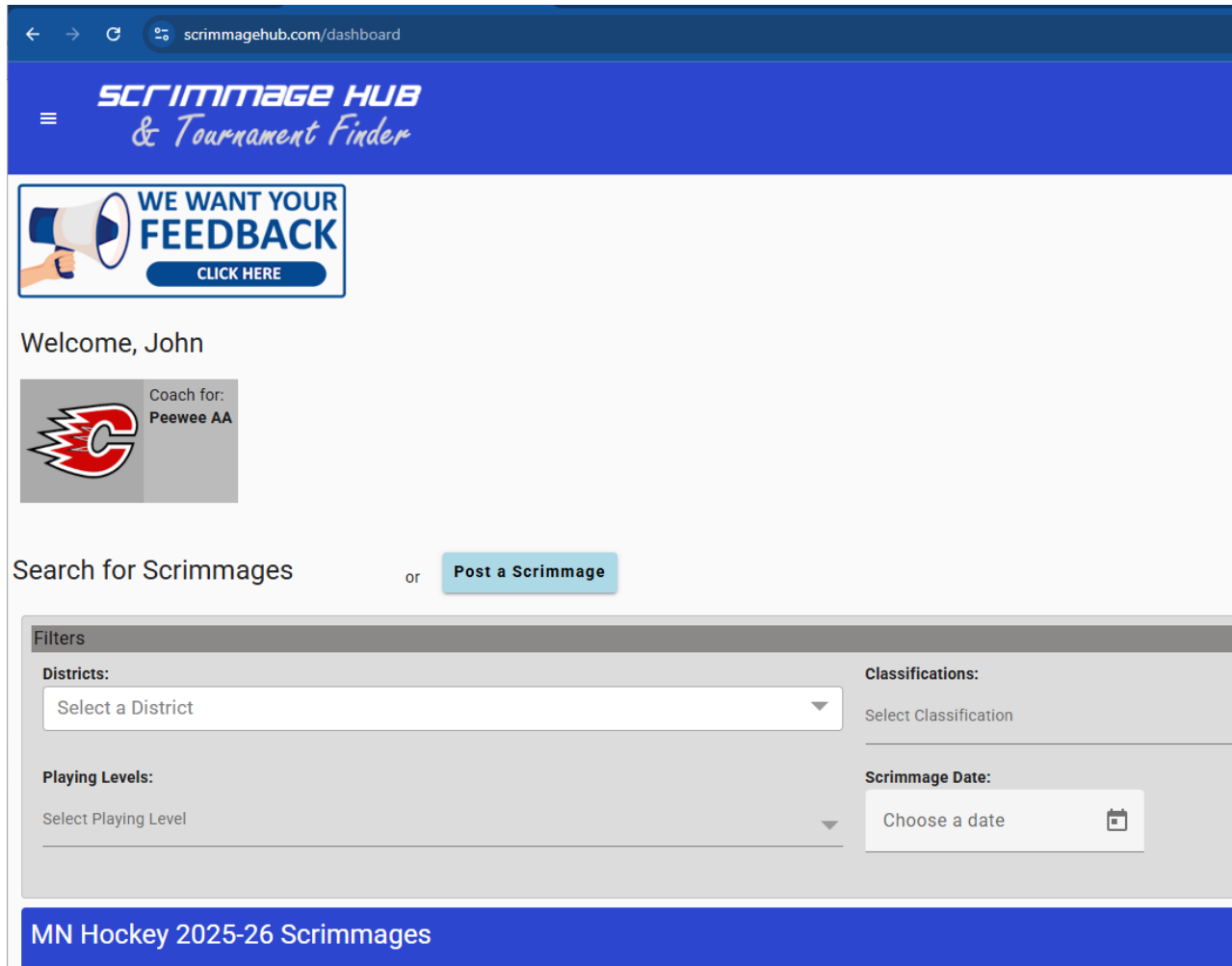


The screenshot shows a form with several input fields: "District*" (with "District 10" selected), "Association*" (with "Centennial Youth Hockey Association" selected), "Classification*", "Playing Level*", and "Team*". Below these fields is a grey button labeled "Add Team". A green note below the button reads: "To add more teams, choose another Classification/Playing Level/Team combination above and click 'Add Team'." Below the note is the heading "Teams Added:". Under this heading, there is one team listed: "Peewee - AA" with a red trash icon to its right. At the bottom of the form is a blue button labeled "Save".

Search for Scrimmages

Now that you've been associated with a team (or multiple teams) you will see your Association's logo displayed along with the team(s) you are connected to.

If you do not see your Association's logo, return to the [Assign Yourself to a Team](#) section above and follow the instructions to complete your team setup.



The screenshot shows the Scrimmage Hub & Tournament Finder dashboard. At the top, there's a blue header with the site name and a hamburger menu. Below the header is a banner for feedback. The main content area starts with a welcome message to 'John' and a profile card for 'Coach for: Pee wee AA' with a logo. Below this is a search bar with the text 'Search for Scrimmages' and a 'Post a Scrimmage' button. A 'Filters' panel is visible, containing sections for 'Districts' (with a dropdown), 'Classifications' (with a dropdown), 'Playing Levels' (with a dropdown), and 'Scrimmage Date' (with a date picker). At the bottom, a blue bar displays 'MN Hockey 2025-26 Scrimmages'.

The **Search for Scrimmage** page automatically displays all scrimmages available for the current season. To narrow down the list, use the Filters panel to view only the scrimmages you're interested. You can filter by:

- District (you can select one or multiple districts)
- Classification (e.g., Mite, Squirt, Pee wee)
- Playing Level (e.g., AA, A, B1)
- Scrimmage Date

You can also sort the scrimmage list by clicking on the column headers in the grid (for example, Date, Classification, or Playing Level). Clicking a header will toggle the list between ascending and descending order.

The screenshot shows the 'Scrimmage Hub & Tournament Finder' dashboard. At the top, there's a search bar with 'Search for Scrimmages' and a 'Post a Scrimmage' button. Below this is a 'Filters' section with dropdowns for 'Districts', 'Classifications', 'Playing Levels', and a date picker for 'Scrimmage Date'. A blue banner highlights 'MN Hockey 2025-26 Scrimmages'. Below the banner are two checkboxes: 'Include Past Scrimmages?' and 'Include Assigned Scrimmages?'. A table lists upcoming scrimmages with columns for Home Team, Status, Classification, Playing Level, Date, Time, Ice Time, and Rink. The first three rows show 'Proctor Hermantown Mirage 15U A' with status 'OPEN'.

	Home Team	Status	Classification	Playing Level	Date	Time	Ice Time (Min...)	Rink
More Scrimmage Details	Proctor Hermantown Mirage 15U A	OPEN	15U	A	2026-01-18	2:45 pm	75.00	Proctor Aspirus St. Lui Sports & Event Center
More Scrimmage Details	Proctor Hermantown Mirage 15U B1	OPEN	15U	B1	2026-01-17	8:15 pm	75.00	Hermantown Arena
More Scrimmage Details	Proctor Hermantown Mirage 15U A	OPEN	15U	A	2026-01-16	8:45 pm	75.00	Hermantown Arena

By default, the **Search for Scrimmage** page hides certain scrimmages to help you focus on upcoming opportunities:

- Past Scrimmages: Scrimmages with a date in the past are hidden. To view them, check the 'Include Past Scrimmage?' box
- Assigned Scrimmages: Scrimmages already marked as *Assigned* by the posting user are hidden. To display them, check the 'Include Assigned Scrimmages?' box.

To view more information about a specific scrimmage—such as the contact details for the manager or coach that posted it—click the **More Scrimmage Details** button located in the first column of the grid.

The screenshot shows the 'Scrimmage Hub & Tournament Finder' website. A modal window titled 'Game Details' is open, displaying information for a scrimmage on 2025-10-12. The modal includes fields for Scrimmage Date, Start Time, Rink Name, Home Team, Ice Time (Minutes), Referee Type & Cost, Manager Name, Email, Cell Phone, Alt. Phone, and Notes. The background shows a table of games with columns for date, time, and location. The 'More Scrimmage Details' button is highlighted in the first column of the table.

Game Details	Scrimmage Date:	Start Time:
2025-10-12	4:20 pm	
Rink Name:	Home Team:	
White Bear County Arena	Mahtomedi Hockey Squirt A	
Ice Time (Minutes)	Referee Type & Cost:	
60	Official Referees (\$0.00)	
Manager Name:	Email:	
Brent Sorenson (Manager)	soren054@gmail.com	
Cell Phone:	Alt. Phone:	
<Not Available>	<Not Available>	
Notes:		
This is an evaluation scrimmage. Visitor team has no out of pocket costs and the scrimmage does not count towards 35 game max.		

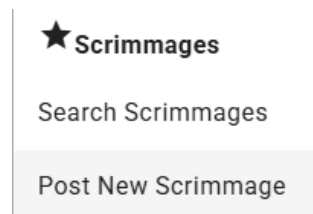
Note: Each manager or coach controls which contact information is displayed on the **Game Details** page. Depending on their settings, you may see their email, phone number(s), or both.

Post a Scrimmage

To post a new scrimmage, click on the **Post a Scrimmage** button located on the **Search for Scrimmages** page.

Post a Scrimmage

You can also access this option from the left-hand navigation bar, under 'Post New Scrimmage'.



Fill in the required details for your scrimmage, then click the **Post Scrimmage** button to publish it. Once posted, your scrimmage will appear on the **Search for Scrimmage** page and be visible to other managers and coaches.

A screenshot of a web browser showing the 'Post a new Scrimmage' form on the 'Scrimmage Hub & Tournament Finder' website. The browser address bar shows 'scrimmagehub.com/postscrimmage'. The form has a blue header with the site logo and a hamburger menu icon. Below the header, the title 'Post a new Scrimmage' is followed by 'Instructions:'. The instructions list two points: 'Fill in the scrimmage details below with as much details as you can.' and 'These scrimmage details will be used by other managers/coaches to allow them to search or filter all posted scrimmages.' The form contains several input fields: 'Choose a scrimmage date (in the future)*' with a calendar icon, 'Choose a scrimmage start time*' with a clock icon, 'Scrimmage length (in minutes)' with a dropdown menu showing '60 minutes' and a clock icon, 'Referee Type*' with a dropdown menu showing 'Official Referees' and a camera icon, 'Referee Fees' with a dollar sign icon, 'Rink Search*' with a rink icon, and 'Notes' with a document icon. At the bottom of the form is a grey button labeled 'Post Scrimmage'.

Mark a Scrimmage Assigned

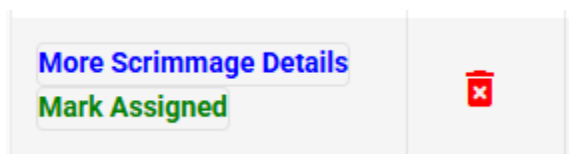
Once a scrimmage has been agreed upon by two users, the user who originally posted the scrimmage should mark it as Assigned.

We strongly recommend that the posting manager/coach completes this step as soon as the scrimmage is scheduled.

Marking a scrimmage as Assigned is important because:

- It keeps the Search Results grid clear by showing only scrimmages that are still Open.
- It prevents the posting manager from receiving unnecessary calls or emails about a scrimmage that has already been scheduled.
- It helps other managers quickly find opportunities that are still available.

To mark a scrimmage as 'Assigned', locate it in Scrimmage Results grid and click the **Mark Assigned** button.



A confirmation dialog will appear to verify that you want to mark the scrimmage as Assigned. Click 'Yes' to proceed (or 'No' to keep it unassigned).

