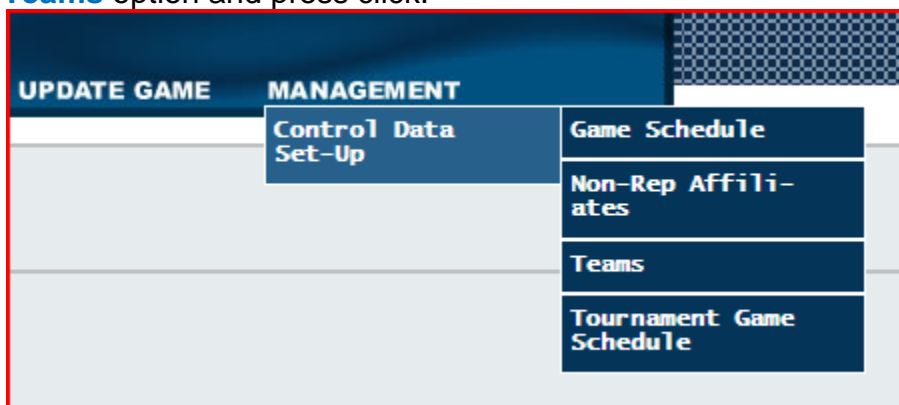# Enter Team Information

Teams are requested to submit their team contact information prior to the start of the season. Once entered, teams can find team contact information to arrange an exhibition game or to reschedule a game.

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 **Teams** option and press click.

3. The following Team Maintenance page will be displayed:

Team Maintenance

Please Select a Division To Filter Team Names

-- Select Division -- ▼

Select Team to Edit

-- Select Team --
No Selection Available

Team Name	**Association**
Unknown Team	**Unknown Manually Entered Team Association
Division	**Category**

Home Game Day   **Home Game Location**

-- Select Game Day -- ▼   -- Select Arena -- ▼

Home Game Start Time (hh:mm 24 hour format)   **Home Game End Time (hh:mm 24 hour format)**

00 ▼ 00 ▼   00 ▼ 00 ▼

Coach's Name   **Coach's Email**

Coach's Home Telephone Number (999-999-9999 format)   **Coach's Cell Telephone Number (999-999-9999 format)**

Manager's Name   **Manager's Email**

Manager's Home Telephone Number (999-999-9999 format)   **Manager's Cell Telephone Number (999-999-9999 format)**

Team Jersey Colour(s)

[Save Changes]   [Reset]

4. Under "Please Select a Division to Filter Team Names", select the division of the team you want to update.

Please Select a Division To Filter Team Names

-- Select Division -- ▼

5. A list of teams in that division will appear under the "Select Team to Edit" window. Scroll down the list and click on the team for which you wish to add/update information. Once selected, the team's name, association, division and category is displayed.

Please Select a Division To Filter Team Names

Atom

Select Team to Edit

Burnaby Atom C1
Burnaby Atom C2
Burnaby Atom C3
Burnaby Atom C4
Burnaby Atom C5
Burnaby Atom C6
Burnaby Atom C7
Burnaby Winter Club Atom C1
Burnaby Winter Club Atom C2
New Westminster Atom C1

Team Name	**Association**
Burnaby Atom C1	Burnaby MHA
Division	**Category**
Atom	C - Presidents League

All teams in the division you selected and have access to should be listed. If not, please advise your Managing Director.

6. The next four fields (two on the left side and two on the right side) are used to indicate a team's game day, game location, game start and end times. Complete the entry of the information for these fields. Some "C" Leagues teams do not have an assigned home game ice time. If that is the case, then leave these fields as is.

Home Game Day

-- Select Game Day --

Home Game Location

-- Select Arena --

Home Game Start Time (hh:mm 24 hour format)

00 00

Home Game End Time (hh:mm 24 hour format)

00 00

7. The next four fields relate to the coach's information. Fields are provided to capture their name, email address, home phone number and cell phone number. Enter information as it becomes available.
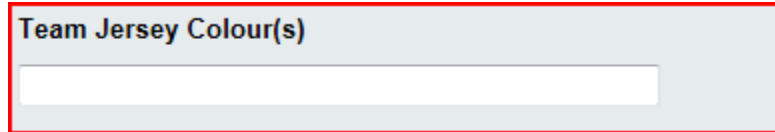
Coach's Name

Coach's Email

Coach's Home Telephone Number (999-999-9999 format)

Coach's Cell Telephone Number (999-999-9999 format)

8. The next four fields relate to the manager's information. Fields are provided to capture their name, email address, home phone number and cell phone number. As with the coach information, complete as it becomes available.

Manager's Name

Manager's Email

Manager's Home Telephone Number (999-999-9999 format)

Manager's Cell Telephone Number (999-999-9999 format)

9. The field "Team Jersey Colour(s)"captures the team's jersey colour information. If the team has both home and away jerseys, enter as H-White/A-Black (or whatever colour

designations exist). This information is used by teams to pre-determine potential jersey conflicts.

Team Jersey Colour(s)

10. Once all the fields you want to complete are entered, 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.