



USAH REGISTRY

Creating & Submitting Teams

CREATING A TEAM

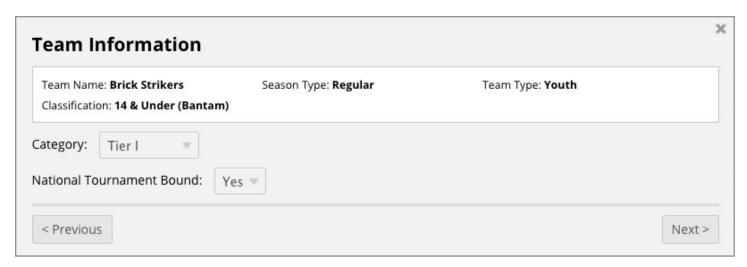
To create a new team click on the "Create Team" button located on the left side menu in the Teams section. The team settings pop-up window will open and ask to you give your new team a name and select a season type. Once this is done, click on the Next button.



On the next screen you will need to select the team type. Once the team type is selected click on the Next button to precede to the classification options.



If you select a category setting of Tier I or Tier II you will see an additional option asking if the team you are creating will be a national tournament bound team. If you select YES the NTB option will appear on the official team roster.



The final option when creating a team is selecting the division. Once a division is selected click on the "CREATE" button. Your new team will appear in the list of teams and is ready for you to add players and staff.



NOTE: Your team is not created in the portal until you click on the "CREATE" button. If you click on the close button (X) the pop-up box will close and your team will not be created.

TEAM PROFILE

The team profile page has eight sections.

Approve Players Approved Staff Team Notes

Redlined Players Redlined Staff Changelog Summary

Pending Players Pending Staff

The additional team options, such as jersey colors and sponsors, can be updated by clicking the "Manage Team Details" button.

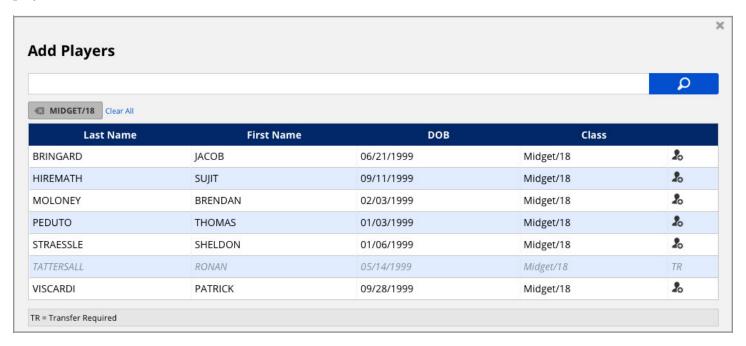
Team settings can be updated at anytime by clicking the "Edit Team Settings" button.

ADDING PLAYERS TO A TEAM

Adding players to a team has been updated to match the new classifications for this season. To add a player to the team click on the "Add Player" button in the Pend Players section.



You can select as many players as there are available roster positions. For example if there are five open positions on a team, then you can select up to five players to be added. Both approved, pending, and redlined players count toward the team total.



NOTE: If a player requires a transfer they will be grayed out and not be able to be added to the team. Once the players transfer is complete they be no longer grayed out and can be add on the team.

To select players click on the add player icon on the right side. Players will be added to the SELECTED PLAYERS section of the pop-up box.

Once you have finished your selection click on the "ADD SELECTED PLAYERS" button located in the bottom left of the pop-up box. This will add all of the selected players to the team in the Pending Players section.

Last Name	First Name	DOB	Class	
HIREMATH	SUJIT	09/11/1999	Midget/18	20
PEDUTO	THOMAS	01/03/1999	Midget/18	20
STRAESSLE	SHELDON	01/06/1999	Midget/18	20
MOLONEY	BRENDAN	02/03/1999	Midget/18	20
VISCARDI	PATRICK	09/28/1999	Midget/18	20
BRINGARD	JACOB	06/21/1999	Midget/18	2

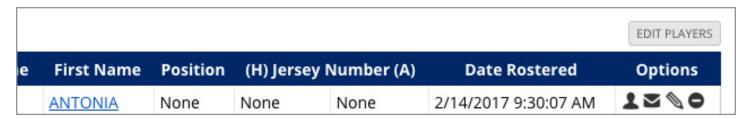
EDITING PLAYERS

Once players have been added to a team you can edit certain options for player. Options include: position, home jersey and away jersey.

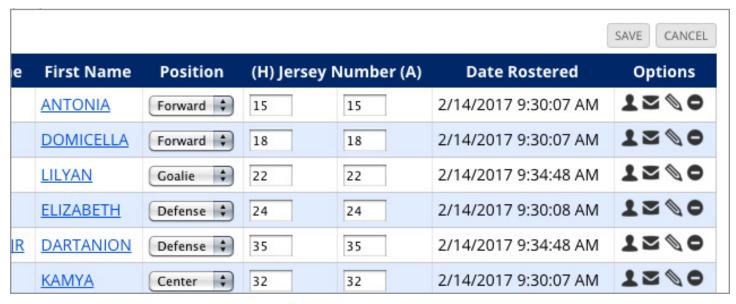
Edit Player	
Name: ROBERT DOVE	
Position: Forward =	
Home Jersey Number: 23	
Away Jersey Number: 23	
UPDATE PLAYER	
OF DATE POTEN	

NOTE: USA Hockey would like registrars to identifying any goalies. This information will be used to communicate directly with goalies to help in goaltender development.

To bulk edit players click on the "Edit Players" button located just above approved players.

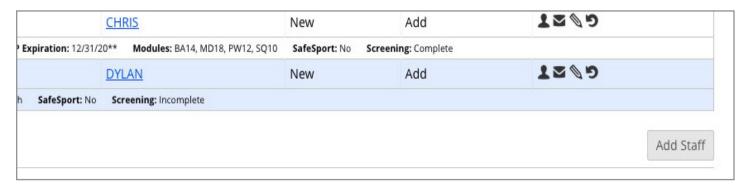


Once clicked you can edit approved players' positions and jersey numbers all at once.



ADDING STAFF TO A TEAM

To add a staff member to the team click on the "Add Staff" button in the Pend Staff section.



Selecting staff is similar to selecting players. Coaches must have any required coaching modules to be place on a team. All staff personnel (Coach, Manager, Volunteer) are required to have SafeSport before they can be placed on a Youth or Girls teams.

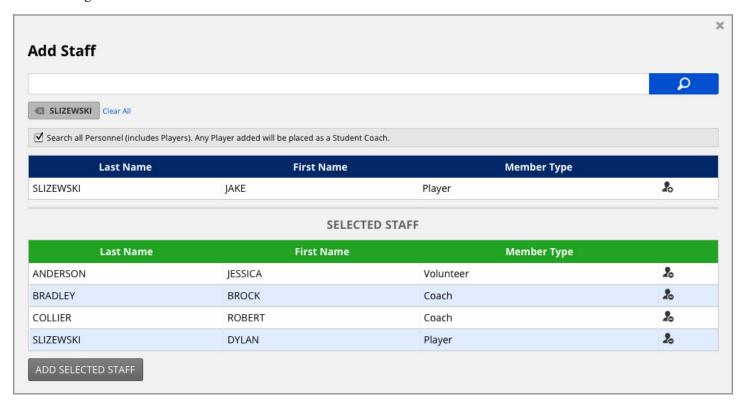
Last Name	First Name	Member Type	SafeSport	Module	
ABRAHAMSON	ANNEMARIE	Volunteer	Yes	N/A	26
ADAMS	MARC	Volunteer	Yes	N/A	20
ADAMSKI	JAMES	Volunteer	Yes	N/A	20
ADIS	CHRISTOPHER	Volunteer	Yes	N/A	20
ALANOWSKI	MIKE	Volunteer	Yes	N/A	20
ALARIE	JANET	Volunteer	Yes	N/A	20
ALLAR	GREGORY	Coach	No	No	CMR, SSR
ALMASSIAN	DAWN	Volunteer	Yes	N/A	20
AMOS	RICHARD	Volunteer	Yes	N/A	20

If you need to add a student coach click on "Student Coach" check box located just under the search bar and search for the students name. Student coaches do not require SafeSport or coaching modules.



Once you select a student coach they will be added to the Selected Staff section of the pop-up box.

When you have selected all the staff members click on the "ADD SELECTED STAFF" button to add them to the Pending Staff section.



EDITING STAFF

Once staff have been added to a team you can edit their position title by clicking the edit icon under the option column. Only coaches can have their positions changed. Managers, volunteers and student coaches cannot have their positions changed.



NOTE: All youth and girls team types require a staff member to marked as the head coach for the team. The team cannot be submitted until a head coach identified.

SUBMITTING A TEAM

When your team is ready to be submitted for approval just click on the "Submit Team" button in the left side menu. It will automatically be sent for approval and marked as submitted.

NOTE: You only have to submit a team once. If you make any changes (add/remove players, update settings, etc.) they will automatically be sent and the team will be marked as supplemented..

Once your team is approved it will be marked as approved in the system and you will be sent a confirmation email. A public link is also created for the approved roster.

The public link will stay the same for the team throughout the season. You can use this link to send the roster to anyone outside the portal.

NOTE: Public rosters will only show approved and redlined players and staff. Any player or staff changes that are pending will not be shown on the public roster.

Be sure to double check your team for any redlined players/staff. Also, check the new Notes section for anything the admin might need from you.

Notes						
Date		User			Notes	
7/19/2016 2:11:04 PM	YOHE, B	OB - MICHREGISTRAR@GMAIL.COM	Thomas Pe	duto will need	his DOB verified be	efore he can p
hangelog Summar	w					
Changelog Summar	ry	User		Change	Member Type	Last Name
7.0000T		User Planet, Neural (npteam@neuralpla	net.com)	Change Team App		Last Name
Date	4 EDT					Last Name