

GameCentral | Managing Team Rosters and Staff

This document will show how to create and manage a Team's Roster and Staff in SportsHeadz' GameCentral site.

Pre-Requisites

Before the this work can be done, the league divisions and teams need to be setup, and a team manager account needs to have been created by the league, and verified by the team manager.

Known Issues

At the time of writing this document, there are a couple known issues with Staff management within GameCentral:

1. Birthdays are not being saved.
2. Unable to delete entries.

Please be aware of these issues, and be ready to update the roster when the problems have been rectified by SportsHeadz.

Step 01 : Starting GameCentral

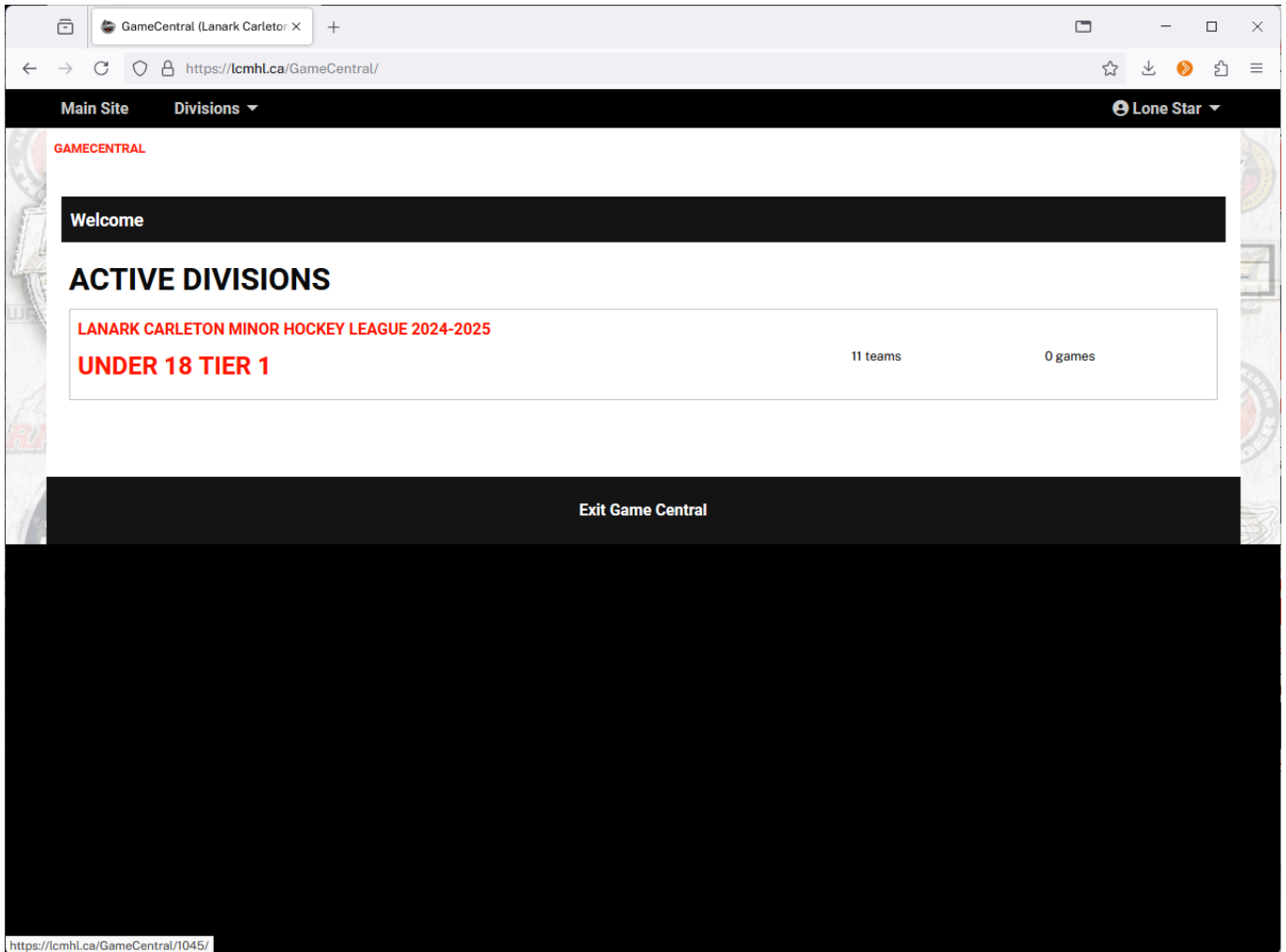
Login to the LCMHL website with the account. In the top-left hand corner, click on GameCentral to enter the portal:

The screenshot shows the official website of the Lanark-Carleton Minor Hockey League (LCMHL). The page features a navigation bar with 'Divisions' and 'GameCentral' tabs, and a 'Group Sites' section. A 'LATEST NEWS' article titled 'New District4 and LCMHL Website' is highlighted, submitted by Andy Backa on August 11, 2024. To the right, an 'UPCOMING GAMES' section lists three matches for Saturday, October 19th, all under the 'Under 11 Tier 1' category.

Under 11 Tier 1	
OCT 19 SAT	Carleton Place Kings 01 @ Richmond Munster Royals 01 11:00 AM U11T1-003
Richmond	
Under 11 Tier 1	
OCT 19 SAT	Almonte Pakenham Thu... @ Stittville Rams 02 1:00 PM U11T1-002
Johnny Leroux	
Under 11 Tier 1	
OCT 19 SAT	Stittville Rams 01 @ Osgoode Rideau Senators 01 6:00 PM U11T1-001
Manotick	

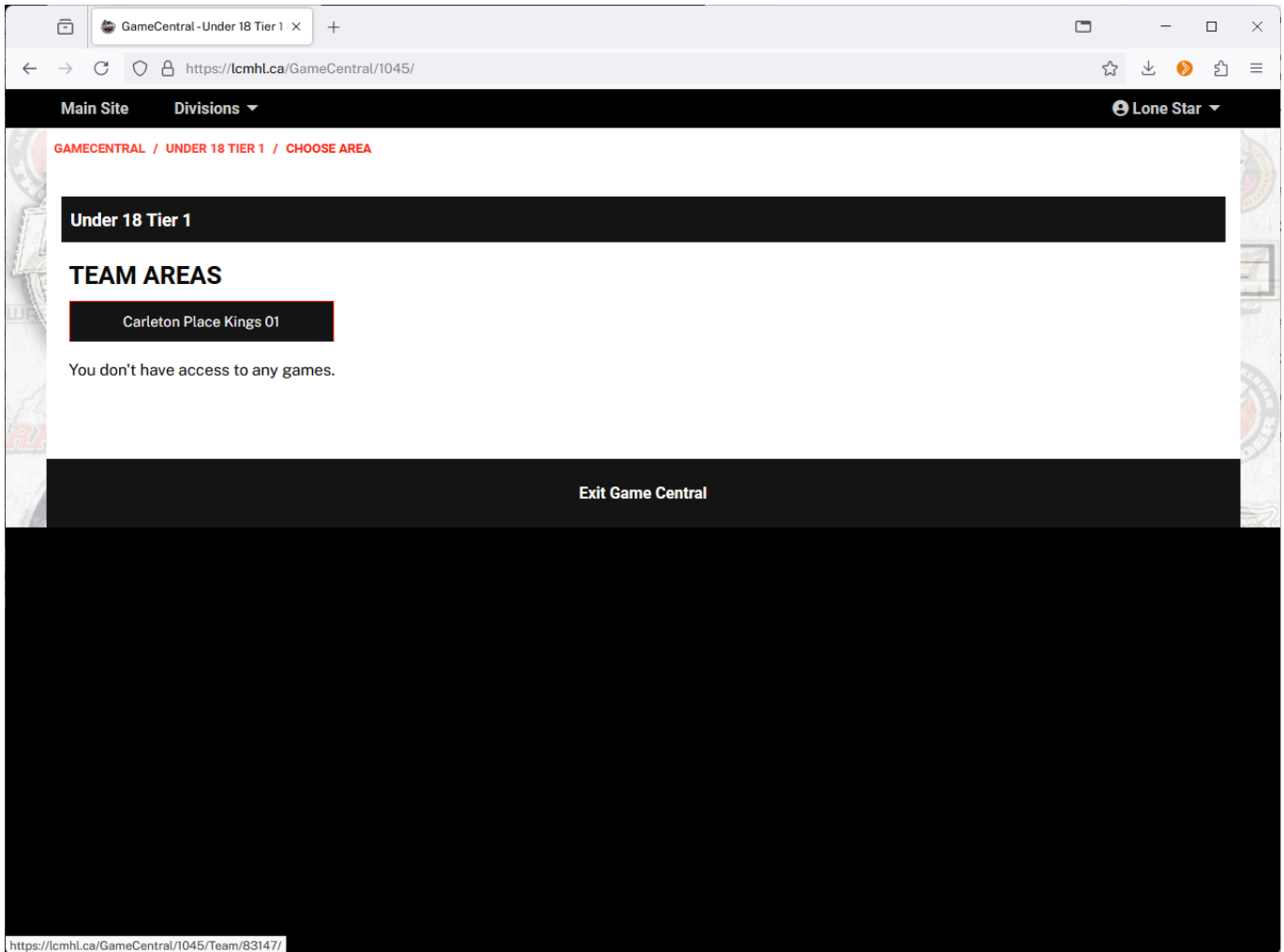
Step 02 : Selecting the Division

There may be instances where the same person is responsible for more than one team, so the next step is to identify the division that the team they wish to manage is in. Click on it to proceed:



Step 03 : Selecting the Team

The list of teams within the division that the user has permissions to work on is now displayed. Click on the one to be managed in order to proceed:



Step 04 : Viewing the Current Team Membership

Upon entering the team's page the current membership is shown, which obviously is empty except for the Team Manager entry. Click on the **Manage Roster** button to begin assigning players and staff to the team.

The screenshot shows a web browser window with the URL <https://lcmhl.ca/GameCentral/1045/Team/83147/>. The page title is "Carleton Place Kings 01 Home". The breadcrumb trail is "GAMECENTRAL / UNDER 18 TIER 1 / CARLETON PLACE KINGS 01". The page is divided into several sections:

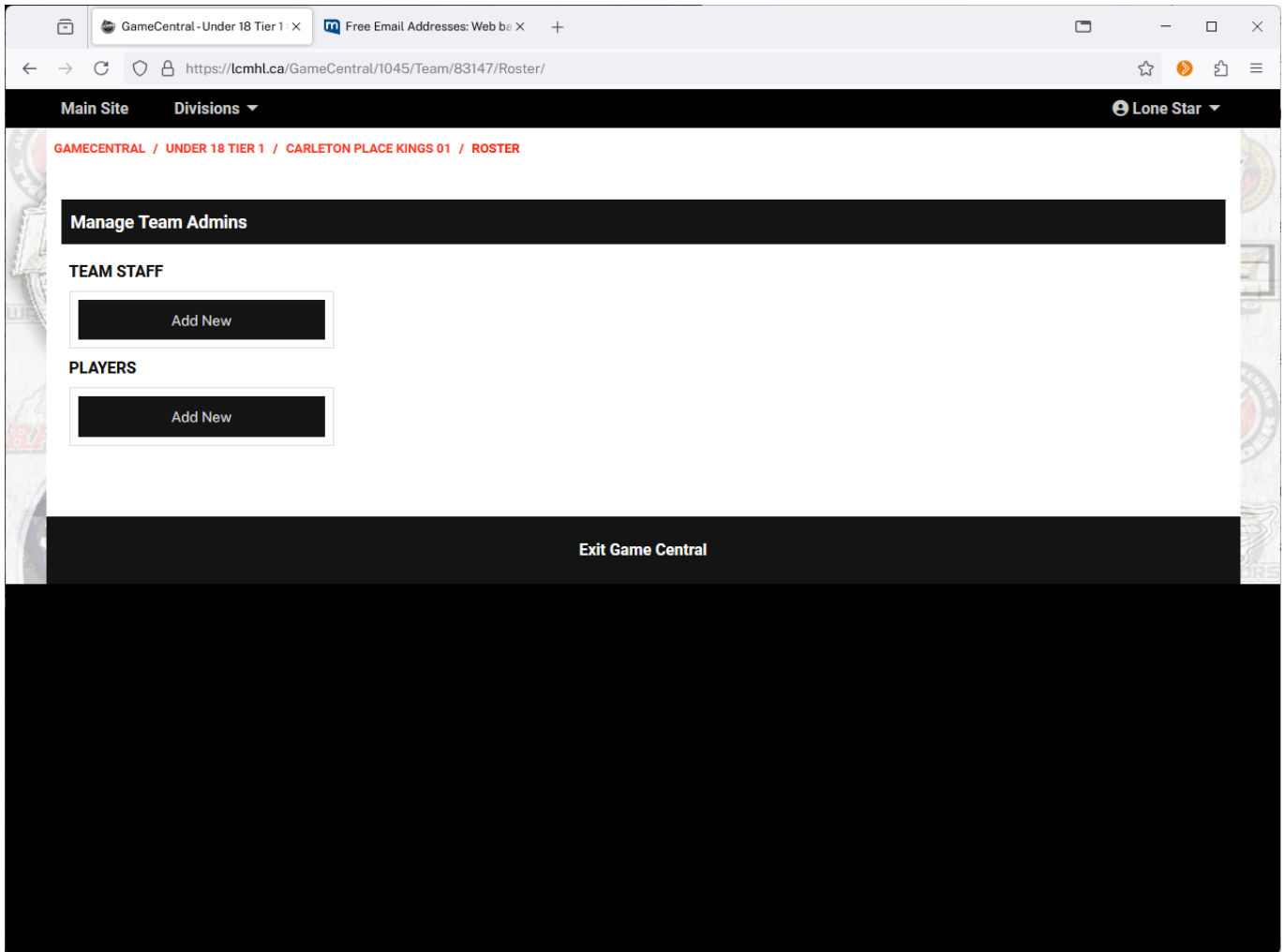
- TEAM ADMINS**: A table with columns: Team, Name, Email, Login?, Requested?, and Approved?.

Team	Name	Email	Login?	Requested?	Approved?
Carleton Place Kings 01	Lone Star	spaceballs@mail.com	True	False	True

A "Manage Team Admins" button is located to the right of the table.
- DEFAULT GAME ROSTER**: A heading for the roster section.
- TEAM STAFF**: A heading with a message "No Team Staff on the Roster".
- PLAYERS**: A heading with a message "No Players on the Roster". A "Manage Roster" button is located to the right.
- TEAM GAMES**: A heading with a message "No games".

Step 05 : Selecting the Type of Member

The next page shows the current list of players and staff on the team. Click on the **Add New** button under the *Team Staff* heading to begin assigning staff members to the team.



Step 06 : Adding Team Staff to the Membership

Enter the details for the Staff member being entered:

- First Name
- Last Name
- Position
- Designation : Leave blank
- Roster Status : Set to *Active*
- External Key : Enter Hockey Canada Number for all coaches and trainers

Confirm all of the data is correct, then click on **Save** when finished.

The screenshot shows a web browser window with the URL <https://lcmhl.ca/GameCentral/1045/Team/83147/Roster/>. The page has a navigation bar with 'Main Site' and 'Divisions' menus, and a 'Lone Star' logo. The main content area is titled 'Manage Team Admins' and contains two sections: 'TEAM STAFF' and 'PLAYERS', each with an 'Add New' button. Below this is an 'Exit Game Central' button. A modal window titled 'NEW STAFF' is open, showing a form with the following fields:

First Name *	Last Name *	Position	Designation
Dark	Helmet	Head Coach	
Roster Status	External Key		
Active			

At the bottom of the modal is a 'Save' button.

Repeat this step until all of the team staff are entered.

Step 07 : Adding Players to the Membership

Click on the **Add New** button under the *Team Staff* heading to begin assigning staff members to the team. Then enter the details for the player being entered:

- Jersey
- First Name
- Last Name
- Position
- Affiliated : If this player is a regular member of this team or affiliated from another team
- Designation : Mark if the player is a captain or an assistant captain
- Roster Status : Set to *Active*
- Birthdate
- External Key : Enter their Hockey Canada Number

Confirm all of the data is correct, then click on **Save** when finished.

GameCentral - Under 18 Tier 1 - X

https://lcmhl.ca/GameCentral/1045/Team/83147/Roster?HL=1001

Main Site Active Divisions Andy Backa

GAMECENTRAL / UNDER 18 TIER 1 / CARLETON PLACE KINGS 01 / ROSTER

Manage Team Admins

TEAM STAFF

00 Add New

PLAYERS

01 G PRINCESS VESPA 02 D DOT MATRIX 04 c BARFOLOMEW MAWG AC Add New

EDIT PLAYER

Jersey: 04 First Name *: BARFOLOMEW Last Name *: MAWG Position: Centre

Affiliated: No Designation: Assistant Captain Roster Status: Active Birthdate: yyyy-mm-dd

External Key:

Save

Repeat this step until all of the players are entered.