

SPYHA Team Rep Website Instructions

One of your roles as a SPYHA Team Rep is to manage the team's website and mobile app presence, mainly through scheduling and communication. These instructions will assist you in learning how to do some of those things. [SportsEngine Help](#) is also a great resource to learn more, though it covers all aspects of SportsEngine, including areas you won't have rights to. On the other hand, it also has great end user documentation if you get questions from parents as well.

One key thing to remember: Games are managed through your Team Page only; practices and events are managed through the main Calendar OR the Calendar section of your Team Page.

Many of these actions function in the mobile app as well as the website, though the website will be easier for you to navigate for actual game and event creation.

If you need any additional assistance, please don't hesitate to reach out to webmaster@spyha.com.

Webmaster Responsibilities

- Upload team practice schedules (sometimes monthly, sometimes longer)
- Create preliminary tournament placeholders (prior to Team Rep assignments)
- Create Playdowns and State Tournament placeholders

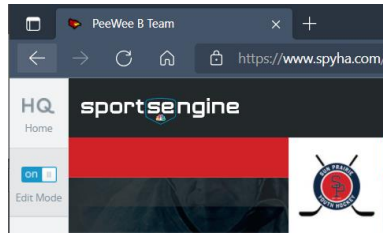
Team Rep Responsibilities

- Create games as they are scheduled (mostly early season work)
- Score games (either real time or after the game)
- Create specific tournament games and remove tournament placeholders (when determined by tournament)
- Modify existing practices/events (cancellations, team practice swaps, etc)
- Create specific Playdowns and State Tournament games and remove placeholders

How to Create New Games

See full [SportsEngine instructions](#) if you like, but here's the lowdown. Note there is a way to do a bulk upload of games, but it's complicated and must be done by the Webmaster. Practices are easy for bulk uploads, though (again, only the Webmaster).

- Go to your team page on the website.
- Make sure the Edit toggle is turned on in the upper left corner of your browser – remember you have to be logged into the site:



- Go to the Game Schedule tab and click Add Game:



- Within the Add Game window, fill in the appropriate information – these are the required and recommended fields:
 - Team 1 – Choose whether your team will play as Home or Away – this also helps parents with which jersey to wear (they should always bring both, but some players come dressed)
 - Team 2 – You have three choices: New Team, Existing Team, or TBD (such as in a tournament). As you and other Team Reps enter games, the names of opponents will start to appear in the Existing Team field. It is recommended you try to standardize your naming so it's clear – don't just put Ozaukee; put Ozaukee PW C Red, for example. Team 2 Abbreviation isn't needed.
 - Game Time – you can use TBD if you're not sure about the time. The date is always required.
 - Location – this will autofill from the internet. If you start typing in Kettle Moraine Ice, it will find a result for the ice arena. For home games, use this field to state Tubbs Rink or Cardinal Rink.
 - Location URL – for Away games, it's good to put the Google Maps (or other service) link for the rink in this field so parents can just click the link to open Maps.
 - Click the Create Game button. Note that parents will get a notification as games are created, and when games are modified.

How to Modify Games

- Use the [SportsEngine instructions](#).

How to Add Practices and Events (when needed)

Don't forget practices are bulk uploaded by the Webmaster, but you may have a need to create a new practice or event on the fly at times (such as a parent meeting, end of season party, etc). Just use the [SportsEngine instructions](#), but keep the following in mind:

- “Event Aggregator Page Element” is just a technical way of saying the calendar plug-in on your Team Page.
- With Events, it’s very important to have the right tags turned on when you create the Event – tags are what tells SportsEngine which team the event is for. Make sure only your team’s tag is the one selected when creating an event. Typically, if you create an event from your Team Page, SportsEngine will automatically only tag your team because it knows you’re on the page, but check to make sure. When you create an event from the main SPYHA Calendar, definitely check the tags before saving the Event.
- Just like Games, it’s good to standardize how you name Events.

How to Modify Practices and Events (non-games)

Use the [SportsEngine instructions](#).

- If swapping a practice with another team, it is best practice for both teams to delete then recreate the Event from scratch.