



PROCESS FOR POSTING ICE

(To have edit functions to the Ice Swap page, you must have edit access to a team site)

TO POST ICE:

- Navigate to the Ice Trade/Sale page at www.compuwarehockey.org
- Log on to the website using the link in the upper left (just like you would for your team site)
- Select “Edit” mode in the upper right and you now have access to post ice swaps to the calendar
- Create a new calendar item (“ADD EVENT”) on the Ice For Trade/Sale Calendar and complete the following information
 - **Event Name:** Include the Team Information and Desired Actions (e.g., “Midget Major – Ice Swap/Sell”)
 - **When:** Enter the date and time of ice you want to sell/swap (be sure to correctly select AM or PM)
 - **Location:** Include the ice sheet (e.g.: “NHL” or “OLY”)
 - **Description:** Include your contact information (e.g., "Contact: John/Jane Smith at johnsmith@yahoo.com)
 - You may also include your phone number (if that is the preferred method of contact)
 - **Tags:** Please be sure only the “Ice For Trade/Sale” tag has been checked
 - **Optional Tip:** You may want to include the tag for your team to remind you that it has been posted to the Ice Trade/Sale site – do not select any other tags
 - **NOTE:** Please limit additional comments in the "Description" to the information identified above; this will simplify and maximize space on the calendar
- Select “Create This Event”
- Your ice has just been posted to the Ice Trade/Sale calendar

TO EDIT OR REMOVE ICE:

- Following the same logon process as above
- Locate **YOUR** ice posting on the calendar (DO NOT change or modify any postings other than your own)
- Select the event by clicking on the “Event Name”
- Click on the "Edit" button to change the posting or "Garbage Can" icon to delete
- Click on “Save Changes” or “Delete Event” to confirm the action
- Click the “Cancel” button if you have made an error or want to start over