



TIME & SCORE KEEPING ASSIGNMENTS

In an effort to help Assistant Managers who may not have completed the Time & Score Keeping Assignments previously through TeamSnap, a “cheat sheet” has been provided.

STEP 1 - CREATE A DOCUMENT

This document lists all the games; which are easily copy and pasted from Hockey Calgary.

	A	B	C	D	E	F	G	H	I	J
1	Date	Start	Home	Visitor	Arena	Type	Penalty Box	Timkeeping	Scorekeeping	Music
2	Oct 20, 2023	21:30	Southwest 3 Gold	Glenlake 3 Green	Cardel Rec South 3	Exhibition Game				
3	Oct 21, 2023	19:15	Knights 3 White	Southwest 3 Gold	Cardel Rec South 2	Seeding Round				
4	Oct 25, 2023	20:30	Southwest 3 Gold	NW Warriors 3 Wr	Oakridge	Seeding Round				
5	Oct 28, 2023	16:15	Wolverines 3	Southwest 3 Gold	East Calgary - Red	Seeding Round				
6	Nov 4, 2023	19:00	Southwest 3 Gold	McKnight 3 Orang	Cardel Rec South 1	Seeding Round				
7	Nov 8, 2023	21:15	Raiders 3 Black	Southwest 3 Gold	Murray Copot	Seeding Round				
8	Nov 11, 2023	20:30	Southwest 3 Gold	Bow Valley 3 Red	Cardel Rec South 1	Seeding Round				
9	Nov 17, 2023	20:45	Southwest 3 Blue	Southwest 3 Gold	Cardel Rec South 4	Seeding Round				
10	Nov 18, 2023	17:30	Southwest 3 Gold	NW Warriors 3 Blu	Cardel Rec South 1	Seeding Round				
11										
12										
13										
14										

STEP 2 - IDENTIFY RESPONSIBILITIES

Black-out the areas for Home and Away volunteer requirements, identifying the roles that are required for each upcoming game.

1	Date	Start	Home	Visitor	Arena	Type	Penalty Box	Timkeeping	Scorekeeping	Music
2	Oct 20, 2023	21:30	Southwest 3 Gold	Glenlake 3 Green	Cardel Rec South 3	Exhibition Game				
3	Oct 21, 2023	19:15	Knights 3 White	Southwest 3 Gold	Cardel Rec South 2	Seeding Round				
4	Oct 25, 2023	20:30	Southwest 3 Gold	NW Warriors 3 Wr	Oakridge	Seeding Round				
5	Oct 28, 2023	16:15	Wolverines 3	Southwest 3 Gold	East Calgary - Red	Seeding Round				
6	Nov 4, 2023	19:00	Southwest 3 Gold	McKnight 3 Orang	Cardel Rec South 1	Seeding Round				
7	Nov 8, 2023	21:15	Raiders 3 Black	Southwest 3 Gold	Murray Copot	Seeding Round				
8	Nov 11, 2023	20:30	Southwest 3 Gold	Bow Valley 3 Red	Cardel Rec South 1	Seeding Round				
9	Nov 17, 2023	20:45	Southwest 3 Blue	Southwest 3 Gold	Cardel Rec South 4	Seeding Round				
10	Nov 18, 2023	17:30	Southwest 3 Gold	NW Warriors 3 Blu	Cardel Rec South 1	Seeding Round				

STEP 3 - LIST YOUR PARENT GROUP

In your document, for ease of referencing, list the names. You'll need to use the player's name though, because when adding to TeamSnap, it will be by player. Remove the coaches.

Volunteer Order
Aaron
Gal
Christian
Cody
Gele
Evan
Finn
Jack
Jesson
Luc
Luca
Raymond
Rhett
Ryan
Ryan
Simon
Tayus

STEP 4 - ASSIGN GAMES

Fill out each position utilizing the names in your list, noted above.

NOTE: Having a person in charge of 'Music', is optional.

	A	B	C	D	E	F	G	H	I	J
1	Date	Start	Home	Visitor	Arena	Type	Penalty Box	Timkeeping	Scorekeeping	Music
2	Oct 20, 2023	21:30	Southwest 3 Gold	Glenlake 3 Green	Cardel Rec South 3	Exhibition Game	Aaron	Cody		Paul
3	Oct 21, 2023	19:15	Knights 3 White	Southwest 3 Gold	Cardel Rec South 2	Seeding Round	Finn		Cooper	
4	Oct 25, 2023	20:30	Southwest 3 Gold	NW Warriors 3 Wf	Oakridge	Seeding Round	Jesson	Luc		Paul
5	Oct 28, 2023	16:15	Wolverines 3	Southwest 3 Gold	East Calgary - Red	Seeding Round	Luca		Ryamond	
6	Nov 4, 2023	19:00	Southwest 3 Gold	McKnight 3 Orang	Cardel Rec South 1	Seeding Round	Ryan	Simon		Paul
7	Nov 8, 2023	21:15	Raiders 3 Black	Southwest 3 Gold	Murray Copot	Seeding Round	Teyus		Aaron	
8	Nov 11, 2023	20:30	Southwest 3 Gold	Bow Valley 3 Red	Cardel Rec South 1	Seeding Round	Cody	Finn		Paul
9	Nov 17, 2023	20:45	Southwest 3 Blue	Southwest 3 Gold	Cardel Rec South 4	Seeding Round	Cooper		Jesson	
10	Nov 18, 2023	17:30	Southwest 3 Gold	NW Warriors 3 Blu	Cardel Rec South 1	Seeding Round	Luca	Luc		Paul
11										

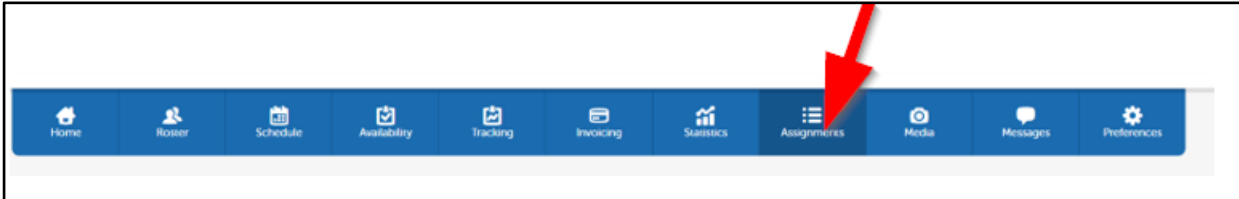
STEP 5 - EMAIL THE FAMILIES

Send the online link, or a screenshot of the Assignments to all the parents.

In this email, also communicate that it is **THEIR** responsibility to find a replacement if they are not able to attend the date / time of their assignment(s).

STEP 6 - TEAMS NAP ENTRY

On the main bar, choose assignments.



Click the + button.

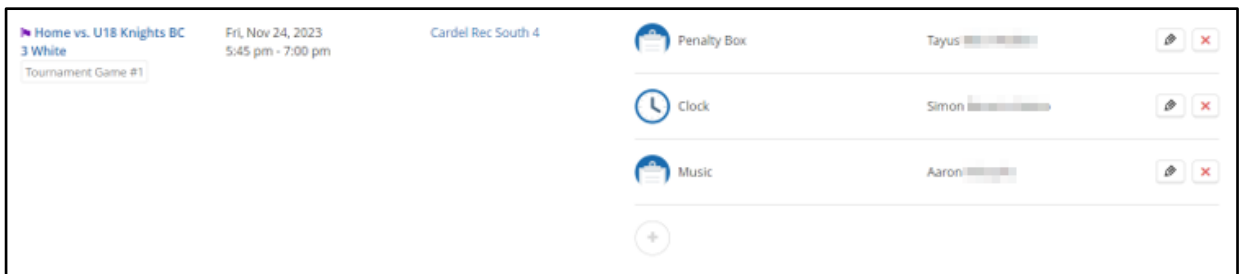


Enter the information from your spreadsheet.

- Some roles are in the dropdown, others need to be manually entered.
- Choose your player, and click save



Fill out all the volunteer roles for that game.



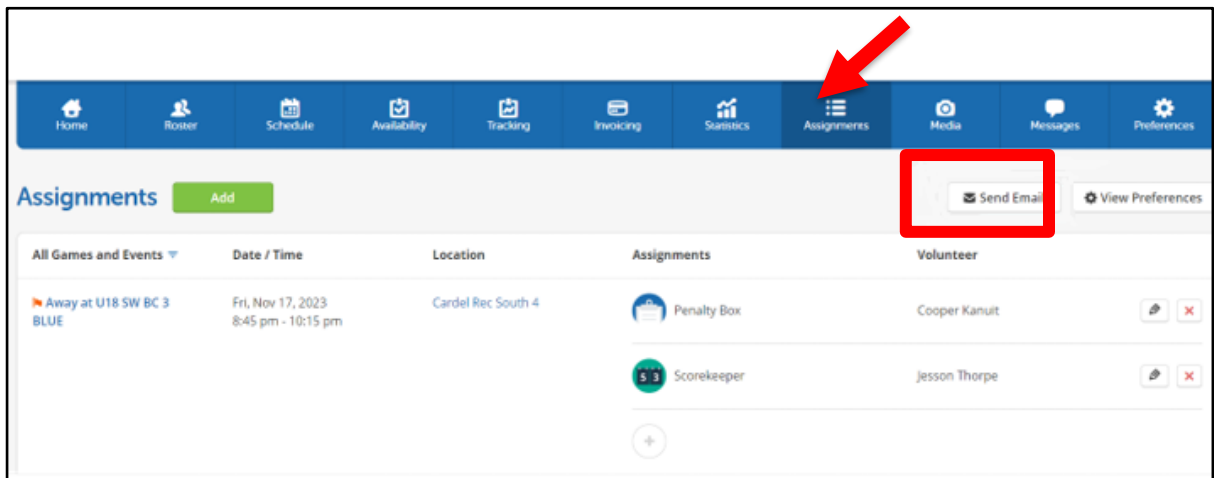
Continue this same process for all games.

STEP 7 - SENDING REMINDERS

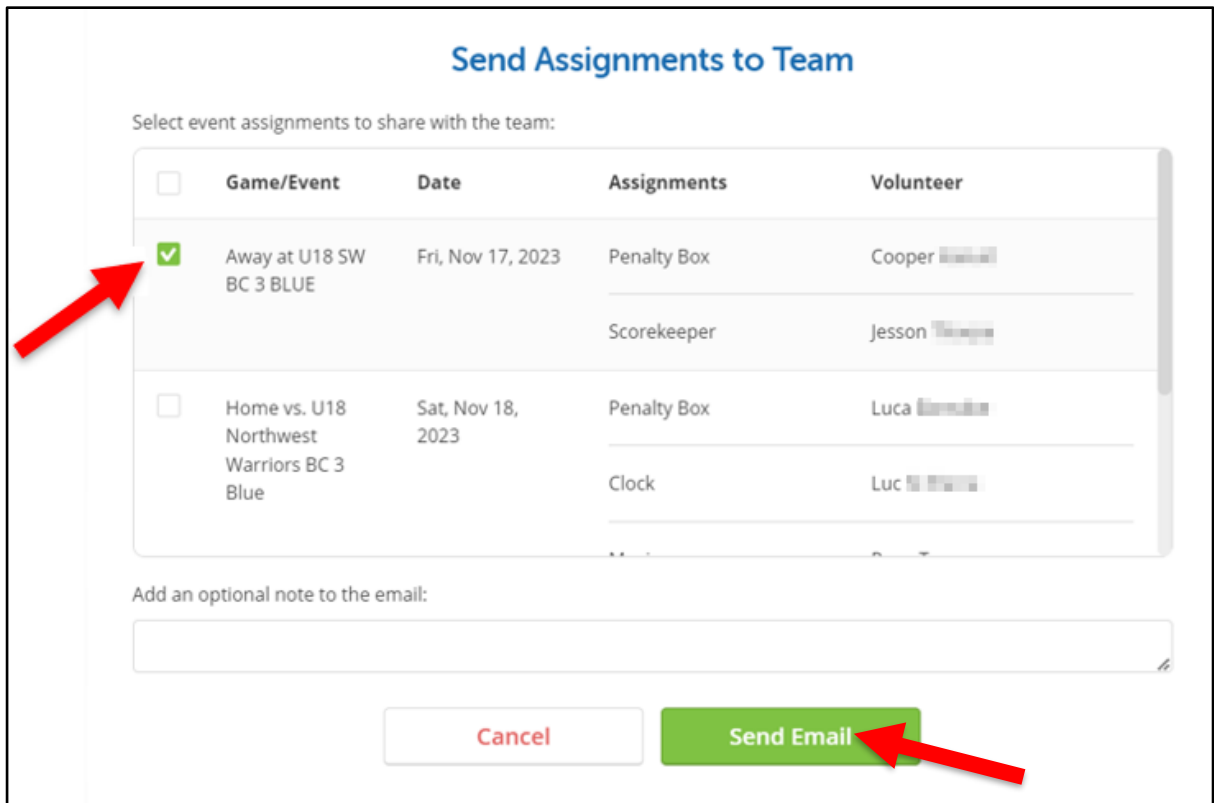
On the day of the game, you can remind the parents of their shifts.

From the computer:

In the Assignments tab → Click: Send Email

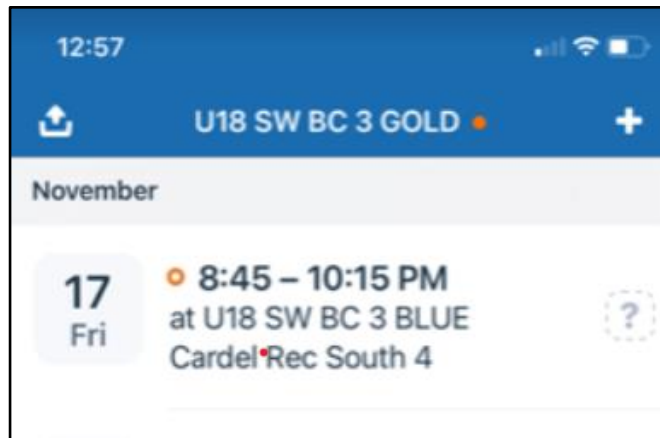


Checkmark the game you want to send, then click “Send Email”.

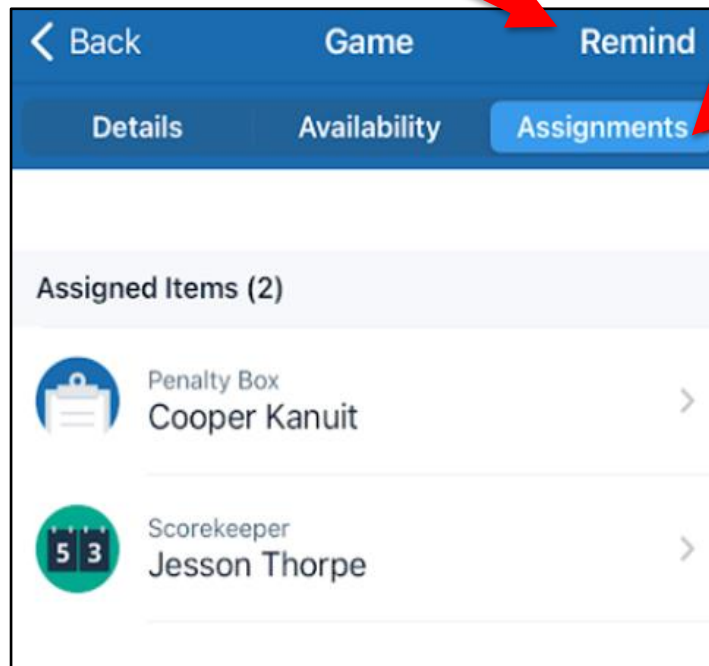


From Mobile:

Under Schedules → Click on the game:



Click on Assignments, then Remind.



STEP 8 - ADD, CHANGE OR REMOVE ASSIGNMENT

As needed, you are able to edit the assignments from your mobile device.

Click on Assignments – and adjust as needed.