



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%).

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

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**.

- 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 dashboard. On the left is a dark sidebar with the MYICE logo and a menu. The main content 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 (9 Weeks, 13 Weeks, 30 Weeks respectively). Below each header are input fields for 'Start/End date', 'On ice practices', 'Training sessions per week', and 'Minutes per session'. At the bottom of each column, a summary box shows 'Total trainings' and 'Total time'. Three callout boxes with numbers 1, 2, and 3 point to the 'Settings' menu item, the 'Start/End date' field, and the 'Training sessions per week' field respectively.

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

Free time

Dashboard / Free time

Season

	May 2017	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2018	Feb	Mar	Apr
Practice free time									Xmas			
Holidays				Sommerferien			Herbst					
National team break												

Free time

Start/End date: 01.05.2017 - 30.04.2018

Type: Practice free time

ADD

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 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**.

Manage staff

Dashboard / Settings / Manage staff

Club staff

Name	Club function
My Ice Hockey Support	Team Manager

Showing 1 to 1 of 1 entries

Previous 1 Next

+ Add staff

Novizen Staff

Name	Club function	Age group function
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

+ 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.

Teams

Dashboard / Teams / Teams

2 Teams Total

27.5 Players per teams on average

0 Staff per teams on average

1 Goalkeepers Total

6 Defenders Total

3 Forwards Total

MNT Players

Manage players

MNT Natspieler

Standard line-up

Pos	Name	Year
F	Anduj	1998
F	Athey Broderick	1999
D	Auger,Ernie	1999
		2000

#	SPC	Pos	Name	P1	P2	Year	Nat.	Status
16		D	Braud Edwin	RD	LD	2000	CA	✓
19		F	Chavera Oclavio	LW	C	1998	GB	✓
24		D	Eckard Hal	LD	LD	1999	IT	✓

+ 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.

The screenshot displays the 'My Ice Hockey Support' interface. On the left is a dark sidebar with navigation options: Dashboard, Teams, Practices (with a sub-menu for Groups), Planning, My Drills, All Drills, Dossier, Scouting, Communication, Settings, and Admin Zone. The main content area has a red top bar with statistics: 3 Practice groups Total, 11.5 Players per groups on average, 1 Staff per groups on average, 0 Goalkeepers Total, 3 Defenders Total, and 0 Forwards Total. Below this are two panels for 'Novizen Players' and 'Novizen A'. The 'Novizen Players' panel has a 'Manage players' button and a table with columns for Pos, Name, and Year. The 'Novizen A' panel has a search bar, a 'Display drills to players' toggle, and a table with columns for Pos, Name, P1, P2, Year, and Status. A red box at the bottom right shows 'Players: 8 (-0) = 8' with icons for trash, mail, edit, check, and calendar.

+ 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 displays the MYICE Hockey software interface for practice planning. On the left is a dark sidebar with navigation options: Teams, Practices, Planning, My Drills, All Drills, Dossier, Scouting, Communication, Settings, and Admin Zone. The main area is split into two panels. The left panel, titled 'Practice Info', has a red header and contains a search bar, a 'Practices' list, and a form with fields for Date, Start, End, Type, Place, and Notes. Below the form is a checked checkbox for 'Add presence of players and staff' and a red 'ADD' button. At the bottom are 'Import' and 'Import Fritz Lenzinger' dropdowns. The right panel, titled 'Overview', has a red header and shows a calendar for September 2017 with practice sessions listed as colored blocks. A 'Replicate training sessions / drills' dialog box is overlaid on the calendar, with fields for 'Number of repetitions', 'Every X days', and checkboxes for 'With drills' and 'With players and staff', plus a red 'Insert' button. Numbered callouts (1-5) highlight key UI elements corresponding to the steps in the text above.

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 displays the 'Practice Info' and 'Players/Staff' sections of the MYICE Hockey interface. The 'Practice Info' section is highlighted with a '2' and the 'Players/Staff' section with a '3'. The 'Players/Staff' section shows a table of players with columns for Name, Status, and Rating.

Colour	Pos	Name	Status	Rating		
		Barreto Francisco2	✓	+		
		Bäsch Mike	✓	+		
		Mendes Gonçalo	✓	+		
		Serpa Pedro	✓	+		
		Valadares Miguel1	✓	+		
D		Caso Fredrick	RD	C	✓	+
D		Lucarelli Jaime	RD	C	✓	+
D		Spielerplattform MIH	LD	LD	✓	+

+ 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

Fitnes Technic Tactics/game behavior Mental / Emotional Respect / Label

Drill Game

INDIVIDUELLE TOPTECHNIK
2 GRUNDFORMEN AUS MZ GAME-FULLICE
4 Gruppen auf Bullypunkt an der blauer 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 MYICE HOCKEY web interface. On the left is a dark sidebar with the MYICE HOCKEY logo and a menu. The 'Communication' and 'Activations' items are highlighted with a white circle containing the number '1'. The main content area is titled 'Notifications' and has a breadcrumb trail: 'Dashboard / Communication / Notifications'. Below this, there are tabs for 'Players' and 'Staff'. The 'Players' tab is active. The page instructs to 'Send the Player Platform login directly to the player'. There is a 'Show 50 entries' dropdown and a search box. A table lists ten players with their names and email addresses. To the right of each row is a 'Send' button with an envelope icon. The first 'Send' button is highlighted with a white circle containing the number '2'. The other 'Send' buttons are greyed out.

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 Jalme	player.email29@domain.com	Send
Lundahl Ashley	player.email30@domain.com	Send

More help: Go to “?” on the header. Click on “Communication - Activation”

