

## Team Management

1. Log in to the AMHA web site with your team/group account that was provided by AMHA. If you are not set up as a coach, manager, or safety person contact the administrator [admin@antigonishminorhockey.ca](mailto:admin@antigonishminorhockey.ca)
2. Click the link for Team Staff page in the menu.
3. At the top of the Team Staff page, you should see a list of all the teams your account has access to as a manager. For most, this will be one team or group.

### Team Management

Team or Group Name	Email Group	Budget Total	Projected Total	Actual Total	Actual Balance	Actions
[REDACTED]		\$14,537.50	\$9,585.00	\$1,630.00	\$12,907.50	Actions ▾

4. The Email Group is the email address used to send emails to all members of the team or group.
5. Budget Total is the ice and referee budget for the team for the year. The team/group is responsible for any costs over that budget.
6. Projected Total is the current projections based on ice and refs that are booked.
7. Actual Total is the total for ice and refs that has been used.
8. Actual Balance is the balance remaining. When this is negative, then the team/group owes that amount.
9. In the actions section there are currently five options.
  - Ice Times** will take you to the ice management section
  - Player List** will take you to a list of players and their primary guardian contact information
  - Email Player List** will email you a list of players and their primary guardian contact information
  - Update Email List** will update the list with any contact information that was changed by parents. You will use this when a parent notifies you that they changed their email address on the AMHA web site.
  - Team News** will allow you to post news items on the web site and send them to parents.

## Ice Management

1. Log in to the AMHA web site with your team/group account that was provided by AMHA. If you are not set up as a coach, manager, or safety person contact the administrator [admin@antigonishminorhockey.ca](mailto:admin@antigonishminorhockey.ca)
2. Go to the Team Management page, and the click the Ice Times option in the Actions to open the Ice Management page.



### Ice Report By Team - [Redacted]

[Create Away Game](#) [Back To List](#)

### Upcoming Ice

For weather related cancellations, please notify the Ice Coordinator.

Start Time	Total Hours	Ice Surface	Description	Ice Status	Game	Total Cost	Notes	Actions
12/11/2020 4:00:00 PM	1	KMC Main	Practice	Booked	<input type="checkbox"/>	\$185.00		Actions ▾
12/16/2020 6:30:00 AM	1	KMC Main	Practice	Booked	<input type="checkbox"/>	\$185.00		Actions ▾

### Used Ice

Start Time	Total Hours	Ice Surface	Description	Ice Status	Game	Total Cost	Notes
11/6/2020 4:00:00 PM	1	Antigonish Arena	Practice	Used	<input type="checkbox"/>	\$185.00	

3. On this page you will see a list of Upcoming Ice and Used Ice. Used Ice will be at the bottom of the page. This is ice that the team is being billed for. Should there be any discrepancies (i.e. a cancellation that was not completed), please let the Ice coordinator know ASAP. [IceCoordinator@antigonishminorhockey.ca](mailto:IceCoordinator@antigonishminorhockey.ca)

4. With the Upcoming Ice you will see there are different actions available depending on the ice time and the date of the ice time. Anything within the 10 day cancellation windows can not be cancelled via the web site. Those requests must go through the Ice Coordinator.

### Edit Ice Time

For home ice times, you can change the Description, or Notes to the ice time.

Edit  
IceTime

Start Time 12/11/2020 4:00:00 PM

Total Hours 1

Team Name [Redacted]

Ice Surface KMC Main

Description

Ice Status Booked

Game

Notes

[Save](#) [Cancel](#)

For away games, you can change the Start Time, Description, Notes, and the Ice surface.

## Edit

IceTime

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 Start Time

Total Hours 1.5

Team Name

 Ice Surface

 Description

Ice Status Booked

Game

 Notes

**Cancel – Make Available** cancels ice time and makes it available to other groups/teams

**Cancel Game – Keep Ice** cancels the officials for a game, but keeps the ice time for a practice

5. There is also now an option to add away games to the schedule by clicking the **Create Away Game** button.

Note: This feature is also available on the Team Staff Page.

If the Ice surface the game is being played on does not exist in the list, please contact the Ice Coordinator to have it added.

IceTime

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Start Time

Total Hours  1  
 1.5

TeamID

IceSurfaceID

Opponent

The **Create** button will add the ice time to the schedule.

The **Create and Notify** button will add the game to the schedule, and send an email to the team.

## Requesting Ice

1. Go to the Team Staff page and you will see two options in regards to requesting ice times. **View Available Ice** and **My Ice Requests**

### Ice Booking

[View Available Ice](#)  
[My Ice Requests](#)

2. The **View Available Ice** option is where you go to request additional ice times. Choose a date for which you want to get an ice time, then click the Search button.

Search Find by Date:  
10/12/2019 00:00:00

Oct 2019

Su	Mo	Tu	We	Th	Fr	Sa	Ice Surf
		1	2	3	4	5	Antigoni
6	7	8	9	10	11	12	Antigoni
13	14	15	16	17	18	19	Antigoni
20	21	22	23	24	25	26	Antigoni
27	28	29	30	31			Antigoni

3. You will then see a list of available ice times for that date. Click the **Request Ice** button to the right of the desired ice time.

Open Ice Times

**Tournaments** **Other Blackouts**  
No tournaments or other blackouts currently scheduled.

Ice requests for times within the next 10 days may not be approved as the Ice Coordinator needs to have availability confirmed before it can be booked.

Find by Date:  
12/12/2020 00:00:00

Search

Start Time	Ice Surface	Team or Group Name	Description	Notes	Ice Status	Total Hours	Game	Actions
12/12/2020 7:00:00 AM	Antigonish Arena	Open Ice 1 Hr	Open Ice 1 Hr		New	1	<input type="checkbox"/>	Request Ice
12/12/2020 7:00:00 AM	KMC Axx	Open Ice 1 Hr	Open Ice 1 Hr		New	1	<input type="checkbox"/>	Request Ice
12/12/2020 7:30:00 AM	KMC Main	Open Ice 1 Hr	Open Ice 1 Hr		New	1	<input type="checkbox"/>	Request Ice

If you manage multiple teams, select the team for which you are requesting ice, then enter a description for the request.

Create

Request Ice for: 12/19/2020 2:00:00 PM

Team: [Redacted]

Description: Enter Name of Opponent for game, leave blank for practice of if opponent is unknown.

Game:

Create Request Cancel

Ensure the Game check box is checked if the ice time is for a game, and unchecked if it is for a practice.

Click Create Request and an email will be sent to you and the Ice Coordinator notifying that the request for an ice time has been made.

If you decide not to request that ice time, click the cancel button.

4. To check on the status of a request, go to the My Requests page.

## Cancel or Edit an Ice Request

1. Go to the Team Staff page and you will see two options in regards to requesting ice times. **View Available Ice** and **My Ice Requests**

### Ice Booking

[View Available Ice](#)

[My Ice Requests](#)

2. Click on **My Ice Requests** to view your ice requests.
3. There is an option to cancel or edit any requests that are in an Open Status.

