



COACHES PLATFORM

Manual

v4.1



Thank you for using My Ice Hockey!

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

With My Ice Hockey the (Head-) Coach has many options and functions to organize his players, teams, practices, games and dossiers - all with one goal: To save time and have everything centrally stored.

This manual will help you lay the groundwork so that you can quickly become productive with My Ice Hockey.

FIRST STEPS

- ✓ Step 1: Login
- ✓ Step 2: Manage Players
- ✓ Step 3: Manage Staff
- ✓ Step 4-5: Teams / Games
- ✓ Step 6-9: Practice Groups / Practice Planning / Practice Info / Drills
- ✓ Step 10: Monthly Planning
- ✓ Step 11: Player Status

ADVANCED

- ✓ Step 12: Dossier
 - ✓ Step 13: Media Center
 - ✓ Step 14: Dashboard
 - ✓ Step 15: Activation
-



General Overview

Your My Ice Hockey Support Options

- ✓ Log in and use the help section ("?" in the upper right corner)
- ✓ Ask your club admin or other coaches
- ✓ Send an e-mail to **support@myice.hockey**
- ✓ Use the chat function on **www.myice.hockey**

Personal Email Address

Very Important: Every coach, player and staff must use a unique e-mail address.

Your Age Group(s)

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

Player Mobile App

Your players have the possibility to download the My Ice Hockey Player Mobile App. Available free of charge in the App Store or Google Play Store. For coaches there is no Mobile App (yet).

Your communication channels with the players

- ✉ You can send your team, practice group or individual players an **e-mail** with attachment directly in My Ice Hockey (ideal to send a convocation for example). It is also possible to send the e-mail to your staff as well as to the players' parents.
- 📱 Once your players have installed the mobile app, you can send them a **push message** directly to their smartphone (ideal for last-minute changes). You can view all sent push messages under ADMINISTRATION in the **push message center**.

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".

Browser

Use only the latest version of **Mozilla Firefox**, **Google Chrome** or **Brave**.

Other browsers may not perform properly. Set the font to normal (100%).

Exports / Imports

My Ice Hockey offers you **numerous possibilities to export files** (PDF, EXCEL).

Under ADMINISTRATION - EXPORT you have an overview of all available exports. Click on a box and you will be taken directly to the page where you can make the corresponding export. You might make a certain selection (e.g. select a player) before you can export.

The 3 Platforms*

*modules according license level

Coaches Platform*

Who has access:

Coaches, Assistants, Admin

Can do what:

Manage players and teams, create practices and practice groups, upload drills, manage games and dossiers.

Invited via:

Clubadmin

Staff Platform*

Who has access:

Staff

Can do what:

Access to scheduled practices (can see players and drills) and games. Unsubscribe for practices, manage personal addresses.

Invited via:

Coach

Players Platform*

Who has access:

Player

Can do what:

Access to planned practices (can see other participants – drills only if the coach wishes) and games.

Unsubscribe for practices and Games.

Can view (shared) dossier data and add data.

Manage personal addresses.

Invited via:

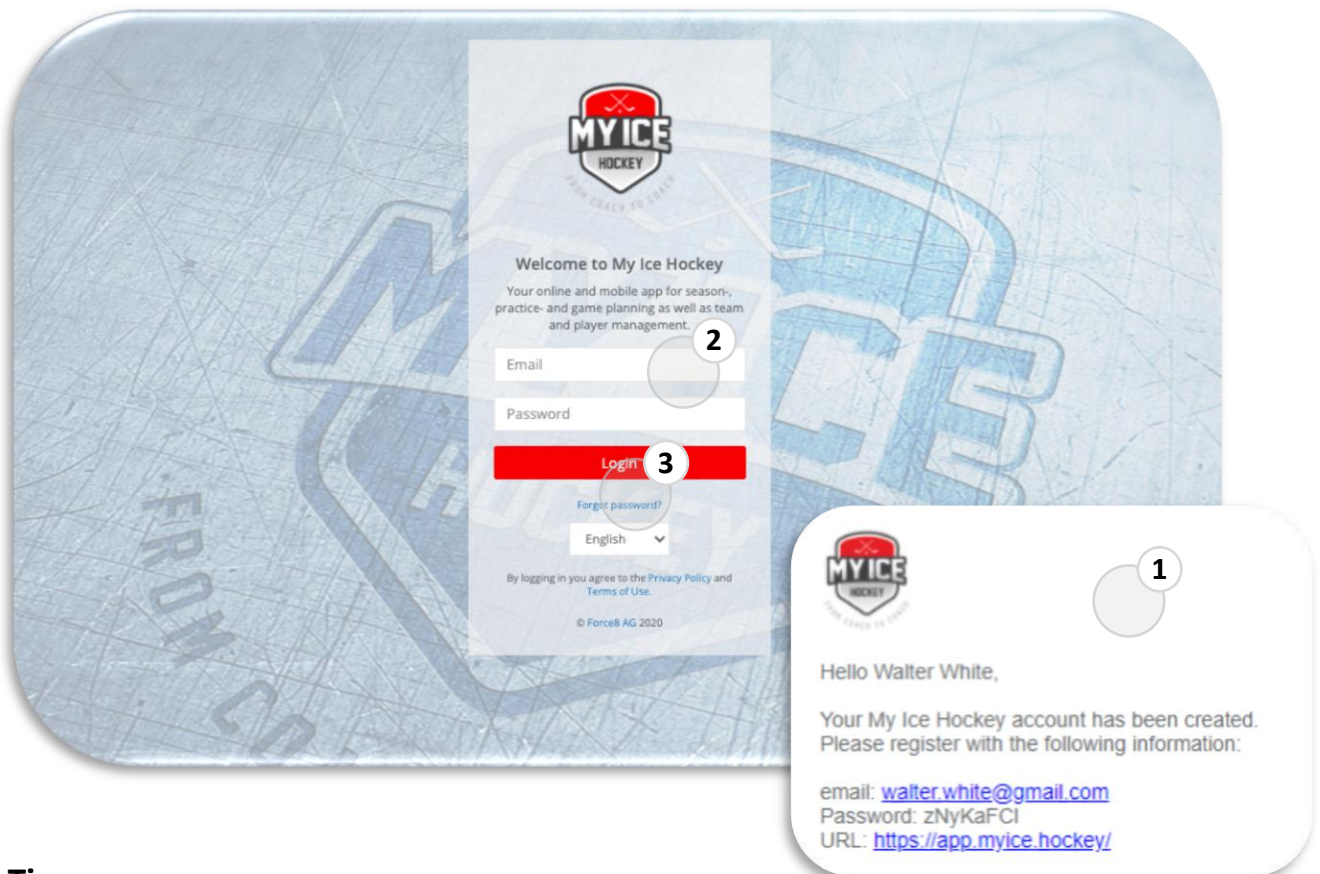
Coach

STEP 1: LOGIN

How to register



- 1 First time registration:** You will receive an e-mail with your access data. If you did not receive an e-mail, check your SPAM folder.
- 2 How to register:**
Go to: <https://app.myice.hockey>
Username: *see your access data (e-mail)*
Password: *see your access data (e-mail)*
- 3 Password forgotten?**
Click on "Forgot password?" at app.myice.hockey and enter your registered e-mail address. My Ice Hockey will send you a new password.



Tip

- Every coach, staff and player (including siblings) must have their **own e-mail address** for their My Ice Hockey account.
If several children have a My Ice Hockey account, this is the solution:
The parents should open a separate e-mail address for the (second) child on gmail.com or GMX. This e-mail can be forwarded directly from Gmail/GMX to the main e-mail address. This way all mails will get into the mailbox of the main mail address.
The new e-mail address is used for login.

STEP 2: MANAGE PLAYERS

Manage Age Group(s)



After successfully logging in, make sure you are working in the right season (top right) and select your age group (top left, under your name).

My Ice Hockey has done the import of all club players for you. Now go to SETTINGS - PLAYER - MANAGE PLAYERS. On this page you can now define which players should be in your age group (switch to the top left).

- 1 Use the search field to search for players.
Tip: Search e.g. by year of birth to quickly find the players of your age group.
- 2 Select all the players you want to add to your age group and click on the red "+" at the bottom of the page. The selected players will be moved to the right side and are now part of your age group.
- 3 You can remove players from the age group at any time by clicking the red "trash can" icon. The selected player then simply falls back to the club players (left side).



Tips

- Do not enter any player-specific information here. Do this exclusively under GAMES - ROSTER.
- If you delete a club player, he will no longer be listed in your club. This is the only place where you can really delete a player. For the deleted player a license (A or B) becomes available again.
- At the beginning of each season, delete all players from the club list who have left the club.
- If you want to add a player afterwards, you can do this under SETTINGS – PLAYER - ADD PLAYERS. Always check first under "Existing player" to see if the player already exists in the system. If not, you can create it under "Single Player".
- How to add afterwards added players to already planned practices and games, read in the help ("?) under TIPS AND TRICKS "How do I add a new player/staff to a practice group and practices?"

STEP 3: MANAGE STAFF

Add and Search Staff



Now that you have your players in your age group, it's time to add your staff (=helper - NOT coaches). You can add as many staff members as you like. Assign them the club and age group function.

- 1 Add a staff under SETTINGS – STAFF - ADD STAFF. Enter his or her contact details and an unused e-mail address so that he or she can receive notifications and access the Staff platform. If you assign an age group function to him here, he will automatically be added to your age group.
- 2 Select your desired staff and add them to your age group. Remember to assign him an age group role.

The screenshot shows the 'Add staff (no coaches)' page in the MYICE HOCKEY system. The page is split into two main sections: 'Club staff' and 'U20 Staff'. Each section contains a search bar and a table of staff members. The 'Club staff' table has columns for Name, Club function, and a checkbox. The 'U20 Staff' table has columns for Name, Club function, Age group function, and a checkbox. A red button '+ Add staff (no coaches)' is located at the bottom of the page. A sidebar on the left contains navigation options, and the 'Settings' menu is expanded to show 'Staff' and 'Add staff (no coaches)'. A red cross icon is overlaid on the bottom left of the screenshot, indicating a tip.



Tips

- If you would like to activate a new staff member as a coach, please contact us in advance. We will do this step for you.
- Even every staff necessarily needs an own, not yet registered e-mail address.
- Staff must also be activated so that they can access the Staff platform. See Step 15: Activation.
- Under SETTINGS - STAFF - MANAGE STAFF you can specify for each staff member whether he/she should receive notifications or not.

STEP 4: TEAMS

Create unlimited Amounts of different Teams



IMPORTANT: Before you continue, make sure that all players/staff have been properly registered.

IMPORTANT: Player specific data like jersey number, position etc., which are valid for all teams (and practice groups), should be entered here only: GAMES - ROSTER.

Now we create a team:

- 1 Go to: GAMES – TEAMS
- 2 Create a team (click on the red "+").
- 3 On the left side you will find all players you have added to your age group.
Select as many players as you like and add them to the selected team by clicking on the red "+" at the bottom.
- 4 Also add the staff to the team, just like you added the players.
- 5 You can now set up the standard line-up for this team. But you can also do this later.
- 6 You can assign special positions or numbers to the players in this team.
ATTENTION: This concerns ONLY this team.

The screenshot displays the MYICE Hockey Teams management interface. The top navigation bar includes a red '+' icon, the MYICE logo, and the year '20/21'. The main content area is titled 'Teams' and shows a dashboard with six statistics: 2 Teams Total, 25 Players per teams Average, 5 Staff per teams Average, 1 Goalkeepers Total, 5 Defenders Total, and 5 Forwards Total. Below the dashboard, there are two panels for 'U20 Players' and 'U20 Elit'. The 'U20 Players' panel has a 'Manage players' button and a table of players with checkboxes. The 'U20 Elit' panel has a dropdown menu, a search bar, and a table of players with checkboxes. Numbered callouts (1-6) highlight specific UI elements: 1 points to the 'Teams' menu item in the sidebar; 2 points to the red '+' button in the 'U20 Elit' panel; 3 points to the checkboxes in the 'U20 Players' table; 4 points to the 'Staff' tab in the 'U20 Players' panel; 5 points to the 'Standard line-up' button in the 'U20 Elit' panel; 6 points to the checkboxes in the 'U20 Elit' table.

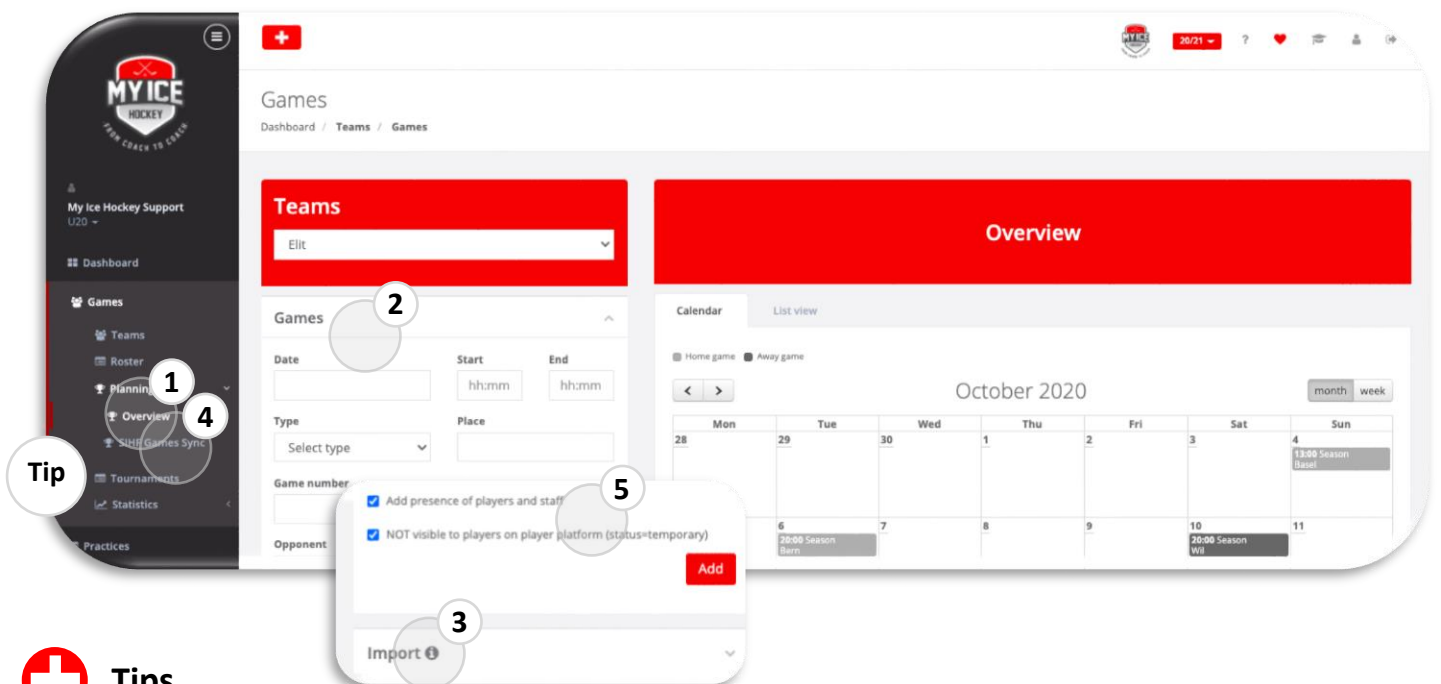
STEP 5: GAMES

Create your Games



When you have created your teams, you can now add the games. You can create games one by one or import all of them at once.

- 1 Go to: GAMES - PLANNING - OVERVIEW and choose your team.
- 2 **Single game:** Enter all important information of a game (date, time, opponent etc.) and click "Add".
- 3 **Import:** If you want to create many games at once you can do this by downloading the template file, writing all game information into the file and uploading the file again.
- 4 **SIHF Games Sync** (Switzerland only): With this tool you have the possibility to import the games from the SIHF Reporter into My Ice Hockey. Click on the "i-button" for more information.
- 5 When creating the games you have the option "**Not visible to players on player platform**". If you select this option, all players in the games have the status "Temporary". This means that the players do not yet see these games in their calendar (on the player platform and mobile app). If you do not select this option, all players have the status "healthy" and they will see the games in their calendar.



Tips

- All information of the players (numbers, positions etc.) stored in the teams will be used as standard for all future games.
- Under GAMES - TOURNAMENTS you can create whole tournaments.
- If you have kept the statistics for the games during the season, you can view the evaluation of the team or individual players under GAMES - STATISTICS. You can also call up the attendance list here.

STEP 6: PRACTICE GROUPS

Create as many Practice Groups as necessary



The practice groups are the same for the practices as the teams are for the games. You have to create them first before you start working with individual practices. All information and settings made in the practice group will be used for all new practices.

IMPORTANT: Make sure that you add yourself as staff - otherwise you will NOT see the practices of this group under DASHBOARD - MY SCHEDULE.

- 1 Go to: PRACTICES – GROUPS
- 2 Create a practice group - just like you did with the teams.
- 3 Add players and staff to the practice group so that they can see the practices of these groups in their player or staff platform.
- 4 It is also possible to import all the players of a TEAM into the PRACTICE GROUP. Click on the second symbol from the right and select the desired team.
- 5 Now adjust all necessary information and settings like jersey color and positions. These will be used as default for future practices (only for this practice group).



Tip

- If you have changed any information (e.g. status, position, jersey color, etc.) in the group, this information must be added to all already planned practices. The "change practice info" function will update this information in the practices.

STEP 7: PRACTICE PLANNING

Create your own practice plan



You can now plan and manage your practices. All practices are assigned to a practice group.

- 1 Go to PRACTICES - PLANNING.
- 2 Select your practice group.
- 3 Create your practices, you can do this in two different ways:
 - **Manually:** Fill in all practice information in the "Practices" field. If you have set the option "Add presence of players and staff" to ON, all player and staff information you have specified in the "Practice Groups" will be added automatically.
 - **Import (by MIH import file):** Download the template file, fill it with the relevant information and upload it again.

The screenshot shows the 'Planning' interface. On the left is a sidebar with navigation options: My Ice Hockey Support U20, Dashboard, Games, Practices (highlighted with a '1'), Evaluations, Drills, Monthly planning, Dossier, Media, Scouting, Administration, Settings, and Admin Zone. The main content area is titled 'Planning' and includes a breadcrumb 'Dashboard / Practices / Planning'. Below this is a 'Season' dropdown and a 'Season analysis (%)' dropdown. A red banner at the top left says 'Practice groups' with a '2' and a dropdown menu showing 'Elit (TG)'. Below this is the 'Practices' form with fields for Date, Start (hh:mm), End (hh:mm), Type (Select type), Place, Notes (visible to players), and Notes (visible only to coaches). There is a checkbox for 'Add presence of players and staff' and a red 'Add' button. An 'Import' button is also visible. To the right is an 'Overview' section with a 'Calendar' and 'List view' options. The calendar shows a grid for October 2020 with practice sessions listed for each day. A 'Tip' box is overlaid on the calendar, titled 'Replicate training sessions / drills', with fields for 'Number of repetitions' and 'Every X days', and checkboxes for 'With drills' and 'With players and staff'. A red 'Insert' button is at the bottom of the tip box.



Tips

- If you want to replicate a practice, proceed as follows. Click on the relevant practice, go to "Practice info" and use the option "Replicate practice sessions / drills".
- Under PRACTICES - EVALUATIONS you can see the attendance list of the practices, which you can also export to Excel. If you click on a single player, you will get even more detailed information about presence and absence. You will also find the practice analysis here. If you have planned your practices with the elements, you can see here which elements the player has attended and missed in the practices due to his absence.

STEP 8: PRACTICE INFO

Manage your practices



- 1 Go to: PRACTICES - PLANNING - select the desired practice group and click on a specific practice.
- 2 Under "Practice info" you can edit the basic data of your practice and, if desired, inform your players about changes.
- 3 Under "Players/Staff" you can manage your players/staff in the same way as you did in the teams or practice groups. All information (e.g. shirt colors, positions, ratings etc.) you edit here will ONLY affect this practice.

The screenshot displays the 'Practice info' and 'Players/Staff' sections of the MyIce Hockey app. The 'Practice info' section includes fields for Date (14.10.2020), Start (10:00), End (12:00), Practice group (Elit (TG)), Type (On-ice), Place (ABC Arena), and Notes. The 'Players/Staff' section shows a list of players with columns for Colour, Pos, Name, Status, P1, P2, and Rating. A 'Tip' icon is present in the 'Players/Staff' section.



Tip

- If you would like to have other club players besides your players for this practice, you can do so by selecting "Club Players + Club Staff" on the left side. Now you can select individual players of the club and move them to the right side of your practice with the "+" at the bottom.

STEP 9: DRILLS

How to use the drills



You can add as many drills to each practice as you want - as long as the total duration of the practice is not exceeded. By adding drills - which are all connected to a topic, main element and element - you can now design your practices according to your monthly planning (see next step).

- 1 Select a practice and go to "Practice drills".
- 2 On the left side you can choose between the following drills:
My Drills: Drills that you have marked as your favorites.
Club Drills: Drills created by other coaches in your (or other) club(s).
MIH Drills: Drills, which are provided by My Ice Hockey.
- 3 View the drills via "Info". Enter the number of minutes in "Duration" and click on "Add".
- 4 On the right side you will find your drills list. You can adjust the duration directly or change the order via "drag & drop".
- 5 Export your practice as PDF. You can view it with or without details.

Title	Topic	Main element	Element	Duration	Action
My Drill	Technic	TE Position	Individuelle Technik	30	x o
2 on 2 Ganzes Eis	Tactics/game behavior	Team play	3:2 / 3:3 / 5:5	15	x o
2 vs 2 High/Low Tip Ins	Tactics/game behavior	Team play	2:2 / 3:3 / 5:5	15	x o
3 vs 5 BO 5 vs 3 5 vs 5 Spiel	Tactics/game behavior	Team tactic	Defensivspiel in der DZ	15	x o
Cooperation 3-1 3-4 continuos	Tactics/game behavior	Team tactic	Defensivspiel in der DZ	15	x o
3 vs 5 BO 5 vs 3 5 vs 5 Spiel	Tactics/game behavior	Team tactic	FC, BC, Bully, Scheibengewinn	15	x o
PP BO - Jack Hammer	Tactics/game behavior	Team tactic	Spezial Situationen (PP, BP, 6-5, ...)	15	x o

+ Tips

- Under PRACTICES - DRILLS - MY DRILLS - CLUB DRILLS you can click on "Add Drill" and upload your own drills. In addition to the description and a picture you must select the elements to which the exercise refers. You can also choose whether you want to make the drill available to all other clubs or not.
- Under PRACTICES - DRILLS – ALL DRILLS you will find all the drills provided by My Ice Hockey as well as all drills provided by other coaches. With a click on the star under "Fav" this drill is displayed under "MY DRILLS". So, you can see all your favorite drills at a glance.

STEP 10: MONTHLY PLANNING

Create a monthly/annual plan



Under PRACTICES – MONTHLY PLANNING - OVERVIEW you can create a monthly/annual plan.

1 Determine which main elements and elements you want to work on during the season. To do this, select the corresponding "Element" under "Topics" and move it to the desired month via "Drag & Drop". **KA= Key Aspect. SA=Sub Aspect.**

Note the points. The goal is to have all areas planned down to 0 points.

2 If you fill out your planning here, you can later compare this information with your actual practices. This way My Ice Hockey helps you to always work according to your specifications.

Note: If you have activated the "Individual Elements" you will use your own main elements and elements which you can create under PRACTICES - MONTHLY PLANNING - ELEMENTS.

Season

	Apr 2020	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2021	Feb	Mar	Apr
Holidays													
Summer season	Summer season												
Practice free time													
Preseason					Preseason								
Winter season							Winter season						
National team break													
Camp													
Event													

Topics

Individual elements

- Fitness 0/500
- Technic 0/870
- Tactics/game behavior 0/895
- Mental / Emotional 0/140
- Respect / Label 0/220

Overview [Export PDF](#)

Filter by Topic: All, Fitness, Technic, Tactics/game behavior, Mental / Emotional, Respect / Label

2020 – 2021

April	May	June	July
SP 1 ENDURANCE spezifische Ausdauer	SP 1 STRENGTH Explosivkraft	SP 1 ENDURANCE spezifische Ausdauer	SP 1 ENDURANCE spezifische Ausdauer
SP 1 STRENGTH Explosivkraft	SP 1 STRENGTH Hypertrophie	SP 1 ENDURANCE spezifische Ausdauer	SP 1 MOBILITY Mobilität
SP 1 STRENGTH Explosivkraft	SP 2 BODYCHECKING 4 Phasen HT	SP 1 STRENGTH Explosivkraft	SP 1 STRENGTH Hypertrophie
SP 1 STRENGTH Bumpf	SP 2 TE POSITION individuelle Technik	SP 1 STRENGTH Bumpf	SP 1 STRENGTH Bumpf
TE 1 ENDURANCE spezifische Ausdauer	SP 3 INDIVIDUAL TACTIC Grundspielverhalten	SP 2 BODYCHECKING Grundtechniken	SP 2 BODYCHECKING 4 Phasen HT
TE 3 INDIVIDUAL TACTIC Abschlussverhalten	SP 3 INDIVIDUAL TACTIC Spiel Rhythmus	SP 2 SKATING individuelle Topstechnik	SP 2 BODYCHECKING Grundtechniken
TE 4 MENTAL-TRAINING Motivation	SP 3 TEAM PLAY 2 vs 1 - 3 vs 1/2	SP 3 INDIVIDUAL TACTIC Abschlussverhalten	SP 1 PASSING individuelle Topstechnik
TE 4 MENTALE STÄRKE Learning connection	SP 3 TEAM TACTIC Etc. Bc. Bully Scheibergewinn	SP 3 INDIVIDUAL TACTIC Spiel Rhythmus	SP 1 STRENGTH Bumpf
	TE 1 ENDURANCE spezifische Ausdauer	SP 4 SOCIAL Team	SP 2 PASSING individuelle Topstechnik
	TE 2 BODYCHECKING 4 Phasen HT	SP 5 OFF-ICE Drink with respect	SP 2 PASSING individuelle Topstechnik
	TE 2 BODYCHECKING Grundtechniken	SP 5 OFF-ICE 3P with respect	SP 2 STICKHANDLING individuelle Topstechnik
	TE 3 INDIVIDUAL TACTIC Abschlussverhalten	TE 1 ENDURANCE spezifische Ausdauer	SP 3 INDIVIDUAL TACTIC Spiel Rhythmus
	TE 4 MENTAL-TRAINING Grundtechniken	TE 1 ENDURANCE spezifische Ausdauer	SP 5 OFF-ICE Drink with respect

Tips

- You can compare your daily practices with your monthly schedule and plan your practices accordingly.
- Show your head coach and/or the federation the elements you worked on this season with your team.
- Once you have created a monthly plan, you can access it again each season. Copy your monthly planning into the new season (SETTINGS - NEW SEASON SETUP).

STEP 11: PLAYER STATUS

How to use the different statuses



With the help of the status you can keep your squad lists for practices and games clean and always up to date.

- 1 When you are in a practice or game, you can select one (or more players at the same time) and click on the checkbox under "Status" (if you have more than one player selected, click on the "red checkbox" at the bottom of the list).
- 2 There are a lot of different statuses available. Choose the one you want and add a comment depending on the status.
- 3 The player(s) are then no longer in the squad list for that practice/game, but are listed under "Additional players".

The screenshot shows the My Ice Hockey Support interface. The main content area displays 'Game information' for SC Küssnacht on 16.10.2020 at 18:00-00:00. Below this is a 'Players/Staff' section with a table of players. A modal window for 'White Walter' shows 'Team status' set to 'Sick' and 'Team status notes' as 'Fever'. A second modal window shows 'Additional players' with various statuses like 'Scratched', 'Sick', 'Excused', etc. Red circles with numbers 1, 2, and 3 highlight the status dropdown, the status selection, and the additional players list respectively.



Tip

- Click on the "?" in the upper right corner of your screen to enter the support area of My Ice Hockey. Under TIPS AND TRICKS you will find the description "How do I use the different statuses correctly?". There you will find a detailed explanation which status is to be used for which purpose.

STEP 12: DOSSIER

Many useful dossier functions



Under DOSSIER you have a lot of possibilities to exchange with your players and to evaluate and compare your players. We would like to briefly describe all dossier functions here. You can find more information by clicking on the "?" at the top right of the screen.

1 FILES

PLAYER: Upload files (no video) and share them with your players. Select the player you want to share the file with. He will see the file on his player platform.

TEAM: This module is intended for team-related files. Share files here with the whole team.

MEDICAL: The player can upload medical files here and share them with the coach. You as a coach can also upload player related medical files, which the player can view.

EVALUATIONS - STAR PROFILE (only for Switzerland)

2 Player Self-Evaluation: You can unlock a STAR Profile self-evaluation for all your players. Click on "+ Multiple" and select the players you want to add a self-evaluation to. As long as the status is "Open", the player can fill out the rating on their player platform. Afterwards you can view the self-evaluation here.

3 Coaches Evaluation / Season End: You can create a STAR profile about each player via GAMES - ROSTER – select a player - DOSSIER - STAR PROFILE - "+".

Via DOSSIER - EVALUATIONS - STAR PROFILES - OVERVIEW you can see all STAR Profile ratings you have created over the whole season. At the end of the season click on "Season End" and select the desired year of birth. Afterwards you can round the numbers. Validate the data and then export the Excel file. This file can then be given to the federation without any changes.

The screenshot displays the MYICE HOCKEY interface. On the left is a dark sidebar with navigation options: Dashboard, Games, Practices, Dossier (highlighted with a red circle and '1'), Evaluations, STAR Profile, Valuations (1-5), Ratings (plus/minus), Compare players, Tests, Tests (g/s/b), Valuations (a), Valuations (b), Talks, Weight & height, Dossier Export, Media, Scouting, Administration, Settings, and Admin Zone. The main content area is titled 'STAR Profile' and has a red header. It is divided into two sections: 'Overview' and 'Player self-evaluation'. The 'Overview' section shows a table of player evaluations with columns for Name, Year, Team, Skating, Skill, Sense, Person, Mental Strength, Physis, Pkt, Age, Env., Disp., and another Physis/Pkt column. A red circle with '3' highlights the 'Season end' and 'Export PDF' buttons. The 'Player self-evaluation' section shows a table with columns for Name, Team, Skating, Skill, Sense, Person, Mental Strength, Physis, Date, and Status. A red circle with '2' highlights the '+ MULTIPLE' button.

Name	Year	Team	Skating	Skill	Sense	Person	Mental Strength	Physis	Pkt	Age	Env.	Disp.	Physis	Pkt
Andujar Tory	1998	3.0	2.5	3.0	3.0	3.0	3.0	1.3	238.8	0.0	0.0	0.0	-	238.8
Drebin Frank	2001	3.0	3.2	3.7	3.0	2.7	3.3	0.0	231.7	0.0	0.0	0.0	0.0	231.7
Snow Jon	2001	3.1	2.9	3.4	3.1	3.3	3.3	3.1	283.8	3.0	3.0	3.0	-	313.8
Baggins Bilbo	2002	3.0	3.3	3.3	3.0	3.0	2.3	0.0	222.5	3.0	3.0	3.0	3.0	297.5
Corleone Vito	2002	3.0	3.0	3.0	3.5	3.0	3.0	0.0	235.0	3.0	3.0	3.0	3.0	310.0
White Walter	2002	4.5	4.5	5.0	4.5	4.0	3.0	4.0	380.0	0.0	0.0	0.0	-	380.0

Name	Team	Skating	Skill	Sense	Person	Mental Strength	Physis	Date	Status
Corleone Vito	3	3	3	3	3	1	1	12.07.2019	Viewable
Andujar Tory	3	3	3	3	3	3	0	12.07.2019	Open
Baggins Bilbo	3	3	3	3	3	3	0	12.07.2019	

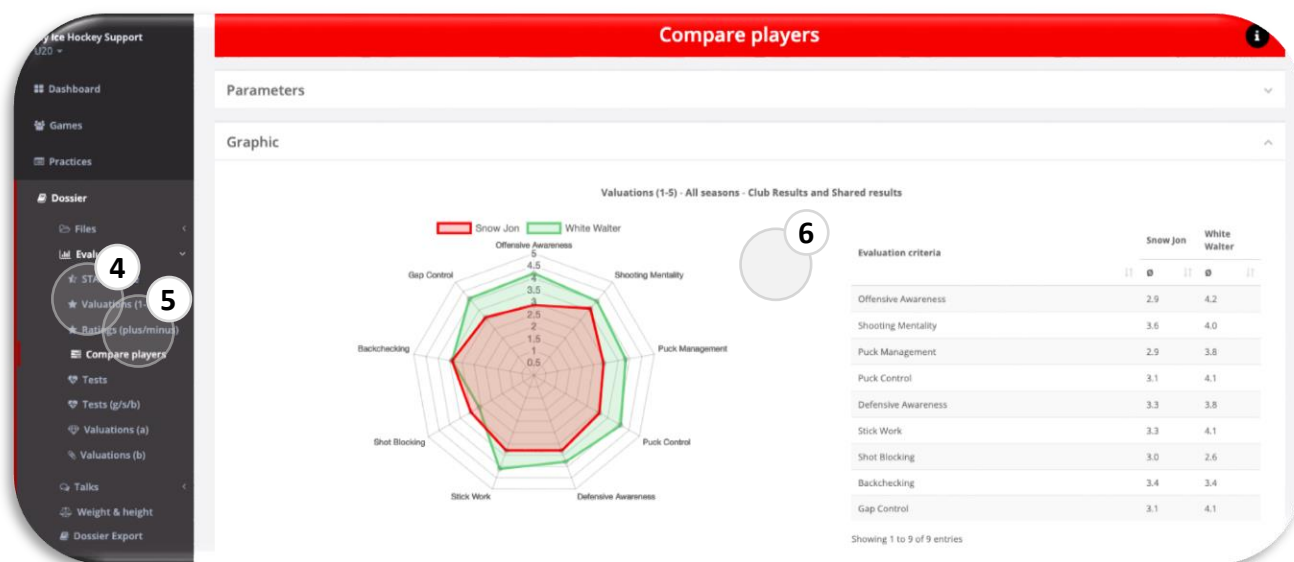
STEP 12: DOSSIER

Many useful dossier functions

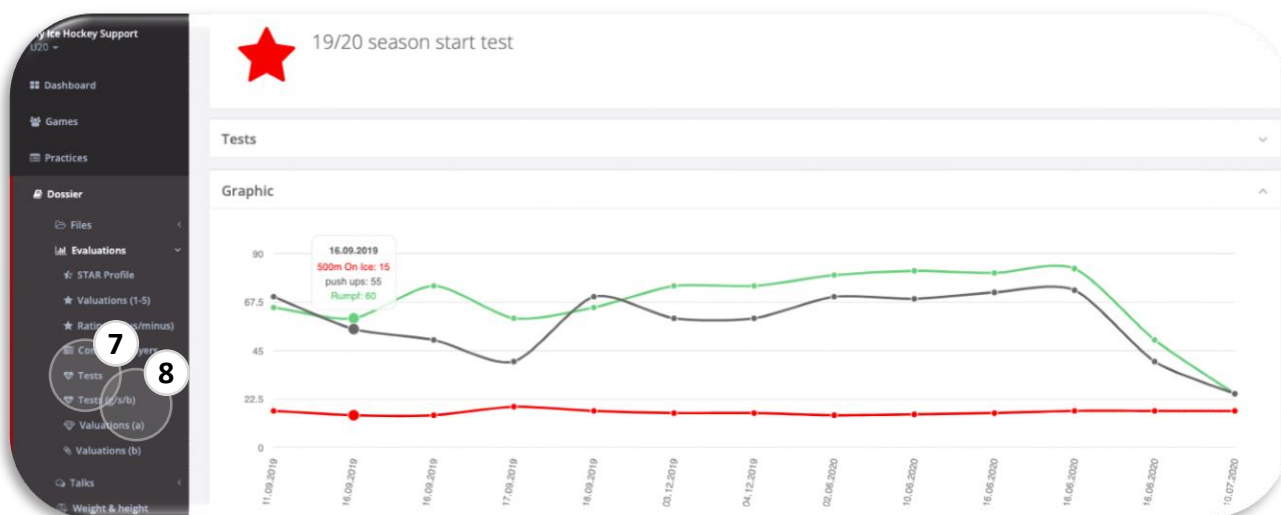


EVALUATIONS

- 4 VALUATIONS (1-5):** Here you have the possibility to rate your players according to certain criteria. You can create your own evaluation criteria under SETTINGS - EVALUATION CRITERIA. Click on "Add Valuation", enter a name and select the desired evaluation criteria. Once you have recorded a valuation, you can click on "Add Result". Rate all evaluation criteria from 1-5 and indicate which player this rating is for.
- 5 RATINGS (plus/minus):** The procedure for the rating is exactly the same as for the valuations. The difference is that the criteria are not rated between 1-5, but with a plus/minus balance.
- 6 COMPARE PLAYERS:** Select up to 4 players and the criteria you want to compare. The players will be compared graphically.



- 7 TESTS:** Click on "Add Test", enter a name and select the individual tests you want your players to take. Under SETTINGS - INDIVIDUAL TESTS you can create your own. Then you can click on the test you have created and click on "Add Result". Select a player and enter his test results. If you have entered more than one test result for a player, you can click on the player's name to view a graph of the results.



STEP 12: DOSSIER

Many useful dossier functions



8 **TEST (G/S/B):** If you want to perform a test with given target values, this is possible here. You can define a gold, silver, bronze and a minimum value for each test. The results you have entered will be compared with these values and displayed in different colors.

9 TALKS (PLAYER / PARENTS / SCHOOL/WORK / CAREER PLANNING / QUESTIONNAIRES)

VIA TEMPLATE: Here you can create templates of talks/questionnaires. Use these when you are going through the same questions with the whole team. As long as the status is "Ongoing", the player can fill out the talk/questionnaires. When the status is "Closed", the talk/questionnaire is no longer shown to the player.

INDIVIDUAL TALK: Individual talks (without a template) are best recorded via: GAMES - ROSTER - select a player - DOSSIER - TALKS - CREATE PLAYER TALK.

10 WEIGHT & HEIGHT

Here you have an overview of all entries concerning height & weight, which you - or the player - have entered in the course of a season. Click on a player to see all entries. With the star you can select the value that should be entered in the player profile as "final value".

You make the first entry for a player via GAMES - ROSTER - Select a player - DOSSIER – WEIGHT AND HEIGHT - "+".

11 DOSSIER EXPORT

At the end of a season, you can create a separate seasonal dossier for each player. Click on "New report" and select all the sections you want the report to contain. You can create the report for one player or for all players of a team or an age group.

You will be informed via e-mail as soon as your report is created. You have seven days to download the report.

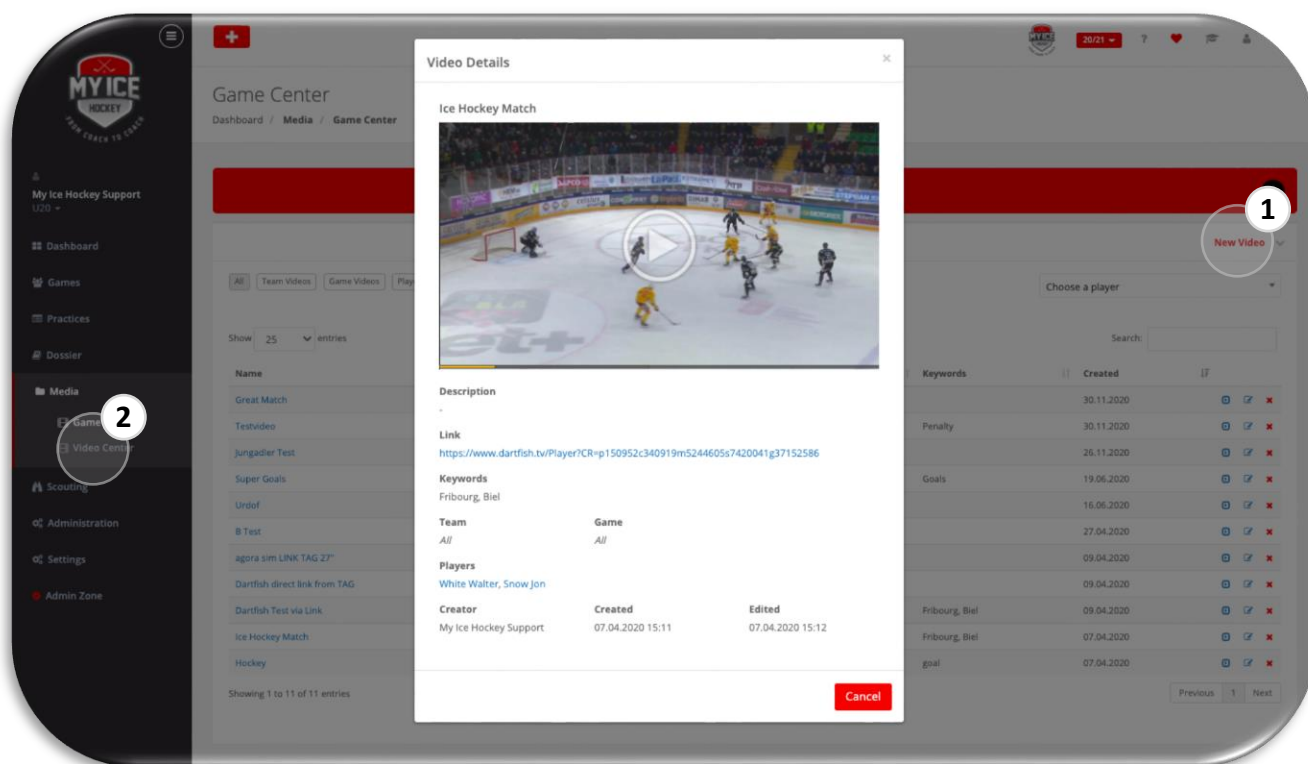
STEP 13: MEDIA CENTER

Share important videos with your players



Under MEDIA you can easily give your players video links (we do not offer video hosting) directly to a player, a team or an entire age group to watch. We distinguish between the following two platforms.

- 1 GAME CENTER:** Share video links here that are specifically related to games. Click on "New Video" and enter the name and the video link. You can assign the link to the whole age group, a team or one or more players.
The players can watch the video through their player platform.
- 2 VIDEO CENTER:** Further video links, which e.g. refer to drills, whole practice sessions or to a playbook, can be made available to the players here.



Tip

- If you work with the Dartfish video platform, you can store your videos directly from Dartfish in My Ice Hockey.

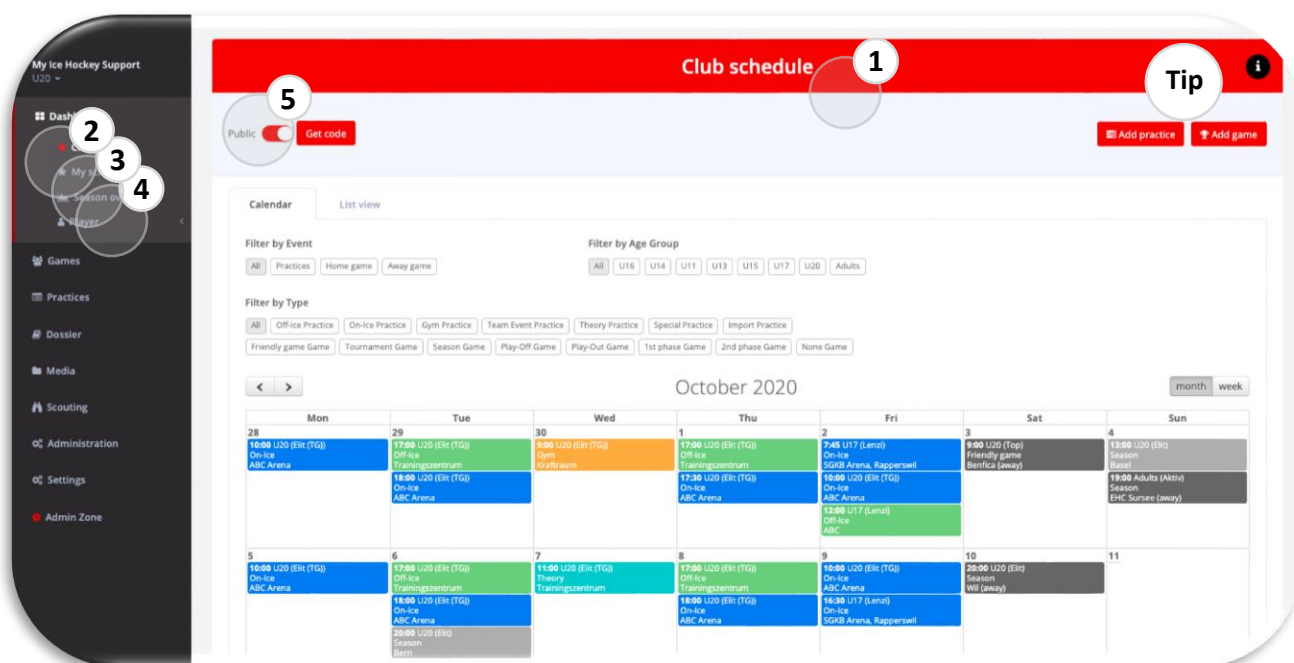
STEP 14: DASHBOARD

Schedules and various overviews



Under DASHBOARD you have a variety of different schedules and overviews:

- 1 The CLUB SCHEDULE shows you all dates of all age groups of your club. If you switch to the list view, you have the possibility to export the Club Schedule as PDF or Excel (always pay attention to the date selection).
- 2 MY SCHEDULE shows you your personal schedule. The schedule will only appear if you have added yourself as a staff during the practices and games.
Useful: Via iCAL you can link the schedule with your personal calendar.
- 3 In the SEASON OVERVIEW you can see current data for the current season. The upcoming practices and games, statistics about the practice and game participation, game statistics or the season analysis.
- 4 Under PLAYER - OVERVIEW you have the possibility to view the individual schedule for each of your players.
Under PLAYER - SCHEDULE you can additionally compare the schedule (for 7 days) of several players.
Under PLAYER - JOURNAL you can look up all entries that your players have entered themselves. The player can record individual practices on his player platform and show the coach how active he was in addition to the normal club training.
- 5 If the option "Public" is set, you (or the club's webmaster) have the possibility to copy a code with which you can publish the club schedule on your club homepage.



Tip

- You can create a practice or game directly in the club schedule. Just click on "Add practice/game".

STEP 15: ACTIVATION

Bring your players/staff to their platform



The player and staff platform is the communication tool between you and your players and staff members. They can edit their personal information (addresses, etc.), view your scheduled practices and games (line-up), statistics and dossier contents.

In order for them to use the platform, you have to generate a login for them. Make sure that both players and staff have a valid - and in the system not yet available - e-mail address assigned to them. The login data will be sent by e-mail.

- 1 Go to: ADMINISTRATION – ACTIVATIONS
- 2 You send the login details to a player by clicking on the "envelope icon". To send the login details to more than one player, select different players and click on the "envelope icon" at the bottom of the page.
Don't forget: Do this step for the staff as well.

If the "envelope icon" is grayed out, it means that the player/staff has successfully signed up.

Activations

Dashboard / Administration / Activations

Players Staff

Send the Player Platform login directly to the player

Show 50 entries

Name	E-mail	Send
Snow Jon	spielerplattform@hotmail.com	
Solo Han	fr.ancisco.gsbarreto@gmail.com	
White Walter	nik.hirzel@gmx.ch	
<input type="checkbox"/> Andujar Tory	player.email2@domain.com	
<input type="checkbox"/> Baggins Bilbo	joaespadinha@inginfinitive.pt	
<input type="checkbox"/> Balboa Rocky	player.email14@domain.com	
<input type="checkbox"/> Barreto 2 Francisco	f.ranciscogsbarreto@gmail.com	
<input type="checkbox"/> Bates Norman	player.email4@domain.com	

