

GameDay Club Setup

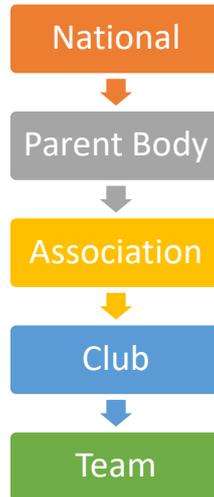
December 2023



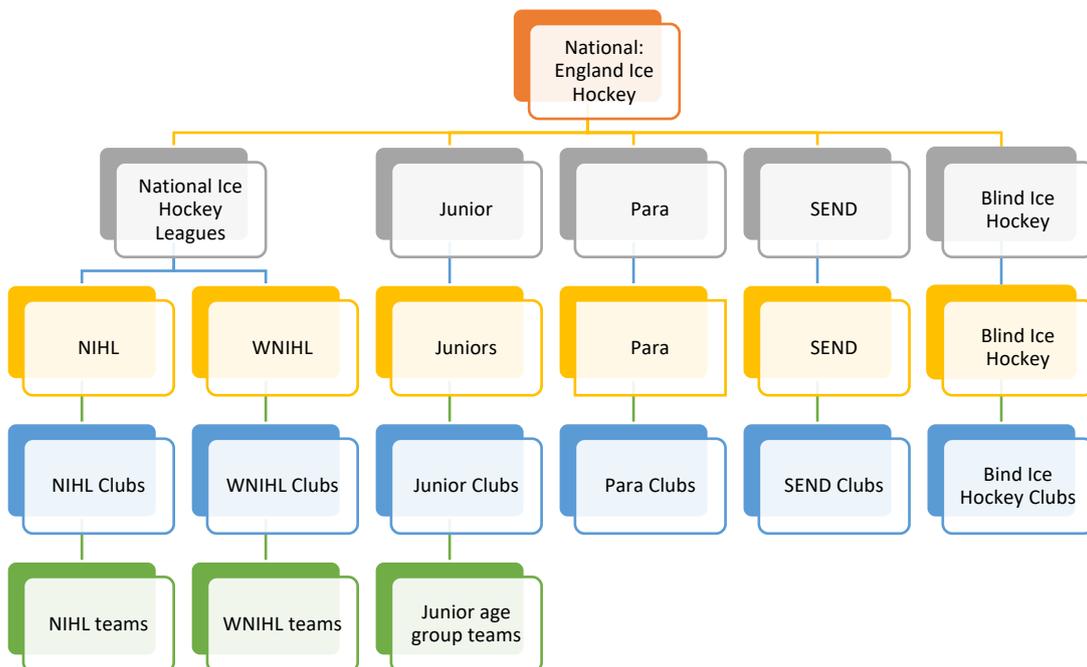
Gameday Passport Guide

Structure of setup

Gameday operates a multi-tiered hierarchy.



England Ice Hockey specific hierarchy is as follows:



- Competitions are set up within each association.
- Clubs are built in each association in which they participate.
- Teams are built within the club in the association in which they participate.

Important

If clubs participate in competitions in multiple sub-associations, they will need to be set up in *each* association.

Example:

Leicester Ice Hockey Academy are a junior setup, but they also compete in NIHL South 2. This means they will need a club at the Junior association level, and at NIHL association level.

All junior age group teams sit within the junior club registered in the junior association. The NIHL 2 team would within the NIHL club registered in the NIHL association.

Getting started

All clubs are set up initially by England Ice Hockey once they have affiliated. If you are a new club wishing to affiliate with England Ice Hockey, please contact info@eiha.co.uk for the terms and conditions of affiliation, and the process to affiliate your club.

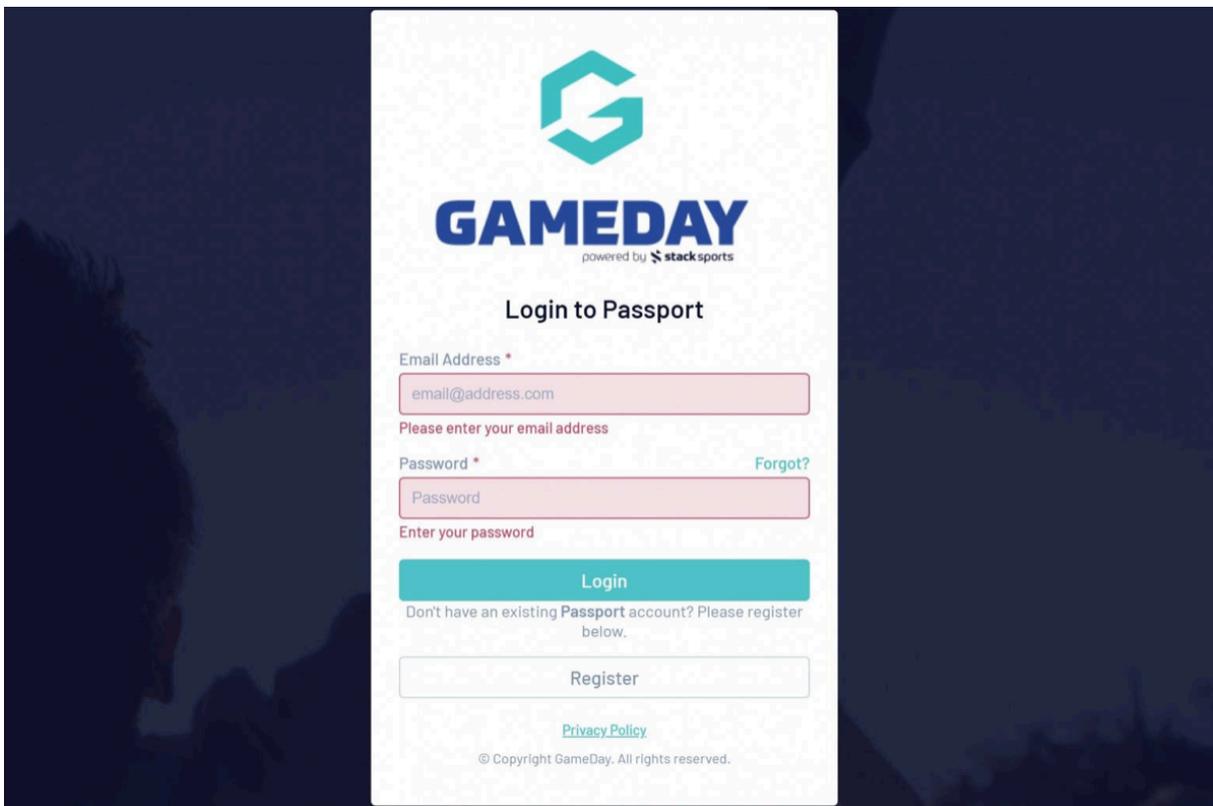
GameDay Passport club admin account

To access and edit your club portal you will need a GameDay Passport account. Please note this is different to your member registration account i.e. if you have registered as an England Ice Hockey Manager, for example.

Step 1:

Create or login to your GameDay Passport account: <https://passport.mygameday.app/login/>

<https://support.mygameday.app/help/how-to-sign-up-to-passport>

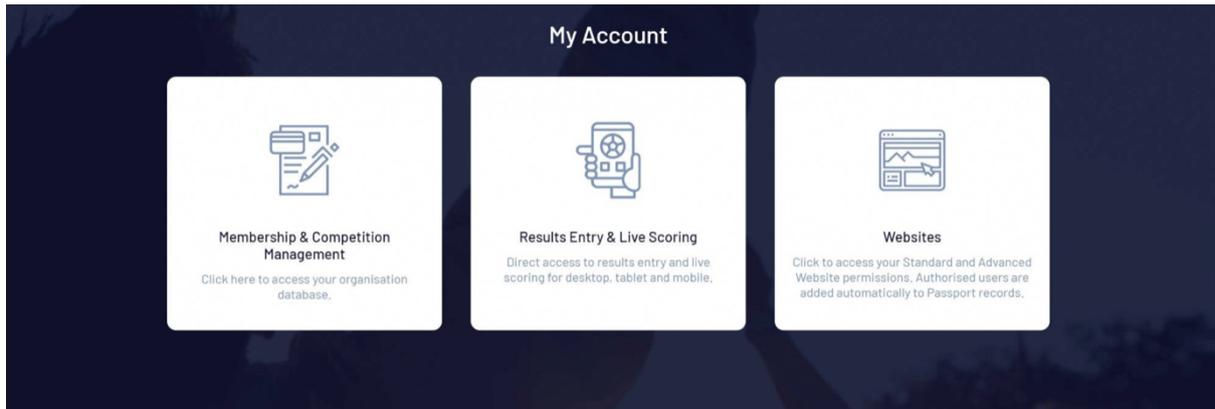
A screenshot of the GameDay Passport login page. The page has a white background with a teal and blue logo at the top center. The logo consists of a stylized 'G' inside a hexagon, with the word "GAMEDAY" in bold blue letters below it, and "powered by stacksports" in smaller text underneath. Below the logo, the text "Login to Passport" is centered. There are two input fields: "Email Address *" with a placeholder "email@address.com" and "Password *" with a placeholder "Password". A "Forgot?" link is next to the password field. Below the fields is a teal "Login" button. Underneath the button, it says "Don't have an existing Passport account? Please register below." and there is a white "Register" button. At the bottom, there is a "Privacy Policy" link and a copyright notice: "© Copyright GameDay. All rights reserved." The background of the screenshot shows a dark, blurred image of a person's profile.

Step 2:

Confirm to England Ice Hockey that this has been done so they can grant you access to manage your club.

Step 3:

Upon confirmation from England Ice Hockey, access GameDay Passport and login. You will then see the following screen. Click on 'Membership and Competition Management'.



Step 4:

Click on your club's logo to access the club admin portal.

Club setup

In your club portal you can edit details, add logos, contact details, teams, manage your fixtures, request transfers, run reports and more.

Start by ensuring your club details are all up to date using the guide below.

[Guide: How to edit club details:](https://support.mygameday.app/help/how-do-i-edit-a-clubs-details)

<https://support.mygameday.app/help/how-do-i-edit-a-clubs-details>

Which details should I add?

As a minimum you should add:

- Logo
- Address
- Contact email and telephone number

You will also need to add teams to your club so that they can be assigned competitions. Please see our separate guide for Team Setup.

Adding contacts

It is vitally important that you add contact information as the GameDay database is what is used for club communication.

You must include a primary contact; this person will receive all communications through GameDay that are sent by England Ice Hockey.

Club dashboard > edit contacts > add > choose roles as appropriate e.g. treasurer, secretary

Common Roles and Contacts

- Details
- Contacts
- Locator

Use this section to update the important contacts for your organisation. Click on the arrow to complete details for each individual, ensuring you indicate which functional responsibilities they take. Only one person can be the primary contact, but multiple people might take responsibility for sponsors and fundraising for example.

While you should list your full committee, it is fine to have spare positions if there are certain positions your constitution does not allow for. For example, you may not have a registrar. If that is the case, simply leave that blank.

In the bottom section you can add extra committee positions or provide additional functional roles. We use generic titles, so use the one that approximates best the roles you have.

Board or Committee Roles	Functional Responsibilities								
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Transfer & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations

Which contacts should I add?

Your primary contact will receive all emails sent to the club via GameDay's communication platform.

We recommend setting up other people in appropriate roles to receive other notifications, such as competition admin, finance and payments and registrations as a minimum.

Adding administrators to your club and team

In addition to adding club contacts, you will need to set up admin users in your GameDay system at club and/or team level. Adding an administrator does not automatically add them as a contact, and vice versa, so you will need to do this separately.

All administrators must have set up a GameDay Passport account.

Please note: granting a person user access does not add them to the contacts database for the club. If this is required, it should be done as per the above guidance.

Quick guide:

- Sign up for a GameDay Passport account: <https://passport.mygameday.app/login/>
- Add user to club or team user management using the cog > user management

[Guide: manage user access](#)

User admin access

Types of access:

- Club admin access (full)
- Club admin access (restricted)
- Team admin access (full)
- Team admin access (restricted)

It is important to consider the GDPR implications of granting admin access. Under GDPR, data must be used fairly and lawfully, kept safe and secure and for the purpose for which it is intended. Consider why data in GameDay will be processed (e.g. for managing memberships, fixtures, sending communications and managing teams) and then consider who will need to process data in that way and which level they require access granting at.

You can set up an admin user for multiple teams. If a manager only needs access to their teams, we advise using the team admin access. For a club secretary, club admin access may be more appropriate.

Each club is different and ultimately the admin setup is down to each club to manage internally based on your hierarchy and delegation of duties.

Restricted access

When managing access to users in your database you are given the option of restricting their access to only certain functions. This may be appropriate for some users within your system.

<https://support.mygameday.app/help/restricted-access>

How to add club admins

To add a club admin:

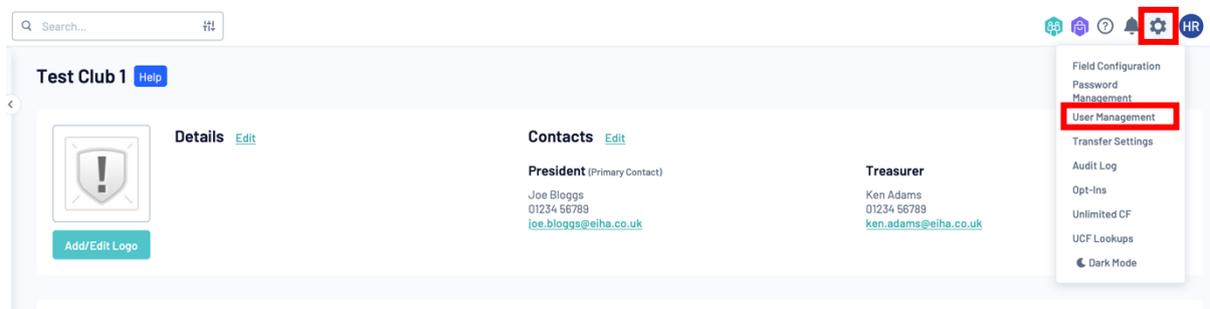
Step 1:

Ensure they have created a GameDay Passport account. You cannot add them without this.

Step 2:

Select the cog in the top right hand corner of the club portal.

Select user management.



Step 3:

Enter the email address of the user with full or restricted access as required.

Step 4:

Add the person to Contacts as per 2.3 if required in the relevant role and tick which emails they should receive.

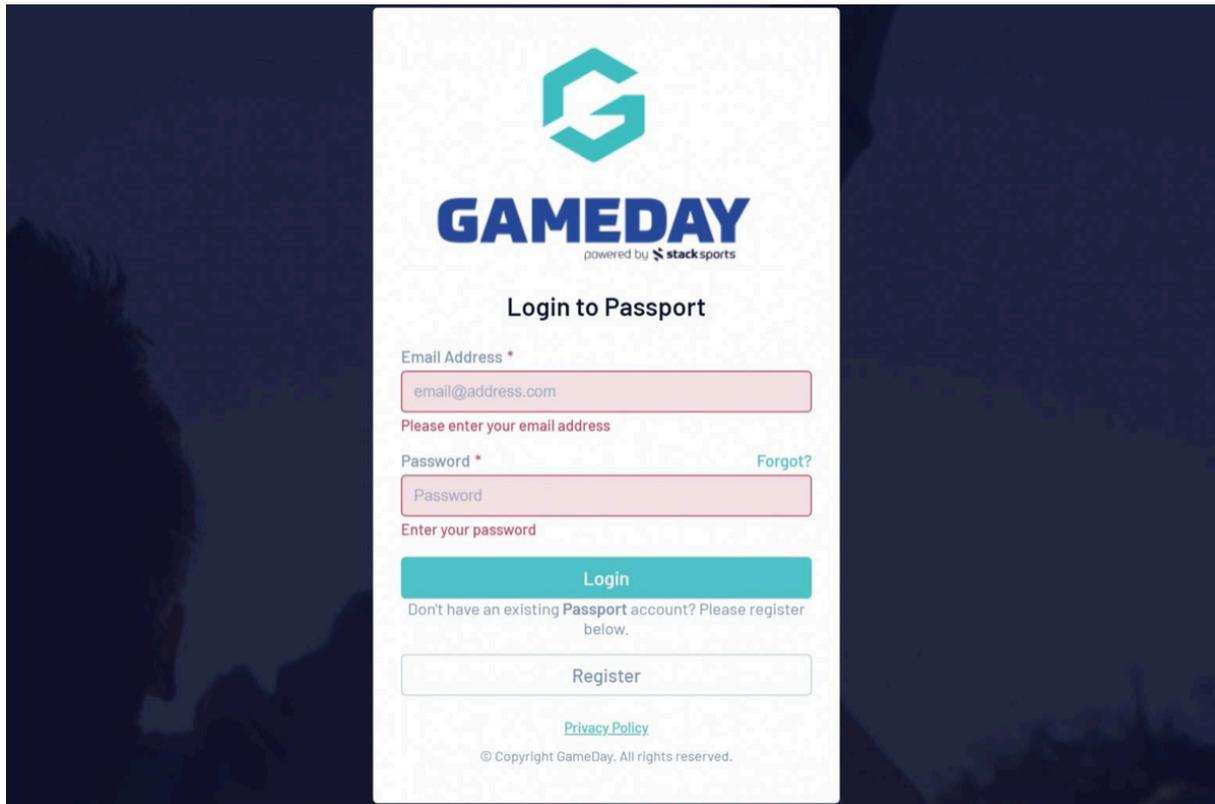
To add a team admin:

- Got to teams (left-hand-side)
- Select the team by using the magnifying glass
- Select the cog in the top right hand corner of the team page
- Select user management
- Add user with full or restricted access as required

Step 5:

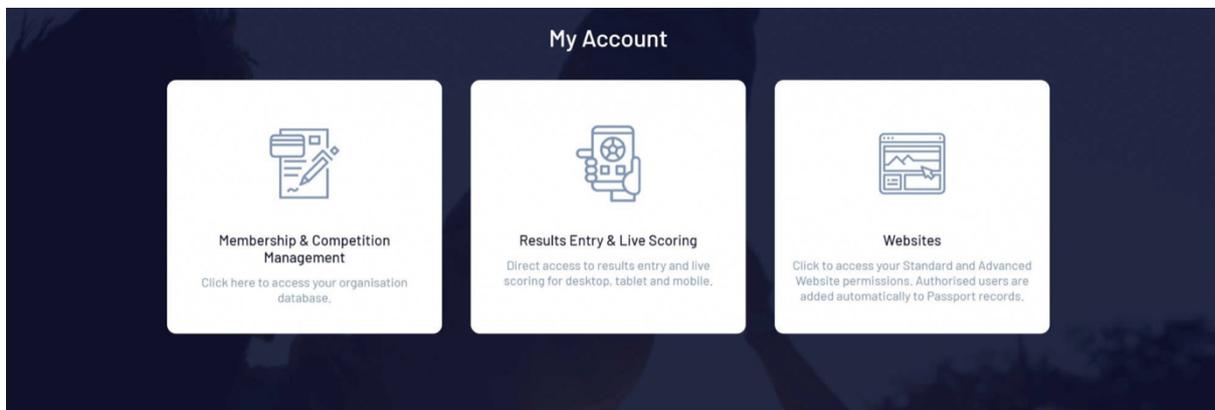
Ask the user to login to their GameDay Passport account to access the club admin features enabled.

They can login to their GameDay Passport account. <https://passport.mygameday.app/login/>



Step 6:

Click on 'Membership and Competition Management'.



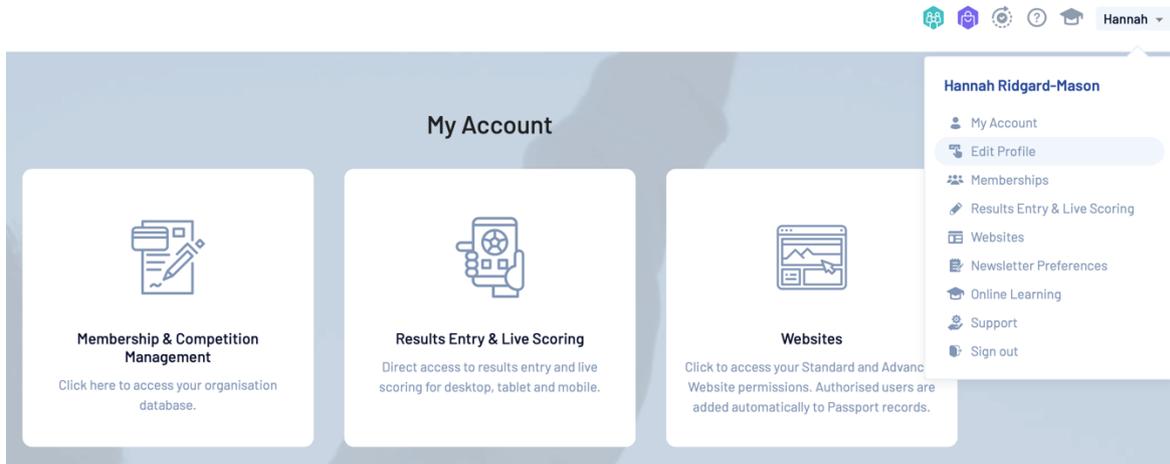
Step 7:

Access the club's portal by clicking on the logo.

Linked account troubleshooting

If you have registered multiple people to one email in the England Ice Hockey registration process (no.1), it may show your name incorrectly when logging into Passport. You can edit this as follows:

- Click the drop down arrow next to the name in the top right
- Click edit profile
- Update the name on the admin account



The screenshot shows a user interface for 'My Account'. At the top right, the user's name 'Hannah' is displayed with a dropdown arrow. The main area contains three cards: 'Membership & Competition Management', 'Results Entry & Live Scoring', and 'Websites'. The 'Results Entry & Live Scoring' card is highlighted. The dropdown menu is open, showing options: My Account, Edit Profile (highlighted), Memberships, Results Entry & Live Scoring, Websites, Newsletter Preferences, Online Learning, Support, and Sign out.

My Account

Membership & Competition Management
Click here to access your organisation database.

Results Entry & Live Scoring
Direct access to results entry and live scoring for desktop, tablet and mobile.

Websites
Click to access your Standard and Advanced Website permissions. Authorised users are added automatically to Passport records.

Hannah Ridgard-Mason

- My Account
- Edit Profile**
- Memberships
- Results Entry & Live Scoring
- Websites
- Newsletter Preferences
- Online Learning
- Support
- Sign out

Members

Members sign up using your individual club registration form which is set up by England Ice Hockey. A comprehensive guide for new registrations is available from info@englandicehockey.com

Members must sign up initially for their **primary club in the association in which they will primarily play**. For example, any junior player wishing to play up to NIHL must sign up with the club in the junior association using their link. The NIHL club can then request a dual transfer in their club portal.

All memberships must be approved by England Ice Hockey.

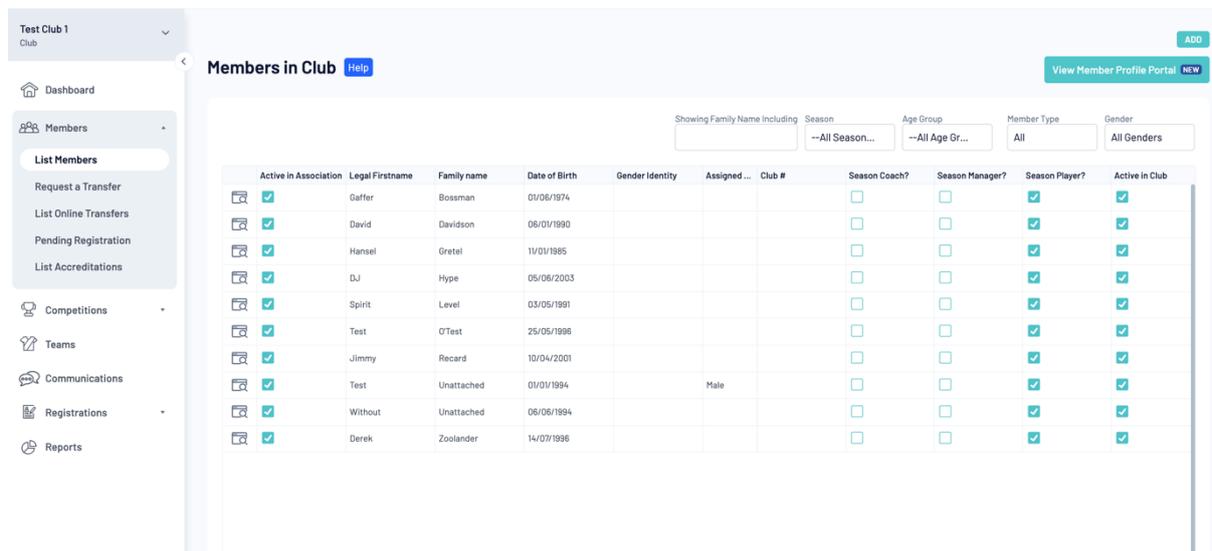
Please note that any new member on the GameDay system, regardless of whether they have previously been a member before, must add a copy of their passport and/or birth certificate to enable us to verify their ID.

<https://support.mygameday.app/help/membership-view-an-individual-member-record>

Viewing member details

Step 1:

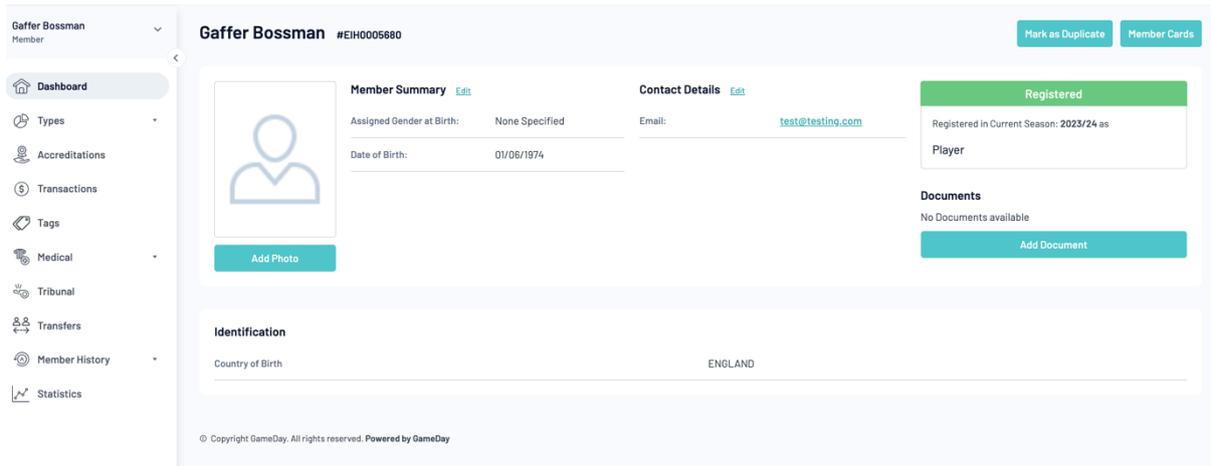
From your club portal you can view and edit member details (with admin access). Select the “Members’ menu > List members



Active in Association	Legal Firstname	Family name	Date of Birth	Gender Identity	Assigned ...	Club #	Season Coach?	Season Manager?	Season Player?	Active in Club
<input checked="" type="checkbox"/>	Gaffer	Bossman	01/06/1974				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	David	Davidson	08/01/1990				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Hansel	Gretel	11/01/1985				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DJ	Hype	05/08/2003				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Spirit	Level	03/05/1991				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test	O'Test	25/05/1996				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Jimmy	Recard	10/04/2001				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test	Unattached	01/01/1994	Male			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Without	Unattached	08/08/1994				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Derek	Zolander	14/07/1996				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 2:

To view their details, select the magnifying glass by the name of the member you wish to view. In this view you can edit details, upload documents, view membership types, view their transactions, view their stats and any medical and tribunal history.



Useful information:

- Tags Shows any missing information, pending CPD, ITCs etc
- Transactions Shows what your member has paid for
- Transfer history Shows any existing and past permits

<https://support.mygameday.app/help/viewing-member-information>

Pending members

You can view your pending members in your club portal under the 'Member' menu > 'Pending registrations'.

If a member requires additional information, England Ice Hockey will contact the club secretary. You can check what information is required for a pending members by viewing the individual member and then selecting tags.

Incorrect details or missing documents

Club admins can amend information or add missing documents in Gameday. If one of the registration secretaries has contacted you about this, you must let them know when the necessary amendments have been made as they will not receive automatic notification.

<https://support.mygameday.app/help/membership-add-a-document-to-a-member-record>

Note: this can be done in the pending member list for those not approved.

Support

GameDay has a wealth of online support to help you get the most out of all of its functions:
<https://support.mygameday.app/help>

Issue reporting

Please report any issues you encounter via the following form. This will ensure we can collate information effectively to resolve common system issues experienced:

<https://www.cognitoforms.com/EnglishIceHockeyAssociation/GameDaySystemReporting>