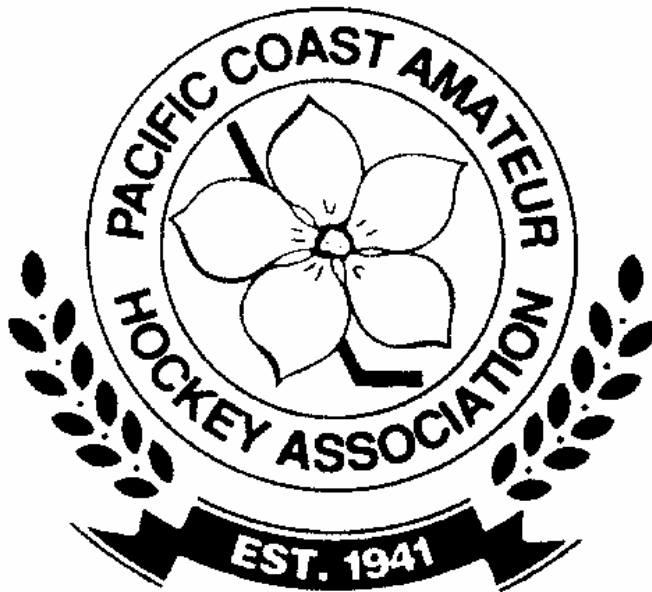Pacific Coast Amateur Hockey Association

# TEAMLINK

## USER GUIDE FOR TEAM MANAGERS



**PACIFIC COAST AMATEUR HOCKEY ASSOCIATION**
**Teamlink Game Management System**
**July 2010**

# TEAMLINK
### USER GUIDE FOR TEAM MANAGERS /
### TEAMLINK DATA INPUT ADMINISTRATOR

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## How to Log into TEAMLINK
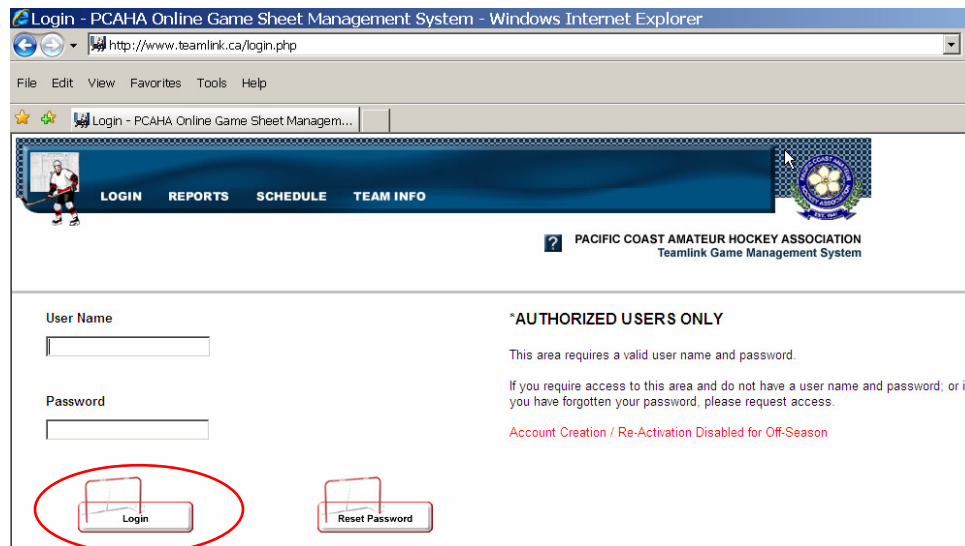The following are instructions on how to log into TEAMLINK.

- Open Internet Explorer and go to www.teamlink.ca (The website address for TEAMLINK). You can also access TEAMLINK through the PCAHA website at www.pcaha.bc.ca and then click on TEAMLINK.
- Click on the Login button.
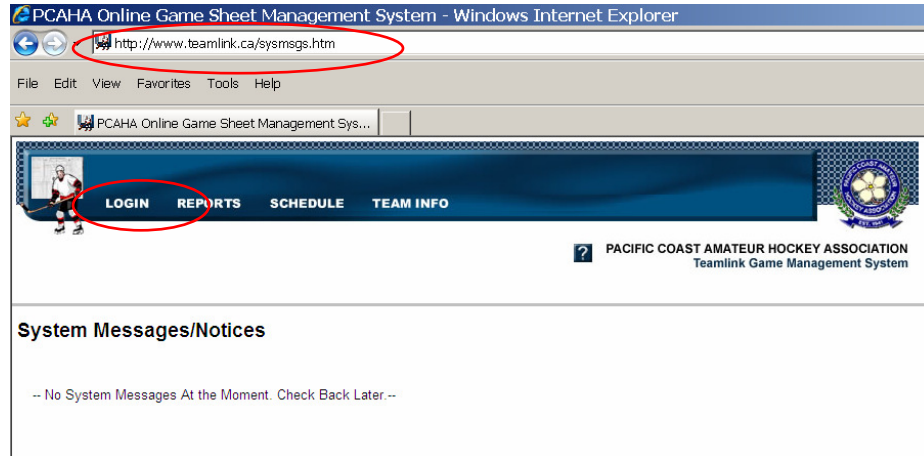


**Note**: The person doing the data input (entering game sheet information in Teamlink) is requested to sign in to Teamlink and request access for their team. The user name and password will be assigned by PCAHA and can be changed at a later date, if desired. PCAHA requests that you have one person per team to be responsible for the data input. Please advise your League Manager of their name so that any update to Teamlink can be sent to your team.

**This will take you to the screen shown below.**

- Sign in to TEAMLINK by typing in your User Name and Password. (PCAHA supplies you with this information).
- Click on Login or Enter.

**This will bring you to the Main/Home page of TEAMLINK**.
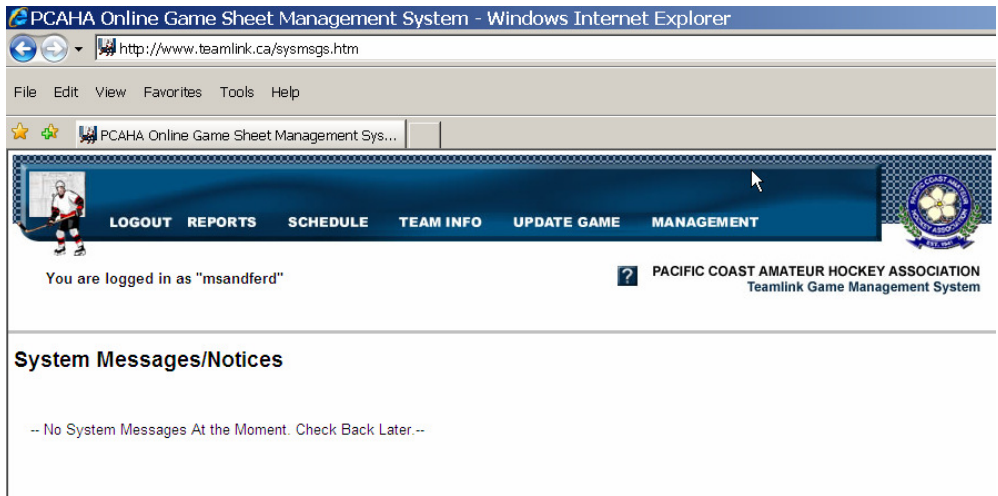


## How to Find Team Information

The following are instructions on how to find team information in TEAMLINK.

All team information is found under the "TEAM INFO" header on the toolbar.
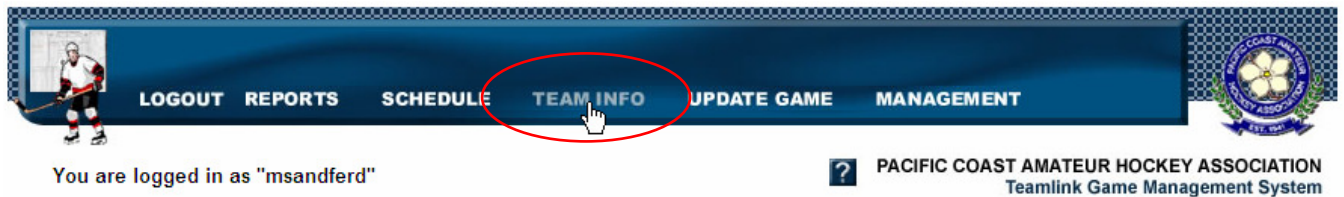


Using the drop down menus, select Division, Category, Competition and Group.

Team contact information is supplied by the Team Manager to the Managing Director for entry into Teamlink prior to the start of each season. Please advise your League Manager if any team information has changed or is not listed.

## How to Enter Games in Teamlink:

The following are instructions on how to enter games in TEAMLINK.

Home Team enters the gamesheet into TEAMLINK.  The white/yellow copies are sent to the League Manager.

- Gamesheets are to be mailed within 24 hours of the game.  They should be received by the League Manager within 5 days.

Game Information Entry:

- To enter a game, click on "UPDATE GAME" on the toolbar.
- Click on "Game Entry".



- Using the drop down menu, select the game number you are entering.
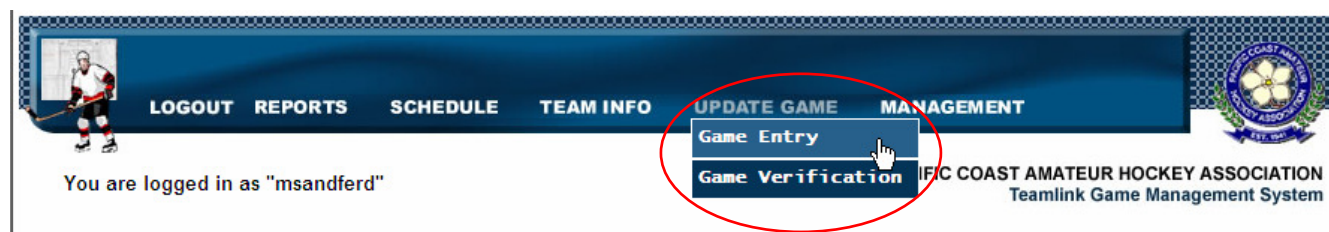- Once selected, a 5 step toolbar will appear.  These are the 5 Steps you will be using to enter the gamesheet.

    - **Step 1 – Game Entry**:  The game information section will automatically have the date, location and start time entered.
        - Using the tab key, enter both scores.  Tab to enter the scorekeeper and timekeepers names. Enter UNKNOWN if left blank or unreadable.
        - Enter period times as written on the gamesheet.
        - In the Referee/Linesmen section, enter the 4 digit number.  Enter – 100 (minus 100) if Unknown or -99 (minus 99) if there is a No Show.  **Note**:  Please make sure the -99 is recorded for the right On-Ice Official.  If the 4 digit numbers are unreadable, use the Referee/Linesman Lookup menu.  Click on Referee (a dot will appear) before using the Lookup Pull Down Box. Repeat for both Linesman.
        - Enter any comments regarding the game in the Memo/Comment box.  Comments may include – reason for delay of game (injury), late start time (weather, no Refs), or a name on the roster not listed in TEAMLINK.
        - Click  "Next" at bottom of page to continue.

**[ Important Notices ]**

*Note: game entry 'steps' headings above will be clickable once you go onto the next step. This allows you to go back and check your entry.
To change the game you have selected, click here.

*Caution: game id missing? The game might have previously been entered and has already been verified. Check **team records** for confirmation.

**[ Game Selection ]**

**Select Game Id From List Below:**

-- Select Game ID -- ▾

-------------------- OR --------------------

**Quick Find a Game**

Enter Game ID: [        ]

[ Find Game ID ]   [ Select This Game ID ]

**[ Game Information ]**

| Date (YYYY-MM-DD) | Location | Start Time |
|---|---|---|
| 2010 ▾  Jul ▾  08 ▾ | [        ] | [        ] |
| [        ] | | |

(Check the box below if either home team or visitor team forfeits a game by not showing up; then select which team did not show-up)
☐ >>> GAME WAS FORFEITED & NOT PLAYED <<<

| Home Team | Score | Visitor Team | Score |
|---|---|---|---|
| ☐ Home Team Forfeits Game | | ☐ Visitor Team Forfeits Game | |
| -- Select Home Team-- ▾ | [    ] | -- Select Visitor Team-- ▾ | [    ] |

| Scorekeeper | Timekeeper |
|---|---|
| Aileen Hale | Mark Flynn |

**Period Times**                  **Overtime**

| Period Times | | Overtime | |
|---|---|---|---|
| 1 | 15 | 1 | [        ] |
| 2 | 15 | 2 | [        ] |
| 3 | 12 | 3 | [        ] |

**[ Referee / Linesmen ]**

Enter '-100' if Unknown or '-99' if No Show (For Referees & Linesman);
Click on Referee/Linesman1/Linesman2 before using lookup pull down box.

| ⦿ Referee | ○ Linesman1 | ○ Linesman2 | << Referee/Linesman Lookup |
|---|---|---|---|
| 100  Unknown ID 100 | -1  Name Filled In AfterLookup | -1  Name Filled In AfterLookup | -- Lookup Names -- |

Match Referee/Linesman Numeric ID to their Names, Click & Wait for Completion...

*Pop-up windows must not be blocked by browser of third-party tool

**[ Memo / Comments ]**

```
Ref: Tyson Elenko
Linesmen: Jordan and Greg Elenko
```

[ Save & Exit ]          [ Cancel & Exit ]                                    [ Next >> ]

- **Step 2 – Home Team**:  The Home team roster will automatically appear in alphabetical order with the Goalies listed first.

| Step 1 >> Game Setup | Step 2 >> Home Team | Step 3 >> Visitor's Team | Step 4 >> Review | Step 5 >> Final Report |
|---|---|---|---|---|

**Semiahmoo Atom C6**                                    - Total Penalty Minutes                    8

| Player | Name on Game sheet? | # of Penalties | |
|---|---|---|---|
| FLYNN, PATRICK - GOL | ☑ | 0 | Edit Penalties |
| HALE, JACK - GOL | ☑ | 0 | Edit Penalties |

- o **Tick all players AND Team Officials listed on the gamesheet**.  They will be in alphabetical order with the Goalies listed first and Team Officials listed last.
- o **Enter penalty minutes for each Player/Team Official by clicking on the edit penalty button across from the Player/Coach's name.  A screen listing all penalty types will appear.  Enter the number of each type of penalty for the Player/Team Official you are working on, as listed on the game sheet.  Click submit.  Repeat until all penalties have been entered.  A total at the top of the page will confirm the penalty minutes.**
- o Enter any Player or Team Official not listed on the Teamlink roster in the Menu/Comment box.  Contact your Association Registrar for any additions or deletions to the Roster listed in Teamlink.  The Visiting team will need to contact their Association Registrar with any changes to their roster.  The League Manager will remind them of this when verifying the gamesheet.
- o Click "Next" to continue.

Memo/Comments

```
Ref: Tyson Elenko
Linesmen: Jordan and Greg Elenko
```

| << Previous | Save & Exit | Cancel & Exit | Next >> |
|---|---|---|---|

- **Step 3 – Visitor's Team**:  Repeat steps set out in Step 2 – Home Team.  Enter any Player / Team Official not listed on roster in
  - Enter any Player / Team Official not listed on roster in Teamlink in the Menu/Comment box.
  - Click "Next" to continue.

- **Step 4 – Review**:  This screen will show all information you have entered.
  - Check total for number of players for both Home and Visiting teams.
  - Check total for penalty minutes for both Home and Visiting teams.
  - Check total for Team Officials for both Home and Visiting teams.
  - If corrections are needed to be made, Click "Previous" until you return to the screen that needs correcting.  Once made, Click "Next" to return to the Review page.
  - One you have confirmed all information entered is correct, Click "CONFIRM" – ready for verification.  The League Manager can now verify this game information once they have received the gamesheet.
  - A reminder box will appear to remind you to mail in the gamesheet to the League Manager within 24 hours of the game.



| Step 1 >> Game Setup | Step 2 >> Home Team | Step 3 >> Visitor's Team | Step 4 >> Review | Step 5 >> Final Report |
|---|---|---|---|---|

**Please confirm your entry.** (You may go back to other sections by clicking on the appropriate heading.)

| Game ID | Date | Location | Time |
|---|---|---|---|
| AL6332 | 2009-11-17 | Surrey Sport & Leisure 3 Green | 19:00 |

| Division | Category | Group | Competition |
|---|---|---|---|
| Atom | C - Fraser Valley West | Yellow Group | League |

| Scorekeeper | Timekeeper |
|---|---|
| Aileen Hale | Mark Flynn |

| Period Time | Overtime | | |
|---|---|---|---|
| 1) 15 | 1) | 4) | 7) |
| 2) 15 | 2) | 5) | 8) |
| 3) 12 | 3) | 6) | 9) |

| Referee | Linesman 2 | Linesman 2 | Other Referee |
|---|---|---|---|
| Unknown ID 100 | | | |

Total Penalty: 8
Players: 9
Goalie: 2
Officials: 3
Affiliates: 0

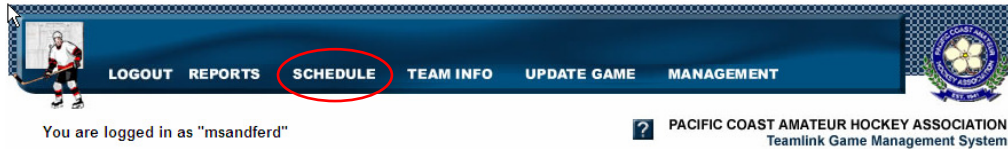Total Penalty: 2
Players: 9
Goalie: 2
Officials: 4
Affiliates: 0

Memo/Comments (Read Only)

```
Ref: Tyson Elenko
Linesmen: Jordan and Greg Elenko
```

<< Previous     Cancel & Exit     Confirm (Ready for Verification)

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## How to Find a Team Schedule

The following are instructions on how to find a team schedule in TEAMLINK.

By clicking on the "SCHEDULE" tab in the toolbar, you will be able to access Team Schedules. All schedules have been pre-entered into TEAMLINK.



- Using the drop down menus, select (1) Season (2) Division (3) Category (conference name) (4) Competition (balancing, league or playoff) (5) Tier/Group/Series – (can be group colour) and (6) Team (association abbreviation/team number)
- To print off schedule: set Page Set up to "LANDSCAPE". Click File / Print.

## How to Find and Print Reports

The following are instructions on how to find and print reports in TEAMLINK.

Under "Reports" on the toolbar, you can select a variety of reports. To print of reports, change "Page Set up" to LANDSCAPE.

- Click on Standings and Records:
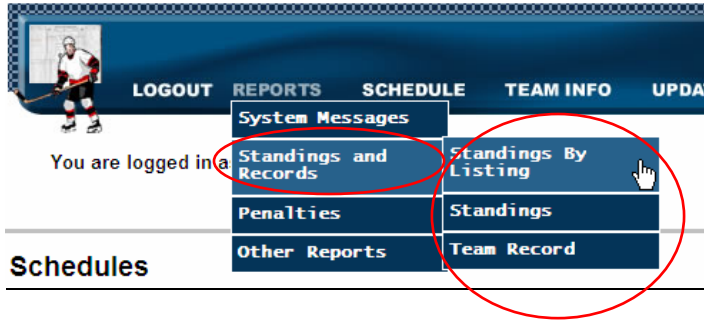


**Standings by Listings**:
In this section, you can find and print a report for any season, division, category and competition. Choose your different selections to product the standings report you are looking for.

**Standings:**
This section lets you select and print the standings report of your choice: All Games / Exhibition / League / Playoff

**Team Record:**
This report allows you to produce and print a team's record by using the drop down menus.

- Click on Penalties: Head Coach/Manager should keep track of all serious penalties on their team. Any questions on penalties should be discussed with the League Manager for their team. Penalty Reports can be seen as follows:
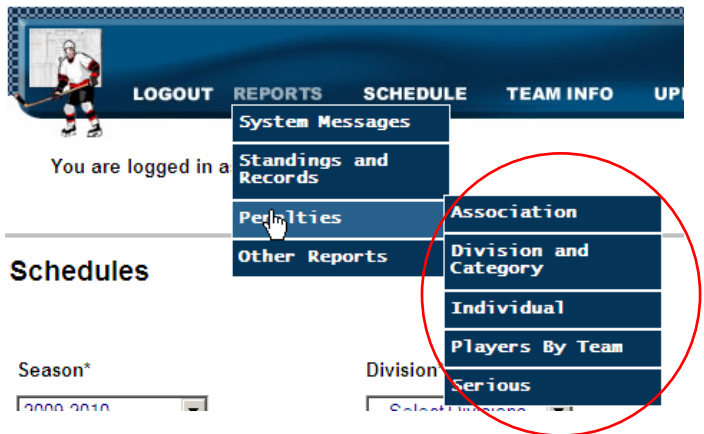
## AFFILIATE PLAYERS:  ("C" LEAGUE TEAMS ONLY)

ALL "C" TEAMS MUST REQUEST PERMISSION FROM THEIR LEAGUE MANAGER TO USE AN AFFILIATE PLAYER.  PCAHA RULE SECTION C (35) (a), (b) AND (c).  Your League Manager will enter the "AP" into Teamlink on your team's roster.  Please check with the Division Manager of your Association for any additional requirements from your Association.

**AFFILIATE PLAYERS:  REP A TEAMS** will have their "AP" players entered on their roster in Teamlink by their Association Registrar.  PCAHA Rule Section C (31).

**NOTE**:  It is very important for teams to advise their Association Registrar of any additions or deletions of players to their teams.


## How to Enter Tournament Game Sheets

**Tournament games are entered the same way as a League or Exhibition game in Teamlink.**
( See How to Enter Game Sheets on page 5-8)

**Note 1:  Tournament Permission MUST be obtained for ANY Tournament from your League Manager. (This includes your Home Association Tournaments).**

**Note 2:  Teams must send the original copy of their games sheet to the League Manager that they obtained the tournament permission from.  Teams need to retain a copy for their records.**

- **Lower Mainland Sanctioned Tournaments:**

  Tournament permission must be obtained from your League Manager.  Tournament games, hosted by Associations within PCAHA, will be entered in TEAMLINK by  the PCAHA Tournament Director. They will be listed as a "?T" number plus 4 digits: Atom: AT / Bantam: BT / Midget:  MT / Juvenile: JT

  All PCAHA HOME teams must enter the gamesheet information in TEAMLINK.   The original copy of the gamesheet MUST be sent to the team's League Manager by both the Home and Visiting team. Teams need to retain a copy for their records.

- **Out-of-District Sanctioned Tournaments (outside of PCAHA)**

  A Team's permission to enter a PCAHA Sanctioned Tournament outside of the Lower Mainland must be obtained by contacting the team's League Manager.  A "TP"  number plus 4 digits is obtained: Atom:  ATP / Bantam:  BTP / Midget:  MTP /  Juvenile: JTP

  These game numbers will be entered into TEAMLINK by your League Manager using your Tournament Permission number plus a game sequence number.  The League Manager will enter enough games to cover all games including the Semi and Final games for a total of 6 games.  *If the team does not play the Semi or Final game, they must advise their League Manager so that the two games can be cancelled in TEAMLINK.  THIS IS VERY IMPORTANT*.   **Also, see Note 2 above.**

  The formula used by the League Manager is:
  Tournament Permission Number + game sequence number

**Example**: XTP6100-01 / XTP6100-02 / XTP6100-03 / XTP6100-03 / XTP6100-04 / XTP6100-05 / XTP6100-06.  The letter "X" will be replaced with the Division alpha letter: A= Atom / B= Bantam / M=Midget / J=Juvenile

## How to request an Exhibition Game Number:

The Team Manager or Coach must contact their League Manager for an Exhibition game number.  The information required is:

- o   Date of Game
- o   Time of game
- o   Location of Game
- o   Visiting Team name

**The person requesting the Exhibition game number is responsible to get the gamesheet to the League Manager within 24 hours of the completion of the game.  The gamesheet is returned to the League Manager that they obtained the Exhibition game number from..**

**Please allow your League Manager at least 24 hours before game time to check their emails for Exhibition game number requests.  Last minute game number requests can be missed.**

**Home Team is responsible to enter the game results in Teamlink.**  The League Manager will verify the gamesheet**.**

If the team is using the Assigning Centre for On-Ice Officials, the Exhibition game request must be made to the League Manager within 72 hours before the game start time.

If the team is NOT using the Assigning Centre, they must contact their Association Referee-In-Chief for the On-Ice Officials required for the game within a reasonable time.

If a team is playing another team from outside of their Group/Tier and they have different League Managers, BOTH the Home and Visiting team must get an Exhibition game number from their League Manager.  Both numbers must appear on the gamesheet before the start of the game.  In this instance, BOTH the Home and Visiting team must send a copy of the gamesheet to their League Manager.  HOME TEAM will enter the gamesheet in Teamlink and the Home Team League Manager will verify the gamesheet.

**IMPORTANT:  If there are any questions regarding any information in the "Basic User Guide for Team Managers", please contact your League Manager.**