Obtaining a Leageue Website Account - Where an Email Invitation has Been Rceived.

Background

Each season, teams (coaches and managers) require LCMHL website accounts (aka Team Admin Accounts) to perform the following:

- Enter team rosters
- Enter team staff contact information
- Enter game results
- Optionally, create other team admins (e.g. backup manager, game result posting volunteer)

The account creation process involves 2 parts, the first of which is performed by a league statistician and the second part is performed by the account recipient.

Part 1 - League Statistician

Association convenors provide league statisticians with contact information for each coach and manger of a team. The statistician will set each up as a team admin. This creates an association only.

At this point, the coach/manager will not have an account. However, the statisticion's actions will cause an account invitation to be emailed to the recipient.

Lanark Carleton Minor Hockey League

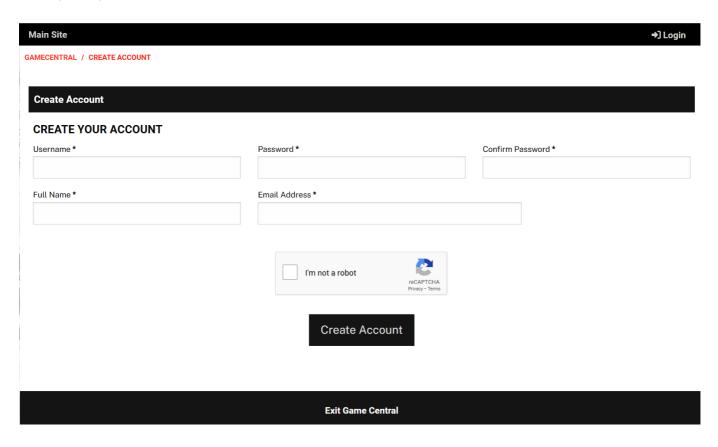
This email was generated on 10/9/2024 at 7:52 PM

Team Admin Access Added: Carleton Place Kings 01

You'll need to create your account, and verify your email address, here.

Part 2 - Team Contact

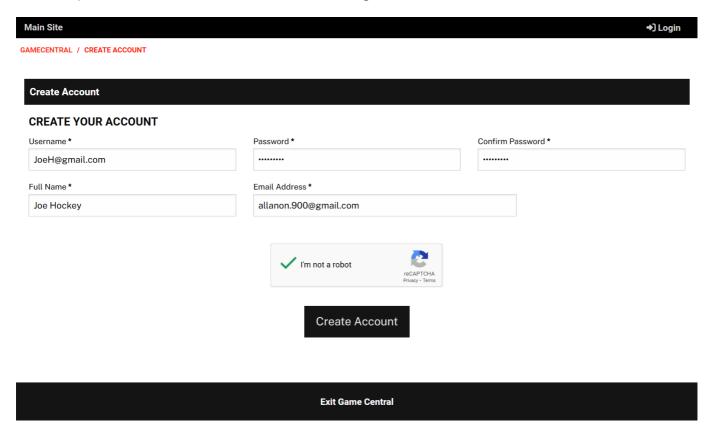
Upon receiving the invitation shown above, click on the "here" link. This will direct your browser to the the Create Account form within the GameCentral section of the LCMHL website.



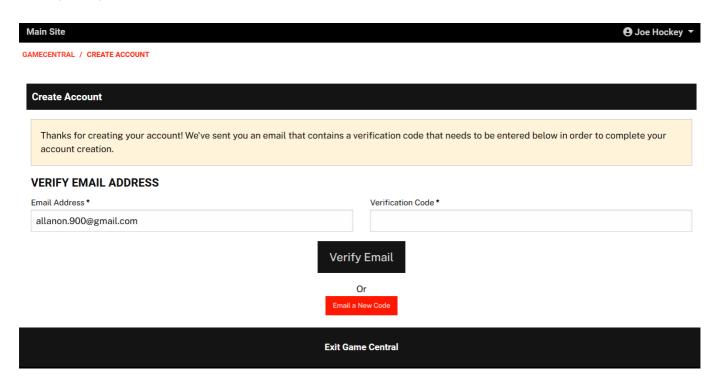
Complete the form. Note that:

- The username can be any easy to remember name. It need not be an email address
- The email address provided must match the one you had previosuly provided to your association

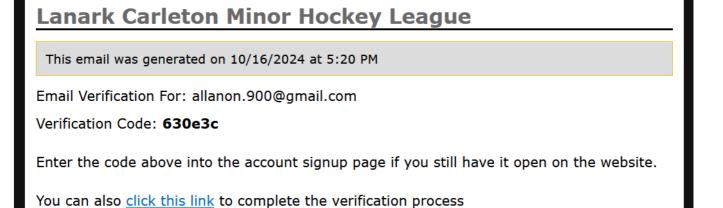
After completion, the form should resemble the following.



Click on the Create Account button. A Verify email address page will display.

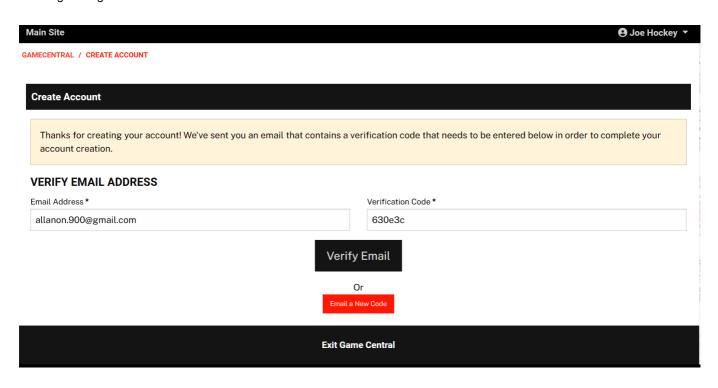


Leave the page open and check your email. You will receive a message containing a verification code, similar to that below.

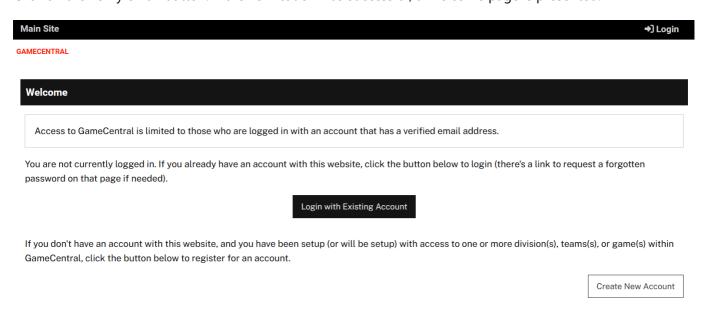


Copy the code to your clipboard. If your browser is still displaying the verification page then go to it now. If you've closed your browser, use the "click on this link" to open your browser and display the verification page.

Past the code into the Verificaiton Code field. Your browser page should resemble the one below.

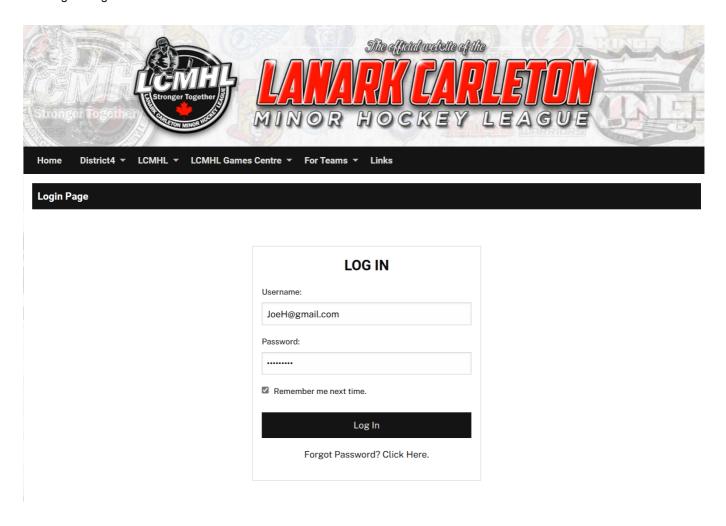


Click on the verify email button. If the verification was successful, a Welcome page is presented.



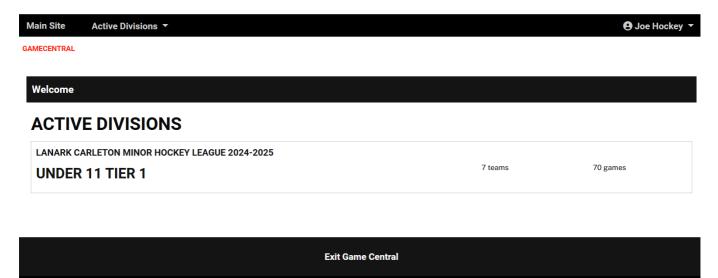
Exit Game Central

At this point your account exists, so click on the Login with an Existing Account button. A login page will appear.

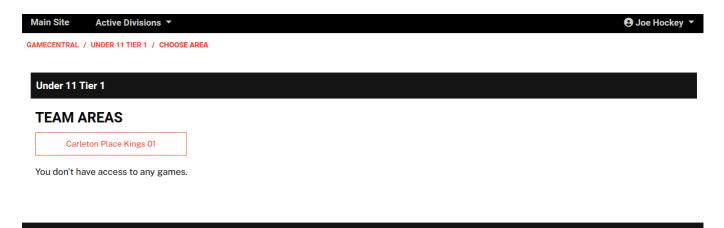


Provide your credentials and click on the Log In button.

Theg following page appears. It will show all divisions that host teams in which you are set up as an admin user. For most people, a single division will show.



Click on the division. A page will display that lists the teams for which you've been set up as an admin user.



Exit Game Central

Click on the desired team entry. A team admin page will display



roum	Hamo	Email	Logiii	Roquestour	Approvou
Carleton Place Kings 01	Joe Hockey	allanon.900@gmail.com (unverified)	False	False	True
Carleton Place Kings 01	Joe Hockey	allanon.900@gmail.com (unverified)	False	False	True
Carleton Place Kings 01	Joe Hockey	allanon.900@gmail.com	True	False	True

Manage Team Admins

DEFAULT GAME ROSTER

TEAM STAFF

No Team Staff on the Roster

PLAYERS

No Players on the Roster

Manage Roster

TEAM GAMES

No games

Exit Game Central

From this page, you can create additional team admins, enter team staff and roster information, and report game results.

See the specialized instructions on the LCMHL website (under For Teams) for each of these tasks.