
How to Enter a Team List of Players

These abbreviated instructions are meant to guide you through the process of entering your team roster in the LCMHL's Goalline site. Note that many associations have policies regarding the format of the player names to be used.

Before entering roster information, please ensure you are aware of any association policies regarding online player naming.

HOW TO...LOG IN

1. Go to the league website at: Lanark.goalline.ca
2. Click on the "Login" link at the top of the page
3. Enter the User ID and password provided by the league. If you have not received this information or if you have lost/forgotten the information, contact LCWeb@lcmhl.ca

HOW TO...ASSIGN MULTIPLE PLAYERS TO A TEAM

This functionality allows you to quickly build some/all of your team roster from players that exist in the Lanark league due to participation in previous seasons.

Note that after using this functionality, you'll need to access your roster in order to modify jersey numbers. To access your roster, follow steps 1-3 of How To..Add a New Player.

1. Click on the "Master Menu" link at the far left of the topmost horizontal blue bar.
2. Click on the "People Tools" link on the 2nd horizontal blue bar
3. Click "Assign Multiple Players"
4. Specify the following items:
 - a. Born Between: Use the player's birthdate for both date fields
 - b. Player Status: Select Any
5. Click "Display Players"
6. This displays all players with the specify birthdate.
7. Choose the player you wish to assign by checking the box beside their name
 - a. Note that the same player may exist multiple times with different name variations (e.g. Bob Bobby, Rob, etc.). Simply choose one.
8. Choose the team you want to assign them to (rightmost window pane). Be careful to select the correct entry.
9. Click "Assign 1 Player" button to finish (bottom of page, below the team list)
10. Click "Back" to continue adding more players to teams.

HOW TO...ADD A NEW PLAYER

This functionality allows you to add players that do not currently exist in the Lanark league.

1. Select your team from the "Team Menus" drop-down selector near the upper-right corner of the page (i.e. at the far right of the topmost horizontal blue bar)
2. Click on the "Team Admin Tools" link on the 2nd horizontal blue bar
3. To manage new and existing players on a team, click "Add-Edit-Delete Players/Parents"

4. Players added here will automatically be added to the Team Roster.
5. Name and birth date are the only mandatory fields. The jersey number (i.e. "No.") is highly recommended.
6. Once the player data is populated, click on the "Create Player" button (bottom of page). The player will automatically be added to the team roster, which appears on the right side of the page.

Note: Upon clicking on the "Create Player" button, you may receive a message that a player with the same name and birthdate exists. This message means that the player has played in a previous season. For this player, follow the instructions on "How To...Assign Multiple Players to a Team". It is the only means of adding existing players to your roster without the assistance of the webmaster.

HOW TO...*EDIT PLAYER PROFILES*

This functionality allows you to edit the profile of a player currently within the team roster.

It is accessed from within the "Add a New Player" function (described above). If you're not currently in the "Create Player" function, perform steps 1-3 of "How To...Add a New Player" (above).

1. To change player information, click the "Edit" button beside a player name in the team roster.
2. Modify the play information as desired.
3. Click on the "Save Changes" (bottom of page).

HOW TO...*RELEASE A PLAYER*

This functionality allows you to remove a player from the team roster.

It is accessed from within the "Add a New Player" function (described above). If you're not currently in the "Create Player" function, perform steps 1-3 of "How To...Add a New Player" (above).

1. To remove a player from the team, click the "Release" button beside a player name in the team roster.
2. In the resultant page, check the teams to release the player from, enter the release date and any details about the release and click on the "Release Player" button.
3. Click on the "Back to Team Roster" button to return to the Create Player page.