



INFORMATION BULLETIN 19-01

August 20, 2019

2019-20 Changes: Centre Ice Portal, Permits, Sanctioning and Member Forum

As the start of the new hockey season is just around the corner, Hockey Alberta would like to notify all our member Minor Hockey Associations, Sports Schools and Club Teams of changes being implemented for the 2019-20 season regarding the Centre Ice Portal, Permits, Sanctioning and Member Forum.

Centre Ice Portal

Provided with this Bulletin, you will find the Centre Ice Portal User Guide for navigating your account profile, contacts, permits and sanctions.

New for the 2019-20 season, Club Teams, Sports Schools and College/University teams have a new type of account. When logging in for the first time, teams will be directed to their new account profile page, where they will update official contact information and specified contact people.

Minor Hockey Associations will still be directed to the MHA contacts page and are required to fill out the contact information for as many directors, board and executive members as possible.

The contact information provided through the account profile and individual contacts pages will be used by Hockey Alberta for directing updates and news during the season.

Permits and Sanctioning

The biggest change to permits and sanctioning for the 2019-20 season relates to the creation of a NEW platform for Intro to Hockey (Initiation and Novice) teams and league organizations.

This separate Intro to Hockey sanctioning platform can be accessed via the Centre Ice Portal (in the blue menu bar) and will allow requests for Travel Permits, Festivals (previously Tournaments), One-Time Events (previously Exhibition Games) and Recurring Events. Specifically, under the Recurring Events sanction, MHAs who operate a "league" will be able to include an unlimited number of games under the same permit number.

Enclosed with this Bulletin, you will find the 2019-20 Intro to Hockey Permits and Sanctions User Guide.

Minor changes have also been made to the permits and sanctioning platform for Minor Hockey (Atom-Midget), Club Teams and Sports Schools. These changes include:

- For Exhibition Games, the requirement of the host team to include an email address for the visiting team / MHA so that they receive the sanction number for their Travel Permit application.
- For Exhibition Games, the requirement of the HCR Team Number for the visiting team when requesting a sanction.
- The ability to cancel Travel Permits, Exhibition Games and Tournaments.



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Lastly, Electronic Games Sheets are required for all Exhibition Games and Tournaments sanctioned by Hockey Alberta. Home / host teams are required to upload the electronic game sheet(s) within 24 hours from the completion of the exhibition game or tournament.

The email submission of game sheets will only be accepted by the Zone Minor Discipline Coordinator or Division of Hockey Chair for games taking place outside of Alberta.

For permits and sanctions provided through the Intro to Hockey Sanctioning Platform, electronic game sheets will not be required; however, should a suspendable infraction occur, the game report and referee report must be forwarded to the appropriate Zone Minor Discipline Coordinator within 24 hours of completion.

Enclosed with this Bulletin, you will find the 2019-20 E-Gamesheet User Guide.

Member Forum

The Member Forum is an exciting part of the Centre Ice Portal, which allows for the sharing of information and best practices, as well as conversation and discussion between organizations, Hockey Alberta volunteers and Hockey Alberta staff members.

Login credentials for an organization or an individual to access the Centre Ice Portal allows you to utilize the Member Forum. New this season, Hockey Alberta has created a personal account, which will allow individuals to have access to the Member Forum ONLY. Personal accounts will not allow access to any other Centre Ice Portal platforms.

The goal with the personal accounts is to allow individuals with direct interest or involvement in the game the opportunity to post questions and participate in conversations on topics of interest.

Personal accounts can be applied for at the following link: <https://www.hockeyalberta.ca/request-account/>

Enclosed with this Bulletin, you will find the 2019-20 Member Forum User Guide.

Should you have any questions regarding the changes to the Centre Ice Portal and Member Forum, please contact the Hockey Alberta Office. Questions related to Permits and Sanctioning can be directed to your Zone Minor Discipline Coordinator, Division of Hockey Chair or Bryden Burrell, Coordinator, Hockey Programs.

Bryden Burrell
Coordinator, Hockey Programs
bburrell@hockeyalberta.ca
403-967-0057



CENTRE ICE PORTAL

MHA and Club Team User Guide – 2019-20
Account Profile, Contacts, Permits & Sanctions

Hockey Alberta
info@hockeyalberta.ca



Centre Ice Portal – User Guide

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Centre Ice Portal – User Guide

Introduction

Welcome to Hockey Alberta's Centre Ice Portal for the 2019-20 season. This User Guide outlines the sections of the Portal and provides visual and written assistance on how to use the Portal to the full benefit of your organization.

The Centre Ice Portal is a key part of the Hockey Alberta website, providing a hub for Minor Hockey Associations, Club Teams, and Hockey Alberta Operations Volunteers to access key services from Hockey Alberta, and share documents and files.

An integral part of the Centre Ice Portal is the Permits and Sanctions platform. Each Club Team and MHA has an account to access Permits and Sanctions.

Several updates, or new features, have been implemented for the 2019-20 season, including:

1. A SEPARATE PLATFORM FOR APPLYING FOR PERMITS AND SANCTIONS FOR INTRO TO HOCKEY (INITIATION AND NOVICE) TEAMS AND LEAGUE ORGANIZATIONS.
2. A NEW LOOK TO THE ACCOUNT CONTACTS SECTION FOR CLUB TEAMS AND SPORTS SCHOOLS.
3. A NEW "PERSONAL" ACCOUNT FOR INDIVIDUALS INTERESTED IN HAVING ACCESS TO THE MEMBER FORUM MESSAGE BOARD.
4. THE REQUIREMENT TO INCLUDE A TEAM'S HCR TEAM NUMBER WITH PERMIT/SANCTION REQUESTS (NOT INTRO TO HOCKEY).

WHO TO CONTACT:

Please know the name and contact info of the Zone Minor Discipline Coordinator, Division of Hockey Chair or Hockey Alberta staff member responsible for processing Permits and Sanctions for your organization. If there are questions about submitting a request for a permit, s/he is your first resource.

Zone 1: Jerod Hartman, minordisc1@hockeyalberta.ca

Zone 2: Paul Elun, minordisc2@hockeyalberta.ca

Zone 3: Michelle Malbeuf, minordisc3@hockeyalberta.ca

Zone 4: Daryl Pickering, minordisc4@hockeyalberta.ca

Zone 5: Gord Lane, minordisc5@hockeyalberta.ca

Zone 6: Ed Jessome, minordisc6@hockeyalberta.ca

Zone 7: Kevin Gallaway, minordisc7@hockeyalberta.ca

Zone 8: Hockey Edmonton, discipline@hockeyedmonton.ca

Zone 9: Hockey Calgary, gameandconduct@hockeycalgary.ca

Junior B/C Male: Aaron Rawlake, jrbccchair@hockeyalberta.ca

Senior Male: Gerry Johnston, srmalechair@hockeyalberta.ca

Jr/Sr Female: Allison Marriott, jrsrfemalechair@hockeyalberta.ca

Sports Schools: Bryden Burrell, bburrell@hockeyalberta.ca



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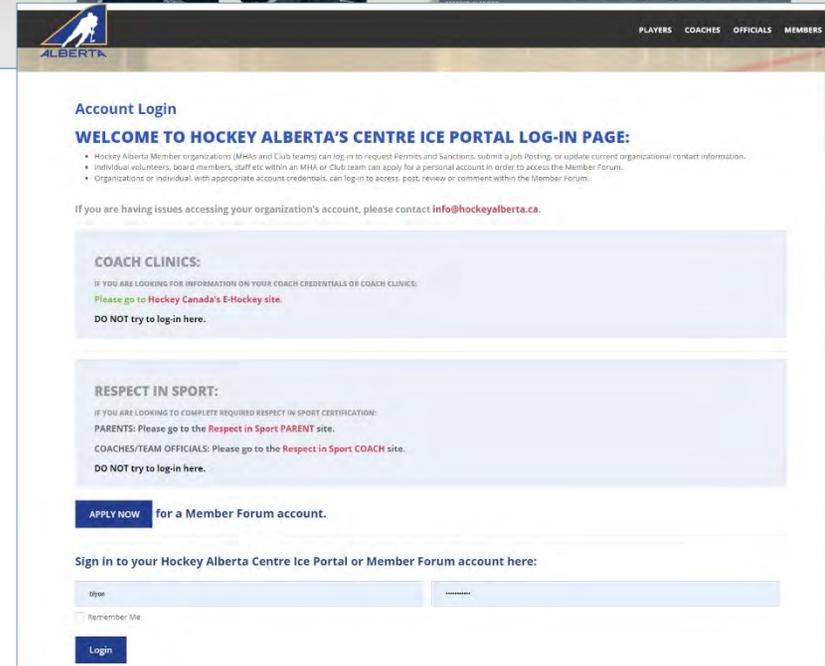
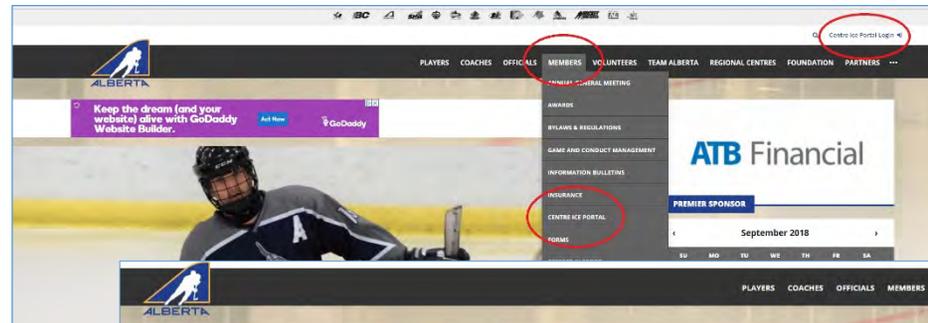
LOGGING IN

To access the Centre Ice Portal, click LOGIN in the top right corner of any page on hockeyalberta.ca, or go to the Members menu tab, and scroll down to Centre Ice Portal.

On the Login Page, enter your Account User Name and Password. Each MHA, Club Team and Sports School has been assigned a User Name and Password for its organization.

If you have forgotten your password, you have two options:

1. Click Forgot Password and enter the email that is on your Account Profile page. A link will be sent to you to reset your password. **You must enter the email address that appears on your Account Profile page to utilize the Forgot Password option.**
2. Contact Hockey Alberta at info@hockeyalberta.ca, or go to the Contact Us page at <http://www.hockeyalberta.ca/contact/>, and submit your request to have your password reset. Hockey Alberta Communications staff may reach out to your organization to confirm that the password change request is authentic.



Contact Us

Contact us by any of the means provided below, or get in touch directly with one of our staff contacts.

[STAFF CONTACTS](#) [VOLUNTEER CONTACTS](#)

HOCKEY ALBERTA – ALBERTA AMATEUR HOCKEY ASSOCIATION
 100 College Blvd., Box 5005, Room 2506
 Red Deer, AB
 T4N 5H5

Phone: (403) 342-6777
 Fax: (403) 346-4277
 Email: info@hockeyalberta.ca

Ask A Question
* Required fields

Your Name*	Your question or message*
Your Email*	
Your Phone	
Your Association/Club	
Validate 	
Send Message	

Please note that Hockey Alberta staff will respond to your inquiry as quickly as possible. However, during the evening and on weekends, delays of up to 24 hours or more are possible on general inquiries. Please ensure that any permits that you require are requested well in advance of the date required.



Centre Ice Portal – User Guide

CENTRE ICE PORTAL OVERVIEW

The welcome page is used to provide news or updates pertaining to the Centre Ice Portal. The blue menu bar at the top of the page contains links to everything that can be accessed in the Portal. Included on this page are links to this User Guide (PDF file), which can be downloaded by any member of your organization who needs this information.

The screenshot shows the Centre Ice Portal homepage. At the top, there is a navigation bar with the Hockey Alberta logo on the left and a menu of links: PLAYERS, COACHES, OFFICIALS, MEMBERS, VOLUNTEERS, PARENTS, TEAM ALBERTA, ALBERTA BUILT SKILLS, FOUNDATION, and a dropdown arrow. Below this is a secondary menu with links: ACCOUNT PROFILE, MHA CONTACTS, MY FILES, PERMITS AND SANCTIONS, INTRO TO HOCKEY, MEMBER FORUM, FORMS, and MY JOBS.

The main content area is divided into two columns. The left column features a heading "Centre Ice Portal Overview" followed by a welcome message: "Welcome to the Centre Ice portal - your hub to access a number of services from Hockey Alberta." Below this, there are two buttons: "Centre Ice Portal User Guide" and "Member Forum User Guide". A "PLEASE NOTE" section at the bottom of the left column contains a warning about account profile and contacts tabs.

The right column features a large blue banner with the text "ATB" in white, labeled as the "PREMIER SPONSOR". Below the banner is a calendar for August 2019, showing dates from 1 to 31. The calendar is a grid with days of the week (SU, MO, TU, WE, TH, FR, SA) as columns. The 4th, 12th, 19th, and 26th are highlighted in blue. Below the calendar is a section for "Upcoming Events".



Centre Ice Portal – User Guide

ACCOUNT PROFILE TAB - MHAs

The Account Profile page must be reviewed and updated each year. The Account system for Permits and Sanctions is reset each year as of May 1. Prior to requesting a Permit or Sanction for the new season, contact information must be updated OR confirmed as unchanged.

If there is new/updated official contact information for an MHA, add it on this page. When contact information is updated, Hockey Alberta is notified by email.

MHAs are to use the Account Profile and Requested/ Required Contacts pages to update organizational contact information and submit to Hockey Alberta.

Following is the information that should appear on the Account Profile page for each organization:

- **User Name:** Name of organization (for example, RDCF or RedDeer). One-word user names were created when accounts were set up. Please do not change to an individual's name; the accounts are for the organization and are to be used from year-to-year.
- **Email:** Official contact email for the organization. NOTE: this is the address that will receive notifications for a forgotten password etc from Hockey Alberta.
- **First/ Last Name:** (First) Name of Organization; (Last): MHA (for example, Lacombe MHA, or RedDeer MHA).
- **Association/Club:** Name of Association (for example, Whitecourt, or RedDeer). This name may automatically populate into the request forms in Permits and Sanctions.
- **Address information:** Official mailing address for the organization.

The screenshot shows the 'Account Profile' form with the following fields and values:

- Username:** blyon
- Email:** blyon@hockeyalberta.ca
- First Name:** Brad
- Last Name:** Lyon
- Association/Club:** Hockey Alberta
- Phone Number:** 403-342-6777
- MHA/Club Team Address Line 1:** 100 College Blvd
- MHA/Club Team Address Line 2:** Box 5005, Room 2606
- MHA/Club Team City:** Red Deer
- MHA/Club Team Province:** AB
- MHA/Club Team Postal Code:** T4n5H5
- MHA/Club Team Country:** Canada

At the bottom, there is a 'PUSH NOTIFICATIONS' section with a checked checkbox and a 'Save Changes' button.

- **Push Notifications:** We have added a push notifications option to the portal, which will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive Push Notifications.
- **Password:** Your organization's password. Please protect your password as you would to a bank or other personal account and limit the number of individuals who have access. We rely on your efforts to maintain the security of the Hockey Alberta website, and the information it contains.



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ACCOUNT PROFILE TAB – Club Teams, Schools (NEW FOR 2019-20)

The Account Profile page must be reviewed and updated each year. The Account system for Permits and Sanctions is reset each year as of May 1. Prior to requesting a Permit or Sanction for the new season, contact information must be updated or confirmed as unchanged.

NEW FOR 2019-20: Club Teams, Sports Schools and College/University teams have a new type of account. When logging in for the first time, teams are directed to their new account profile page, where they will be required to update official contact info, and specified contact people. This information can be updated again at any point during the season under the Account Profile tab in the blue menu bar.

Each organization's account includes a one-word user name, team name (first and last name), and a password. **DO NOT** change this information; the accounts are for the organization and are to be used from year-to-year.

Following is the information that should appear on the Account Profile page for each organization:

- **First/ Last Name:** Name of organization (for example, StAlbert Merchants).
- **Email:** Official contact email for the organization. NOTE: this is the address that will receive notifications for a forgotten password etc from Hockey Alberta.
- **Association/Club:** Name of Association (for example, JagsJRF or JR Vegreville). This name will automatically populate into the request forms in Permits and Sanctions.
- **Address information:** Official mailing address for the organization.
- **Push Notifications:** Push notifications will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive Push Notifications.
- **Password:** Your organization's password. Please protect your password as you would to a bank or other personal account and limit the number of individuals who have access. We rely on your efforts to maintain the security of the Hockey Alberta website, and the information it contains.

The screenshot displays the 'All Contacts' section of the account profile page. It features four contact entries: 'Head Coach', 'Team/School Contact', 'President', and 'Manager'. Each entry includes a checkbox for 'Contact information has not changed', an 'Email' field, and 'First Name' and 'Last Name' fields. To the right of each entry are 'Phone Number' and 'Last Name' fields. Below these entries is a 'Confirm Contact Information' section with a 'First Name' field and a 'Club' dropdown menu. At the bottom, there is a 'PUSH NOTIFICATIONS' section with a checkbox for 'Allow browser push notifications for permit/sanctions, job board approvals, and member forum password reminders' and a 'Save' button.



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CONTACTS TAB - MHAs

The Contacts page, along with the Account Profile page, is where each MHA is required to update the key contacts for your organization.

Please fill in contact information for as many directors, Board and executive members as possible. Please double check spelling and accuracy. This is Hockey Alberta’s way to contact your association with important news pertaining to bylaws, rules, coaching and other areas

MHA Contacts
Enter the contact information for the following positions in your Minor Hockey Association below.

Required **Requested**

President
Email: *
shou357@shaw.ca
First Name: *
Shawley
 Receive email notifications for permits, sanctions and new zone files

Treasurer
Email: *
First Name: *
 Receive email notifications for permits, sanctions and new zone files

Registrar
Email: *
First Name: *
 Receive email notifications for permits, sanctions and new zone files

Hockey Alberta uses the Account Profile and Contacts pages for MHAs to submit updated contact information. We also will use the contact information to direct updates and news during the season to the appropriate individual(s) in your organization.

If the person holding a specific position has not changed from the previous season, click the checkbox for that position.

For MHAs, there are two types of MHA Contacts – Required and Requested:

- **Required Contacts:** President, Treasurer, Registrar, Coach Director, Female Director, and Officials/RIC. Please provide accurate information and double check spelling.
- **Requested Contacts:** Other members of your executive, division directors etc. Please fill in all that are applicable to your organization. A new requested

contact in 2019-20 is Safety Director. If you are not going to enter any Requested Contacts, click the box at the top of the page.

Push Notifications: Push notifications will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive Push Notifications.

MHA Contacts
Enter the contact information for the following positions in your Minor Hockey Association below.

Required **Requested**

I am not entering any contact information for Requested Contact Positions

Vice President
Email:
First Name:
 Receive email notifications for permits, sanctions and new zone files

Secretary
Email:
First Name:
 Receive email notifications for permits, sanctions and new zone files

General Manager/Manager
Email:
First Name:
 Receive email notifications for permits, sanctions and new zone files

Midget Director
Email:
First Name:
 Receive email notifications for permits, sanctions and new zone files

Bantam Director
Email:
First Name:

When you are done updating your contacts, click Save Contacts, and Hockey Alberta will be notified to update our records.



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PERMITS AND SANCTIONS TAB

Travel Permits

NEW FOR 2019-20: For Exhibition Games, the host team is required to include an email address for the visiting team so the team receives the Sanction Number for its Travel Permit application.

The Travel Permits tab links to a fillable webpage to request a Travel Permit for an individual team travelling anywhere (within or outside its zone) for a tournament or exhibition game. All fields must be filled.

- **Association:** Auto-fills with the name from your Account Profile (in this example, Test)
- **Contact Person, Email, Phone:** The contact person for the team requesting the permit; the permit is sent directly to that person.
OR
The individual, in some MHAs, who applies for and distributes the permits for all teams.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved. For example: contact info for a team rep and for someone with the MHA could be entered to ensure timely receipt of Permit by all required parties.
- **Division, Team, Team ID#, Travel To, Dates:** The details about who is travelling (Division and Team), where and when. **NEW FOR 2019-20:** You must include your Team's HCR # to allow for accurate tracking of the team receiving the Permit.
- **Permit Type:** select Exhibition Game or Tournament

Request a Travel Permit

All fields are required.

Notes: If no Tournament/Exhibition Game Sanction # is available, please upload the document provided to you by the officials.

1. A Travel Permit is required for any team that is travelling at any tournament or exhibition game being held at a location outside of its MHA boundaries.

2. A Tournament/Exhibition Game sanction number must be provided by the host, and included with the Travel Permit request.

3. If a Tournament/Exhibition Game sanction number is not available, please upload a PDF of the official sanction documentation provided by the host.

CONTACT INFORMATION

Hockey Alberta	Contact Person
Contact Email	Additional Contact Email (optional)
Contact Phone	

PERMIT DETAILS

Team	Team ID#
- Select Division -	Start: mm/dd/yyyy End: mm/dd/yyyy
# of Games	Travel To
Tournament/Exhibition Game Sanction #	- Select Permit Type -
	Choose File No file chosen

- **Sanction #:** The sanction number obtained by the host of the tournament or exhibition game. In Alberta, a sanction number is required. Other Branches may issue a letter or other document to hosts. If the host has a sanction number, enter it in this field. If the host provides a letter or other document, click Choose File, and upload a PDF copy.
- **Number of Games:** If you don't have an exact number of games to be played, please include a range so the Minor Discipline Coordinator or Chair of the Hockey Division can ensure s/he receives all game sheets for your team.

Upon clicking to Submit, an email notification is received by the appropriate Zone Minor Discipline Coordinator or Division of Hockey Chair. The Contact Person(s) listed in the permit also get an email notification.



(Travel Permits continued)

After the Permit request is submitted, it will appear on the MHA's Travel Permits page under Pending Permits.

All Pending, Approved or Denied Travel Permit requests for the year for the organization will be listed here.



When the request is approved, the approval email, with the permit number, will go to the contact(s) email(s) in the request.

THIS EMAIL IS YOUR PERMIT. Please make sure the team carries the permit with them when travelling.

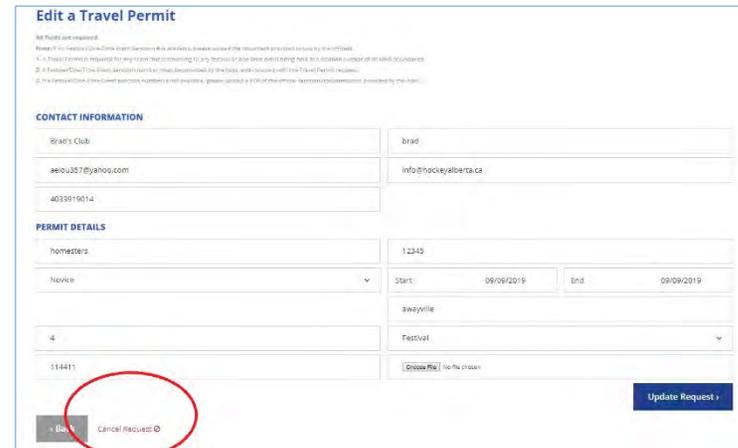
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EDIT A TRAVEL PERMIT REQUEST

The content of any Approved permit can be edited, if information has changed or a mistake was made. Click on the permit in the Approved Permit list, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Minor Discipline Coordinator or Chair of Hockey Division for approval. The request will go back to PENDING until it is approved again.

If you are updating a permit that was already approved, the new approval will have the same Permit Number.



NEW FOR 2019-20: You may also cancel your Travel Permit at any time after the request has been submitted until the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.



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Tournament Sanctions

The Tournament Sanctions tab is used to request Hockey Alberta sanction to host a tournament.

Once a Tournament Sanction number is granted, the tournament will automatically appear on the Tournament Listings page at hockeyalberta.ca/tournaments. Include as much information about your tournament as possible, so that teams have the information they require.

The tab links to a fillable website form which is filled out to submit the request for a Tournament Sanction. All fields must be filled in.

- **Association:** Auto-fills with the organization's name from your Account Profile (in this example, Test)
- **Contact Person, Email, Phone:** This information is for the tournament's coordinator or contact person and will appear in the Tournament listings section. Please ensure the email address is correct.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved.
- **Stream:** Checkbox menu. When you select Minor or Minor Female, you will be prompted to pick a Division.
- **Division:** Checkbox menu with options for Midget, Bantam, Peewee, or Atom. You can select more than one division.
- If you select Minor, and Bantam or Midget, you will need to pick a Bodychecking option.
- **Bodychecking:** select the option most appropriate for your tournament.
- **Categories:** Select at least one, and as many as are appropriate for your event.
- **Host Team, Location, Out of Province Teams, Additional Details:** This section is where you provide as much information as possible about the tournament - for the Sanction and for teams interested in participating.

All information in this section will appear on the Tournament Listing page at hockeyalberta.ca/tournaments.

- Location includes the main arena where you are hosting the tournament, and its address.
- **Out of Province Teams Participating?** If you are accepting teams from outside of Alberta, click YES.
- **Additional Details:** Include such things as Entry Fee, Number of Teams, Deadline for Registration, Other Arenas being used, etc.



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(Tournament Sanctions continued)

Upon clicking to Submit, an email notification is received by the Minor Discipline Coordinator or Division of Hockey Chair. The Tournament Contact Person listed in the contact info also gets an email notification. After the Permit request is submitted, it will appear on the Tournament Sanctions page under Pending Permits.

When the request is approved, the approval email, with the permit number, will go to the contact email(s) in the request. **THIS IS YOUR PERMIT.** Please ensure the permit is on site during the tournament.

EDIT A TOURNAMENT SANCTION REQUEST

The content of a permit request can be edited, if information has changed or a mistake was made. Click on the permit, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Zone Minor Discipline Coordinator for approval. The request will go back to PENDING until it is approved again.

Your updated permit will have the same Permit Number.

HOCKEY CALGARY/ HOCKEY EDMONTON

Hockey Calgary or Hockey Edmonton provide Tournament Sanctions for their teams, and only use the Centre Ice Portal to have the tournament appear in the Hockey Alberta tournament listings. When using the Centre Ice Portal, include your Hockey Calgary or Hockey Edmonton tournament sanction number in the Other Details section.

Hockey Calgary community associations access the Centre Ice Portal directly to complete the tournament sanction form. Each association has its own account.

Hockey Edmonton staff enter the required information into the Centre Ice Portal on behalf of the requesting organization. Hockey Edmonton organizations are reminded to contact the Hockey Edmonton office with any questions on this process, and not the Hockey Alberta office.

The item will also shift from Pending to Approved on the Association page.

If a Permit is denied, the Minor Discipline Coordinator or Division of Hockey Chair can include the reason for the denial, which will appear in the summary.

All Pending, Approved or Denied Travel Permit requests for the year for the MHA will appear here.

Tournaments

If you're experiencing any issues with the Permits and Sanctioning System, please contact your Zone Sanctioning Coordinator.

PENDING PERMITS

Date	Contact	Dates	Host Team	Stream	
09/07/2019	brad	09/09/2019 - 09/09/2019	test	Minor Female	-

More Details

Division	Peewee
Category	B
Location/Facility	test place, test address, test city
Special Requests	nothing to see here

[Edit](#)

APPROVED PERMITS

You have no approved tournament sanction requests.

DENIED PERMITS

Date	Contact	Dates	Host Team	Stream	
02/08/2018	Bradley Lyon	06/06/2019 - 07/06/2019	Red Deer	Minor	+
02/08/2018	Bradley Lyon	06/06/2019 - 07/06/2019	Red Deer	Minor	+



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Exhibition Games

The Exhibition Games tab links to a fillable webpage to request a permit for an individual team to host an exhibition game.

NEW FOR 2019-20: A contact email and the HCR Team Number is required for the visiting team. The visitors will receive a copy of the Sanction, so they can apply for a Travel Permit.

Please ensure the sanction is requested with enough advance time for the other team to obtain its Travel Permit. All fields must be filled in.

- **Association:** Should auto-fill with the organization’s name from your Account Profile.
- **Contact Person, Email, Phone:** The contact person for the team requesting the permit; the permit is sent directly to that person.
OR
The individual, in some organizations, who applies for and distributes the permits for all teams.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved.
- **Visiting Team Contact Email:** See New for 2019-20 Note above.
- **Teams and Team ID Numbers:** Name and HCR Team Number of Home Team; Name and HCR Team Number of Visiting Team
- **Stream:** Select the appropriate stream of hockey from the checkbox menu. If you select Minor or Minor Female, you will be prompted to pick a Division.
- **Division:** Checkbox menu with options for Midget, Bantam, Peewee, or Atom. If you select Minor, and Bantam or Midget, you will be prompted to pick a Bodychecking option. Select the option most appropriate for your game.
- **Category:** Select the one most appropriate for your game.
- **Date, Location, Address, Comments:** This section is where you provide the details about the Exhibition Game, including when and where. Any special information can be noted in the Comments section.

(Exhibition Games continued)



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For Minor and Minor Female games, all exhibition requests are automatically approved. The contact person on the request will get two emails: one confirming the request has been submitted, and one that contains the approved permit.

For games in other streams, the Division of Hockey Chair approves or denies the request.

THE APPROVAL EMAIL, WITH THE PERMIT NUMBER, IS YOUR EXHIBITION GAME PERMIT. Ensure it is available at the game, if required.

EDIT AN EXHIBITION GAME PERMIT

After submitting your request, you can edit if information has changed or a mistake was made. Click on the permit in the Approved Permits list, and then click the EDIT button.

The original information you submitted will appear. Make any necessary changes, Validate and then click Update Request. An update for a Minor or Minor Female Exhibition Game will be approved automatically.

The new approval will have the same Permit Number as the original.

The screenshot shows the 'Exhibition Games' interface. At the top, there is a tab labeled 'APPROVED PERMITS'. Below this is a table with columns: #, Date, Contact, Game Date, Home Team, and Visiting Team. The first row shows permit # HA-18324572, dated 02/08/2018, contact Bradley Lyon, game date 05/06/2019, home team Joe, and visiting team Fred. Below the table, there is a 'More Details' section for the selected permit. It lists: Stream: Minor, Category: Tier 2, Location/Facility: fjo's place, test, Red Deer, Special: this is a test of the permit system... please ignore, Requests: Submit E-Gamesheet, and Comments: Submit E-Gamesheet. An 'Edit' button is visible to the right of the details. Below the details, there are two more rows in the table: HA-19337369 (dated 09/07/2019, contact brad., game date 09/09/2019, home team Canada, visiting team testtest) and HA-19337371 (dated 11/07/2019, contact Bradley Lyon, game date 09/09/2019, home team Homesters, visiting team Awaysters).

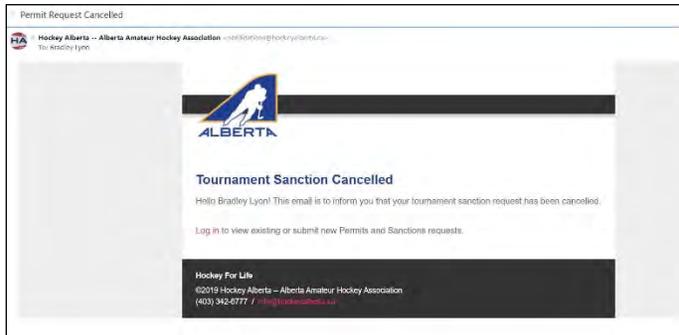
#	Date	Contact	Game Date	Home Team	Visiting Team
HA-18324572	02/08/2018	Bradley Lyon	05/06/2019	Joe	Fred
HA-19337369	09/07/2019	brad.	09/09/2019	Canada	testtest
HA-19337371	11/07/2019	Bradley Lyon	09/09/2019	Homesters	Awaysters



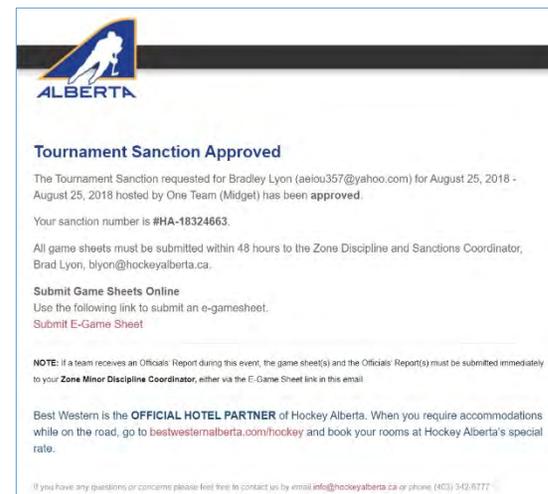
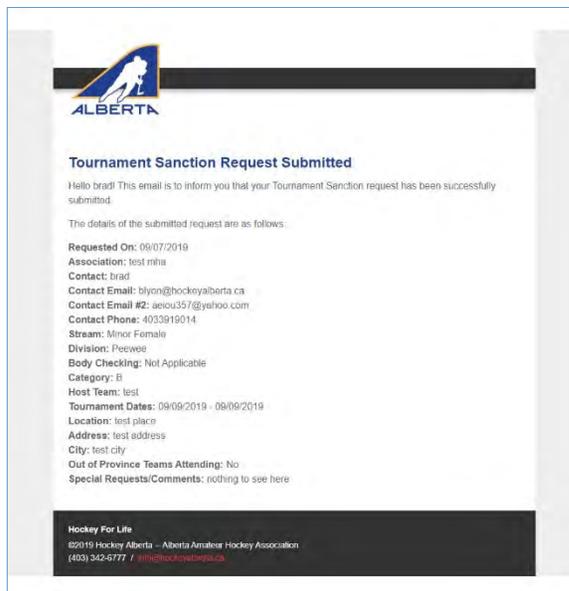
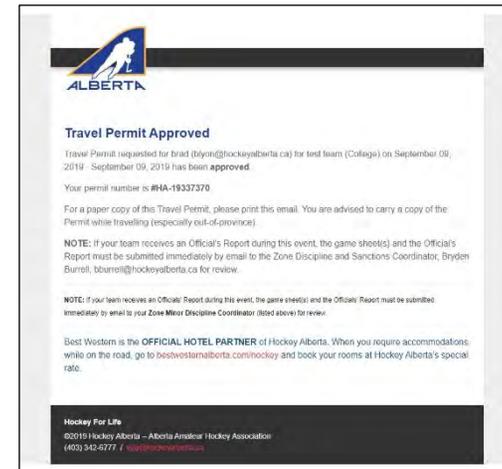
Centre Ice Portal – User Guide

Permits and Sanctions: Samples of Email Confirmations

The email notifications you receive will look similar to the images on this page. Examples are provided for Submitted, Approved, Declined, Cancelled, and Updated request notifications.



Please note that Exhibition Game and Tournament Sanction approval emails include a link to the new e-gamesheet platform. All exhibition and tournament games associated with the sanction number must be submitted by clicking on this link. A separate user guide has been created to assist in successfully submitting e-gamesheets.





Centre Ice Portal – User Guide

Special Event Sanctions

Minor Hockey Associations or registered programs may host Special Events designed to recruit new players or developing existing players outside of the traditional 'hockey season'. To request a permit for these Special Events, use the Special Events fillable form in the blue menu bar in the Centre Ice Portal.

All fields are mandatory. Host Association/Team will auto populate with your organization name (in this example, Test).

Upon clicking to Submit, an email notification is sent to Hockey Alberta. The Event Contact Person listed in the contact info also gets an email notification.

When the request is approved, the approval email, with the permit number, will go to the contact email in the request. **THIS IS YOUR PERMIT.**

If the request is Denied, you will get a notification email that the request has been unsuccessful. In most cases, the reason for the denial will be included. You will need to resubmit the request with the required information.

Special Event Sanctions

This form **MUST** be submitted by any member MHA or registered program that wishes to host a Special Event recruiting new players or developing existing players outside of the traditional 'hockey season'.

Required fields *

HOST INFORMATION

MHA/Program: * Contact Name: *

Contact Position: * Contact Email: *

Contact Phone: *

EVENT INFORMATION

Event Dates: * Start Date End Date Facility/Location: *

Address: * City: *

Type of Sanction Requested * (pick all that apply)

Recruitment Initiative (Unregistered Players)
 Recruitment Initiative (Bring a Friend)
 3-on-3 or 4-on-4 Tournament
 Skills/Development Camp

Event Details: *

Event Schedule Upload: * (PDF, DOC) No file chosen

Age Groups Involved * (pick all that apply)

Initiation
 Novice
 Atom
 Pee wee
 Bantam
 Midget
 Junior
 Senior
 ACAC/USport
 Other (please specify below)

Type of Activities Planned * (pick all that apply)

On-Ice
 Off-Ice

CONDITIONS

1. Must have permission of Hockey Alberta before conducting such an event to be applicable for Hockey Canada Insurance Coverage. Sanction request must be submitted one (1) week prior to the event date.
2. The approved permit must be on site with the MHA/Program at all times during the event. The email containing confirmation of approval is the permit.
3. A list of all participants (name, address, date of birth) must be submitted to Hockey Alberta within 48 hours of the conclusion of the event.
4. Copies of all Game Sheets and Officials' Reports must be sent to Hockey Alberta within 48 hours of Game(s).
5. Copies of Injury Reports must be sent to the Hockey Alberta office within 48 hours of the conclusion of the event.
6. Events must adhere to Risk Management Guidelines as set out by Hockey Alberta.



Centre Ice Portal – User Guide

MY JOBS TAB

If you have a vacant position in your organization (coach, director, executive, trainer etc), you can advertise the position by submitting a job posting through the My Jobs page. The posting will appear on the Jobs in Hockey job board on the Hockey Alberta website.

Complete all fields in the fillable form and upload a jpeg of your organization logo. The fields are formatted to appear as a typical job posting on the website. Once submitted, postings are reviewed by Hockey Alberta Communications Staff prior to appearing on the website.

New Job Listing

Please fill out all required fields (*)

Title/Position*	Organization*
Competition/Ref #	Application Deadline*
Contact Name*	Short Summary
Contact Email*	
Contact Phone	
Contact Fax	Validate*

ORGANIZATION LOGO

Image must be a JPG. Recommended size of 300x300

Choose File No file chosen

LISTING CONTENT *

Formats - B / U [Rich text editor icons]

Words: 0

Submit Listing



PERMITS AND SANCTIONS

Intro to Hockey User Guide – 2019-20

Hockey Alberta
info@hockeyalberta.ca



Intro to Hockey – User Guide

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Intro to Hockey – User Guide

Introduction

Effective for the 2019-20 season, Hockey Canada mandates that all hockey for players aged eight years and younger (Initiation and Novice) is to be played according to age-appropriate development guidelines. Minor Hockey Associations not operating according to these standards will be considered in violation of the Hockey Canada policy.

In Alberta, effective for the 2019-20 season, Initiation and Novice hockey will run under the title Intro to Hockey.

As part of the operation of the Intro to Hockey Model, Hockey Alberta has developed a new Permits and Sanctions platform to be used only for Intro to Hockey (Initiation or Novice requests) for:

- Travel (for events outside of your MHA's geographic area)
- Festivals (previously Tournaments)
- One-Time Events (previously Exhibition Games)
- Recurring Events (new feature which allows MHAs that run "leagues" to do all the scheduling for the season under one permit number).

The Intro to Hockey platform has the same functionality as the regular Permits and Sanctions platform, and is accessed through the Centre Ice Portal via an MHA's official account user name and password. *(For full log-in directions, see the Centre Ice Portal User Guide.)*

To access the Intro to Hockey permits and sanctions platform, click on INTRO TO HOCKEY in the blue menu bar in the Centre Ice Portal.

NOTE: Permits and Sanctions granted through the Intro to Hockey Platform DO NOT USE Hockey Alberta's e-gamesheet platform. If a suspendable penalty is assessed during an Intro to Hockey sanctioned event, the referee's report as well as roster information for the game must be submitted within 24 hours of the incident to the Zone Discipline Committee Coordinator listed in the email containing the Sanction number.

WHO TO CONTACT:

Please know the name and contact info of the Zone Minor Discipline Coordinator responsible for processing Permits and Sanctions for your organization. If there are questions about submitting a request for a permit, s/he is your first resource.

Zone 1: Jerod Hartman, minordisc1@hockeyalberta.ca

Zone 6: Ed Jessome, minordisc6@hockeyalberta.ca

Zone 2: Paul Elun, minordisc2@hockeyalberta.ca

Zone 7: Kevin Gallaway, minordisc7@hockeyalberta.ca

Zone 3: Michelle Malbeuf, minordisc3@hockeyalberta.ca

Zone 8: Hockey Edmonton, discipline@hockeyedmonton.ca

Zone 4: Daryl Pickering, minordisc4@hockeyalberta.ca

Zone 9: Hockey Calgary, gameandconduct@hockeycalgary.ca

Zone 5: Gord Lane, minordisc5@hockeyalberta.ca



Intro to Hockey – User Guide

Travel Permits

The Travel Permit tab links to a fillable webpage to request a Travel Permit for an individual team travelling for a Festival or One-Time Event. All fields must be filled.

- **Association:** Should auto-fill with the name from your Account Profile
- **Contact Person, Email, Phone:** The contact person for the team requesting the permit; the permit is sent directly to that person.
OR
The individual, in some MHAs, who applies for and distributes the permits for all teams.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved. For example: contact info for a team rep and for someone with the MHA could be entered to ensure timely receipt of Permit by all required parties.
- **Division, Team, Team ID#, Travel To, Dates:** The details about who is travelling (Division and Team), where and when.
- **NEW FOR 2019-20:** If your MHA registers individual Novice or Initiation teams, and these teams are assigned a Team number in HCR, enter that number in the Team ID # field. It is an optional field, as team registration is not required at the Intro to Hockey level.
- **Permit Type:** select One-Time Event or Festival
- **Sanction #:** The sanction number obtained by the host of the Festival or One-Time Event. In Alberta, a sanction number is required. Other Branches may issue a letter or other document to hosts. If the host has a sanction number, enter it in this field. If the host provides a letter or other document, click Choose File, and upload a PDF copy.
- **Number of Games:** If you don't have an exact number of games to be played, please include a range for general tracking purposes.

#	Date	Contact	Dates	Travel To	Team
HA-19337370	09/07/2019	brad	09/09/2019 - 09/09/2019	tipperary	test team

Upon clicking to Submit, an email notification is received by the appropriate Zone Minor Discipline Coordinator. The Contact Person(s) listed in the permit also get an email notification.



Intro to Hockey – User Guide

After the Permit request is submitted, it will appear on the MHA's Travel Permits page under Pending Permits. All Pending, Approved or Denied Travel Permit requests for the year for the organization's Intro to Hockey teams will be listed here.

When the request is approved, the approval email, with the permit number, will go to the contact(s) email(s) in the request.

THIS EMAIL IS YOUR PERMIT. Please make sure the team carries the permit with them when travelling.

EDIT OR CANCEL A TRAVEL PERMIT REQUEST

The content of any submitted permit can be edited, if information has changed or a mistake was made. Click on the permit in the Approved Permit list, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Minor Discipline Coordinator. The request will go back to PENDING until it is approved again.

If you are updating a permit that was already approved, the new approval will have the same Permit Number.

NEW FOR 2019-20: You may also cancel your Travel Permit at any time after the request has been submitted until the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.



Intro to Hockey – User Guide

Festival Sanctions

The Festival Sanctions tab is used to request Hockey Alberta sanction to host a Festival event.

Once a Festival Sanction number is granted, the event will automatically appear on the Tournament Listings page at hockeyalberta.ca/tournaments. Include as much information about your Festival as possible, so that teams have the information they require.

The tab links to a fillable website form which is filled out to submit the request for a Festival Sanction. All fields must be filled in.

- **Association:** The organization's name from your Account Profile.
- **Contact Person, Email, Phone:** This information is for the tournament's coordinator or contact person and will appear in the Tournament listings section. Please ensure the email address is correct.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved.
- **Level:** Check Initiation, Novice or both, depending on what is applicable for your Festival.
- **Host Team, Event Dates, Location, Out of Province Teams, Additional Details:** This section is where you provide as much information as possible about the Festival - for the Sanction and for teams interested in participating. All information in this section will appear on the Tournament Listing page at hockeyalberta.ca/tournaments.
- Location includes the main arena where you are hosting the tournament, and its address.
- **Out of Province Teams Participating?** If you are accepting teams from outside of Alberta, click YES.
- **Additional Details:** Include such things as Entry Fee, Number of Teams, Deadline for Registration, Other Arenas being used, etc.

Upon clicking to Submit, an email notification is received by the Minor Discipline Coordinator. The Contact Person also gets an email notification. After the Permit request is submitted, it will appear on the Festival Sanctions page under Pending Permits.

Date	Contact	Dates	Host Team
18/06/2019	brad	09/09/2019 - 09/09/2019	homepact +
19/06/2019	brad	09/09/2019 - 09/09/2019	homepact +



Intro to Hockey – User Guide

(Festival Sanctions continued)

When the request is approved, the approval email, with the permit number, will go to the contact email(s) in the request. **THIS IS YOUR PERMIT.** Please ensure the permit is on site during the Festival.

The item will also shift from Pending to Approved on the Association page.

If a Permit is denied, the Minor Discipline Coordinator can include the reason for the denial, which will appear in the summary.

All Pending, Approved or Denied Festival requests for the year for the MHA will appear here.

EDIT OR CANCEL A FESTIVAL SANCTION REQUEST

The content of a permit request can be edited, if information has changed or a mistake was made. Click on the permit, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Zone Minor Discipline Coordinator for approval. The request will go back to PENDING until it is approved again.

Your updated permit will have the same Permit Number.

NEW FOR 2019-20: You may cancel your Festival Sanction at any time after the request has been submitted until the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.

HOCKEY CALGARY/ HOCKEY EDMONTON

Hockey Calgary or Hockey Edmonton provide Festival Sanctions for their teams, and only use the Centre Ice Portal to have the tournament appear in the Hockey Alberta website listings. When using the Centre Ice Portal, include your Hockey Calgary or Hockey Edmonton Festival sanction number in the Other Details section.

Hockey Calgary community associations access the Centre Ice Portal directly to complete the tournament sanction form. Each

association has its own account. Hockey Edmonton staff enter the required information into the Centre Ice Portal on behalf of the requesting organization.

Hockey Edmonton organizations are reminded to contact the Hockey Edmonton office with any questions on this process, and not the Hockey Alberta office.



Intro to Hockey – User Guide

One-Time Event Sanctions

The One-Time Event sanction links to a fillable webpage to request a permit for an individual team to host a One-Time Event.

NEW FOR 2019-20: A contact email is required for the visiting team, as well as the HCR Team Number for either team (if applicable). The visitors will receive a copy of the Sanction, so they can apply for a Travel Permit.

Please ensure the sanction is requested with enough advance time for the other team to obtain its Travel Permit. All fields must be filled in.

- **Association:** The organization's name from your Account Profile.
 - **Contact Person, Email, Phone:** The contact person for the team requesting the permit; the permit is sent directly to that person.
- OR
- The individual, in some organizations, who applies for and distributes the permits for all teams.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved.
 - **Visiting Team Contact Email:** See New for 2019-20 Note above.
 - **Teams and Team ID Numbers:** Name and HCR Team Number of Home Team; Name and HCR Team Number of Visiting Team (if applicable)
 - **Level:** Check either Novice or Initiation.

Request a One-Time Event Sanction

All fields are required.

CONTACT INFORMATION

Association/Club	Contact Person
Contact Email	Additional Contact Email (optional)
Contact Phone	Visiting Team Contact Email

ONE-TIME EVENT DETAILS

Home Team	Home Team ID#
Visiting Team	Visiting Team ID#
Game Date mm/dd/yyyy	- Select Level - v
Location/Facility	Comments or Special Requests
Address	
City	

[Submit Request >](#)

- **Date, Location, Address, Comments:** This section is where you provide the details about the Exhibition Game, including when and where. Any special information can be noted in the Comments section.

One-Time Event requests are automatically approved. The contact person on the request will get two emails: one confirming the request has been submitted, and one that contains the approved permit.

THE APPROVAL EMAIL, WITH THE PERMIT NUMBER, IS YOUR ONE-TIME EVENT PERMIT. Ensure it is available at the game, if required.



(One-Time Event Sanctions continued)

EDIT OR CANCEL A ONE-TIME EVENT SANCTION

After submitting your request, you can edit if information has changed or a mistake was made. Click on the permit in the Approved Permits list, and then click the EDIT button.

The original information you submitted will appear. Make any necessary changes, Validate and then click Update Request. An update will be approved automatically.

The new approval will have the same Permit Number as the original.

NEW FOR 2019-20: You may also cancel your One-Time Event sanction at any time after the request has been submitted until

Intro to Hockey – User Guide

One-Time Event Sanction

APPROVED PERMITS

#	Date	Contact	Game Date	Home Team	Visiting Team
HA-19337384	02/08/2019	brad	09/09/2019	test	testtest

More Details

Level	Novice
Location/Facility	test, test, test
Special Requests	none
Comments	

EDIT

DENIED/CANCELLED PERMITS

Date	Contact	Game Date	Home Team	Visiting Team
19/06/2019	Brad	09/09/2019	Homesters	Awaysters
21/06/2019	brad	10/09/2019	Homesters	Awaysters

the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.

One-Time Event Sanction

Edit a One-Time Event Sanction

Permit #HA-19337384

All fields are required.

CONTACT INFORMATION

Brad's Club	brad
aeiou357@gmail.com	aeiou357@yahoo.com
4033919014	aeiou357@icloud.com

ONE-TIME EVENT DETAILS

test	1111
testtest	2222
Game Date 09/09/2019	Novice
test	none
test	
test	

Cancel Cancel Request Update Request



Intro to Hockey – User Guide

Recurring Event Sanctions

Some Minor Hockey Associations operate their own “league” structure for players registered at the Intro to Hockey level. Previously, each of these games needed to be entered individually as exhibition games for tracking and insurance purposes.

The Recurring Events Sanction platform allows an MHA to set up a schedule of games, with an unlimited number of games, under the same sanction number. Games can be added to the schedule at any time throughout the season. The schedule, and any updates during the season, is automatically approved, as with One-Time Event sanctions.

Contact Information – Same fields as other Sanction/ Permit requests.

General Details – The expected start/end dates for your schedule (for example, Oct 1, 2019 to March 31, 2020); and the level (either Initiation or Novice).

Game Details – The participating teams, their HCR Team ID # (if those have been assigned), date, time and location of game. In Comments, you may wish to identify the game number from your overall schedule.

Add Game – you can add as many games as necessary. Please remember to SAVE AS DRAFT regularly, so that you are not signed out of your account, which would cause you to lose any data entered. Your draft will appear on your MHA account page, and more games can be added by clicking on the Edit button. Click

SUBMIT REQUEST once your schedule is fully entered. You will receive two

emails: one acknowledging that you have submitted the request, and another approving the request with your permit number information.

Request a Recurring Event Sanction

(All fields are required)

CONTACT INFORMATION

Association/Club	Contact Person
Contact Email	Additional Contact Email (optional)
Contact Phone	

GENERAL DETAILS

Start: mm/dd/yyyy	End: mm/dd/yyyy	-Select Level-
-------------------	-----------------	----------------

GAME DETAILS

Home Team	Home Team ID#	
Visiting Team	Visiting Team ID#	
Date: mm/dd/yyyy	Start Time	Comments or Special Requests
Location/Facility		

Home Team	Home Team ID#	
Home Team	Home Team ID#	
Visiting Team	Visiting Team ID#	
Date: mm/dd/yyyy	Start Time	Comments or Special Requests
Location/Facility		

Home Team	Home Team ID#	
Visiting Team	Visiting Team ID#	
Date: mm/dd/yyyy	Start Time	Comments or Special Requests
Location/Facility		

Home Team	Home Team ID#	
Visiting Team	Visiting Team ID#	
Date: mm/dd/yyyy	Start Time	Comments or Special Requests
Location/Facility		

+ ADD GAME

Submit Request **Save as Draft**

Recurring Event Sanction

To save and continue adding games at a later time, you may select the "Save as Draft" button.
Your sanction request will not be submitted to the admin until you click "Submit Request" or "Update Request" (when going back into a draft request).

DRAFT PERMITS

Date	Contact	Game Dates	Level
05/06/2019	Bradley Lyon	01/16/2019 - 01/03/2020	Initiation

APPROVED PERMITS

Date	Contact	Game Dates	Level	
HA-19337355	19/06/2019	brad	01/16/2019 - 30/03/2020	Novice

Request a Recurring Event Sanction

Success

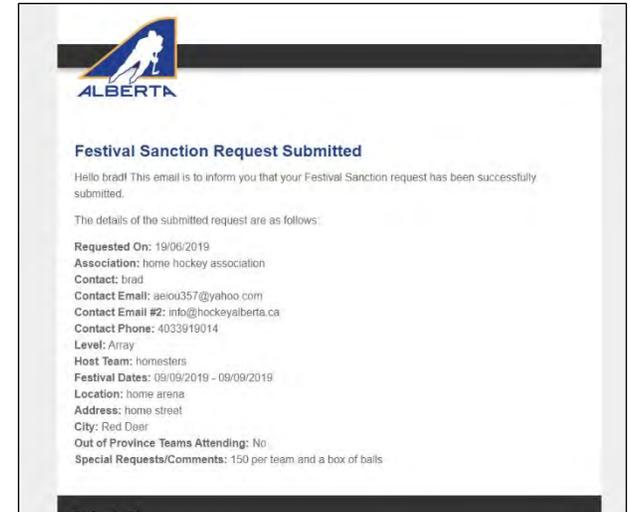
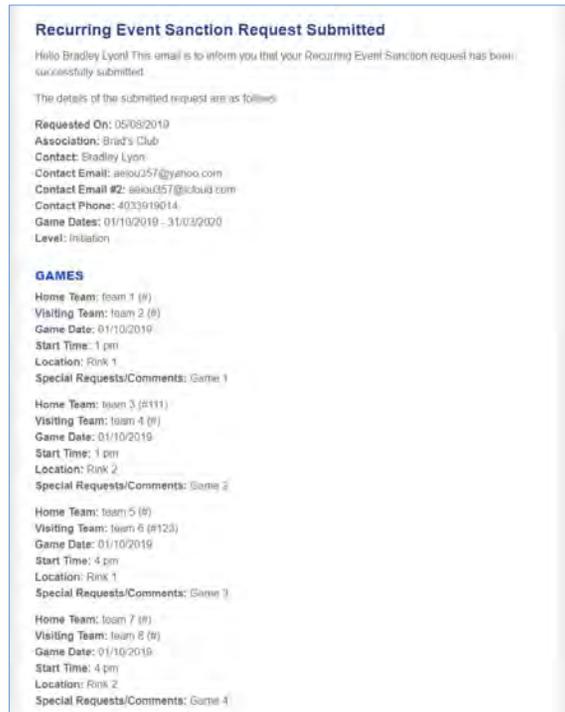
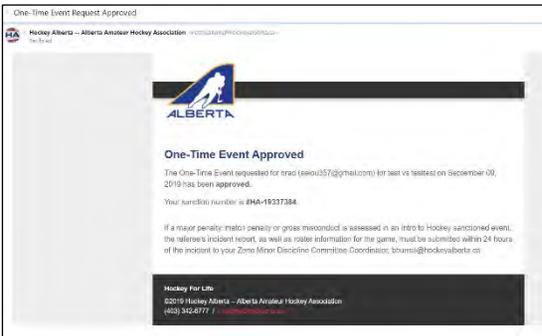
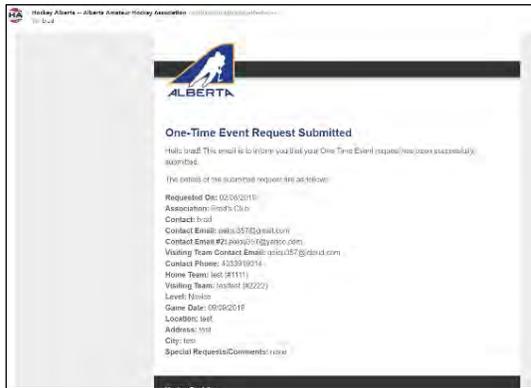
Request successfully saved as a draft. You can manage your draft permits above.



Intro to Hockey – User Guide

Samples of Email Confirmations

The email notifications you receive will look similar to the images on this page.





2019-20 E-GAMESHEET USER GUIDE

Introduction

Hockey Alberta requires e-gamesheet(s) be completed for each Exhibition Game and Tournament sanction issued. E-gamesheets are automatically submitted to the Zone Minor Discipline Coordinator or Division of Hockey Chair who approved the Permit or Sanction. The e-gamesheet is used for disciplinary decisions on situations that arise in exhibition or tournament games. If you have questions or concerns, contact your Zone Minor Discipline Coordinator or Division of Hockey Chair.

Sanction Approval Email

When an Exhibition Game or Tournament sanction is approved, the requester receives an email with the permit number. Included in that email is a weblink that connects directly to the e-gamesheet platform.

To submit the e-gamesheet, click on the SUBMIT E-GAME SHEET link.

NOTE: The only access to the e-gamesheet connected to your permit number is in this email. Hockey Alberta staff and volunteers are not able to provide that link to you.

DO NOT DELETE YOUR PERMIT EMAIL.

The screenshot shows an email header with the Hockey Alberta logo. The main content includes:

- Exhibition Game Approved**: A notification that an exhibition game for Canada vs testest on September 09, 2019 has been approved, with a sanction number of #HA-19337369.
- E-GAMESHEET(S) PERTAINING TO THIS PERMIT MUST BE SUBMITTED WITHIN 24 HOURS.**: A bold warning that e-gamesheets must be submitted within 24 hours.
- Instructions on how to submit e-gamesheets, including a link to the submission platform.
- A red circle highlights the link: **SUBMIT GAME SHEETS ONLINE** and [Submit E-Game Sheet](#).
- Information about the official hotel partner, Best Western, and a link to book accommodations.



2019-20 E-GAMESHEET USER GUIDE

E-Gamesheet Submission

When you click on the e-gamesheet link, you will be taken to the E-Gamesheet Submissions page. Under the E-Gamesheet Template heading, information about your sanction will be auto-filled.

To start, you need to enter the name of each participating team.

For a Tournament Sanction (image at right), three slots are provided, and you can add additional slots by clicking ADD ADDITIONAL TEAM.

For an Exhibition Game (image below), two slots are provided.

E-Gamesheet Submissions
Welcome to the Hockey Alberta E-Gamesheet Platform.

User Guide
Please review the manual below before starting on your submission.

[E-Game Sheet User Guide](#)

E-Gamesheet Template
Status: **Incomplete** (Last Updated: 09/07/2019)
Permit: #HA-19337369
Type: Exhibition
Association/Club: N/A
Contact Person: N/A
Game Date(s): 09/09/2019
Location: N/A

Rosters
Please enter the names for each team that participated in the Exhibition Game.

Team Name *
Team Name *

[Save & Continue >](#)

E-Gamesheet Submissions
Welcome to the Hockey Alberta E-Gamesheet Platform.

User Guide
Please review the manual below before starting on your submission.

[E-Game Sheet User Guide](#)

E-Gamesheet Template
Status: **Incomplete** (Last Updated: 24/08/2018)
Permit: #HA-18324573
Type: Tournament
Association/Club: Hockey Alberta
Contact Person: Bradley Lyon
Game Date(s): 09/09/2018 - 10/09/2018
Location: yup

Rosters
Please enter the names for each team that participated in the Tournament.
To remove a team simply empty the text:

Team Name * Team Name *
Team Name * Team Name *
Team Name * Team Name *
Team Name * Team Name *

[ADD ADDITIONAL TEAM +](#)

[Save & Continue >](#)

Once all team names have been entered, click SAVE & CONTINUE.



2019-20 E-GAMESHEET USER GUIDE

New Game Information

At the top of the screen, a green SUCCESS bar will appear to let you know you added teams successfully.

Now, proceed to entering the information about the games played.

On this screen, you will fill in the details pertaining to the game. For **Game Number**, you can enter the permit number, or for a tournament, the game number on the schedule. **Game Name** is optional, but you could enter Final, or Consolation Semi, etc.

Fill in the Division, Tier, Location, Game Date, Start Time, Finish Time, Referee(s) Name(s), Linesmen Names, Timekeeper and Scorekeeper fields with the information that appears on the original game sheet.

Select the Home Team and Visiting Team from the dropdown menus. All team names you entered should appear in the dropdown menus. **PLEASE ENSURE YOU HAVE A DIFFERENT TEAM NAME SELECTED FOR EACH TEAM.**

Under Original Gamesheet(s), click CHOOSE FILE to attach a PDF or JPEG file copy of the original game sheet, so that if there are any discrepancies the Minor Discipline Coordinator has the game sheet for comparison. Maximum file size is 1 GB, so you should have no issues with file size.

Click ADD GAME under the box where you have attached the original game sheet. This creates the game (for Exhibition) and/or adds it to the list of games played (for Tournament).

DO NOT CLICK SAVE AND CONTINUE until you are ready to submit all game sheets to your Minor Discipline Coordinator or Division of Hockey Chair.

E-Gamesheet Template

SUCCESS
Teams successfully saved.

Status: **Incomplete** (Last Updated: 28/09/2018)
Permit: #HA-18324573
Type: Tournament
Association/Club: Hockey Alberta
Contact Person: Bradley Lyon
Game Dates: 09/09/2018 - 10/09/2018
Location: yyc

Games
Please enter all game information for the Tournament.
When you add a game you will be prompted to add the game events:

Game #	Game Date/Time	Home Team VS Away Team
2	2018-09-08 @ 3:10	Team 3 VS Team 4
1	2018-09-09 @ 3 pm	Team 1 VS Team 2
3	2018-09-09 @ 5 pm	Team 5 VS Team 1
4	2018-09-09 @ 7 pm	Team 1 VS Team 4

NEW GAME INFORMATION

Game Number: *
Game Name:
Division: *
Tier: *
Location/Arena: *
Game Date: *
Start Time: *
Finish Time: *
Home Team: *
Team 1
Away Team: *
Team 1

Linesman #1: *
Linesman #2: *
Time Keeper: *
Score Keeper: *
Original Gamesheet(s): * (max: 1GB PDF)
Choose File | No file chosen

ADD GAME

Save & Continue



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Event Details

Once the game is created, you now enter each Penalty Event that occurs. Click ADD NEW EVENT. Each penalty is entered separately as a new event, using the appropriate dropdown menus and fields. For PLAYER, you need to type the jersey number and player name in the field.

It does not matter what order you enter the events. The program will automatically sort by Period and Time of event.

The screenshot shows the 'EVENT DETAILS' form. The 'Event Type' dropdown is set to 'Penalty'. The 'Time' field contains '14:57' and is circled in red. Other fields include 'Select Team' (Team 3), 'Period #' (1), and 'Player *'.

If you enter an invalid time, when you try to save the Game Events, you will receive an error message, and the Time field will be highlighted in red, so that you can correct it.

The screenshot shows the 'ORIGINAL GAMESHEET' form. It includes a section for 'Original Gamesheet(s)' with a 'Choose File' button. Below is the 'EVENT DETAILS' section with an 'ADD NEW EVENT +' button and a 'Save Game Events' button.

This screenshot shows the 'ORIGINAL GAMESHEET' form with the 'EVENT DETAILS' section expanded. It displays the 'Event Details' form with fields for 'Select Team *', 'Event Type *', 'Period #', 'Time *', 'Player *', and 'Penalty *'. The 'Time' field is highlighted in red, indicating an error. The 'Penalty *' dropdown is set to 'Assessor (AGG)'. There is also a 'Penalty Minutes #' dropdown and a 'Remove Event' checkbox.



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If you enter a five-minute penalty, Game Misconduct, Gross Misconduct or Match penalty, you will be prompted to enter the referee's game report information pertaining to the infraction. Type the information into the fillable field. As well, you must attach a PDF or JPEG of the referee's incident report.

Please save regularly when entering the Game Events so that no entries are lost.

You can click SAVE GAME EVENTS at any time. The game will then appear either on its own or as part of list (if you are entering games for a tournament). To continue, click the + sign, and Edit, and you can continue entering game events.

Repeat the process for all game sheets that apply to your permit. When all games have been entered, now click SAVE AND CONTINUE.

Player * (required) (with first name)
(#) Player Name

Penalty *
Game Misconduct (GM)

Penalty Minutes *
- Select -

Referee Infraction Report * (Max 2000)
Choose File | No file chosen

Referee Infraction Report Summary *

Remove Event

ADD NEW EVENT +

Cancel

Save Game Events

Games

Please enter all game information for the Tournament.
When you add a game you will be prompted to add the game events.

Game #	Game Date/Time	Home Team VS Away Team	
2	2018-09-08 @ 3:10	Team 3 VS Team 4	-
More Details			
Location	3		
Start/Finish	3:10 - 4:30		Edit +
Penalties	0 - 0		
Gamesheet	View		
1	2018-09-09 @ 3 pm	Team 1 VS Team 2	+
3	2018-09-09 @ 5 pm	Team 5 VS Team 1	+



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Confirm Gamesheet Information

At this time, you can review the list of Team Names and a summary of the information that you have entered for each game. If anything appears inaccurate, click BACK to go back to the Games list, select the appropriate game, and update/edit the game.

Type	Period	Time	Team	Player
Penalty	2	01:11	Team 2	3, John Smith
Penalty	3	11:11	Team 1	4, Jack Smith
Penalty	3	04:58	Team 2	7, Tom Trump
Penalty	3	04:58	Team 2	7, Tom Trump

NOTE 1: At any time prior to submitting your gamesheets, you can click the BACK button (shown in light grey in the bottom left hand corner) to return to any previous page to edit, delete or add information.

NOTE 2: For a tournament, you do not have to wait until the completion of the tournament to enter game sheet information. You can enter the penalties for each game upon the game's completion. As each event is saved, it transmits directly to the Hockey Alberta website CMS. DO NOT CLICK SUBMIT GAME SHEETS until you are done entering all games related to the permit (See below).

Submit E-Gamesheets

When everything is complete, click SUBMIT GAMESHEETS, and you will receive a confirmation message, along with an email to the email addresses that received the original permit.



CENTRE ICE PORTAL

MEMBER FORUM – 2019-20

Hockey Alberta

info@hockeyalberta.ca



Member Forum – User Guide

OVERVIEW

The Member Forum is an exciting part of the Centre Ice Portal. The Forum allows for sharing of information and best practices, as well as conversation and discussion between organizations, Hockey Alberta volunteers, and Hockey Alberta staff members to help resolve questions and issues that arise during the season.

Organizations have been grouped based on Hockey Alberta Zone or Division of Hockey and can post to your Zone Volunteer team or Division of Hockey Chair, and all organizations in the zone or division of hockey. There is also a General section, where postings will go to all organizations and Volunteers across the province.

The Forum also allows for Hockey Alberta to distribute official updates to all Member organizations via Information Bulletin and Memo, as well as the Ice Times Newsletter.

When new posts occur, if you have clicked to allow Push Notifications, you will receive an alert.

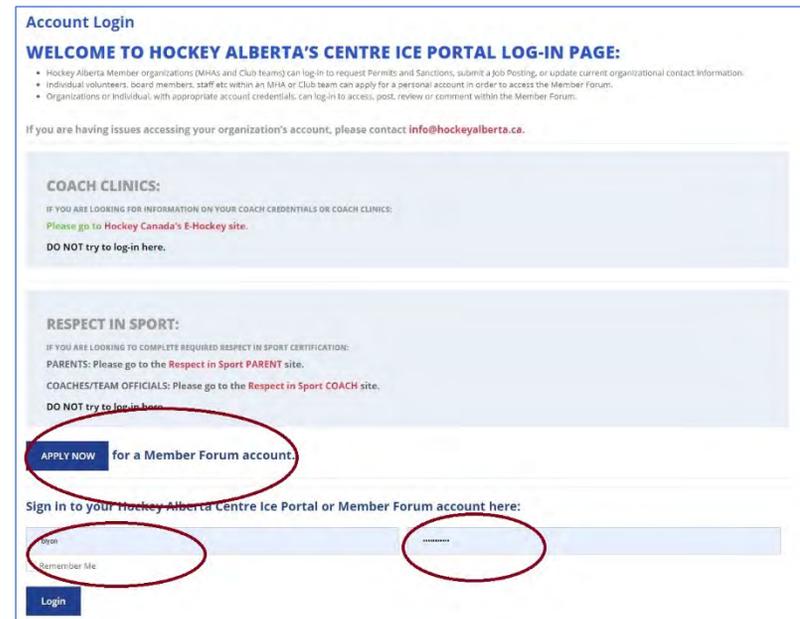
WHO HAS ACCESS?

Any organization or individual login credentials to the Centre Ice Portal has access to the Member Forum. The Member Forum can be accessed from the blue menu bar.

NEW FOR 2019-20: Hockey Alberta has created a personal account which will allow individuals to have access to the Member Forum, but not to any other platforms, such as Permits and Sanctions, in the Centre Ice Portal. The goal with the personal accounts is to allow coaches, directors, on-ice officials, parents and others with a direct involvement in the game the opportunity to post questions or participate in conversations on topics of interest. To apply for a personal account, fill out the following form: <https://www.hockeyalberta.ca/request-account/>

HOW TO ACCESS THE MEMBER FORUM

1. Go to Centre Ice Portal login page (link in the top RH corner of any page at hockeyalberta.ca).
2. Enter User Name and Password for your organization's Centre Ice Portal account or your personal Member Forum account.



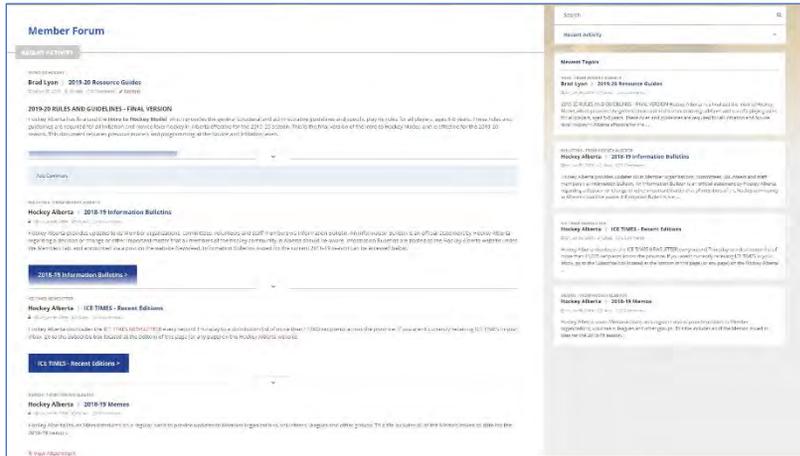
3. Once logged in, click on Member Forum in the blue menu bar.





Member Forum – User Guide

- When you are directed to the Member Forum, you will land on the Recent Activity page. On this page are the most recent posts, regardless of topic. The posts could include



general information, links to attached files, or links to external web addresses.

POST A NEW TOPIC: Select a group/category such as Intro to Hockey, and you can start a new topic of discussion. A message window will open for your message, and you can attach PDF files to a discussion topic.



BEHAVIOUR WITHIN THE MEMBER FORUM: Any topic related to amateur hockey in Alberta can be discussed. However, it is a requirement that anyone posting in the Member Forum must do so in a respectful and professional manner that recognizes there may be multiple and divergent opinions on many topics. Failure to do so may result in loss of privileges to utilize the Member Forum and/or other sanctions against the individual or his/her organization.

PLEASE NOTE: This is not intended to be an area to rant or air grievances. If you have a problem with something that involves Hockey Alberta, contact the appropriate staff member or volunteer to resolve. The Forum will be monitored, and inappropriate posts will be noted, and deleted if required.

How to use the Member Forum:

SEARCH: The Search window allows you to search for Bulletins, Memos, Newsletters, Zone News, or General items. Click on a category to see what has been posted. Or you can review everything that has occurred by looking at Recent Activity.

