



How to Upload Games to CUHL Website

- 1) Be sure that you have website access and permissions to edit your team page! If you do not, please refer to the "SCORE REPORTING DIRECTIONS" document on the website. Your access from the seeding round should remain active for the regular season.
- 2) Log in to your SportsEngine account by clicking the "Sign In" button at the top of the home page at www.chicagounitedhockey.com.

sportsengine

Chicago United Hockey League

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CHICAGO UNITED HOCKEY LEAGUE

FRI OCT 11 @ 5:10PM	SAT OCT 12 @ 8:40AM	SAT OCT 12 @ 8:50AM	SAT OCT 12 @ 9:20AM	SAT OCT 12 @ 9:45AM	SAT OCT 12 @
Norfolk Jr. Sp... Glenview Jr. Stars...	Chicago Jr. Blues... Glenview Jr. Stars...	Rockford Jr. Ice H... Chicago Spitties...	Rockford Jr. Ice H... Orland Jr. Vipers #1	Junior Vipers Hoc... Wisconsin Jets #2	Junior Vipers...
SCHEDULED	SCHEDULED	SCHEDULED	SCHEDULED	SCHEDULED	SCHEDULED

TRAVEL DIVISIONS - REGULAR SEASON MANDATORY SCHEDULING MEETING

Save the Date!

Saturday, October 26

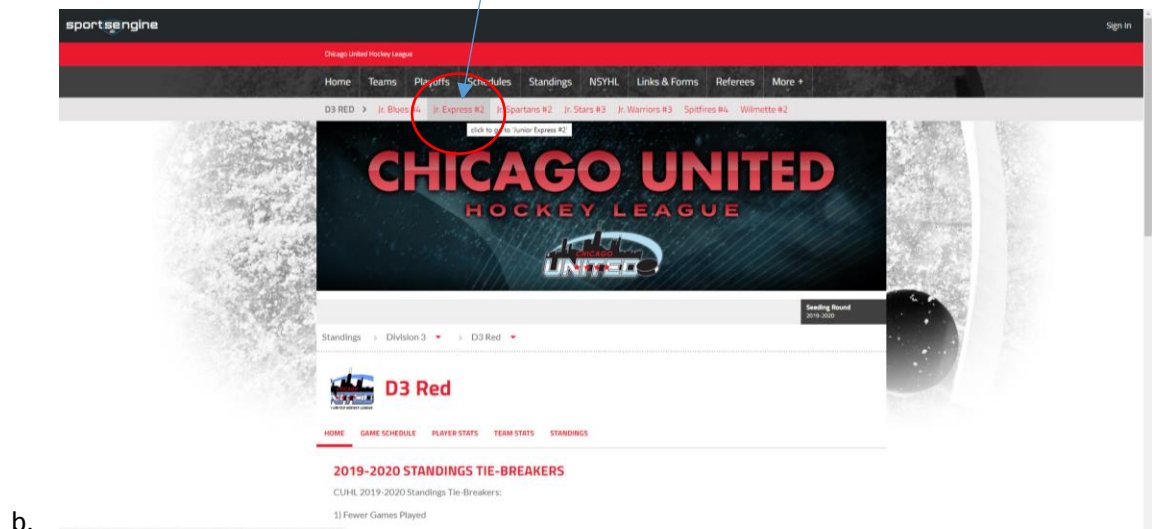
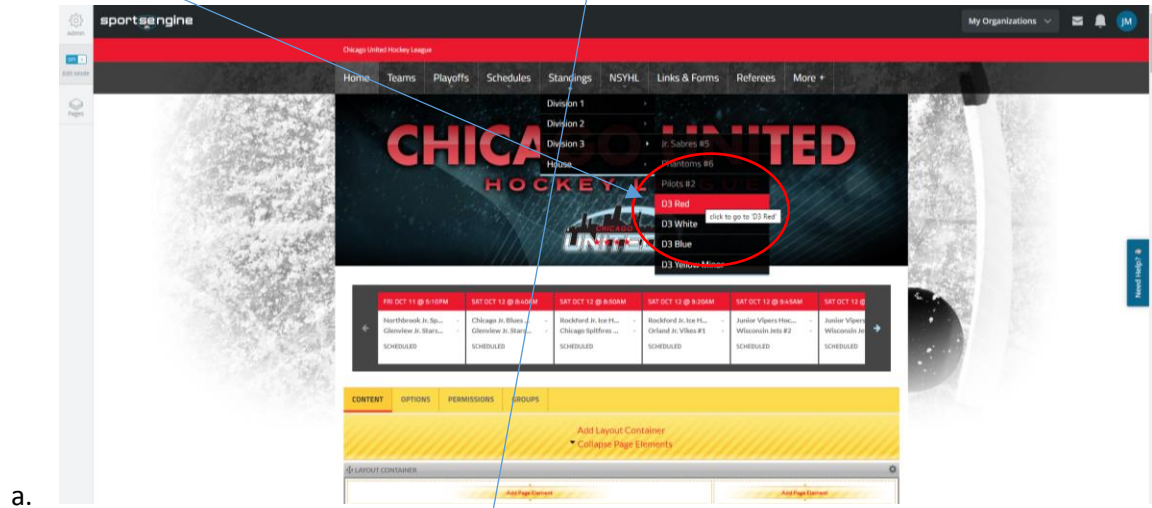
9:00am - 12:30pm

PROSPECTIVE MEMBER CLUBS

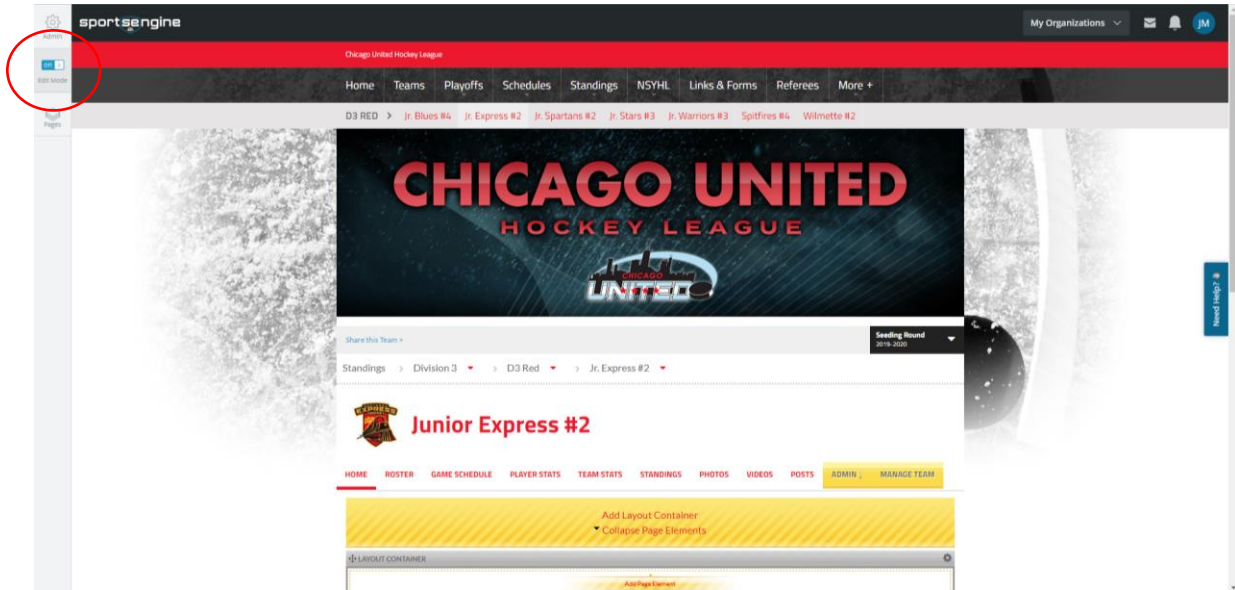
Please send your request for a club application to President Tom Gullen.

In order to be considered for league membership in the following season, clubs must apply before May 15 of the spring

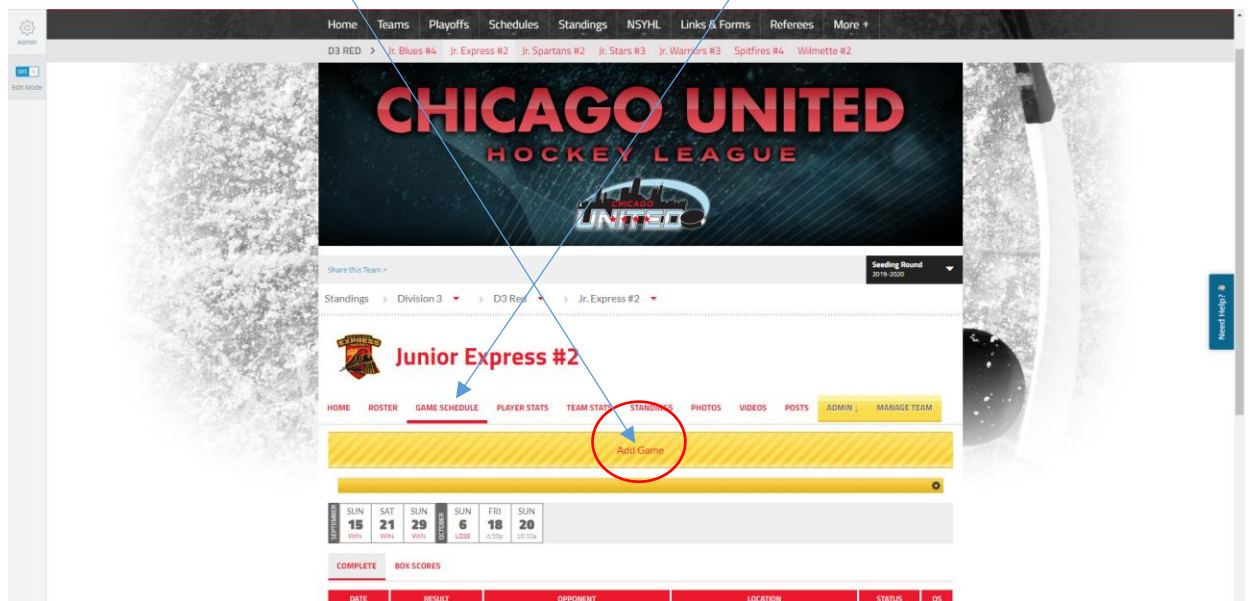
- 3) Navigate to your team page. It is important that you upload your games from your team page, not from a division or league page. Access your team page by finding your division on the main menu (fig. A) and then selecting your team up top (fig. B).



- 4) Once on your team page, toggle the “EDIT” button on the upper left to the on (colored) position.



- 5) At this point you are ready to enter a game. Click on the “Game Schedule” Tab below your team name and then click “Add Game”



- 6) A box will pop up that will allow you to create the game. Your team will be pre-populated, and your divisional opponents will pop up as options. ***BE SURE TO MARK YOUR TEAM AS HOME*** (since you are only entering home games into the website).

The screenshot shows a web form titled "CREATE NEW GAME" with a "CLOSE" button in the top right. The form is for "ADD GAME" and is titled "Enter Game Information". It features a "Standings" tab and several input fields. Two blue arrows point from the text in step 6 to the "Team" dropdown for Team 1 and the "Home" checkbox. A red circle highlights the "Home" checkbox. A dropdown menu is open for the "Team" field of Team 2, showing a list of teams including "Winnetka Jr. Warriors #3", "TBD", "Chicago Jr. Blues #4", "Chicago Spittires #4", "Glenview Jr. Stars #3", "Junior Express #2", "Northbrook Jr. Spartans #2", "Wilmette Tribe #2", and "Winnetka Jr. Warriors #3".

CREATE NEW GAME CLOSE

vs ADD GAME
Enter Game Information

Team 1: Division:

Team: Home

Team 2: Standings Outside League Custom Opponent

Division:

Team:
TBD
Chicago Jr. Blues #4
Chicago Spittires #4
Glenview Jr. Stars #3
Junior Express #2
Northbrook Jr. Spartans #2
Wilmette Tribe #2
Winnetka Jr. Warriors #3

Game Time: Time TBD?

Description:

- 7) Once HOME and Opponent are selected, please enter DATE AND TIME.
The only other piece of information needed is the location. *****IMPORTANT*** Please be sure to use the format shown for game locations: ARENA – SURFACE.** This is CRUCIAL for making sure referees are scheduled accurately. Examples of proper formatting:
- a. Mount Prospect – North
 - b. Canlan Romeoville – Rink 1
 - c. Edge – Jefferson West

For single-sheet facilities, you only need the arena

- a. Oakton Ice Arena

Do NOT leave location blank, and please try to refrain from using the auto-fill feature for addresses, as it makes the game schedule harder to read.

The screenshot shows a web form titled "CREATE NEW GAME" with a "CLOSE" button in the top right. The form is divided into several sections. The "VENUE" section is expanded, showing a "Location" field with the text "Franklin Park Ice Arena - Main". Below it is a "Location Details" field with the example text "Example: Field #2". There is also a "Location URL" field with "http://" and a dropdown arrow. Other fields include "Attendance", "Sellout", "Night Game", and "Neutral Field", each with a dropdown arrow. At the bottom of the venue section are two date and time fields: "Actual Start Date & Time" and "Actual End Date & Time", both with "America/Chicago" as the time zone. Below the venue section are sections for "STANDINGS OVERRIDES", "REGULATION PERIODS AND OFFICIALS", "GAME NOTES", "BROADCAST INFORMATION", and "WEATHER", each with a right-pointing arrow. At the bottom right of the form, a "Create Game" button is circled in red.

- b. When you are all set, please click CREATE GAME – and you are done! Repeat steps 5-8 for all home games. Reach out anytime with questions!

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