ENGLAND ICE HOCKEY

GameDay Team Setup

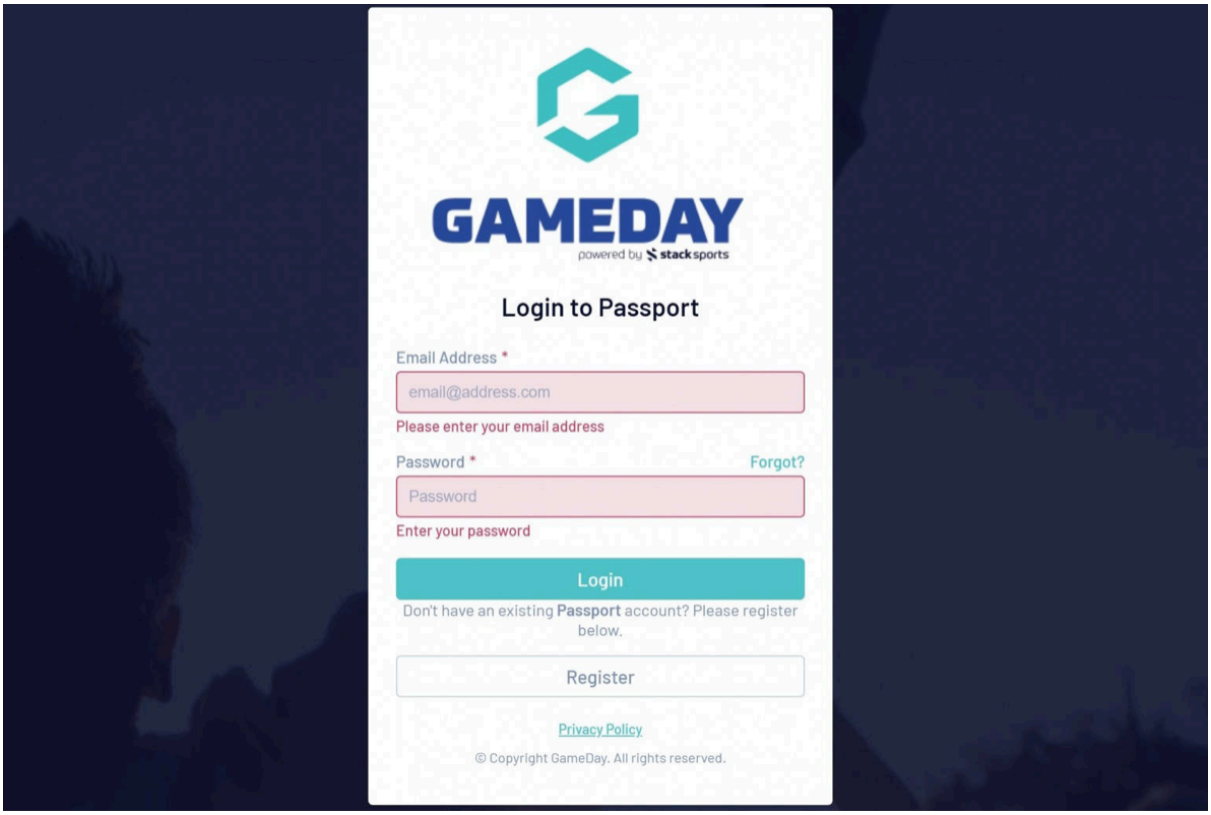
December 2023

Adding teams in GameDay

You can add teams in your club admin portal. This is important to enable us to generate competitions and fixtures. England Ice Hockey will assign teams to competitions ahead of each season once league structures are confirmed.

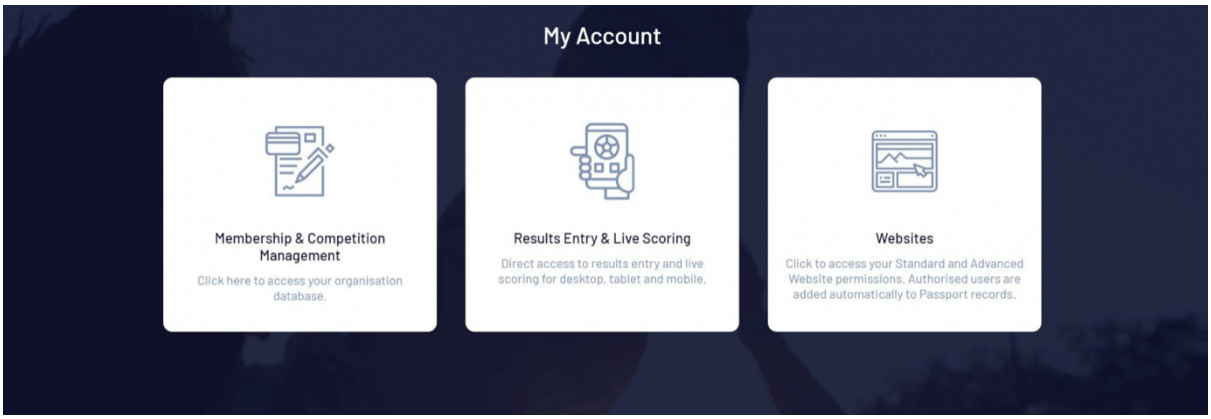
Step 1:

Log into your GameDay Passport account: https://passport.mygameday.app/login/



Step 2:

Click on ‘Membership and Competition Management’.



Step 3:

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

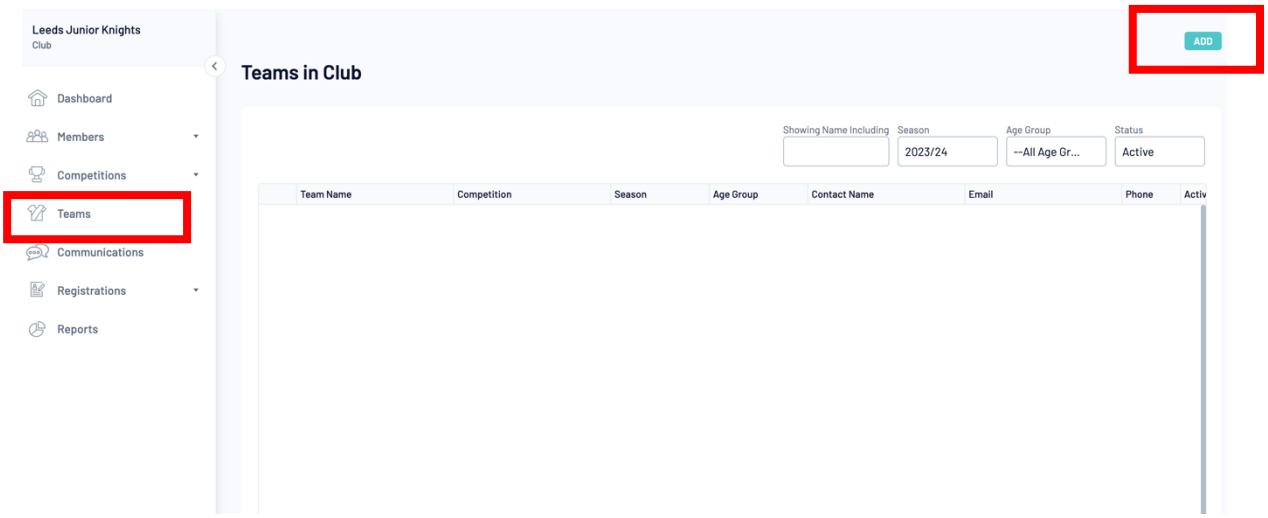
Step 4:

Click on **'Teams'** on the menu on the left-hand-side of the screen.

Step 5:

Select 'Add' in the top right.

[Guide: Adding a team]

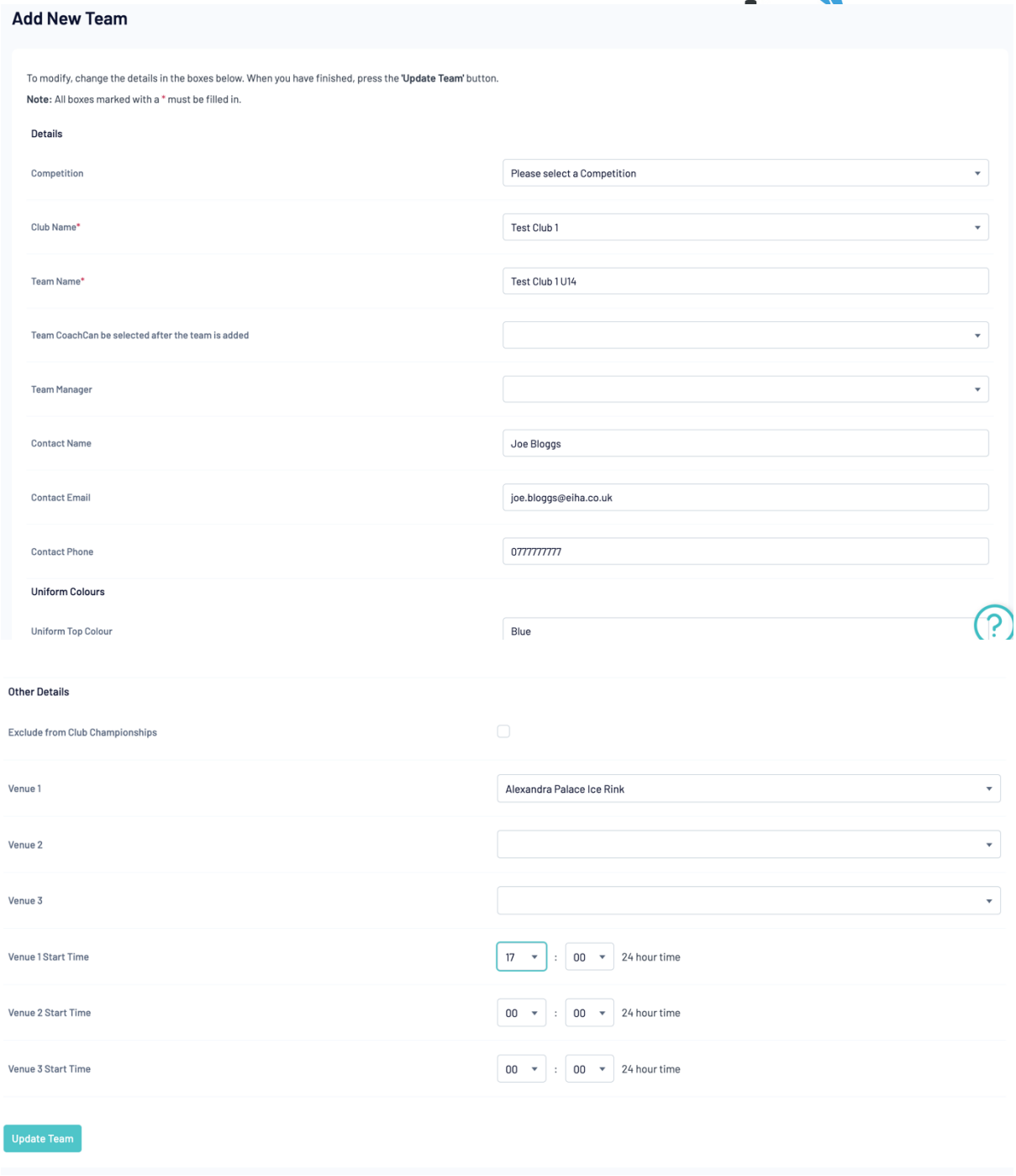


Step 6:

Add the following mandatory details to each team:

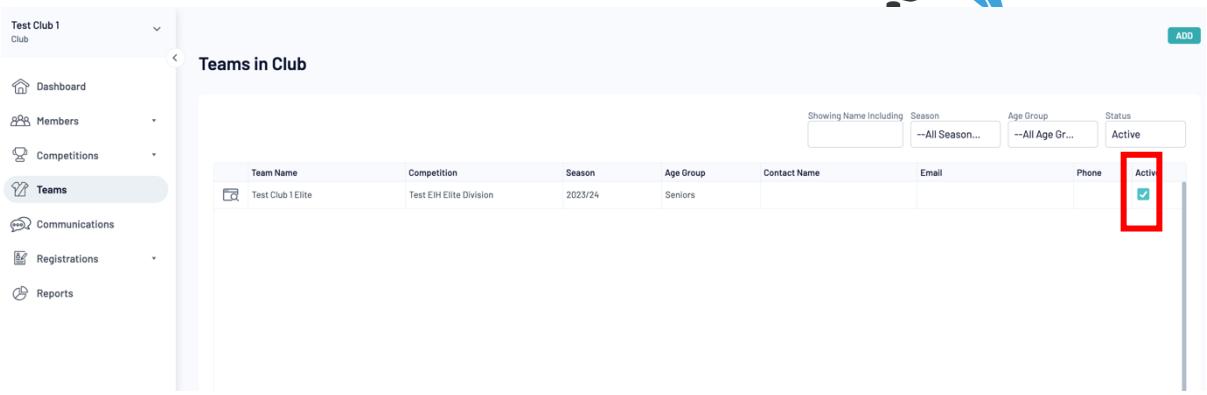
- Team name **(it is important that this includes the league or age group in which the team is playing to help us identify the correct teams for each competition)**
- Contact name, email address and telephone number
- Venue (this will be shown on your fixtures)
- Uniform colours

You should also add the name of the team coach and manager once they have registered and been assigned to your team staff.



Step 7:

If your team does not, show on teams page within your club, you may need to adjust the filters to the correct season, or see your inactive teams and make them active by clicking in the box under the ‘active’ column.


Test Club 1
Club
Dashboard
Members
Competitions
Teams
Communications
Registrations
Reports
ADD
Teams in Club
Showing Name Including
Season
--All Season...
Age Group
--All Age Gr...
Status
Active
Team Name
Competition
Season
Age Group
Contact Name
Email
Phone
Test Club 1 Elite
Test EIH Elite Division
2023/24
Seniors

Adding players to teams

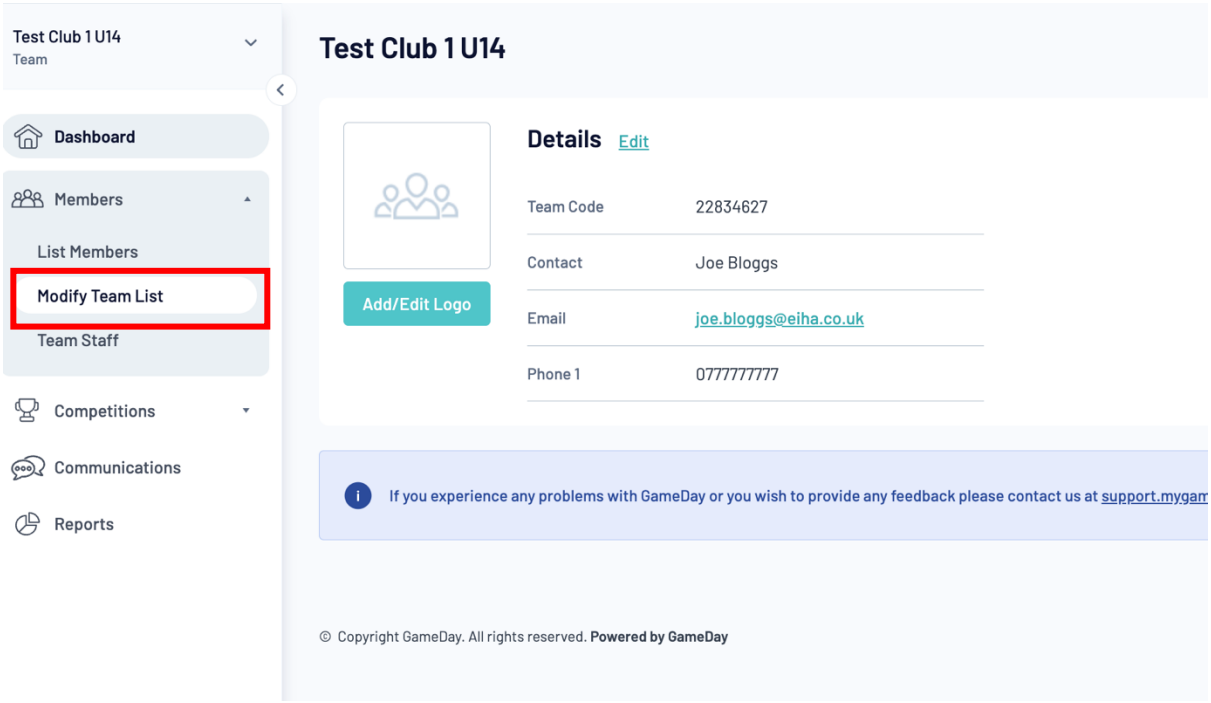
Once your team is setup, you need to add players and non-playing staff to your team. This allows them to be selected on your team list for matches. **Guide: Adding members to teams**

Step 1:

From your teams list, select the team to which you wish to add members using the magnifying glass.

Step 2:

The team 'dashboard' will open. Click the drop down arrow against ‘Members’ > select ‘Modify team list’.



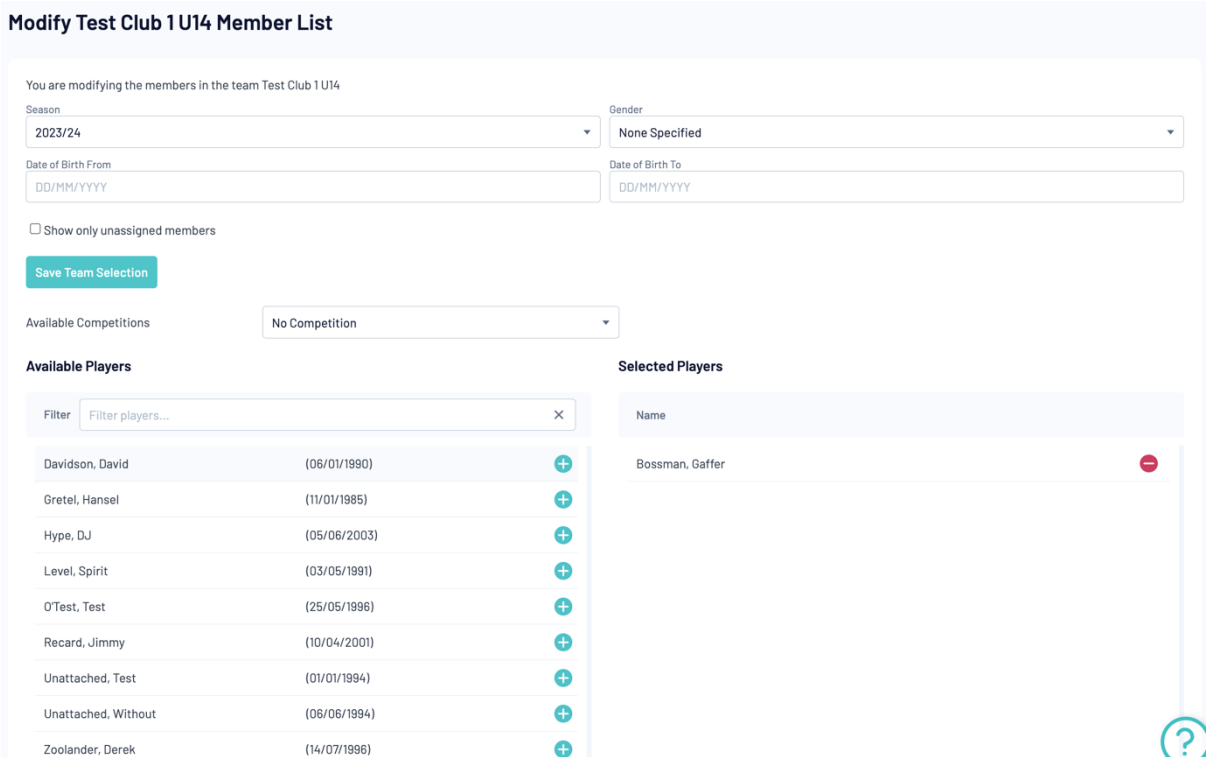
Step 3:

Move members from the ‘Available players list’ to the ‘Selected players list’ by clicking the ADD button within the available players list. Repeat this process for all the members you want to add to the team.

- Available players- the players that are currently registered to the club for the current season and are available to assign to the team
- Selected players - players that have been assigned to the team.

Here you can filter the search parameters for members to be specific to gender, DOB and season if you have a long list of members within your club. Without any filters this will bring

in all members listed within the club. You can also search via name for specific members using the search bar.



Step 4:

Click ‘Save team selection’.

Troubleshooting:

Why am I unable to see any members or only some members within the available players list?

There are a few configurations that can play a factor if you are unable to see any members within the available players list to assign. Some are outlined below:

- Make sure members are registered and have an active PLAYER record at both association and club level in the current season.
- Make sure teams are assigned to the same club as members, and vice versa. If members and teams are assigned to different clubs or not assigned to a club at all, it won't bring in any members.

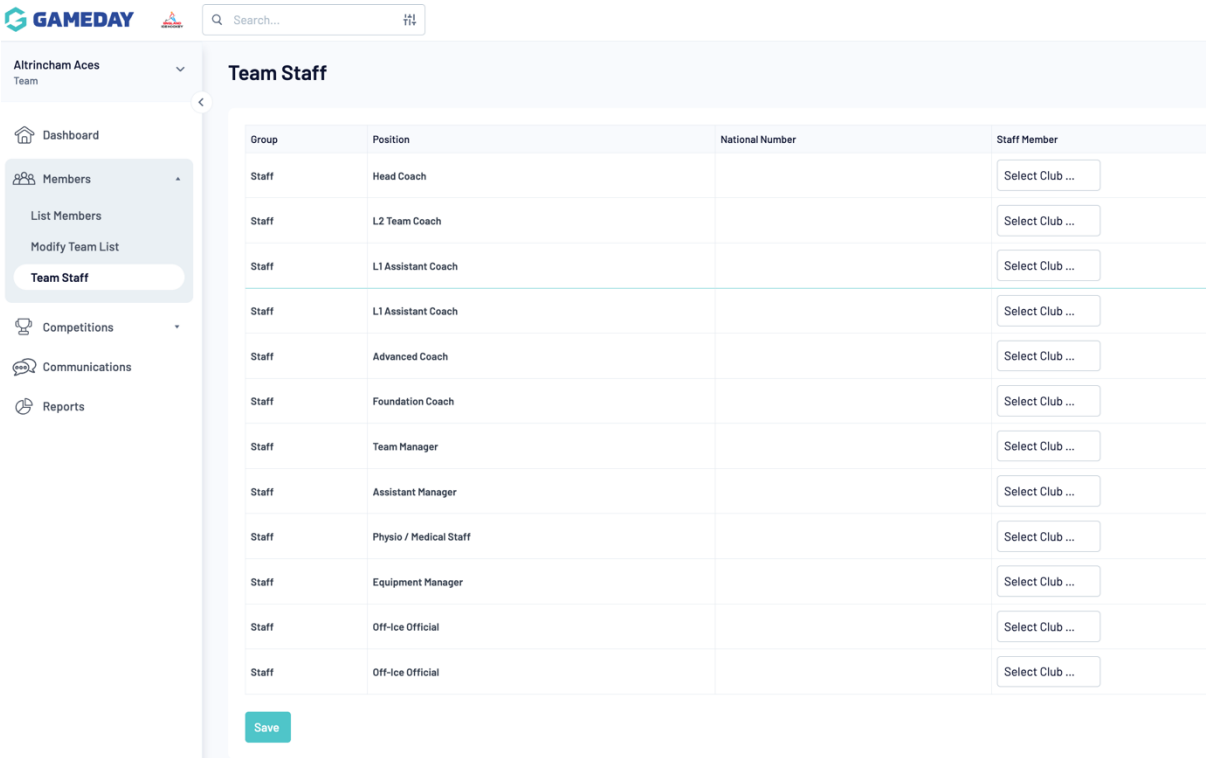
- The competition the team is part of may have age range filters set so it will leave out some members- check with your association if you think this might be the case or if a member will be playing but falls outside the age range for the age group.

3.1 Adding non-playing staff to teams

You need to add non-playing staff to your team so you can select them on the team list.

Step 1:

Within the team, go to Members > Team staff

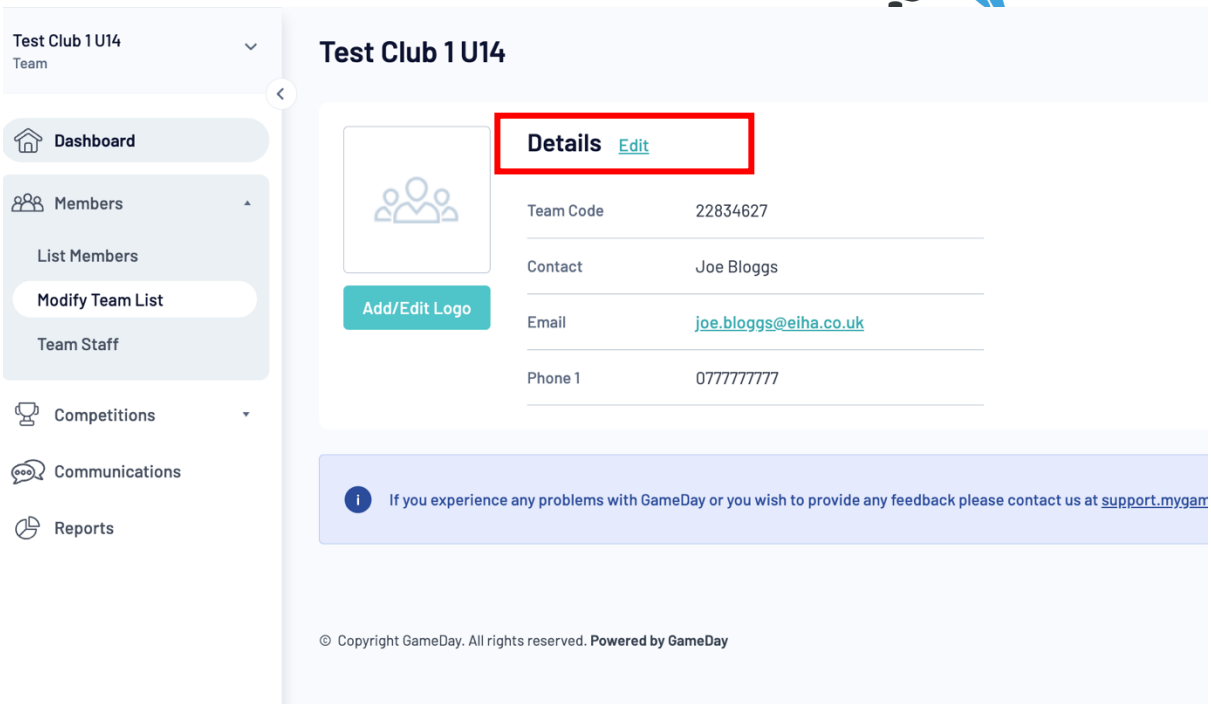


Step 2:

Use the drop downs to select team staff members from your club. Hit' save.

Step 3:

Return to your Team dashboard and edit your team to add the Team Coach and Manager to the team overview.


Test Club 1 U14
Team
Dashboard
Members
List Members
Modify Team List
Team Staff
Competitions
Communications
Reports
Test Club 1 U14
Details
Edit
Add/Edit Logo
Team Code
22834627
Contact
Joe Bloggs
Email
joe.bloggs@eiha.co.uk
Phone 1
0777777777
If you experience any problems with GameDay or you wish to provide any feedback please contact us at support.mygam
© Copyright GameDay. All rights reserved. Powered by GameDay

Team admins

In addition to adding club contacts and admins, you will need to set up team admin users in your GameDay system. 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:

- 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.

Guide: Restricted access

To add a club admin:

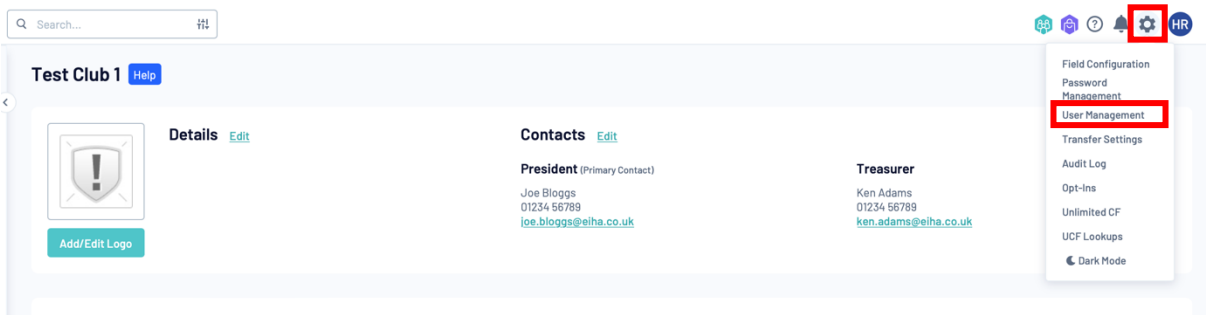
Step 1:

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

Step 2:

Navigate to the team through the Team menu on the left > Select team.

Select user management.



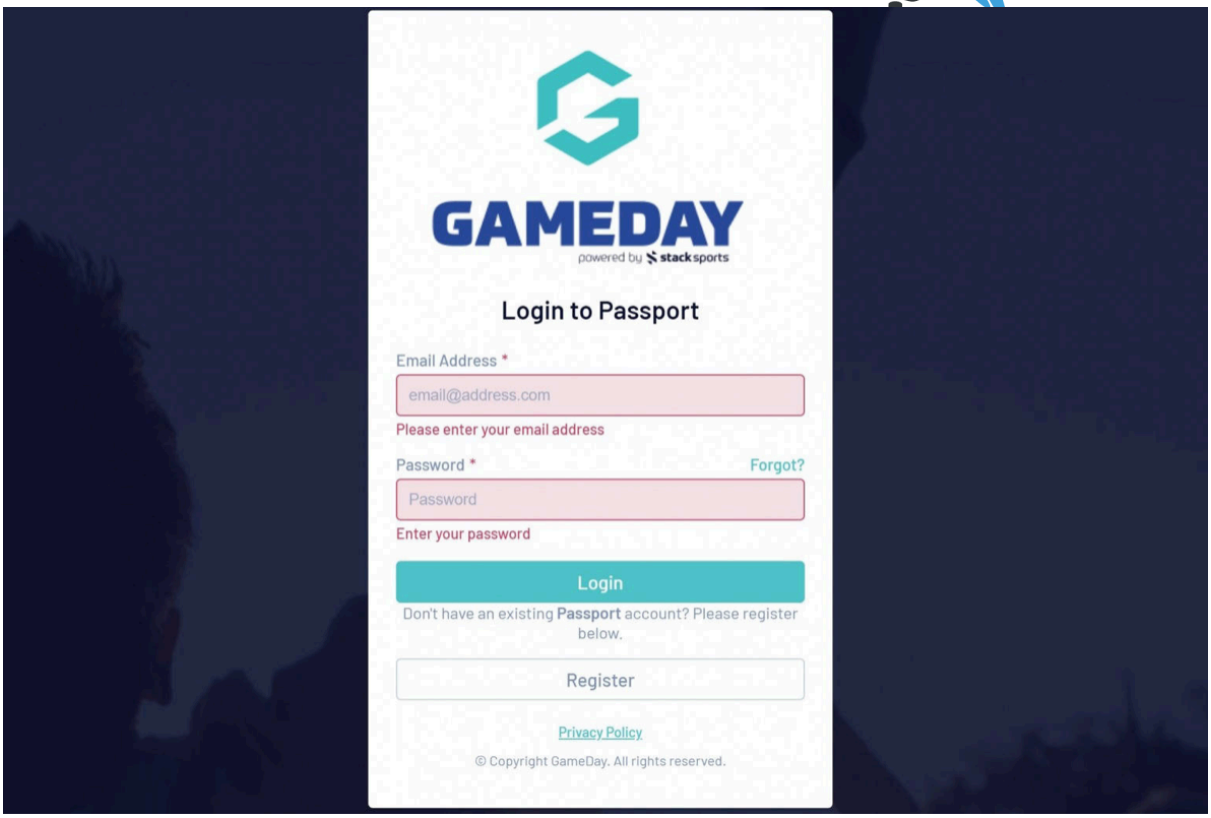
Step 3:

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

Step 4:

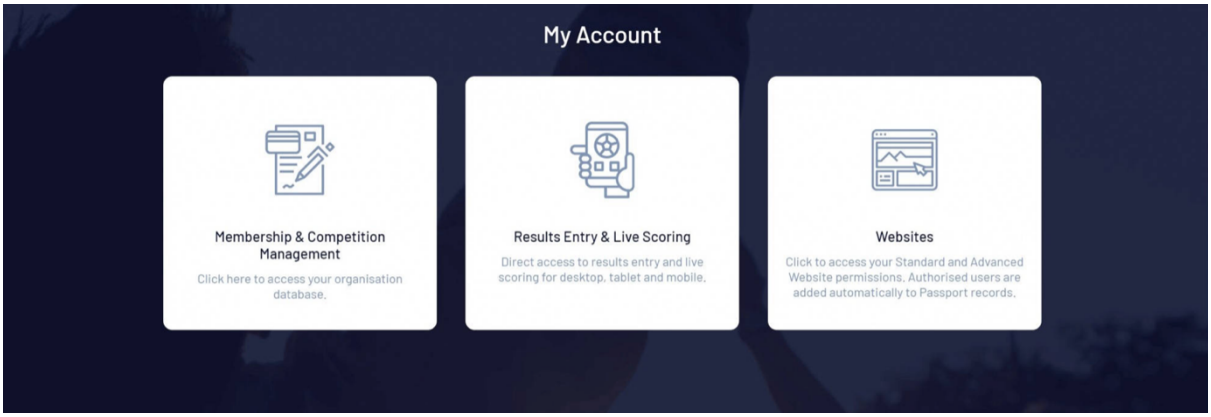
Ask the user to login to their GameDay Passport account to access the club admin features enabled.

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



Step 5:

Click on ‘Membership and Competition Management’.

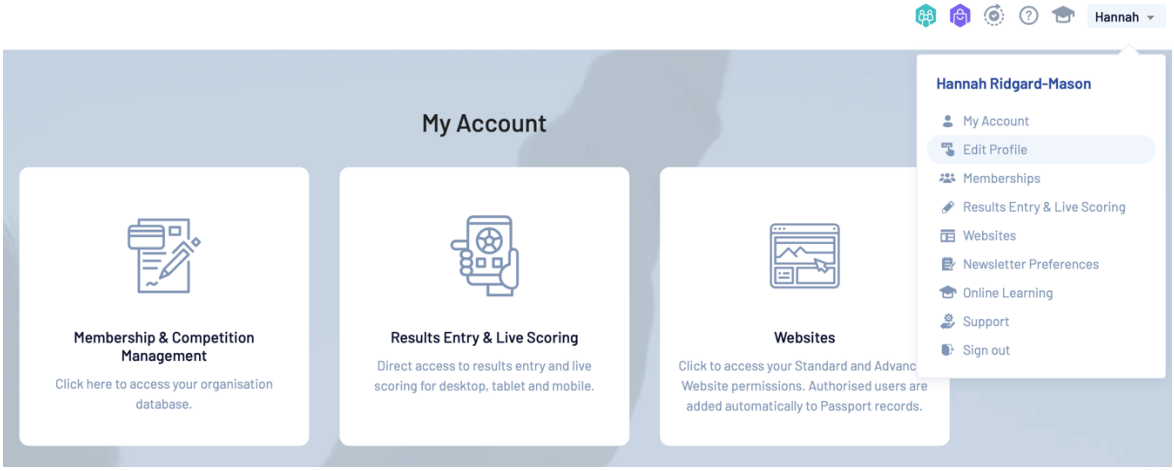


Step 6:

Access the team’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