



# Off-Ice Office REPS<sup>®</sup>

## User Guide

This document is intended for Off-Ice Office REPS® users. It provides material to assist representative users in all aspects of the Off-Ice Office REPS® application.

The following topics will be discussed in this document:

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TEAMS® Proxy

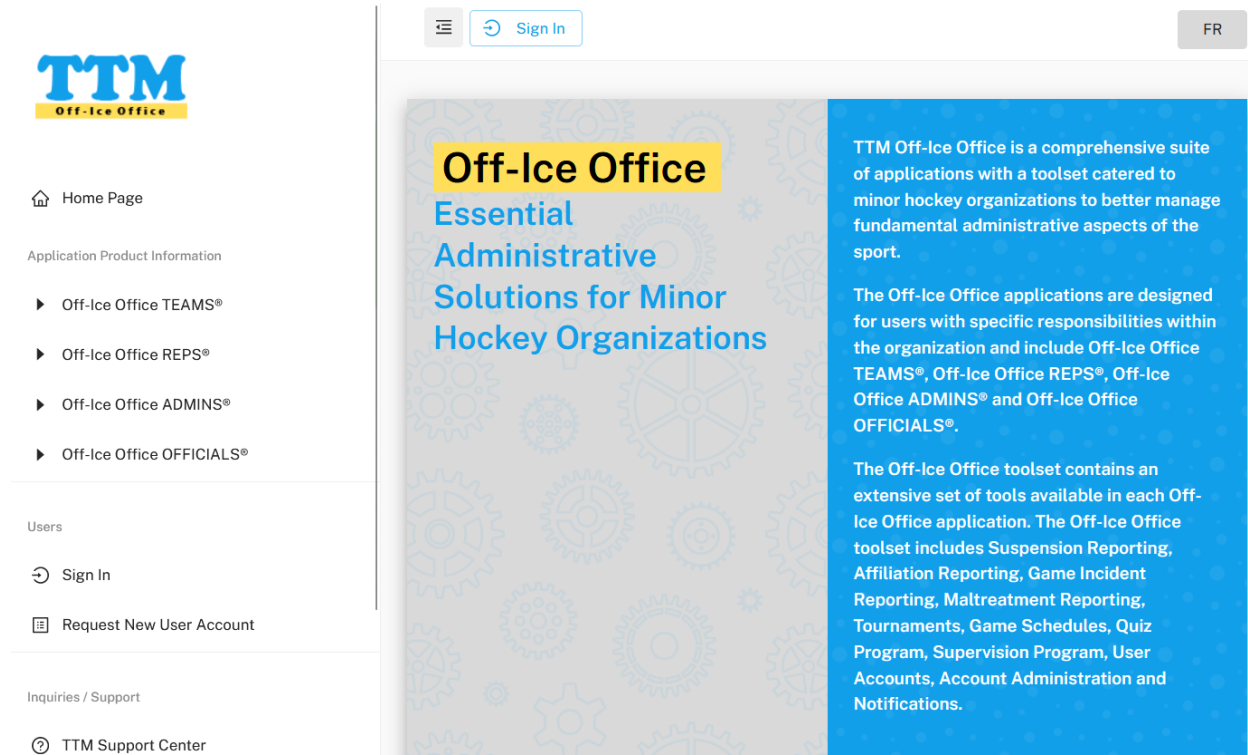
- [General Information](#)
- [Become a Team User](#)
- [Return from Team User](#)

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## Sign In to Your Off-Ice Office User Account

You can access Off-Ice Office from your league’s website or from the URL <https://off-iceoffice.ca>. The landing page for the Off-Ice Office is shown below.



From the landing page you can view information about all Off-Ice Office applications and toolsets. The landing page also allows you to sign in by selecting the << **Sign In** >> link at the top of the page or in the Users section of the left-side menu. The sign in page will appear as shown below.

## Sign In ×

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[Don't have an account?](#)

Email Address

Password

Forgot Password?


[Sign In](#)

Enter the email address and password for your Off-Ice Office account and select the << **Sign In** >> button.

If you have not signed in before you must request a password reset. This is done by selecting on the << **Forgot Password** >> link below the password input box. The following page will appear:

## Password Reset Request ×

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 Use this form to receive an email with a link to reset your password. You must have an active Off-Ice Office account matching the email address entered.

Email Address

[Submit Request](#)

From the Password Reset Request page you must enter your email address that is associated with your account then select the << **Submit Request** >> button. An email will then be sent to you with instructions on how to reset your password.


If you do not receive a password reset request to your email address or you are having trouble signing in, your account may not exist. In this case you can select the << **Do not have an account?** >> link found on the sign in page or the << **Request New User Account** >> link found in the Users section of the left-side menu. The following page will appear:

The screenshot shows a web form titled "Request New Off-Ice Office User Account or Role" with a close button (X) in the top right corner. Below the title is a light blue informational box containing a help icon and text: "Use this form to make a request to have a new Off-Ice Office user account created for you. For existing users, use this form to request a new role with the same Off-Ice Office application or another Off-Ice Office application. All requests will be reviewed by your account administrator, and you will be notified by email when your request has been approved. Please be advised that all requests will be processed at the discretion of the account administrator." Below this is a section titled "General Information" with three input fields: "Email Address" (with a help icon), "First Name", and "Last Name". Each field contains a placeholder text: "Enter email address", "Enter first name", and "Enter last name" respectively.

By filling out this page and selecting the << **Submit Request** >> button, a notification will be sent to the appropriate account administrator where they will review your request and set up a user account for you.

Upon signing into your account, Off-Ice Office will determine if you have either a single user role or multiple user roles. If you have multiple user roles, you will be presented with a list of your user roles so that you can select the user role you want to sign in as. An example of a user role selection page can be seen below.

## Role Selection ×

 Select one of your assigned roles to access the appropriate Off-Ice Office application.

### Off-Ice Office ADMINS®

Account Administrator - District 9 - Gloucester

### Off-Ice Office REPS®

Representative (Administrative) - District 9 - Gloucester

Representative (Reporting Only) - District 9 - Gloucester

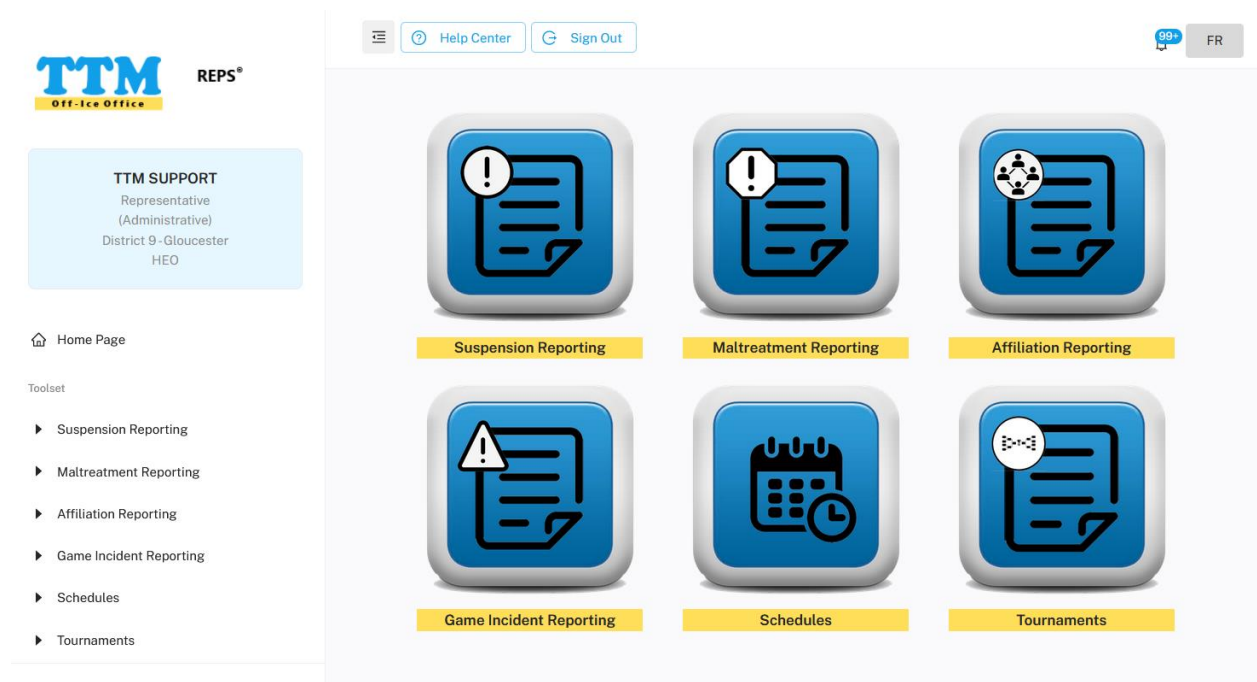
Representative (Administrative) - Gloucester Hockey Association

### Off-Ice Office TEAMS®






Team Official - GLOUCESTER RANGERS U15 AA

Team Official - RUSSELL WARRIORS U21 B1

When you have a single user role or have completed selecting one your multiple user roles, you will be directed to the Off-Ice Office REPS® home page as show below.



Your account identification will always be displayed in the top of the left-side menu while you are signed in. All options can be accessed from the left-side menu. The menu is separated into the following sections: Toolset, Profile Options, Admin Options and Support. Additionally, toolsets can be accessed from the icons displayed in the middle of the page. On the top of the page are options available on every page and are discussed below.

- To remove the left-side menu to give more landscape for displaying information, you can select the  button found on the top of the page. To have the left-side menu return, select the  button found on the top of the page.
- The << **Help Center** >> button brings up the Help Center page with valuable information to help support your role.
- The << **Sign Out** >> button will sign you out and bring you back to the sign in page.
- The  icon will allow you to view notifications sent to your account. Any unread notifications will be indicated with a number beside the icon.
- To toggle the language from English to French or vice-versa, select either the  button or  button found on the top of the page.

## Sign Out of your Off-Ice Office User Account


To sign out of Off-Ice Office select the << **Sign Out** >> button found on the top of the page or in the Profile Options section of the left-side menu. Once signed out you will be returned to the Sign In page. If you have multiple user roles and you require to change to another user role then you do not have to sign out, please see the next section on how to switch between user roles.

## Switch Between Off-Ice Office User Roles

It is possible to have more than one user role within Off-Ice Office. Since TTM keeps track of your user roles you only have to sign into a single account. Once signed in you will be able to switch to any of your assigned user roles. This is done by selecting << **Other Roles** >> from the Profile Options section of the left-side menu.

Once the Role Selection page is displayed, simply select the role to you wish to change to. Repeat the process if you need to go back to your previous role or if you want to change to another role.

### Role Selection ×

 Select one of your assigned roles to access the appropriate Off-Ice Office application.

#### Off-Ice Office ADMINS®

Account Administrator - District 9 - Gloucester

#### Off-Ice Office REPS®

Representative (Administrative) - District 9 - Gloucester

Representative (Reporting Only) - District 9 - Gloucester

Representative (Administrative) - Gloucester Hockey Association

#### Off-Ice Office TEAMS®

Team Official - GLOUCESTER RANGERS U15 AA

Team Official - RUSSELL WARRIORS U21 B1

## Change Password

If you think your password has been compromised or if you wish to change your password for any other reason, you can change it while you are signed in. This is done by selecting << **Change Password** >> from the Profile Options section of the left-side menu to go to the following page.

### Change Password ×

ⓘ Use this form to change your password if necessary. For security reasons your password must match these rules:

- Must be at least 8 characters in length;
- Must contain at least 1 uppercase letter;
- Must contain at least 1 lowercase letter;
- Must contain at least 1 number;
- Must contain at least 1 non-alphanumeric character (i.e. !, @, #, \$, %)

Current Password

Password

Confirm Password

[Change Password](#)

Enter both your current password plus a new password and re-enter the new password in the password confirmation field. Ensure that you meet the password criteria listed on the page.

Next, select the << **Change Password** >> button to have the password changed.

**Note :** If you forget your password and are not signed in then you can request to reset it from the sign in page.


## Update Profile Information

Updating your profile allows you to:

- change your email address used for signing into your account;
- change the name of your account;
- add additional email addresses for receiving notifications;
- Set various notifications settings.

Updating your profile is done by selecting << **Edit Profile** >> from the Profile Options section of the left-side menu to go to the following page.

### Edit Profile ×

 Use this form to update your profile.

#### General Information

Email Address ⓘ

jj@myttm.ca

First Name

TTM

Last Name

SUPPORT

#### Notification Settings

Receive Email Notifications as BCC

Receive Suspension Reporting Email Notifications

Receive Affiliation Reporting Email Notifications

Receive GIR Email Notifications

Receive Maltreatment Email Notifications

#### Additional Email Addresses ⓘ

Add Email Address


Next, enter the necessary changes. When you would like to receive your notifications at one or more other email addresses then you can add them to your **Additional Email Addresses**. This is done by first selecting << **Add Email Address** >> and then entering the email address in the box that appears. You can repeat this for each email address you want to add.

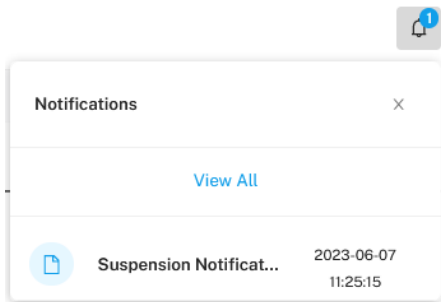
Later if you wish to remove an email address from the list then select << **Delete** >> which appears below the email address input box.

Select the << **Update Profile** >> button to save the profile changes.

## Notifications

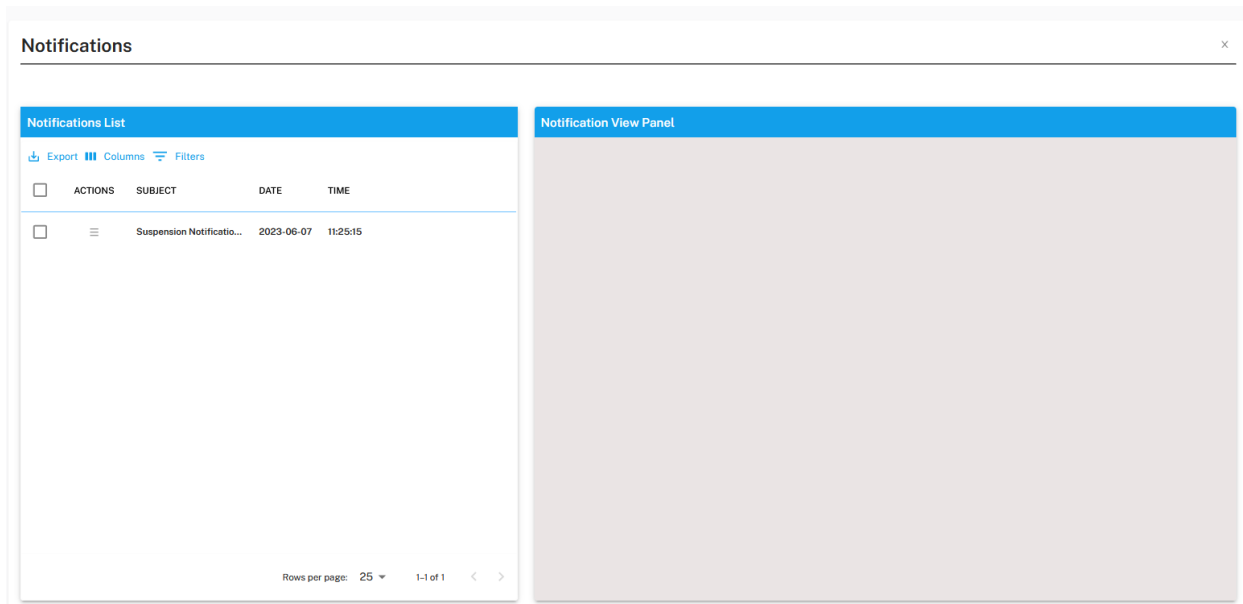
When notifications (i.e. for suspensions, etc.) have been sent to you, via email, they can also be reviewed and maintained from the Notifications toolset. There are two ways to access Notifications:

1. Select << **Notifications** >> from the Admin Options section of the left-side menu to view and maintain all notifications;
2. Select the notifications icon  found at the top of the page. The notifications icon will have a number beside it if there are new notifications available. After selecting the notifications icon a drop-down menu will appear as shown below.



You can view the last four notifications received from the drop-down menu or you can select << **View All** >> to view and maintain all notifications.

When viewing all notifications, the Notifications page will appear as shown below.



You will be presented with a list of notifications on the left-side panel. You can click on a notification to have it displayed on the right-side panel as shown below.

Notification View Panel

**Total Team Management (TTM)**  
**Off-Ice Office**

**Suspension Notification**


Reference Number: 1686137114-6823800002

**Reported By**





Name: SUPPORT, TTM  
Email: jj@myttm.ca


**Team Information**


Organization	HEO
League	HEO Minor AAA League
Division	U15
Category	AA
Club/Association	Gloucester Rangers
Team	GLOUCESTER RANGERS U15 AA

To delete a notification you can select the Actions menu button  beside the notification and select Delete as shown below.

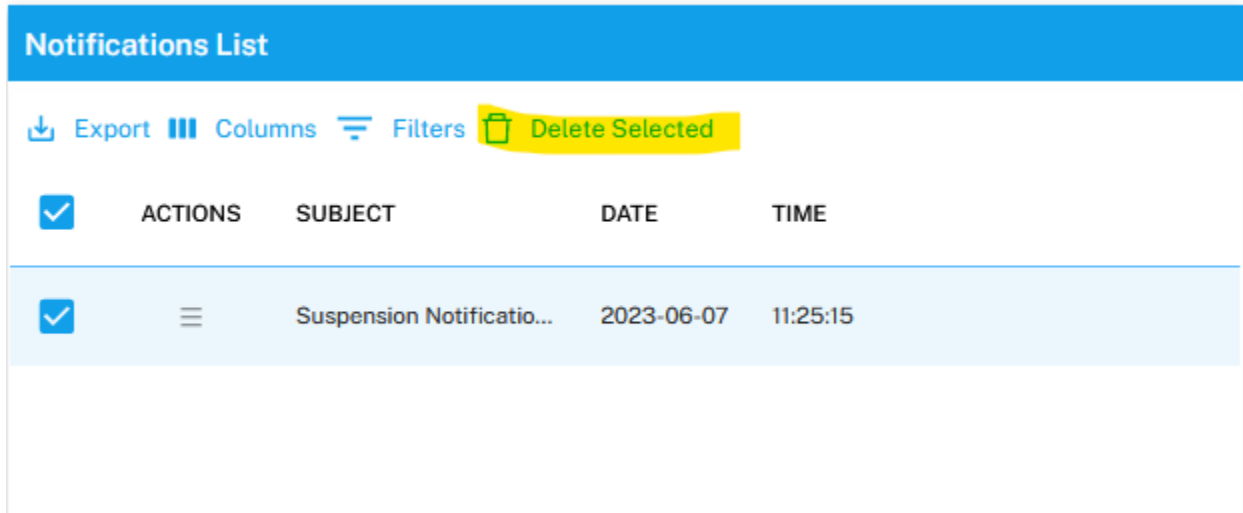
**Notifications List**

 Export
  Columns
  Filters
  Delete Selected

<input checked="" type="checkbox"/>	ACTIONS	SUBJECT	DATE	TIME
<input checked="" type="checkbox"/>		Suspension Notificatio...	2023-06-07	11:25:15

 **Delete**

To delete multiple notifications, you can check each notification by selecting the check box beside the notification and then select << **Delete Selected** >> as shown below.



The screenshot shows a web interface titled "Notifications List". At the top, there is a blue header bar. Below the header, there is a toolbar with several icons and labels: a download icon for "Export", a list icon for "Columns", a funnel icon for "Filters", and a trash can icon for "Delete Selected". The "Delete Selected" button is highlighted in yellow. Below the toolbar is a table with the following columns: "ACTIONS", "SUBJECT", "DATE", and "TIME". The first row of the table is highlighted in light blue and contains a checked checkbox, a menu icon (three horizontal lines), the text "Suspension Notificatio...", the date "2023-06-07", and the time "11:25:15".

<input checked="" type="checkbox"/>	ACTIONS	SUBJECT	DATE	TIME
<input checked="" type="checkbox"/>	☰	Suspension Notificatio...	2023-06-07	11:25:15

## General Information for Lists

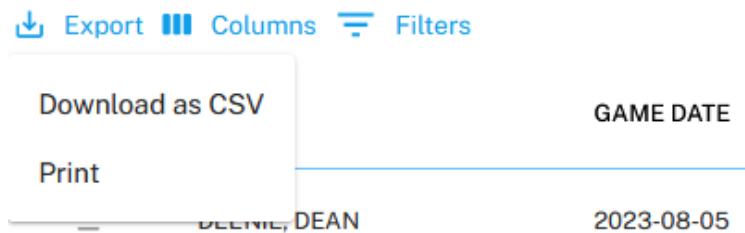
Many of the Off-Ice Office pages contain lists. An example is shown below.

ACTIONS	NAME	GAME DATE	INFRACTION TYPE	INFRACTION	MINIMUM SUSPENSION	GAMES SERVED
	DEENIE, DEAN	2023-08-05	MISCONDUCT	(HEO) Head Contact (Minor + 10)	No additional disciplina...	0

This section describes some of the general options related to lists.

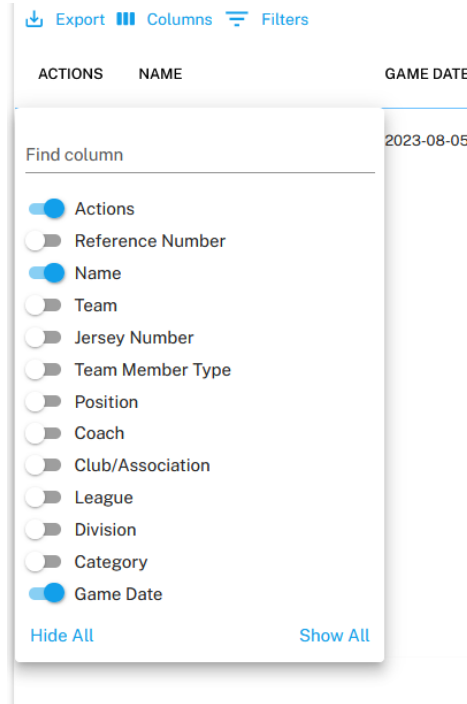
### 1) Exporting or Printing lists in CSV format

If you want the list downloaded in CSV format or sent to a printer, select << **Export** >> found above the column names in the list. You will be presented with a menu where you can select either export or print as shown below.



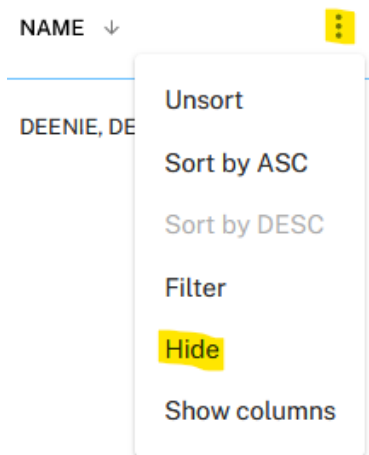
## 2) Column Display

To add or remove columns that can be displayed in the list, select << **Columns** >> found above the column names in the list. The following menu will appear.



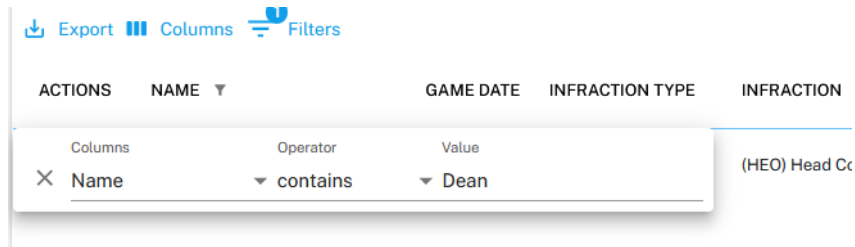
You can select the sliders to add or remove a column or select << **Hide All** >> to remove all columns or << **Show All** >> to show all columns in the list.

Additionally, columns can be hidden from the column menu found when you select the column name as shown below.



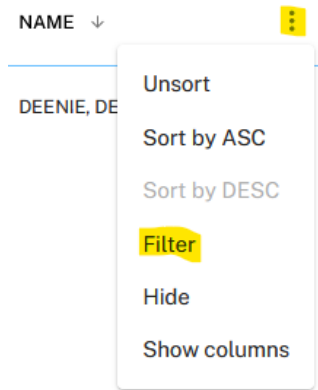
3) Filtering a List

If you want to only show specific rows in the list then you can select << **Filters** >> found above the column names in the list. You can then select the column name, the condition and the value of the column data to be displayed as shown below.



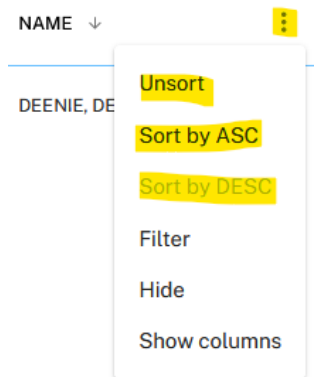
To remove a filter you must select the << X >> beside the filter.

Additionally, columns can be filtered from the column menu found when you select the column name as shown below.



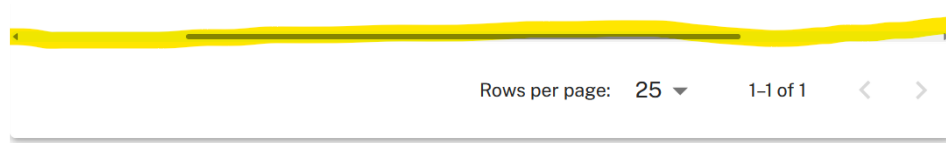
4) Sorting lists by columns

You can sort/unsort the list by column from the column menu found when you select the column name as shown below.



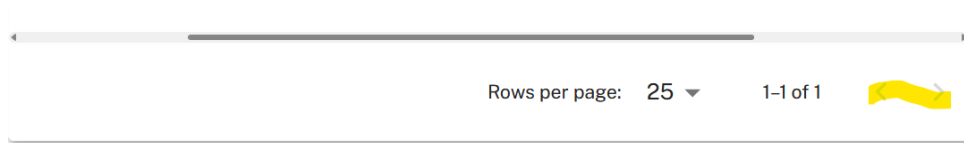
5) Scrolling columns

Depending on your screen size, some columns in the list may not be displayed. You can scroll thru columns by sliding the scroll bar at the bottom of the list as shown below.

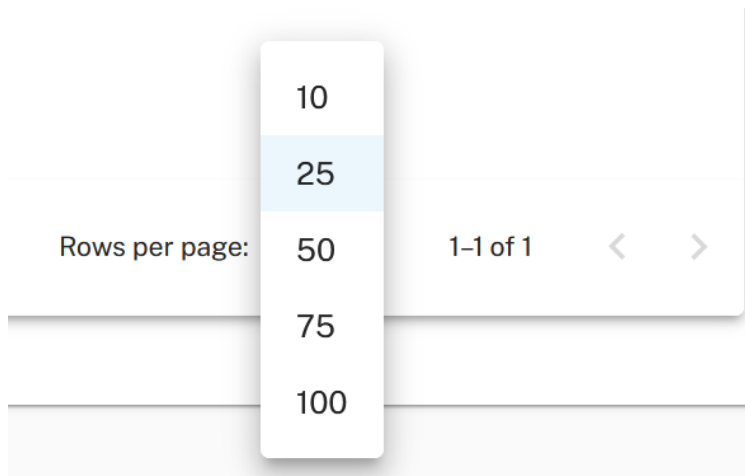


6) Paging


By default, only 25 rows are displayed in the list. You can page thru the list by selecting the arrows at the bottom of the list as shown below.

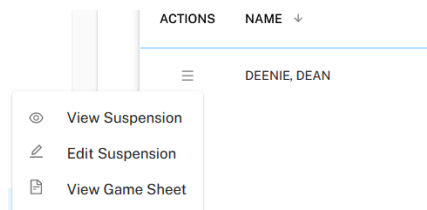


Additionally, you can increase the number of rows per page by selecting the **Rows per page** as shown below.



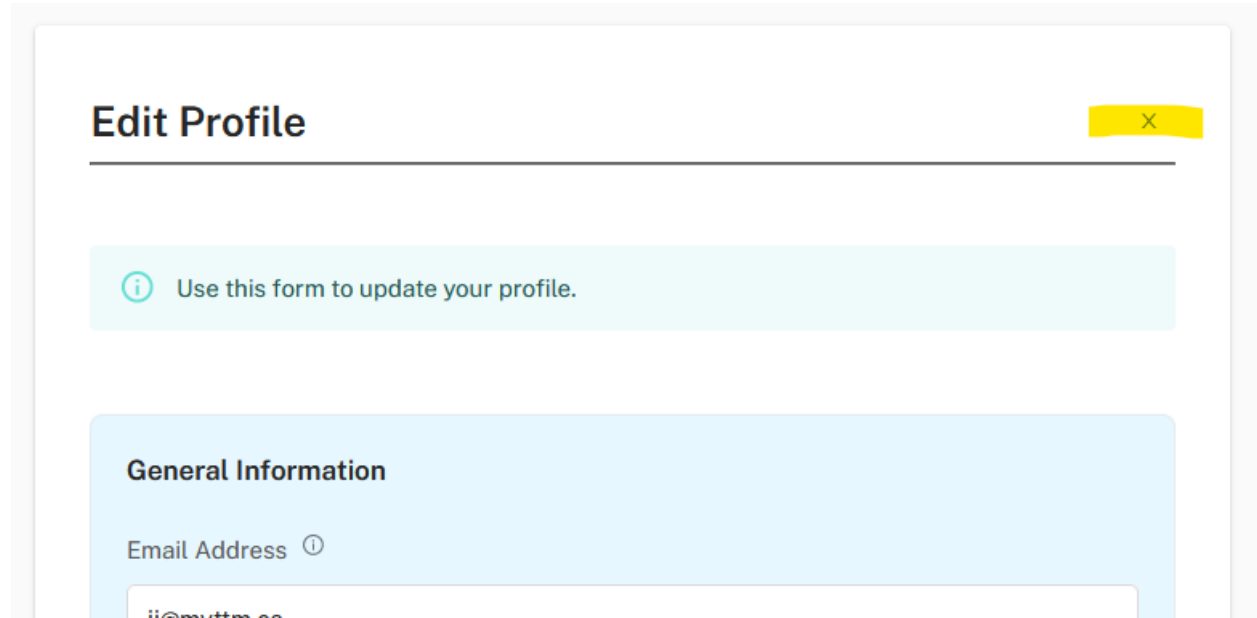
7) Actions Menu

Most lists will contain an Actions column. This column contains a menu icon  when there are actions that can be performed for a row. When you select the menu icon a list of options will be displayed that you can then select as shown below.



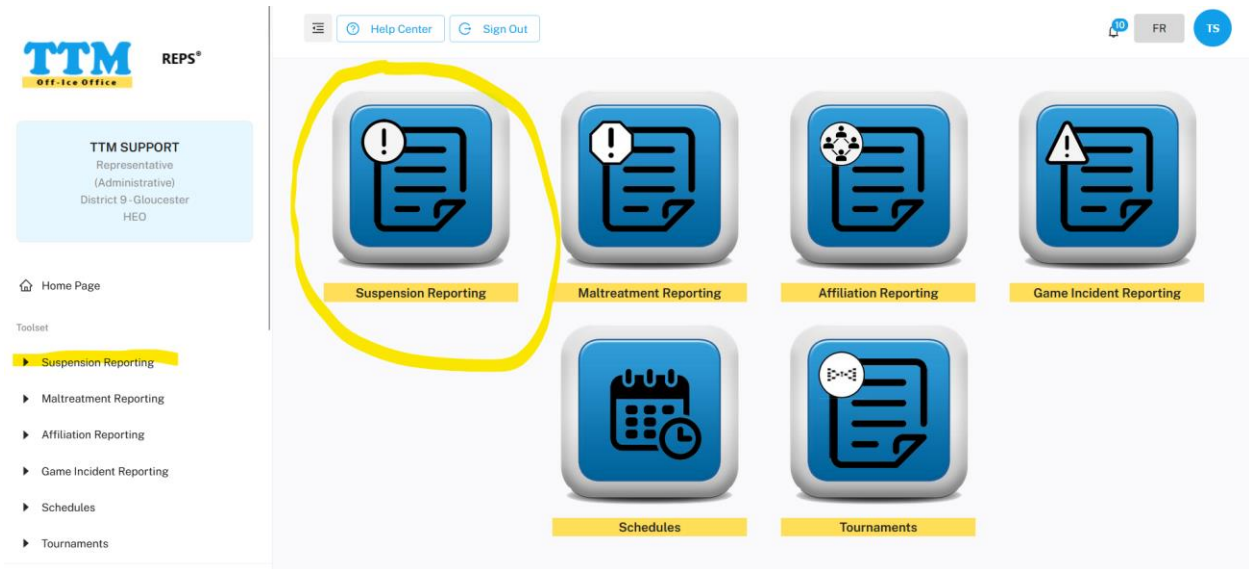
## Exiting Forms/Pages

All forms and toolset information displayed in the main area of the website can easily be exited from without saving any changes. This can be done by selecting << X >> button displayed in the top right corner of the form, as shown below.

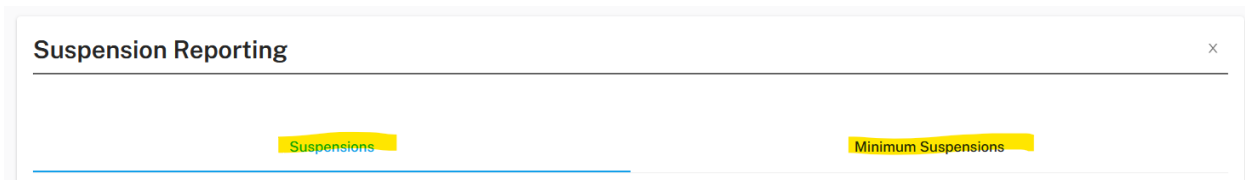


## Suspension Reporting

Access to all suspension options is provided via the Suspension Reporting toolset. To access the Suspension Reporting toolset either select << **Suspension Reporting** >> from the left-side menu or select the Suspension Reporting icon on the home page (see below).



From the Suspension Reporting page, you will be presented with two tabs – Suspensions and Minimum Suspensions (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



## Suspension Reports

From the **Suspensions** tab within Suspension Reporting, you can enter reporting criteria and create a suspensions report (see below).

The screenshot shows the 'Suspension Reporting' window with a close button (X) in the top right corner. Below the title bar, there are two tabs: 'Suspensions' (active) and 'Minimum Suspensions'. A light green informational banner contains an information icon and the text: 'Use this section to produce a report of suspensions for teams that fall under your organization.' Below this is the 'Reporting Options' section, which includes a 'Date Range' section with a checked 'Current Season' checkbox, 'From Date' (2023-06-01) and 'To Date' (2023-06-09) date pickers, and an 'Organization Level' dropdown menu currently set to 'District 9 - Gloucester'.

There are 2 sets of reporting options that you can select from – standard and detailed. The standard set of report options are shown by default and include:

- **Date Range**
  - By default is the current season.
  - By unchecking **Current Season**, you can specify another date range in the fields **From Date** and **To Date**
- **Organizational Level**
  - By default the scope of the report will be for all suspensions under your assigned organisation.
  - By selecting another organisation, you can limit the scope of the report.
- **Suspension Type**
  - By default only outstanding suspensions will be reported on.
  - There are other suspension types you can select if the default is not necessary.
- **Report Type**
  - By default the report type will be **Detailed** and will list suspensions in a table.
  - By selecting **Summary**, you will be presented with tables showing summaries by infractions.

When you select the << **More Options** >> button, the detailed set of reporting options appear and include:

- Infraction Selection
  - You can report on a particular infraction by selecting the fields in this section.
- Infraction Group Selection
  - You can report on a particular infraction group by selecting the group in this section.
- Team Member Selection
  - You can report on a particular team member by entering first name and/or last name in this section.
- Suspension Reference Number
  - You can report on a particular suspension by entering the reference number in this section.

After entering the report criteria and selecting the << **Create Report** >> button, a suspension report will be produced as shown in the following sections.

## Detailed Suspension Report

An example of a detailed suspension report is shown below.

The screenshot shows a web interface titled "Suspension Reporting" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Suspensions" (active) and "Minimum Suspensions". A blue button labeled "Create Another Report" is positioned above a table titled "Suspensions List". The table has a header row with columns: ACTIONS, NAME, TEAM, GAME DATE, INFRACTION TYPE, INFRACTION, and MINIMUM SUSPENSION. There are also icons for "Export", "Columns", and "Filters" above the table. The table contains two rows of data for a player named DEENIE, DEAN from the team GLOUCESTER RANGERS U15...

ACTIONS	NAME	TEAM	GAME DATE	INFRACTION TYPE	INFRACTION	MINIMUM SUSPENSION
<input type="checkbox"/>	DEENIE, DEAN	GLOUCESTER RANGERS U15...	2023-08-05	MISCONDUCT	(HEO) Head Contact (Minor + 10)	No additional disciplina...
<input type="checkbox"/>	DEENIE, DEAN	GLOUCESTER RANGERS U15...	2023-08-05	GAME MISCONDUCT	(HEO) Fighting -6.7	1 game suspension

## Summary Suspension Report

An example of a summary suspension report is shown below. In the summary report infractions counts overall, infraction counts by type and infraction counts by club/association are presented.

**Reported Infractions**

[Export](#) [Columns](#) [Filters](#)

INFRACTION	COUNT	%
M52 - Head Contact (Minor + 10)	1	50%
GM30 - Fighting	1	50%
	2	100%

Rows per page: 100 ▾ 1-3 of 3 < >

### Reported Infractions by Infraction Type

[Export](#)
[Columns](#)
[Filters](#)

INFRACTION	COUNT	%
Misconduct	1	50%
Game Misconduct	1	50%
	2	100%

Rows per page: 100 ▾ 1-3 of 3 < >

### Reported Infractions by Association/Club

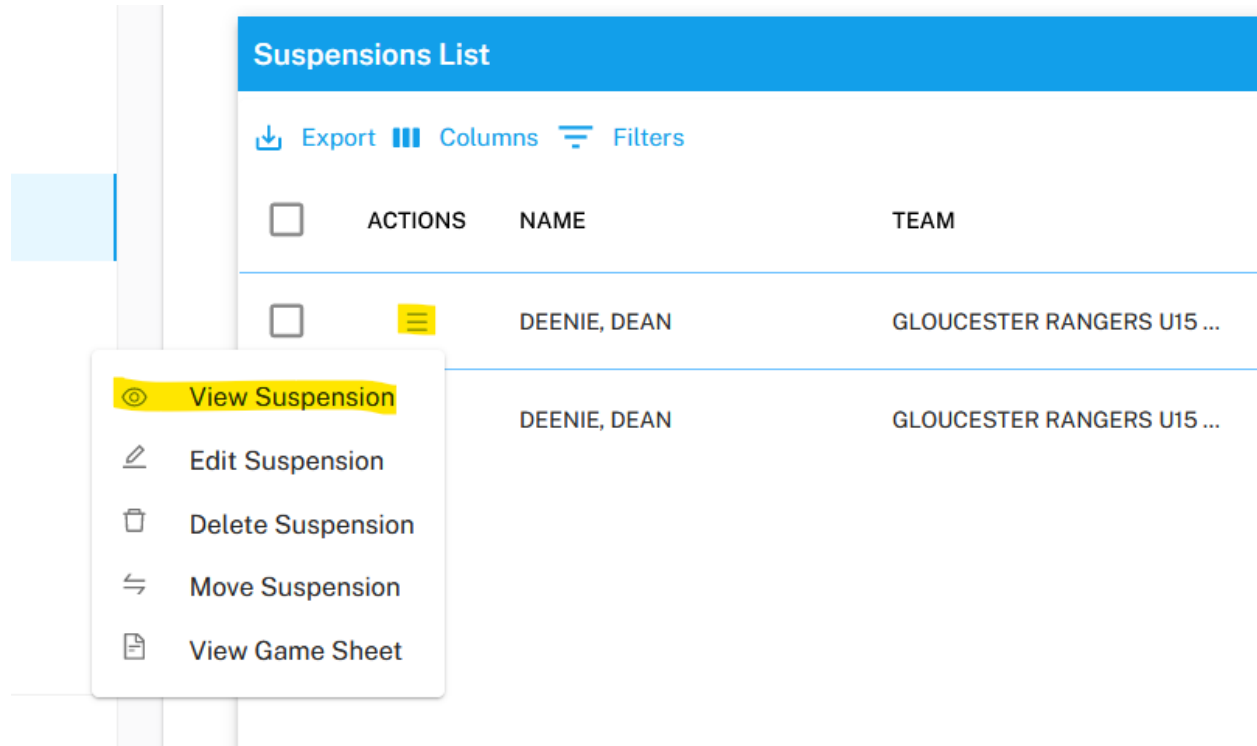
[Export](#)
[Columns](#)
[Filters](#)

INFRACTION	COUNT	%
Gloucester Rangers	2	100%
	2	100%

Rows per page: 100 ▾ 1-2 of 2 < >

## View a Suspension

To view a suspension entry from the detailed suspension report, simply select the Actions menu for the suspension and select << **View Suspension** >> (see below).



The suspension will be displayed as shown below.

Suspension
×

---

Reference Number

1686163295-2327600002

**Reported By**

Name

SUPPORT, TTM

Email

jj@myttm.ca

**Team Information**

League

## View Game Sheet

To view a game sheet for a suspension entry from the detailed suspension report, simply select the Actions menu for the suspension and select << **View Game Sheet** >> (see below).

The screenshot shows a web application interface titled "Suspensions List". At the top, there are navigation options: "Export", "Columns", and "Filters". Below this is a table with three columns: "ACTIONS", "NAME", and "TEAM". The table contains two rows of data, both for "DEENIE, DEAN" from "GLOUCESTER RANGERS U15 ...". A context menu is open over the first row, listing several actions: "View Suspension", "Edit Suspension", "Delete Suspension", "Move Suspension", and "View Game Sheet". The "View Game Sheet" option is highlighted in yellow.

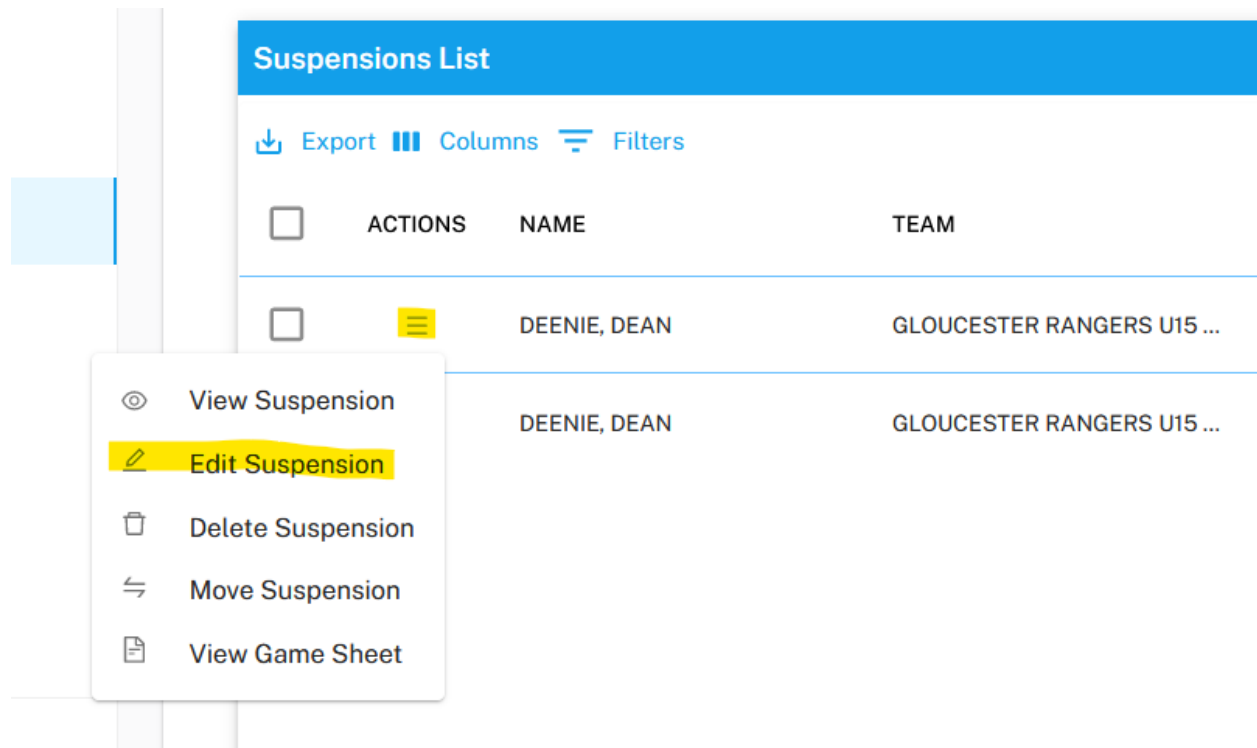
ACTIONS	NAME	TEAM
<input type="checkbox"/>	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...
<input type="checkbox"/>	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...

**Note:** When an additional game sheet has been entered for the suspension a link will also show for that game sheet.

## Edit a Suspension

**Note:** You must have been assigned administrative permissions to perform this operation.

To edit a suspension entry from the detailed suspension report, simply select the Actions menu for the suspension and select << **Edit Suspension** >> (see below).



Next enter the necessary suspension changes (sections in blue can only be changed) and then enter the description of the changes you made in the text box shown below.

**Update Information**

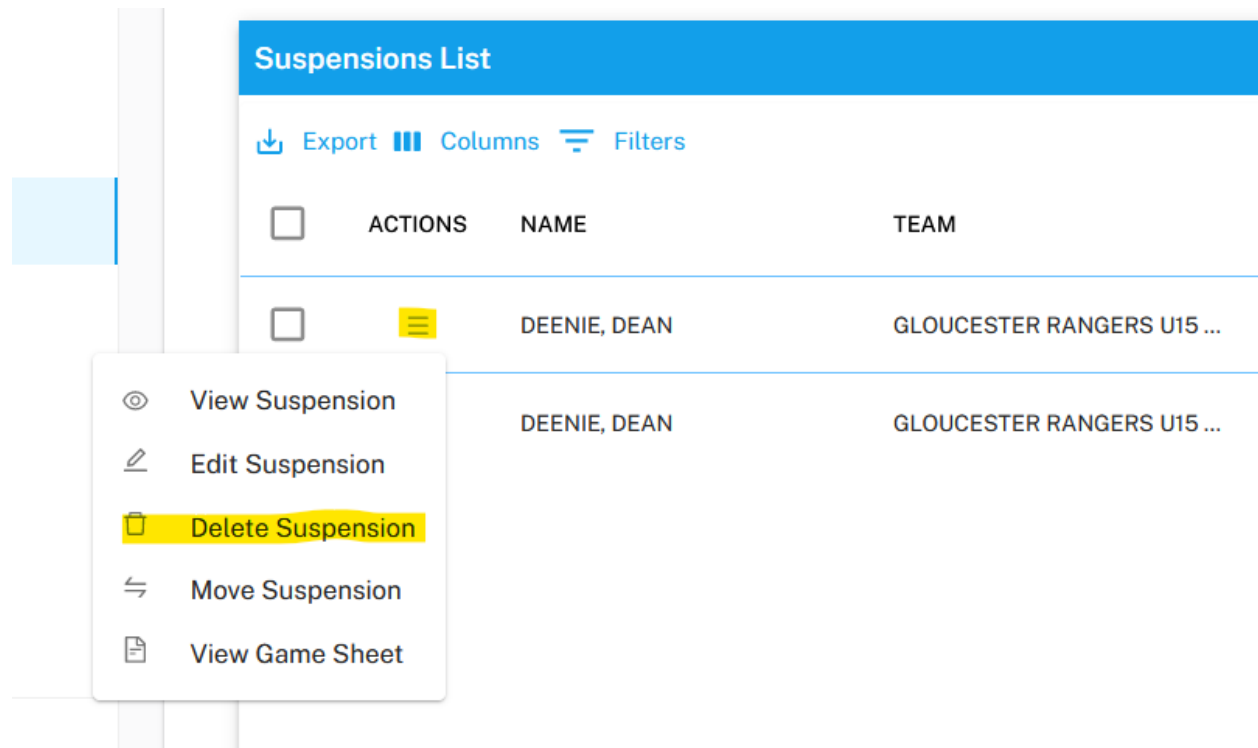
i Provide a description of the changes being made to this suspension entry so that it may be recorded for future reference.

Select the << **Save** >> button to save the changes.

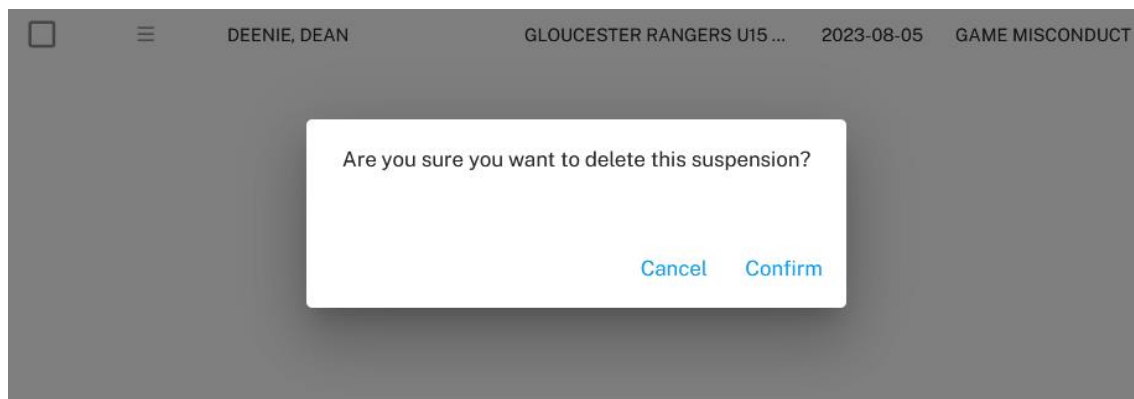
## Delete a Suspension

**Note:** You must have been assigned administrative permissions to perform this operation.

To delete a suspension entry from the detailed suspension report, simply select the Actions menu for the suspension and select << **Delete Team User** >> (see below).



You will be required to confirm the deletion as shown below. Select << **Confirm** >> to continue with the deletion.



To delete multiple suspensions, you can check each suspension by selecting the check box in the row and then select << **Delete Selected** >> as shown below.

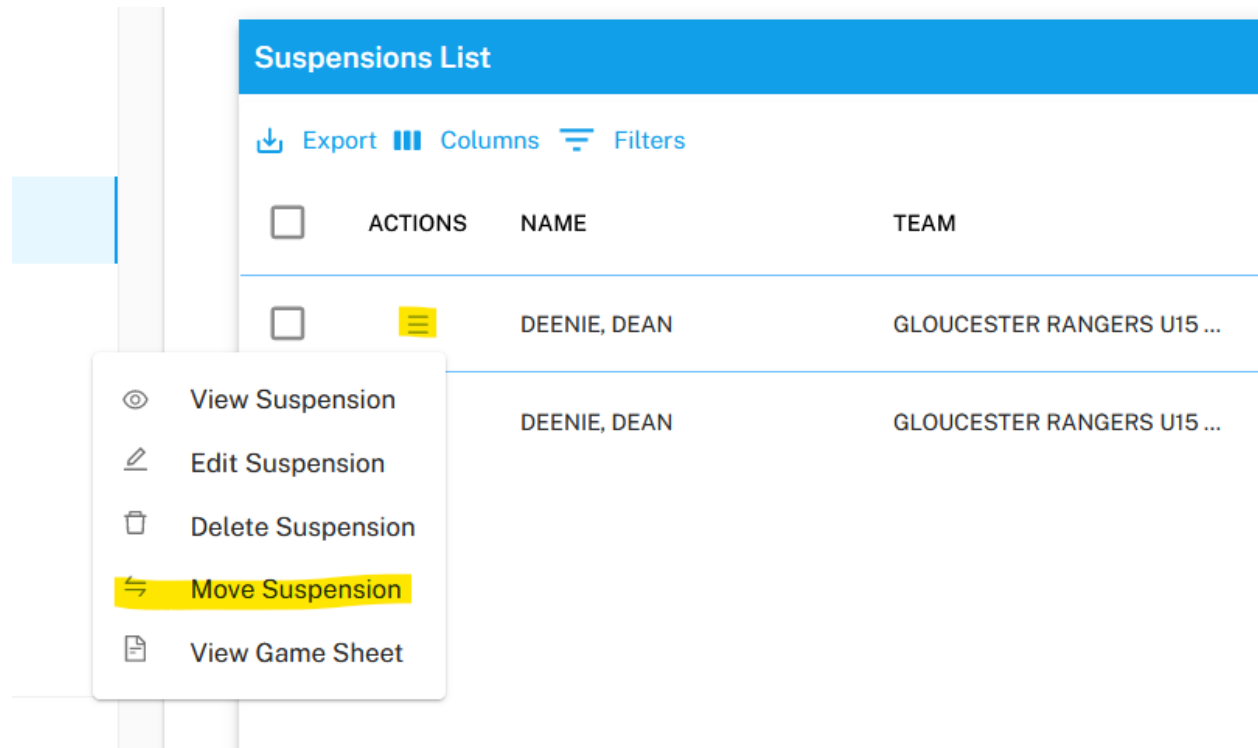
The screenshot shows a web interface titled "Suspensions List". At the top, there is a blue header bar with the title. Below the header, there is a toolbar with several icons and text: a download icon, "Export", a list icon, "Columns", a filter icon, "Filters", and a trash icon with the text "Delete Selected" highlighted in yellow. Below the toolbar is a table with three columns: "ACTIONS", "NAME", and "TEAM". The first row of the table has a checked checkbox in the "ACTIONS" column, a menu icon in the "NAME" column, and "DEENIE, DEAN" in the "TEAM" column. The second row of the table has a checked checkbox in the "ACTIONS" column, a menu icon in the "NAME" column, and "DEENIE, DEAN" in the "TEAM" column. The "Delete Selected" button and the checkboxes in the first two rows are highlighted with yellow.

<input checked="" type="checkbox"/>	ACTIONS	NAME	TEAM
<input checked="" type="checkbox"/>	☰	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...
<input checked="" type="checkbox"/>	☰	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...


## Move a Suspension

**Note:** You must have been assigned administrative permissions to perform this operation.






To move a suspension entry from the detailed suspension report, simply select the Actions menu for the suspension and select << **Move Suspension** >> (see below).



The screenshot displays the 'Suspensions List' interface. At the top, there is a blue header with the title 'Suspensions List'. Below the header, there are navigation options: 'Export' (with a download icon), 'Columns' (with a list icon), and 'Filters' (with a funnel icon). The main content is a table with the following structure:

<input type="checkbox"/>	ACTIONS	NAME	TEAM
<input type="checkbox"/>		DEENIE, DEAN	GLOUCESTER RANGERS U15 ...
<input type="checkbox"/>		DEENIE, DEAN	GLOUCESTER RANGERS U15 ...

An Actions menu is open over the first row of the table. The menu items are:

-  View Suspension
-  Edit Suspension
-  Delete Suspension
-  **Move Suspension**
-  View Game Sheet

Next, select the new team where the suspension needs to be moved to and then select the << **Save** >> button (see below).

**Suspension Information**

DEENIE, DEAN (GLOUCESTER RANGERS U15 AA)

2023-08-05  
GAME MISCONDUCT  
(HEO) Fighting -6.7  
1 game suspension

**New Team Selection**

Gloucester Hockey Association   Ottawa B Hockey League   HEO Minor AA/A League

**Teams**

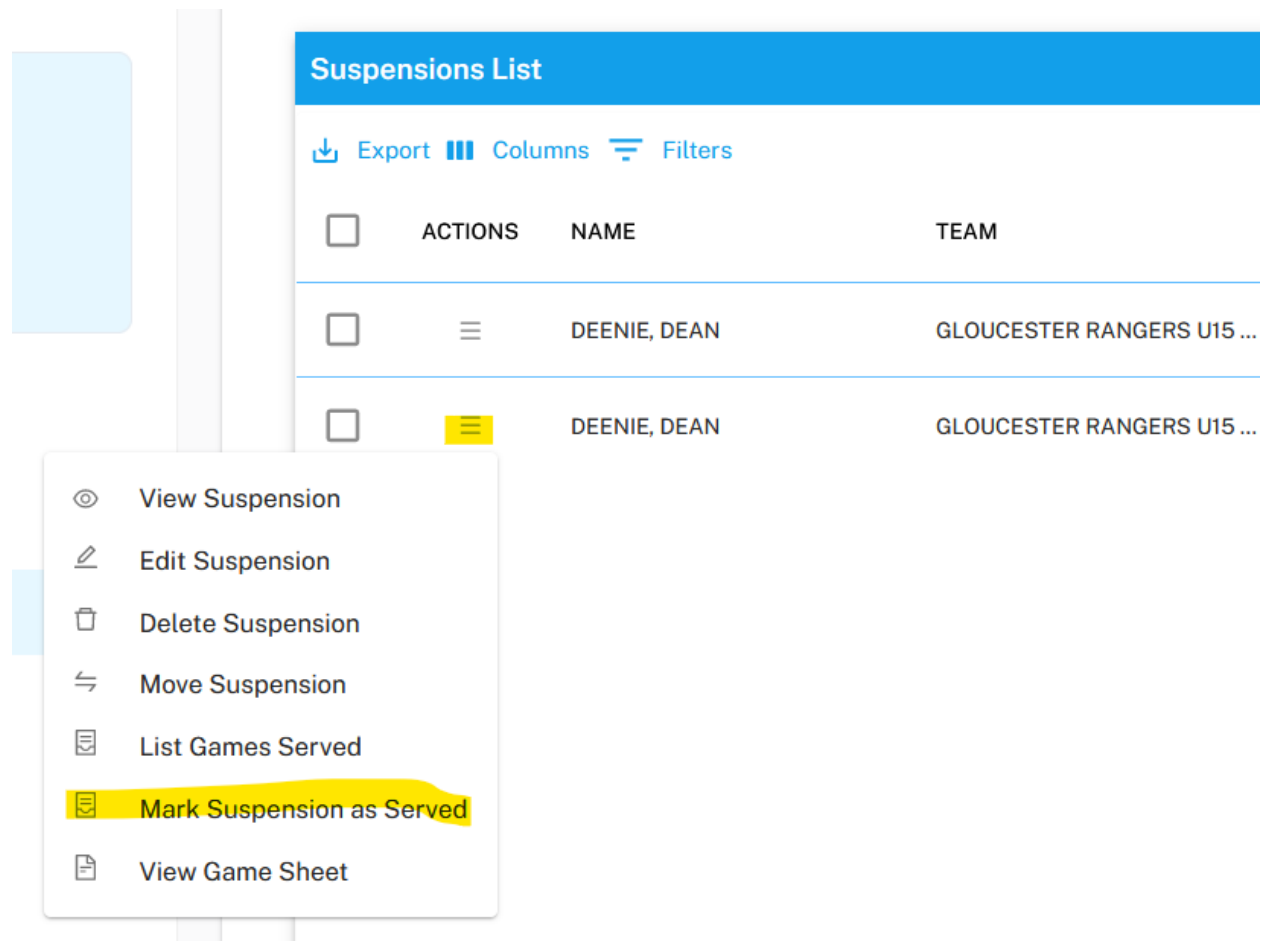
U9-B-METCALFE JETS U9 B3 ▼

Save

## Mark a Suspension as Served

**Note:** You must have been assigned administrative permissions to perform this operation.

Where a suspension has been fully served but the team did not provide the game served details (i.e. at the end of a season) then it can be marked as served without having to provide game served details. To mark a suspension entry as served from the detailed suspension report, simply select the Actions menu for the suspension and select << **Mark Suspension as Served** >> (see below).



The screenshot displays the 'Suspensions List' interface. At the top, there is a blue header with the title 'Suspensions List'. Below the header, there are three icons: a download icon for 'Export', a list icon for 'Columns', and a funnel icon for 'Filters'. The main table has three columns: 'ACTIONS', 'NAME', and 'TEAM'. There are two rows of suspension data, both for 'DEENIE, DEAN' and 'GLOUCESTER RANGERS U15 ...'. The first row has a checkbox in the 'ACTIONS' column. The second row has a menu icon (three horizontal lines) in the 'ACTIONS' column, which is highlighted in yellow. A dropdown menu is open from this menu icon, listing several options: 'View Suspension', 'Edit Suspension', 'Delete Suspension', 'Move Suspension', 'List Games Served', 'Mark Suspension as Served' (highlighted in yellow), and 'View Game Sheet'.

	ACTIONS	NAME	TEAM
<input type="checkbox"/>	☰	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...
<input type="checkbox"/>	☰	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...

- View Suspension
- Edit Suspension
- Delete Suspension
- Move Suspension
- List Games Served
- Mark Suspension as Served
- View Game Sheet

Next, enter the number of games served and select the << **Save** >> button (see below).

### Suspension Information

**DEENIE, DEAN (GLOUCESTER RANGERS U15 AA)**

2023-08-05

GAME MISCONDUCT

(HEO) Fighting -6.7

1 game suspension

### Game Served Information

Game Served Count (n of 1)

1 ▼

Save

## List Games Served for a Suspension

When one or more games have been served for a suspension the game served information can be listed. To list games served for a suspension entry, from the detailed suspension report simply select the Actions menu for the suspension and select << **List Games Served** >> (see below).

The screenshot shows a web application interface for 'Suspensions List'. At the top, there is a blue header bar with the title 'Suspensions List'. Below the header, there are three links: 'Export' (with a download icon), 'Columns' (with a list icon), and 'Filters' (with a funnel icon). The main content is a table with three columns: 'ACTIONS', 'NAME', and 'TEAM'. The table contains two rows of data, both for 'DEENIE, DEAN' from 'GLOUCESTER RANGERS U15 ...'. The first row has a checkbox in the 'ACTIONS' column. The second row has a menu icon (three horizontal lines) in the 'ACTIONS' column, and a context menu is open over this icon. The context menu is white with a grey border and contains seven items: 'View Suspension' (with an eye icon), 'Edit Suspension' (with a pencil icon), 'Delete Suspension' (with a trash icon), 'Move Suspension' (with a double arrow icon), 'List Games Served' (with a list icon and highlighted in yellow), 'Mark Suspension as Served' (with a checkmark icon), and 'View Game Sheet' (with a document icon).

ACTIONS	NAME	TEAM
<input type="checkbox"/>	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...
<input type="checkbox"/> <span style="background-color: yellow;">☰</span>	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...

- View Suspension
- Edit Suspension
- Delete Suspension
- Move Suspension
- List Games Served
- Mark Suspension as Served
- View Game Sheet

The list of games served will then appear as shown below.

**Suspension Information**

**DEENIE, DEAN (GLOUCESTER RANGERS U15 AA)**

2023-08-05  
 GAME MISCONDUCT  
 (HEO) Fighting -6.7  
 1 game suspension

**List of Games Served for Suspension**

[Export](#) [Columns](#) [Filters](#)

<input type="checkbox"/>	ACTIONS	GAME SERVED COUNT	GAME SERVED DATE	VENUE	GAME NUM...	GAME TYPE
<input type="checkbox"/>	☰	1	2023-06-08	BARRETT	543	League

For each games served, from the Actions menu you may view the game sheet, modify the game served information or delete the game served information (see below).

**List of Games Served for Suspension**

[Export](#) [Columns](#) [Filters](#)

<input type="checkbox"/>	ACTIONS	GAME SERVED COUNT	GAME SERVED DATE	VENUE	GAME NUM...	GAME TYPE
<input type="checkbox"/>	☰	1	2023-06-08	BARRETT	543	League

- View Game Sheet
- Edit Game Served
- Delete Game Served

**Note:** You must have been assigned administrative permissions to perform the edit or delete operations.

## Review Minimum Suspensions for Infractions

If you need to determine what the minimum suspensions might be for a given infraction within a given jurisdiction, you can easily review this by selecting the **Minimum Suspensions** tab from Suspension Reporting as shown below.

The screenshot shows a web application window titled "Suspension Reporting" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Suspensions" and "Minimum Suspensions", with the latter being the active tab. A light blue informational box contains a help icon and text: "Use this section to review minimum suspensions for any infraction. Minimum suspensions are based on the Code of Discipline for the jurisdiction plus any additional disciplinary action that might be in place for district, league, club/association and team." Below this is a light blue form area titled "Infraction Information" containing three dropdown menus: "Team Member Type" (set to "Player"), "Jurisdiction", and "Infraction".

Next, enter the infraction information and team that you require the minimum suspensions for and select **<< Get Minimum Suspensions >>**. You will be presented with the minimum suspension information as shown below.

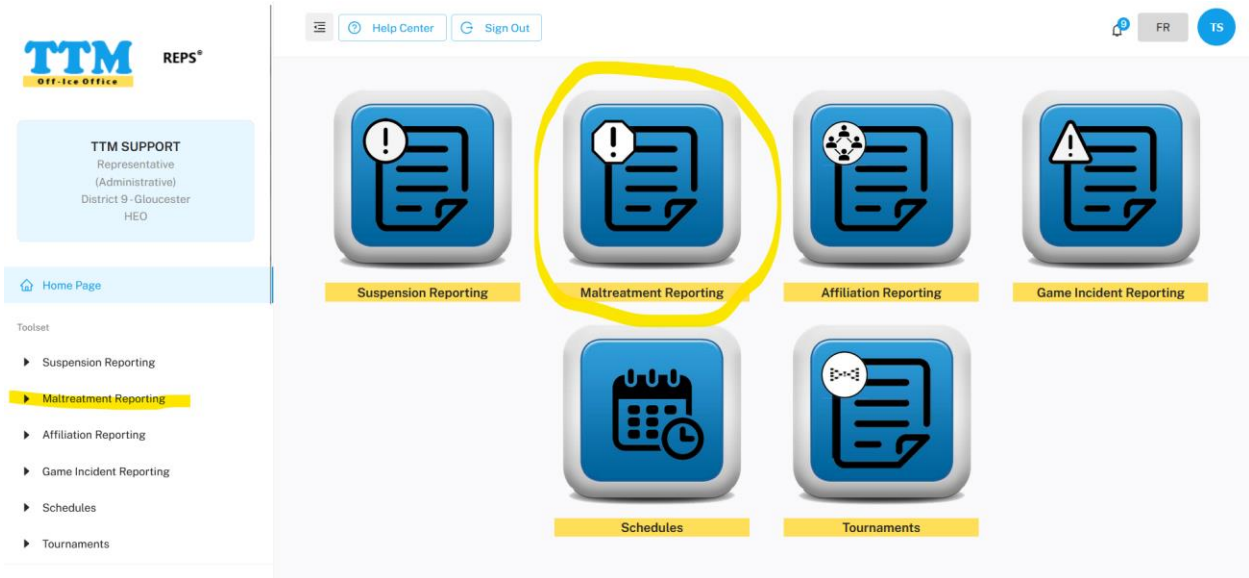
The screenshot displays the "Minimum Suspension Information for GLOUCESTER RANGERS U15 AA". It features two main sections. The first, "Infraction on a Player", shows a selected infraction: "GAME MISCONDUCT Fighting <6.7>". The second section, "Minimum Suspensions", lists the following: "1st Occurrence" (1 game suspension), "2nd Occurrence" (2 game suspension), "3rd Occurrence" (4 game suspension), and "4th (or more) Occurrence" (Suspended until a HEO Minor Disciplinary Hearing and suspended from all hockey activities).

The minimum suspensions are listed for the jurisdiction and include any additional Code of Discipline that may apply to the district/league/team.

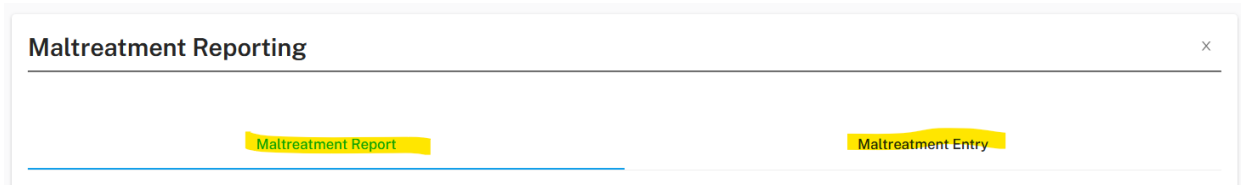
## Maltreatment Reporting

**Note :** This toolset may not be available to your league.

Access to all maltreatment options is provided via the Maltreatment Reporting toolset. To access the Maltreatment Reporting toolset either select << **Maltreatment Reporting** >> from the left-side menu or select the Maltreatment Reporting icon on the home page (see below).



From the Maltreatment Reporting page, you will be presented with two tabs – Maltreatment Reports and Maltreatment Entry (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



## Maltreatment Reports

From the Maltreatment Reports tab within Maltreatment Reporting, you can enter reporting criteria and create a maltreatments report (see below).

There are 2 sets of reporting options that you can select from – standard and detailed. The standard set of report options are shown by default and include:

- Date Range
  - By default is the current season.
  - By unchecking **Current Season**, you can specify another date range in the fields **From Date** and **To Date**
- Organizational Level
  - By default the scope of the report will be for all maltreatments under your assigned organisation.
  - By selecting another organisation, you can limit the scope of the report.

When you select the << **More Options** >> button, the detailed set of reporting options appear and include:

- Team Member Selection
  - You can report on a particular team member by entering first name and/or last name in this section.
- Maltreatment Reference Number
  - You can report on a particular maltreatment by entering the reference number in this section.

After entering the report criteria and selecting the << **Create Report** >> button, a maltreatment report will be produced as shown below.

### Maltreatment Reporting ×

Maltreatment Report
Maltreatment Entry

Create Another Report

Maltreatments List

Export Columns Filters

<input type="checkbox"/>	ACTIONS	DATE OF INCIDENT	OCCURRED	LOCATION	TEAM MEMBER	TEAM	BASED ON F
<input type="checkbox"/>	≡	2023-06-03	Pre-Game	Potvin	BLOW, JOE	GLOUCESTER RANGERS U15 ...	6.3 Maltreat
<input type="checkbox"/>	≡	2023-06-01	Pre-Game	dd	DD, DD	METCALFE JETS U9 B2	GRM 9.6 On-
<input type="checkbox"/>	≡	2023-06-01	During Game	Richcraft	VIMMY, JIMMY	METCALFE JETS U15 A1	6.3 Maltreat
<input type="checkbox"/>	≡	2023-06-01	Post-Game	Richcraft	VIMMY, JIMMY	LEITRIM HAWKS U15 B2	6.3 Maltreat

## View a Maltreatment

To view a maltreatment entry from the maltreatment report, simply select the Actions menu for the entry and select << **View Maltreatment** >> (see below).

The screenshot shows a table titled "Maltreatments List" with columns: ACTIONS, DATE OF INCIDENT, OCCURRED, LOCATION, and TEAM MEMBER. A context menu is open over the first row, showing options: View Maltreatment (highlighted), Edit Maltreatment, and Delete Maltreatment.

ACTIONS	DATE OF INCIDENT	OCCURRED	LOCATION	TEAM MEMBER
<input type="checkbox"/>	2023-06-03	Pre-Game	Potvin	BLOW, JOE
<input type="checkbox"/>	2023-06-01	Pre-Game	dd	DD, DD
<input type="checkbox"/>	2023-06-01	During Game	Richcraft	VIMMY, JIMMY

The maltreatment will be displayed as shown below.

The screenshot shows a "Maltreatment" detail view with the following fields:

- Reference Number:** 1685802227-9561200001
- Reported By:**
  - Name: SUPPORT, TTM
  - Email: jj@myttm.ca
- Team Information:**
  - League: [Redacted]

## Edit a Maltreatment

**Note:** You must have been assigned administrative permissions to perform this operation.

To edit a maltreatment entry from the maltreatment report, simply select the Actions menu for the entry and select << **Edit Maltreatment** >> (see below).

The screenshot shows a table titled "Maltreatments List" with the following data:

ACTIONS	DATE OF INCIDENT	OCCURRED	LOCATION	TEAM MEMBER
<input type="checkbox"/>	2023-06-03	Pre-Game	Potvin	BLOW, JOE
<input type="checkbox"/>	2023-06-01	Pre-Game	dd	DD, DD
<input type="checkbox"/>	2023-06-01	During Game	Richcraft	VIMMY, JIMMY

The context menu for the first row includes the following options:

- View Maltreatment
- Edit Maltreatment** (highlighted)
- Delete Maltreatment

Next enter the necessary maltreatment changes (sections in blue can only be changed) and then enter the description of the changes you made in the text box shown below.

### Update Information

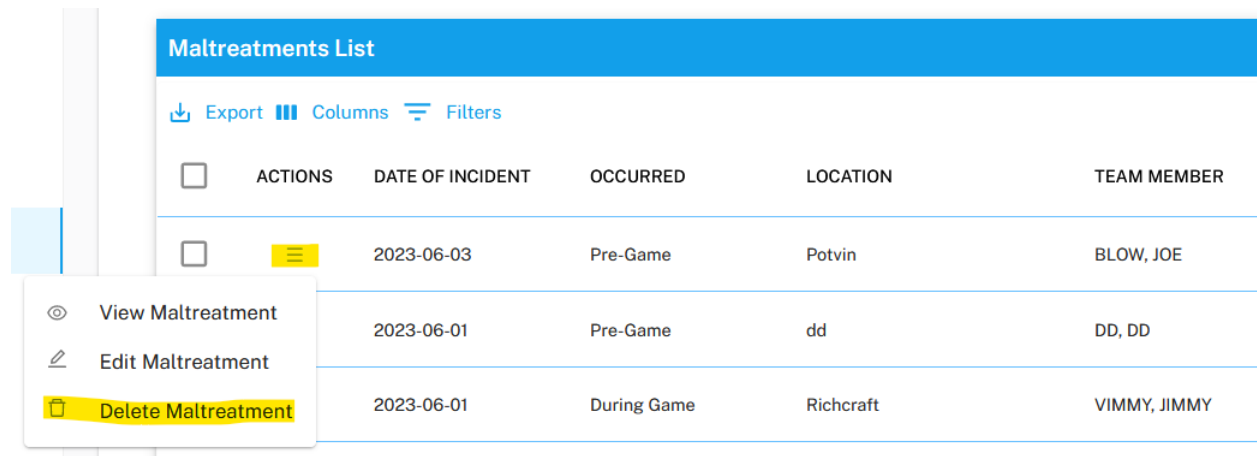
i Provide a description of the changes being made to this maltreatment allegation entry so that it may be recorded for future reference.

Select the << **Save** >> button to save the changes.

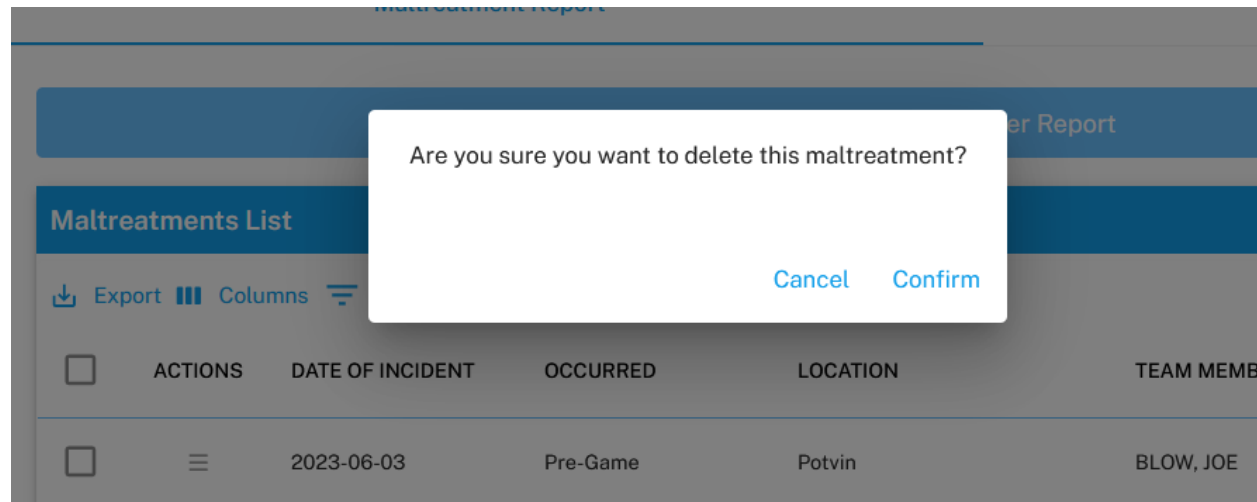
## Delete a Maltreatment

**Note:** You must have been assigned administrative permissions to perform this operation.









To delete a maltreatment entry from the maltreatment report, simply select the Actions menu for the entry and select << **Delete Maltreatment** >> (see below).



You will be required to confirm the deletion as shown below. Select << **Confirm** >> to continue with the deletion.



To delete multiple maltreatments, you can check each maltreatment by selecting the check box in the row and then select << **Delete Selected** >> as shown below.

Maltreatments List				
 Export	 Columns	 Filters	 Delete Selected	
	ACTIONS	DATE OF INCIDENT	OCCURRED	LOCATION
<input checked="" type="checkbox"/>		2023-06-03	Pre-Game	Potvin
<input checked="" type="checkbox"/>		2023-06-01	Pre-Game	dd
<input type="checkbox"/>		2023-06-01	During Game	Richcraft

## Maltreatment Entry

From the Maltreatment Entry tab within Maltreatment Reporting, you can create a maltreatment entry. (see below).

**Note: You must have been assigned administrative permissions to perform this operation.**

The screenshot displays the 'Maltreatment Reporting' window with a close button (x) in the top right corner. It features two tabs: 'Maltreatment Report' and 'Maltreatment Entry', with the latter being the active tab. A light green instruction bar states: 'Use this section to add a new Maltreatment allegation.' Below this is a 'Team Selection' section with three sub-tabs: 'Gloucester Hockey Association', 'Ottawa B Hockey League', and 'HEO Minor AA/A League'. The 'Gloucester Hockey Association' tab is selected. Underneath, there is a 'Teams' section containing a dropdown menu with the placeholder text 'Select a team from the list...'.

When entering a maltreatment allegation, you will be required to provide information for various sections as shown below.

### Team Selection

Gloucester Hockey Association   Ottawa B Hockey League   HEO Minor AA/A Leagu

#### Teams

Select a team from the list...

In the Team Selection section, you can select the team based on the league that is selected in the tabs above the listed teams.

#### Allegation Information

Date of Incident  
2023-06-12

Occurred  
▼

Location

Name of Alleged Team Member

First Name

Last Name

Based On Rule  
▼

Allegation Description

Allegation Filed By (leave blank for anonymous)

In the Allegation Information section, you must provide information regarding the maltreatment allegation

**Disciplinary Reprimand Information (if applicable)**

Ruling Body

Reprimand Description

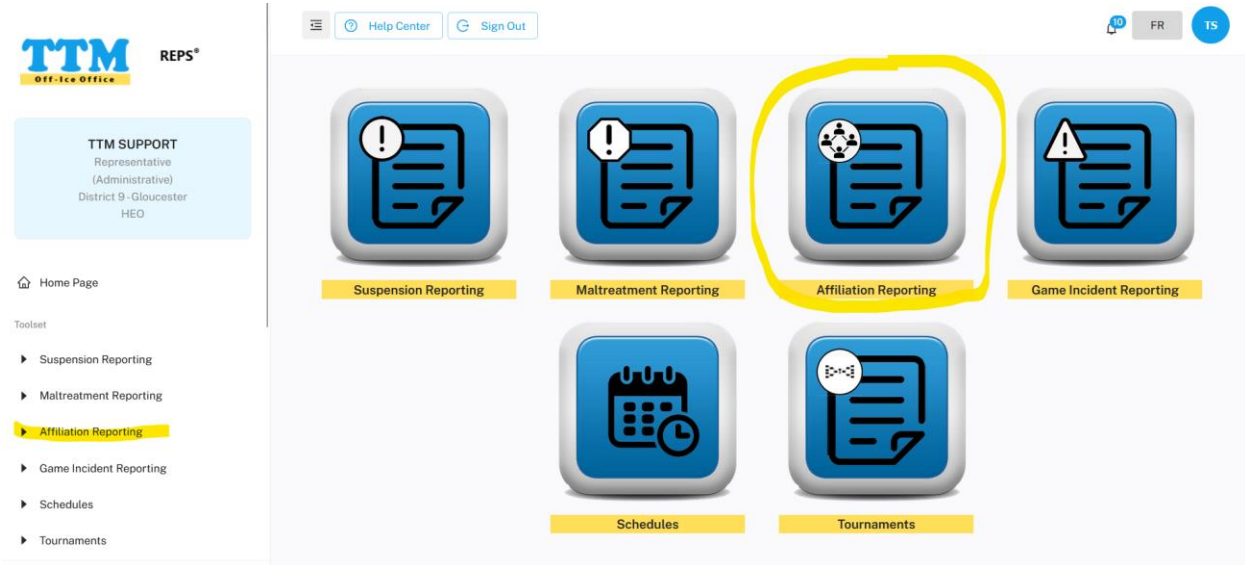
In the Disciplinary Reprimand Information section, you only need to enter this if a reprimand has already been given to the individual.

Once the form has been completed select the << **Save** >> button.

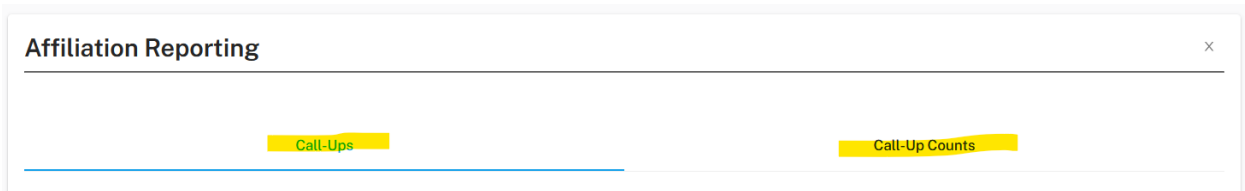
## Affiliation Reporting

**Note :** This toolset may not be available to your league.

Access to all affiliate player options is provided via the Affiliation Reporting toolset. To access the Affiliation Reporting toolset either select << **Affiliation Reporting** >> from the left-side menu or select the Affiliation Reporting icon on the home page (see below).



From the Affiliation Reporting page, you will be presented with two tabs – Call-Ups and Call-Up Counts (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



## Call-Ups Report

From the **Call-Ups** tab within Affiliation Reporting, you can enter reporting criteria and create a call-ups report (see below).

There are 2 sets of reporting options that you can select from – standard and detailed. The standard set of report options are shown by default and include:

- **Date Range**
  - By default is the current season.
  - By unchecking **Current Season**, you can specify another date range in the fields **From Date** and **To Date**
- **Organizational Level**
  - By default the scope of the report will be for all call-ups under your assigned organisation.
  - By selecting another organisation, you can limit the scope of the report.
- **Report Type**
  - By default the report type will be **Detailed** and will list call-ups in a table.
  - By selecting **Summary**, you will be presented with tables showing call-up summaries by league and clubs/associations.

When you select the << **More Options** >> button, the detailed set of reporting options appear and include:

- Team Member Selection
  - You can report on a particular team member by entering first name and/or last name in this section.
- Call-Up Reference Number
  - You can report on a particular call-up by entering the reference number in this section.

After entering the report criteria and selecting the << **Create Report** >> button, a call-ups report will be produced as shown in the following sections.

## Detailed Call-Up Report

An example of a detailed call-up report is shown below.

The screenshot displays the 'Affiliation Reporting' window with two tabs: 'Call-Ups' (selected) and 'Call-Up Counts'. A blue button labeled 'Create Another Report' is visible. Below it is a 'Call-Up List' table with the following data:

ACTIONS	CALL-UP DATE	GAME DATE	CALL-UP TEAM	AP NAME	AP TEAM	POSITION
<input type="checkbox"/>	2023-06-08	2023-06-08	GLOUCESTER RANGERS U15 ...	Balboa, Bob	GLOUCESTER RANGERS U14 ...	Player

## Summary Call-Up Report

An example of a summary call-up report is shown below. In the summary report, call-up counts by league and call-up counts by club/association are presented.

**Reported Call-Ups by League**

Export Columns Filters

NAME	COUNT	%
HEO Minor AA/A League	66	100%
	66	100%

Rows per page: 100 1-2 of 2

**Reported Call-Ups by Club/Association**

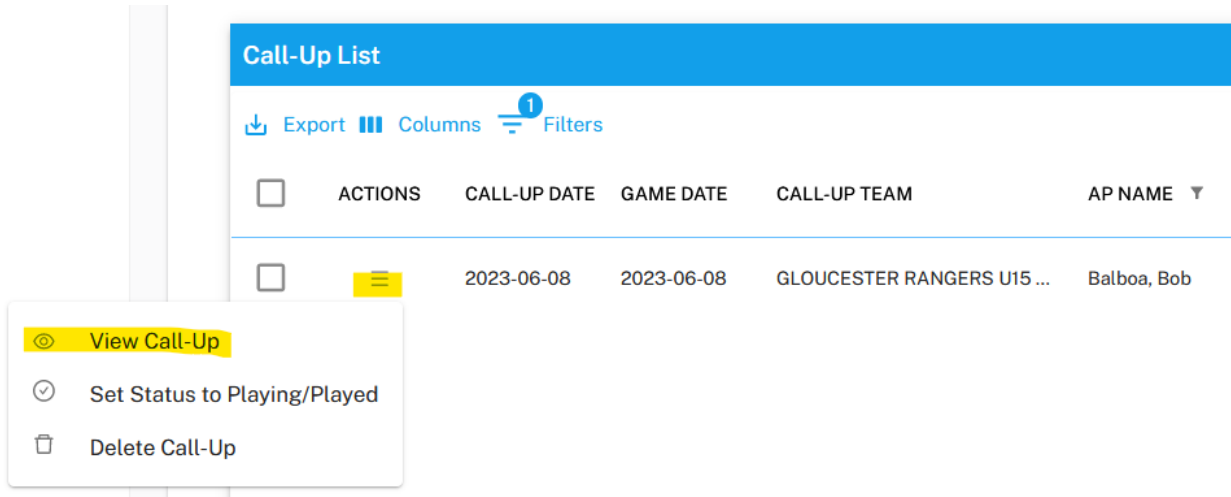
Export Columns Filters

NAME	COUNT	%
Gloucester Rangers	66	100%
	66	100%

Rows per page: 100 1-2 of 2

## View a Call-Up

To view a call-up entry from the detailed call-up report, simply select the Actions menu for the call-up and select << **View Call-Up** >> (see below).



The call-up notification will be displayed as shown below.

## Call-Up

×

Reference Number

1686227847-4977000001

### Reported By

Name

SUPPORT, TTM

Email

jj@myttm.ca

### Team Information

League

HEO Minor AA/A League

## Edit a Call-Up

**Note: You must have been assigned administrative permissions to perform this operation.**

To edit a call-up entry from the detailed call-up report, simply select the Actions menu for the call-up and select << **Edit Call-Up** >> (see below).

The screenshot shows a 'Call-Up List' table with the following columns: ACTIONS, CALL-UP DATE, GAME DATE, CALL-UP TEAM, and AP NAME. The first row contains a checkbox, a menu icon, the date '2023-06-08', another date '2023-06-08', the team name 'GLOUCESTER RANGERS U15 ...', and the name 'Balboa, Bob'. A context menu is open over the first row, listing three options: 'View Call-Up', 'Set Status to Playing/Played', and 'Delete Call-Up' (which is highlighted in yellow).

Next enter the necessary call-up changes (sections in blue can only be changed) and then enter the description of the changes you made in the text box shown below.

**Update Information**

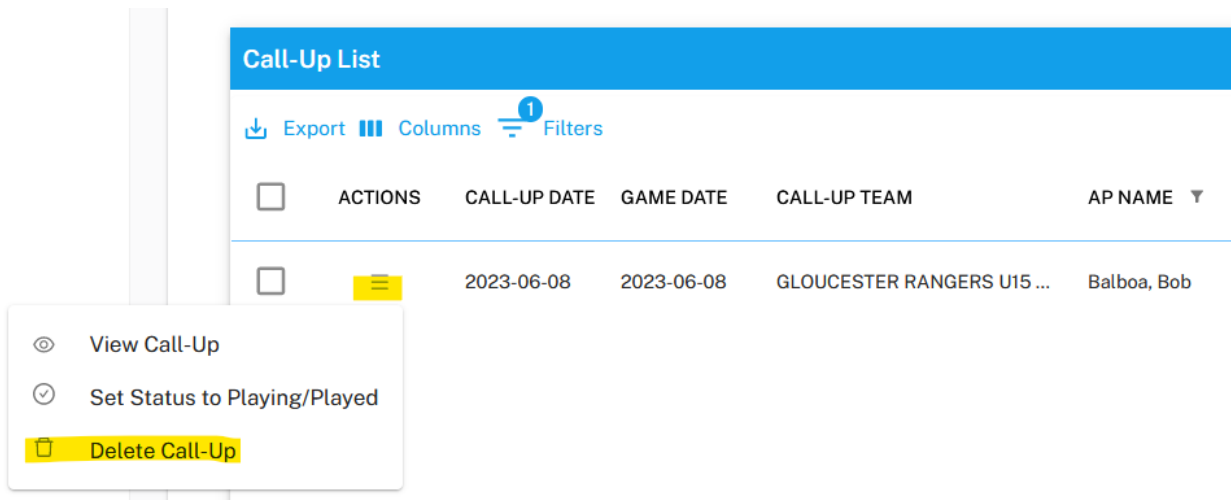
i Provide a description of the changes being made to this call-up entry so that it may be recorded for future reference.

Select the << **Save** >> button to save the changes.

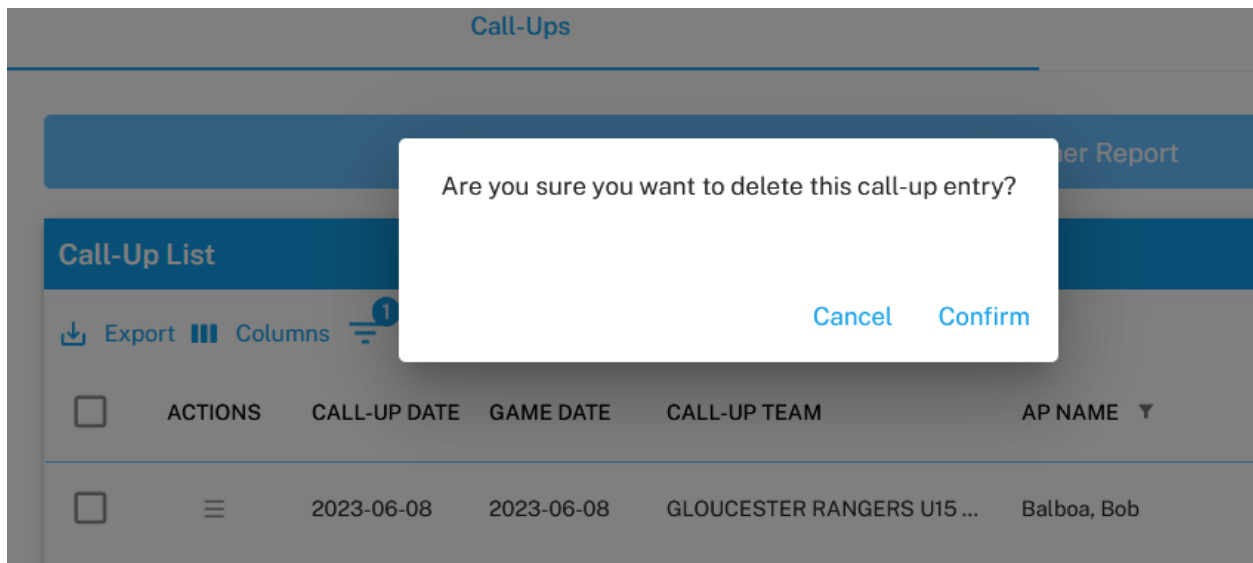
## Delete a Call-Up

**Note: You must have been assigned administrative permissions to perform this operation.**

To delete a call-up entry from the detailed call-up report, simply select the Actions menu for the call-up and select << **Delete Call-Up** >> (see below).



You will be required to confirm the deletion as shown below. Select << **Confirm** >> to continue with the deletion.



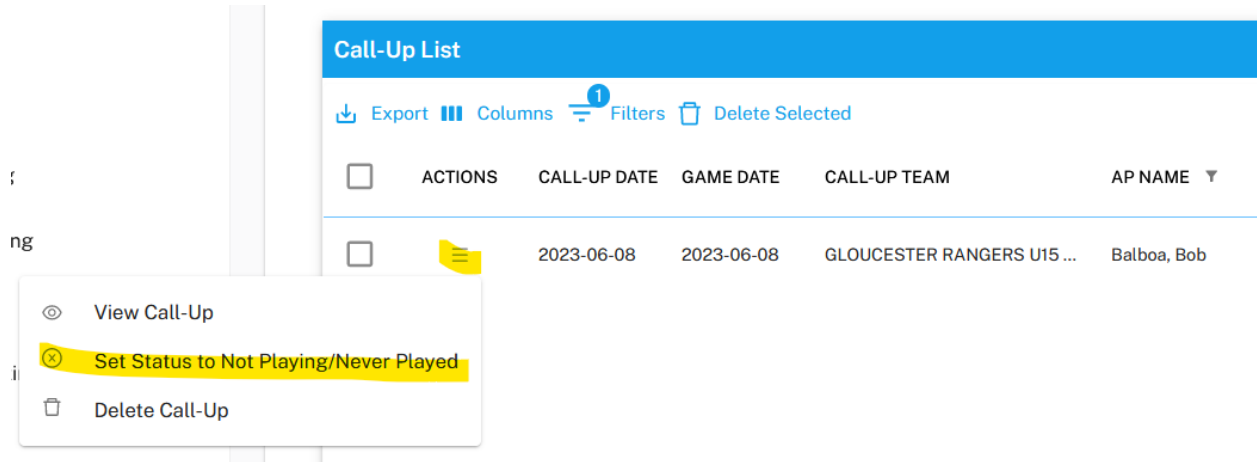
To delete multiple call-ups, you can check each call-up by selecting the check box in the row and then select << **Delete Selected** >> as shown below.

The screenshot shows a web interface titled "Call-Up List". At the top, there is a blue header bar. Below the header, there is a toolbar with several icons: a download icon, "Export", a list icon, "Columns", a filter icon with a "1" badge, and a trash icon labeled "Delete Selected" which is highlighted in yellow. Below the toolbar is a table with the following columns: "ACTIONS", "CALL-UP DATE", "GAME DATE", "CALL-UP TEAM", and "AP NAME". The first row of the table is highlighted in light blue and has a checkmark in the "ACTIONS" column. The data in this row is: a menu icon (three horizontal lines), "2023-06-08", "2023-06-08", "GLOUCESTER RANGERS U15 ...", and "Balboa, Bob".

<input checked="" type="checkbox"/>	ACTIONS	CALL-UP DATE	GAME DATE	CALL-UP TEAM	AP NAME
<input checked="" type="checkbox"/>	☰	2023-06-08	2023-06-08	GLOUCESTER RANGERS U15 ...	Balboa, Bob

## Indicate Call-Up Player Will Not or Did Not Play

In cases where a call-up notification was made but the AP is no longer required or never ended up playing for any reason, you can change the call-up status to indicate this. To change call-up status to not playing/never played, from the Call-Up List in the **Call-Ups** tab simply select the Actions menu for the call-up entry and select << **Set Status to Not Playing/Never Played** >> (see below).



After confirmation, the call-up status will be changed to Not Playing/Never Played and the call-up count for this player will be adjusted.

## Indicate Call-Up Player Will Be Playing or Has Played

In cases where a call-up notification status was changed Not Playing/Never Played and needs to be changed back to Playing/Played, you can change the call-up status to indicate this. To change call-up status to playing/played, from the Call-Up List in the **Call-Ups** tab simply select the Actions menu for the call-up entry and select << **Set Status to Playing/Played** >> (see below).

The screenshot shows a 'Call-Up List' table with the following columns: ACTIONS, CALL-UP DATE, GAME DATE, CALL-UP TEAM, and AP NAME. A single entry is visible for 'Balboa, Bob' on '2023-06-08' for 'GLOUCESTER RANGERS U15 ...'. The 'ACTIONS' column for this entry has a dropdown menu open, showing three options: 'View Call-Up', 'Set Status to Playing/Played' (highlighted in yellow), and 'Delete Call-Up'.

ACTIONS	CALL-UP DATE	GAME DATE	CALL-UP TEAM	AP NAME
<input type="checkbox"/> <ul style="list-style-type: none"> <li>View Call-Up</li> <li><b>Set Status to Playing/Played</b></li> <li>Delete Call-Up</li> </ul>	2023-06-08	2023-06-08	GLOUCESTER RANGERS U15 ...	Balboa, Bob

After confirmation, the call-up status will be changed to Playing/Played and the call-up count for this player will be adjusted.

## Call-Up Counts Report

From the **Call-Ups Counts** tab within Affiliation Reporting, you can enter reporting criteria and create a call-up counts report (see below).

**Affiliation Reporting** ×

Call-Ups Call-Up Counts

*Use this section to produce a report of affiliate player call-up counts for teams that fall under your organization.*

**Reporting Options**

**Date Range**

Current Season

From Date: 2023-06-01

To Date: 2023-06-11

**Organization Level** ⓘ

District 9 - Gloucester

There are 2 sets of reporting options that you can select from – standard and detailed. The standard set of report options are shown by default and include:

- **Date Range**
  - By default is the current season.
  - By unchecking **Current Season**, you can specify another date range in the fields **From Date** and **To Date**
- **Organizational Level**
  - By default the scope of the report will be for all call-ups under your assigned organisation.
  - By selecting another organisation, you can limit the scope of the report.

When you select the **<< More Options >>** button, the detailed set of reporting options appear and include:

- **Team Member Selection**
  - You can report on a particular team member by entering first name and/or last name in this section.
- **Call-Up Reference Number**
  - You can report on a particular call-up by entering the reference number in this section.

After entering the report criteria and selecting the **<< Create Report >>** button, a call-ups count report will be produced as shown below.

# Off-Ice Office REPS® : User Guide

**Affiliate Player Call-Up Counts Report**

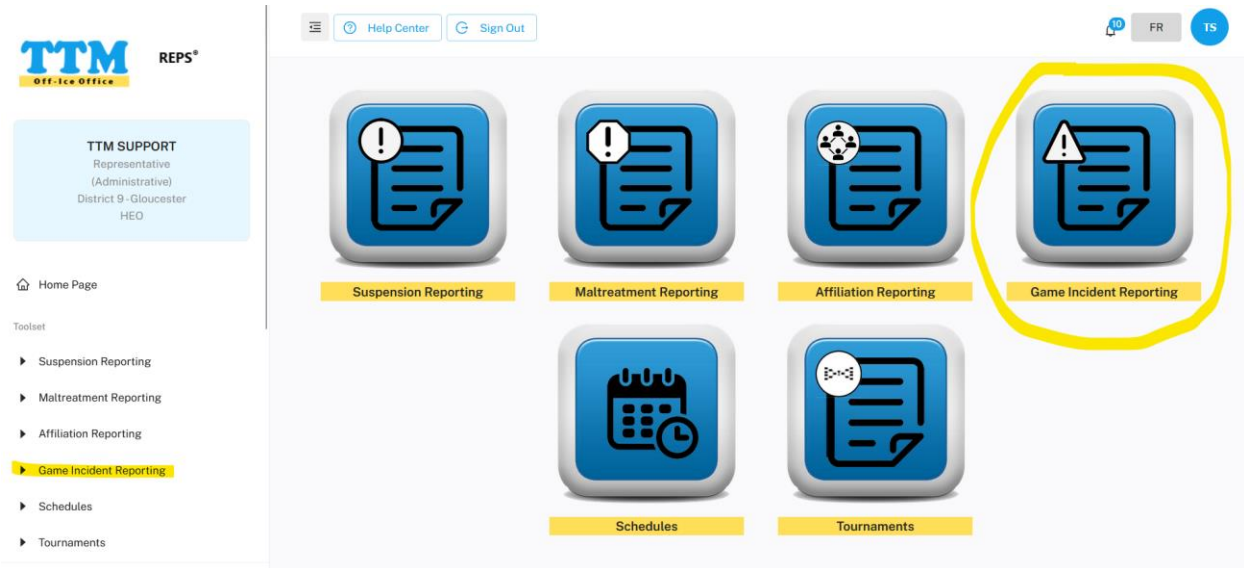
Export Columns Filters

AP NAME	AP TEAM	CALL-UP TEAM	LEAGUE/PLAYOFF CALL-UPS	OTHER CALL-UPS
Balboa, Bob	GLOUCESTER RANGERS U14 AA	GLOUCESTER RANGERS U15 ...	0	1

## Game Incident Reporting

**Note :** This toolset may not be available to your league.

Game Incident Reports (GIRs) are produced by game officials for games where major penalties are called or other incidents require them to do so. Access to all Game Incident Report (GIR) options is provided via the Game Incident Reporting toolset. To access the Game Incident Reporting toolset either select << **Game Incident Reporting** >> from the left-side menu or select the Game Incident Reporting icon on the home page (see below).



## Game Incident Reports

From within Game Incident Reporting, you can enter reporting criteria and create a game incident report (see below).

The screenshot shows a web interface titled "Game Incident Reporting" with a close button (X) in the top right corner. Below the title is a light green informational banner with a question mark icon and the text: "Use this section to produce a report of Game Incident Reports (GIRs) for teams that fall under your organization." Below this is a light blue "Reporting Options" section. It contains a "Date Range" section with a checked "Current Season" checkbox and two date input fields: "From Date" (2023-06-01) and "To Date" (2023-06-12), each with a calendar icon. Below that is an "Organization Level" dropdown menu currently set to "District 9 - Gloucester". At the bottom of the "Reporting Options" section is a "More Options" link.

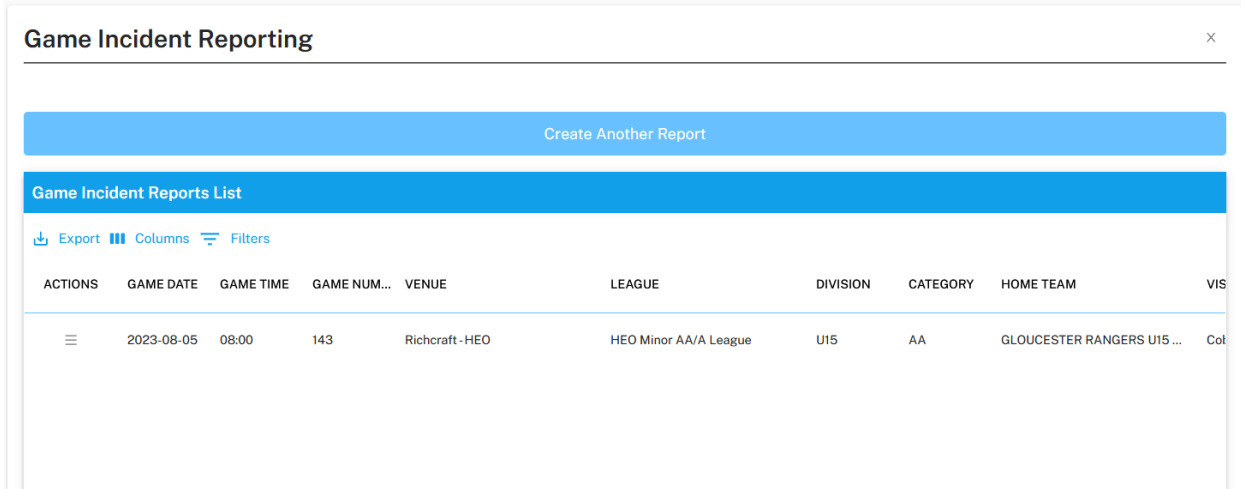
There are 2 sets of reporting options that you can select from – standard and detailed. The standard set of report options are shown by default and include:

- Date Range
  - By default is the current season.
  - By unchecking **Current Season**, you can specify another date range in the fields **From Date** and **To Date**
- Organizational Level
  - By default the scope of the report will be for all GIRs under your assigned organisation.
  - By selecting another organisation, you can limit the scope of the report.

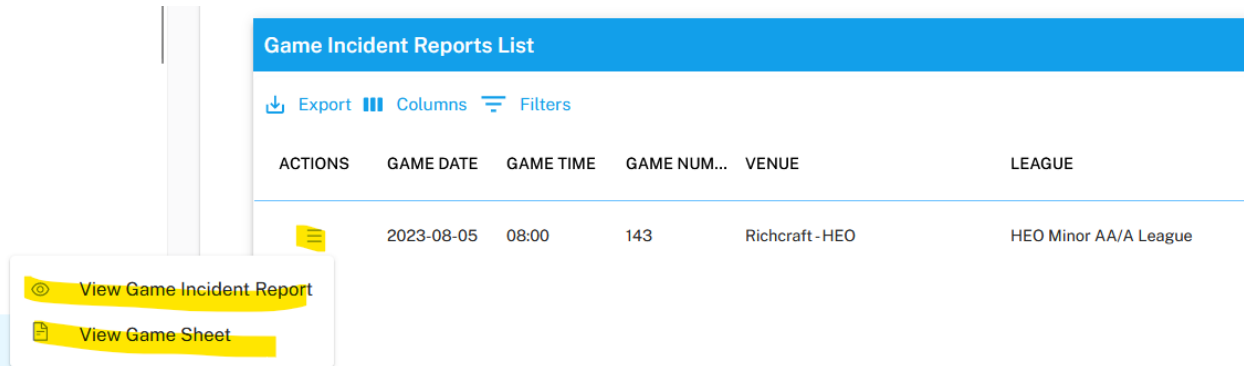
When you select the << **More Options** >> button, the detailed set of reporting options appear and include:

- Team Member Selection
  - You can report on a particular team member by entering first name and/or last name in this section.
- GIR Reference Number
  - You can report on a particular GIR by entering the reference number in this section.

After entering the report criteria and selecting the << **Create Report** >> button, a GIR report will be produced as shown below.



To see the actions you can perform on each Game Incident Report entry simply select the Actions menu for the entry and select one of the options (see below).



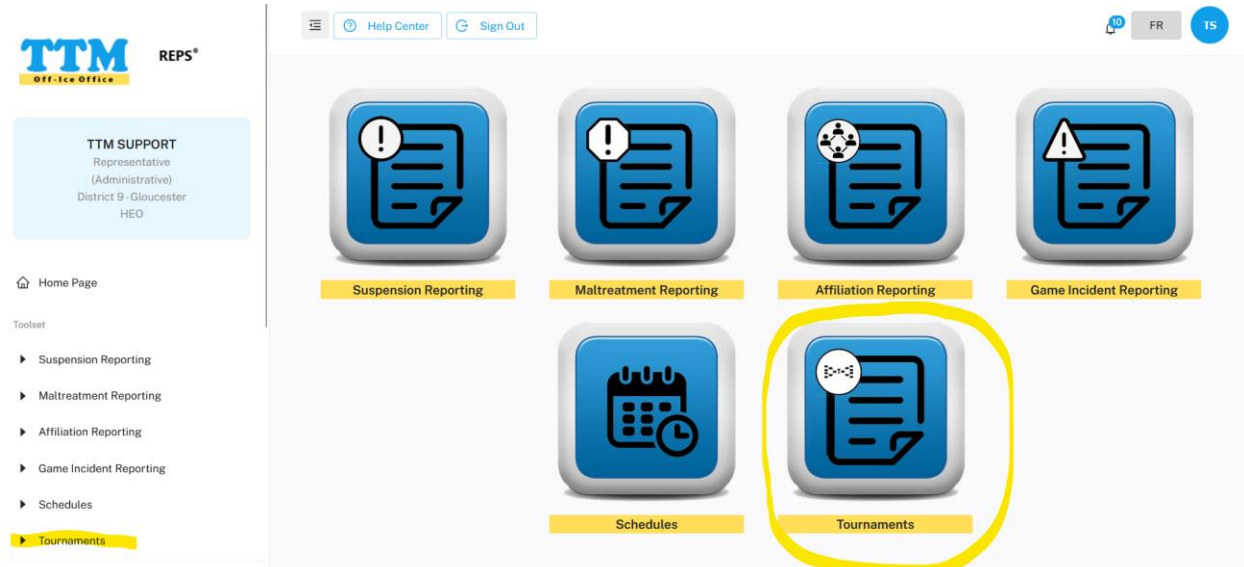
Game Incident Reports that are linked to a suspension can also be viewed from the Suspensions List within the Suspension Reporting toolset. The option << **View Game Incident Report** >> will appear in Actions menu as shown below.

The screenshot displays the 'Suspensions List' interface. At the top, there is a blue header with the title 'Suspensions List'. Below the header, there are navigation options: 'Export', 'Columns', and 'Filters'. The main content is a table with the following columns: 'ACTIONS', 'NAME', 'TEAM', 'GAME DATE', and 'INFRACTION TYPE'. The table contains two rows of data. The first row has a checkbox in the 'ACTIONS' column, a yellow menu icon, and the text 'DEENIE, DEAN' in the 'NAME' column, 'GLOUCESTER RANGERS U15 ...' in the 'TEAM' column, '2023-08-05' in the 'GAME DATE' column, and 'MISCONDUCT' in the 'INFRACTION TYPE' column. The second row has the text 'DEENIE, DEAN' in the 'NAME' column, 'GLOUCESTER RANGERS U15 ...' in the 'TEAM' column, '2023-08-05' in the 'GAME DATE' column, and 'GAME MISCONDUCT' in the 'INFRACTION TYPE' column. An actions menu is open over the first row, listing the following options: 'View Suspension', 'Edit Suspension', 'Delete Suspension', 'Move Suspension', 'View Game Incident Report' (highlighted in yellow), and 'View Game Sheet'.

ACTIONS	NAME	TEAM	GAME DATE	INFRACTION TYPE
<input type="checkbox"/>	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...	2023-08-05	MISCONDUCT
	DEENIE, DEAN	GLOUCESTER RANGERS U15 ...	2023-08-05	GAME MISCONDUCT

## Tournaments

The Tournaments toolset allows you to create reports on tournaments that teams, under you assigned organization, are or have attended. To access the Tournaments toolset either select << **Tournaments** >> from the left-side menu or select the Tournaments icon on the home page (see below).



## Tournaments Report

From within Tournaments, you can enter reporting criteria and create a tournaments report (see below).

**Tournaments**
×

📘 Use this section to produce a report of tournaments for teams that fall under your organization.

**Reporting Options**

Date Range

Current Season

From Date

To Date

Organization Level ⌵

Create Report

The reporting options for selecting report criteria include:

- Date Range
  - By default is the current season.
  - By unchecking **Current Season**, you can specify another date range in the fields **From Date** and **To Date**
- Organizational Level
  - By default the scope of the report will be for all call-ups under your assigned organisation.
  - By selecting another organisation, you can limit the scope of the report.

After entering the report criteria and selecting the << **Create Report** >> button, a tournaments report will be produced as shown below.

**Tournaments** ×

Create Another Report

**Tournament List**

Export Columns Filters

ACTIONS	CLUB/ASSOCIATION	TEAM	TOURNAMENT NAME	TOURNAMENT LOCATI...	START DATE	END DATE	NU
	Gloucester Rangers	GLOUCESTER RANGERS U15 AA	Old Tournament	Pembrook	2023-06-01	2023-06-03	0
☰	Gloucester Rangers	GLOUCESTER RANGERS U15 AA	Spring Tourney	Kingston	2023-06-08	2023-06-11	1

Where game sheets have been entered for a tournament, you can list the game sheets simply by selecting the Actions menu for the entry and select << **List Tournament Game Sheets** >> (see below).

**Tournament List**

Export Columns Filters

ACTIONS	CLUB/ASSOCIATION	TEAM	TOURNAMENT NAME
	Gloucester Rangers	GLOUCESTER RANGERS U15 AA	Old Tournament
☰	Gloucester Rangers	GLOUCESTER RANGERS U15 AA	Spring Tourney

☰ List Tournament Game Sheets

Next, a list of game sheets will be presented as shown below.

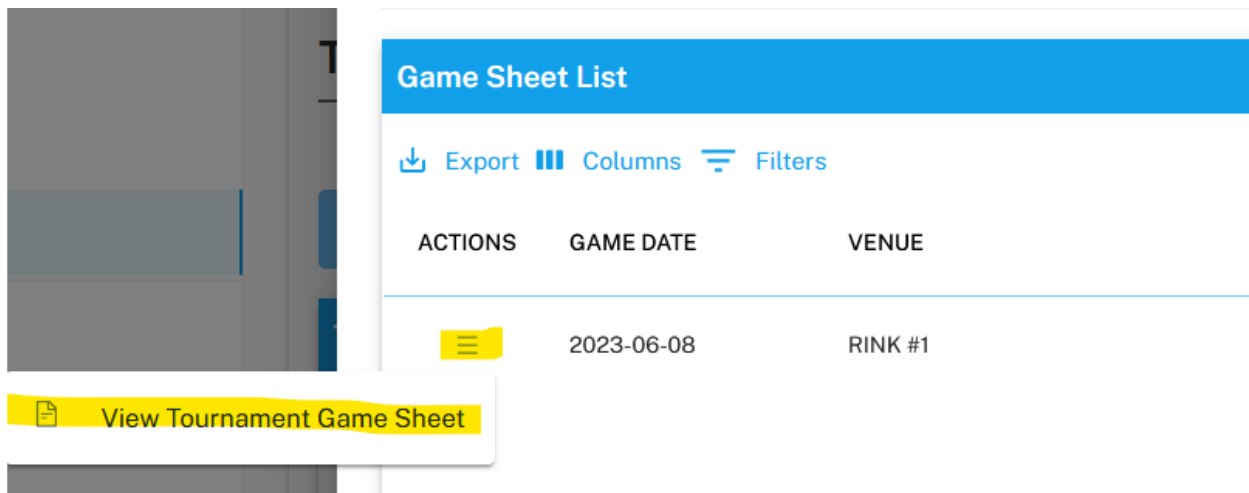
### Tournament Game Sheets X

**Game Sheet List**

↓ Export ☰ Columns ☰ Filters

ACTIONS	GAME DATE	VENUE	GAME NUMBER
☰	2023-06-08	RINK #1	132

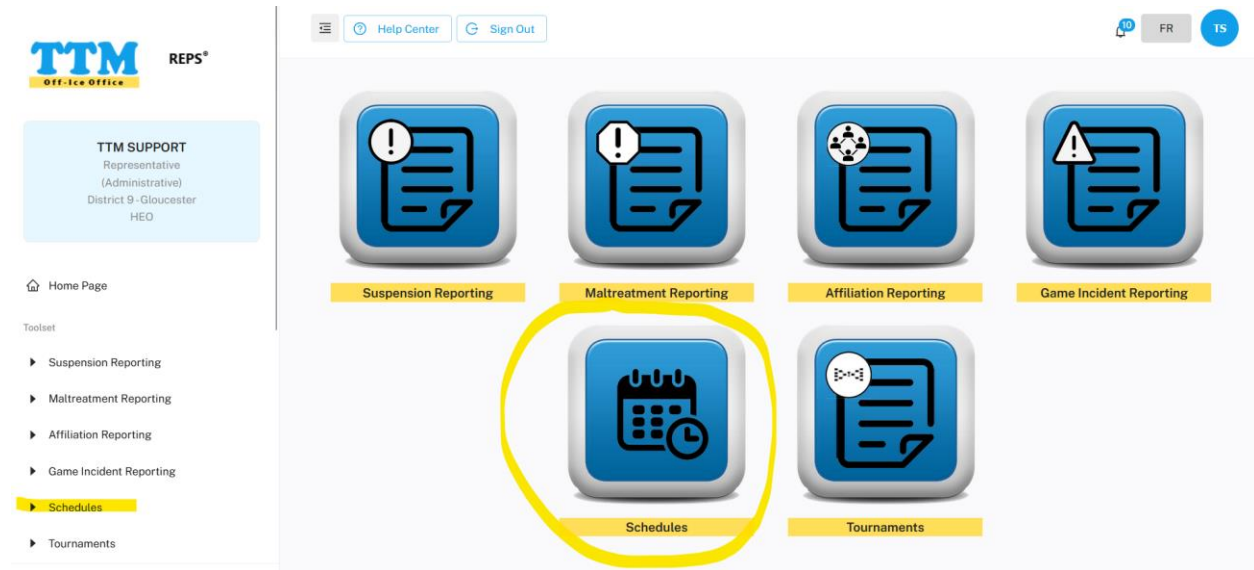
You can view a game sheet simply by selecting the Actions menu for the entry and select << **View Tournament Game Sheet** >> (see below).



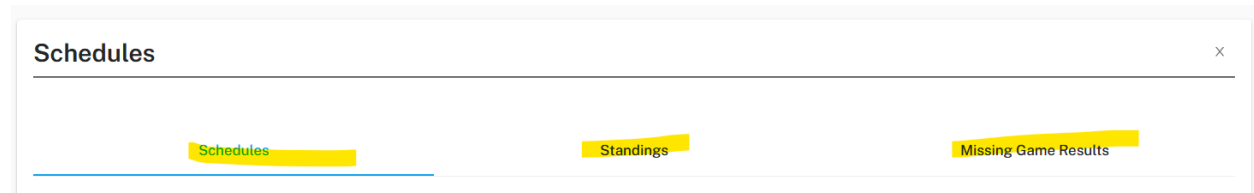
## Schedules

**Note :** This toolset may not be available to your league.

Access to all team schedules options is provided via the Schedules toolset. To access the Schedules toolset either select << **Schedules** >> from the left-side menu or select the Schedules icon on the home page (see below).



From the Schedules page, you will be presented with three tabs – Schedules, Standings and Missing Game Results (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



## List Schedule

Schedule games can be listed when you enter the **Schedules** tab and select the schedule, division and category as shown below.

**Schedules**
×

---

Schedules
Standings
Missing Game Results

---

🔔 Use this section to review games for a selected schedule.

**Schedule Selection**

Schedule

Division

Category/Pool

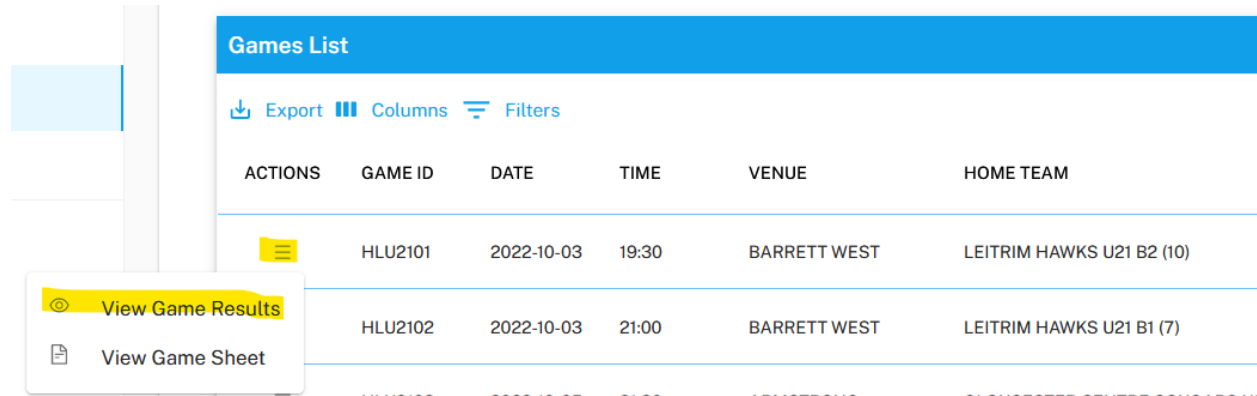
**Games List**

📄 Export 🔍 Columns 🔍 Filters

ACTIONS	GAME ID	DATE	TIME	VENUE	HOME TEAM	AWAY TEAM	GAME STATUS
☰	HL15A02	2022-10-01	20:00	BLACKBURN	BLACKBURN STINGERS U15 A1 (3)	RUSSELL WARRIORS U15 A1 (3)	Played
☰	HL15A01	2022-10-01	21:00	BARRETT EAST	LEITRIM HAWKS U15 A2 (4)	LEITRIM HAWKS U15 A1 (4)	Played

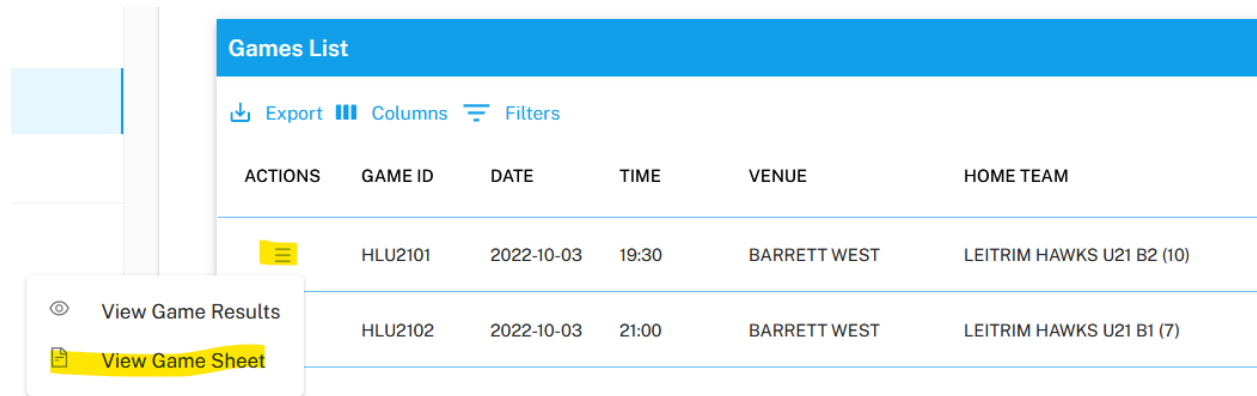
## View Game Results

You can view game results that have been entered for a game, simply select the Actions menu for the game entry and select << **View Game Results** >> (see below).



## View Game Sheet

You can view game sheets that have been entered for a game, simply select the Actions menu for the game entry and select << **View Game Sheet** >> (see below).



## Schedule Standings

Schedule standings can be listed when you enter the **Standings** tab and select the schedule, division and category as shown below.

Schedules x

Schedules
Standings
Missing Game Results

i Use this section to review standings for a selected schedule.

**Schedule**

2022-23 GHA League Schedule ▼

Division

UI5 ▼

Category/Pool

UI5 - A ▼

**Standings**

[Export](#) [Columns](#) [Filters](#)

RANK	TEAM	GP	W	L	T	POINTS	GF	GA	GFA%	PIM	STREAK
1	LEITRIM HAWKS UI5 A1	24	15	6	3	33.0	95	53	0.642	122	WON 3
2	RUSSELL WARRIORS UI5 A1	24	13	4	7	33.0	86	53	0.619	183	WON 2
3	BLACKBURN STINGERS UI5 A1	24	9	8	7	25.0	46	51	0.474	160	LOST 1

## Missing Game Results

Missing game results for a schedule can be listed when you enter the **Missing Game Results** tab and select the schedule as shown below.

Schedules
×

---

Schedules
Standings
Missing Game Results

📘 Use this section to review games with missing game results for a selected schedule.

**Schedule**

2022-23 GHA League Schedule
▼

**Games List**

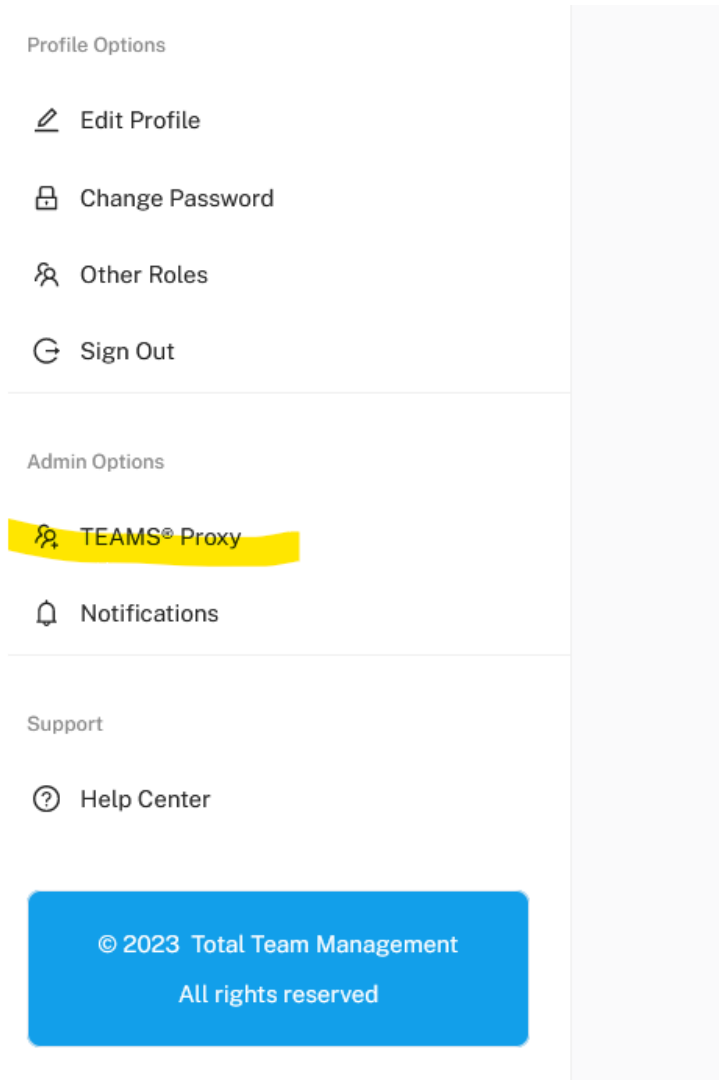
📄 Export
🔗 Columns
⌵ Filters

GAME ID	DATE	TIME	VENUE	HOME TEAM	AWAY TEAM
HLU2104	2022-10-06	20:00	BARRETT WEST	METCALFE JETS U21 B1	RUSSELL WARRIORS U21 B1
HLU2111	2022-10-18	20:30	RUSSELL	RUSSELL WARRIORS U21 B1	LEITRIM HAWKS U21 B1
HLU2113	2022-10-23	19:00	NAVAN	CUMBERLAND GRADS U21 B2	RUSSELL WARRIORS U21 B1
HLU2116	2022-10-25	20:30	RUSSELL	RUSSELL WARRIORS U21 B1	GLOUCESTER CENTRE COUGARS U21 B
HLU2121	2022-11-07	21:00	BARRETT WEST	LEITRIM HAWKS U21 B1	RUSSELL WARRIORS U21 B1

## TEAMS® Proxy

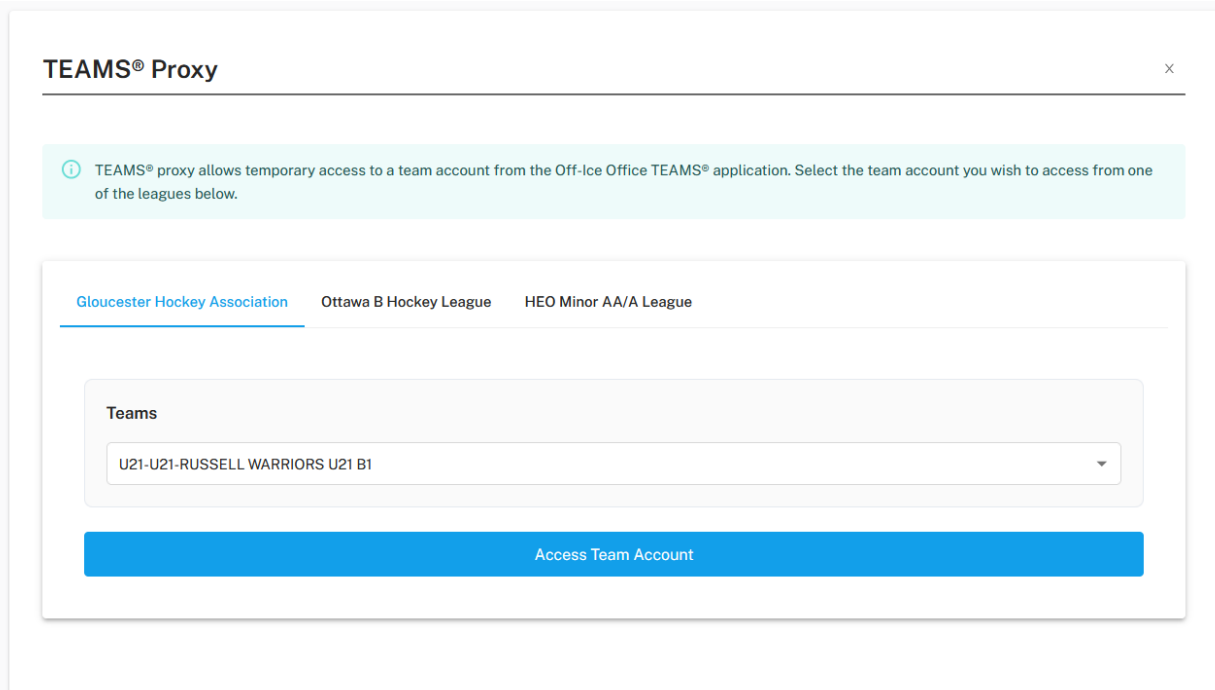
**Note: You must have been assigned administrative permissions to perform this operation.**

TEAMS® Proxy allows you to become a team user for any team that falls under your assigned organization level. It can be accessed by selecting << **TEAMS® Proxy** >> from the **Admin Options** section of the left-side menu (see below).

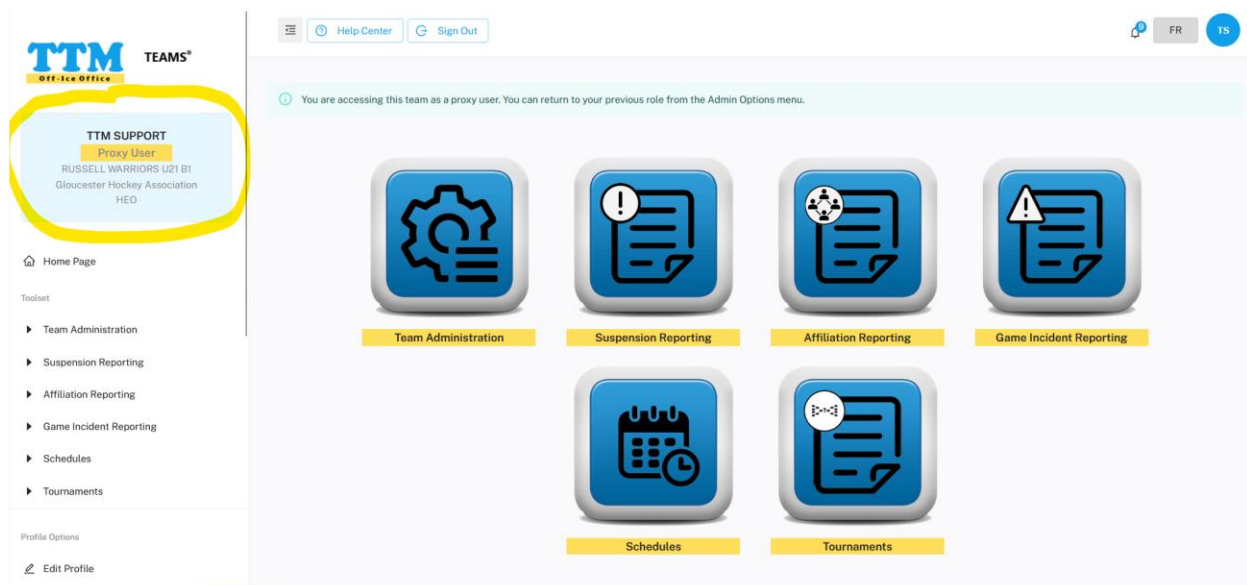


## Become a Team User

From the TEAMS® Proxy page, you must first select the team based on the league that is selected in the tabs above the listed teams and then select << **Access Team Account** >> as shown below.




You will be directed to the team's home page once you become a team user and your user name will be **PROXY USER** as shown below.




## Return From a Team User

To return from a proxy user for a team back to your own role, simply select << **Return to Previous Role** >> from the **Admin Options** section of the left-side menu (see below).

### Profile Options

 Edit Profile


 Change Password

 Other Roles

 Sign Out

### Admin Options

 Return to Previous Role

 Game Sheets

 Notifications

### Support

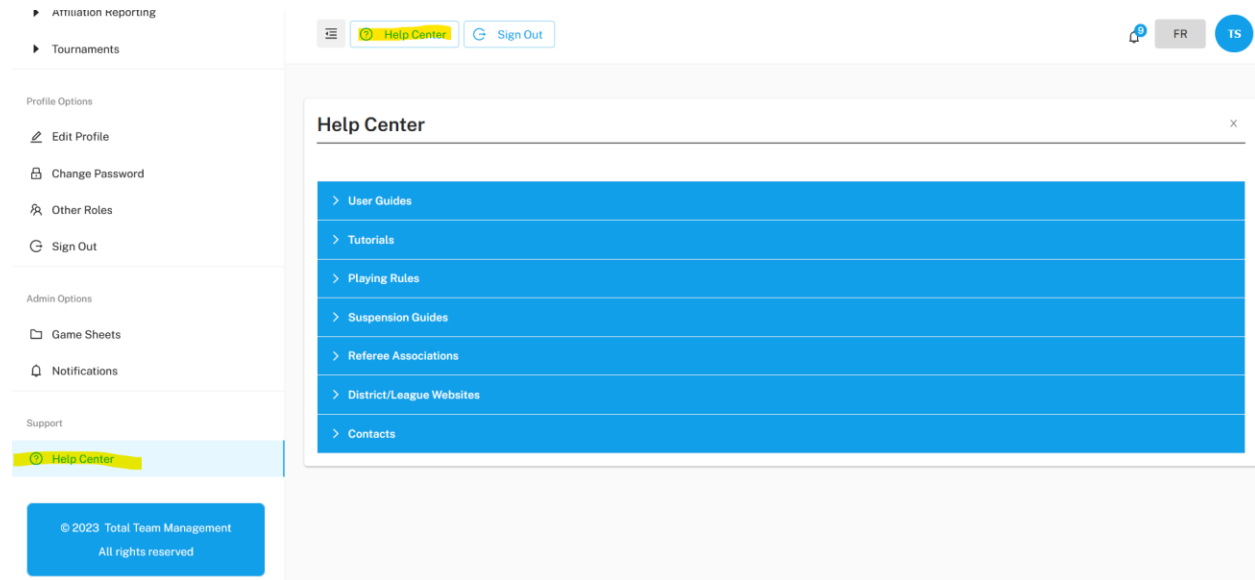
 Help Center

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## Off-Ice Office Help Center

The Off-ice Office Help Center provides several resources to assist users. It can be accessed either from the << **Help Center** >> button located on the top of the application or by selecting << **Help Center** >> from the **Support** section of the left-side menu (see below).



The following sections can be selected to list related support links.

- User Guides
  - Lists links to documents related to the Off-Ice Office applications.
- Tutorials
  - Lists links to videos related to Off-Ice Office applications.
- Playing Rules
  - Lists links to Hockey Canada and other Jurisdiction hockey rules.
- Suspension Guides
  - Lists links to Code of Discipline minimum suspensions for various jurisdictions.
- Referee Associations
  - Lists links to branch related referee websites.
- District/League Websites
  - Lists links to branch related district and league websites.
- Contacts
  - Provides contact information for District/League Representatives and RICs.
  - Provides a link to the TTM Support Center. If this document did not provide you with enough information or you wish to find out about how to perform a specific task, please contact our TTM Support Center. From the TTM Support Center you can open a ticket and our support team will address your concern as soon as possible.

