

Carleton Place Kings Hockey Association



How to Add Players to Your Team on Association Website

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Introduction

This guide will walk coaches and team managers through the process of adding players to their team roster on the association website.

Steps

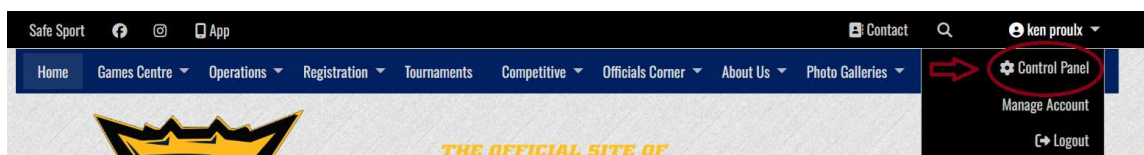
Step 1 – Log In

1. Go to www.cpmha.ca.
2. Click 'Login' at the top right.



Step 2 – Access the Control Panel

1. Click your name on the top right.
2. Select Control Panel.



Step 3 – Add Staff and Players

1. Click 'Members' tab.
 2. Select 'Add Roster Players'. A new pop-up window will open.
 3. At the top of this window will be 'Select Birth Year'. You need to change for your players.
 4. A list of players born in that year will be displayed. Find you players and click 'select' to add them to a list on the right window.
 5. If a player is not listed, check a different year. If the player is not listed, email webmaster@cpmha.ca to have them added.
 6. Once you selected all your players, confirm this by clicking 'Add [#] Selected Players'.
- [Insert Screenshot Here]

Tips & Notes

- This roster is strictly for the CPMHA website to display the players and rosters. It does not sync with the league website, nor the mobile app. View the Mobile App How-To for adding player and parents.
- CPMHA does not mandate adding players or staff to the website.
- If you add a player that does not belong to your team, you can remove them by placing the cursor over the player, then selecting the recycle bin on the right hand side.
- If help is needed with this process, contact webmaster@cpmha.ca for assistance.

Association Website: www.cpmha.ca

Contact Email: webmaster@cpmha.ca