

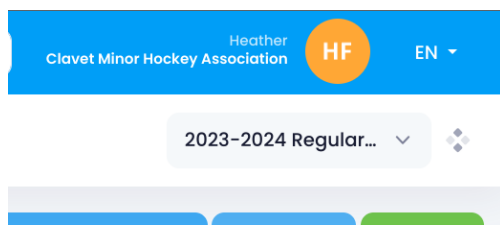
How to Add games that require CMHA officials into TeamLinkt so that officials can be assigned. Adding games this way will also then feed to the schedule on clavetminorhockey.ca.

Important Notes/Tips

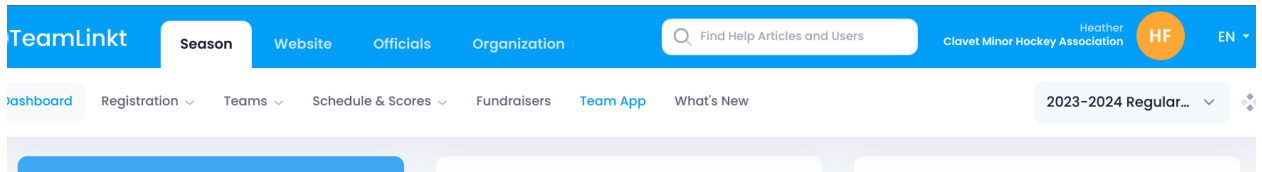
- Games added using the below process will indicate CMHA above when looking at your team schedule in the app.
- Once you add a game, if you need to make date or time changes to a game or cancel etc. those need to be done by logging into teamlinkt.com as below. Changes made in the app will not be reflected in the “organization” side of the system so the official coordinators will not see these changes.
- You must do this using a browser (computer, phone, tablet) **Not the TeamLinkt app**.
- Please do not make changes to any SMHA games....even if you have a confirmation of a game change etc. SMHA will make the changes.
- You only need to add Home games that are scheduled outside of SMHA leagues. This includes ALL tournament games regardless if it is a Clavet team playing.

Adding a game

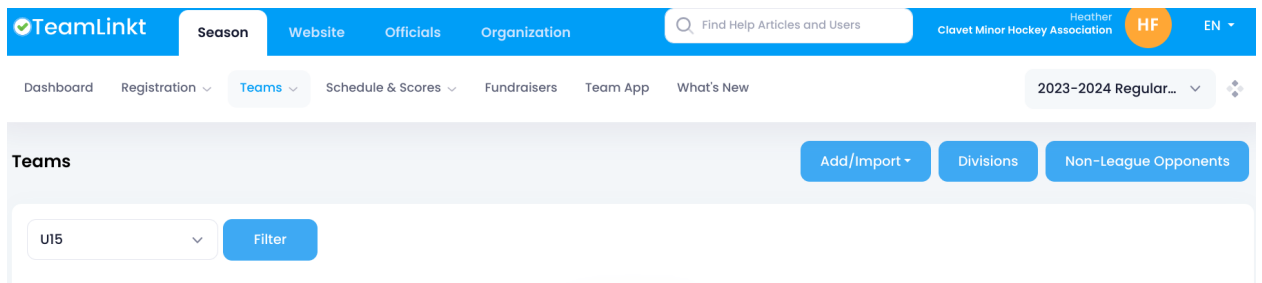
1. Login to www.teamlinkt.com using a browser on your phone, computer, tablet. **Do not use the app**.
2. TeamLinkt has an “Organization” side and a “Your Team”. Managers and Head Coaches have been granted access to the Organization. Ensure you are on the Organization side of TeamLinkt not your family TeamLinkt. Under your name you should see Clavet Minor Hockey Association. If you don’t, click on your name and a drop down will appear - select “view as Organization”
To toggle back to your “Family view” for your kids teams do the same thing but select - “View as Team”



3. Select the Season tab and then Teams



4. Unless your game is against another Clavet team, the first step is to add your Opponent. Click “Non League Opponents”



Check if your Opponent is in the list.

- If no, Click “New Opponent” to add the team. Team name is all that is required. Please use the full name of the team not abbreviations unless its the teams name. Save. Then go back to Teams.
- If yes go back to Teams.

5. Back in the Teams section select your division > hit filter > click on your team.
Ensure you are in the right team!!

Season
Website
Officials
Organization

Find Help Articles and Users

Heather
Clavet Minor Hockey Association
HF
EN

Dashboard
Registration
Teams
Schedule & Scores
Fundraisers
Team App
What's New

2023-2024 Regular...

Teams

Add/Import Divisions Non-League Opponents

U11

Filter

Actions

0 Teams Selected

Search:

<input type="checkbox"/>	Name ^	Division	Players	Non Players	Events	Team Status	Actions
<input type="checkbox"/>	Clavet Cougars U11B	U11	11	4	1	ACTIVE	Edit Delete
<input type="checkbox"/>	Clavet Cougars U11C	U11	11	2	1	ACTIVE	Edit Delete

6. Click on schedule. Then Add/Import > Add Event

Dashboard
Registration
Teams
Schedule & Scores
Fundraisers
Team App
What's New

2023-2024 Regular...

< Clavet Cougars U11B (U11)

Team Members
Schedule
Details

Add/Import

Upcoming

Organization Scheduled

Search:

7. Enter all the game information. If you want your team to get notification about the game select the Notify Teams? box.

Dashboard
Registration
Teams
Schedule & Scores
Fundraisers
Team App
What's New
2023-2024 Regular...

Add Event

EVENT DETAILS

Type
Game
Statistic Type
Regular Season

Home Team
Select Home Team
Away Team
Select Away Team

Location
Select A Location
New

DATE & TIME

Start Date
Enter Date
Start Time
10:00 AM
TBD

Duration
1:00

ADDITIONAL DETAILS

Notes

Max Attendees
Unlimited

☐ Notify Teams?

Add
Cancel

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Click Add.

This will add it in the team linkt app.

If you need to make a change click the edit button beside the game.

Questions about how to add the games into TeamLinkt email Heather at fridayheather@gmail.com or text/call 306-230-0336.