Quick Notes Memo #1

Website Registration and Team updates

These instructions have been added to the Team Manager Handbook.

Individual Member Registrations

SETTING UP YOUR PROFILE: ONE parent will need to set up a main profile for themselves using the Sign In button at the top of the CMHA page.

ADDING PLAYERS : Once they have created their profile and are logged in, they will need to register each of their children WITHIN THEIR OWN PROFILE using the following link:

https://coquitlamminorhockey.sportngin.com/register/form/895972491

If their child is already listed under them, select the player and click Register. If their child is not listed, select Add Player and complete the registration process.

ADDING OTHER PARENTS/GUARDIANS - the key parent will have to add their spouse as a guardian by following the instructions found at the following link in order to allow two accounts access to one child's team page:

https://sportsengine.elevio.help/en/articles/314-how-to-add-guardians

Team Set Up

Once the parents have signed up for accounts and registered their children under their profile (and added second parent/guardians) you can set up your team.

You also have to make sure your Division Coordinator has granted you administrator rights within your profile for you to proceed.

The following steps work best on a PC:

1. Sign into your account on the CMHA webpage;
2. From the Home Page - choose your Division and then your Team
3. Once on your Team page on the CMHA website, click on Edit Mode on the upper left corner of your screen to turn on the edit function;

4. Click on Roster;
5. Click on Add Player;
6. Select "Add Player From Network Member Directory;
7. Start typing a player's name and select the player (a parent's name will appear beside the player's name in brackets. If it does not, it means the parent did not set up their account properly. Resend them the registration instructions);
8. Select the player (if the player's name appears twice with two different parents in brackets, just select one. The act of having guardians attached to the profiles will automatically add the second parent to the team);
9. In the next screen, add jersey number if they have already been handed out and position if applicable. Select Add and Notify.
10. Continue this process until all your players have been registered.

Once you have been granted administrator access and your roster is complete, you should you be able to navigate the team page exclusively from the Sports Engine App from your smartphone.

Once in the ap as an admin, you should be able to select your Roster, click on any player, click on Guardians and add a guardian if one needs to be added after the fact (i.e. if guardians were not properly set up by your team parents during their registration process).