



## Okotoks Minor Hockey Association

*"Practice and play like a champion today!"*

Box 1152 Okotoks, AB T1S 1B2  
403.710-2213

### Managers

#### Trip Roster

#### Signup

##### Have access to Team Login info

1. Signup with team login info
2. Navigate to your team page

##### Have no existing account

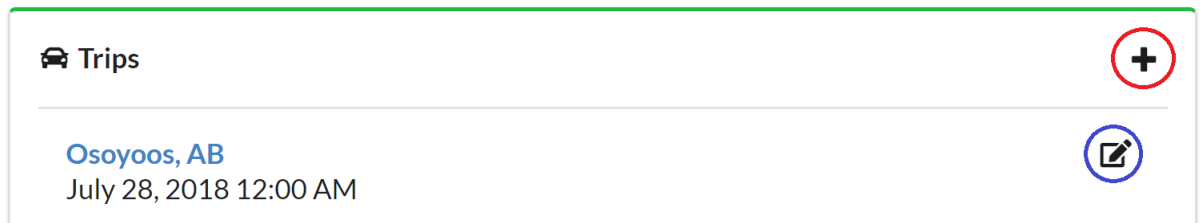
1. Go to the signup page ('/signup') and make an account linked to the association you wish to be apart of
2. Then contact either another manager, or your associations director to be added to your team
3. Once this has been accomplished, you should have access to your team page

##### Already have an account but are not linked with your team

1. To be linked with your team, first ensure your account is linked with the right association, this can be managed by going to your Account page, located in the top right of the navbar.
2. If you are linked with the proper association, contact either a manager of the team or an association director to have your account linked to the proper team

### General (Managers)

1. Navigate to Team Page, either from your homepage, or the 'Team' button in the Navbar at the top of the page
2. All team info can be managed on this page (Edit and Add buttons can be found on the right side of a section)
  - Team specific Bus Companies can be added
  - Team trips can be added with the Plus Button shown in Red, and trips can be edited by clicking the button highlighted in blue




- Team members can also be added with the plus button and edited with the Edit button to the right of member names.
  - Relationships (primarily for parents are family members who will be riding the bus) can be managed while adding a Member or through the Edit form. All members of a relationship must have already been created as a Team member to create a relationship with them.




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John Smith (Player) 

Mr Smith (Guardian) 

Mrs Smith 

### Relationship Viewed in Edit Form

Mr Smith (Guardian) 

Mrs Smith 

**Update**

- Once your team is going on a trip, the Trip will show up on your home screen (based on the date given). This will bring you to the attendance page, where departure times can be managed (at the top of the page in the 'Time Manager' section), and attendance can be recorded by clicking on the members that are on the bus.