



COACHES PLATFORM

Getting Started Tutorial

v3.1.8



Thank you for using My Ice Hockey!

My Ice Hockey is an online software for ice hockey coaches.

It has been developed by coaches for coaches. My Ice Hockey is meant to reduce the amount of time and work that it takes to manage all aspects of the game and teams - to have all your data stored online for a faster, more organized and most importantly more analytical approach to your game. You can now evaluate your players performance, record feedback, and analyze stats from all of your games.

There are many options and features to help you organize your teams, practices, games and players - essentially to save you time!

Steps:

This tutorial will help you set-up the basics to get you started.

Estimated Time: 60 minutes

- ✓ **Season Settings**
 - ✓ **Free Time**
 - ✓ **Monthly Planning**
 - ✓ **Manage Players**
 - ✓ **Manage Staff**
 - ✓ **Teams**
 - ✓ **Practices - Groups**
 - ✓ **Practices - Planning**
 - ✓ **Practices - Practice**
 - ✓ **Practices - Practice Drills**
 - ✓ **Players/Staff Platform**
-

General Overview

Your My Ice Hockey Support Options

- ✓ *Login and use the help section (“?”)*
- ✓ *Ask your club admin or other coaches*
- ✓ *Use the chat function on www.myice.hockey*
- ✓ *Send e-mail to support@myice.hockey*
- ✓ *Call us at +41 79 441 41 10 or
+41 79 462 59 42*

Personal Email Address

Very important: Every coach, player and staff has to use a unique email address.

Browser

Use only the latest version of **Mozilla Firefox** or **Google Chrome** or **Apple Safari**. Other browsers may not perform properly. Set the font to normal (100%).

Login

URL: <https://app.myice.hockey>

Username: your registered e-mail address

Password: you will receive via e-mail from your admin

Forgot Password?

Click on [app.myice.hockey](#) “Forgot password?” and enter your registered e-mail address. The system will send you a new password.

Change Password?

After login, click on the “*person icon*” at the top right and set a different password under “New password” Press “save”.

Your Age Group

Your age group(s) will be displayed in the **upper left under the logo**.

The Three Platforms*

*modules according license level

Coaches Platform*

Who has access:

Coaches and Assistants

Can do what:

Manage players, teams, practice groups, practices, games and dossier

Invited via:

Club admin

Staff Platform

Who has access:

Staff

Can do what:

Accessing already planned practices (can see players and drills) and games. Sign-out for practices. Manage personal addresses.

Invited via:

Coach

Players Platform*

Who has access:

Player

Can do what:

Accessing already planned practices (can see other players – drills only if the coach want) and games (convocations). Sign-out for practices. Can see (some) dossier data – and occasionally even add own data (questionnaires, self-evaluations etc). Manage personal addresses.

Invited via:

Coach

· STEP 1: SEASON SETTINGS

Season Set-up



- 1 Go to: "Settings" > "Season".
- 2 Specify a **start / end date** for your **summer, pre** and **winter season**.
- 3 Enter your "**Training sessions per week**" and "**Minutes per session**" for your **on** and **off-ice practice sessions**.

The screenshot shows the MYICE Season Settings interface. On the left is a dark sidebar with the MYICE logo and a menu. The main area is titled 'Season Settings' and contains three columns for different seasons: Summer (green), Preseason (red), and Winter (blue). Each column has a header with the season name and duration, followed by a 'Start/End date' field, an 'On ice practices' section with input fields for 'Training sessions per week' and 'Minutes per session', and a summary box at the bottom showing 'Total trainings' and 'Total time'. Numbered callouts are present: '1' points to the 'Settings' menu item in the sidebar; '2' points to the 'Start/End date' field in the Summer season column; '3' points to the 'Training sessions per week' and 'Minutes per session' input fields in the Summer season column.

Season	Duration	Start/End date	Training sessions per week	Minutes per session	Total trainings	Total time
Summer season	9 Weeks	01.05.2017 - 30.06.2017	1	90	9	13h30
Preseason	13 Weeks	01.07.2017 - 30.09.2017	1	90	13	19h30
Winter season	30 Weeks	01.10.2017 - 30.04.2018	4	90	120	180h00

+ Advantages

- Enables many dashboard widgets
- Know the amount of expected practices and time for the whole season
- Have a more precise overview for each season phase

Note: You can adjust all of this data at any time.

More help: Go to **"?"** on the header. Click on "Settings" > "Season"

· STEP 2: FREE TIME

Free Time Fill-in



- 1 We distinguish between **school holidays, practice free time, national team breaks, camps** and **events**.
- 2 Under **“Action”**, this data can be **edited** or **deleted** at any time.

The screenshot shows the MYICE Hockey Support interface. The sidebar on the left contains navigation options: My Ice Hockey Support, MINT, Dashboard, Teams, Practices, Dossier, Scouting, Communication, and Settings. The main content area is titled 'Free time' and shows a calendar view of the season from May 2017 to April 2018. The calendar highlights various free time periods: Sommerferien (May-Aug), Herbst (Oct-Nov), and Xmas (Dec-Jan). Below the calendar is a table of free time entries with columns: Description, Type, Start date, End date, and Action. The table lists several entries, including Sommerferien, Herbstferien, Xmas Break, Nati Camp, and Team Event. The 'Action' column contains edit and delete icons. Annotations 1 and 2 highlight the 'Type' dropdown and the 'Action' column respectively.

Description	Type	Start date	End date	Action
Sommerferien	School vacation	17.07.2017	20.08.2017	
Herbstferien	School vacation	15.10.2017	29.10.2017	
Xmas Break	Practice free time	23.12.2017	02.01.2018	
Nati Camp	Camp	12.11.2017	19.11.2017	
Nati Camp	Camp	14.01.2018	21.01.2018	
Team Event	Event	01.10.2017	08.10.2017	

+ Advantages

- Visualise free time together with the rest of the season in a timeline graphic

More help: Go to **“?”** on the header. Click on **“Settings”** > **“Free Time”**

· STEP 3: MONTHLY PLANNING

Season Planning Overview



The “Monthly Planning” enables you to set what are the **main elements** and **elements you wish to practice** and focus during the season. By setting this here, **you can later cross this information with the actual practices you did**, so you know if you're in or out of the plan.

Note: If you are using **individual elements**, these steps assume you have already set-up all your main elements and elements. Contact support if you need help setting them up.

- 1 **“Main Elements” and “Elements”:** Select which main elements and elements you wish to use by **drag** and **dropping** them into the correspondent month.
- KA** = Key Aspect | **SA** = Sub Aspect. Please pay attention to the points. The goal is to have **0** points at the end of the planning.
- 2 Check your **“Season Phases”** and plan the elements according to each.
- 3 Calendar: **Drag and drop the elements freely** and **organize** your season.
- 4 Export your **“Monthly Planning”** report.

+ Advantages

- Once you start planning your daily practices, you will be able to compare your monthly planning vs your actual practices
- Show your head coach and/or to the Federation, the elements you have been working on
- Have a visual interface of what the main focus will be for the season

More help: Go to **“?”** on the header. Click on **“Settings”** > **“Monthly planning”**

• STEP 4: MANAGE PLAYERS

Manage Age Group



After the initial player import, **all your players will be available in the club**.
On this page you'll be **able to manage which players you want in your age group**.

- 1 Use the **search filter** to filter players.
Hint: Filter by year to quickly find the players for your age group
- 2 Select **all players you want** to add to your age group and click the **“+”** button at the bottom of the page.
Selected players will be moved to the right side, becoming part of your age group.
Hint: Here is the only place where you can remove players from your club using the delete icon.
- 3 Verify your players. You can always **remove them from the age group** and **send them back to the club** using the same method.

Manage players

Dashboard / Manage players

Club Players

Search:

<input type="checkbox"/>	Pos	Name	Nat.	Year	A.G.	N.T.
<input type="checkbox"/>	F	Athey Broderick	US	1999	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	D	Auger Bernie	US	1999	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		Barreto 2 Francisco	AF	2009	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	D	Braud Edwin	CA	2000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	F	Chavera Octavio	GB	1998	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	G	Coppock Stevie	CA	2001	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	F	Croom Sylvester	CA	1999	<input checked="" type="checkbox"/>	
<input type="checkbox"/>						
<input type="checkbox"/>	D	Cattaneo Dale	CH	2007	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		Cattaneo Sébastien	CH	2009	<input checked="" type="checkbox"/>	

Showing 1 to 50 of 236 entries

Previous 1 2 3 4 5 Next

Novizen Players

Search:

<input type="checkbox"/>	Pos	Name	Nat.	Year
<input type="checkbox"/>	F	Andujar Tory	CA	1998
<input type="checkbox"/>	D	Armond Rick	CA	1998
<input type="checkbox"/>	G	Barreto Francisco2	PT	2003
<input type="checkbox"/>	F	Baylis Javier	CH	1999
<input type="checkbox"/>	F	Burkart Lacy	CA	2000
<input type="checkbox"/>		Bäsch Mike	CH	2000
<input type="checkbox"/>	D	Caso Fredrick	CA	1998
<input type="checkbox"/>	D	Gustafson Ollie	CA	1999
<input type="checkbox"/>		Lucarelli Jaime	CA	1998
<input type="checkbox"/>		Lundahl Ashley	CA	2000
<input type="checkbox"/>		Mckinney Marquis	CA	2002
<input type="checkbox"/>		Mendes Gonçalo	PT	1981
<input type="checkbox"/>		Outlook My Ice Hockey	CH	2001

Note: If you want to add a new player to the club, click on Settings > Add players
More help: Go to **“?”** on the header. Click on “Settings” > “Season Settings”

· STEP 5: MANAGE STAFF

Add and Search Staff



Now that you already have your players, it's time to **set-up your staff members**. You can create as many staff members as you want, and **assign them to specific roles** in the club and in the age group.

- 1 Add a staff member. Fill in his information and a unique email - it will be used to receive notifications and access the staff platform. If you select an age group role in this step, he will be automatically added to your age group.
- 2 Select your **desired staff members** and **add them to your age group**. Remember to **assign an age group role**.

+ Advantages

- A staff can be part of one or more age groups
- Staff members will be able to receive corresponding notifications as well as see the calendar for both games and practices through the staff platform

Note: if you want to add a new staff to the club, click on Settings > Manage Staff.

More help: Go to “?” on the header. Click on “Settings” > “Manage Staff”

· STEP 6: TEAMS

Create Unlimited Amounts of Different Teams



To be able to later setup your games, **you need to have one or more teams**. The games will be assigned to those teams, so it is important you set them up **before starting to insert your games**. Teams have **players** and **staff**, be sure you **set-up both**.

- 1 Go to "Teams" > "Teams"
- 2 Create a team by clicking on the "+".
- 3 On the left side you see the players you just **assigned to your age group**. Select as many as you want and add them to the team by clicking "+".
- 4 Add your staff members to the team, the same way you added your players.
- 5 You can setup the "**Default Line-Up**" for this team, **which will be used as default for all games** this team will have. This can be done in a later stage.
- 6 You can **assign specific positions** and **statuses** for staff and players in this team. This will **ONLY** affect this team.

The screenshot shows the MYICE Hockey dashboard. The sidebar on the left contains navigation links: My Ice Hockey Support, MNT, Dashboard, Teams (highlighted with a red circle and '1'), Games, Roster, Statistics, Staff, Address-book, Cash book, Meetings, Practices, Dossier, Scouting, and Communication. The main content area is titled 'Teams' and shows a summary of team statistics: 2 Teams Total, 27.5 Players per teams on average, 0 Staff per teams on average, 1 Goalkeepers Total, 6 Defenders Total, and 3 Forwards Total. Below this, there are two sections: 'MNT Players' and 'MNT Natispieler'. The 'MNT Players' section has a 'Manage players' button (4) and a list of players with checkboxes (3). The 'MNT Natispieler' section has a dropdown menu, a search bar, and buttons for adding/removing players (2) and setting a 'Standard line-up' (5). A list of players with checkboxes (6) is also shown.

+ Advantages

- Teams are necessary to create games. Each game has to be assigned to a team
- By setting up all information regarding players and staff in the teams, like numbers and positions, these will be used as default for all future games

Note: If you want to add a new player to the club, click on Settings – Add players.

More help: Go to "?" on the header. Click on "Teams"

- STEP 7: PRACTICES - GROUPS

Create Own Practice Groups



+ Groups

The practice groups are for practices the same as teams are for the games; **you need to set them up first before creating practices.** All information and settings done on the practice group will be used as **default for all new practices you create.**

Important: Be sure you add yourself as a staff; you will NOT see this group's practices on "Dashboard" > "My Schedule" if you are not assigned to it.

- 1 Go to "Practices" > "Groups"
- 2 Create a practice group, just like you did on teams.
- 3 Add players and staff to the practice group. Don't forget to **add staff members**, otherwise they won't be able to see the practices of this group in their staff Platform.
- 4 Set-up all necessary information and settings, like jersey colors and positions. **These will be used as default** for future practices.
- 5 If you have a new player or you updated any information in the group, you can **update one or more** already scheduled practices by using the "**Add an player/status to planned practices**" functionality. Find out more functionalities by checking the other icons.

Novizen Players

Pos	Name	Year
F	Andujar Tony	1998
D	Armond Rick	1998
F	Baylis Javier	1999
F	Burkart Lacy	2000
D	Gustafson Ollie	1999
F	Lundani Ashley	2000
D	Mckinney Marouis	2002

Novizen A

Pos	Name	P1	P2	Year	Status
	Barreto Francisco			2003	✓
	Bäsch Mike			2000	✓
	Mendes Gonçalo				
	Serpa Pedro				
	Valadares Miguel1				
D	Caso Fredrick				

Players: 8 (-0) = 8

+ Advantages

- All these players, staff and all their settings and statuses will be used as default for each new practice you create
- By updating the information here, you can later update one or more already scheduled practices between a date range without having to check them one by one

More help: Go to "?" on the header. Click on "Practices"

- STEP 7: PRACTICES - PLANNING

Create Own Practice Planning



+ Planning

The Planning allows you to **schedule** and **manage all your practices**. All practices are assigned to a practice group and you'll have many options to keep your practices up to date.

- 1 Go to "Practices" > "Planning".
- 2 Select the practice group you wish to manage.
- 3 Create practices; You can create practices in **3 ways**:
 - **Manual**
 - **Import** (through MIH import file)
 - **Import** from "Fritz Lenzinger software" fileHere, we will be covering the "Manual" option.
- 4 **Fill in** all practice information under the "Practices" box. If you leave the "Add presence of players and staff" option **ON**, **the practice will be created** and **all players and staff information** that you have set on the "Groups" **will be** automatically **added**.
- 5 If you wish to **replicate a practice without having to set them all up from scratch**, enter the practice you wish to replicate, go to "**Practice Info**" and use the "**Replicate training sessions / drills**" option.

The screenshot shows the MYICE Hockey Planning interface. On the left is a dark sidebar with a menu: Teams, Practices (selected), My Drills, Dossier, Scouting, Communication, Settings, and Admin Zone. The main area is divided into two panels. The left panel, titled 'Practice steps', contains a 'Practices' form with fields for Date, Start, End, Type, Place, and Notes. It also has a checkbox for 'Add presence of players and staff' and an 'ADD' button. Below the form are 'Import' and 'Import Fritz Lenzinger' options. The right panel, titled 'Overview', shows a calendar for September 2017 with various practice sessions listed. A modal window titled 'Replicate training sessions / drills' is open, showing fields for 'Number of repetitions' and 'Every X days', with checkboxes for 'With drills' and 'With players and staff', and an 'Insert' button. Numbered callouts 1-5 are placed over the interface: 1 points to the 'Practices' menu item, 2 points to the practice group dropdown, 3 points to the 'Practices' form, 4 points to the 'Add presence of players and staff' checkbox, and 5 points to the 'Replicate training sessions / drills' modal.

More help: Go to "?" on the header. Click on "Practices"

- STEP 7: PRACTICES - PRACTICE

Manage Your Practices



+ Practice Info - Players/Staff

Practices **must have players and staff assigned to it**. This is the **only way** they will be able to see the practices on their calendars and receive the necessary notifications, if needed. There are many options in a practice, we will be covering the basics to get started. If you are using individual elements and drills the process is the same, but we will be using standard elements.

- 1 "Practice" > "Planning" > click on a specific "Practice".
- 2 Practice Info: Edit all your practice basic information, such as date or time.
- 3 Players/Staff: Manage your players and staff, in the same way you have managed them in the teams or groups. **All the information you edit here**, such as jersey colours, positions, rating, etc **will affect ONLY this practice**.

The screenshot shows the MYICE Practice Info - Players/Staff interface. The interface is divided into two main sections: 'Practice Info' and 'Players/Staff'. The 'Practice Info' section is at the top, and the 'Players/Staff' section is below it. The 'Players/Staff' section is further divided into 'Players' and 'Staff' tabs. The 'Players' tab is active, showing a list of players with columns for Name, P1, P2, Status, and Rating. The 'Staff' tab is also visible, showing a list of staff members. The interface includes search bars, filters, and pagination controls. A sidebar on the left contains navigation links for Planning, My Drills, All Drills, Dossier, Scouting, Communication, Settings, and Admin Zone. Numbered callouts 1, 2, and 3 highlight specific areas: 1 points to the 'Planning' link in the sidebar, 2 points to the 'Practice Info' tab, and 3 points to the 'Players' tab.

+ Note

Be sure you are added to the practice as a **staff**, otherwise **the system assumes you are NOT** in it. We recommend you to **add yourself directly in the group** so you get automatically added when you create a new practice. For more information go back to **"Practices - Groups"** page.

More help: Go to **"?"** on the header. Click on **"Practices"**

- STEP 7: PRACTICES - PRACTICE DRILLS

Manage Your Drills



+ Practice Drills

One important aspect of the practices are the drills. You can set-up as many drills as you want for each practice, as long as it doesn't go over your practice total duration. By setting up the drills in the practices, and since each drill is connected to an main element and element, you will be able to cross what you are actually practicing VS what you initially set as goal in the Monthly Planning.

- 1 Go to the bottom of the page and you will see the "Practice Drills".
- 2 You can chose between:
"My Drills" - drills that you have set as Favorite in "My Drills"
"Club Drills" - drills set as public that have been created by you or other coaches from your or other Clubs
"MIH Drills" - drills provided by My Ice Hockey
You need to **first select the main element** so you can **view drills and chose the element**.
- 3 View drills info and fill in the amount of time you wish to use, and click "Add".
- 4 List of drills for this **specific** practice. You can change its duration directly, drag and drop or delete them.
- 5 **Export a PDF** for this practice (to share with staff or players). You can **export them with or without the drills** details.

Practice info

Players/Staff

Practice drills

Title	Topic	Main element	Element	Duration	Action
2 Grundformen aus MZ	Technic	Passing	Individuelle Toptechnik	50	

Practice time: 60 Minutes Drills time: 50 Minutes

Export PDF

My Drills Club Drills MIH drills

Passing Select element

☐ Fitness ☐ Technic ☐ Tactics/game behavior
☐ Mental / Emotional ☐ Respect / Label

☒ Drill ☒ Game

INDIVIDUELLE TOPTECHNIK
2 GRUNDFORMEN AUS MZ
4 Gruppen auf Bullypunkt an der blauen Linie.
Gestartet wird immer über Kreuz zusammen

Info 50 ADD

+ Note

If you export a PDF, the attendance and absence list – along with the associated staff - will appear at the end of the practice list.

Keep an eye on the "Monthly Planning versus Practice Planning for this Month in %" (if "Monthly Planning" is filled out) in order to plan your practice according to your planning (do not forget to refresh after changing drills).

More help: Go to "?" on the header. Click on "Practices"

- STEP 8: PLAYERS/STAFF PLATFORM

Invite Players and Staff to Their Platform



The **Player** and **staff platform** is the **end point for your players and staff** in My Ice Hockey. They will be able to **edit** their **basic information**, see **scheduled practices** and **games**, **statistics**, **dossier**, and **more**.

For them to **be able to use it**, a **login must be generated for them**. Be sure **both players and staff** have **unique emails assigned** because the **login access will be sent via email**.

1 Go to "Communication" > "Activations"

2 **Send individual access** by clicking the **"envelope"** icon. To send the login to more than one Player, select as many as you want and click the "envelope" icon at the bottom of the page. **Redo these steps for staff too.**

If the **envelope** is coloured **grey**, it means the **login has already been sent** and the **player/staff** has **already logged in** at least once.

The screenshot shows the MY ICE HOCKEY web application. On the left is a dark sidebar with the MY ICE HOCKEY logo and a menu. The 'Communication' section is expanded, and 'Activations' is selected. The main content area is titled 'Notifications' and shows a list of players. A table lists players with checkboxes, names, and email addresses. A 'Send' button with a red envelope icon is visible, indicating a login has been sent. A search bar is at the top right of the table.

Name	E-mail	Send
Andujar Tony	player.email2@domain.com	Send
Armond Rick	player.email3@domain.com	Send
Baylis Javier	player.email6@domain.com	Send
Burkart Lacy	player.email8@domain.com	Send
Caso Fredrick	player.email9@domain.com	Send
Gustafson Ollie	player.email19@domain.com	Send
Lucarelli Jaime	player.email29@domain.com	Send
Lundahl Ashley	player.email30@domain.com	Send

More help: Go to **"?"** on the header. Click on **"Communication - Activation"**

