

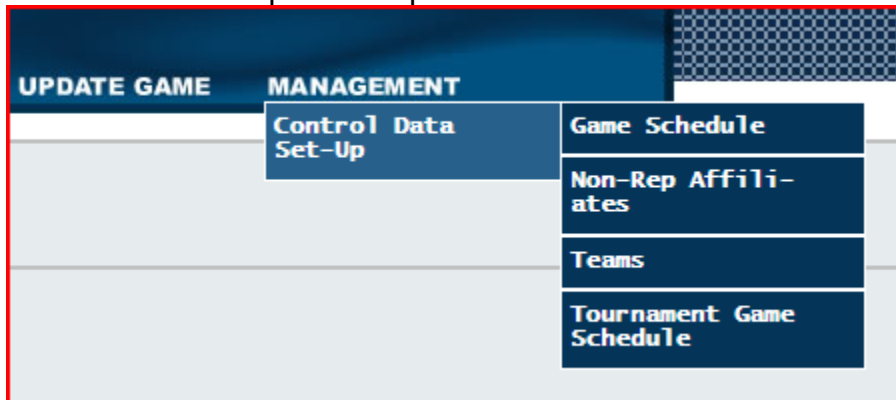
Setting up Games

League Managers will be setting up Exhibition and Tournament games in Teamlink as their teams request them. List all games on the PCAHA Form 103 for Exhibition and PCAHA Form 107 for Tournaments. League Managers can then use these master lists to enter the proper information into Teamlink. These forms are to be used also for tracking RECEIVED game sheets. Please ensure that the teams you are overseeing submit their game sheets to you for verification in a timely manner.

NOTE: All non-tournament games (Balancing, Placement, League, Playoff and Exhibition) for the Bantam A and above division teams will be sent to the Referee Assigning Centre (RAC) for On-ice Officials. The Balancing, Placement, League and Playoff games for these divisions are sent to the RAC by the Managing Director. All Exhibition games for these divisions will be sent to the RAC by the League Manager. On-ice Officials for Bantam C divisions and below will be assigned by the home team Association's Referee-in-Chief.

Setting up Exhibition Games

1. Sign into the Teamlink system as explained in the section "Accessing Teamlink system".
2. Hover over the **Management Menu** item. This will expand the menu. Then hover over **Control Data** and this will expand the menu even further. Move your cursor over the **Game Schedule** option and press click.




3. The Game Schedule Maintenance page will display. Click on "NEW" to set up a new game in the system.

Game Schedule Maintenance

Select Games to Edit or Delete, or click on New to Add a new entry

-- Select Game --
No Selection Available



- Using the dropdown menus, select the applicable Division, Category, Competition and Group. After each selection, the page will update. This process sets up the available options in the next dropdown list.

Division

-- Select Division -- ▼

Competition

-- Select Competition -- ▼

Category

-- Select Category -- ▼

Group

-- Select Group -- ▼

Under Division - select the applicable division which you are overseeing

Under Category section – select applicable category which you are overseeing

Under Competition – select "Exhibition" for exhibition games

Under Group – select "Preseason" if the game is held before the League play starts or select "Regular" season if the game is held during the regular season.

Note: In the group options, the system uses this option to determine which player list to use on game results entry. Be sure to select the proper option here.

- Game ID will be the game number your are issuing. Do not put spaces between the 2 alpha letters and 4 digits. Example: MX6104.

Game ID

- Date – date of game. Select the date of the game using the drop-down lists.

Date

Aug ▼

24 ▼

2013 ▼

- Start time / End time – use drop-down lists to select appropriate time using the 24 hour clock. Example: 1:00 pm is 13:00.

Start Time (hh:mm 24 hour format)

06 ▼

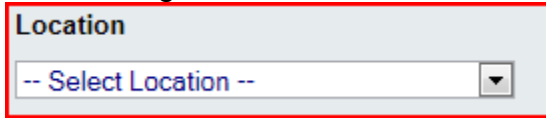
00 ▼

End Time (hh:mm 24 hour format)


07 ▼

00 ▼

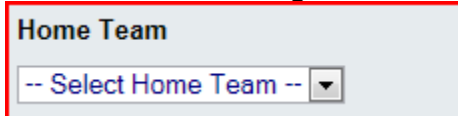
8. Location – game location. Select the location (arena) from the drop-down list.

A screenshot of a web form field labeled "Location". It is a drop-down menu with the text "-- Select Location --" and a small downward arrow on the right side. The entire field is enclosed in a red rectangular border.

9. Status – status of the game. It will default to "Active" for new games.

A screenshot of a web form field labeled "Status". It is a drop-down menu with the text "Active" and a small downward arrow on the right side. The entire field is enclosed in a red rectangular border.

10. Home Team / Visiting Team – click on drop-down menu to find team names.

A screenshot of a web form field labeled "Home Team". It is a drop-down menu with the text "-- Select Home Team --" and a small downward arrow on the right side. The entire field is enclosed in a red rectangular border.A screenshot of a web form field labeled "Visitor Team". It is a drop-down menu with the text "-- Select Visitor Team --" and a small downward arrow on the right side. The entire field is enclosed in a red rectangular border.

Note: If the Visitor Team is not from the Lower Mainland, use the "Non-PCAHA Team" for the team name. In the comment section, enter the Visiting Team's name.

11. Once all of the fields have been completed, click "Save Changes".

A screenshot of a "Save Changes" button. The button is rectangular with a light gray background and a thin border. It has the text "Save Changes" in the center. A red rectangular border is drawn around the button.

The reset button will "reset" the values on the page back to what they were set to when the last "save changes" were performed.

Setting up Tournament Games

Lower Mainland Tournaments:

Tournament games that are hosted by Associations in the Lower Mainland are entered into Teamlink by the PCAHA Tournament Director for all PCAHA teams. The Tournament Director is in contact with the Association requesting the tournament, and will upload the schedule into Teamlink. These game sheets are verified by the Managing Director for the category under which the tournament was held. For Example: Atom A tournaments will be verified by the Managing Director for Atom A. Atom "C" tournament which is held in Chilliwack will be verified by the Managing Director for Fraser Valley East League. The Managing Director can ask for assistance for verifying these Tournament games from their League Manager(s) if the volume is high.

League Managers will give permission to the teams to enter these Tournaments. These permissions are not required to be entered into Teamlink.

The game numbers for these Lower Mainland tournaments will be of the format: dtxxxx
d = a one letter designation for the division (T = PreNovice - Hockey 1 & 2 or Tyke, N = Novice - Hockey 3 & 4, A = Atom; P = Peewee; B = Bantam; M = Midget; J = Juvenile
t = usually will be a "T" for tournament, but in some cases we hold Jamborees (in which case a "J" would be utilized).

xxxx = 4 digit number which is issued by the PCAHA Tournament Director.

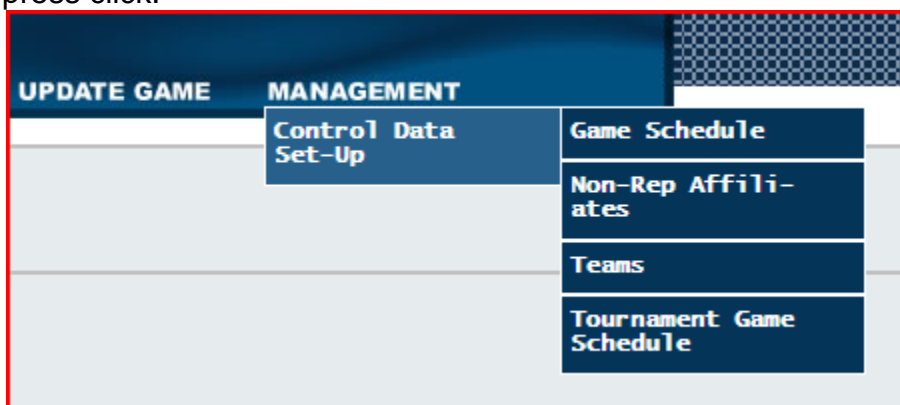
Note: Teams need to be reminded to enter the game results. Lower Mainland tournament games are to be entered by the HOME team. If the home team is a Non-PCAHA team, the Lower Mainland team is to enter the game results into Teamlink even though they are the visiting team.

Outside of PCAHA Tournaments:

Teams playing in tournaments outside of PCAHA will have these games entered into Teamlink under the approved Tournament Permission Number and game sequence number issued by the League Manager.

Note: Teams need to be reminded to enter the game results and mail a copy of all tournament game sheets to their League Manager as soon as the tournament is over. Outside of PCAHA (out of town) tournament games are to be entered by the requesting team, regardless of who they are playing.

1. Sign into the Teamlink system as explained in the section "Accessing Teamlink system".
2. On the menu bar, hover your cursor over the **Management Menu** item. This will expand the menu. Then hover over **Control Data** and this will expand the menu even further. Move your cursor over the **Tournament Game Schedule** option and press click.



3. This displays the Create Tournament Game page. It contains some instructions at the top of the page for use of this page.

Create Tournament Game

NOTE: Only use this game setup for Tournaments that are held outside of PCAHA.

Please Enter the Game ID As Follows: Division Initial + TP + Tournament Permission + - + Game Number, e.g., PTP1234-06 [Peewee Tournament + TP + Tournament Permission 1234 + - + Game 06].

If opponent is a non-PCAHA team (or not in the team list) select "Non-PCAHA Team" as your opponent team name.

You must enter all tournament games where the requesting team is the Home team, or if the requesting team is the visiting team and you're playing a non-PCAHA team.

4. Tournament Game ID will be the game number your are issuing. Do not put spaces between the 3 alpha letters (<division letter designation><"TP">) and 4 digits. Example: MTP6101-01 / MTP6101-02 / MTP6101-03 / MTP6101-04 / MTP6101-05 / MTP6101-06. Enter 6 games in case the team goes to the finals. **These last two game numbers must be deleted if the team does not go further than their 4 games.**

TOURNAMENT Game ID

5. Date - date of game. Select the date of the game using the drop-down lists

Date

Aug ▼ 24 ▼ 2013 ▼

6. Home Team / Visiting Team – click on drop-down menu to find team names.

REQUESTING Team [☒ Requesting Team is the Home Team]

-- Select Team -- ▼

Opponent Team [☐ Opponent is the Home Team]

-- Select Requesting Team First -- ▼

If the requesting team is the home team for the tournament game, make sure the "Requesting Team is the home team" radio button is selected. This is the default. If they are visiting team for this particular game, select the "Opponent is the Home Team" radio button.

☒ R

Note: If the Visitor Team is not from the Lower Mainland, use the "Non-PCAHA Team" for the team name.

7. Using the drop-down lists, select the applicable Division, Category, Competition and Group. After each selection, the page will update. This process sets up the available options in the next drop-down list.

<p>Division</p> <p>-- Select Division -- ▼</p> <p>Competition</p> <p>-- Select Competition -- ▼</p>	<p>Category</p> <p>-- Select Category -- ▼</p> <p>Group</p> <p>-- Select Group -- ▼</p>
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Under Division - select applicable division which you are overseeing

Under Category section – select applicable category which you are overseeing

Under Competition – select "Tournament" for tournament games

Under Group – select "All". Tournament games are not put into groups.

8. Start time / End time - use drop-down lists to select appropriate time using the 24 hour clock. Example: 1:00 pm is 13:00.

Start Time (hh:mm 24 hour format)

06 00

End Time (hh:mm 24 hour format)

07 00

9. Location – game location. Select the location (arena) from the drop-down list (often “Non-PCAHA Arena”).

Location

-- Select Location --

10. Once all of the fields have been completed, click "Save Changes".

Save Changes

The reset button will "reset" the values on the page back to what they were set to when the last "save changes" was performed.