BYHA Event and Game Scheduling Instructions

All Team Staff Members by default have full access to the entire BYHA Calendar and all need to follow this instruction to avoid messy disruptions to the way we manage and track all the BYHA owned ice.

This ice is the organizations #1 top expense, and it is crucial that we assign and track all ice properly to assure it gets fully utilized and teams/players get their proper allocation of ice time and opportunity to develop hockey skills.

All BYHA Events and Games reside on one main Calendar. The viewing of these events depends on how they are "Tagged". If a Team is Tagged to an event, it will show up on the app, team page and the subscribed calendars for that Team. Division and Club pages for the team is also tagged so those calendar views can pick up the entire schedule for those divisions or the whole Club to make filtering/viewing all related events easier for all.

If an Event or Game is deleted, all visibility will be lost for that event and any assigned ice. This deletion will also remove all visibility for any other teams or pages that were tagged to the deleted event. There is no way to restore these deleted events so please DO NOT EVER delete any event with BYHA Ice tied to it.

Scheduling Events and Games

- "Events" are used for Practices, Training and Team events, on and off the ice. (no scoring tools)
- "Games" are used for Games and Scrimmages which need to be scored once completed.
- DO NOT DELETE OR CHANGE TIMES OR LOCATIONS ON ANY BYHA UPLOADED ICE EVENTS…EVER!
    - BYHA ice events/games must remain in the system as they were uploaded for proper tracking.
    - If a team staff member deletes any of these ice events, all visibility to that ice session will disappear, resulting in unused $235 per hour ice that will be billed back to your team.
    - All scheduling change requests or issues should be emailed to Ice-Scheduler@byha.org
        - Always put the Team Name in the subject and include the session Date, Time, and Rink.
- Do not change any "Location" names from the exact uploaded name for any BYHA owned ice – we need this consistency for reporting and reconciliation purposes.
- Schedule all scrimmages where scores are tracked as a "GAME" in SportsEngine.
    - Regular "Events" are for non-statistical ice events or off ice team events.
    - If you need to change an Event (practice) to a Game (Scrimmage), the location name, date and start/end times must all be identical to the original uploaded event.
        - "Add Game" for the new scrimmage with all the correct data, confirm all is correct and exactly the same location name and time as practice, then you can delete the Event.
- **"Ice For Sale"** ice must be requested and assigned by the IceForSale@byha.org group only so all systems are properly updated and synchronized (Ice Scheduling System, Rink Schedule, BYHA Calendar).
- Email Ice-Scheduler@byha.org with all change requests for any team ice.
- Make sure all Calendar Events include the team identifier/name in the Event Title (BAA, PWA, SQB1, 15UA, etc.) so we can identify who owns the event when looking at the master calendar or export list.
    - E.g. "PWB2Blu – Parent Meeting and Team Dinner"
- Team added tournaments must be reported to the BYHA Board, Tournament Coordinators, and the Ice Scheduler ASAP so all ice planning and Game scheduling can be properly planned.
- All District Game Schedules must be double, and triple checked for any mistakes or scheduling conflicts.
    - Any conflicts found must be reported ASAP so the ice can be reassigned as early as possible.
    - Also check to make sure your BYHA Game Schedule matches the District Game Schedule.

BYHA Event and Game Scheduling Instructions

How to Enter a Game

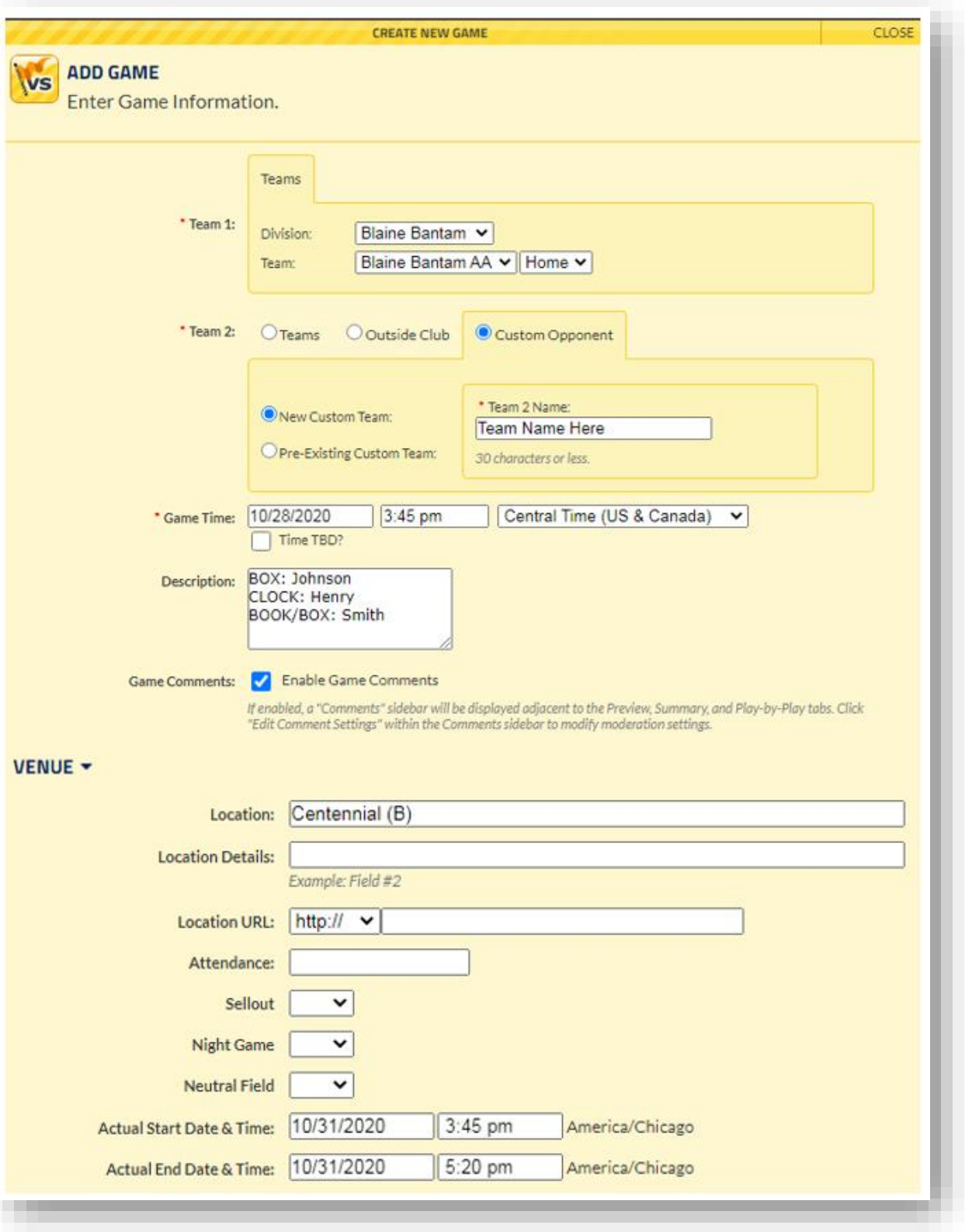
- Go to the Team Page through a web browser > Game Schedule > Edit Mode ON > Add Game.
  - Select your Division, your Team and Home or Away.
    - These selections will control the Title and the Tagging for the game.
  - Enter Custom Opponent > New Custom Team > enter Association and team.
    - E.g. “OMGHA PWA Wht”, “Coon Rapids BAA”, etc.
  - Enter Game Date and Time.
  - Enter Description (optional).
    - Can add Game Type, parent assignments or other notes here. These notes will display on the app, team web calendar and on all subscribed calendars.
      - E.g. “Scrimmage – CLOCK: Henry / BOX: Joe / BOOK: Betsy – Arrive 30 min early”.
  - Enter Location in the VENUE.
    - If BYHA ice, make sure to enter the exact location name listed on the assigned practice.
      - E.g. “Fogerty North (B)”, “Fogerty South (B)”, “Centennial (B)”, “NSC SR7 (B)”, etc.
    - If away, you can use the auto populated long rink names or something different than the BYHA naming.
  - Enter actual start times and end times in the VENUE area.
  - Click Create Game button at bottom.
- New Game entries with have the Status of “SCHEDULED”. This Status can be changed as needed. (Final, Postponed, Cancelled, Delayed, etc.)
- Games can also be added through the SportsEngine app on any mobile device.

How to edit a Game

- Go to the Team Page through a web browser > Game Schedule > Edit Mode ON > click on the link in the STATUS column.
- Click the Gear in the header bar for the Game > Edit Game Details.
- Make any updates > Save Details.
- Games are scored through the app or by clicking on the QS link on the Game Schedule page.
  - Set Status to “In-Progress” or “Final” and enter the score for each team.
- Games can also be edited through the SportsEngine app on any mobile device.

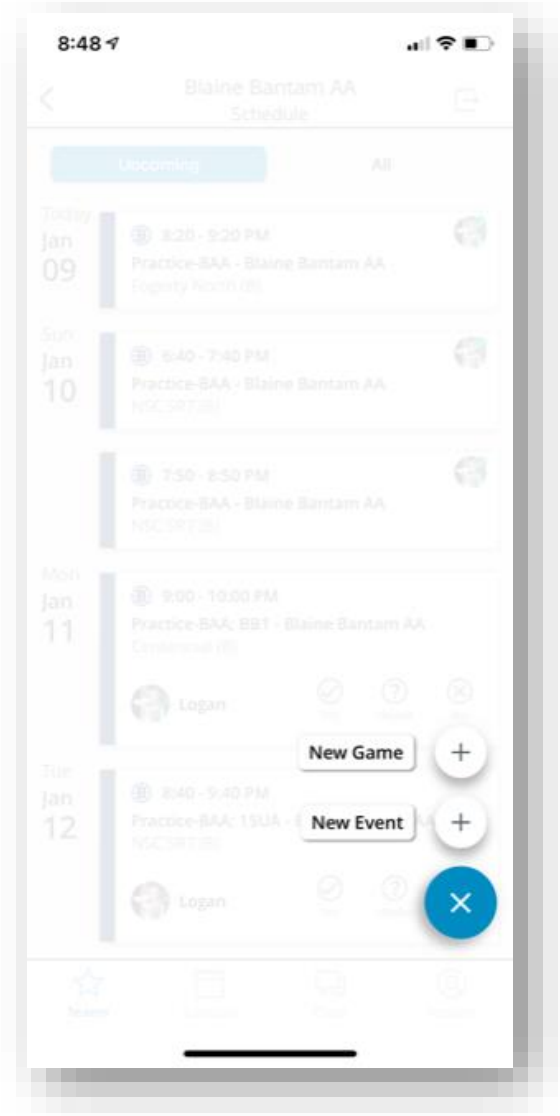
See following screenshots;

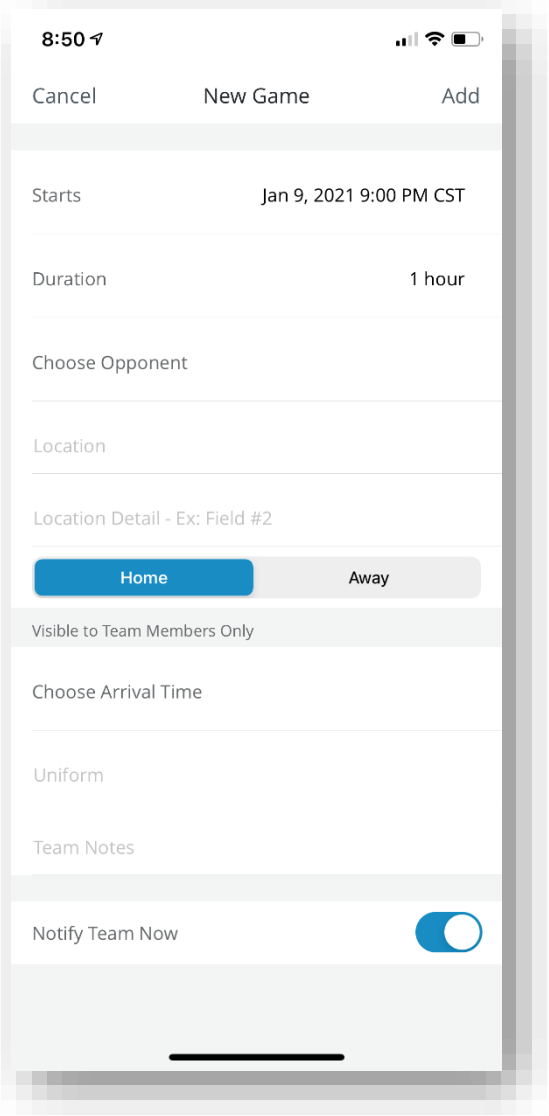
Screenshots of Website Game Entry

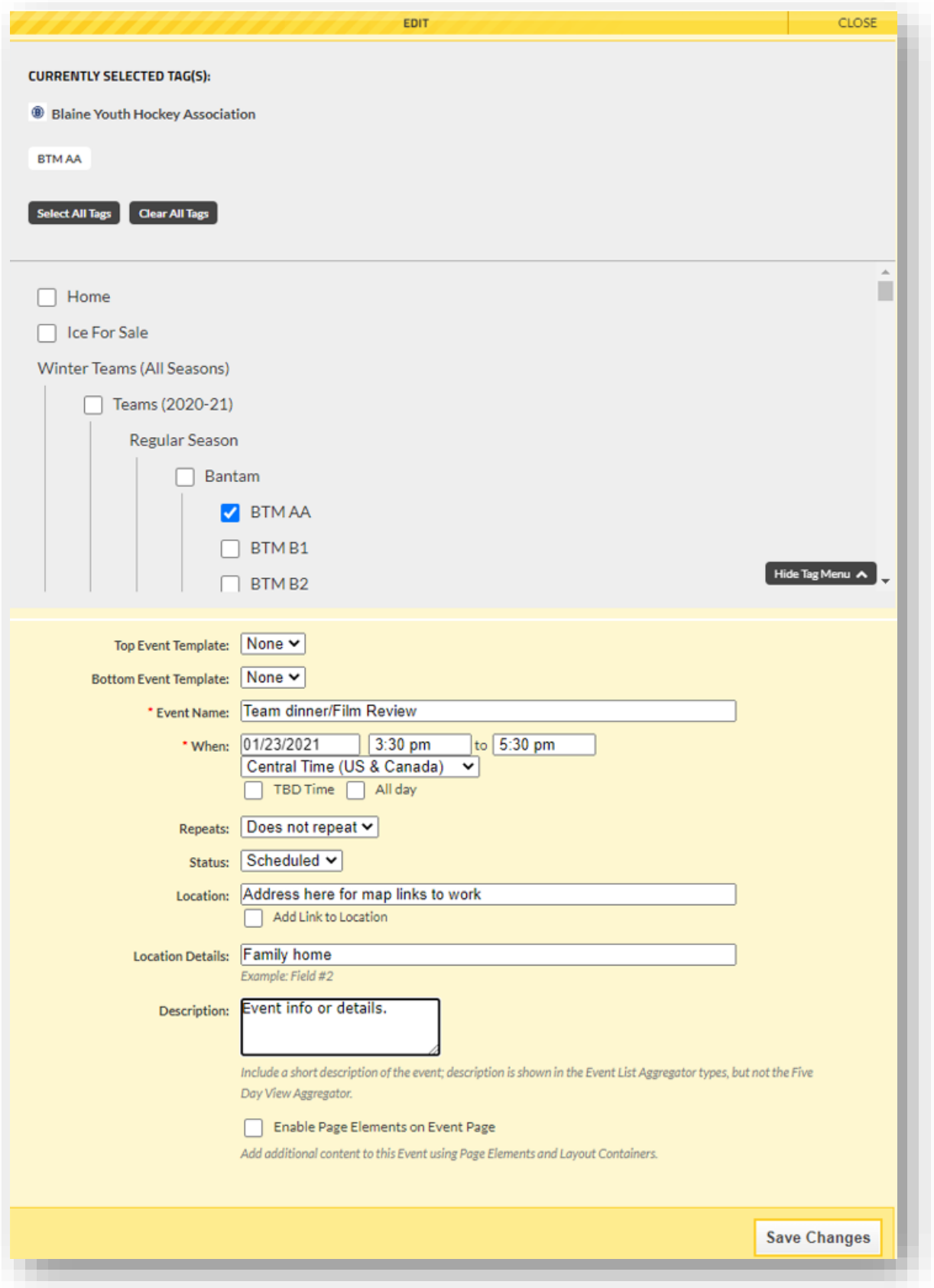


BYHA Event and Game Scheduling Instructions

Screenshots of Mobile app Game Entry





BYHA Event and Game Scheduling Instructions

Screenshots of Website Event Entry