



Off-Ice Office TEAMS®

User Guide

This document is intended for Off-Ice Office TEAMS® users. It provides material to assist team users in all aspects of the Off-Ice Office TEAMS® application.

The following topics will be discussed in this document:

General Account Information

- [Sign In to Your Off-Ice Office User Account](#)
- [Sign Out of Your Off-Ice Office User Account](#)
- [Switch Between Off-Ice Office User Roles](#)
- [Change Password](#)
- [Update Profile Information](#)
- [Notifications](#)
- [General Information for Lists](#)
- [Exiting Forms/Pages](#)

Team Administration

[General Information](#)

Team Users

- [List Team Users](#)
- [Create a Team User](#)
- [Modify a Team User](#)
- [Delete a Team User](#)

Team Members

- [List Team Members](#)
- [Create a Team Member](#)
- [Modify a Team Member](#)
- [Delete a Team Member](#)

Audit Report

- [Create Team Administration Audit Report](#)

Suspension Reporting

[General Information](#)

Suspensions

- [List Suspensions](#)
- [Report An Infraction](#)
- [Report Multiple Infractions for a Single Game](#)
- [View a Suspension](#)
- [Edit a Suspension](#)
- [View Game Sheet](#)

Games Served

- [List Games Served Summary](#)
- [Add Game Served for a Suspension](#)
- [List Games Served for each Suspension](#)

Minimum Suspensions

- [Review Minimum Suspensions for Infractions](#)

Affiliation Reporting

[General Information](#)

Affiliation Types

- [Club Affiliation](#)
- [19 Player Special Affiliation](#)

Affiliate Player List

- [Add Player to Affiliate Player List \(from Eligible Players List\)](#)
- [Show Affiliate Player List](#)
- [Release Affiliate Player from Affiliate Player List](#)

Call-Ups

- [List Call-Ups](#)
- [Enter AP Player Call-Up Notification](#)
- [View a Call-Up](#)
- [Edit a Call-Up](#)
- [Call-Up Confirmation](#)
- [Change Call-Up Status to Not Playing/Never Played](#)
- [Change Call-Up Status to Playing/Played](#)

Call-Up Counts

- [Affiliate Player Call-Up Counts Report](#)
- [Team Player Call-Up Counts Report](#)

Game Incident Reporting

- [General Information](#)
- [List Game Incident Reports](#)

Tournaments

- [General Information](#)

Tournaments

- [List Tournaments](#)
- [Add a Tournament](#)
- [Modify a Tournament](#)
- [Delete a Tournament](#)

Tournament Game Sheets

- [List Tournament Game Sheets](#)
- [Add Game Sheet](#)
- [View Game Sheet](#)
- [Delete Game Sheet](#)

Schedules

- [General Information](#)

Schedules

- [List Schedule](#)
- [Enter Game Results](#)
- [View Game Results](#)
- [View Game Sheet](#)

Standings

- [List Schedule Standings](#)

Game Sheets

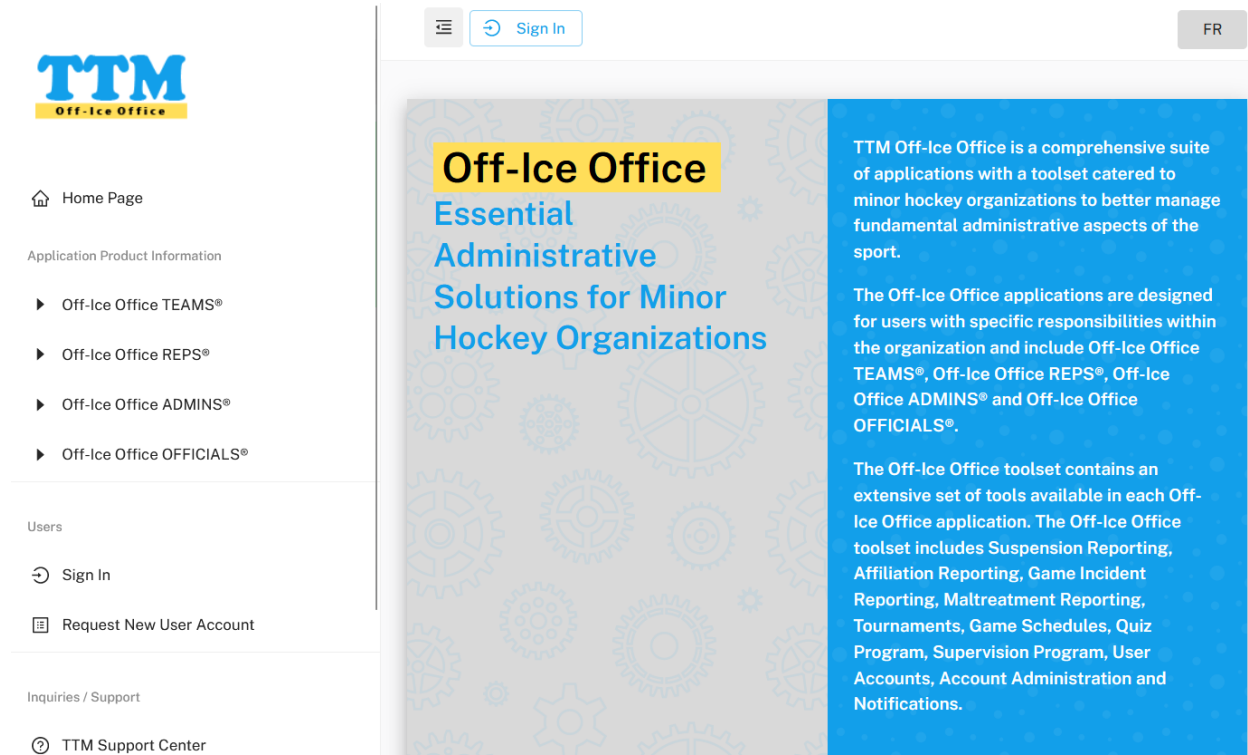
- [General Information](#)
- [Add Game Sheet](#)
- [View Game Sheet](#)
- [Delete Game Sheet](#)
- [Replace Game Sheet](#)

Off-Ice Office Help Center

- [General Information](#)

Sign In to Your Off-Ice Office User Account

You can access Off-Ice Office from your league’s website or from the URL <https://off-iceoffice.ca>. The landing page for the Off-Ice Office is shown below.



From the landing page you can view information about all Off-Ice Office applications and toolsets. The landing page also allows you to sign in by selecting the << **Sign In** >> link at the top of the page or in the Users section of the left-side menu. The sign in page will appear as shown below.

Sign In ×

[Don't have an account?](#)

Email Address

Password


Forgot Password?

[Sign In](#)

Enter the email address and password for your Off-Ice Office account and select the << **Sign In** >> button.

If you have not signed in before you must request a password reset. This is done by selecting on the << **Forgot Password** >> link below the password input box. The following page will appear:

Password Reset Request ×

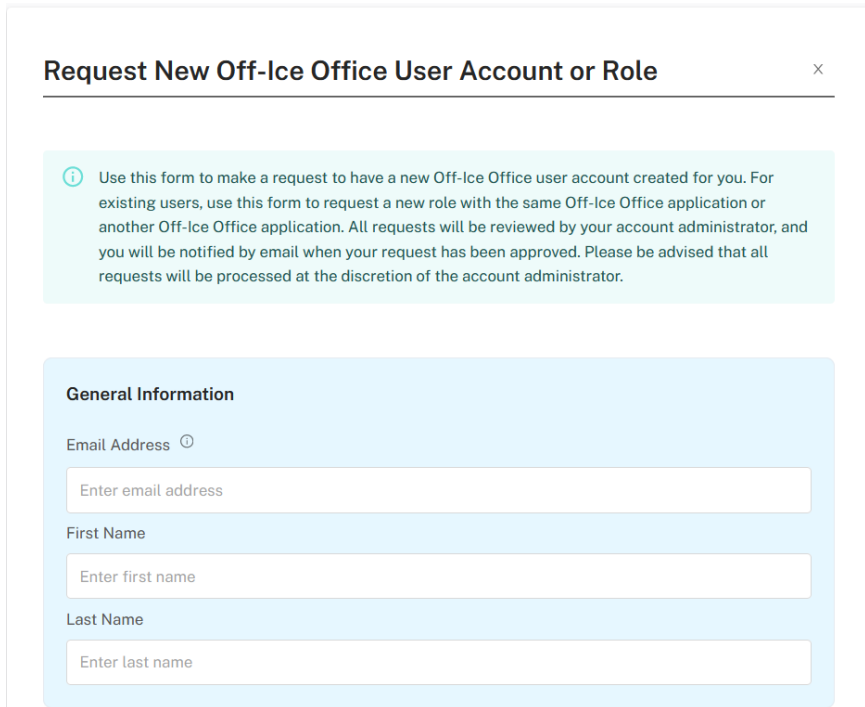
 Use this form to receive an email with a link to reset your password. You must have an active Off-Ice Office account matching the email address entered.

Email Address

[Submit Request](#)

From the Password Reset Request page you must enter your email address that is associated with your account then select the << **Submit Request** >> button. An email will then be sent to you with instructions on how to reset your password.

If you do not receive a password reset request to your email address or you are having trouble signing in, your account may not exist. In this case you can select the << **Do not have an account?** >> link found on the sign in page or the << **Request New User Account** >> link found in the Users section of the left-side menu. The following page will appear:




The screenshot shows a web form titled "Request New Off-Ice Office User Account or Role" with a close button (X) in the top right corner. Below the title is a light blue informational box containing a help icon and text: "Use this form to make a request to have a new Off-Ice Office user account created for you. For existing users, use this form to request a new role with the same Off-Ice Office application or another Off-Ice Office application. All requests will be reviewed by your account administrator, and you will be notified by email when your request has been approved. Please be advised that all requests will be processed at the discretion of the account administrator." Below this box is a section titled "General Information" with three input fields: "Email Address" (with a help icon), "First Name", and "Last Name". Each field has a placeholder text: "Enter email address", "Enter first name", and "Enter last name" respectively.

By filling out this page and selecting the << **Submit Request** >> button, a notification will be sent to the appropriate account administrator where they will review your request and set up a user account for you.

Upon signing into your account, Off-Ice Office will determine if you have either a single user role or multiple user roles. If you have multiple user roles, you will be presented with a list of your user roles so that you can select the user role you want to sign in as. An example of a user role selection page can be seen below.

Role Selection ×

 Select one of your assigned roles to access the appropriate Off-Ice Office application.

Off-Ice Office ADMINS®

Account Administrator - District 9 - Gloucester

Off-Ice Office REPS®

Representative (Administrative) - District 9 - Gloucester

Representative (Reporting Only) - District 9 - Gloucester

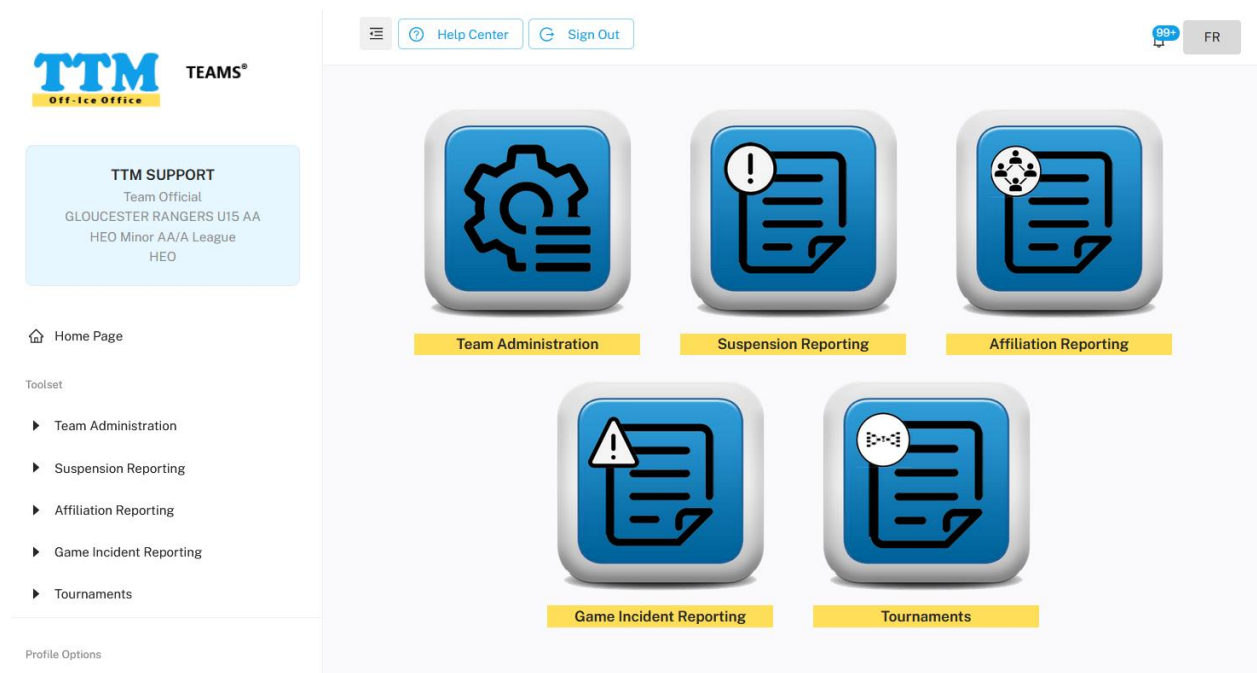
Representative (Administrative) - Gloucester Hockey Association

Off-Ice Office TEAMS®






Team Official - GLOUCESTER RANGERS U15 AA

Team Official - RUSSELL WARRIORS U21 B1

When you have a single user role or have completed selecting one your multiple user roles, you will be directed to the Off-Ice Office TEAMS® home page as show below.



Your account identification will always be displayed in the top of the left-side menu while you are signed in. All options can be accessed from the left-side menu. The menu is separated into the following sections: Toolset, Profile Options, Admin Options and Support. Additionally, toolsets can be accessed from the icons displayed in the middle of the page. On the top of the page are options available on every page and are discussed below.

- To remove the left-side menu to give more landscape for displaying information, you can select the  button found on the top of the page. To have the left-side menu return, select the  button found on the top of the page.
- The << **Help Center** >> button brings up the Help Center page with valuable information to help support your role.
- The << **Sign Out** >> button will sign you out and bring you back to the sign in page.
- The  icon will allow you to view notifications sent to your account. Any unread notifications will be indicated with a number beside the icon.
- To toggle the language from English to French or vice-versa, select either the  button or  button found on the top of the page.

Sign Out of your Off-Ice Office User Account

To sign out of Off-Ice Office select the << **Sign Out** >> button found on the top of the page or in the Profile Options section of the left-side menu. Once signed out you will be returned to the Sign In page. If you have multiple user roles and you require to change to another user role then you do not have to sign out, please see the next section on how to switch between user roles.


Switch Between Off-Ice Office User Roles

It is possible to have more than one user role within Off-Ice Office. Since TTM keeps track of your user roles you only have to sign into a single account. Once signed in you will be able to switch to any of your assigned user roles. This is done by selecting << **Other Roles** >> from the Profile Options section of the left-side menu.

Once the Role Selection page is displayed, simply select the role to you wish to change to. Repeat the process if you need to go back to your previous role or if you want to change to another role.

Role Selection



 Select one of your assigned roles to access the appropriate Off-Ice Office application.

Off-Ice Office ADMINS®

Account Administrator - District 9 - Gloucester

Off-Ice Office REPS®

Representative (Administrative) - District 9 - Gloucester

Representative (Reporting Only) - District 9 - Gloucester

Representative (Administrative) - Gloucester Hockey Association

Off-Ice Office TEAMS®

Team Official - GLOUCESTER RANGERS U15 AA

Team Official - RUSSELL WARRIORS U21 B1

Change Password

If you think your password has been compromised or if you wish to change your password for any other reason, you can change it while you are signed in. This is done by selecting << **Change Password** >> from the Profile Options section of the left-side menu to go to the following page.

Change Password ×

Use this form to change your password if necessary. For security reasons your password must match these rules:

- Must be at least 8 characters in length;
- Must contain at least 1 uppercase letter;
- Must contain at least 1 lowercase letter;
- Must contain at least 1 number;
- Must contain at least 1 non-alphanumeric character (i.e. !, @, #, \$, %)

Current Password
Enter password 👁

Password
Enter password 👁

Confirm Password
Enter password 👁

Change Password

Enter both your current password plus a new password and re-enter the new password in the password confirmation field. Ensure that you meet the password criteria listed on the page.

Next, select the << **Change Password** >> button to have the password changed.

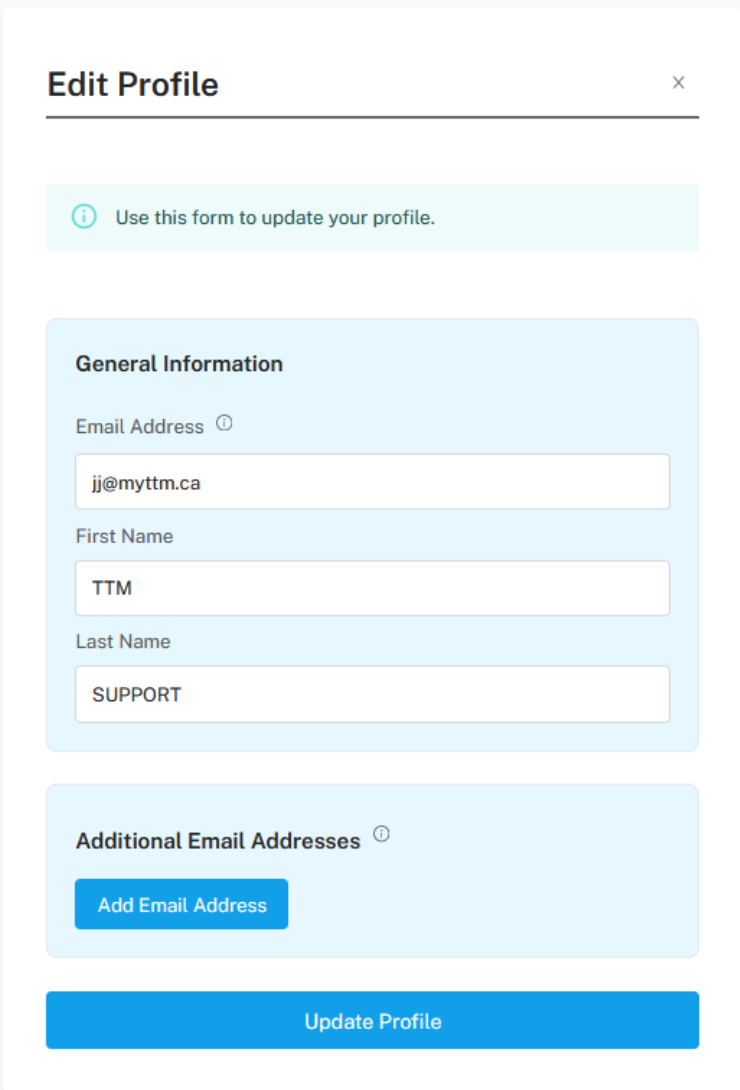
Note : If you forget your password and are not signed in then you can request to reset it from the sign in page.

Update Profile Information

Updating your profile allows you to:

- change your email address used for signing into your account;
- change the name of your account;
- add additional email addresses for receiving notifications.

Updating your profile is done by selecting << **Edit Profile** >> from the Profile Options section of the left-side menu to go to the following page.



The screenshot shows a modal window titled "Edit Profile" with a close button (X) in the top right corner. Below the title is a light green informational banner with a question mark icon and the text "Use this form to update your profile." The form is divided into two main sections. The first section, "General Information", contains three input fields: "Email Address" with the value "jj@myttm.ca", "First Name" with the value "TTM", and "Last Name" with the value "SUPPORT". The second section, "Additional Email Addresses", features a blue button labeled "Add Email Address". At the bottom of the form is a large blue button labeled "Update Profile".


Next, enter the necessary changes. When you would like to receive your notifications at one or more other email addresses then you can add them to your **Additional Email Addresses**. This is done by first selecting << **Add Email Address** >> and then entering the email address in the box that appears. You can repeat this for each email address you want to add.

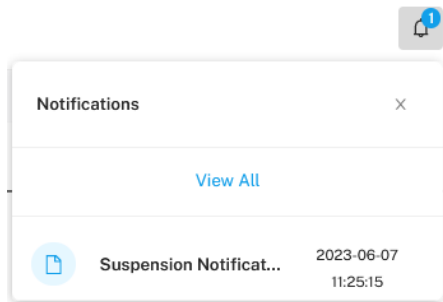
Later if you wish to remove an email address from the list then select << **Delete** >> which appears below the email address input box.

Select the << **Update Profile** >> button to save the profile changes.

Notifications

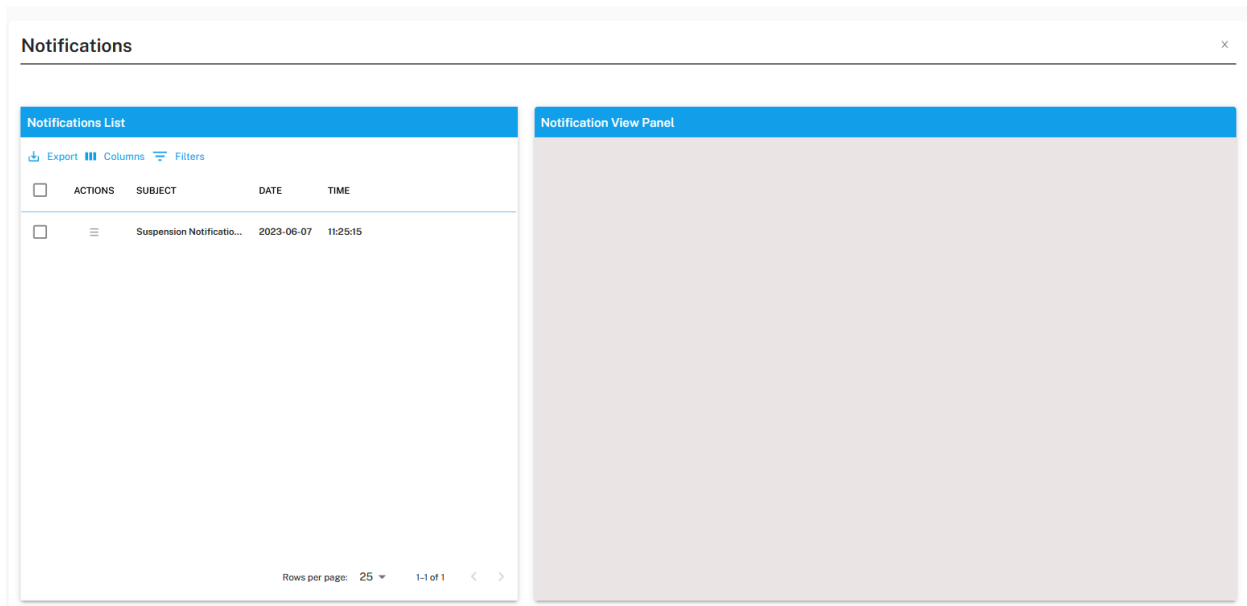
When notifications (i.e. for suspensions, etc.) have been sent to you, via email, they can also be reviewed and maintained from the Notifications toolset. There are two ways to access Notifications:

1. Select << **Notifications** >> from the Admin Options section of the left-side menu to view and maintain all notifications;
2. Select the notifications icon  found at the top of the page. The notifications icon will have a number beside it if there are new notifications available. After selecting the notifications icon a drop-down menu will appear as shown below.



You can view the last four notifications received from the drop-down menu or you can select << **View All** >> to view and maintain all notifications.

When viewing all notifications, the Notifications page will appear as shown below.



You will be presented with a list of notifications on the left-side panel. You can click on a notification to have it displayed on the right-side panel as shown below.

Notification View Panel

Total Team Management (TTM)
Off-Ice Office

Suspension Notification


Reference Number: 1686137114-6823800002

Reported By





Name: SUPPORT, TTM
Email: jj@myttm.ca


Team Information


Organization	HEO
League	HEO Minor AAA League
Division	U15
Category	AA
Club/Association	Gloucester Rangers
Team	GLOUCESTER RANGERS U15 AA

To delete a notification you can select the Actions menu button  beside the notification and select Delete as shown below.

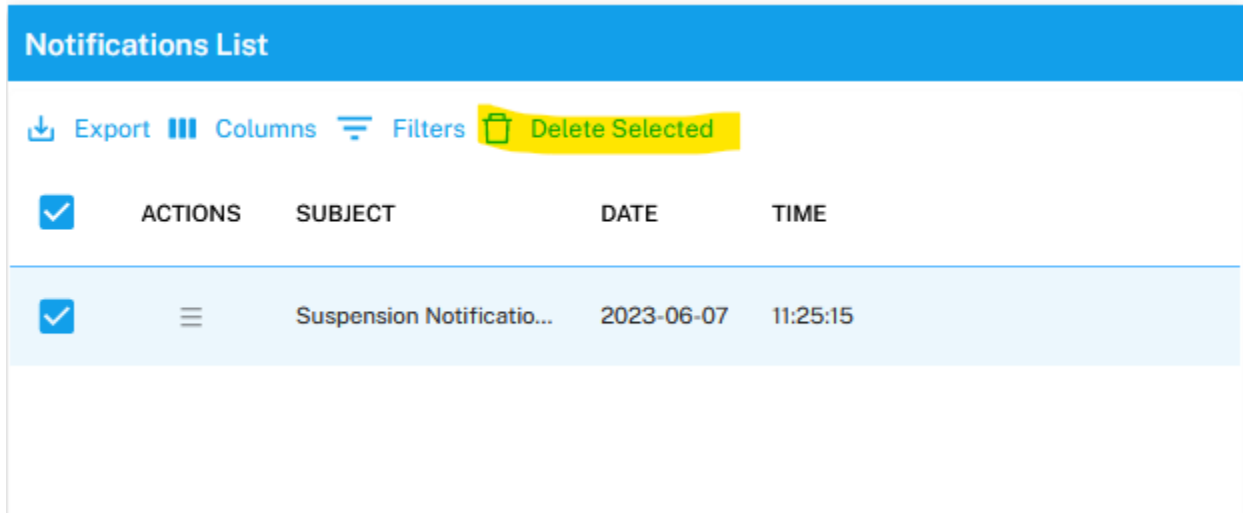
Notifications List

 Export
  Columns
  Filters
  Delete Selected

<input checked="" type="checkbox"/>	ACTIONS	SUBJECT	DATE	TIME
<input checked="" type="checkbox"/>		Suspension Notificatio...	2023-06-07	11:25:15

 **Delete**

To delete multiple notifications, you can check each notification by selecting the check box beside the notification and then select << **Delete Selected** >> as shown below.



The screenshot shows a web interface titled "Notifications List". At the top, there is a blue header bar. Below the header, there is a toolbar with several icons and labels: a download icon for "Export", a list icon for "Columns", a funnel icon for "Filters", and a trash can icon for "Delete Selected". The "Delete Selected" button is highlighted in yellow. Below the toolbar is a table with the following columns: "ACTIONS", "SUBJECT", "DATE", and "TIME". The first row of the table is highlighted in light blue and contains a checked checkbox, a hamburger menu icon, the text "Suspension Notificatio...", the date "2023-06-07", and the time "11:25:15".

<input checked="" type="checkbox"/>	ACTIONS	SUBJECT	DATE	TIME
<input checked="" type="checkbox"/>	☰	Suspension Notificatio...	2023-06-07	11:25:15

General Information for Lists

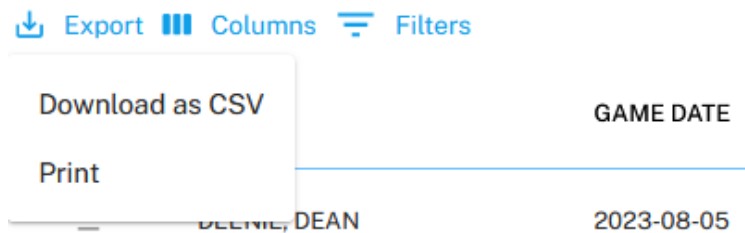
Many of the Off-Ice Office pages contain lists. An example is shown below.

ACTIONS	NAME	GAME DATE	INFRACTION TYPE	INFRACTION	MINIMUM SUSPENSION	GAMES SERVED
	DEENIE, DEAN	2023-08-05	MISCONDUCT	(HEO) Head Contact (Minor + 10)	No additional disciplina...	0

This section describes some of the general options related to lists.

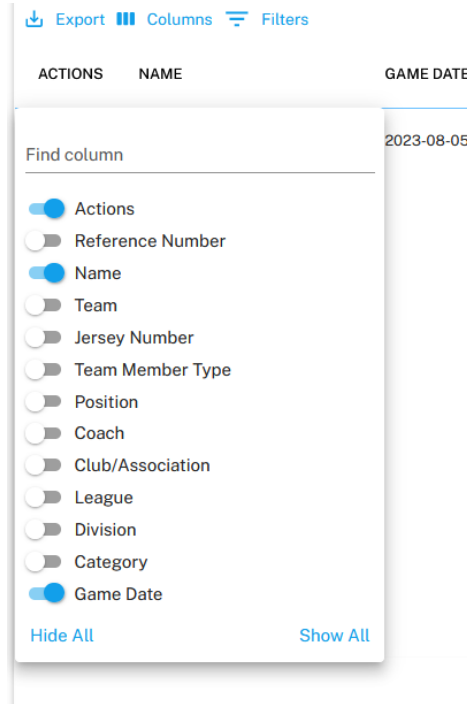
1) Exporting or Printing lists in CSV format

If you want the list downloaded in CSV format or sent to a printer, select << **Export** >> found above the column names in the list. You will be presented with a menu where you can select either export or print as shown below.



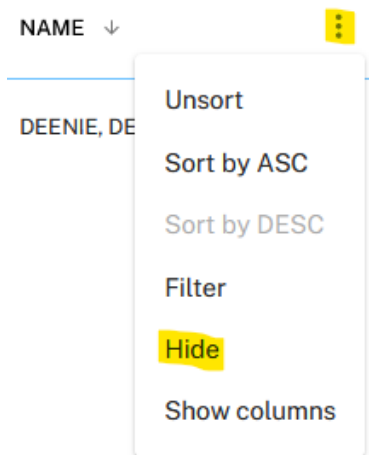
2) Column Display

To add or remove columns that can be displayed in the list, select << **Columns** >> found above the column names in the list. The following menu will appear.



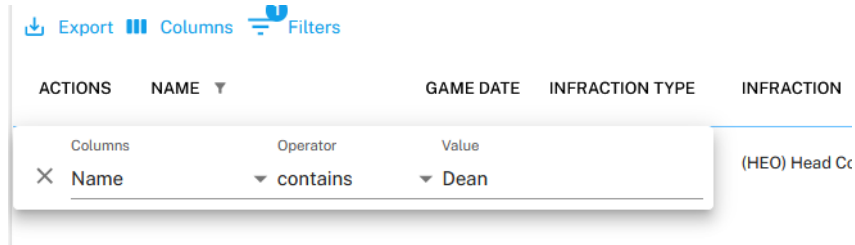
You can select the sliders to add or remove a column or select << **Hide All** >> to remove all columns or << **Show All** >> to show all columns in the list.

Additionally, columns can be hidden from the column menu found when you select the column name as shown below.



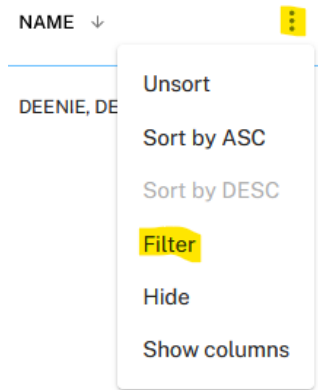
3) Filtering a List

If you want to only show specific rows in the list then you can select << **Filters** >> found above the column names in the list. You can then select the column name, the condition and the value of the column data to be displayed as shown below.



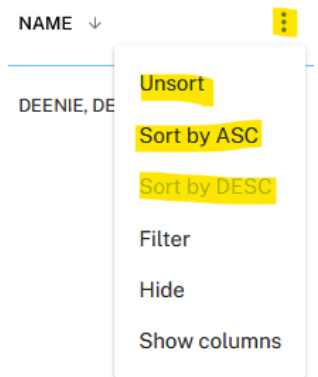
To remove a filter you must select the << **X** >> beside the filter.

Additionally, columns can be filtered from the column menu found when you select the column name as shown below.



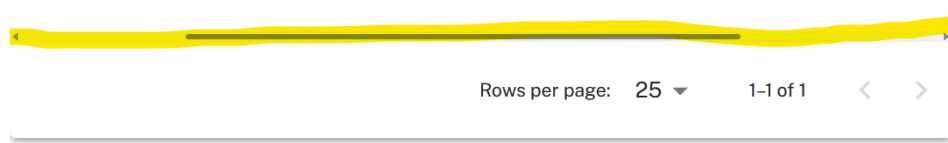
4) Sorting lists by columns

You can sort/unsort the list by column from the column menu found when you select the column name as shown below.



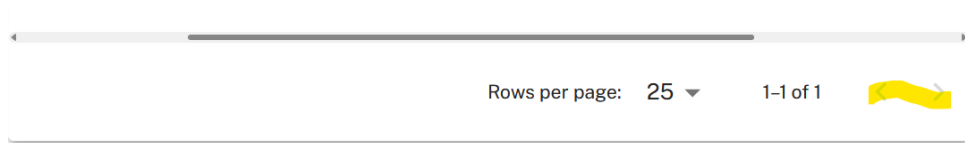
5) Scrolling columns

Depending on your screen size, some columns in the list may not be displayed. You can scroll thru columns by sliding the scroll bar at the bottom of the list as shown below.

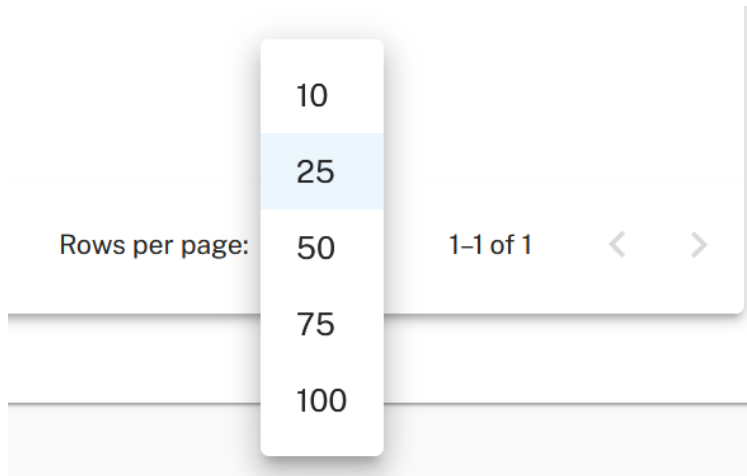


6) Paging


By default, only 25 rows are displayed in the list. You can page thru the list by selecting the arrows at the bottom of the list as shown below.

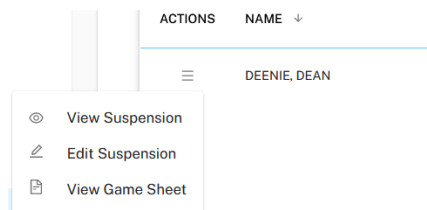


Additionally, you can increase the number of rows per page by selecting the **Rows per page** as shown below.



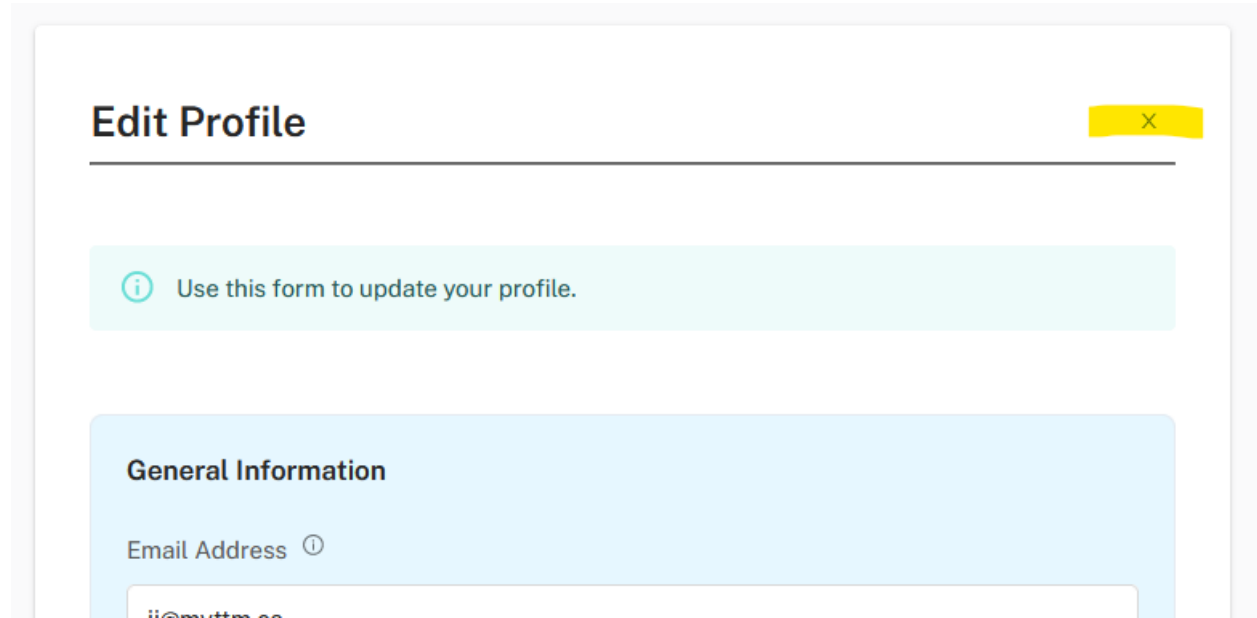
7) Actions Menu

Most lists will contain an Actions column. This column contains a menu icon  when there are actions that can be performed for a row. When you select the menu icon a list of options will be displayed that you can then select as shown below.



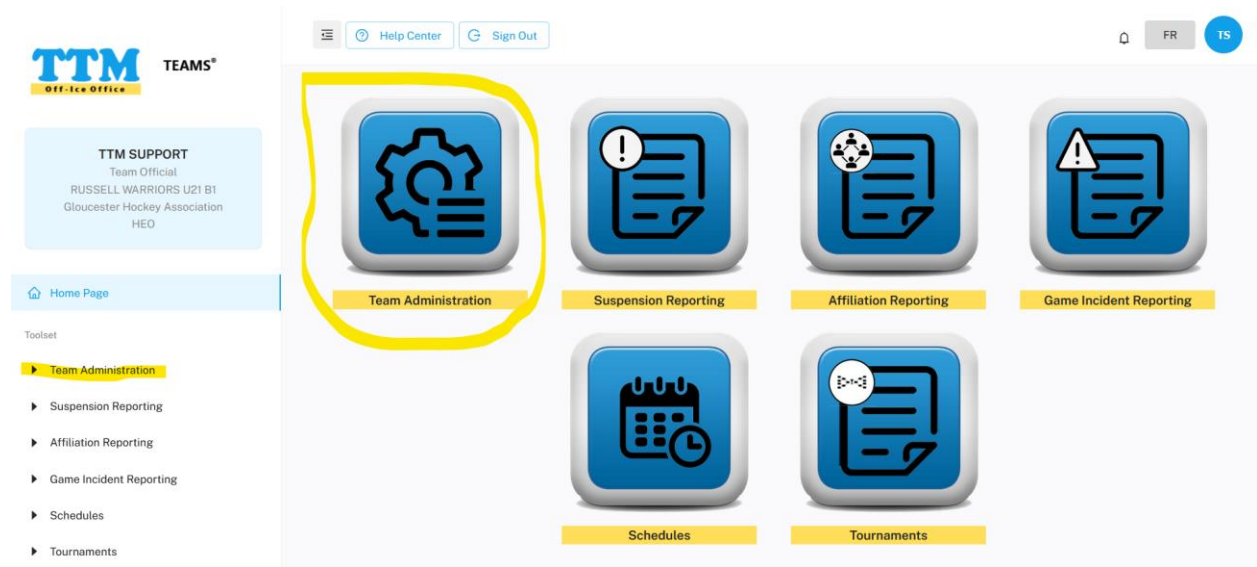
Exiting Forms/Pages

All forms and toolset information displayed in the main area of the website can easily be exited from without saving any changes. This can be done by selecting << X >> button displayed in the top right corner of the form, as shown below.

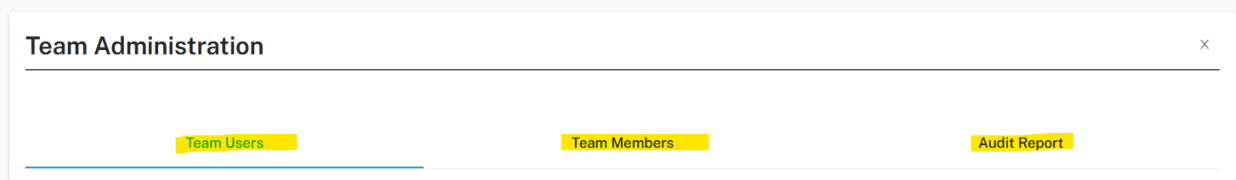


Team Administration

Team administration allows teams to maintain both team users and team members. To access the Team Administration toolset either select << **Team Administration** >> from the left-side menu or select the Team Administration icon on the home page (see below).



From the Team Administration page you will be presented with three tabs – Team Users, Team Members and Audit Report (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



List Team Users

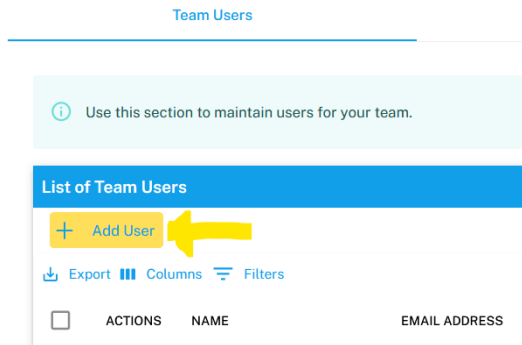
Producing a full list of users for your team occurs when you enter the Team Users tab as shown below.

The screenshot displays the 'Team Administration' window with the 'Team Users' tab selected. A light blue banner at the top of the content area contains an information icon and the text: 'Use this section to maintain users for your team.' Below this is a blue header for the 'List of Team Users' section, which includes an 'Add User' button and links for 'Export', 'Columns', and 'Filters'. The main content is a table with the following data:

<input type="checkbox"/>	ACTIONS	NAME	EMAIL ADDRESS	POSITION
<input type="checkbox"/>	≡	JOEY, JOE	ee@wow.com	Team Official
<input type="checkbox"/>	≡	SUPPORT, TTM	jj@myttm.ca	Team Official

Create a Team User

To create a new team user, select the << **Add User** >> button found at the top of the list of users (see below).



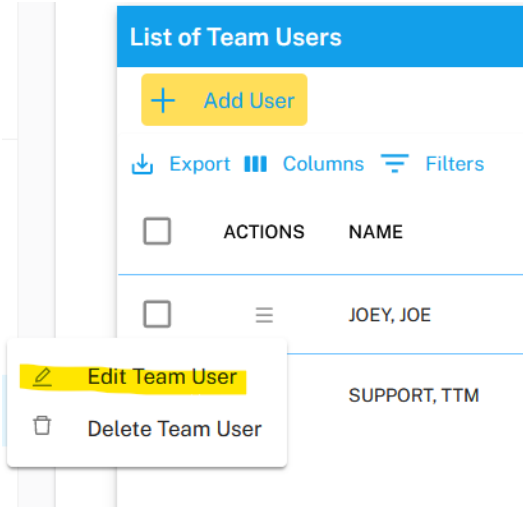
Enter the email address for the new user and select << **Continue** >>. The new Team User form will be displayed (see below). If the user already exists in TTM some fields will be pre-filled and cannot be changed.

Complete the new Team User form and select the << **Add User** >> button.

The screenshot shows the 'Add User' form in a light blue modal window. At the top left is the title 'Add User' and a close button 'x'. Below the title is a light green informational box with an 'i' icon and the text 'Complete the form to continue adding a new user for your team.' The form is divided into two sections: 'General Information' and 'User Settings'. The 'General Information' section contains three input fields: 'Email Address' (pre-filled with 'test.user@myttm.ca'), 'First Name', and 'Last Name'. The 'User Settings' section contains a 'Position' dropdown menu.

Modify a Team User

To modify a team user entry simply select the Actions menu for the team user and select << **Edit Team User** >> (see below).



Once selected the Edit User page will appear (see below). Make the necessary changes and select the << **Update User** >> button.

Edit User ×

i Use this form to modify a user for your team.

General Information

Email Address

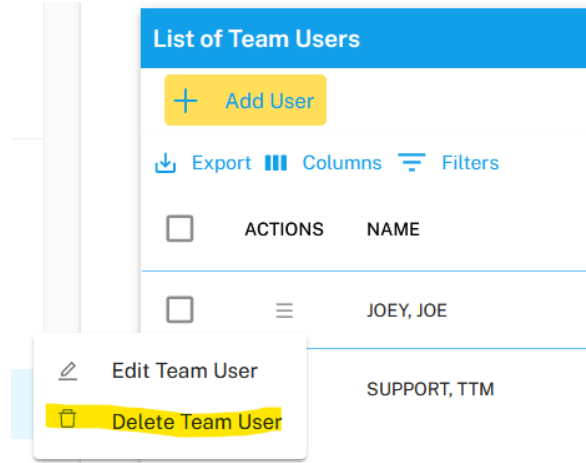
First Name

Last Name

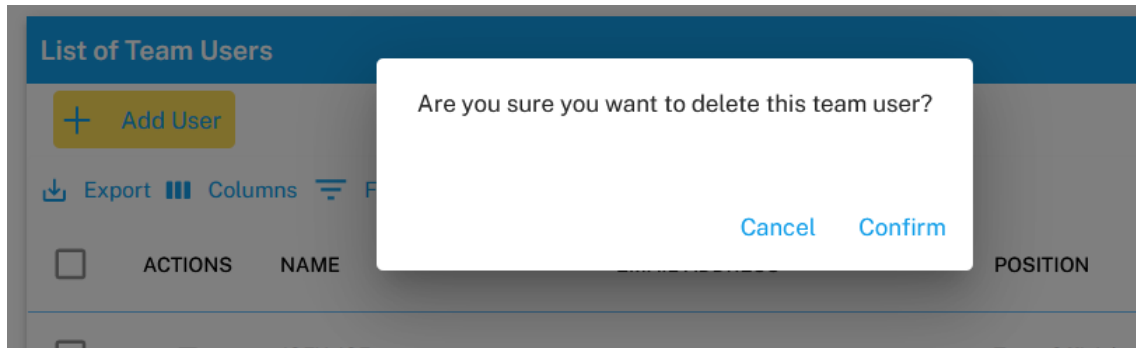
User Settings

Delete a Team User

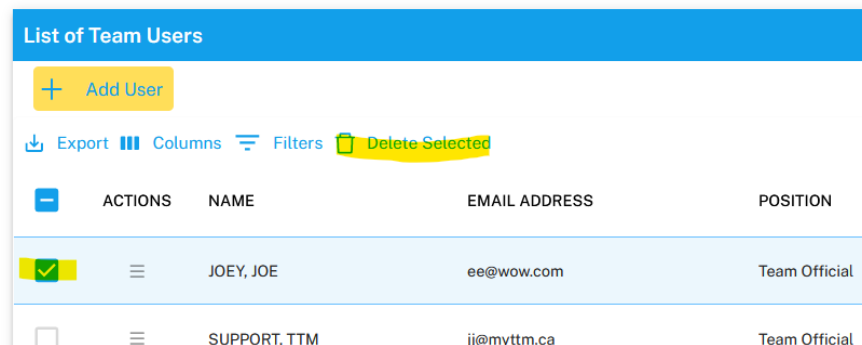
To delete a team user entry simply select the Actions menu for the team user and select << **Delete Team User** >> (see below).



You will be required to confirm the deletion as shown below. Select << **Confirm** >> to continue with the deletion.



To delete multiple team users, you can check each team user by selecting the check box in the row and then select << **Delete Selected** >> as shown below.



Note : You will not be able to delete your own team user entry.

List Team Members

Producing a full list of team members for your team occurs when you enter the Team Members tab as shown below.

Team Administration
×

Team Users
Team Members
Audit Report

i Use this section to maintain team members (players and team officials). Please note that your league or district may not allow teams to maintain team members and therefore you may only be able to view current list of team members.

List of Team Members

+ Add Team Member

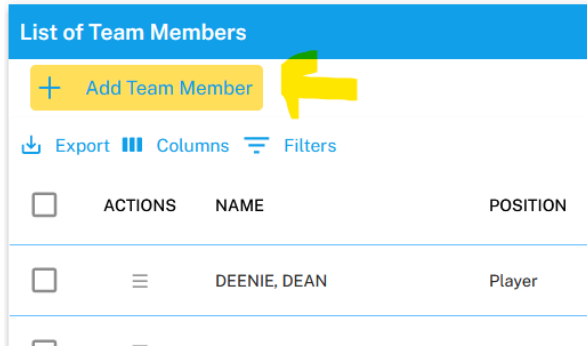
Export Columns Filters

	ACTIONS	NAME	POSITION	JERSEY N...	AFFILIATED TO
<input type="checkbox"/>	≡	DEENIE, DEAN	Player	10	
<input type="checkbox"/>	≡	EDWARDS, EDDY	Player	11	
<input type="checkbox"/>	≡	FLINT, FRED	Goaltender	31	

Create a Team Member

Note : This feature may be blocked by your league.

To create a new team member, select the << **Add Team Member** >> button found at the top of the list of team members (see below).



Complete the new Team Member form (see below) and click the << **Add Team Member** >> button.

Add Team Member
×

📘 Use this form to add a new team member to your team.

General Information

First Name

Last Name

Hockey Canada ID [🔗]

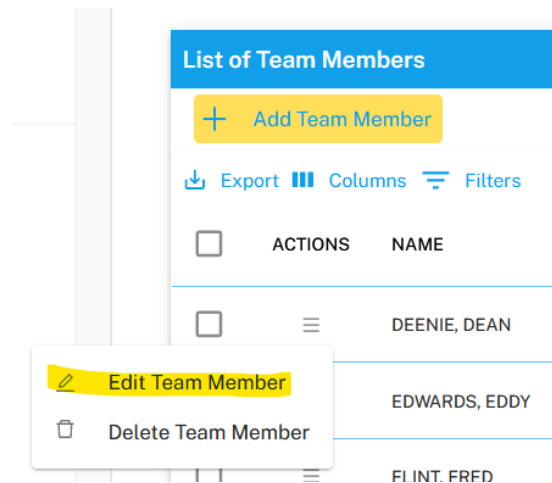
Date of Birth 📅

Position

Modify a Team Member

Note : This feature may be blocked by your league or it may only allow jersey numbers to be modified.

To modify a team member entry simply select the Actions menu for the team user and select << **Edit Team Member** >> (see below).



Once selected the Edit Team Member page will appear (see below). Make the necessary changes and select the << **Update Team Member** >> button.

Edit Team Member
×

📘 Use this form to modify a team member for your team.

General Information

First Name

Last Name

Hockey Canada ID ⓘ

Date of Birth
 📅

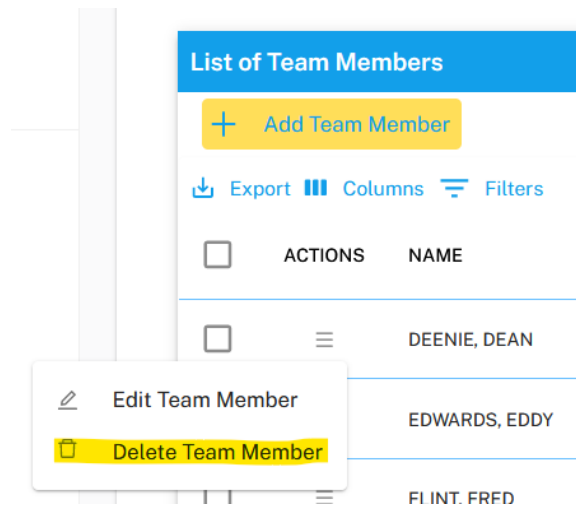
Position

Jersey Number

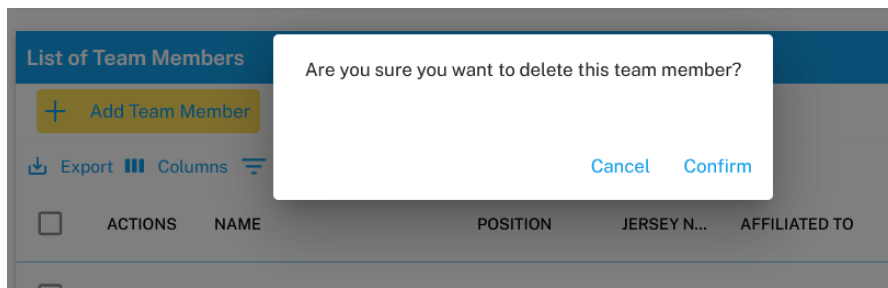
Delete a Team Member

Note : This feature may be blocked by your league.

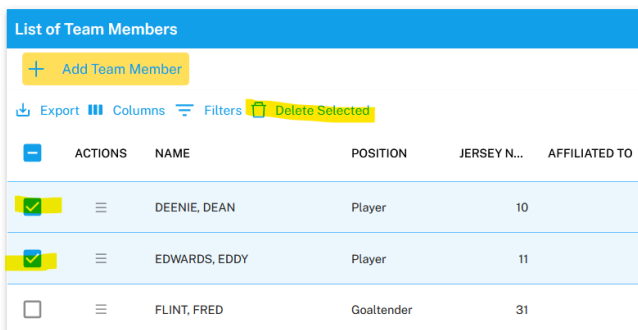
To delete a team member entry simply select the Actions menu for the team member and select << **Delete Team Member** >> (see below).



You will be required to confirm the deletion as shown below. Select << **Confirm** >> to continue with the deletion.



To delete multiple team members, you can check each team member by selecting the check box in the row and then select << **Delete Selected** >> as shown below.



Audit Report

From the Audit Report tab, within Team Administration, you can create a report on changes made to either Team User entries or Team Member entries. Enter the criteria for your report in the form provided (see below).

Team Administration
×

Team Users
Team Members
Audit Report

i Use this form to select specific criteria for producing a Team Administration Audit Report.

Reporting Options

Date Range

Current Season

From Date

To Date

Report On ⌵

Team Users

Select << **Create Report** >> to create the report which is presented on the next page (see below).

[Create Another Report](#)

Audit Log List

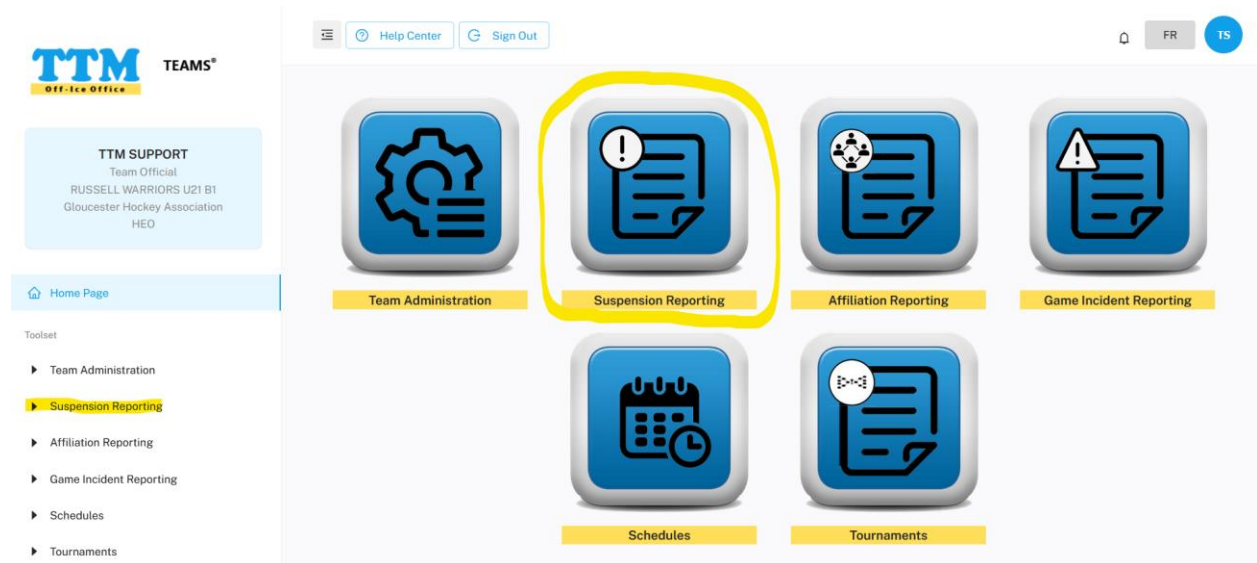
↓ [Export](#) ≡ [Columns](#) ⌵ [Filters](#)

TIMESTAMP	ADMINISTRATOR	OPERATION	TEAM MEMBER
2023-06-07 11:25:14	SUPPORT, TTM	Update	DEENIE, DEAN
2023-06-07 11:21:45	SUPPORT, TTM	Update	BALBOA, BOB
2023-06-07 11:21:29	SUPPORT, TTM	Update	ABLE, ABE

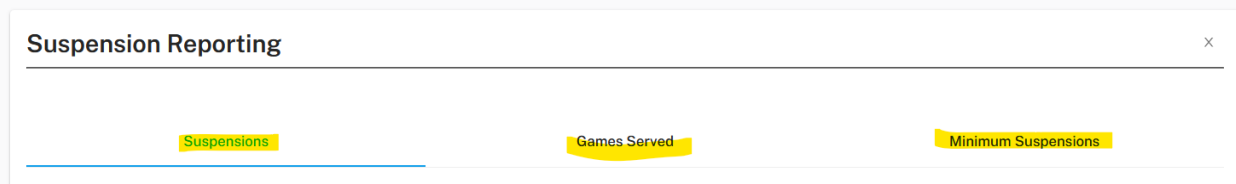
To create another report with different criteria select the << **Create Another Report** >> button.

Suspension Reporting

Access to all suspension options is provided via the Suspension Reporting toolset. To access the Suspension Reporting toolset either select << **Suspension Reporting** >> from the left-side menu or select the Suspension Reporting icon on the home page (see below).



From the Suspension Reporting page you will be presented with three tabs – Suspensions, Games Served and Minimum Suspensions (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



List Suspensions

Producing a full list of suspensions for your team occurs when you enter the **Suspensions** tab from Suspension Reporting as shown below.

Suspension Reporting ×

[Suspensions](#) [Games Served](#) [Minimum Suspensions](#)

Use this section to review suspensions for your team and to report infractions that may result in suspensions.

Suspensions List

[+](#) Report An Infraction

[↓](#) Export [|||](#) Columns [≡](#) Filters

ACTIONS	NAME	GAME DATE	INFRACTION TYPE	INFRACTION	MINIMUM SUSPENSION	GAMES SERVED
≡	DEENIE, DEAN	2023-08-05	MISCONDUCT	(HEO) Head Contact (Minor + 10)	No additional disciplina...	0

Report an Infraction

Teams are responsible for reporting specific infractions that occurred during a game. These include misconducts, game misconducts, gross misconducts and match penalties.

To report such an infraction, select the << **Report An Infraction** >> button found at the top of the list of suspensions (see below).

Suspensions List

+ Report An Infraction + Report Multiple Infractions For Same Game

Export Columns Filters

ACTIONS	NAME	GAME DATE	INFRACTION TYPE	INFRACTION
☰	DEENIE, DEAN	2023-07-20	MISCONDUCT	(HEO) Protective equipment -3...

When entering infractions you will be required to provide information for various sections as shown below.

Team Member Being Reported

Select a team member from the list... ▼

In the Team Member Being Reported section you must identify the team member that the infraction is for. For leagues where the team members are not maintained by the league, you will be able to add a team member by selecting -- **Select to add new Team Member** -- from the list.

Note : If the team member jersey number is incorrect it can be changed in this section.

Game Information


Select a game from the list... ▼

In the Game Information section you can either select a game that has been entered previously or you enter new game information in which case you must select -- **Select to add new Game Information** -- from the list.

When entering new game information you must provide information about the game where the infraction occurred. Once you have entered the Game Date, Venue, Game Number and Game Type you will be required to upload a scanned copy or a photo of the actual game sheet. If the entire game sheet cannot fit in one file then provide the game sheet in two sections. It is important that the game sheet uploaded will be easily viewable, so ensure the uploaded file is of good quality before sending.

Infraction Information

Period

Clock Time
 

Jurisdiction


Infraction

Comments (optional)

In the Infraction Information section you must enter specific infraction information primarily collected from the game sheet where the infraction occurred.

Once the form has been completed select the << **Save** >> button. You will then be directed to a Disciplinary Action Notification page (see below) indicating the minimum suspension for the team member based on the information that you provided. Additionally, a suspension entry notification will be emailed to your team email addresses and all district/league discipline representatives.

Disciplinary Action Notification ×

 The disciplinary action listed here is the minimum based on the jurisdiction of where the game was played and is combined with any additional league or club/association Code of Discipline. Where the jurisdiction is outside of your league jurisdiction, the Code of Discipline with a greater penalty will be imposed. Should you not agree with the disciplinary action or require clarification, please contact your club/association or league Discipline representative.

Infraction Information for DEENIE, DEAN

GAME MISCONDUCT
(HEO) Fighting -6.7

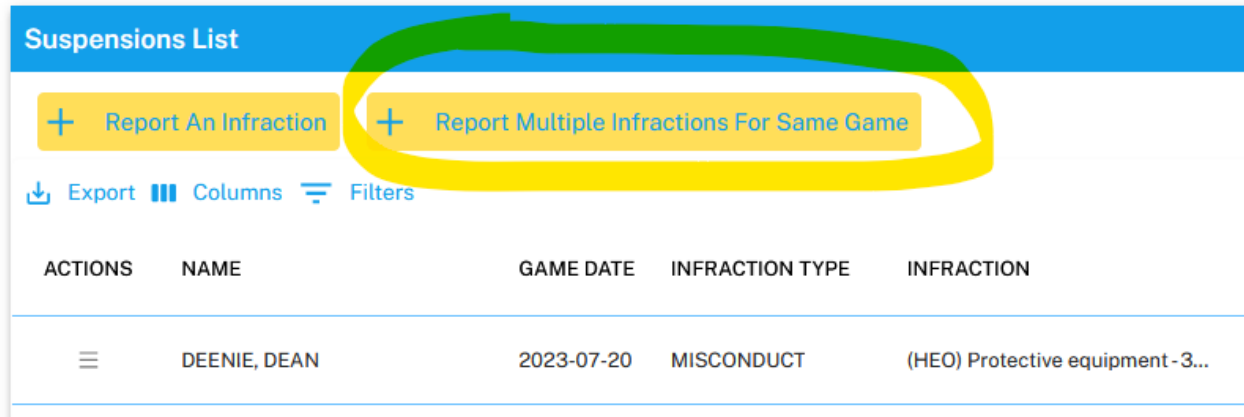
Minimum Suspension for DEENIE, DEAN

Occurrence this Season: 1
1 game suspension

Note: If you need to report another infraction for the same game select the << Report Another Infraction for Same Game >> button from the Disciplinary Action Notification page or see the next section for reporting multiple infractions for a single game.

Report Multiple Infractions for a Single Game

When there is more than one infraction to report for the same game, you can save time by entering these infractions together. To report multiple infraction this way, select the << **Report Multiple Infractions For Same Game** >> button found at the top of the list of suspensions (see below).



Suspensions List

[+ Report An Infraction](#)
[+ Report Multiple Infractions For Same Game](#)

[↓ Export](#)
[☰ Columns](#)
[☰ Filters](#)

ACTIONS	NAME	GAME DATE	INFRACTION TYPE	INFRACTION
☰	DEENIE, DEAN	2023-07-20	MISCONDUCT	(HEO) Protective equipment -3...

Before entering infractions you first will be required to provide game information as shown below.

Game Information

Select a game from the list... ▼

In the Game Information section you can either select a game that has been entered previously or you enter new game information in which case you must select -- **Select to add new Game Information** -- from the list.

When entering new game information you must provide information about the game where the infraction occurred. Once you have entered the Game Date, Venue, Game Number and Game Type you will be required to upload a scanned copy or a photo of the actual game sheet. If the entire game sheet cannot fit in one file then provide the game sheet in two sections. It is important that the game sheet uploaded will be easily viewable, so ensure the uploaded file is of good quality before sending.

Next, from the Infractions Information section you can add infractions to the infractions list by selecting the << **Add Infraction** >> button at the top of the list as shown below.

Infractions Information

i Use the 'Add Infraction' button to enter an infraction for a team member for this game. You can add as many infractions as necessary and each will appear in the Infractions List.

Infractions List

+ Add Infraction

<input type="checkbox"/>	ACTIONS	TEAM MEMBER	POSITION	JERSEY NU...	PERIOD
--------------------------	---------	-------------	----------	--------------	--------

When entering infractions you will be required to provide information for various sections as shown below.

Team Member Being Reported

Select a team member from the list...

In the Team Member Being Reported section you must identify the team member that the infraction is for. For leagues where the team members are not maintained by the league, you will be able to add a team member by selecting -- **Select to add new Team Member** -- from the list.

Infraction Information

Period

Clock Time

Jurisdiction

Infraction

Comments (optional)

In the Infraction Information section you must enter specific infraction information primarily collected from the game sheet where the infraction occurred.

Once the Add Infraction form has been completed select the << **Save** >> button to have the infraction added to the Infractions List. You can add as many infractions as necessary to the list provided they are for the same game. You can remove any infractions from the list by selecting the Actions menu button and selecting << **Delete Infraction** >> as shown below.

Infractions List

Add Infraction

<input type="checkbox"/>	ACTIONS	TEAM MEMBER	POSITION	JERSEY NU...
<input type="checkbox"/>		DEENIE, DEAN		

Delete Infraction

Once the form has been completed select the << **Save** >> button. You will then be directed to a Disciplinary Action Notification page (see below) indicating the minimum suspension for each team member based on the information that you provided. Additionally, suspension entry notifications for each team member will be emailed to your team email addresses and all district/league discipline representatives.

Disciplinary Action Notification

x

i The disciplinary action listed here is the minimum based on the jurisdiction of where the game was played and is combined with any additional league or club/association Code of Discipline. Where the jurisdiction is outside of your league jurisdiction, the Code of Discipline with a greater penalty will be imposed. Should you not agree with the disciplinary action or require clarification, please contact your club/association or league Discipline representative.

Disciplinary Action for DEENIE, DEAN

Infraction Information

GAME MISCONDUCT
(HEO) Boarding (Major) -6.2

Minimum Suspension

Occurrence this Season: 1
1 game suspension

Disciplinary Action for EDWARDS, EDDY

Infraction Information

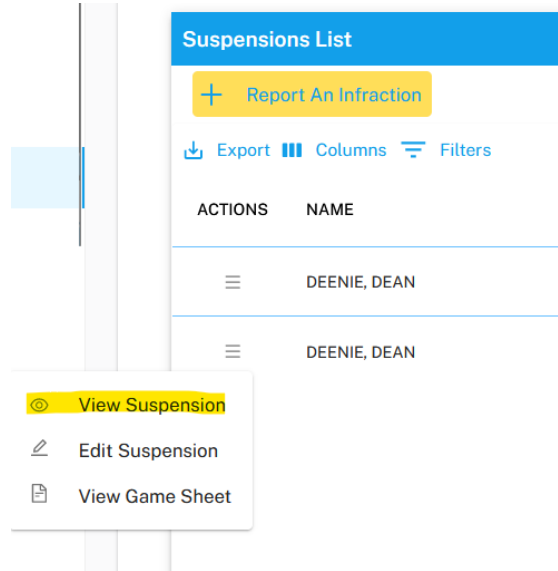
MISCONDUCT
(HEO) Disrespectful, Abusive and Harassing Behaviour -11.2 A

Minimum Suspension

Occurrence this Season: 2
No additional disciplinary action necessary

View a Suspension

To view a suspension entry simply select the Actions menu for the suspension and select << **View Suspension** >> (see below).



The suspension will be displayed as shown below.

Suspension
×

Reference Number

1686163295-2327600002

Reported By

Name

SUPPORT, TTM

Email

jj@myttm.ca

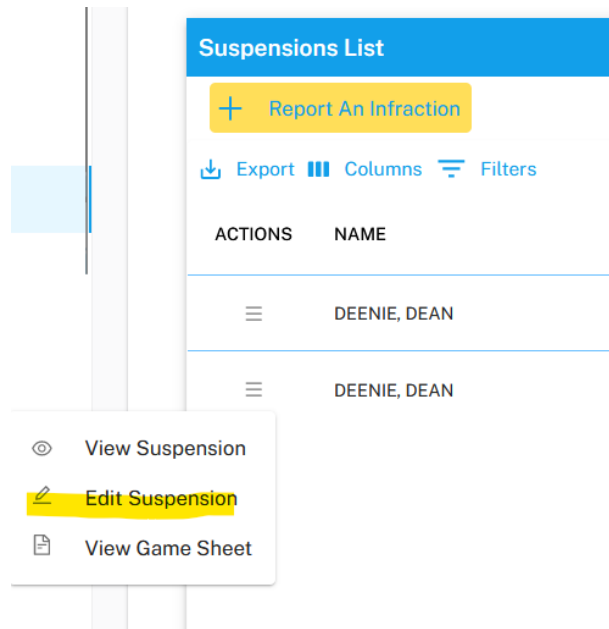
Team Information

League

Edit a Suspension

Changes to a suspension can be made after the reported infraction entry has been entered. However, teams can only update the Game Information section and a few fields in the Infraction Information section. If there are additional changes to be made to the suspension entry then you must contact a league discipline representative.

To edit a suspension entry simply select the Actions menu for the suspension and select << **Edit Suspension** >> (see below).



Next enter the necessary suspension changes (sections in blue can only be changed) and then enter the description of the changes you made in the text box shown below.

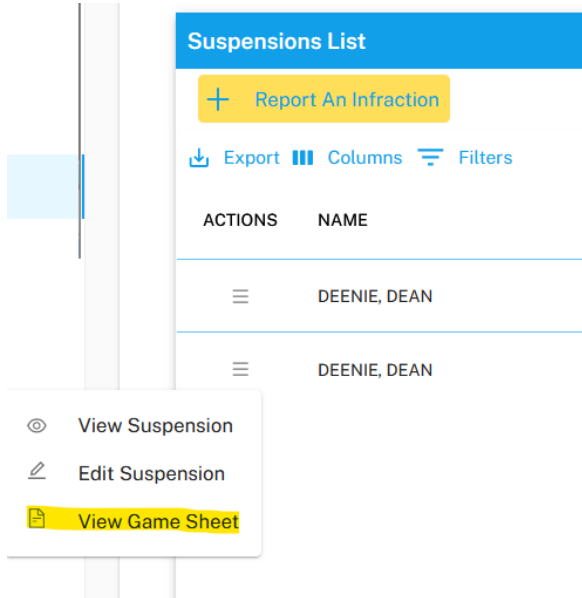
Update Information

i Provide a description of the changes being made to this suspension entry so that it may be recorded for future reference.

Select the << **Save** >> button to save the changes.

View Game Sheet

To view a game sheet for a suspension entry simply select the Actions menu for the suspension and select << **View Game Sheet** >> (see below).



Note: When an additional game sheet has been entered for the suspension a link will also show for that game sheet.

List Games Served Summary

When you select the **Games Served** tab from Suspension Reporting a list of suspensions where games need to be served or have already been served for your team will be displayed as shown below.

Suspension Reporting
✕

Suspensions
Games Served
Minimum Suspensions

ℹ Use this section to review games served for each suspension and to add games served for a suspension.

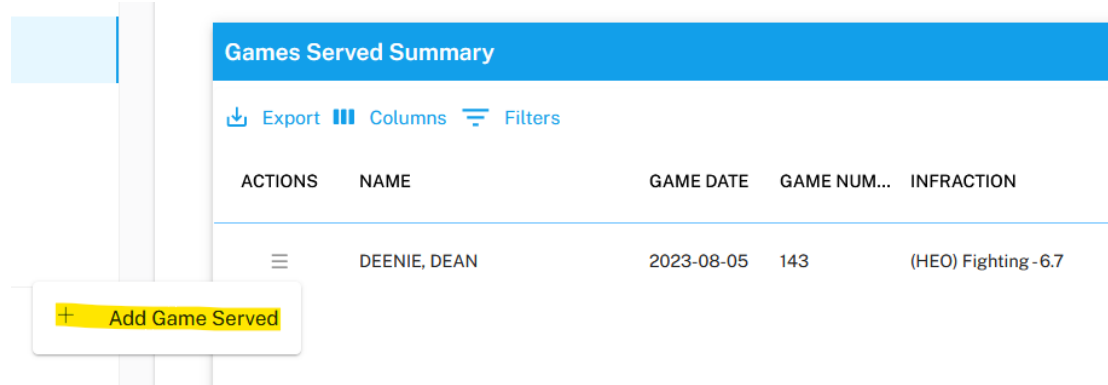
Games Served Summary

📄 Export ☰ Columns ⌵ Filters

ACTIONS	NAME	GAME DATE	GAME NUM...	INFRACTION	GAMES SUSPENDED	GAMES SERVED
☰	DEENIE, DEAN	2023-08-05	143	(HEO) Fighting -6.7	1	0

Add Game Served for a Suspension

To add a game served for a suspension simply select the Actions menu for the suspension and select << **Add Game Served** >> (see below).



Note : You will only be able to add game served for suspensions with outstanding games to be served.

From the Games Served entry page you will be required to complete the Game Served Information section as shown below.

Suspension Information

DEENIE, DEAN

2023-08-05

GAME MISCONDUCT
(HEO) Fighting -6.7

1 game suspension

Game Served Information

Select a game from the list...

Game Served Count (n of 1)

1

[Save](#)

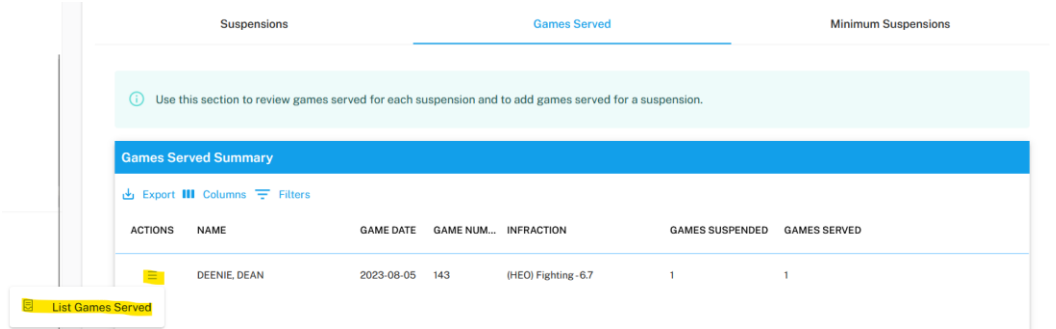
In this section you can either select a game that has been entered previously or you enter new game information in which case you must select -- **Select to add new Game Information** -- from the list.

When entering new game information, you must provide information about the game where the infraction occurred. Once you have entered the Game Date, Venue, Game Number and Game Type you will be required to upload a scanned copy or a photo of the actual game sheet. If the entire game sheet cannot fit in one file then provide the game sheet in two sections. It is important that the game sheet uploaded will be easily viewable, so ensure the uploaded file is of good quality before sending.

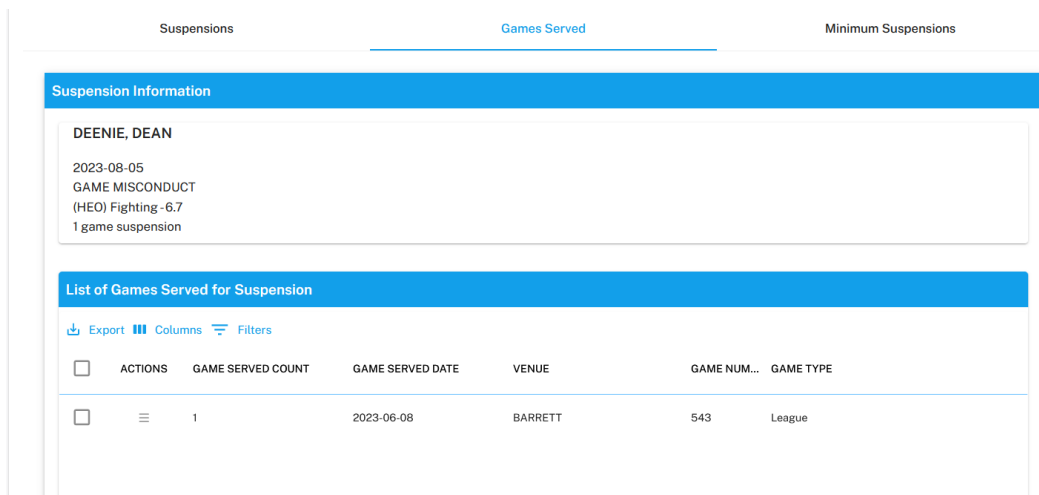
Once the form has been completed select the << **Save** >> button.

List Games Served for each Suspension

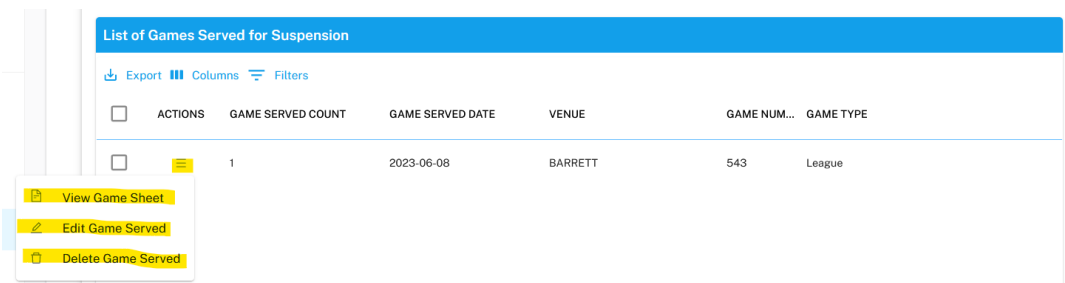
Once games served have been added to a suspension, you can list these games in a report simply by selecting the Actions menu for the suspension and select << **List Games Served** >> (see below).



The games served list will be displayed as shown below.



To see the actions you can perform on each game served entry simply select the Actions menu for the game served and select one of the options (see below).



Review Minimum Suspensions for Infractions

If you need to determine what the minimum suspensions might be for a given infraction within a given jurisdiction, you can easily review this by selecting the **Minimum Suspensions** tab from Suspension Reporting as shown below.

The screenshot shows a web application window titled "Suspension Reporting" with a close button (x) in the top right corner. Below the title bar are three tabs: "Suspensions", "Games Served", and "Minimum Suspensions", with the latter being the active tab. A light green informational box contains the text: "Use this section to review minimum suspensions for any infraction. Minimum suspensions are based on the Code of Discipline for the jurisdiction plus any additional disciplinary action that might be in place for district, league, club/association and team." Below this is a light blue form titled "Infraction Information" containing three dropdown menus: "Team Member Type" (set to "Player"), "Jurisdiction", and "Infraction". At the bottom of the form is a blue button labeled "Get Minimum Suspensions".

Next, enter the infraction information that you require the minimum suspensions for and select **<< Get Minimum Suspensions >>**. You will be presented with the minimum suspension information as shown below.

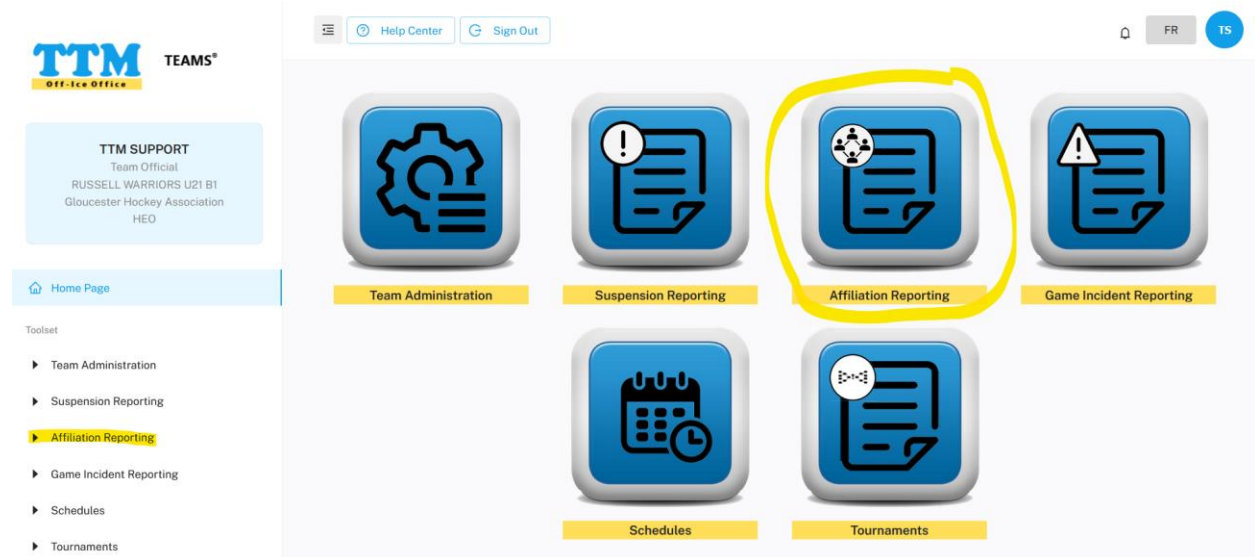
The screenshot displays the "Minimum Suspension Information for GLOUCESTER RANGERS U15 AA". It is divided into two main sections. The first section, "Infraction on a Player", shows a dropdown menu with the selected option "GAME MISCONDUCT Fighting <6.7>". The second section, "Minimum Suspensions", lists the following: "1st Occurrence" (1 game suspension), "2nd Occurrence" (2 game suspension), "3rd Occurrence" (4 game suspension), and "4th (or more) Occurrence" (Suspended until a HEO Minor Disciplinary Hearing and suspended from all hockey activities).

The minimum suspensions are listed for the jurisdiction as well as for your league as your league may impose a stricter suspension.

Affiliation Reporting

Note : This toolset may not be available to your league.

Access to all affiliate player options is provided via the Affiliation Reporting toolset. To access the Affiliation Reporting toolset either select << **Affiliation Reporting** >> from the left-side menu or select the Affiliation Reporting icon on the home page (see below).



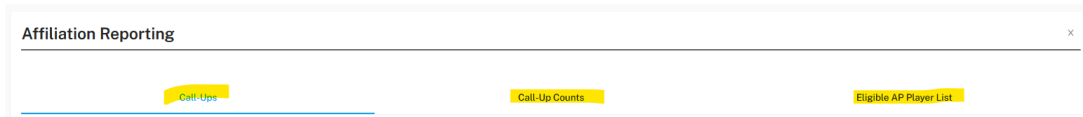
Affiliation Types

The Affiliation Reporting toolset supports two different types of player affiliations – Club Affiliation and 19 Player Special Affiliation. Your league will determine the type of affiliation for your team. As a result, teams will have different Affiliation Reporting options available. This section explains the different options for each affiliation type.

Club Affiliation

When teams operate under Club Affiliation they are able to affiliate players within their own club. The players available for each team is based on eligibility rules defined for their division and age category. Therefore, teams never have to explicitly affiliate a player as they simply can call-up eligible players.

When using Club Affiliation, from the Affiliation Reporting page you will be presented with three tabs – Call-Ups, Call-Up Counts and Eligible AP Player List (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



19 Player Special Affiliation

When teams operate under 19 Player Special Affiliation they are able to explicitly affiliate players to their team. The players available for each team is based on eligibility rules defined for their division and age category. Teams must use the list of eligible players to form their own Affiliate Player List.

When using 19 Player Special Affiliation, from the Affiliation Reporting page you will be presented with four tabs – Call-Ups, Call-Up Counts, Affiliate Player List and Eligible AP Player List (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



Affiliate Player List

When using 19 Player Special Affiliation, teams must maintain an Affiliate Player List in order for affiliate player call-ups to be made.

Add Player to Affiliate Player List

To add an eligible player to your Affiliate Player List, first select the **Eligible AP Player List** tab from Affiliation Reporting (see below).

Affiliation Reporting						
Call-Ups	Call-Up Counts	Affiliate Player List	Eligible AP Player List			
Eligible Player List						
Export Columns Filters						
ACTIONS	AP NAME	POSITION	AP CLUB/ASSOCIATION	AP TEAM	AP DIVISION	AP CATEGORY
☰	Able, Abe	Player	Gloucester Rangers	GLOUCESTER RANGERS U14 AA	U14	AA

Next, simply select the Actions menu icon and select **<< Add Player to Affiliate Player List >>** as shown below.

Eligible Player List				
Export Columns Filters				
ACTIONS	AP NAME	POSITION	AP CLUB/ASSOCIATION	A
☰	Able, Abe	Player	Gloucester Rangers	G
+ Add Player to Affiliate Player List				
	Balboa, Bob	Player	Gloucester Rangers	G

After confirmation, the player will be removed from the Eligible Player List and moved to the Affiliate Player List for your team.

Show Affiliate Player List

Your Affiliate Player List is displayed when you enter the **Affiliate Player List** tab from Affiliation Reporting as shown below.

Affiliation Reporting						
Call-Ups	Call-Up Counts	Affiliate Player List			Eligible AP Player List	
Affiliate Player List						
ACTIONS	AP NAME	POSITION	AP CLUB/ASSOCIATION	AP TEAM	AP DIVISION	AP CATEGORY
☰	Able, Abe	Player	Gloucester Rangers	GLOUCESTER RANGERS U14 AA	U14	AA

Release Affiliate Player From Affiliate Player List

To release an affiliate player from the Affiliate Player List, simply select the Actions menu for the player listed in the Affiliate Player List and select << **Release Affiliate Player** >> as shown below.

Affiliate Player List			
ACTIONS	AP NAME	POSITION	AP CLUB/ASSOCIATION
☰	Able, Abe	Player	Gloucester Rangers

☑ Release Affiliate Player

After confirmation, the player will be removed from the Affiliate Player List and moved to the Eligible Player List.

List Call-Ups

Producing a full list of call-ups for your team occurs when you enter the **Call-Ups** tab from Affiliation Reporting as shown below.

Affiliation Reporting

Call-Ups Call-Up Counts Affiliate Player List Eligible AP Player List

Use this section to review call-ups for your team and to issue call-up notifications for AP players.

Call-Up List

+ Enter AP Player Call-Up Notification

Export Columns Filters

ACTIONS	CALL-UP DATE	GAME DATE	AP NAME	AP TEAM	POSITION	REPLACED	STATUS
☰	2023-06-08	2023-06-08	Balboa, Bob	GLOUCESTER RANGERS U14 ...	Player	Deenie, Dean	Playing/Play...

Enter AP Player Call-Up Notification

When it has been determined that your team requires an affiliate player to dress for a game, there must be an affiliate player call-up notification entered. This ensures that the proper district/league representatives are notified and it ensures that the number of call-ups for a player is recorded. If your team is not using Club Affiliation then you will have to add players to your Affiliate Player List (see section [Affiliate Player List](#)) prior to entering a call-up notification.

To enter an affiliate player call-up notification, simple select << **Enter AP Player Call-Up Notification** >> from the Call-Up List as shown below.

The screenshot shows the 'Affiliation Reporting' window with four tabs: 'Call-Ups', 'Call-Up Counts', 'Affiliate Player List', and 'Eligible AP Player List'. The 'Call-Ups' tab is active. Below the tabs is a light green instruction bar: 'Use this section to review call-ups for your team and to issue call-up notifications for AP players.' Below this is a blue header for 'Call-Up List' containing a yellow button with a plus sign and the text 'Enter AP Player Call-Up Notification', which is highlighted by a yellow arrow. Below the button are 'Export', 'Columns', and 'Filters' options. A table with columns 'ACTIONS', 'CALL-UP DATE', 'GAME DATE', 'AP NAME', 'AP TEAM', 'POSITION', 'REPLACED', and 'STATUS' is visible below the header. The first row of data shows a call-up for 'Balboa, Bob' on '2023-06-08' for 'GLOUCESTER RANGERS UI4 ...' at the 'Player' position, replaced by 'Deonie, Dean' with a status of 'Playing/Play...'.

When entering an affiliate player call-up notification you will be required to provide information in two sections as shown below.

Call-Up Information

Select an Affiliate Player


Player Being Replaced

Reason For Call-Up

In the Call-Up Information section, you must identify the affiliate player that the call-up notification is for.

Game Information

Game Date

2023-06-08 

Venue

Game Number

Game Type

In the Game Information section, you must enter the necessary game information that the affiliate player will require.

Click the << **Save** >> button to complete the call-up notification. A call-up notification will be emailed to your team email addresses and all necessary district/league representatives.

View a Call-Up

To view a call-up entry, from the Call-Up List in the **Call-Ups** tab simply select the Actions menu for the call-up entry and select << **View Call-Up** >> (see below).

word

Call-Up List

+ Enter AP Player Call-Up Notification

Export Columns Filters

ACTIONS	CALL-UP DATE	GAME DATE	AP NAME	AP TEAM	POSITION
☰	2023-06-08	2023-06-08	Balboa, Bob	GLOUCESTER RANGERS U14...	Playe

- View Call-Up
- Confirm Call-Up with Game Sheet
- Set Status to Not Playing/Never Played

The call-up notification will be displayed as shown below.

Call-Up ×

Reference Number

1686227847-4977000001

Reported By

Name

SUPPORT, TTM

Email

jj@myttm.ca

Team Information

League

HEO Minor AA/A League

Edit a Call-Up

To modify a call-up entry, from the Call-Up List in the **Call-Ups** tab simply select the Actions menu for the call-up entry and select << **Edit Call-Up** >> (see below).

Note : Call-ups cannot be changed after the game date has passed.

The screenshot shows the 'Call-Up List' interface. At the top, there is a blue header 'Call-Up List' and a yellow button '+ Enter AP Player Call-Up Notification'. Below this are 'Export', 'Columns', and 'Filters' options. The main table has the following data:

ACTIONS	CALL-UP DATE	GAME DATE	AP NAME	AP TEAM
[Menu Icon]	2023-06-09	2023-06-12	Able, Abe	GLOUCESTER RANGERS U14 ...
[Menu Icon]	2023-06-08	2023-06-08	Balboa, Bob	GLOUCESTER RANGERS U14 ...

An actions menu is open for the first entry, showing the following options:

- View Call-Up
- Edit Call-Up** (highlighted in yellow)
- Confirm Call-Up with Game Sheet
- Set Status to Not Playing/Never Played

Next enter the necessary call-up changes (sections in blue can only be changed) and then enter the description of the changes you made in the text box shown below.

Update Information

i Provide a description of the changes being made to this call-up entry so that it may be recorded for future reference.

Select the << **Save** >> button to save the changes.

Call-Up Confirmation

Teams are able to confirm a call-up occurred by adding the game sheet to the call-up notification. To confirm a call-up entry, from the Call-Up List in the **Call-Ups** tab simply select the Actions menu for the call-up entry and select << **Confirm Call-Up with Game Sheet** >> (see below).

word

The screenshot shows a 'Call-Up List' interface. At the top, there is a blue header with the text 'Call-Up List' and a yellow button that says '+ Enter AP Player Call-Up Notification'. Below the header, there are links for 'Export', 'Columns', and 'Filters'. The main part of the interface is a table with the following columns: 'ACTIONS', 'CALL-UP DATE', 'GAME DATE', 'AP NAME', 'AP TEAM', and 'POSITION'. The first row of data has the following values: a menu icon in the 'ACTIONS' column, '2023-06-08' in 'CALL-UP DATE', '2023-06-08' in 'GAME DATE', 'Balboa, Bob' in 'AP NAME', 'GLOUCESTER RANGERS U14 ...' in 'AP TEAM', and 'Playe' in 'POSITION'. A context menu is open over the first row, showing three options: 'View Call-Up', 'Confirm Call-Up with Game Sheet' (which is highlighted in yellow), and 'Set Status to Not Playing/Never Played'.

Next, select or add the game information in the Confirmation form and select << **Save** >> (see below).

Reason for Call-Up

Player is sick or injured

Game Date

2023-06-12

Venue

Sandy Hill

Game Number

4342

Game Type

Exhibition

Game Information

Select a game from the list...

Save

Indicate Call-Up Player Will Not or Did Not Play

In cases where a call-up notification was made but the AP is no longer required or never ended up playing for any reason, you can change the call-up status to indicate this. To change call-up status to not playing/never played, from the Call-Up List in the **Call-Ups** tab simply select the Actions menu for the call-up entry and select **<< Set Status to Not Playing/Never Played >>** (see below).

The screenshot shows a 'Call-Up List' interface. At the top, there is a blue header with the text 'Call-Up List'. Below the header, there is a yellow button with a plus sign and the text 'Enter AP Player Call-Up Notification'. Underneath, there are links for 'Export', 'Columns', and 'Filters'. The main part of the interface is a table with the following columns: 'ACTIONS', 'CALL-UP DATE', 'GAME DATE', 'AP NAME', 'AP TEAM', and 'POSI'. A single row is visible in the table with the following data: '2023-06-08', '2023-06-08', 'Balboa, Bob', 'GLOUCESTER RANGERS U14...', and 'Playe'. A dropdown menu is open over the 'ACTIONS' column of this row, showing three options: 'View Call-Up', 'Confirm Call-Up with Game Sheet', and 'Set Status to Not Playing/Never Played'. The third option is highlighted in yellow.

ACTIONS	CALL-UP DATE	GAME DATE	AP NAME	AP TEAM	POSI
⋮	2023-06-08	2023-06-08	Balboa, Bob	GLOUCESTER RANGERS U14...	Playe

- View Call-Up
- Confirm Call-Up with Game Sheet
- Set Status to Not Playing/Never Played

After confirmation, the call-up status will be changed to Not Playing/Never Played and the call-up count for this player will be adjusted.

Indicate Call-Up Player Will Be Playing or Has Played

In cases where a call-up notification status was changed Not Playing/Never Played and needs to be changed back to Playing/Played, you can change the call-up status to indicate this. To change call-up status to playing/played, from the Call-Up List in the **Call-Ups** tab simply select the Actions menu for the call-up entry and select << **Set Status to Playing/Played** >> (see below).

The screenshot shows a 'Call-Up List' interface. At the top, there is a blue header with the title 'Call-Up List' and a yellow button with a plus sign and the text 'Enter AP Player Call-Up Notification'. Below the header, there are links for 'Export', 'Columns', and 'Filters'. The main content is a table with the following columns: 'ACTIONS', 'CALL-UP DATE', 'GAME DATE', 'AP NAME', and 'AP TEAM'. The table contains two rows of data. The first row has a hamburger menu icon in the 'ACTIONS' column, '2023-06-09' in 'CALL-UP DATE', '2023-06-12' in 'GAME DATE', 'Able, Abe' in 'AP NAME', and 'GLOUCESTER RANGERS U14 ...' in 'AP TEAM'. The second row has a hamburger menu icon in the 'ACTIONS' column, '2023-06-08' in 'CALL-UP DATE', '2023-06-08' in 'GAME DATE', 'Balboa, Bob' in 'AP NAME', and 'GLOUCESTER RANGERS U14 ...' in 'AP TEAM'. A context menu is open over the second row, showing two options: 'View Call-Up' and 'Set Status to Playing/Played', which is highlighted in yellow.

ACTIONS	CALL-UP DATE	GAME DATE	AP NAME	AP TEAM
☰	2023-06-09	2023-06-12	Able, Abe	GLOUCESTER RANGERS U14 ...
☰	2023-06-08	2023-06-08	Balboa, Bob	GLOUCESTER RANGERS U14 ...

After confirmation, the call-up status will be changed to Playing/Played and the call-up count for this player will be adjusted.

Affiliate Player Call-Up Counts Report

The Affiliate Player Call-Up Counts report shows the number of times each affiliate player was called-up by your team. To show the Affiliate Player Call-Up Counts report, simply select the **Call-Up Counts** tab from Affiliation Reporting and then select the report type **Affiliate Player Call-Up Counts Report** and select the **<< Create Report >>** button (see below).

The screenshot shows a window titled "Affiliation Reporting" with a close button (x) in the top right. There are four tabs: "Call-Ups", "Call-Up Counts" (which is active and underlined), "Affiliate Player List", and "Eligible AP Player List". Below the tabs is a light blue box containing the "Call-Up Counts Report Type" section. This section has two radio buttons: the first is selected and labeled "Affiliate Player Call-Up Counts Report", and the second is unselected and labeled "Call-Up Counts Report (for own Team Players affiliated to other teams)". At the bottom of the window is a prominent blue button labeled "Create Report".

Next, the Affiliate Player Call-Up Counts report will display as shown below.

The screenshot shows a table titled "Affiliate Player Call-Up Counts Report". Above the table are links for "Export", "Columns", and "Filters". The table has four columns: "AP NAME", "AP TEAM", "LEAGUE/PLAYOFF CALL-UPS", and "OTHER CALL-UPS". There is one data row with the following values: "Balboa, Bob" in the AP NAME column, "GLOUCESTER RANGERS U14 AA" in the AP TEAM column, and "1" in the OTHER CALL-UPS column. The LEAGUE/PLAYOFF CALL-UPS column is currently empty.

AP NAME	AP TEAM	LEAGUE/PLAYOFF CALL-UPS	OTHER CALL-UPS
Balboa, Bob	GLOUCESTER RANGERS U14 AA		1

Team Player Call-Up Counts Report

This report shows the number of times a team player has been called-up by other teams. To show the Team Player Call-Up Counts report, simply select the **Call-Up Counts** tab from Affiliation Reporting and then select the report type **Call-Up Counts Report** and select the << **Create Report** >> button (see below).

Affiliation Reporting

Call-Ups **Call-Up Counts** Affiliate Player List Eligible AP Player List

Call-Up Counts Report Type

Affiliate Player Call-Up Counts Report

Call-Up Counts Report (for own Team Players affiliated to other teams)

Create Report

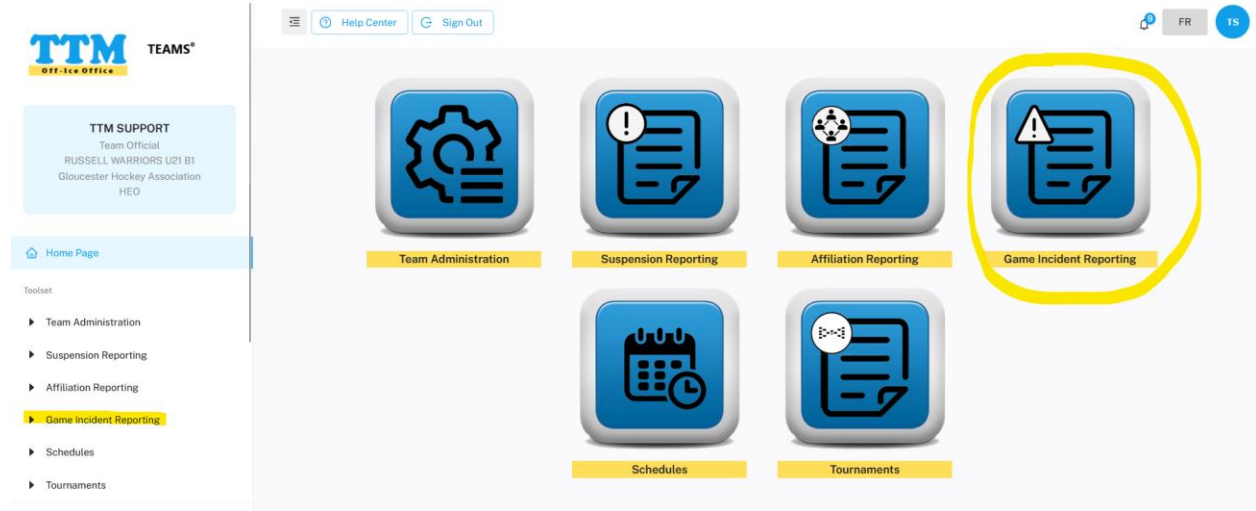
Next, the Team Player Call-Up Counts report will display as shown below.

Team Players Call-Up Counts Report			
Export Columns Filters			
NAME	CALL-UP TEAM	LEAGUE/PLAYOFF CALL-UPS	OTHER CALL-UPS
Deonie, Dean	GLOUCESTER RANGERS U16 AA	1	

Game Incident Reporting

Note : This toolset may not be available to your league.

Game Incident Reports (GIRs) are produced by game officials for games where major penalties are called or other incidents require them to do so. Access to all Game Incident Report (GIR) options is provided via the Game Incident Reporting toolset. To access the Game Incident Reporting toolset either select << **Game Incident Reporting** >> from the left-side menu or select the Game Incident Reporting icon on the home page (see below).



List Game Incident Reports

Producing a full list of Game Incident Reports (GIRs) for your team occurs when you enter the Game Incident Reporting page as shown below.

The screenshot shows a window titled "Game Incident Reporting" with a close button (X) in the top right corner. Below the title bar is a light green informational banner with a question mark icon and the text: "Use this section to review game incident reports for your team." Below this is a blue header bar for the "Game Incident Reports List". Underneath the header are three icons: a download arrow for "Export", a vertical bar icon for "Columns", and a funnel icon for "Filters". The main content is a table with the following columns: "ACTIONS", "GAME DATE", "GAME TIME", "GAME NUM...", "VENUE", "HOME TEAM", "VISITING TEAM", and "REPORTED BY". A single row of data is visible with the following values: a menu icon (three horizontal lines) in the "ACTIONS" column, "2023-08-05" in "GAME DATE", "08:00" in "GAME TIME", "143" in "GAME NUM...", "Richcraft - HEO" in "VENUE", "GLOUCESTER RANGERS U15 ..." in "HOME TEAM", "Cobras U15" in "VISITING TEAM", and "SUPPORT, TTM" in "REPORTED BY".

To see the actions you can perform on each Game Incident Report entry simply select the Actions menu for the entry and select one of the options (see below).

This screenshot is similar to the previous one but shows the "ACTIONS" menu for the first row open. The menu is a white box with a yellow background for the text, containing two options: "View Game Incident Report" with a magnifying glass icon and "View Game Sheet" with a document icon. The table data is partially visible behind the menu, showing "2023-08-05", "08:00", "143", "Richcraft - HEO", and "GLOUCESTER RANGERS U15 ...".

Game Incident Reports that are linked to a suspension can also be viewed from the Suspensions List within the Suspension Reporting toolset. The option << **View Game Incident Report** >> will appear in Actions menu as shown below.

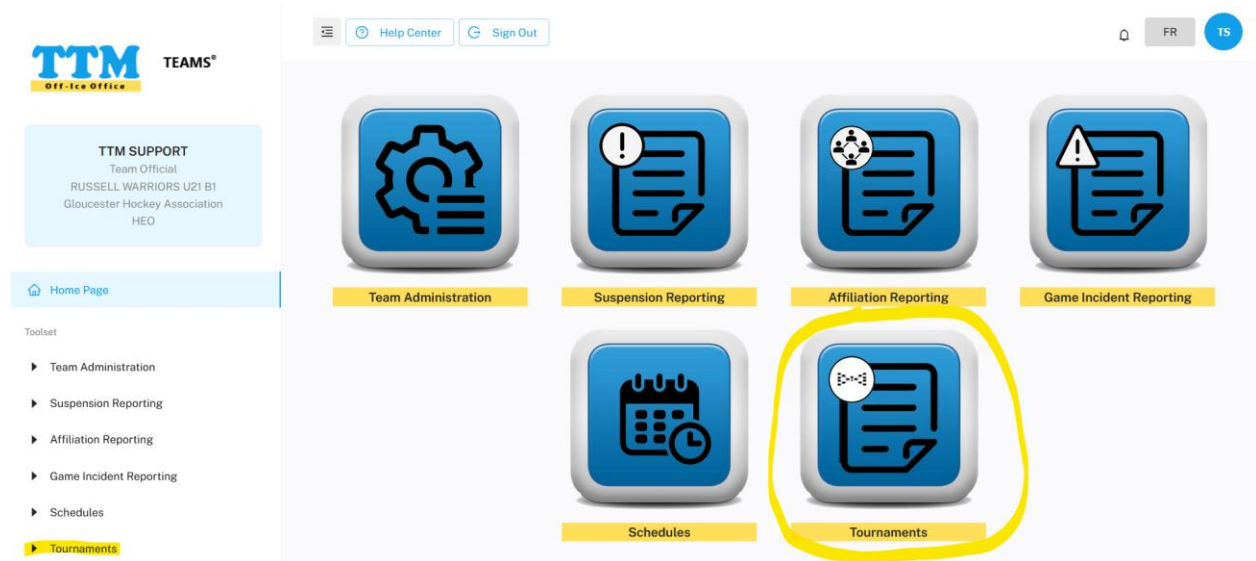
The screenshot displays the 'Suspension Reporting' interface. At the top, there are two tabs: 'Suspensions' (active) and 'Games Served'. Below the tabs is a light green informational banner with an information icon and the text: 'Use this section to review suspensions for your team and to report infractions that may result in suspensions'. Underneath is a blue header for the 'Suspensions List'. A yellow button labeled '+ Report An Infraction' is positioned above the table. Below the button are links for 'Export', 'Columns', and 'Filters'. The table has five columns: 'ACTIONS', 'NAME', 'GAME DATE', 'INFRACTION TYPE', and 'INFRACTION'. Two rows of suspension data are visible. The first row has a menu icon in the 'ACTIONS' column. A context menu is open over this icon, listing four options: 'View Suspension', 'Edit Suspension', 'View Game Incident Report' (highlighted in yellow), and 'View Game Sheet'.

ACTIONS	NAME	GAME DATE	INFRACTION TYPE	INFRACTION
☰	DEENIE, DEAN	2023-08-05	MISCONDUCT	(HEO) Head Contact (Minor + 10)
	DEENIE, DEAN	2023-08-05	GAME MISCONDUCT	(HEO) Fighting - 6.7

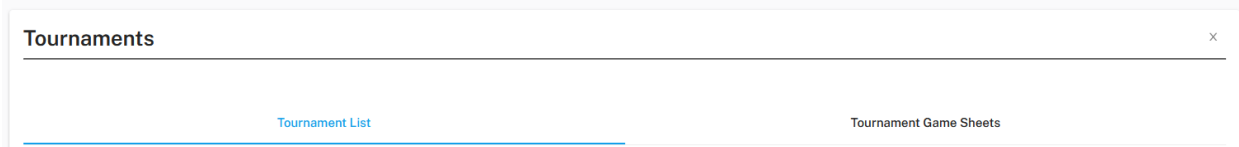
Note : This will only be possible if Game Incident Reporting is available for teams from your league.

Tournaments

Teams can list tournaments they are attending and store game sheets for each tournament within the Tournaments toolset. To access the Tournaments toolset either select << **Tournaments** >> from the left-side menu or select the Tournaments icon on the home page (see below).



From the Tournaments page you will be presented with two tabs – Tournament List and Tournament Game Sheets (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



Note : The **Tournament Game Sheets** tab will only appear after tournaments have been added to the **Tournament List**.

List Tournaments

Producing a full list of tournaments for your team occurs when you enter the **Tournament List** tab as shown below.

Use this section to review and to add tournaments for your team.

ACTIONS	START DATE	END DATE	TOURNAMENT NAME	TOURNAMENT LOCATION
☰	2023-06-01	2023-06-03	Old Tournament	Pembrook
☰	2023-06-09	2023-06-11	Spring Tourney	Kingston

Add Tournament

To create a new tournament, select the << **Add Tournament** >> button found at the top of the list of tournaments (see below).

The screenshot shows a window titled "Tournaments" with a close button (x) in the top right corner. Below the title bar, there is a "Tournament List" header. A light green instruction box says "Use this section to review and to add tournaments for your team." Below this is a blue header bar for the "Tournament List". Underneath, there is a yellow button with a plus sign and the text "Add Tournament", which is pointed to by a yellow arrow. To the left of the table are links for "Export", "Columns", and "Filters". The table has five columns: "ACTIONS", "START DATE", "END DATE", "TOURNAMENT NAME", and "TOURNAMENT LOCATION". One row is visible with the following data: a menu icon in the actions column, "2023-06-09" for start date, "2023-06-11" for end date, "Spring Tourney" for tournament name, and "Kingston" for tournament location.

Next, fill out the new tournament form (see below) and select the << **Add Tournament** >> button.

The screenshot shows a window titled "Add Tournament" with a close button (x) in the top right corner. Below the title bar, there is a light green instruction box that says "Use this form to add a tournament that your team will be attending." The form is contained within a light blue box and is titled "Tournament Information". It contains four input fields: "Start Date" with a date picker showing "2023-06-08", "End Date" with a date picker showing "2023-06-08", "Tournament Name" with an empty text box, and "Tournament Location" with an empty text box. At the bottom of the form is a blue button with the text "Add Tournament".

Modify a Tournament

To modify a tournament entry, from the Tournament List simply select the Actions menu for the tournament entry and select << **Edit Tournament** >> (see below).

The screenshot shows a 'Tournament List' interface. At the top, there is a blue header with the title 'Tournament List' and a yellow '+ Add Tournament' button. Below the header are links for 'Export', 'Columns', and 'Filters'. The main content is a table with the following columns: ACTIONS, START DATE, END DATE, TOURNAMENT NAME, and TOURNAMENT LOCATION. The table contains two entries: 'Old Tournament' (2023-06-01 to 2023-06-03, Pembroke) and 'Spring Tourney' (2023-06-09 to 2023-06-11, Kingston). A dropdown menu is open over the 'Old Tournament' entry, showing 'Edit Tournament' (highlighted in yellow) and 'Delete Tournament' options.

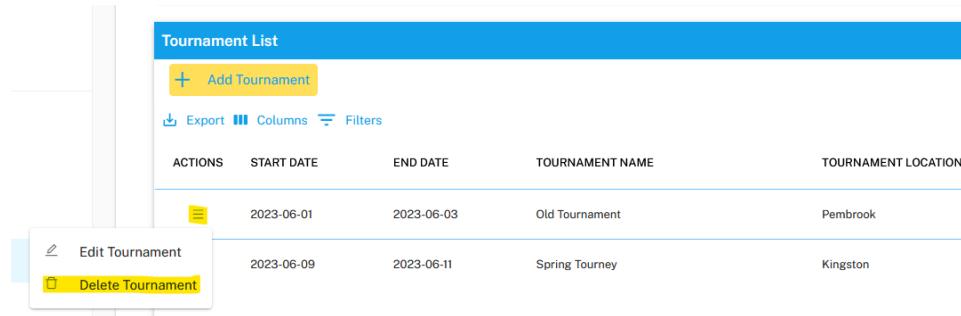
Note : You can only modify tournaments before game sheets have been added to the tournament.

Once selected the Edit Tournament page will appear (see below). Make the necessary changes and select the << **Update Tournament** >> button.

The screenshot shows the 'Edit Tournament' form. The title bar is 'Edit Tournament' with a close button (x). Below the title bar is a light green informational message: 'Use this form to modify tournament information.' The main form area is light blue and contains the following fields: 'Start Date' (2023-06-09), 'End Date' (2023-06-11), 'Tournament Name' (Spring Tourney), and 'Tournament Location' (Kingston). At the bottom is a blue 'Update Tournament' button.

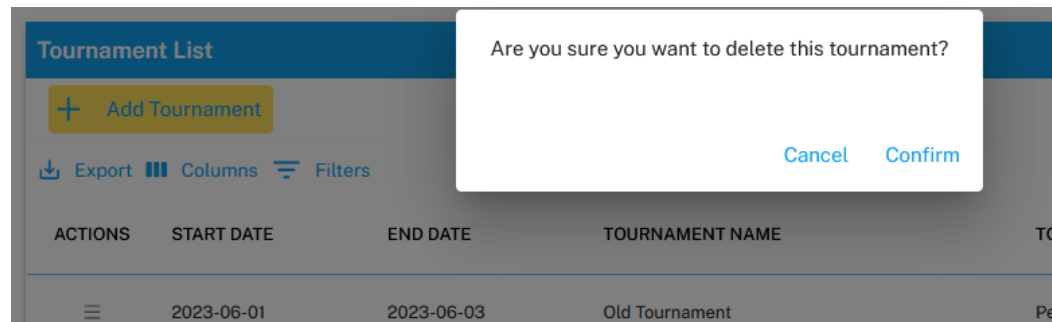
Delete a Tournament

To delete a tournament entry, from the Tournament List simply select the Actions menu for the tournament entry and select << **Delete Tournament** >> (see below).



Note : You can only delete tournaments before game sheets have been added to the tournament.

You will be required to confirm the deletion as shown below. Select << **Confirm** >> to continue with the deletion.



Tournament Game Sheets

Game sheets for tournaments can be listed and maintained when you enter the **Tournament Game Sheets** tab and select the tournament as shown below.

The screenshot shows a web interface for managing tournaments. At the top, there's a 'Tournaments' header with a close button. Below it, two tabs are visible: 'Tournament List' and 'Tournament Game Sheets', with the latter being the active tab. A light green instruction box says: 'Use this section to review and add tournament game sheets for each tournament.' Below this is a 'Tournament' section with a dropdown menu currently showing 'Spring Tourney'. Underneath is a 'Game Sheet List' section with a blue header. It contains a yellow '+ Add Game Sheet' button, and links for 'Export', 'Columns', and 'Filters'. A table below has the following structure:

<input type="checkbox"/>	ACTIONS	GAME DATE	VENUE	GAME NUMBER
<input type="checkbox"/>	≡	2023-06-08	RINK #1	132

Add Game Sheet

To add a game sheet to a tournament, select the << **Add Game Sheet** >> button found at the top of the list of game sheets (see below).


This is a close-up of the 'Game Sheet List' section from the previous screenshot. The blue header 'Game Sheet List' is at the top. Below it, the yellow '+ Add Game Sheet' button is highlighted with a yellow arrow pointing to it from the right. Below the button are the 'Export', 'Columns', and 'Filters' links. The table below has the following structure:

<input type="checkbox"/>	ACTIONS	GAME DATE	VENUE	GAME NUMBER
<input type="checkbox"/>	≡	2023-06-08	RINK #1	132

Next, fill out the new tournament game sheet form (see below) and select the << **Add Game Information** >> button.

Add Tournament Game Sheet

×

 Use this form to add information related to a game, including reference to the game sheet file. Off-ice Office allows you to select from a list of all games created here so that you don't need to enter the game information multiple times.

Game Information

Game Date

2023-06-08



Venue

Game Number

Game Type

Tournament

Game Sheet Information

View Game Sheet

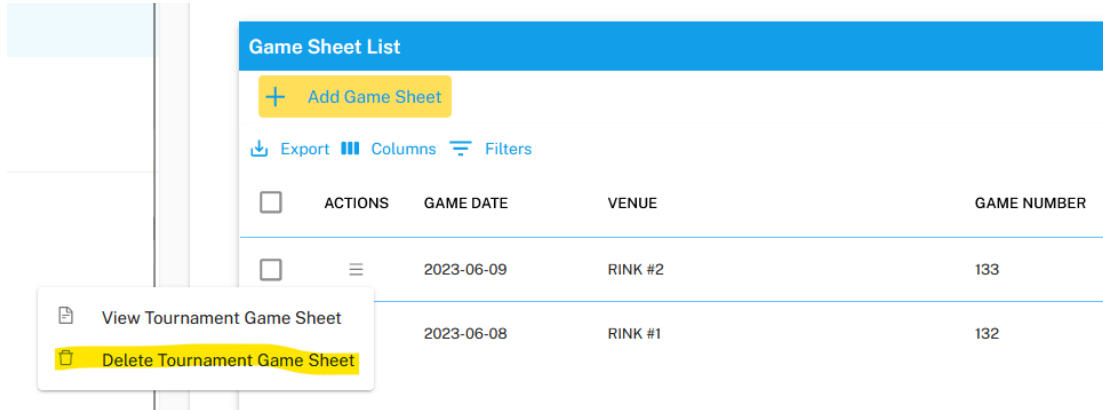
To view a game sheet added to a tournament, simply select the Actions menu for the tournament and select << **View Tournament Game Sheet** >> (see below).

The screenshot displays the 'Game Sheet List' interface. At the top, there is a blue header bar with the title 'Game Sheet List'. Below the header, there is a yellow button with a plus sign and the text 'Add Game Sheet'. Underneath, there are three links: 'Export' (with a download icon), 'Columns' (with a list icon), and 'Filters' (with a funnel icon). The main content is a table with the following columns: 'ACTIONS', 'GAME DATE', 'VENUE', and 'GAME NUMBER'. There are two rows of data. The first row has a checkbox, a menu icon, the date '2023-06-09', the venue 'RINK #2', and the game number '133'. The second row has a checkbox, a menu icon, the date '2023-06-08', the venue 'RINK #1', and the game number '132'. A context menu is open over the first row, showing two options: 'View Tournament Game Sheet' (highlighted in yellow) and 'Delete Tournament Game Sheet' (with a trash icon).

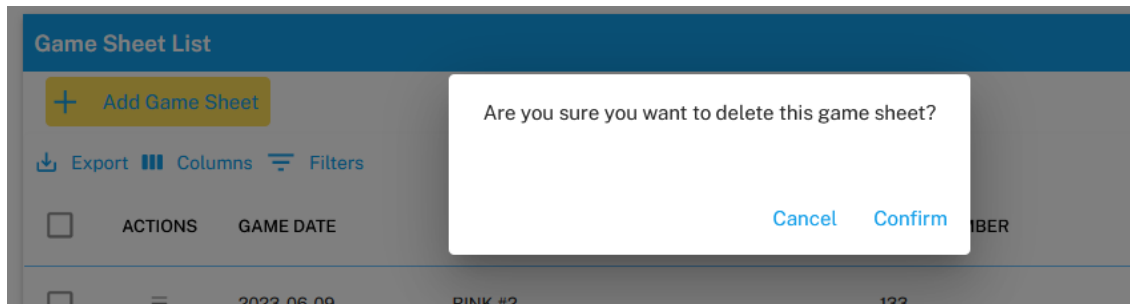
	ACTIONS	GAME DATE	VENUE	GAME NUMBER
<input type="checkbox"/>	☰	2023-06-09	RINK #2	133
<input type="checkbox"/>	☰	2023-06-08	RINK #1	132

Delete Game Sheet

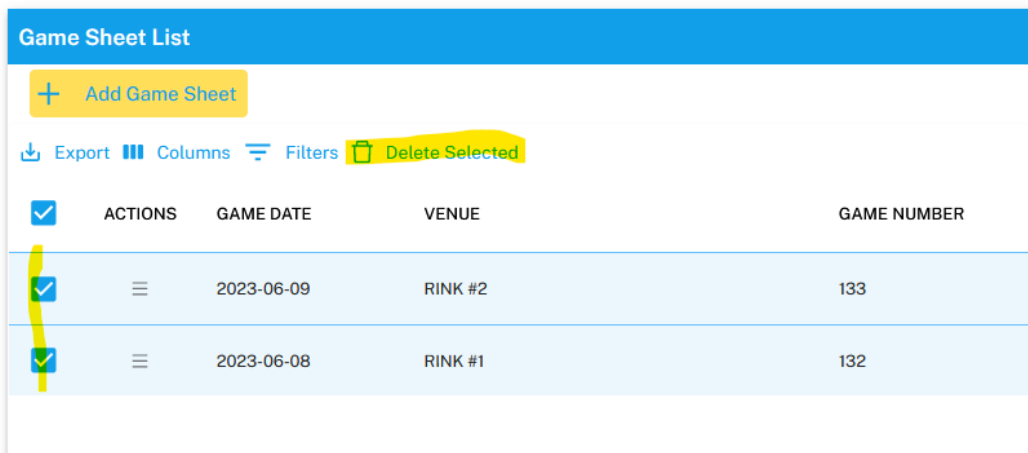
To delete a game sheet added to a tournament, simply select the Actions menu for the entry and select << **Delete Tournament Game Sheet** >> (see below).



You will be required to confirm the deletion as shown below. Select << **Confirm** >> to continue with the deletion.



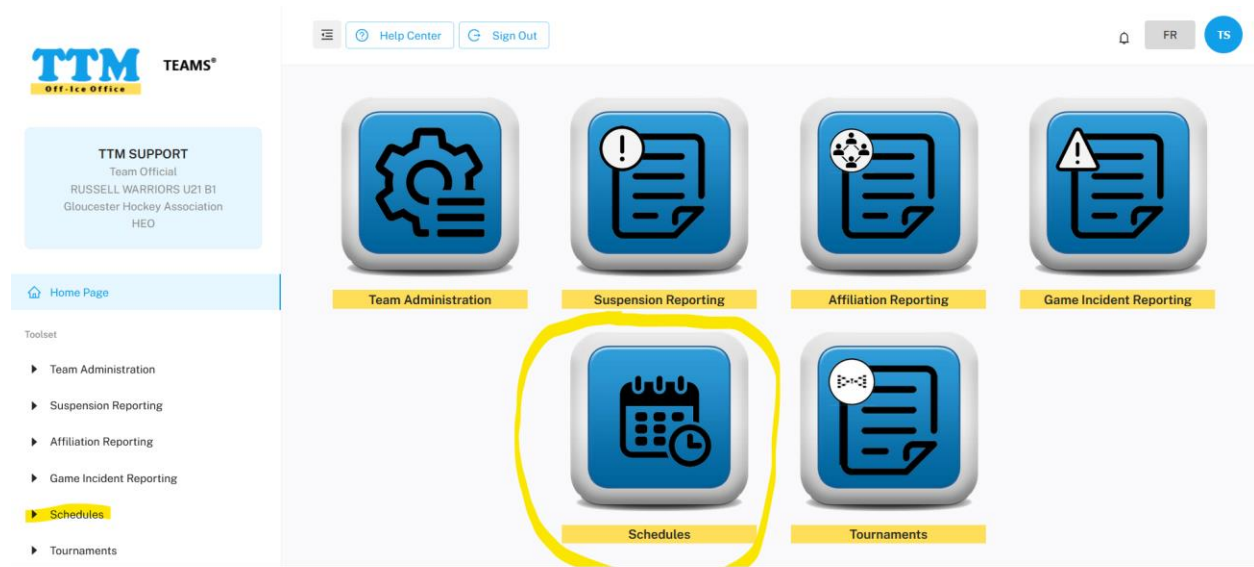
To delete multiple game sheets, you can check each entry by selecting the check box in the row and then select << **Delete Selected** >> as shown below.



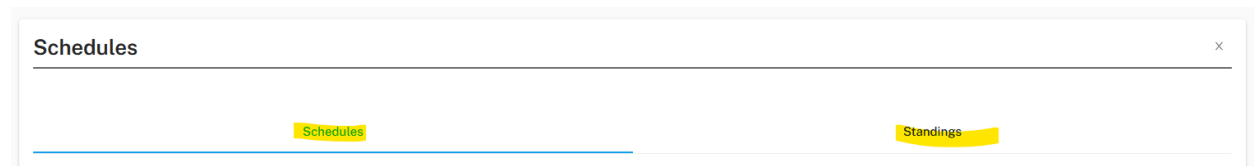
Schedules

Note : This toolset may not be available to your league.

Access to all team schedules options is provided via the Schedules toolset. To access the Schedules toolset either select << **Schedules** >> from the left-side menu or select the Schedules icon on the home page (see below).



From the Schedules page you will be presented with two tabs – Schedules and Standings (see below). You can access the tabs by selecting them. These tabs will be discussed in more detail in this section.



List Schedule

Schedule games can be listed when you enter the **Schedules** tab and select the schedule as shown below.

Schedules
×

Schedules
Standings

📘 Use this section to review a schedule or enter game results for a selected schedule.

Schedule

2022-23 GHA League Schedule
▼

Games List

📄 Export
☰ Columns
⚙️ Filters

ACTIONS	GAME ID	DATE	TIME	VENUE	HOME TEAM	AWAY TEAM	GAME STATUS
	HLU2104	2022-10-06	20:00	BARRETT WEST	METCALFE JETS U21 B1	RUSSELL WARRIORS U21 B1	Results Pending
☰	HLU2106	2022-10-11	20:30	RUSSELL	RUSSELL WARRIORS U21 B1	CUMBERLAND GRADS U21 B1	Results Pending
☰	HLU2111	2022-10-18	20:30	RUSSELL	RUSSELL WARRIORS U21 B1	LEITRIM HAWKS U21 B1	Results Pending

Enter Game Results

To enter game results for a scheduled game with a **Results Pending** status, simply select the Actions menu for the game entry and select << **Enter Game Results** >> (see below).

Games List						
Export Columns Filters						
ACTIONS	GAME ID	DATE	TIME	VENUE	HOME TEAM	AWAY TEAM
	HLU2104	2022-10-06	20:00	BARRETT WEST	METCALFE JETS U21 B1	RUSSELL WARRIORS U21 B1
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> ⋮ Enter Game Results </div>	HLU2106	2022-10-11	20:30	RUSSELL	RUSSELL WARRIORS U21 B1	CUMBERLAND GRADS U21 B1
	HLU2111	2022-10-18	20:30	RUSSELL	RUSSELL WARRIORS U21 B1	LEITRIM HAWKS U21 B1

Note: Entering game results might be restricted by your league for some games and therefore this option will not appear.

Next, fill in the game results form and select << **Save** >> as shown below.

Game Results

RUSSELL WARRIORS U21 B1

Score

Penalty Minutes

CUMBERLAND GRADS U21 B1

Score

Penalty Minutes

Game Sheet Information

i A game sheet has been found for this game and does not have to be upload.

[View Game Sheet](#)

[Save](#)

Note : If a game sheet was already found for the game it will not have to be uploaded, otherwise you will be required to select a game sheet or upload new game sheet information.

View Game Results

You can view game results that have been entered by your team or opposing teams, simply select the Actions menu for the game entry and select << **View Game Results** >> (see below).

The screenshot shows a 'Games List' interface with a table of games. The table has columns for ACTIONS, GAME ID, DATE, TIME, VENUE, HOME TEAM, and AWAY TEAM. A dropdown menu is open for the first row, showing 'View Game Results' and 'View Game Sheet' options.

ACTIONS	GAME ID	DATE	TIME	VENUE	HOME TEAM	AWAY TEAM
	HLU2104	2022-10-06	20:00	BARRETT WEST	METCALFE JETS U21 B1	RUSSELL WARRIORS U21 B1
☰	HLU2106	2022-10-11	20:30	RUSSELL	RUSSELL WARRIORS U21 B1 (5)	CUMBERLAND GRADS U21 B1 (4)
👁️ View Game Results	HLU2111	2022-10-18	20:30	RUSSELL	RUSSELL WARRIORS U21 B1	LEITRIM HAWKS U21 B1
📄 View Game Sheet						

View Game Sheet

You can view game sheets that have been entered by your team or opposing teams, simply select the Actions menu for the game entry and select << **View Game Sheet** >> (see below).

The screenshot shows a 'Games List' table with columns: ACTIONS, GAME ID, DATE, TIME, VENUE, HOME TEAM, and AWAY TEAM. A context menu is open over the first row (HLU2104), showing options: 'View Game Results' and 'View Game Sheet' (highlighted in yellow).

ACTIONS	GAME ID	DATE	TIME	VENUE	HOME TEAM	AWAY TEAM
	HLU2104	2022-10-06	20:00	BARRETT WEST	METCALFE JETS U21 B1	RUSSELL WARRIORS U21 B1
	HLU2106	2022-10-11	20:30	RUSSELL	RUSSELL WARRIORS U21 B1 (5)	CUMBERLAND GRADS U21 B1 (4)
	HLU2111	2022-10-18	20:30	RUSSELL	RUSSELL WARRIORS U21 B1	LEITRIM HAWKS U21 B1
	HLU2112	2022-10-22	19:00	RUSSELL	CUMBERLAND GRADS U21 B1	RUSSELL WARRIORS U21 B1

Schedule Standings

Schedule standings can be listed when you enter the **Standings** tab and select the schedule as shown below.

Schedules
x

Schedules
Standings

i Use this section to review standings for a selected schedule.

Schedule

2022-23 GHA League Schedule
▼

Standings

[Export](#) [Columns](#) [Filters](#)

RANK	TEAM	GP	W	L	T	POINTS	GF	GA	GFA%	PIM	STREAK
1	LEITRIM HAWKS U21 B2	17	12	3	2	26.0	101	51	0.664	379	TIED 1
2	GLOUCESTER CENTRE COUGARS U21 B	17	12	3	2	26.0	81	55	0.596	164	TIED 1
3	METCALFE JETS U21 B1	17	7	6	4	18.0	78	75	0.510	413	WON 1
4	LEITRIM HAWKS U21 B1	16	6	7	3	15.0	69	65	0.515	191	LOST 1
5	CUMBERLAND GRADS U21 B1	18	4	14	0	8.0	83	116	0.417	254	LOST 5
6	CUMBERLAND GRADS U21 B2	16	3	12	1	7.0	49	100	0.329	97	WON 1

Game Sheets

Game sheets are required for many Off-Ice Office toolsets including Suspension Reporting, Affiliation Reporting, Game Incident Reporting, Tournaments and Schedules. The Game Sheet toolset allows all game sheets to be listed together to assist in uploading and maintaining them for your team.

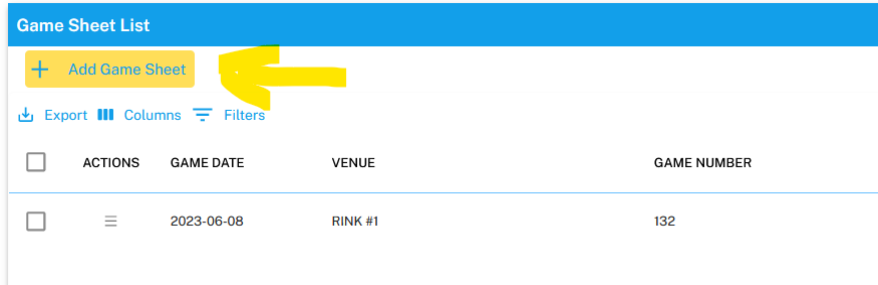
To access the Game Sheet toolset select << **Game Sheets** >> from the **Admin Options** section of the left-side menu (see below).

The screenshot displays the 'Game Sheets' toolset interface. On the left is a navigation menu with sections for Profile Options, Admin Options, Notifications, and Support. The 'Game Sheets' option is highlighted under Admin Options. The main content area shows a 'Game Sheet List' table with columns for Actions, Game Date, Venue, Game Number, and Game Type. A table with 4 rows is visible, showing game details such as dates, venues, and types.

ACTIONS	GAME DATE	VENUE	GAME NUMBER	GAME TYPE
<input type="checkbox"/>	2023-08-05	RICHCRAFT-CTC	143	Exhibition
<input type="checkbox"/>	2023-08-05	RICHCRAFT-HEO	143	Exhibition
<input type="checkbox"/>	2023-06-08	BARRETT	543	League
<input type="checkbox"/>	2023-06-08	RINK #1	132	Tournament

Add Game Sheet

Although not required, game sheets can be uploaded prior to being used in other toolsets by adding them within the Game Sheet toolset. It should be noted that once game sheets have been uploaded they can be shared by all toolsets. To add a game sheet, select the << **Add Game Sheet** >> button found at the top of the list of game sheets (see below).



Next, fill out the new game sheet form (see below) and select the << **Add Game Information** >> button.

Add Game Sheet X

i Use this form to add information related to a game, including reference to the game sheet file. Off-ice Office allows you to select from a list of all games created here so that you don't need to enter the game information multiple times.

Game Information

Game Date

Venue

Game Number

Game Type

View Game Sheet

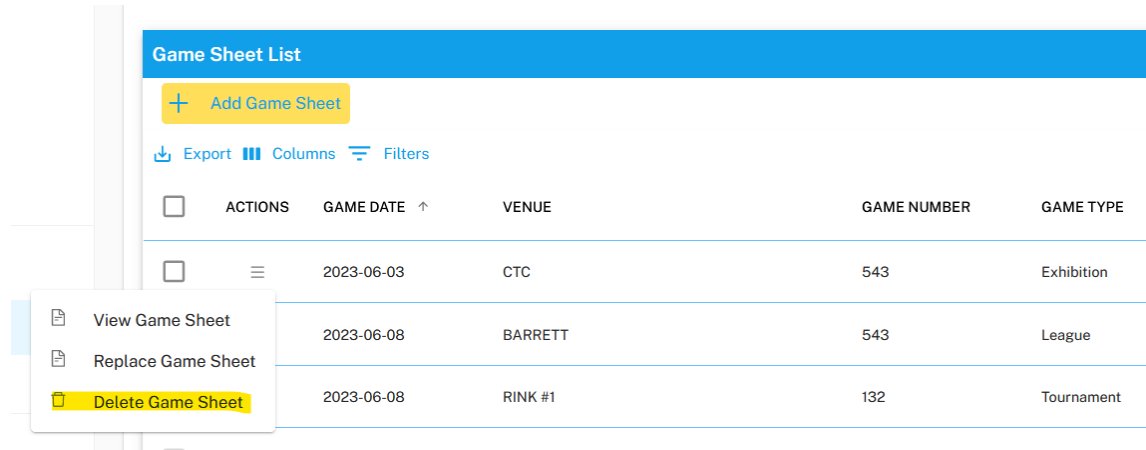
To view a game sheet, simply select the Actions menu for the entry and select << **View Game Sheet** >> (see below).

The screenshot displays the 'Game Sheet List' interface. At the top, there is a blue header bar with the title 'Game Sheet List' and a yellow button labeled '+ Add Game Sheet'. Below the header, there are links for 'Export', 'Columns', and 'Filters'. The main content is a table with the following columns: ACTIONS, GAME DATE (with an upward arrow), VENUE, GAME NUMBER, and GAME TYPE. The table contains three rows of data. A context menu is open over the first row, showing three options: 'View Game Sheet' (highlighted in yellow), 'Replace Game Sheet', and 'Delete Game Sheet'.

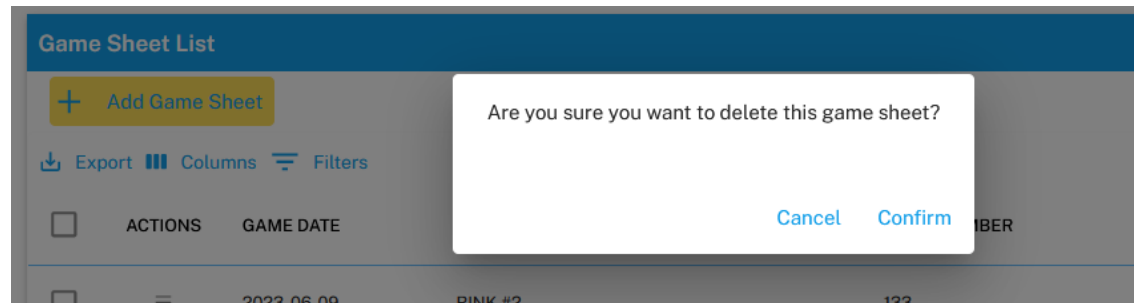
ACTIONS	GAME DATE ↑	VENUE	GAME NUMBER	GAME TYPE
<input type="checkbox"/>	2023-06-03	CTC	543	Exhibition
<input type="checkbox"/>	2023-06-08	BARRETT	543	League
<input type="checkbox"/>	2023-06-08	RINK #1	132	Tournament

Delete Game Sheet

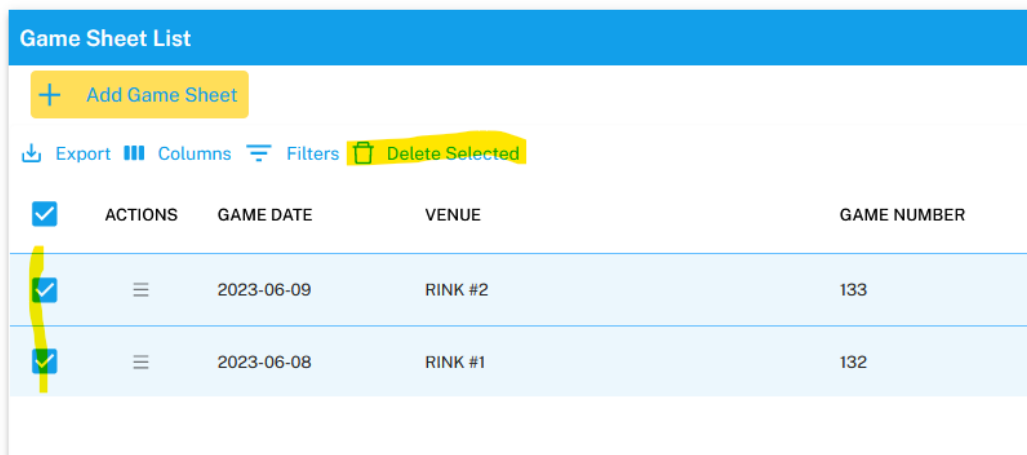
To delete a game sheet, simply select the Actions menu for the entry and select << **Delete Game Sheet** >> (see below).



You will be required to confirm the deletion as shown below. Select << **Confirm** >> to continue with the deletion.



To delete multiple game sheets, you can check each entry by selecting the check box in the row and then select << **Delete Selected** >> as shown below.



Replace Game Sheet

To upload a new game sheet to replace the existing game sheet, simply select the Actions menu for the entry and select << **Replace Game Sheet** >> (see below).

The screenshot shows a 'Game Sheet List' interface. At the top, there is a blue header with the title 'Game Sheet List' and a yellow '+ Add Game Sheet' button. Below the header are links for 'Export', 'Columns', and 'Filters'. The main content is a table with the following columns: ACTIONS, GAME DATE, VENUE, GAME NUMBER, and GAME TYPE. The table contains three rows of data. A context menu is open over the first row, showing three options: 'View Game Sheet', 'Replace Game Sheet' (highlighted in yellow), and 'Delete Game Sheet'.

ACTIONS	GAME DATE	VENUE	GAME NUMBER	GAME TYPE
<input type="checkbox"/>	2023-06-03	CTC	543	Exhibition
<input type="checkbox"/>	2023-06-08	BARRETT	543	League
<input type="checkbox"/>	2023-06-08	RINK #1	132	Tournament

Next, provide the new game sheet information (see below) and select the << **Replace Game Sheet** >> button.

Game Sheet Information

i Please scan or take a picture of the most legible copy of the game sheet. Valid file formats include jpeg, jpg, gif, png or pdf only. Try to keep the filesize under 4Mb to reduce upload time. You can upload a single game sheet page or 2 pages if necessary.

Find Game Sheet

Browse... No file selected.

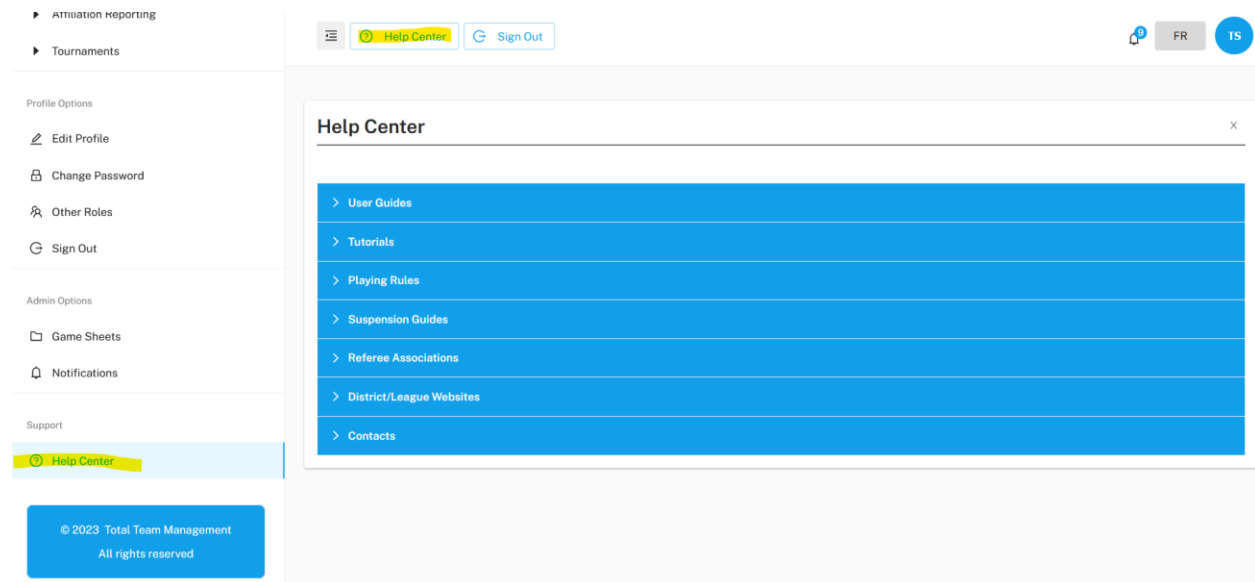
Find Game Sheet (page 2, if necessary)

Browse... No file selected.

Replace Game Sheet

Off-Ice Office Help Center

The Off-ice Office Help Center provides several resources to assist users. It can be accessed either from the << **Help Center** >> button located on the top of the application or by selecting << **Help Center** >> from the **Support** section of the left-side menu (see below).



The following sections can be selected to list related support links.

- User Guides
 - Lists links to documents related to the Off-Ice Office applications.
- Tutorials
 - Lists links to videos related to Off-Ice Office applications.
- Playing Rules
 - Lists links to Hockey Canada and other Jurisdiction hockey rules.
- Suspension Guides
 - Lists links to Code of Discipline minimum suspensions for various jurisdictions.
- Referee Associations
 - Lists links to branch related referee websites.
- District/League Websites
 - Lists links to branch related district and league websites.
- Contacts
 - Provides contact information for District/League Representatives and RICs.
 - Provides a link to the TTM Support Center. If this document did not provide you with enough information or you wish to find out about how to perform a specific task, please contact our TTM Support Center. From the TTM Support Center you can open a ticket and our support team will address your concern as soon as possible.

