



Adding Affiliated Players

Adding Affiliated Players

- Prior to starting this Quick Guide please review OMHA Regulation 7.0 - Affiliation
- For the purpose of this Quick Guide the following is assumed:
 - The team requesting the affiliated player has been approved.
 - Both the player being affiliated and the roster the player is coming from are approved.
 - An “Offer of Affiliation” has been completed for each player for which an affiliation approval is being requested. THIS “OFFER OF AFFILIATION” **MUST** BE ATTACHED TO THE PLAYER’S RECORD IN THE HCR.

Step 1

Search for Affiliated Team

- Click “Teams” at the top left
- Search for the team
- Click on the team name

The screenshot displays the Hockey Canada website interface. At the top left, there is a navigation menu with the following items: Home, Members, Teams, Leagues, Clinics, Reports, Games, and Admin. The 'Teams' item is highlighted. To the right of the navigation menu, there is a 'Free Tech Support' section with the email address helpdesk@hockeycanada.ca. Further right, there are links for 'Options | Help and Manuals | Logout' and 'Notices | Bulletins'. Below the navigation menu, there is a 'Quick tasks' section with the following items: Create a New Team, Travel Permit Search, Batch Team Listing, Batch Team Refund Add, Batch Team Refund List, and Batch Team Activation. The main content area is titled 'Team Search' and contains a search form with 'Team Id:' and 'Team Name:' fields. The 'Team Name' field contains the text 'Barrie Minor Hockey Assc'. Below the search form, there is a table titled 'Teams' with the following data:

| Teams | |
|---|---------------------------------|
| Barrie Minor Hockey Association AT AA 1 | 2009-2010 |
| Atom | Approved |
| Minor Atom AA | Barrie Minor Hockey Association |

1 records found!

Step 2

Search for Affiliated Players

- Click “Add Member(s) to a team” in the Quick Tasks list



The screenshot displays the Hockey Canada website interface. At the top left is the Hockey Canada logo. A navigation menu includes links for Home, Members, Teams, Leagues, Clinics, Reports, Games, and Admin. A 'Free Tech Support' section provides the email helpdesk@hockeycanada.ca. Utility links for Options, Help and Manuals, Logout, Notices, and Bulletins are also present.

The main content area is divided into two columns. The left column, titled 'Quick tasks', contains a list of actions: Find a team, Create a New Team, Add member(s) to a team, Add a contact for team, Make a memo for team, Print Team Report, Print Tournament Permit Cards!, Print Player Cards, Edit Team Arenas, Delete Team, Approve All Players, Request Team Approval, View League, View Tournaments, View Tours, and Print Coaching Card. A red arrow points to the 'Add member(s) to a team' link.

The right column, titled 'Team Information', shows details for a team. The 'General' section includes: Season: 2009-2010, Team Name: Barrie Minor Hockey Association AT AA 1, Team Short Name, Chain: ONTARIO HOCKEY FEDERATION / ONTARIO MINOR HOCKEY ASSOCIATION / Region 4 - G / Barrie Minor Hockey Association, Home Colour, Away Colour, Tournament #, and Class: Minor. The 'Administration' section includes: Players Require Pre-Registration: Yes, Playoffs: No, Send Email Notice when Team Changes: No, Protected: Team Add Only, Protect Registration Date: No, Protect Released Date: No, Team Fee: \$0.00, Public Status: Not Public, New Registration Setting: Allow all cards, Delete Registration Setting: Allow Non Approved Registration Deletion, Released Registration Setting: Lock Approved Released Registration, Team Affiliation: N/A, Auto Approve Released Members: No, Edit New Player Address: No, and Edit New Player Contact (Coming Soon): No.

Step 2

Search for Affiliated Players

- Use First Name and Last Name
- or Hockey ID

Add Players

Team Name: Barrie Minor Hockey Association AT AA 1

▼ Search Available Players

Hockey Code: [Advanced:](#) First Name: Last Name:

▼ Players

| Name | Registration Date | Release Date | Birth Date |
|-------------------|-------------------|--------------|------------|
| BL... SMITH, JOHN | 2000-07-01 | | 2000-08-11 |

Step 2

Search for Affiliated Players

- If you find a match with a player, the screen will load up the main screen automatically.
- If there is more than one record, a list will appear.

Step 2

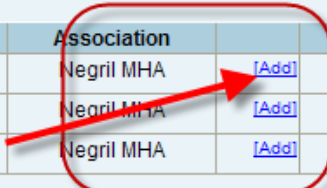
Search for Affiliated Players

- If more than one player is found based on the search criteria...
- Click “Add” opposite the player you are looking to affiliated.
- Do not use the batch add!

▼ Search Available Players

Hockey Code: [Advanced:](#) First Name: Last Name:

| | Name | Hockey ID | Birthday | Branch | Association | | |
|--------------------------|-------------|---------------|------------|--------|-------------|--------------------------------------|---|
| <input type="checkbox"/> | SMITH, ADAM | 1400000746554 | 1948-01-29 | HCT | Negril MHA | <input type="button" value="[Add]"/> | <input type="button" value="[Quick Edit]"/> |
| <input type="checkbox"/> | SMITH, JOHN | 1400000034082 | 1990-01-30 | HCT | Negril MHA | <input type="button" value="[Add]"/> | <input type="button" value="[Quick Edit]"/> |
| <input type="checkbox"/> | SMITH, MARY | 1400000094544 | 2007-06-21 | HCT | Negril MHA | <input type="button" value="[Add]"/> | <input type="button" value="[Quick Edit]"/> |



Step 2

Search for Affiliated Players

- Click on the “Affiliate” checkbox
- The screen will flicker when this is done

Member Team Registration

| | |
|------------------------------------|---|
| Association: | Barrie Minor Hockey Association |
| League: | Atom |
| Class: | Minor |
| Division: | Atom |
| Category: | AA |
| Team: | Barrie Minor Hockey Association AT AA 1 |
| City Id: | <input type="text"/> |
| Contract Number: | <input type="text"/> |
| Position: | PLAYER <input type="button" value="v"/> |
| Jersey Number: | <input type="text"/> |
| Card Option: | <input type="checkbox"/> |
| Affiliate: | <input type="checkbox"/> |
| Import: | <input type="checkbox"/> N/A <input type="button" value="v"/> |
| Tryout: | <input type="checkbox"/> |
| Registration Date: | yyyy-mm-dd 2009-08-27 <input type="text"/> |
| Release Date: | <input type="checkbox"/> |
| Member Status: | Pending <input type="button" value="v"/> |
| Condition: | None <input type="button" value="v"/> |
| Comment: (200 characters limit) | <input type="text"/> |

Step 3

Adding Affiliated Players

- After the “Affiliate” check box is clicked and the screen re-loads A combo box appears below the “Affiliate” check box listing the player’s registered team.
- Select the team to link the registration.

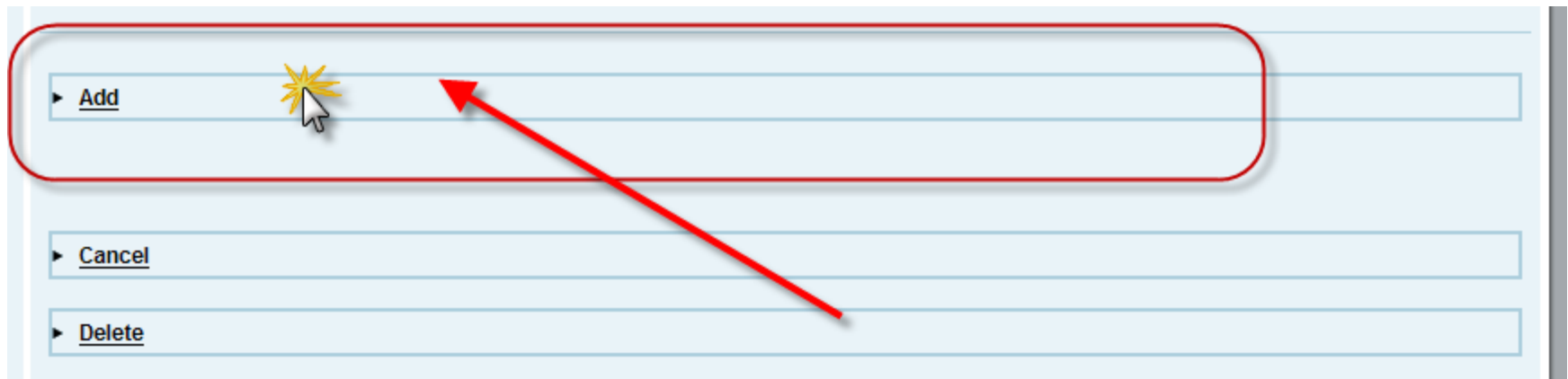
Member Team Registration

| | |
|------------------------------------|--|
| Association: | Barrie Minor Hockey Association |
| League: | Atom |
| Class: | Minor |
| Division: | Atom |
| Category: | AA |
| Team: | Barrie Minor Hockey Association AT AA 1 |
| City Id: | <input type="text"/> |
| Contract Number: | <input type="text"/> |
| Position: | PLAYER <input type="button" value="v"/> |
| Jersey Number: | <input type="text"/> |
| Card Option: | <input type="checkbox"/> |
| Affiliate: | <input checked="" type="checkbox"/> |
| Import: | <input type="text" value="Barrie Minor Hockey Association AT AA 1"/> |
| Tryout: | <input type="checkbox"/> |
| Registration Date: | yyyy-mm-dd 2009-08-27 |
| Release Date: | <input type="checkbox"/> |
| Member Status: | Pending <input type="button" value="v"/> |
| Condition: | None <input type="button" value="v"/> |
| Comment: (200 characters limit) | <input type="text"/> |

Step 3

Adding Affiliated Players

- Once done, click Add at the bottom of the screen.



- Once all players that you are affiliating have been added, re-submit the team for approval.