

ccjha.org FAQ

updated 15 September, 2010

CCJHA has started a new web site. The site is based on the Sport NGIN package currently in use with other hockey associations and teams around the area. This FAQ was created to answer some basic questions folks may have about our new site and what we can do with it.

How does the site work? Buttons across the menu bar are used to access the different functions of the site. Buttons down the left side of the home page access information about the site, registration, coaching, and other topics.

What is the Teams area? By clicking on the Teams button, you can access each CCJHA team's page. There is general info about each program (Developing, House, Travel), as well as links to each individual team's page.

Does each team have their own page? Yes. Each house and travel team has their own page, complete with their roster, game schedule, statistics, calendar, and news.

Can we edit our team page? Yes. You can add games and events, enter stats, post photos, and more.

How do I find my children's schedule(s)? The Calendar button shows the CCJHA calendar. Practice and game schedules will be done using both methods this season. The traditional printable schedule will be available using the Schedules link on the left of the home page. The ice schedule will also be on the CCJHA calendar.

What's the trick to the Calendar? It's so crowded. When everything is rolling, the calendar will seem a little crowded with all the events. To see only the events that interest you, use the tag menu. Click *SHOW TAG MENU* at the top of the calendar and select only the categories that you want to see. For example, clear all tags except your children's team(s) to see just their practices and games. Multiple tags, multiple teams.

News? Yes, the News page lists announcements and news items. Like the Calendar, the tag menu can be used to filter news items. Most of the same news items also appear on the home page slide show.

What is the Documents page for? All of the documents posted in all areas of the site are collected here, so you won't have to remember where it was you found it before.

Who are the Board members and how do I contact them? The Board page lists all officers and staff, along with their phone number and an email link.

What is Dibs? Dibs is the online tool that the CCJHA Auxiliary is using this year to schedule volunteer hours. See the Dibs Help sheet for more info.

I see a *Create an Account* link. Do I need an account? You need to create an NGIN account on ccjha.org only if you (1) need to schedule volunteer hours using Dibs, (2) want to edit your team's page, or (3) stay informed via message or email.

How does messaging work on ccjha.org? If you created an NGIN account on ccjha.org, you can receive messages from ccjha.org organizers. After you log in, click the button with your user name in the upper left and select *Messages* from the drop down menu to view your messages.

How do I stay informed? You can receive an email whenever you receive a message from ccjha.org. After you log in, click the button with your user name and select *Account Settings* from the drop down menu. In the *Email Me When:* section, be sure the option for *your name receives a message* is set to *Yes*.

How do I find out more about the Sport NGIN web site package? Go to their web site using the NGIN link.

How do I get help with ccjha.org? Who do I contact about editing my team's page? Contact Mike Gloss (mike@gloss1.com, 906-370-0297) for more info.