

# GameDay Team Setup

December 2023

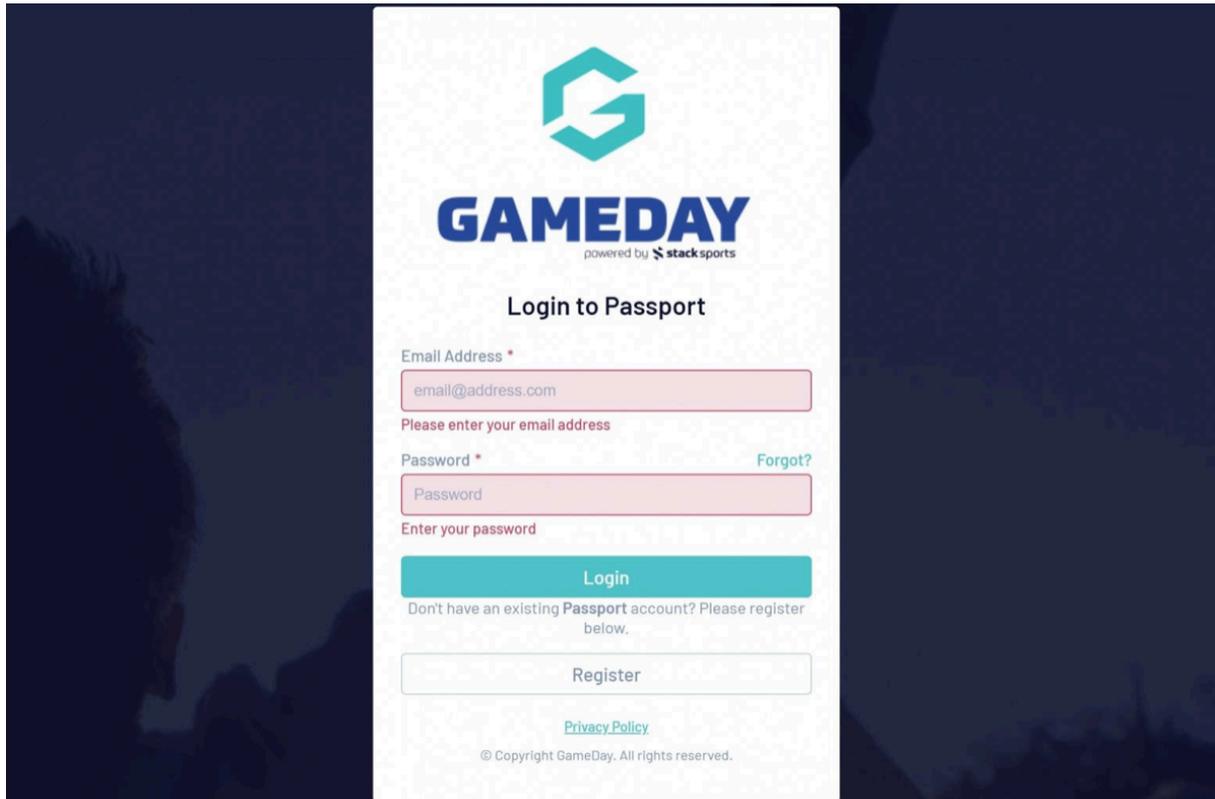


## Adding teams in GameDay

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:

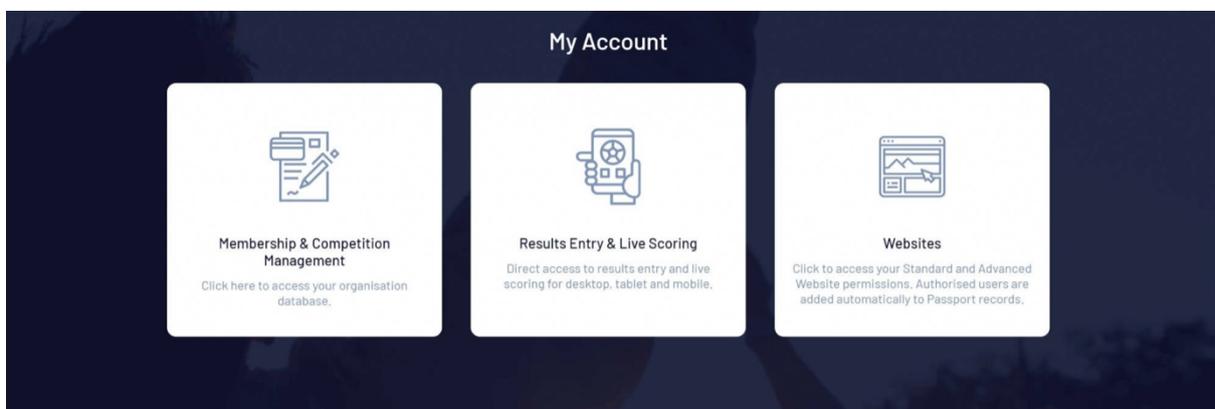
Log into your GameDay Passport account: <https://passport.mygameday.app/login/>



The screenshot shows the GameDay Passport login interface. At the top is the GameDay logo, a teal 'G' icon, and the text 'GAMEDAY powered by stacksports'. Below this is the heading 'Login to Passport'. There are two input fields: 'Email Address \*' with a placeholder 'email@address.com' and a red error message 'Please enter your email address'; and 'Password \*' with a placeholder 'Password' and a red error message 'Enter your password'. A 'Forgot?' link is next to the password field. A teal 'Login' button is below the fields. Below the button is the text 'Don't have an existing Passport account? Please register below.' and a 'Register' button. At the bottom, there is a 'Privacy Policy' link and a copyright notice: '© Copyright GameDay. All rights reserved.'

### Step 2:

Click on 'Membership and Competition Management'.



### Step 3:

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

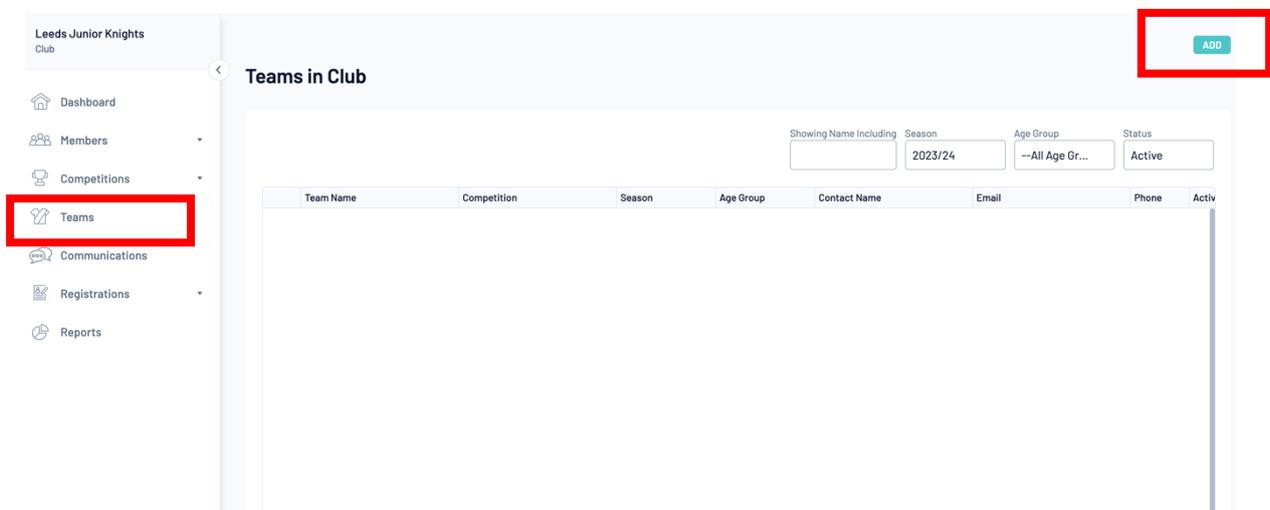
### Step 4:

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.

## Add New Team

To modify, change the details in the boxes below. When you have finished, press the 'Update Team' button.

**Note:** All boxes marked with a \* must be filled in.

### Details

Competition

Club Name\*

Team Name\*

Team Coach Can be selected after the team is added

Team Manager

Contact Name

Contact Email

Contact Phone

### Uniform Colours

Uniform Top Colour  

### Other Details

Exclude from Club Championships

Venue 1

Venue 2

Venue 3

Venue 1 Start Time  :  24 hour time

Venue 2 Start Time  :  24 hour time

Venue 3 Start Time  :  24 hour time

## 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

### Teams in Club

ADD

Showing Name Including:  Season: --All Season... Age Group: --All Age Gr... Status: Active

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
 Test Club 1 Elite	Test EIH Elite Division	2023/24	Seniors				<input checked="" type="checkbox"/>

## Adding players to teams

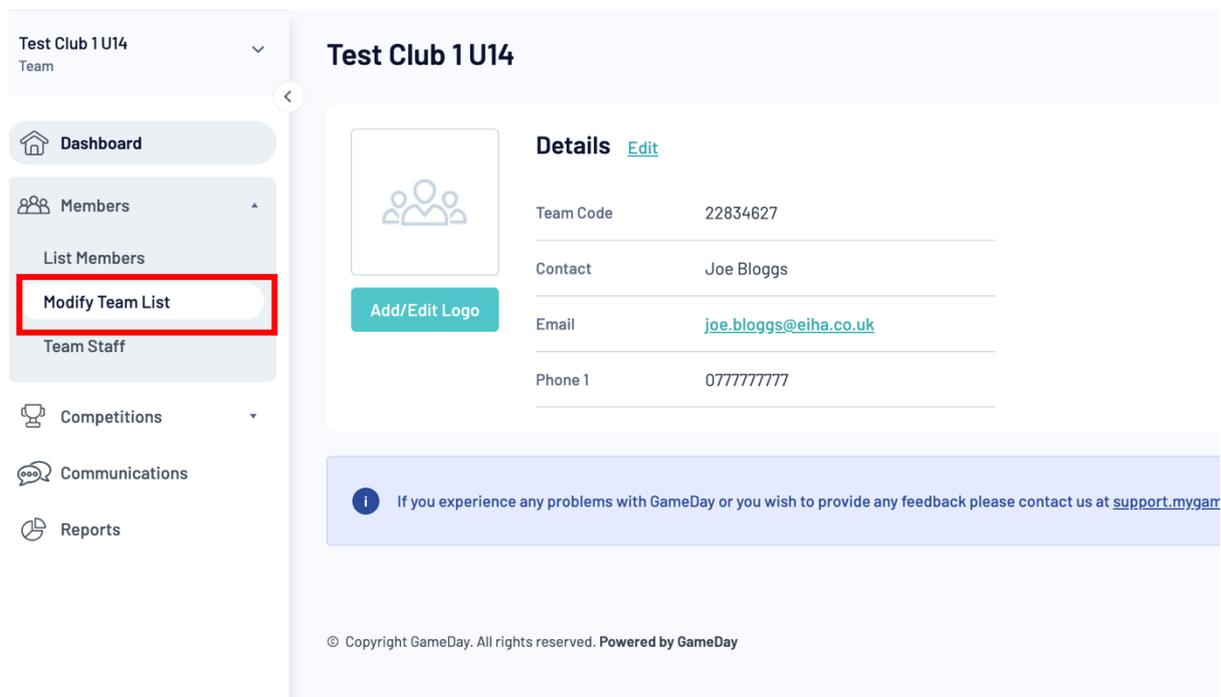
Once your team is setup, you need to add players and non-playing staff to your team. This allows them to be selected on your team list for matches. [Guide: Adding members to teams](#)

### 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.

**Modify Test Club 1 U14 Member List**

You are modifying the members in the team Test Club 1 U14

Season: 2023/24 | Gender: None Specified

Date of Birth From: DD/MM/YYYY | Date of Birth To: DD/MM/YYYY

Show only unassigned members

**Save Team Selection**

Available Competitions: No Competition

**Available Players**

Filter: Filter players... X

Davidson, David	(06/01/1990)	+
Gretel, Hansel	(11/01/1985)	+
Hype, DJ	(05/06/2003)	+
Level, Spirit	(03/05/1991)	+
O'Test, Test	(25/05/1996)	+
Recard, Jimmy	(10/04/2001)	+
Unattached, Test	(01/01/1994)	+
Unattached, Without	(06/06/1994)	+
Zoolander, Derek	(14/07/1996)	+

**Selected Players**

Name	
Bossmann, Gaffer	-



## 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:

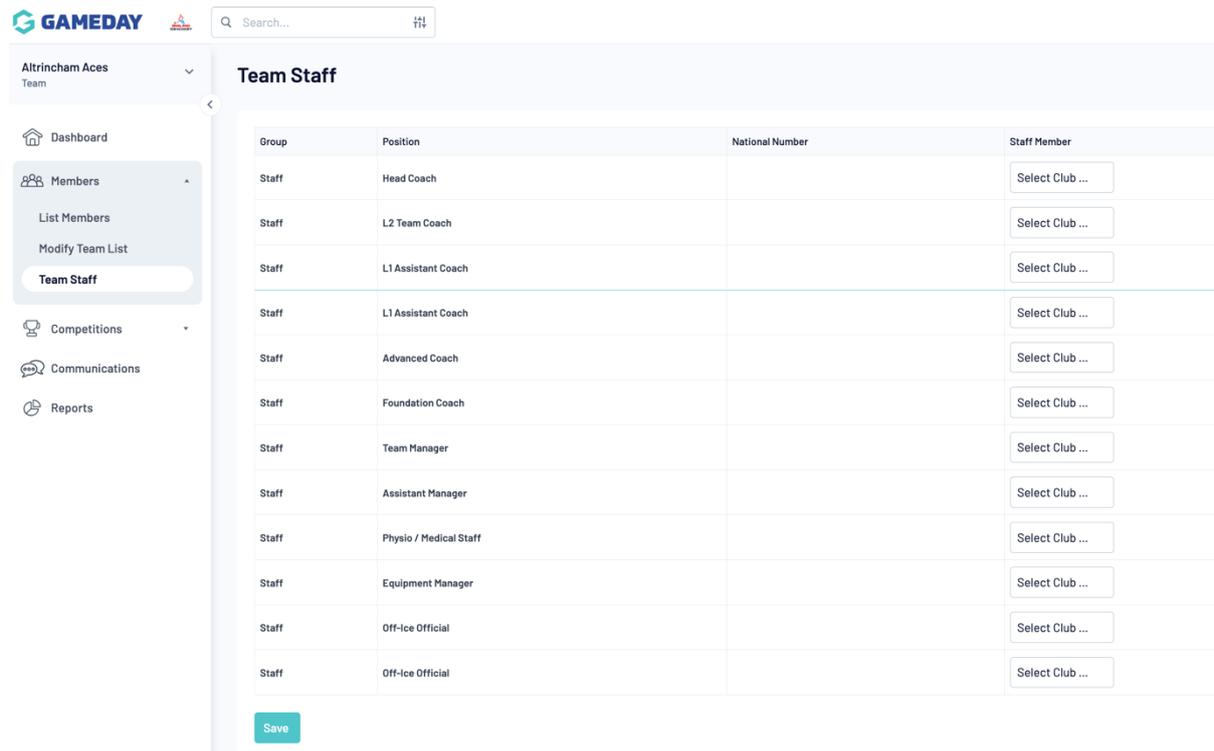
- Make sure members are registered and have an active PLAYER record at both association and club level in the current season.
- Make sure teams are assigned to the same club as members, and vice versa. If members and teams are assigned to different clubs or not assigned to a club at all, it won't bring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



Group	Position	National Number	Staff Member
Staff	Head Coach		Select Club ...
Staff	L2 Team Coach		Select Club ...
Staff	L1 Assistant Coach		Select Club ...
Staff	L1 Assistant Coach		Select Club ...
Staff	Advanced Coach		Select Club ...
Staff	Foundation Coach		Select Club ...
Staff	Team Manager		Select Club ...
Staff	Assistant Manager		Select Club ...
Staff	Physio / Medical Staff		Select Club ...
Staff	Equipment Manager		Select Club ...
Staff	Off-ice Official		Select Club ...
Staff	Off-ice Official		Select Club ...

#### 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

## Test Club 1 U14

Dashboard

Members

List Members

Modify Team List

Team Staff

Competitions

Communications

Reports



Add/Edit Logo

Details [Edit](#)

Team Code 22834627

Contact Joe Bloggs

Email [joe.bloggs@eiha.co.uk](mailto: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](mailto:support.mygam)

## 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:

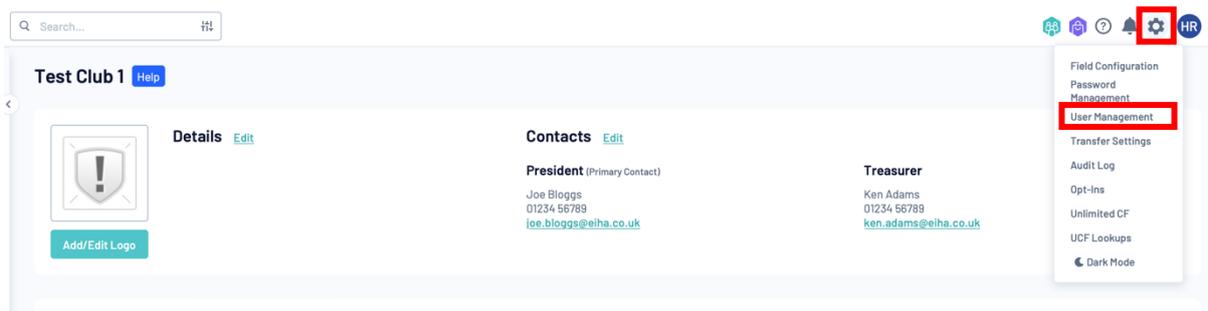
### Step 1:

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.



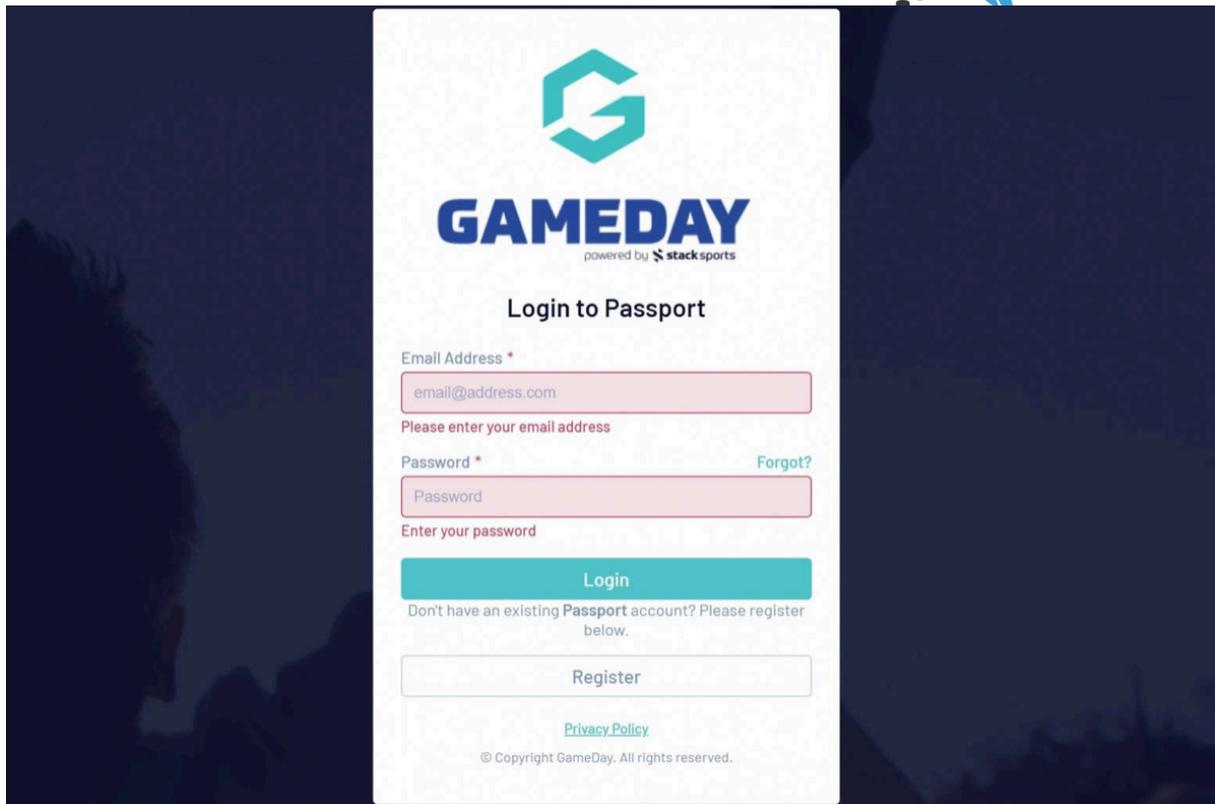
### Step 3:

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

### Step 4:

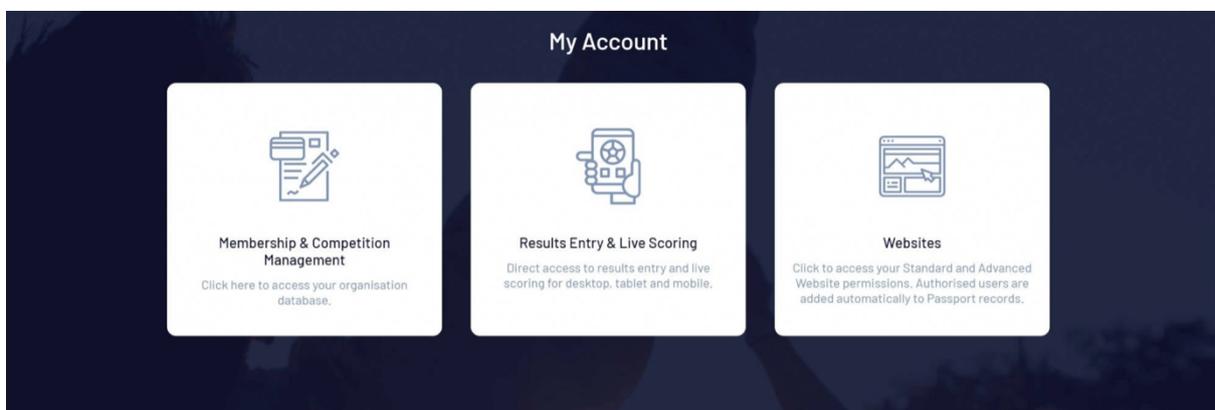
Ask the user to login to their GameDay Passport account to access the club admin features enabled.

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



## Step 5:

Click on 'Membership and Competition Management'.



## Step 6:

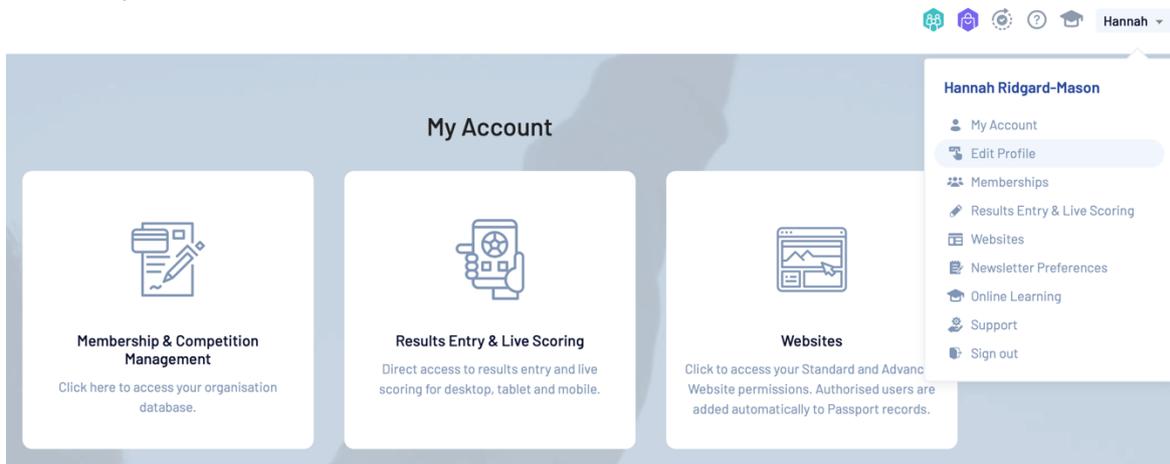
Access the team's portal by clicking on the logo.

## 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



The screenshot shows a user interface for 'My Account'. At the top right, there is a user profile dropdown menu for 'Hannah'. The main area contains three cards: 'Membership & Competition Management', 'Results Entry & Live Scoring', and 'Websites'. The user menu is open, showing options like 'My Account', 'Edit Profile', '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