Team Manager Instructions

LEARN HOW TO:

- **Register**
- **Login**
- **Get to Know Your Team Dashboard**
- **Entering a scheduled game's information**
- **Entering a game's final score**
- **Connect to Additional Team**

Step 1: Register

You have been given a document containing your team's access code. This access code will be needed for this step.
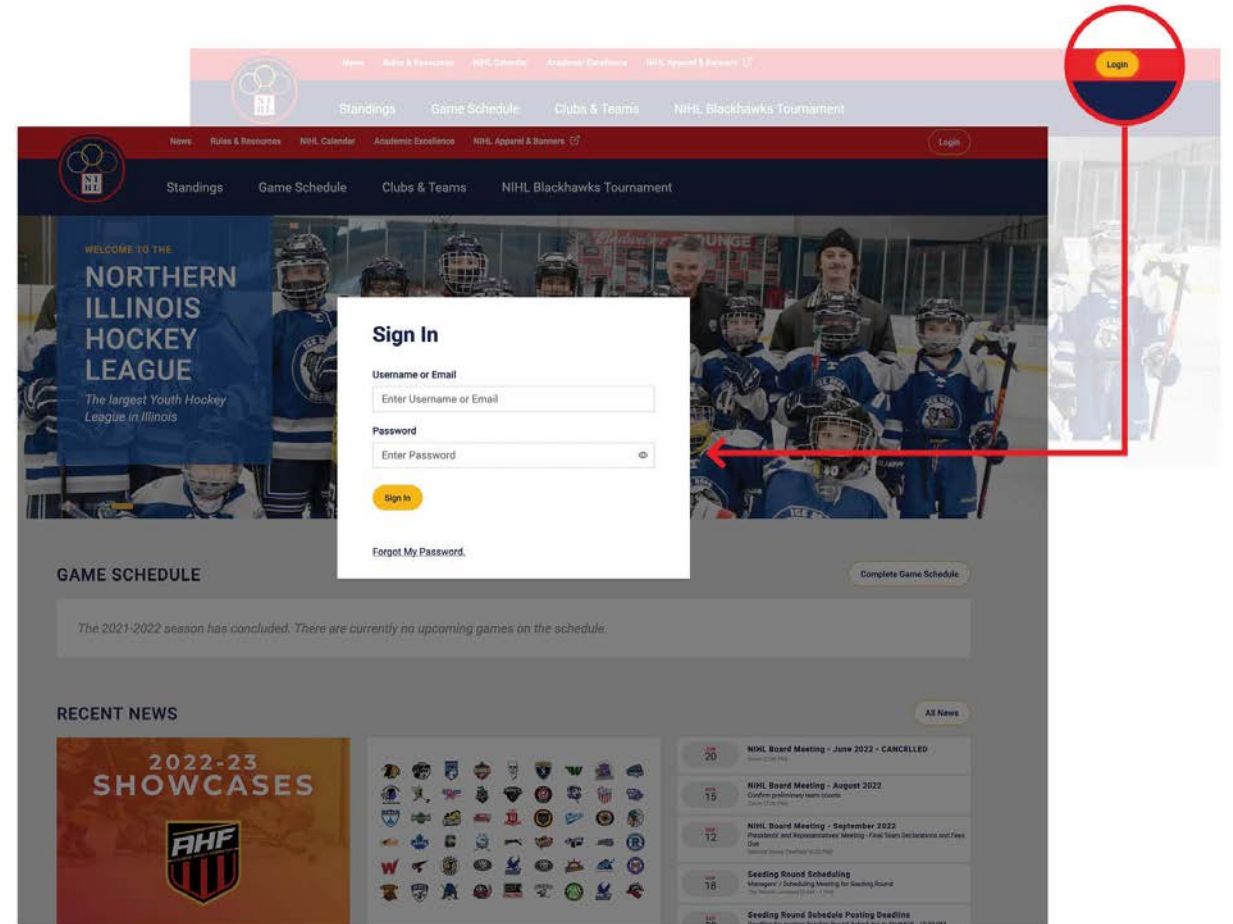
1. Go to: https://www.nihl.info/connect-team

2. Enter your contact information and a password of your choosing.....but REMEMBER that password. Your email address will serve as your username.

3. Enter the team access code provided for your team

4. Click "Submit"

5. You will receive an email to verify your email address. If you do not receive this email, check your junk and spam mail to see if the email was directed there. Click on the link to verify your address and you will be redirected back to the NIHL website to Login.

6. Continue to Step 2

Step 2: Login

A. Visit https://www.nihl.info

B. Click "Login" in the upper right-hand corner

C. Enter your username (your email address) and your password

D. Click Submit

E. You will be redirected to your team page

F. Go to Step 3

Step 3: Get to Know Your Team Dashboard

You can navigate between seasons and seeding or regular season rounds.

Your league standings

The Login button now shows your name and when you click on it you can easily access your team's page(s), change your password, connect to another team, or logout.

Your game schedule shows all your games for the specific round. You will be responsible for scheduling and scoring your home games only.

Rollover a home game to schedule or score the event. (see next page)

Entering a scheduled game's information

Clicking on a game will open a modal window. Select "Edit Game Details"

Select the date, time, and location of the game.

You will not be able to score the game until after the date and time of the game has occurred.

Important

Games can only be scheduled between the beginning season date and end of season date. To schedule anything outside of those date parameters, it must be done by a site administrator.

To make a request, email:

NIHLRulesandEthics@gmail.com

Helpful tip

When selecting the location, your home rinks will show up at the top of the list to make scheduling quick and easy.

Entering a game's final score

Clicking on a game will open a modal window. If the date and time for the scheduled game has passed, you will be able to click "Score Game"

You will now be able to enter the score for the game. Enter both the home and away team's score and click save.

Important

Make sure to enter the score within 48 hours of the conclusion of your game to avoid a fine for your club.

Connecting to Additional Team

A. Login to your account

B. Navigate to your user menu in the top right corner

C. Select "Connect to Additional Team"

D. Enter the Team Access Code for that team (provided on the scheduling document) and click "Submit"

E. When the page reloads, that team will be added to your dropdown menu. You will now be able to score and schedule games for this team.