

# Tips und Tricks



# How do I add a new player to a practice group?

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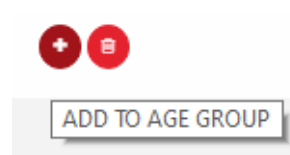
## Add players to the club

First **check** if the player **has already been registered**: SETTINGS – PLAYER - ADD PLAYERS - Check EXISTING PLAYER and if necessary, add to the club with '+'.

**Add a new player**: SETTINGS – PLAYER - ADD PLAYERS – SINGLE PLAYER/MASS IMPORT

## Add players to age group

First select the correct age group: Then under SETTINGS – PLAYER - MANAGE PLAYERS - CLUB PLAYERS - Select the player and add him to the age group with '+'.



## Add players to a practice group

Select the desired practice group under PRACTICES - GROUPS. Select the player in the left column and add him to the training group with "+".

## How do I add a new player to my scheduled practices?

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### **IMPORTANT!!!**

The new player is now part of the practice group.

However, if practices have already been planned before, he is **not** yet part of these practices!

He must first **be added to these practices**.

### **Add players to already scheduled practices**

Select the desired practice group under PRACTICES - GROUPS. Select the player and press the button ADD TO PRACTICES.



Enter the time period within which the player should be added to the practices.

# How do I add a new staff to my practice group?

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## New Staff Entry

Press "Add Staff" under SETTINGS – STAFF - ADD STAFF (NO COACHES).  
Note: The staff will immediately be assigned to this age group.

## Add Staff to a practice group

Select the desired practice group under PRACTICES - GROUPS. Switch to Staff Overview. Select the staff in the left column and add it to the practice group with "+".



## How do I add a new staff member to already planned practices?

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### **IMPORTANT!!!**

The new staff member is now part of the practice group.

However, if practices have already been planned before, he is **not** yet part of these practices!

He must first **be added to these practices**.

### **Add staff to already planned practices**

Select the desired practices group under PRACTICES - GROUPS. Select the staff and press the button ADD TO PRACTICES.



Enter the time period within which the staff should be added to the practices.



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