



Portal User Guide

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Club Excellence

Introduction

Club Excellence is an online portal system designed to give over 2,500 youth USA Hockey associations a unique home to drive organizational success. The portal walks youth hockey leadership through the day-to-day tasks of running a youth hockey association and provides resources to deliver the best youth sport option to their community.

This manual is designed to help association administrators use their portal.

Gain Access

To gain access to the portal, the local association's President or Vice President must first sign up at <http://www.usahockey.com/clubexcellence>. The registrant will then be confirmed by USA Hockey. Once confirmed, the user will receive an email confirmation from system@portal.usahockey.com with additional information.

If a user cannot select their association, the association has already been claimed by an association board member.

If an association is not listed, contact ClubExcellence@usahockey.org to request that it be added.

Invite Users

Users may invite other currently serving board members to join Club Excellence. There are currently eight roles available: President, Vice President, Secretary, Treasurer, Hockey Development Coordinator, 8U Growth Coordinator, Registrar and SafeSport Coordinator. Each leader has a job description, monthly tasks and a resource center with quick reference templates / best practice guides for their role.

Note that the Registrar and SafeSport Coordinator will have access to all the of the default documents and any affiliate documents, but do not currently have role specific tasks or documents. The 8U Growth Coordinator's primary task is the 2 and 2 Challenge, so the majority of their time will be spent completing tasks in the 2 and 2 Challenge portal.

Prior to inviting users, consider these email use tips:

- If users already have a portal account (i.e. registry, 2 & 2 Challenge, Try Hockey for Free), use the email address associated with that account
- Please confirm board members' preferred email addresses prior to adding them to Club Excellence
- Consider using position specific association email addresses within your association; for example, registrar@yourassociation.com or associationregistrar@provider.com. This will help maintain the association's history in the portal when that email address is passed on to the next individual serving.
- We recommended that users do not use a work email address (unless that address is tied to their association in some way, i.e. a registrar works at their association's ice rink)
- If an email address associated with a portal account needs to be updated, please contact clubexcellence@usahockey.org

To add/invite a member:

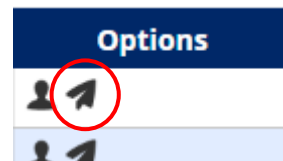
1. Go to the Club Excellence tab and select Manage Users
2. Click Add Member
3. Enter the member's information and role
4. Click Add Member

Edit User

Be sure that the information entered is accurate. The portal is unable to make edits to members of an association. If there is a mistake in a user's name, phone number or email address, the user must be deleted and then added with the correct information. Users can be removed on the Club Excellence Board Members page by clicking the “-” icon.

Send a Login Reminder

1. Select 'Manage Users' in the navigation on the left of the Club Excellence page
2. Click the paper airplane button next to the user who will receive the reminder
3. Confirm that you want to send the reminder by clicking OK




Getting Started

Recommended Browsers:

Device	Recommended Browser(s)
Windows 7	Chrome, Firefox
Windows 8	Chrome, Firefox
Windows 10	Edge, Chrome, Firefox
Mac OS X 10.8	Firefox
Mac OS X 10.9	Chrome, Firefox
Mac OS X 10.10	Safari, Chrome, Firefox
Android Tablet	Chrome
Android Phone	Chrome
iPad	Safari, Chrome
iPhone	Safari, Chrome


Navigation

CLUB EXCELLENCE HOME



npteam+president@neuralplanet.com | [Sign Out](#)

Home Club Excellence Tasks Events Resource Center




Club Excellence

Welcome to the Club Excellence portal, your association board's online home. Your organization is part of a network of over 3,000 associations that have dedicated themselves to offering the preferred youth sport program in your respective communities.

The purpose of the Club Excellence program is to equip your youth hockey association boards with the knowledge and tools necessary to achieve this goal. As a leader of your association, utilize the resources, structure, and protection available within this portal to help create the best possible environment for your athletes, coaches, parents, and officials.

If you have any questions about this portal and its content, please contact Kevin Erlenbach at (719) 538-1119 or ClubExcellence@usahockey.org.





USA Hockey


Coaching Clinics

SafeSport Program

PASSWORD TIP

You can change your password at any time. To change your password go to the settings screen.



You will see a form to change your password. Just enter your current password along with the new one you want. Your new password must be at least 8 characters long. Remember all passwords are case sensitive.

 Get ADOBE READER
[Get Adobe Reader](#)


Quick Links

CLUB EXCELLENCE

Access information about current board members, manage users, and learn more about what it means to be USA Hockey Proud.

Left navigation:

i. Board Members



Home Club Excellence Tasks Events Resource Center

Board Members

Manage Users

USA Hockey Proud

























THIS IS USA HOCKEY

USA Hockey provides the foundation for the sport of ice hockey in America; helps young people become leaders, even Olympic heroes; and connects the game at every level while promoting a lifelong love of the sport.

As an association of USA Hockey, here are our core values to guide you with your planning, programming and play, both now and in the future.

SPORTSMANSHIP - Foremost of all values is to learn a sense of fair play. Be humble in victory, gracious in defeat. We foster friendship

MICHIGAN AHA

Position	Last Name	First Name	Progress	Options
President	Greenman	Patrick	<div></div>	  
Vice President	Abbott	John	<div></div>	  
Hockey Development Coordinator	Bonish	Mike	<div></div>	  
Growth Coordinator	G	Dominic	<div></div>	  
Treasurer	Spencer	Jayne	<div></div>	  
Secretary	Barnett	Todd	<div></div>	  
SafeSport Coordinator	Drake	Gary	<div></div>	  
Registrar	Hodge	Kelly	<div></div>	  

| [Sign Out](#)

Options:

- Person icon – contact information
- Envelope icon – send the user an email
- “i” icon – job description
- “–” icon – remove user from seat/role

Progress – each bar indicates progress in completing tasks

ii. Manage Users



[Sign Out](#)

[Home](#) [Club Excellence](#) [Tasks](#) [Events](#) [Resource Center](#)

Board Members

Manage Users

USA Hockey Proud

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RESPECT FOR THE INDIVIDUAL - Treat all others as you expect to be treated.

INTEGRITY - We seek to foster honesty and

Manage Users

Last Name	First Name	Position(s)	Email	Options
Abbott	John	Vice President	npteam+vicepresident@neuralplanet.com	
Barnett	Todd	Secretary	npteam+secretary@neuralplanet.com	
Bonish	Mike	Hockey Development Coordinator	npteam+hockeydev@neuralplanet.com	
Drake	Gary	SafeSport Coordinator	npteam+safesport@neuralplanet.com	
G	Dominic	Growth Coordinator	dom@dmafx.com	
Greenman	Patrick	President	npteam+president@neuralplanet.com	
Hodge	Kelly	Registrar	npteam+registrar@neuralplanet.com	
Planet	Neural		npteam@neuralplanet.com	
Spencer	Jayne	Treasurer	npteam+treasurer@neuralplanet.com	

Add Member

Options:

- Person icon – contact information
- Paper airplane icon – send a login reminder
- Add Member button – add a user to the association’s portal

iii. USA Hockey Proud – learn more about what it means to be a USA Hockey association

[Board Members](#)[Manage Users](#)[USA Hockey Proud](#)

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RESPECT FOR THE INDIVIDUAL - Treat all others as you expect to be treated.

INTEGRITY - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

PURSUIT OF EXCELLENCE - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

ENJOYMENT - It is important for the hockey experience to be fun, satisfying and rewarding for all participants.

LOYALTY - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

TEAMWORK - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

USA Hockey Proud



USA Hockey provides the foundation for the sport of ice hockey in America; helps young people become leaders, even Olympic heroes; and connects the game at every level while promoting a lifelong love of the sport.

To help you understand what it means to be USA Hockey Proud, please review the below reference documents.

- [This is USA Hockey](#) - this document will help explain what USA Hockey represents as you continue to carry out our mission.
- [USA Hockey Structure](#) - this document will help you better understand how ice hockey is structured to improve the delivery of our sport.
- [Benefits of Being a USA Hockey Association](#) - USA Hockey ensures that you and your volunteers are kept safe from accidents and protects you from criminal acts and lawsuits. This document gives a general overview of everything available to you as a USA Hockey association.

TASKS

Tasks are organized on a monthly basis. Users can track their progress from Preseason to Postseason as they check tasks. The green progress bar (below the title of each month) will expand as tasks are completed/checked.

Home Club Excellence **Tasks** Events Resource Center

Board Members
Manage Users
USA Hockey Proud

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Preseason

President

Hockey Development

- ☒ Review your association's 8 & under participation totals and understand your [2 and 2 Challenge goals for the upcoming season](#)
- ☒ Connect with the Growth Coordinator to make sure the association is registered to participate in the [2 and 2 Challenge](#)
- ☒ Connect with the President to evaluate your transitional programming that will take a Try Hockey for Free participant to an association member
- ☐ Have the board review the American Development Model resources in their portal and reinforce the message that your association is committed to providing the best local youth sport option
 - Hockey Development Resource Center documents**
 - ADM Guide
 - ADM Talking Points
 - Coaching Education Program Overview
- ☐ Connect with the Hockey Development Coordinator and the board to review Tryout protocol
 - Review Tryout policies
 - Make sure it matches with what is posted in your bylaws
 - Set a plan for communication with parents over the selection process
 - Determine which board members will be involved at each level with player placement
- ☐ Develop a stronger relationship with the local officiating association
 - Review the Hockey Development Resources Center document "Hockey Associations Relationships with Officiating Groups"
 - Meet with the leadership of the local officiating association to build a working relationship
 - Invite a member of the officiating association board to join your board to increase collective efforts

EVENTS

Create events and/or meetings for the board and track attendance.

Home Club Excellence **Events** Resource Center

Board Members
Manage Users
USA Hockey Proud

THIS IS USA HOCKEY

My Events & Meetings

Date	Name	Status	Start Time	End Time	Options
9/1/2016	Event Name	Owner	6:00:00 PM	7:00:00 PM	

Create Event

Create an event:

1. From the Events page, click Create Event
2. Enter information for the event in the pop up box (Name, Start Time, End Time, Description)
3. Click Add Event

Delete an event:

1. Only the event owner may delete the event.
2. From the Events page, click the "-" icon
3. Click OK to confirm the deletion

Calendar Icon – event details page

Home Club Excellence Tasks Events Resource Center

Edit Event

Event Name

9/1/2016 6:00:00 PM - 7:00:00 PM

Event Description . . .

Invited Participants

Bonish	Mike	DECLINED
G	Dominic	INVITED
Greenman	Patrick	ACCEPTED

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PURSUIT OF EXCELLENCE - Each member of the organization, whether player or volunteer

Event Resources (1)

Name	File Type	Options
User Manual	PDF	

Add Resource

Invite Participants to an event

- On the event details page, click the paper airplane icon in the top right corner of the Invited Participants box (see above image)
- Select members by clicking the person icon. Selected participants will be added below the green Selected Members section
- Click Invite

Select Members

Last Name	First Name	
Abbott	John	
Barnett	Todd	
G	Dominic	
Planet	Neural	

SELECTED MEMBERS

Last Name	First Name

INVITE

Track members who plan to attend on the event details page in the Invited Participants box. Invited participants will show an invited, accepted or declined status.

Invited Participants		
Bonish	Mike	ACCEPTED
Drake	Gary	INVITED
Greenman	Patrick	ACCEPTED
Hodge	Kelly	INVITED
Spencer	Jayne	DECLINED

Add a Resource for the event

- On the event details page, click Add Resource
- Enter a Display name
- Click Choose File to select a file to upload
 - The file name should include the file extension (.pdf, .docx, etc.)
- Click Save Resource

Add Resource

File Information

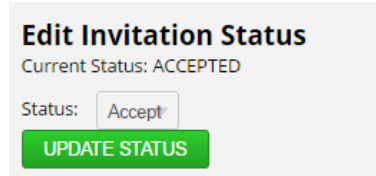
Display Name:

File: No file chosen

SAVE RESOURCE

Update Invitation Status

1. On the event details page, click the pencil icon
2. Select a status (Accept/Decline) from the dropdown menu
3. Click Update Status



Edit Invitation Status
Current Status: ACCEPTED
Status:
UPDATE STATUS

Resource Center

All the documents users may need to help their association have a successful youth hockey season broken into sections based on the user's role:

- Hockey Development
- Parent Development
- Governance
- Financial
- Affiliate
- Coach Development
- Communication
- Budget

Additional Assistance

Contact:

Brittany Bobak

(719) 576-8724 ext. 102

ClubExcellence@usahockey.org

Portal Suggestions and/or Concerns

Click the question mark on the right side of the navigation bar to Make a Suggestion or Report an Issue.



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