

GrayJay Leagues System Documentation

League Setup

The first step to get your league up and running is to complete the League Setup wizard. To complete the league setup, click **Setup** on the dashboard or click **League Setup** from the left sidebar. The league setup wizard will ask several questions to gather enough information to run your league in the system. Information required includes:

- League name (long and short)
- League logo
- Quantity of teams in your league
- Names for each team
- Are ties allowed?
- Do games go to a shootout after overtime?
- Minimum shooters per team in the shootout
- Maximum players per team per game
- Length of each period in minutes
- Minimum number of officials (referees, linesmen, timekeeper/scorekeeper)
- Points per win, loss, overtime loss, etc..
- Option to add additional league system administrators and/or team system administrators
- Option to set default home venue for each team in the league
- Option to setup additional “sub-seasons” (pre-season, regular season, playoffs, etc.), and custom settings per sub-season if required.

GRAYJAY LEAGUE MANAGEMENT

League Setup

Thank you for choosing GrayJay League Management. Over the next few pages we'll walk you through setting up your league.

1 League Details
 2 Team Details
 3 Game Details
 4 Admins
 5 Venues
 6 Finish

League Name

What is the name of your league? (ex. National Hockey League)

Nova Scotia U15 Major Hockey League

What is the short name? (ex. NHL)

NS U15 Major


What would you like to call your first season? (ex. 2020-2021)

2020-2021

This setup will configure the following sub-season:

Regular Season

Large League Logo
 Recommended file format: SVG, or transparent PNG



Upload Image Choose File No file chosen

Divisions

If you want to group the teams in your league into divisions, click **Teams** on the dashboard or click **Teams** from the left sidebar, then click **Divisions** in the top right part of the screen. Click **Add Division**, provide a unique name for the division, and drag teams into the division. Repeat for additional divisions.

Divisions Save Close

Season: 2020-2021 Subseason: Playoffs Add Division

TEAMS

- Island View Devils
- Sackville Kingfishers
- Eastern Shore Schooners
- Millwood Knights
- Sommet/Mosaique Cougars
- Auburn Eagles
- Citadel Phoenix
- Halifax West Warriors
- Dartmouth Spartans

✕ DIVISION

Division 1

TEAMS

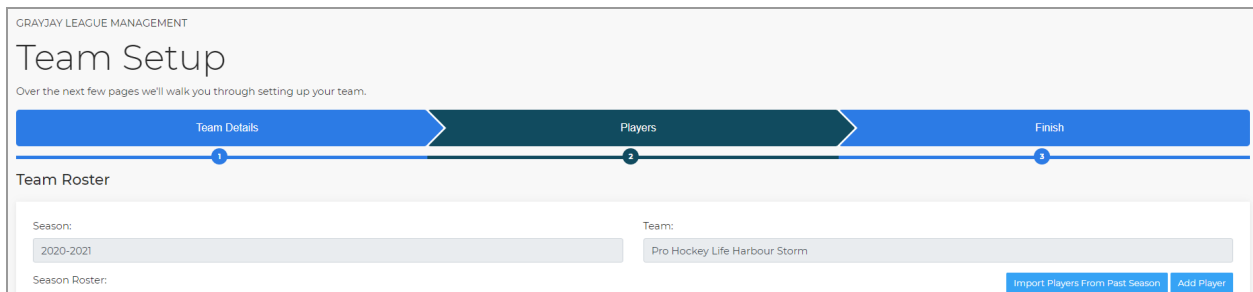
- C.P. Allen Cheetahs
- Sir John A Flames
- Lockview Dragons
- Prince Andrew Panthers
- J.L. Ilsley Judges

If teams are divided into divisions, the standings will show overall standings and divisional standings. Note that divisions are specific to sub-seasons, meaning that you can have different settings for the Regular Season and the Playoffs.

Team Setup

The first step to get your team up and running is to complete the Team Setup wizard. To complete the team setup, click **Setup** on the dashboard or click **Team Setup** from the left sidebar. The team setup wizard will ask several questions to gather enough information to run your league in the system. Information required includes:

- Team name (long and short)
- Set or confirm default venue for home games
- Team logo
- Option to add players to your roster
 - When adding players to your roster, either during team setup or at any time after the fact, there are two options: import players from past seasons or add new players.
 - **Import players from past seasons:** If there are returning players from a previous season returning on your roster for the current season, you can import them to the current season roster by clicking **Import Players From Past Season**, which will show you rosters from previous seasons and allow selection of the players to bring forward to the current season.
 - **Add new players:** Click **Add Player** button to add players to your roster individually. Enter the player's name and date of birth, at a minimum, to add the player to your roster. If a match is found to a player who already exists in the database, possible matches will be displayed. If the player you want is listed, select the player and click **Add Player**. If not, just click **Add Player** to add the player to the database and to your roster.



Roster Management

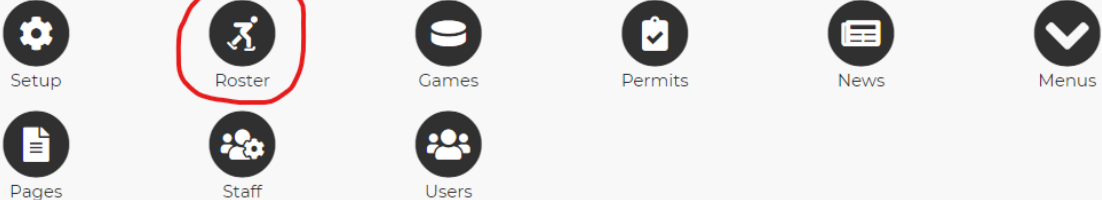
To properly record game results and scoring details, each team needs to add players to their team roster. To do so, add your players in the team setup wizard and/or click **Roster** on the System Dashboard and then click **Add Players** to add new players to your roster.

GRAYJAY LEAGUE MANAGEMENT

System Dashboard

Welcome to your new system dashboard! Setup and manage your team using the navigation buttons below. If you have any questions or issues, contact support and we'll help as soon as we can.

✓ Team is configured for the 2020-2021 season. [Edit Season](#)

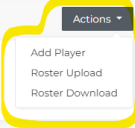


Setup Roster Games Permits News Menu
Pages Staff Users

Fundy Kraken

2022-2023 ROSTER

Jersey	Name	Height	Weight	Position	Type
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Actions
Add Player
Roster Upload
Roster Download

When adding players to your roster, either during team setup or at any time after the fact, there are four options: roster upload, import players from past seasons, add new players, or for organizations using GrayJay Pay for registration, Master Roster bulk assignments.

- **Roster upload:** In the Actions menu, select **Roster Upload** and then download the template in Excel or CSV format, populate the template and upload.
- **Import players from past seasons:** If there are players from a previous season returning to your roster for the current season, you can import them to the current season roster by clicking on **Import Players From Past Season**. This will show you rosters from previous seasons and allow selection of the players to bring forward to the current season.
- **Add new players:** Click **Add Player** to add players to your roster individually. Enter the player's name and date of birth, at a minimum, to add the player to your roster. If a match is found to a player who already exists in the database, possible matches will be displayed. If the player you want is listed, select the player and click **Add Player**. If not, just click **Add Player** to add the player to the database and to your roster.
- **Master Roster bulk assignments:** For minor hockey associations using GrayJay Pay for player registration, the recommended method for building your rosters is via the new **Master Roster** menu. See more in the [Master Roster](#) section below.

Roster Upload:

Fundy Kraken

ROSTER UPLOAD

The roster upload can help you import basic player and staff information for your team. Download the provided template, fill in player and staff details, upload the template, and confirm the import.

Upload Roster No file chosen

- Excel Template (.xlsx)
- CSV Template (.csv)

Import from last season and add new player:

Team Roster

Season: 2020-2021 Team: Bedford Blue Battalion Barons

Season Roster:

Jersey	Name	Date of Birth	Position	Type

Note that all players added to the current season roster will be assigned jersey number 0, but this must be changed to a unique number per player before games can be scored in the system. To update any player information, return to the Roster page and click **Edit** beside any player.

Players who have been added to your roster can be modified or removed in the Roster section of the admin portal. Some changes can be made directly on the roster page, which allows quick updates to multiple players.

Jersey	Name	Height	Weight	Position	Type	
1	Demo Player	5'6" <input type="button" value="📏"/>	145	Forward	<input type="checkbox"/> Captain <input checked="" type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input checked="" type="checkbox"/> Affiliate	<input type="button" value="Edit"/> <input type="button" value="X"/>

Clicking **Edit** will allow you to view/edit all details related to a player, as shown in the screenshots below. Note that there is a Player tab and a Parents tab, which allows you to capture contact info for parents as well.

Player Parents

Player Details

First Name*	Last Name*	Player Shot
Demo <input type="button" value="📏"/>	Player	<input checked="" type="radio"/> Left <input type="radio"/> Right
Phone Number	Email Address	Home Town
123-456-7899	demo@democa	Halifax
Date of Birth*	Player Height (Feet & Inches) ex.5'10"	Player Weight (Pounds)
2006-06-15	5'6"	145
Player Last Team		


Season-Specific Information

2019-2020 - Halifax Wolverines


Team	Rookie	Affiliate
Halifax Wolverines	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Player Position	Player Number	Team Leadership
Forward	1	Alternate Captain

Player Images
 A portrait and square image is required for each player. Images should ideally be at least 1200px x 1800px for the portrait image, and 1200px x 1200px for the square image.

Player Portrait Image



Player Round Image



Upload Image

Upload Image

Address

Address 1

Address 2

City Province/State Country

Postal/Zip Code

Parents tab:

Demo Player Save Close

Player Parents

Parent A Details

First Name Last Name

Parent A Demo

Phone Email Address

123-456-7899 demo@demo.ca

Parent B Details

First Name Last Name

Parent B Demo

Phone Email Address

123-456-7899 demo@demo.ca

Previous Finish

Master Roster

For minor hockey associations using GrayJay Pay for player registration, the recommended method for building your rosters is via the **Master Roster** menu. A list of all players who registered for a program via GrayJay Pay is presented, and by default the list is filtered to show only players who registered for HCR-integrated programs.

All registered players are listed on the left side of the screen, and all teams in the association on the right side of the screen. Players can be added to teams by dragging and dropping them on the appropriate team. Players can be removed from a team by dragging them from the team to the list of players on the left. The list of players and teams can be filtered to a specific age group and the player list can be filtered by typing a player name in the Search Player box at the top of the list of players.

If a player is highlighted in red, the player has been added to a team roster but is not linked to a participant who registered via GrayJay Pay. This may be the case if players were added to team rosters before the Master Roster bulk assignment feature was available. These players should be removed from the rosters and replaced by the player record shown in the list on the left side of the screen.

The List View is an alternate view of your master roster, and shows player names, dates of birth, age division, and the current assigned team. If a player is highlighted in red, the player has been added to a team roster but is not linked to a participant who registered via GrayJay Pay. This may be the case if players were added to team rosters before the Master Roster bulk assignment feature was available.

Building your rosters using the Master Roster bulk assignments feature will ensure that the player's HCR number and the contact information provided by the registrant during registration is included on the player record. A linkage will also be established between the player record and the family member record on the user's GrayJay Pay profile, allowing them to edit personal information and contact information and have the changes reflected on the player record and team roster.

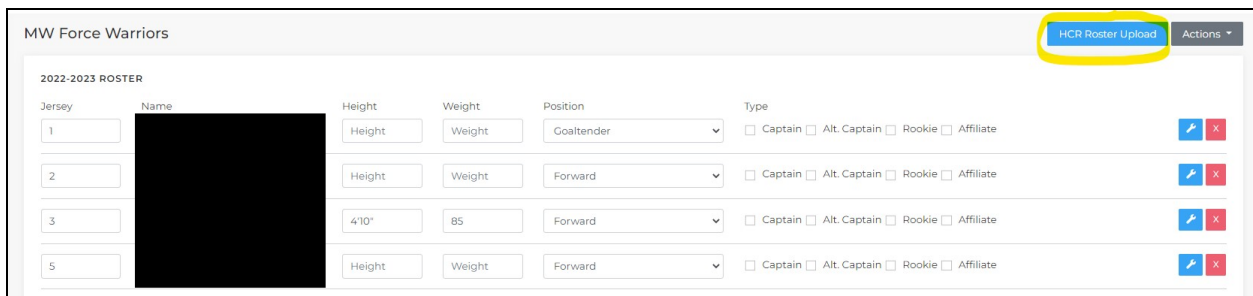
Only players added to team rosters via the Master Roster page will contain the information required for the HCR roster upload feature.

HCR Roster Upload

For minor hockey associations using GrayJay Pay for player registration, the team roster pages include an **HCR Roster Upload** button. This feature allows association administrators to eliminate the duplication of effort related to managing rosters in both HCR and GrayJay by allowing a publish of the GrayJay team roster to an HCR team roster. The HCR teams must be created in HCR, but the player roster can be published with the click of a button from the GrayJay admin portal.

Players can be uploaded one at a time, or all at once. Each player on the roster will show a status icon to specify whether or not the player record is ready to be uploaded to HCR. Players showing a red 'x' are not ready, typically because the HCR number is not populated or the player requires a transfer into the association. HCR numbers are populated when players

register via GrayJay Pay, so in theory all player records generated from a GrayJay Pay registration can be added to team rosters and uploaded to HCR.

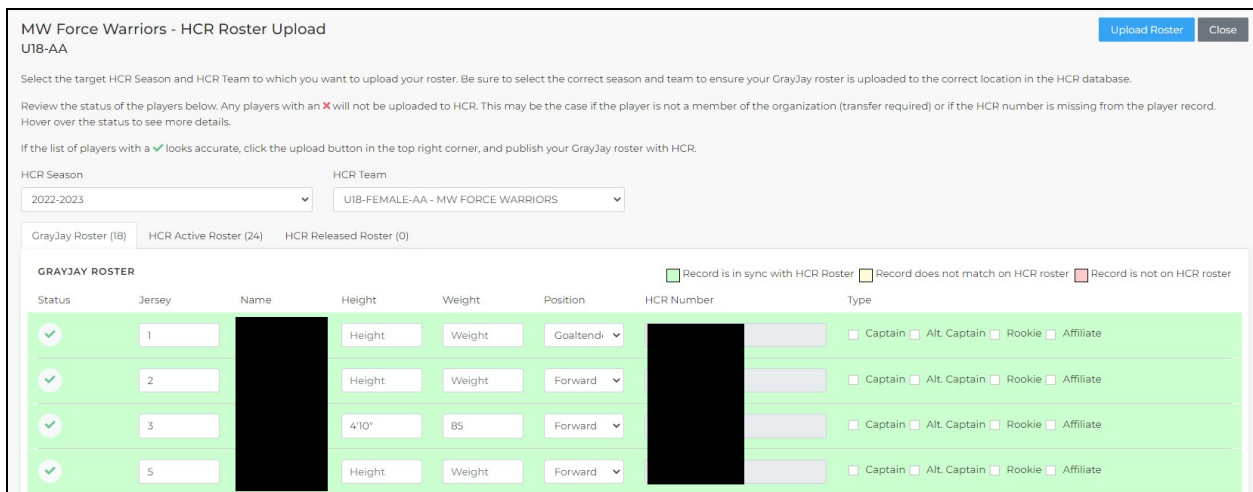


Jersey	Name	Height	Weight	Position	Type
1	[REDACTED]	Height	Weight	Goaltender	<input type="checkbox"/> Captain <input type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input type="checkbox"/> Affiliate
2	[REDACTED]	Height	Weight	Forward	<input type="checkbox"/> Captain <input type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input type="checkbox"/> Affiliate
3	[REDACTED]	4'10"	85	Forward	<input type="checkbox"/> Captain <input type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input type="checkbox"/> Affiliate
5	[REDACTED]	Height	Weight	Forward	<input type="checkbox"/> Captain <input type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input type="checkbox"/> Affiliate

After clicking the **HCR Roster Upload** button, select the target HCR Season and HCR Team to which you want to upload your roster (teams must be created in HCR). Be sure to select the correct season and team to ensure your GrayJay roster is uploaded to the correct location in the HCR database. There are three tabs: GrayJay Roster, HCR Active Roster, HCR Released Roster.

Players highlighted in green exist on both GrayJay and HCR rosters and the records are in sync. Players highlighted in yellow exist on both rosters but some data is not in sync. A common reason for this is that the GrayJay roster has jersey numbers and the HCR roster does not. Uploading the players will populate the jersey number field in HCR and synchronize the records.

Players highlighted in red only exist on one of the two rosters and should be resolved. There are cases where a player has two HCR numbers. In those cases, both rosters need to have the same version of that player added before the record will be in sync.



MW Force Warriors - HCR Roster Upload
 UI8-AA

Select the target HCR Season and HCR Team to which you want to upload your roster. Be sure to select the correct season and team to ensure your GrayJay roster is uploaded to the correct location in the HCR database.

Review the status of the players below. Any players with an **X** will not be uploaded to HCR. This may be the case if the player is not a member of the organization (transfer required) or if the HCR number is missing from the player record. Hover over the status to see more details.

If the list of players with a **✓** looks accurate, click the upload button in the top right corner, and publish your GrayJay roster with HCR.

HCR Season: 2022-2023 | HCR Team: UI8-FEMALE-AA - MW FORCE WARRIORS

GrayJay Roster (8) | HCR Active Roster (24) | HCR Released Roster (0)

Status	Jersey	Name	Height	Weight	Position	HCR Number	Type
✓	1	[REDACTED]	Height	Weight	Goaltender	[REDACTED]	<input type="checkbox"/> Captain <input type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input type="checkbox"/> Affiliate
✓	2	[REDACTED]	Height	Weight	Forward	[REDACTED]	<input type="checkbox"/> Captain <input type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input type="checkbox"/> Affiliate
✓	3	[REDACTED]	4'10"	85	Forward	[REDACTED]	<input type="checkbox"/> Captain <input type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input type="checkbox"/> Affiliate
✓	5	[REDACTED]	Height	Weight	Forward	[REDACTED]	<input type="checkbox"/> Captain <input type="checkbox"/> Alt. Captain <input type="checkbox"/> Rookie <input type="checkbox"/> Affiliate

The roster upload feature currently only supports player records. Staff must be added directly in HCR at this time, but will be added to this feature in the near future.

Player Images













Administrators can upload player profile pictures or select from a variety of avatar options for each player. To access these options, navigate to the Edit Player page via the team roster, and scroll down to the Player Images section for the current season. You can choose to upload an actual player profile picture by selecting **Use Custom Image** or select **Use Avatar** to choose an avatar.

If you select **Use Avatar**, you will be presented with options as shown below. Select an option and click the Save button in the top right portion of the screen. Note that by setting the gender field on the player record, the avatar will change to match the gender, but the skin tone will remain the same as the current selection.

Player Images

A portrait and square image is required for each player. Images should ideally be at le

Use Avatar Use Custom Image

If you select **Use Custom Image**, you will see a screen as per below where you can upload a picture for the portrait view and a picture for the round (headshot) view..

Season-Specific Information

2019-2020 - Halifax Wolverines

Team: Halifax Wolverines

Rookie: Yes No


Player Position: Forward

Player Number: 1

Player Images


A portrait and square image is required for each player. Images should ideally be at least 1200px x 1800px for the portrait image, and 1200px x 1200px for the square image.

Player Portrait Image



Upload Image

Player Round Image



Upload Image

After uploading the pictures, you can modify the section of the picture to be used, and then you will see a preview of each picture as it will be used on the website. After uploading the pictures, click the Save button in the top right portion of the screen.

Player Images

A portrait and square image is required for each player. Images should ideally be at least 1200px x 1800px for the portrait image, and 1200px x 1200px for the square image.

Player Portrait Image



Upload Image

Player Round Image



Upload Image

Games

Electronic game scoring can be managed during games as goals and penalties happen, in which case we can display real-time box scores and statistics on the league's public website, or game details can be recorded after the completion of the games.

The system can fully replace paper gamesheets, or it can be used in conjunction with paper gamesheets. If the intent is to fully replace paper gamesheets, there are specific steps that need to be completed before, during, and after games to ensure that all information is properly captured.

Game Details

League administrators can add games between teams in the league. Click the Games icon from the dashboard and click **Add Games** to add a game to the schedule, or click **Import Games** to download a template to build your schedule in Excel and upload in bulk.

GAMES MANAGEMENT

Season 2020-2021	Sub-Season Regular Season	Game Number 193
Away Team Truro Bearcats	Home Team Bedford Blue Battalion Barons	Game Permit <input type="text"/>
Game Venue <input checked="" type="radio"/> Set Venue <input type="radio"/> To Be Announced	Game Venue BMO Centre (Pad B) <input type="button" value="Clear"/>	Game Timezone America/Halifax
Game Date <input checked="" type="radio"/> Set Date <input type="radio"/> To Be Announced	Game Date 2020-12-20	
Game Time <input checked="" type="radio"/> Set Time <input type="radio"/> To Be Announced	Game Start Time 12 : 15 PM	Game End Time 2 : 15 PM
Period 1 Length (Mins.) 15	Period 2 Length (Mins.) 15	Period 3 Length (Mins.) 20
		Overtime Length (Mins.) 5

Specify the “sub-season” schedule for the game, and provide the following information:

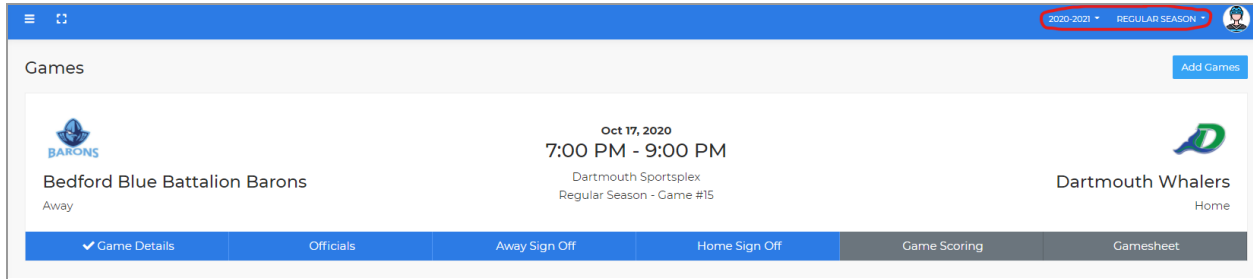
- Game number
- Home and away teams
- Set the venue (if not already set)
- Confirm the timezone (set automatically to match venue but can be changed)
- Date
- Start time
- End time
- Period lengths (set based on league setup but can be changed per game)

Note that the game date, game time, and game venue can be set to TBA, if required. If the game date is set to TBA, you must still provide a game date estimate so the game can be placed somewhere in the schedule until the actual game date is determined.

GAMES MANAGEMENT

Season 2020-2021	Sub-Season Regular Season	Game Number 49
Away Team Pro Hockey Life Harbour Storm	Home Team Kings Mutual Valley Wildcats	Game Permit <input type="text"/>
Game Venue <input type="radio"/> Set Venue <input checked="" type="radio"/> To Be Announced	Game Timezone America/Halifax	
Game Date <input type="radio"/> Set Date <input checked="" type="radio"/> To Be Announced	Game Date Estimate ⓘ 2020-12-20	
Game Time <input type="radio"/> Set Time <input checked="" type="radio"/> To Be Announced		
Period 1 Length (Mins.) 15	Period 2 Length (Mins.) 15	Period 3 Length (Mins.) 20
		Overtime Length (Mins.) 5

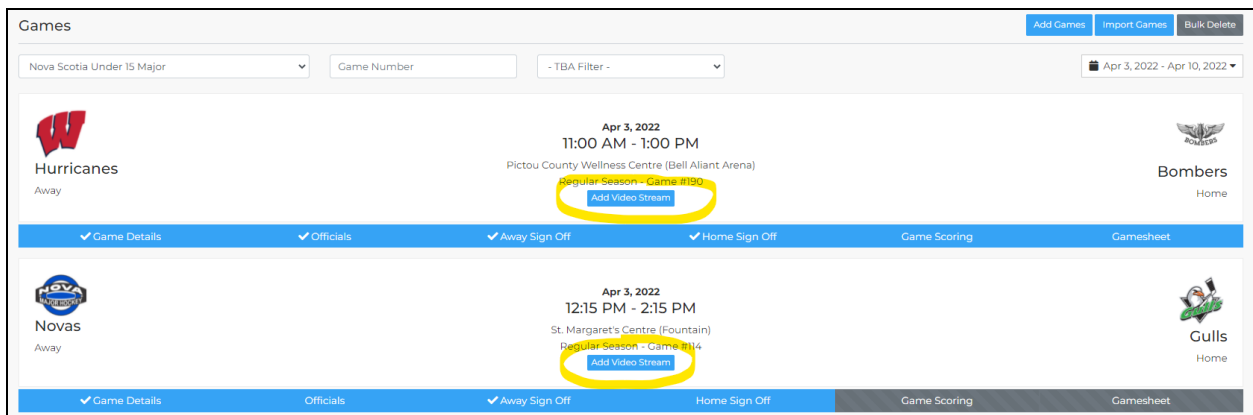
After games have been added, the Games page will show all games that have been scheduled for the selected sub-season.





The buttons listed below each game indicate if the required information has been provided in each section. Before a game can be started, the game details need to be provided, along with the assignment of officials, and both teams need to specify their roster for the game and provide sign-off.

Video Streaming Links

If a specific game is being broadcast online via video streaming, the link(s) can be added to the game via the Games menu. There is a button, **Add Video Stream**, that will allow team/league/association administrators to add the hyperlink to the video stream. See screenshot below.



Each game supports a home and away link, and when at least one link has been entered, a “Watch” icon will appear on the game summary page, as shown below.




Away
Western Hurricanes

Home
WearWell Bombers

1 - 3

Game #190
2021-2022
Regular Season
Nova Scotia Under 15 Major


Pictou County Wellness Centre (Bell Aliant Arena)
Apr 3, 2022 @ 11:00 AM - 1:00 PM |  Watch

Officials


The GrayJay system includes functionality for officials (referees and timekeepers) to set their availability, and for league admins and/or referees-in-chief to set qualifications per official. This allows the system to present available and qualified officials for each game in the system to the scheduler so he or she can assign officials to scheduled games.

The functionality described above is an optional feature, which can be disabled to allow the names of the officials to be typed in for each game. To add the names of the officials assigned to a specific game, click **Officials** for that game and type in the names.

The system will enforce the minimum number of officials per game as set during league setup. Mandatory fields are indicated with an asterisk.


Cougars
 Away

Oct 17, 2020
 4:00 PM - 6:00 PM
 Queens Place Emera Centre
 Regular Season - Game #1


Lumberjacks
 Home

Game Details
Officials
Away Sign Off
Home Sign Off
Game Scoring
Gamesheet

OFFICIALS MANAGEMENT

Season <input type="text" value="2020-2021"/>	Sub-Season <input type="text" value="Pre-Season"/>	Game Number <input type="text" value="1"/>
Away Team <input type="text" value="Dartmouth Whalers"/>	Home Team <input type="text" value="Pro Hockey Life Harbour Storm"/>	Game Date <input type="text" value="2020-09-26"/>
Game Venue <input type="text" value="Cole Harbour Place (Scotia 1)"/>		

Referee #1* <input type="text" value="Ref 1 Name"/>	Referee #2 <input type="text"/>
Linesman #1* <input type="text" value="Lines 1 Name"/>	Linesman #2* <input type="text" value="Lines 2 Name"/>
Timekeeper / Scorekeeper #1* <input type="text" value="Timekeeper Name"/>	Timekeeper / Scorekeeper #2 <input type="text"/>

Pre-Game Team Sign Off

Before any game can be scored in the system, the roster must be specified by each team. Each team must select the Home/Away Sign Off button, at which time the full team roster will be displayed, with all players and staff selected by default to participate in the game. The system will enforce the maximum number of players per game as specified during league setup, so some players may need to be removed by tapping them. De-selected players will turn red and the total players for that game will be displayed in the top right part of the screen. You can also add or change jersey #'s for that particular game at this time, and the system will enforce unique jersey #'s per player and limit the entries to values between 1 and 99.

The same applies for coaches. Any coaches not on the bench for that game should be de-selected during the pre-game sign-off.

Finally, select the starting goaltender and click **Save Roster**. A team admin must then sign (using finger/stylus on a smartphone or tablet or a mouse on a computer) to confirm the roster.

SET YOUR ROSTER 21 / 20 PLAYERS

Forwards

✓ Duncan Giles (F) 0	✓ Dylan Ross (F) 0	✓ Ethan Cluett (F) 0
✓ Hudson Forward (F) 0	✓ Hunter Bruce (F) 0	✓ Jack Dulong (F) 0
✓ Jaxon Richardson (F) 0	✓ Michael McVicar (F) 0	✓ Reese Carey (F) 0
✓ Shamus Locke (F) 0	✓ Vincent Radford (F) 0	✓ Xavier Rivard (F) 0

Defense

✓ Brady Wambolt (D) 0	✓ Elliot Kavanaugh (D) 0	✓ Evan Rose (D) 0
✓ Ian Boychuk (D) 0	✓ Isaac Brooks (D) 0	✓ Reid Amero (D) 0
✓ Robert McCullough-Messom (D) 0		

Goaltenders

✓ Carter Richardson (G) 0	✓ Drew Hutchison (G) 0
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Starting Goaltender

✓ Carter Richardson (G) 0	Drew Hutchison (G) 0
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SET YOUR ROSTER 20 / 20 PLAYERS

Forwards

✓ Duncan Giles (F) 0	✓ Dylan Ross (F) 0	✓ Ethan Cluett (F) 0
✓ Hudson Forward (F) 0	✓ Hunter Bruce (F) 0	✓ Jack Dulong (F) 0
✓ Jaxon Richardson (F) 0	✓ Michael McVicar (F) 0	✓ Reese Carey (F) 0
✓ Shamus Locke (F) 0	✓ Vincent Radford (F) 0	✓ Xavier Rivard (F) 0

Defense

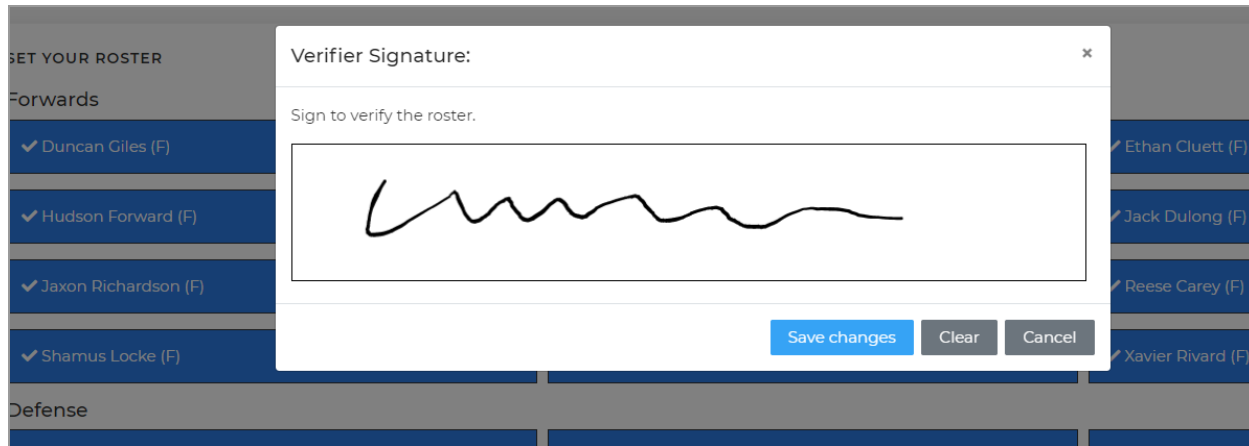
✓ Brady Wambolt (D) 0	✓ Elliot Kavanaugh (D) 0	✓ Evan Rose (D) 0
✓ Ian Boychuk (D) 0	✓ Isaac Brooks (D) 0	✓ Reid Amero (D) 0
✗ Robert McCullough-Messom (D) 0		

Goaltenders

✓ Carter Richardson (G) 0	✓ Drew Hutchison (G) 0
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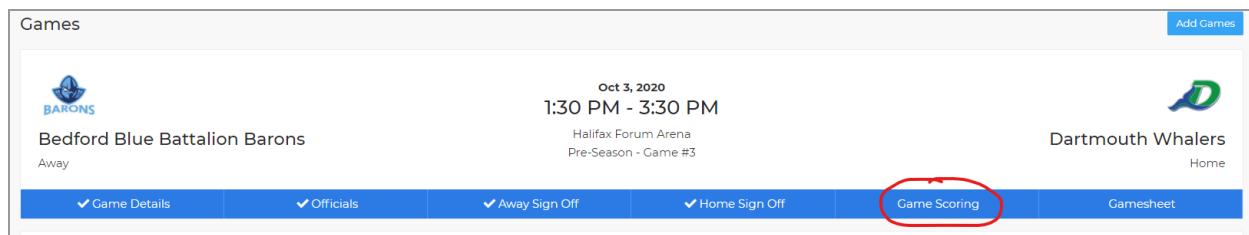
Starting Goaltender

✓ Carter Richardson (G) 0	Drew Hutchison (G) 0
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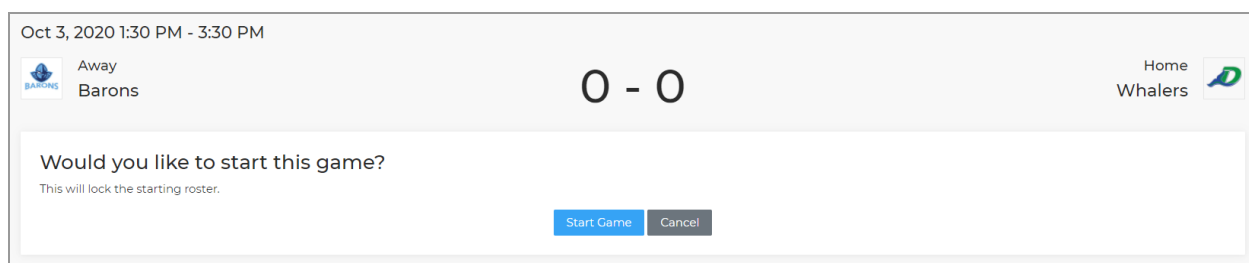


Game Scoring

When all required pre-game tasks have been completed (game details, official assignments, and roster sign-offs), the check marks appear beside each task and the Game Scoring button becomes available.




Click **Game Scoring** to start the game and then click **Start Game** to lock the rosters and allow the game to be scored in the system.



Adding Goals

To add a goal, click **Add Goal**, select the appropriate team, and then specify the period, time (as shown on the clock), goal scorer, assists (if applicable), and the goal type (even strength,


power play, etc.), and then click **Finish** to save the goal. The details of the goal are published immediately to the public website game summary.



Away
Cougars

0 - 0
Game #1

Home
Lumberjacks




+ Add Goal

+ Add Penalty

Substitute Goaltender

Actions ▾

 Add Goal
✕

Period:

Period 1

Period 2

Period 3

Overtime

Shootout

Goal Time:

Goal Minute:

0

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

Goal Scorer:

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15


16

17

18

19

1st Assist:

 Not Applicable

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15


16

17

18

19

2nd Assist:

 Not Applicable

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

Type:

Even Strength

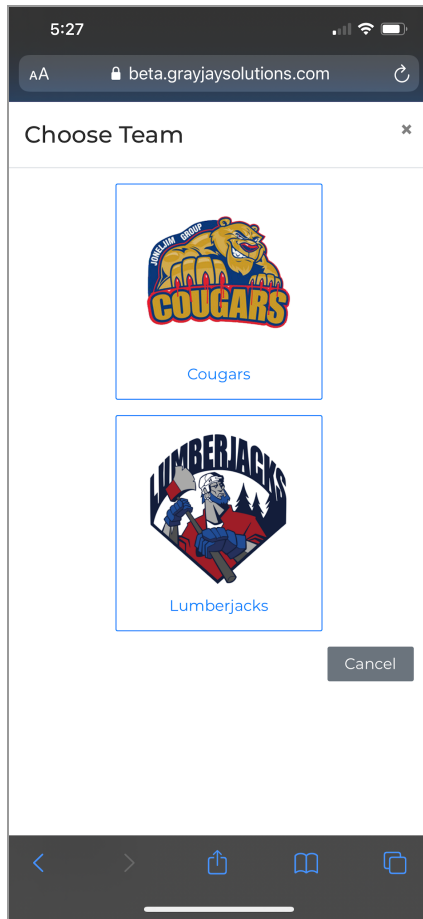
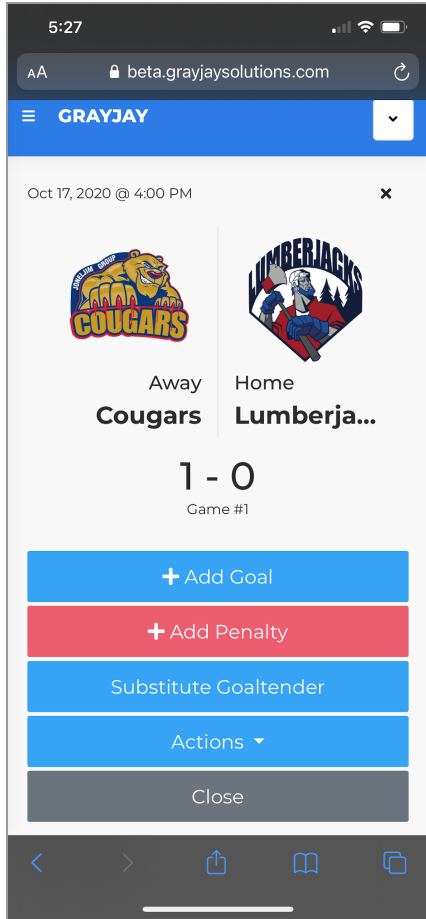
Short Handed

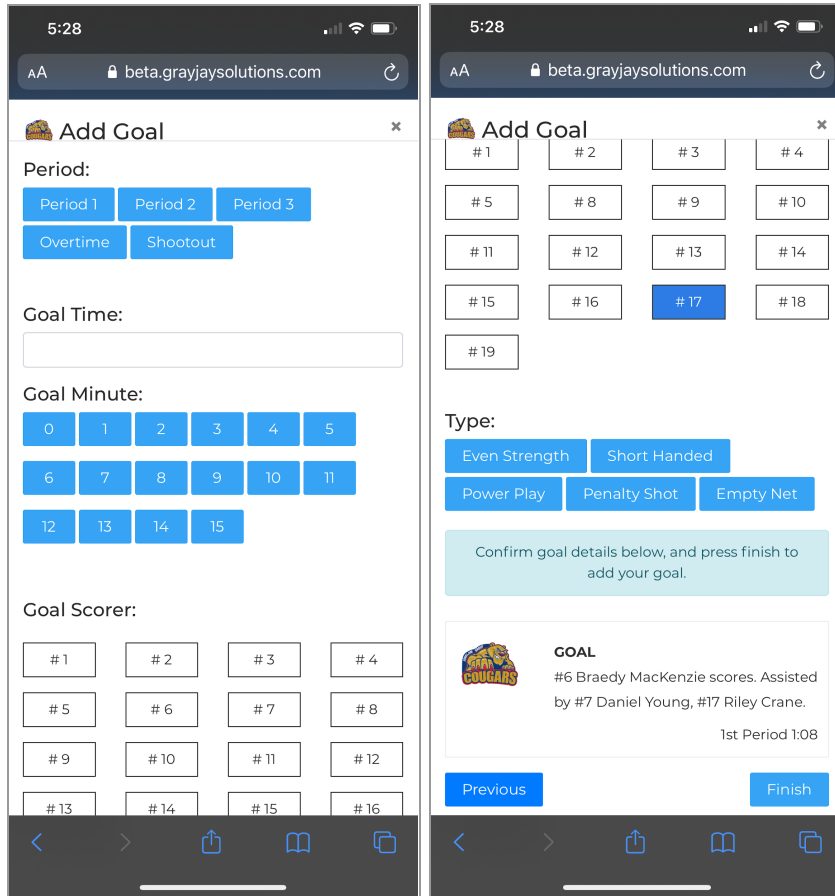
Power Play

Penalty Shot

Empty Net

Mobile view:





Adding Penalties

To add a penalty, click **Add Penalty**, select the appropriate team, and then specify the period, time (as shown on the clock), infraction (sorted by most common infractions), confirm the length of the penalty, and specify the player serving the penalty (if applicable), and then click **Finish** to save the penalty. The details of the penalty are published immediately to the public website game summary.

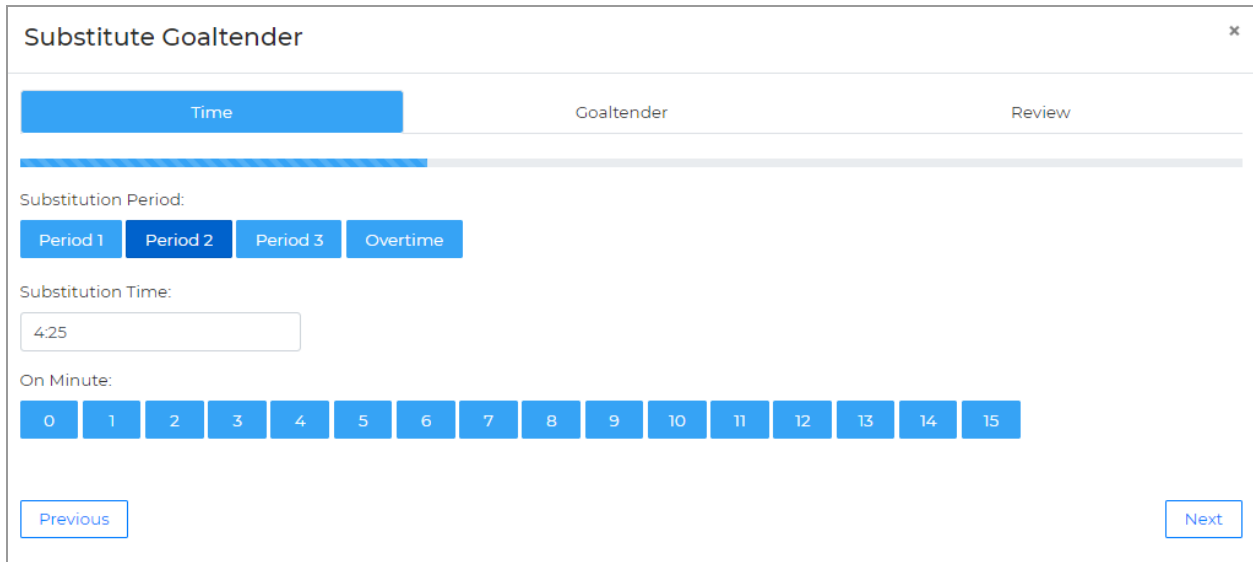
Goaltender Substitutions

If the starting goaltender is replaced, either by the backup goaltender or an empty net, it must be recorded in the system. When recording a goaltender substitution, it is important to record the time of the substitution and the number of shots faced by the goaltender leaving the game. This allows us to properly calculate the minutes played, goals against, and shots faced by each goaltender. To record a goaltender substitution, click **Substitute Goaltender**.



Game interface header showing the score 2 - 0 (Game #1) between Away Cougars and Home Lumberjacks. The 'Substitute Goaltender' button is highlighted with a red circle.

Specify the period and time on the clock:



Substitute Goaltender dialog box with tabs: Time, Goaltender, Review. Substitution Period: Period 1, Period 2, Period 3, Overtime. Substitution Time: 4:25. On Minute: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15. Previous and Next buttons are present.

The goaltender leaving the game is highlighted by default. Specify the number of shots per period faced by the goaltender who is leaving the game, and then specify the who is entering the game (the backup goaltender or an empty net), and then click Next and Finish to confirm.

Substitute Goaltender ✕

Time	Goaltender	Review
------	------------	--------

Goaltender Leaving the Game:

Andrew Burke (G)
2

Period 1 Shots:
 Period 2 Shots:
 Period 3 Shots:
 Overtime Shots:

Goaltender Entering the Game:

Owen Bresson (G)
15

Empty Net
EN

Previous
Next

Actions Button

During game scoring, there is an **Actions** button which allows the timekeeper to do the following:

Away
Cougars

2 - 0
Game #1

Home
Lumberjacks

+ Add Goal

+ Add Penalty

Substitute Goaltender

Actions ▼

- Shots Per Period
- Game Notes
- Finalize Game
- View Gamesheet

Scoring

GOAL

#6 Brady MacKenzie scores, Assisted by #7 Daniel Young, #17

1st Period
1:08

View on Website

Click **View on Website** to be taken to the game summary page for that game on the public website.

Shootout

If a game is going to a shootout, click Shootout in the Actions menu to record detailed results for a shootout.

Record Shootout
✕

Shooter #1 -

Cougars Shooter #1	Against	Result
<input type="text" value="#10 - Jack Brown"/>	<input type="text" value="#11 - Joey Hawco"/>	<input type="text" value="Scored"/>
Lumberjacks Shooter #1	Against	Result
<input type="text" value="#3 - Cameron Barnes"/>	<input type="text" value="#15 - Owen Bresson"/>	<input type="text" value="Missed"/>

Shooter #2 +

Shooter #3 +

Cougars 1 - 0 Lumberjacks

Add Shooter Row
End Shootout
Close

Select the shooter and goaltender for each shot, as well as the result (Scored or Missed). The score of the shootout is tracked in the lower left portion of the window. If additional shooters are required, click **Add Shooter Row**. When the shootout is complete, click **End Shootout** and the system will add a goal to the team who won the shootout. The game can then be finalized.

Recording Shots on Net

At the end of each period, the shots on net per team can be recorded. To properly calculate goaltender stats, this information is required. This data, combined with any goaltender substitutions, will allow us to calculate goals against average (GAA) for goaltenders.

When entering the shots on net, record the shots taken by each team. The system will assign those shots against the goaltender on the opposing team for the purposes of calculating statistics.

Record the shots taken by each team per period ×

Shots on Net by The Rangers

Period 1 Shots	Period 2 Shots	Period 3 Shots	Overtime Shots
<input type="text" value="7"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Shots on Net by Joneljim Cougars

Period 1 Shots	Period 2 Shots	Period 3 Shots	Overtime Shots
<input type="text" value="11"/>	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Save Shots](#)

Game Notes

Not yet implemented.

Finalize Game

At the completion of the game, the timekeeper will finalize the game. At this time, the winning and losing goaltenders are selected and the officials are required to sign off on the game in the system. Once the game is finalized, the result will show as “Final” on the public website.

Regarding the win/loss decision for goaltenders: the goalie who was playing at the time of the winning or losing goal gets credited with the win or the loss.

End Game ✕

Confirm Goalie Decision:

Cougars - Win Lumberjacks - Loss

#2 - Andrew Burke #11 - Joey Hawco

Complete the Official Signoff:

Referee - Referee1	Referee - Referee2
<input type="button" value="Sign Off"/>	<input type="button" value="Sign Off"/>
Linesman - Linesman1	Linesman - Linesman2
<input type="button" value="Sign Off"/>	<input type="button" value="Sign Off"/>
Timekeeper - Timekeeper1	Timekeeper - Timekeeper2
<input type="button" value="Sign Off"/>	<input type="button" value="Sign Off"/>

View Gamesheet

At any time during the game, a PDF version of the gamesheet can be viewed.


Gamesheet


After the completion of the game, a PDF version of the gamesheet can be viewed. This view is similar to a traditional paper gamesheet and will include all scoring details, rosters, coach and official signatures, etc..

10/9/2020

VISITING TEAM

1	1	Brandon Leivoie
2	4	Ben Lindsay
3	6	Cohen Hickey
4	7	Carter Morrison
5	8	Connor Foston
6	9	Ryland Skerry
7	10	Jacob Sanford
8	11	Brady Burke
9	12	Maddex Marmulak
10	14	Aiden Clowater
11	16	Ian Ramsay
12	18	Nik Mokriakov
13	19	Tucker Hayse
14	20	Ethan Hines
15	23	James Clarke
16	27	Dawson LaPlante
17	31	William Roach
18		
19		
20		

Head Coach: Andrew Wigginton
 Assistant Coach: Andrew Rieder
 Assistant Coach: Cody Marche
 Assistant Coach: Garrett Holmes
 Verified: 



2020-2021 - Pre-Season
Game #: 20

NOVA SCOTIA UNDER 15 MAJOR

Date: Oct 6, 2020 Venue: Cole Harbour Place (Scotia 1)

The Rangers


SCORING						
P	TIME	SC	A1	A2	TYPE	
1	1	13:50	10	8		
2	3	1:54	8	10	14	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Pro Hockey Life Harbour Storm

SCORING						
P	TIME	SC	A1	A2	TYPE	
1	2	14:01	11	2		
2	2	9:52	9	6	3 PP	
3	2	7:25	3	7	5 PP	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

HOME TEAM

1	1	Janion Faulkner
2	2	Jack MacDonald
3	3	Carter Shay
4	4	Kenzie Smith
5	5	Landon Peers
6	6	Jacob Troini-Willis
7	7	Brennan O'Donnell
8	8	Zachary Morash
9	9	Cruz Thompson
10	10	Evan Morash
11	11	Isaiah Boutin
12	12	Jaxson Prior
13	13	Josh Penney
14	14	Jesse Gillis
15	15	Xander Collens
16	17	Jaylen Beals
17	30	Fintan Boudreau
18		
19		
20		

Head Coach: Tyler Noseworthy
 Assistant Coach: Bradley Ryckman
 Coach:
 Coach:
 Verified: 

OFFICIAL GAME REPORT

Referee Name:	Referee Signature:
Referee Name:	Referee Signature:
Linesman Name:	Linesman Signature:
Linesman Name:	Linesman Signature:
Timekeeper/Scorer Name:	Timekeeper/Scorer Signature:
Timekeeper/Scorer Name:	Timekeeper/Scorer Signature:

Goaltender's Record
Actual shots on goal

#	P1	P2	P3	OT	TOTAL
1	6	0	0	0	6
31	0	5	3	0	8

#	P1	P2	P3	OT	TOTAL
1	11	0	0	0	11
30	-11	0	12	0	1

If applicable, record time of goaltender substitution:
 Period: Min: Period: Min:

P #	SERV	OFFENCE	MIN	OFF	START	ON
2	9	CROSS	2	11:03	11:03	9:03
2	11	TRIP	2	7:59	7:59	5:59
2	6	TRIP	2	3:10	3:10	1:10
3	10	INT	2	9:37	9:37	7:37
3	19	ROUGH	2	4:22	4:22	2:22

P #	SERV	OFFENCE	MIN	OFF	START	ON	
1	5	5	HC	2	12:04	12:04	10:04
1	17	17	HC	2	2:49	2:49	0:49
3	15	15	INT	2	10:28	10:28	8:28
3	3	3	CROSS	2	6:10	6:10	4:10

Forfeited Games

If a forfeit needs to be recorded, click **Games** -> **Game Details** and then click the **Forfeit** button in the top right corner of the screen. Set a forfeit score and confirm.

Edit Games Save Close Delete **Forfeit**

GAMES MANAGEMENT

Season: 2020-21 Sub-Season: Playoffs

Game Number: 9 Game Permit: Game Series: - No Series -

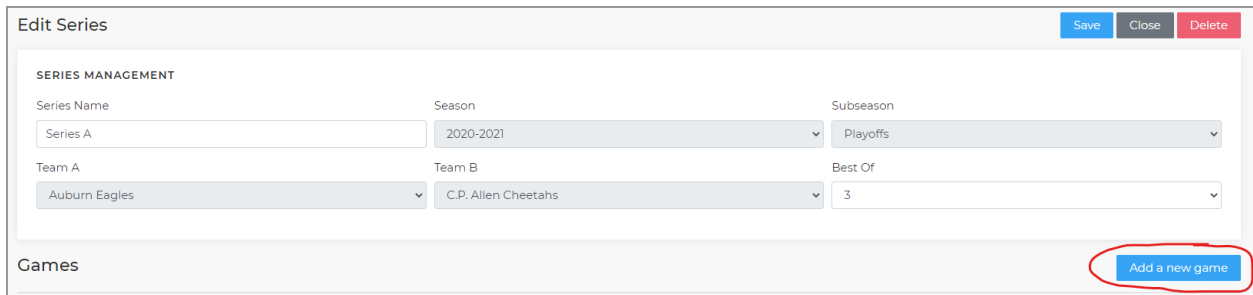
Away Team: Glace Bay Panthers Home Team: Sydney Academy Wildcats

Game Venue: Set Venue To Be Announced Game Venue: Membertou Sports & Wellness Centre (RMO Arena) Game Timezone: America/Halifax

Playoff Series

To group games into series, first create a series by clicking **Playoff Series** on the dashboard or **Playoff Series** from the left sidebar, and then click **Add Series** and provide a unique name for the series. Specify the season (ie 2020-2021), sub-season (ie Playoffs), the two teams, and the "best of" for the series. Options are best of 1 (single game series), best of 3 (first to 2 wins), best of 5 (first to 3 wins), or best of 7 (first to 4 wins).

To add games to the series, you can click **Add a new game** from within the series editor as shown below. The teams and default venue will be set automatically.



Edit Series Save Close Delete

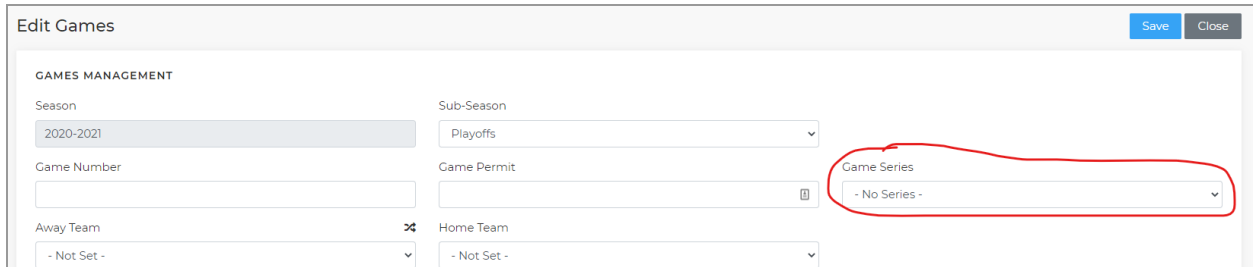
SERIES MANAGEMENT

Series Name: Series A
Season: 2020-2021
Subseason: Playoffs

Team A: Auburn Eagles
Team B: C.P. Allen Cheetahs
Best Of: 3

Games Add a new game

Games can also be added to the series under the **Games** menu by clicking **Add Games** and then selecting the name of the series as shown below. After selecting a series for the game being added, the teams and default venue will be set automatically.



Edit Games Save Close

GAMES MANAGEMENT

Season: 2020-2021
Sub-Season: Playoffs

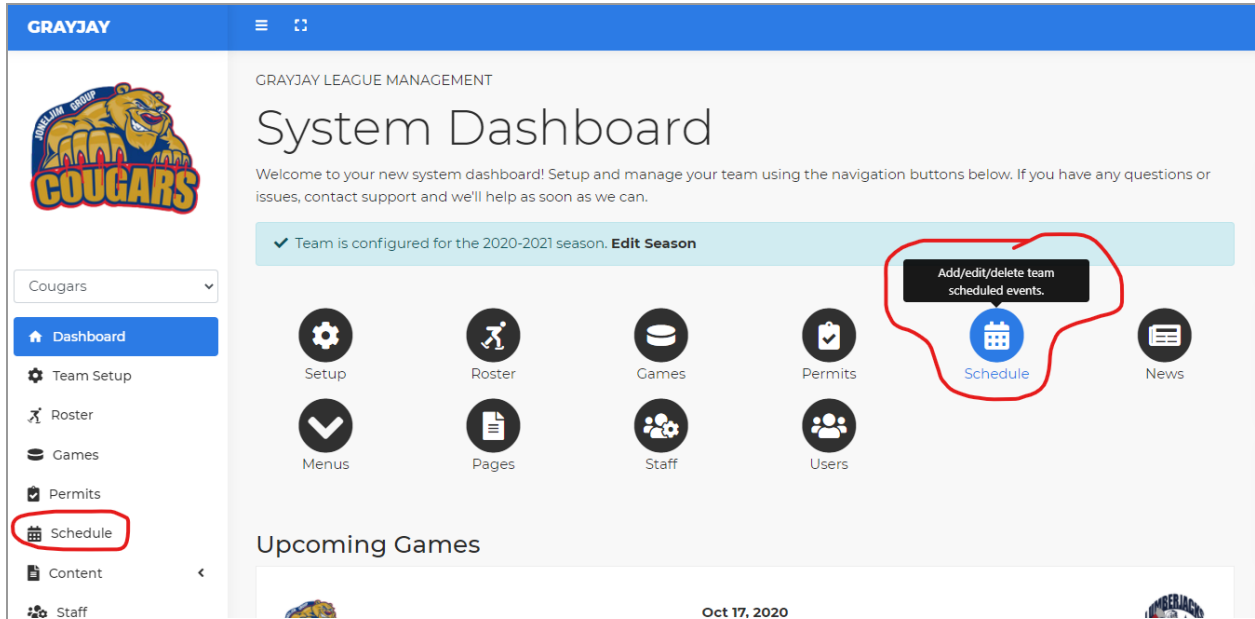
Game Number:
Game Permit:

Away Team: - Not Set -
Home Team: - Not Set -

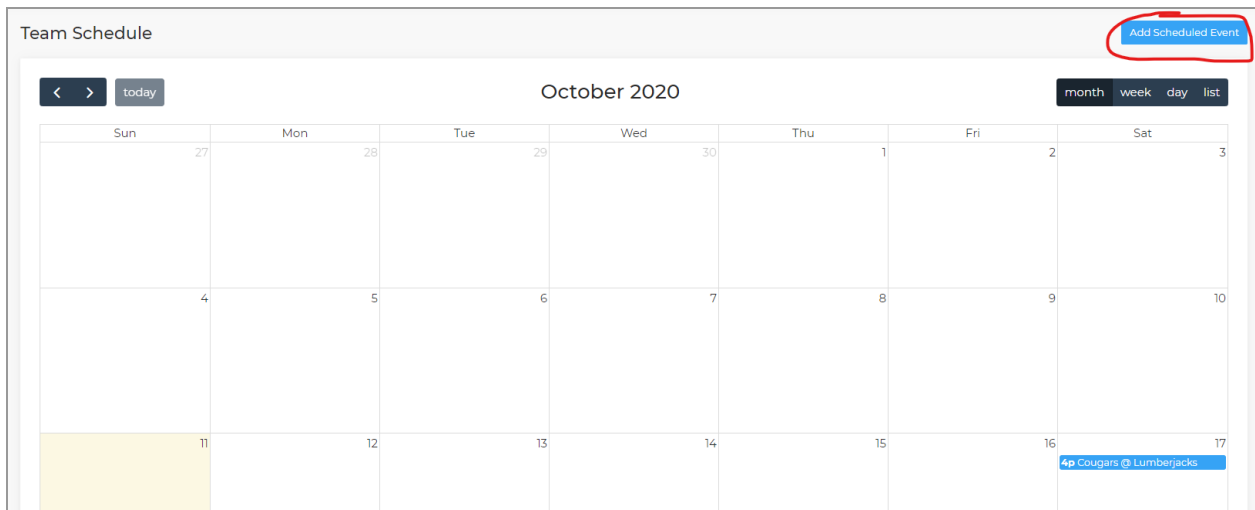
Game Series: - No Series -

Schedule

To add team events, such as practices, off-ice training, team meetings, tournament games, or other events to the league games already showing your team calendar, click **Schedule** on the dashboard or the left side menu.



Click **Add Scheduled Event** in the top right corner of the page.



In the example shown below, as an example, we are adding a recurring practice for the Cougars, every Tuesday night from 7pm to 8:30pm, starting October 13 until the end of March 2021.

SCHEDULE MANAGEMENT

Team: Jonejijm Cougars | Event Title: Practice

Location Type: Venue Custom | Venue: Queens Place Emera Centre Clear | Event Type: Practice

Event Date: 2020-10-13 | Start Time: 7:00 PM | End Time: 8:30 PM

Repeats: Does Not Repeat Weekly

Repeat Every: 1 Weeks | Repeat On: S M T W T F S | End Date: 2021-03-31

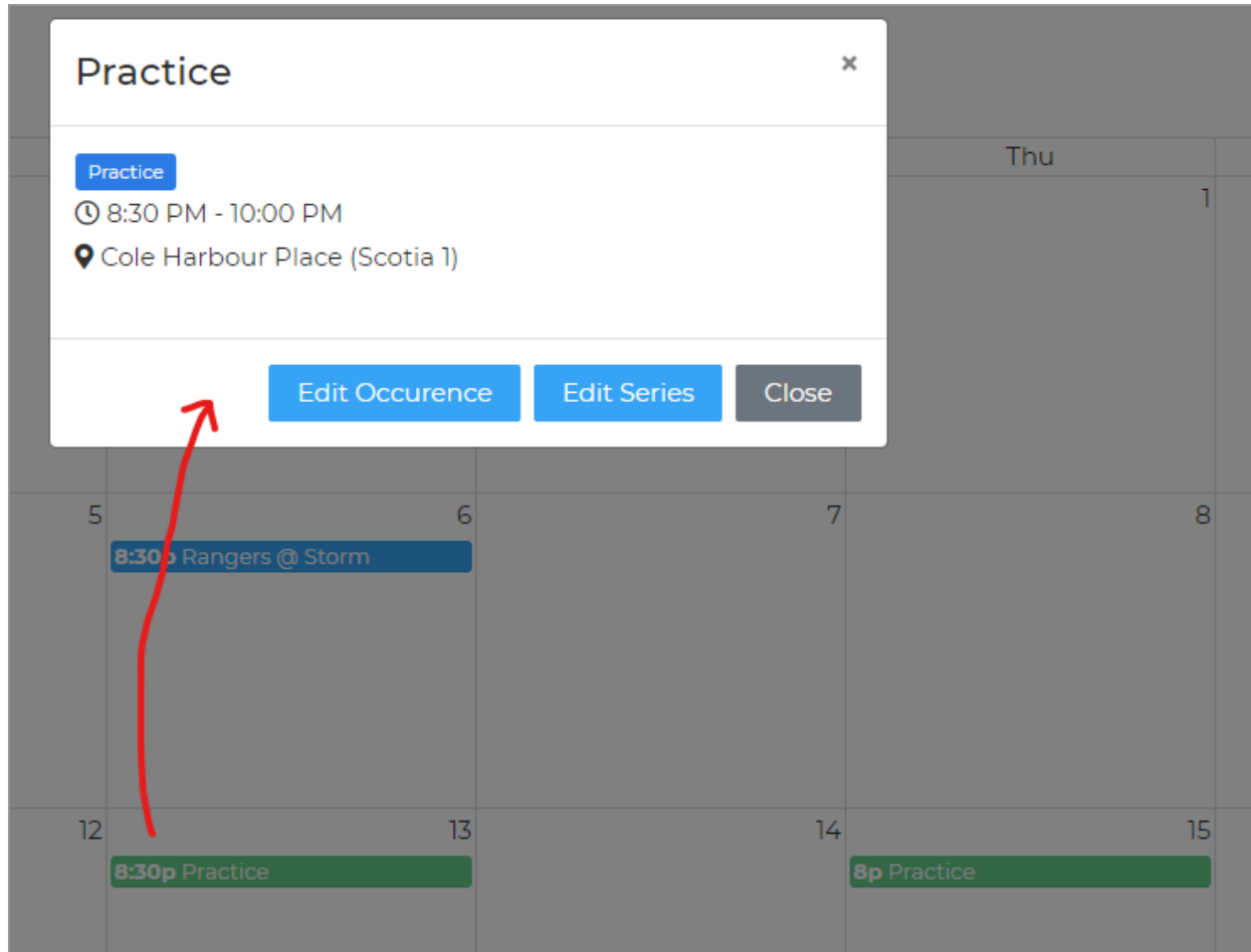
Description:

After adding team events, the Schedule section in the admin portal will show games in blue and practices in green, and other team events in other colors.. The same applies on the front end public website.

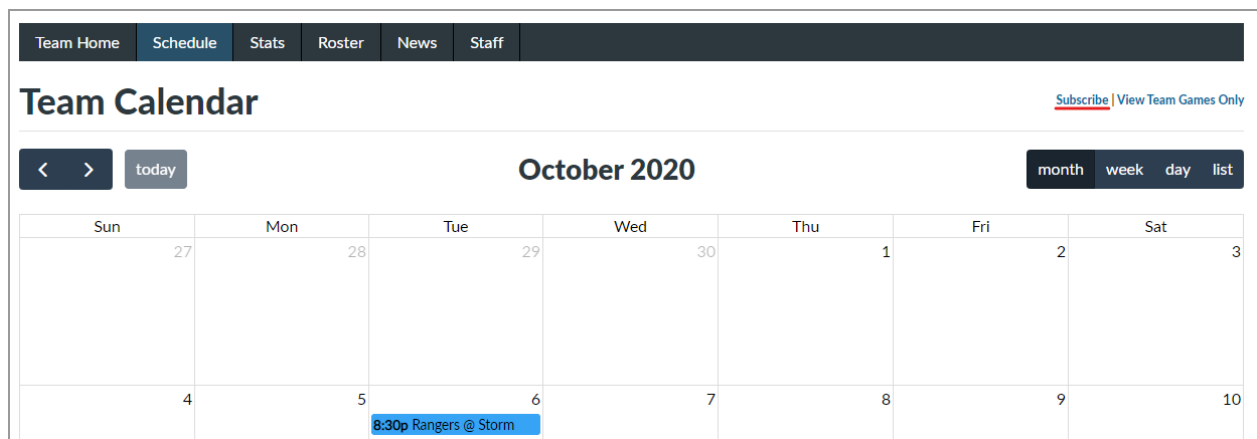
Navigation: < > today | **October 2020** | month week day list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6:30p Rangers @ Storm	7	8	9	10
11	12	8:30p Practice	14	8p Practice	16	7:15p Gulls @ Storm
18	19	8:30p Practice	21	8p Practice	23	7:15p Lumberjacks @ Storm
11:15a Whalers @ Storm						

To edit a team event, click on the event in the calendar view and a pop-up will appear that will allow you to edit the event, or the series of events if it was created as a recurring event.



The team schedule is published via webcal, which is essentially an Internet calendar. Anyone can subscribe to a published Internet calendar on their smartphone, tablet, or using a calendar program on a Mac or PC. To subscribe to a team calendar, click **Subscribe** at the top right of the calendar on the front end public website.

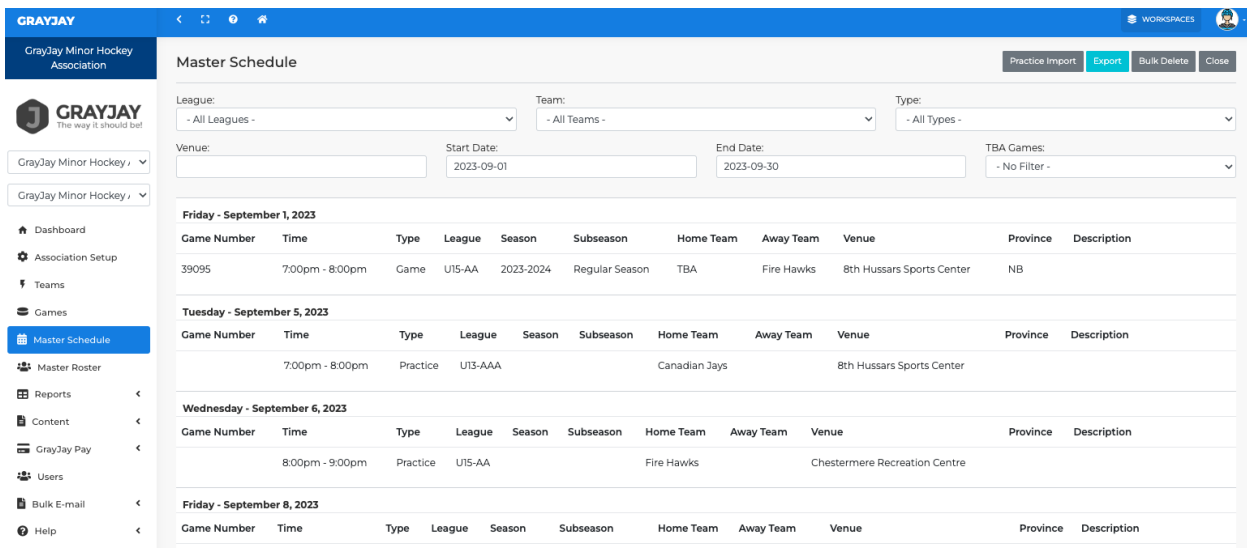


After clicking Subscribe, you can specify exactly which type(s) of event(s) you want to subscribe to, and then click **Open** or **Copy**. The Open button will allow immediate subscription on a smartphone, while the Copy button will copy the Internet calendar address to your clipboard so you can paste it in your calendar program of choice.

Master Schedule

Depending on your permissions, you may see a Master Schedule option on the admin portal. This page shows all games, practices, and team events for all teams in your organization. There are several filter options on the page that allows you to narrow the view as required.

There are also bulk delete, export, and practice import buttons in the top right part of the page. The practice import option allows you to download a template, populate it with a group of practices across multiple teams in your organization, and upload them in bulk.

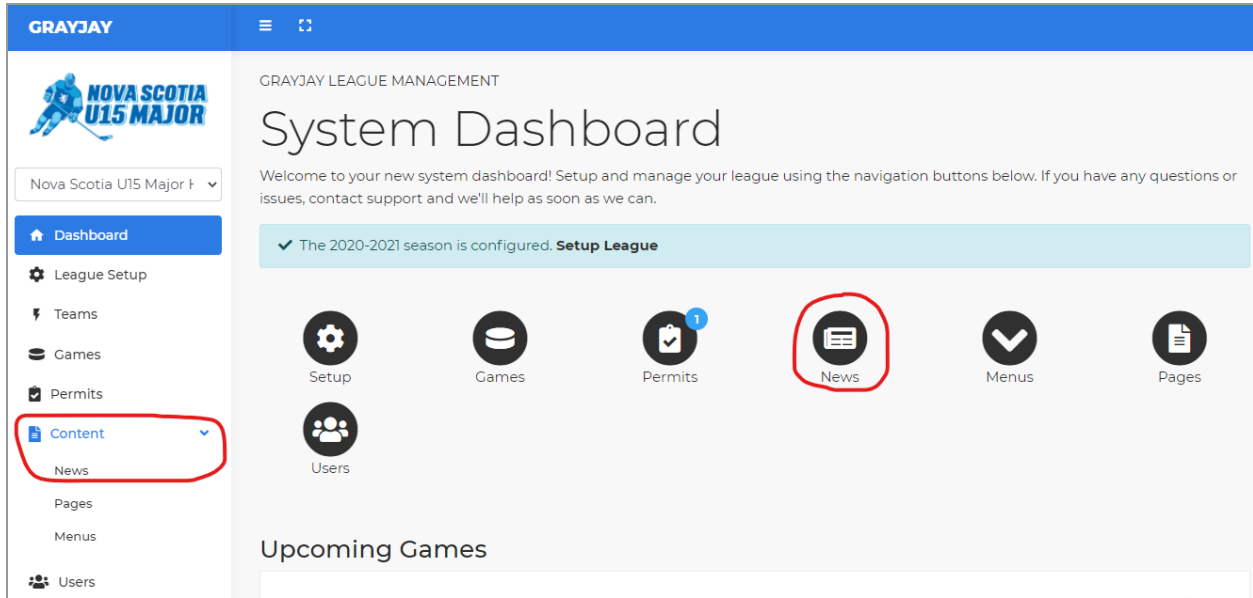


Game Number	Time	Type	League	Season	Subseason	Home Team	Away Team	Venue	Province	Description
Friday - September 1, 2023										
39095	7:00pm - 8:00pm	Game	U15-AA	2023-2024	Regular Season	TBA	Fire Hawks	8th Hussars Sports Center	NB	
Tuesday - September 5, 2023										
	7:00pm - 8:00pm	Practice	U13-AAA			Canadian Jays		8th Hussars Sports Center		
Wednesday - September 6, 2023										
	8:00pm - 9:00pm	Practice	U15-AA			Fire Hawks		Chestermere Recreation Centre		
Friday - September 8, 2023										

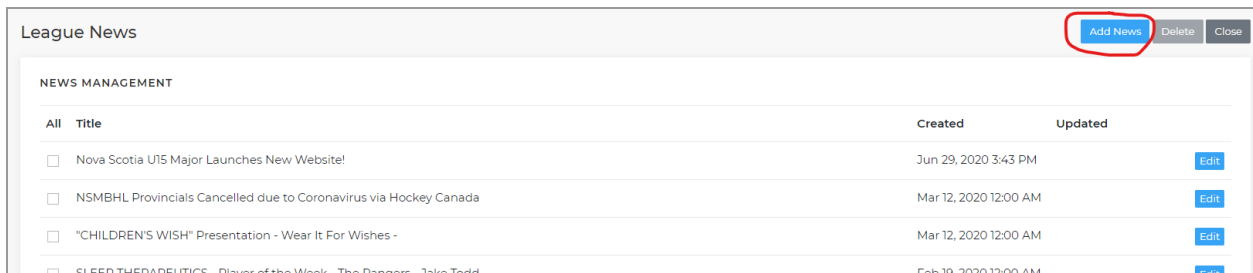
Content

News

To create or manage news articles for your league or team site, click **News** on the dashboard or click **Content > News** from the side menu. Use the editor provided to post your news article. All of the common text formatting options are available, along with adding hyperlinks, uploading pictures, etc.. Also note that you can specify a date and time for the article to be published. Leaving this field blank will publish the article immediately.

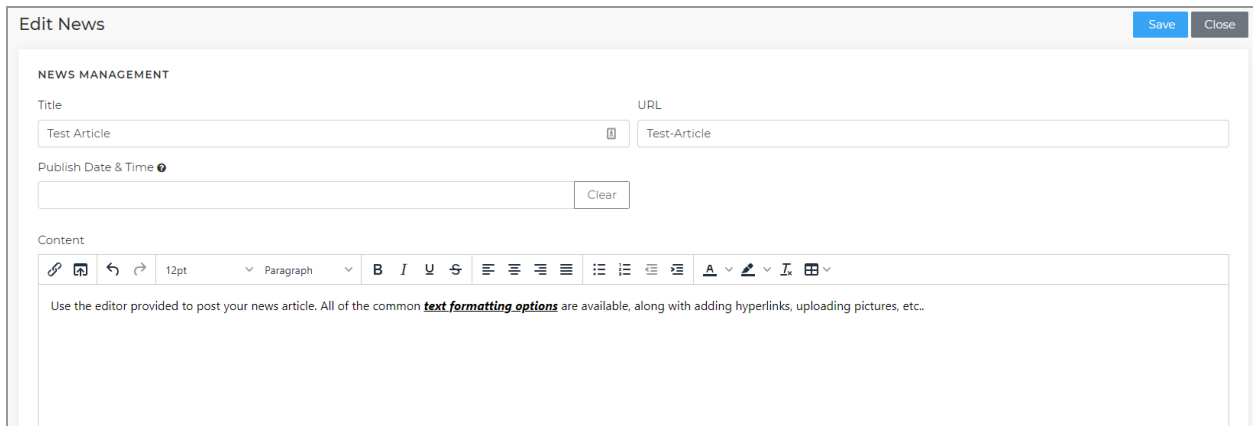


The screenshot shows the GRAYJAY System Dashboard for the Nova Scotia U15 Major league. The left sidebar contains navigation options: Dashboard, League Setup, Teams, Games, Permits, Content (highlighted with a red circle), News, Pages, Menus, and Users. The main content area features a welcome message and a notification that the 2020-2021 season is configured. Below this are six circular icons for Setup, Games, Permits, News (highlighted with a red circle), Menus, and Pages. At the bottom, there is a section for 'Upcoming Games'.



The screenshot shows the 'League News' management interface. At the top right, there are buttons for 'Add News', 'Delete', and 'Close', with 'Add News' highlighted by a red circle. Below the header is a table with columns for 'All', 'Title', 'Created', and 'Updated'. The table contains several news entries, each with a checkbox and an 'Edit' button.

All	Title	Created	Updated
<input type="checkbox"/>	Nova Scotia U15 Major Launches New Website!	Jun 29, 2020 3:43 PM	Edit
<input type="checkbox"/>	NSMBHL Provincials Cancelled due to Coronavirus via Hockey Canada	Mar 12, 2020 12:00 AM	Edit
<input type="checkbox"/>	"CHILDREN'S WISH" Presentation - Wear It For Wishes -	Mar 12, 2020 12:00 AM	Edit
<input type="checkbox"/>	SLEEP THEFADELITICS - Player of the Week - The Danners - Jake Todd	Feb 19, 2020 12:00 AM	Edit



The screenshot shows the 'Edit News' form. It includes fields for 'Title' (containing 'Test Article') and 'URL' (containing 'Test-Article'). There is a 'Publish Date & Time' field with a 'Clear' button. Below these is a rich text editor with a toolbar containing icons for undo, redo, font size (12pt), paragraph style, bold, italic, underline, link, unlink, list, and text color. A note below the editor states: 'Use the editor provided to post your news article. All of the common **text formatting options** are available, along with adding hyperlinks, uploading pictures, etc.'

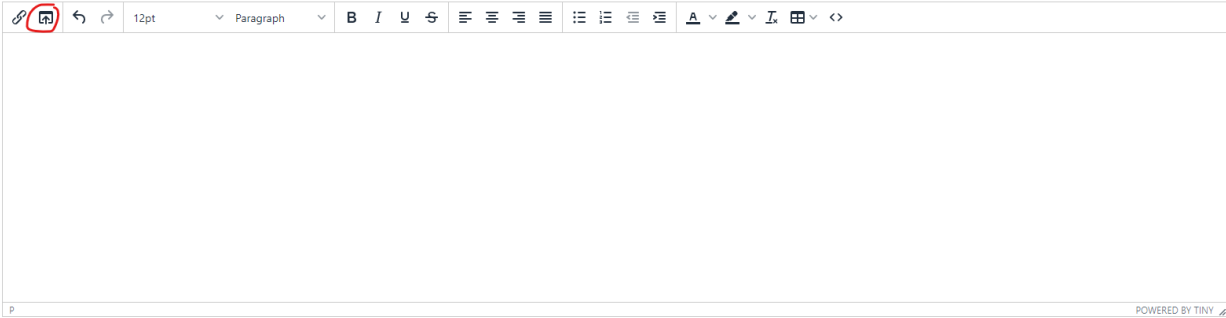
Uploading Files

To upload and insert images or files, click the upload icon as follows:

PAGE MANAGEMENT

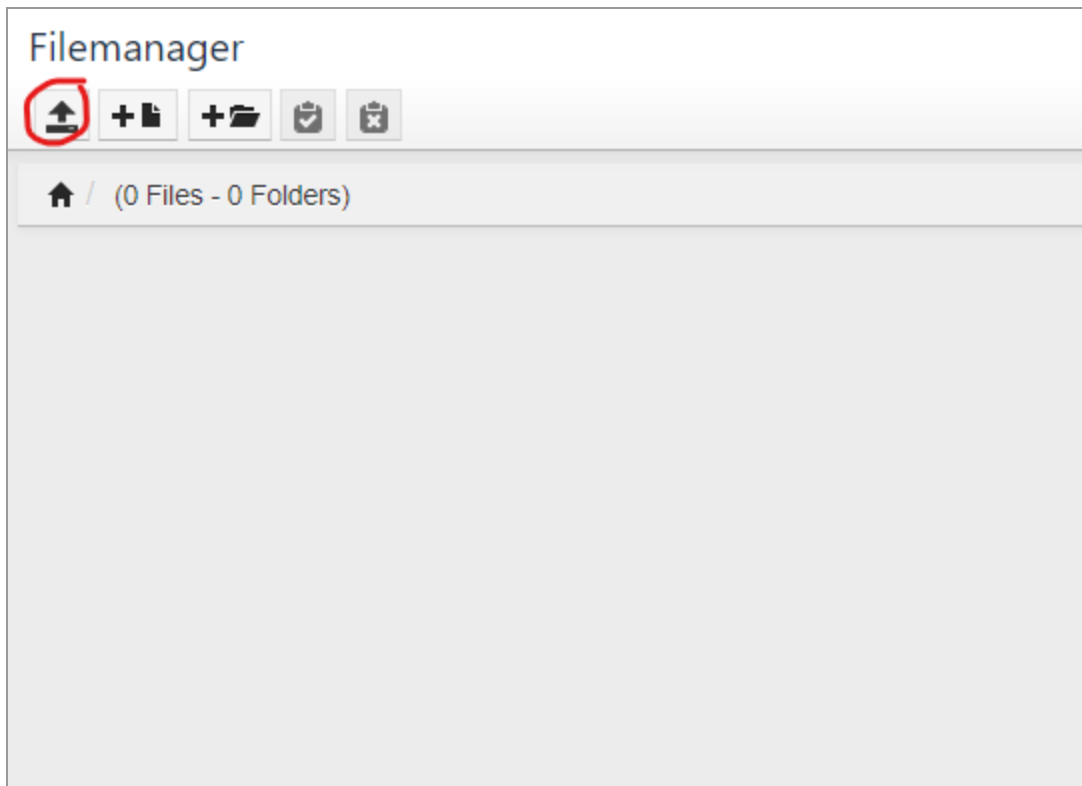
Title URL

Content

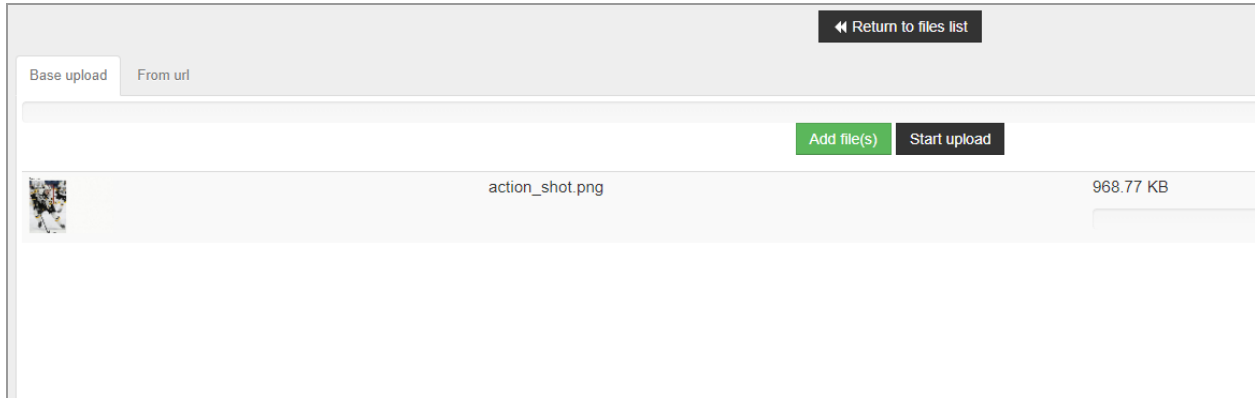


POWERED BY TINY

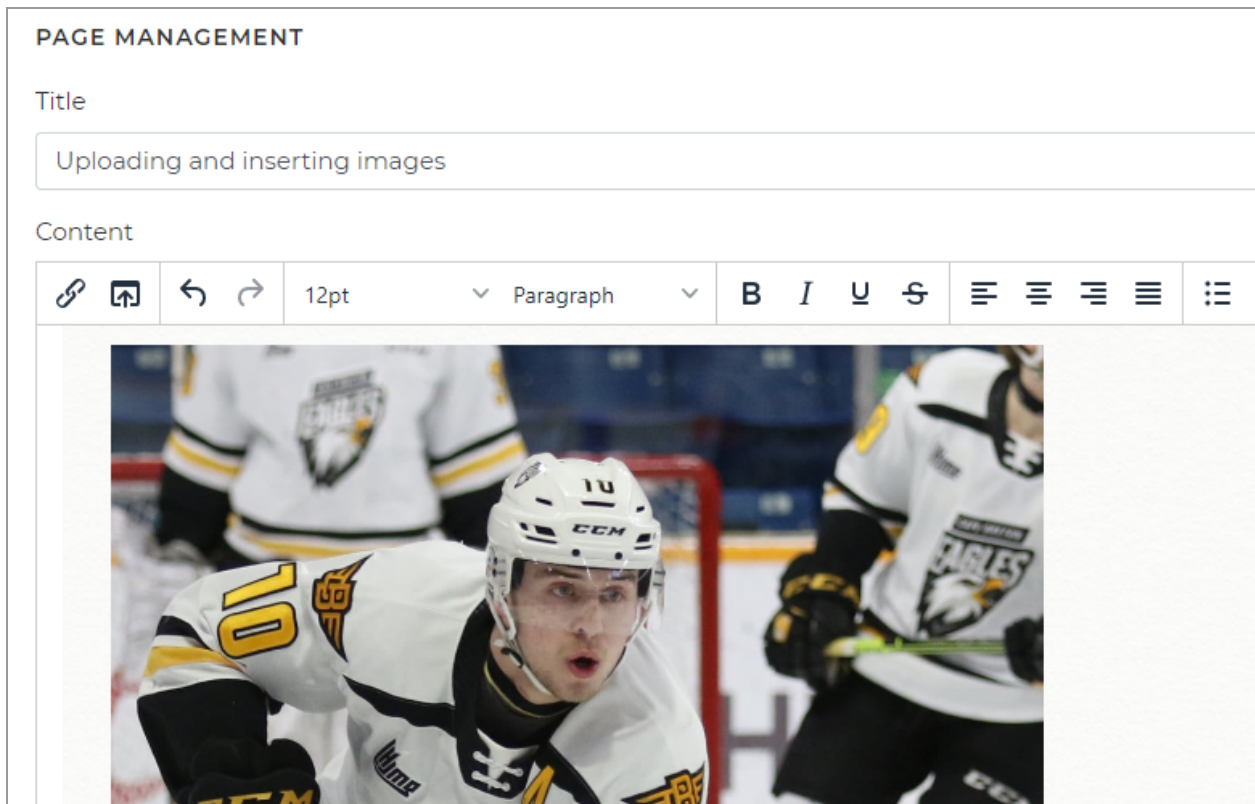
Click the upload file icon:



Click the green **Add File(s)** button, select the file from your local file system, and then click **Start upload**.



After the file has been uploaded, click the Return to files list button and click the uploaded file to insert it to your page or news article. If the file is an image, it will be inserted in the body of the article or page, as shown below.



If the file is a document, such as PDF, it will be added to the body of the article or page as a hyperlink, using the name of the file.

PAGE MANAGEMENT

Title

Uploading and inserting images

Content

12pt Paragraph **B** *I* U ~~S~~ [List icons]

Example hyperlink to uploaded file: [GrayJay_Leagues](#)

To change the text displayed for the hyperlink, highlight the hyperlink and click the hyperlink icon to bring up a dialogue box that will allow you to change the text displayed.

PAGE MANAGEMENT

Title

Uploading and inserting images

Content

12pt Paragraph **B** *I* U ~~S~~ [List icons]

Example hyperlink to uploaded file: [GrayJay_Leagues](#)

Insert/Edit Link

URL
/uploads/grayjay/source/0/GrayJay_Leagues.pdf

Text to display
Example of changing text displayed on hyperlink

Title
GrayJay_Leagues

Open link in...
Current window

Cancel Save

News Articles can also be sent as a bulk email. To do so, click the **Send as Bulk Email** button on the news article edit page after the news article has been saved. You will be presented with

the same page where you can add recipients and compose your email, but the subject and body of the email will be populated based on the news article.

Pages

The Pages section allows you to manage existing web pages or add a new web page to your league or team site. To manage or add web pages to your site, click **Pages** on the dashboard or select **Content > Pages** from the side menu.

GRAYJAY LEAGUE MANAGEMENT

System Dashboard

Welcome to your new system dashboard! Setup and manage your league using the navigation buttons below. If you have any questions or issues, contact support and we'll help as soon as we can.

✓ The 2020-2021 season is configured. **Setup League**

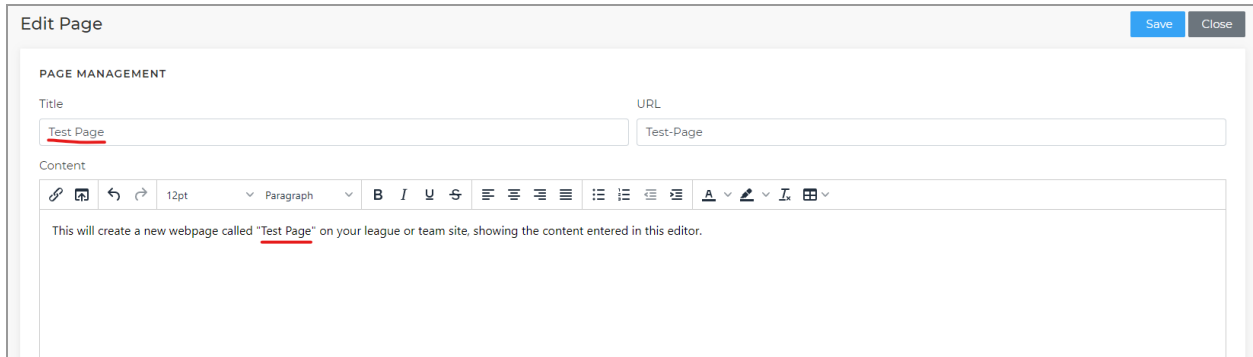
- Setup
- Games
- Permits
- News
- Menus
- Pages**
- Users

Upcoming Games

Team Pages Add Page Delete Close

PAGE MANAGEMENT

All	Title	Created	Updated
<input type="checkbox"/>	Executive	Jun 28, 2020 10:07 PM	Edit
<input type="checkbox"/>	Forms	Dec 31, 1969 8:00 PM	Edit
<input type="checkbox"/>	Governance	Dec 31, 1969 8:00 PM	Edit
<input type="checkbox"/>	League Forms	Jun 26, 2020 12:00 AM	Edit
<input type="checkbox"/>	League Governance	Jun 26, 2020 12:00 AM	Edit
<input type="checkbox"/>	Test Page	Oct 9, 2020 3:27 PM	Oct 9, 2020 12:27 PM Edit




Edit Page Save Close

PAGE MANAGEMENT

Title: URL:

Content



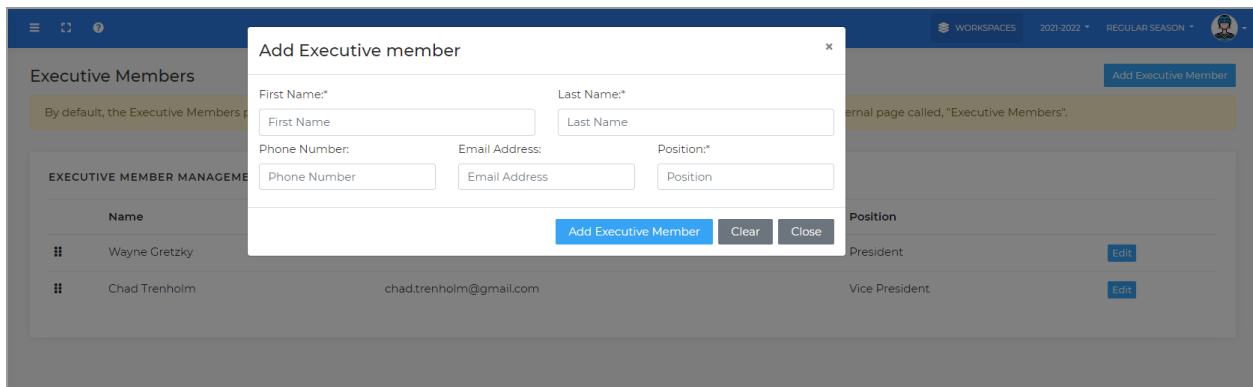
This will create a new webpage called "Test Page" on your league or team site, showing the content entered in this editor.

Uploading Files

To upload and insert images or files, see the step-by-step guide provided in the [News section](#).

Executives

The Executives menu allows administrators to manage the list of executive members for their league or association. To add executive members, click **Executives** under the **Content** menu and then click the **Add Executive Member** button. Provide the required information (first name, last name, and position) and optionally provide a phone number and e-mail address. The e-mail address will be shown on the front end public website.



WORKSPACES 2021-2022 REGULAR SEASON

Executive Members

By default, the Executive Members page is not shown on the front end public website. To publish this page, add a menu item and select the internal page called, "Executive Members".

EXECUTIVE MEMBER MANAGEMENT

Add Executive member

First Name:* Last Name:*

Phone Number: Email Address: Position:*

Add Executive Member Clear Close

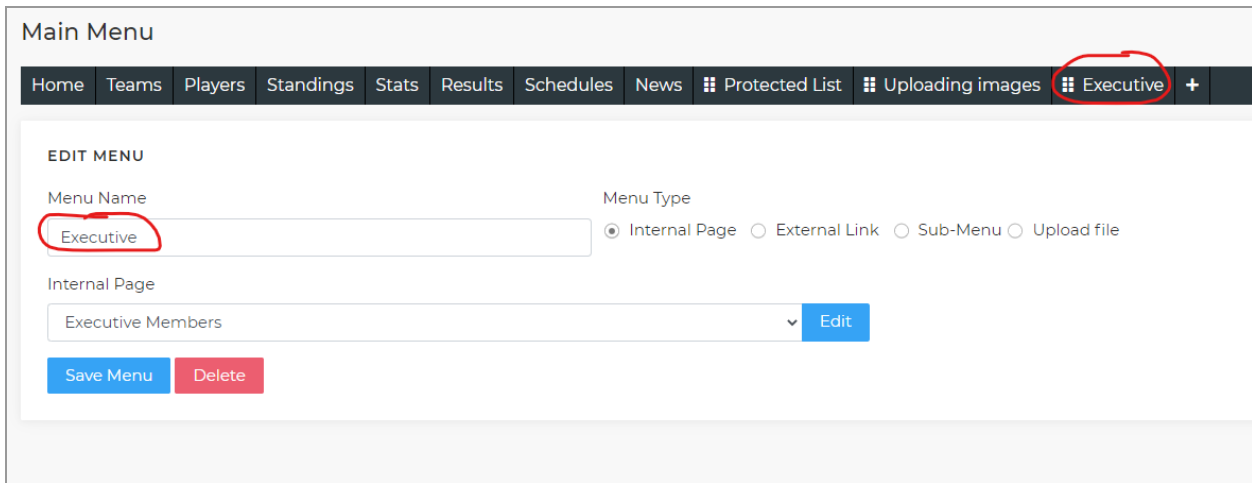
Name	Position	
Wayne Gretzky	President	Edit
Chad Trenholm	Vice President	Edit

After adding executive member(s), you can also upload profile photos in the same way as you can for players and team staff. See the [Roster Management](#) section for more detailed instructions. If no profile picture is uploaded, a placeholder image will be used.

The order in which executive members are listed on the page can be modified by dragging and dropping.

By default, the Executive Members page is not shown on the front end public website. To publish this page, add a menu item and select the internal page called, "Executive Members".

The menu item can be named whatever you prefer and can be a normal menu item or a sub-menu item.



Main Menu

Home Teams Players Standings Stats Results Schedules News Protected List Uploading images **Executive** +

EDIT MENU

Menu Name: Executive

Menu Type: Internal Page External Link Sub-Menu Upload file

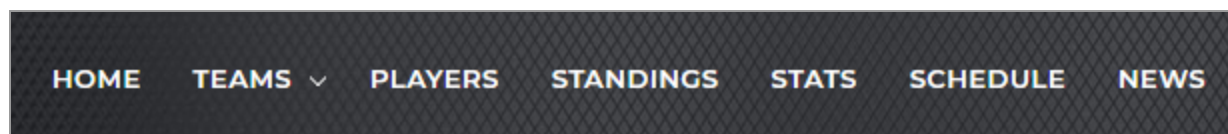
Internal Page: Executive Members Edit

Save Menu Delete

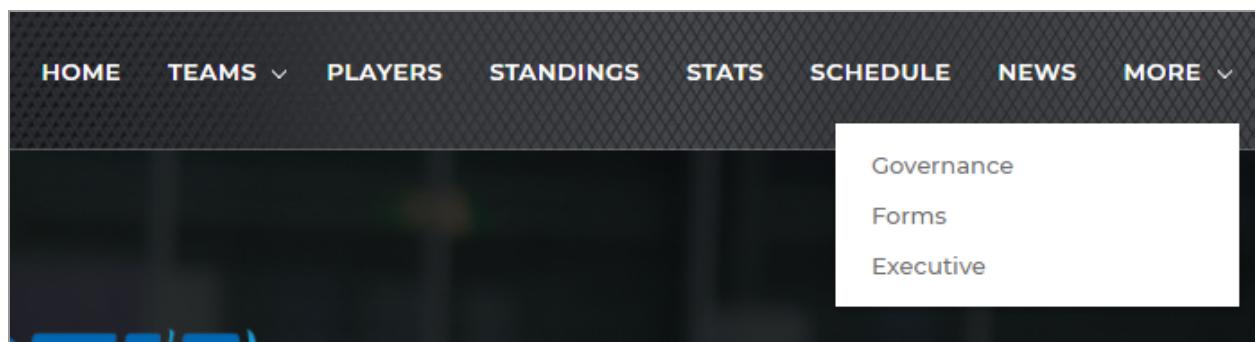
On the front end website, the executive members are displayed in list view by default, but users can toggle between list view and profile view, which shows larger profile pictures for each executive member.

Menus

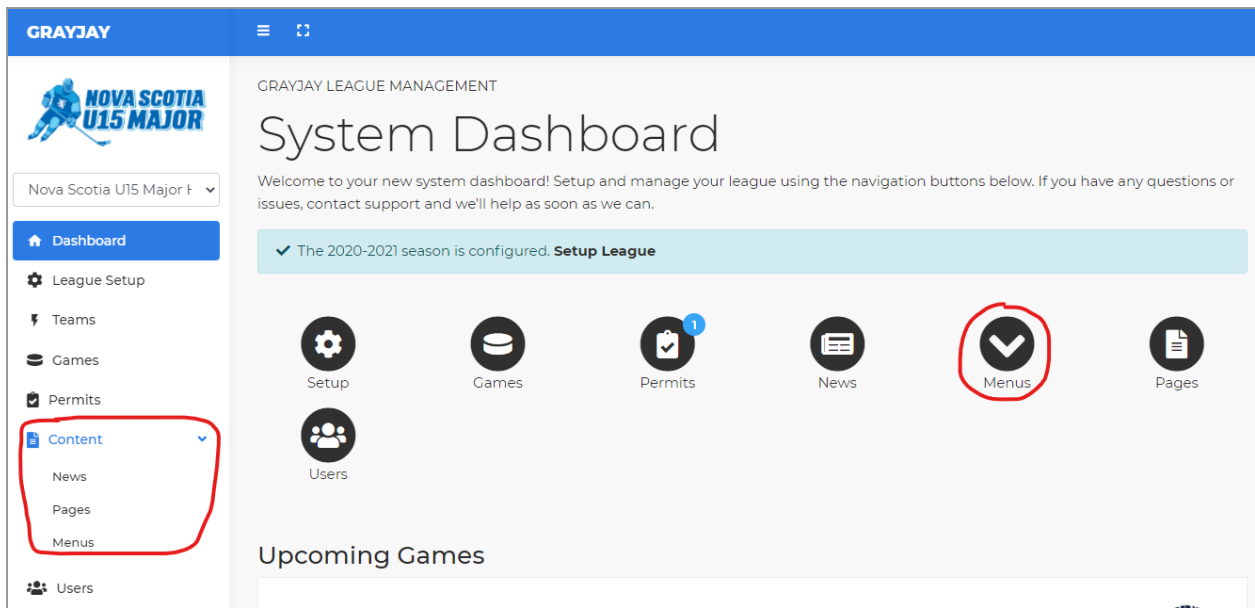
This section allows you to manage or add new menu items to your league or team site. The default menu items are shown below.



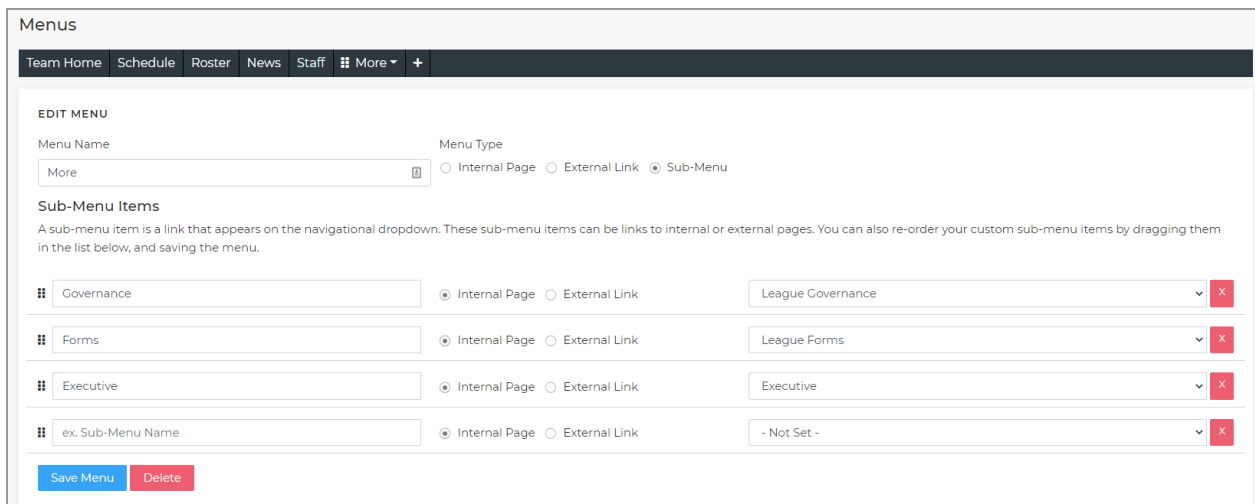
In the following example, we have added a new menu item called “More” which includes “sub-menu” items, Governance, Forms, and Executive.



To manage or add menu items, click **Menus** on the dashboard or select **Content > Menus** from the side menu.



The example below shows the configuration view for the “More” menu item mentioned above, including the sub-menu items, Governance, Forms, and Executive, each of which is pointing to an internal page.



To add a sub-menu item, type the name you would like displayed, and select **Internal Page** or **External Link**. In the example below, we are adding a sub-menu item called Hockey Nova Scotia and linking to their website at <https://hockeynovascotia.ca>.

Menus

Team Home Schedule Roster News Staff **More** +

EDIT MENU

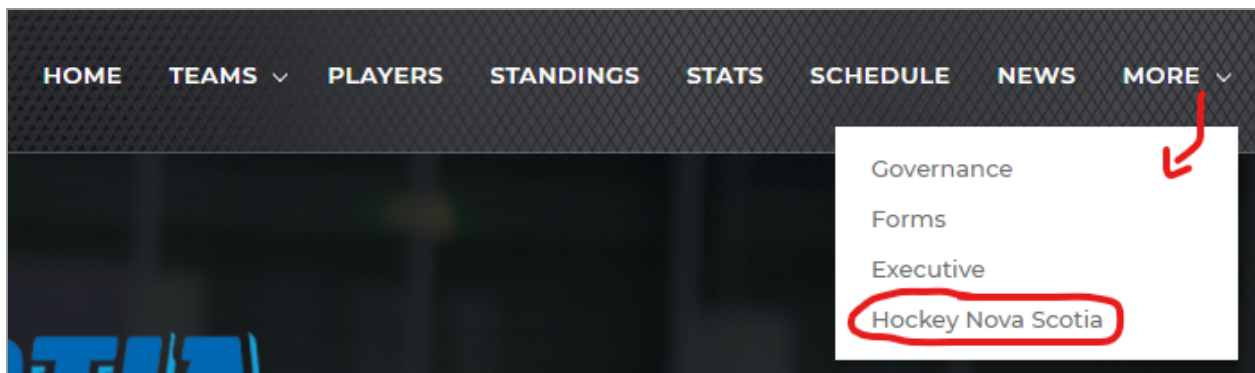
Menu Name: Menu Type: Internal Page External Link Sub-Menu

Sub-Menu Items

A sub-menu item is a link that appears on the navigational dropdown. These sub-menu items can be links to internal or external pages. You can also re-order your custom sub-menu items by dragging them in the list below, and saving the menu.



Governance	<input checked="" type="radio"/> Internal Page <input type="radio"/> External Link	League Governance	<input type="checkbox"/>
Forms	<input checked="" type="radio"/> Internal Page <input type="radio"/> External Link	League Forms	<input type="checkbox"/>
Executive	<input checked="" type="radio"/> Internal Page <input type="radio"/> External Link	Executive	<input type="checkbox"/>
Hockey Nova Scotia	<input type="radio"/> Internal Page <input checked="" type="radio"/> External Link	https://hockeynovascotia.ca	<input type="checkbox"/>
ex. Sub-Menu Name	<input checked="" type="radio"/> Internal Page <input type="radio"/> External Link	- Not Set -	<input type="checkbox"/>

After clicking **Save**, the new menu item is added immediately on the public website and is linked to the external website, which is Hockey Nova Scotia in this example.




To create a brand new menu item, click the “+” symbol. In the example below, we are adding a menu item called “Test” and linking it to the Test Page we created in the Pages section above.

Menus


Team Home Schedule Roster News Staff  More 

ADD MENU

Menu Name 

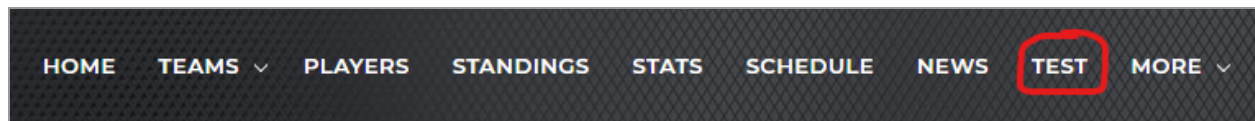
Menu Type Internal Page External Link Sub-Menu


Internal Page

 [Edit](#)




- Not Set -
- Executive Forms
- Governance
- League Forms
- League Governance
- Test Page**

After clicking **Save**, the new menu item is added immediately on the public website and is linked to the Test Page we created.



Custom menu items that you have added (shown with the  icon) can be re-arranged by dragging them left or right.

Menus

Team Home Schedule Roster News Staff  Test  More 

ADD MENU

To add a custom menu to the navigation bar, click the button above and provide the details for your new menu item. To edit an existing custom menu item, simply click that item above and edit the details. You can also re-order your custom menu items by dragging them in the navigation bar above.

Staff

The Staff section allows you to add/edit/remove staff members from your league or team. You can also upload staff photos in the same way as you can for players. See the [Roster Management](#) section for more detailed instructions. If no profile picture is uploaded, a placeholder image will be used.

On the front end website, the team staff are displayed in list view by default, but users can toggle between list view and profile view, which shows larger profile pictures for each staff member.

Team Staff				Add Staff
STAFF MANAGEMENT				
	Staff Name	Position	Team	
#	Scott Fairbairn	President	Pro Hockey Life Harbour Storm	Edit
#	Tyler Noseworthy	Head Coach	Pro Hockey Life Harbour Storm	Edit
#	Bradley Ryckman	Assistant Coach	Pro Hockey Life Harbour Storm	Edit
#	Parker Deighan	Assistant Coach	Pro Hockey Life Harbour Storm	Edit

Users

The Users section allows you to add or invite additional association, league, or team administrators. When inviting a user, enter their email address, select their permissions, and click invite and they will receive an invite by email to create their account and set their own password.

Users				Add User	Invite User	Close
USER MANAGEMENT						
Name	Email	Security	Teams			

Suspensions

The suspension tracking feature is an optional feature in the GrayJay Leagues platform. To record a suspension, click the **Suspensions** menu, then click **Add Suspension** and fill in the form.

Suspensions				Save	Close
EDIT SUSPENSION					
Select Team	Select Player	Number of Games Suspended	Games Served		
<input type="text" value="Select Team"/>	<input type="text" value="Select Player"/>	<input type="text" value="5"/>	<input type="text"/>		
Suspension Date	Select Penalty	Select Penalty Sub-Rule			
<input type="text" value="2022-09-28"/>	<input type="text" value="4.7 - Gross Misconduct"/>	<input type="text" value="a"/>			
<p>a. Any player or team official incurring a Gross Misconduct penalty shall be ordered to the dressing room for the remainder of the game and shall be reported to the President for further action. A substitute for the penalized player shall be permitted immediately. A total of 10 minutes shall be charged in the records against the penalized player for a Gross Misconduct.</p>					

To publish a page on your website showing all suspensions for the current season, add a menu and point it to the internal page: **Suspensions**.

If the Suspensions menu is not enabled for your league and you want to have it enabled, please contact GrayJay at support@grayjaysolutions.com.

Bulk E-mails

The GrayJay admin portal allows administrators to send bulk emails to groups of people and/or mailing lists.

Administrators with the appropriate permissions will see a **Bulk E-mail** menu. Clicking this menu will show a list of drafts and/or e-mails that have been sent by the current user. To send a new e-mail, click the **New Email** button, which will open a new page where you can add recipients and compose your email. The “from name” and reply to address are set to the name and email address of the current user by default, but the reply to address can be changed to no-reply@grayjayleagues.com if you wish.

To add recipients, click the **Add Recipients** button. A new window will appear where you can select users or groups of users, based on your current admin permissions. Multiple groups of users and/or mailing lists can be added to the same bulk email.

News Articles can also be sent as a bulk email. To do so, click the **Send as Bulk Email** button on the news article edit page after the news article has been saved. You will be presented with the same page where you can add recipients and compose your email, but the subject and body of the email will be populated based on the news article.

Registration / GrayJay Pay

Admin Guide

Please see the [GrayJay Pay Registration Admin Guide](#).

User Guide

Please see the [GrayJay Pay Registration User Guide](#).

Spares

The spares feature is offered as an optional add-on in the GrayJay Leagues platform, and allows league and team admins to request a spare player for a specific game. This is typically used in recreational “pickup” leagues and allows a pool of spare players to receive an automated notification by email or text message when a spare player is needed. The first player to click the link and confirm will consume the vacant spot.

Spare Players

To manage spare players, click **Spare Players** in the menu. To add a new spare player, click **Add Existing Player** if you want to select from players on existing team rosters, or **Add Spare Player** to create a new player record. Set the position(s) that are applicable to that player, as well as their preferred notification delivery method: email or mobile. Default is set to email.

Spare Requests

To request a spare, click **Spare Requests** in the menu and then **Add Spare Request**.

Select a game from the drop-down list, and then specify the team that needs a spare, how many spares are needed, and what position(s) are needed. Then click **Send Spare Request** and all players in the spares pool will receive an email or text message. The page will show a status for each player, indicating if they have claimed the spot, declined the spot, attempted to claim the spot, or if they have not yet responded.

Spares can also be requested from the game details page or during roster sign-off for a specific game. In these cases, the game and team will be auto-selected.

Spares Report

The Spares Report is available to league admins to provide a summary of games played per spare player and amount owing.