



Team Portal

2017



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OneClickIce Team Portal & Trading Tool™

Click on the link (<http://associationname.oneclickice.com/>) and enter the Username and Password provided to you by your division coordinator (this is case sensitive). You will only see sessions from today's date onwards. **Navigation menu:**

Home	Contact Emails	Give up Ice	Take Available Ice	Request Trade	Open Trades	Final Trades
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The Team portal is to assist coaches and managers in utilizing ice by trading, giving or taking available ice.

Give up Ice and Take Available ice work the same as in the previous version of the tool but are now on separate tabs.

Give Up Ice

Click in the box of the Give Back column. Click the Give button.

NOTE: if this is a shared practice the ice will go to the other team you are sharing with

Schedule

Date	DOW	Start	End	Duration (min)	Arena	Shared	Give Back
2017-10-02	MON	6:45 PM	8:00 PM	75	West Mount Pleasant		<input type="checkbox"/>
2017-10-06	FRI	5:30 PM	6:30 PM	60	West Mount Pleasant	Bantam 2	<input checked="" type="checkbox"/>
2017-10-11	WED	4:00 PM	5:15 PM	75	West Mount Pleasant	Bantam 2	<input type="checkbox"/>
2017-10-16	MON	6:45 PM	8:00 PM	75	West Mount Pleasant	Bantam 2	<input type="checkbox"/>
2017-10-21	SAT	3:30 PM	4:45 PM	75	West Mount Pleasant	Bantam 2	<input type="checkbox"/>

Give



Take Available Ice

Your team schedule will show in grey and ice that is available for pick up in black.

To take the ice slot available click on the box in the Take column. Click on the Take button.

NOTE: there will be message on the take column if your team already has ice that day.

Available Ice

Note: Your Team schedule is shown in grey.

Date	DOW	Start	End	Duration (Min)	Arena	Take
2017-10-01	SUN	2:15 PM	3:15 PM	60	West Mount Pleasant	<input checked="" type="checkbox"/>
2017-10-02	MON	6:45 PM	8:00 PM	75	West Mount Pleasant	
2017-10-08	SUN	11:45 AM	12:45 PM	60	West Mount Pleasant	<input type="checkbox"/>
2017-10-11	WED	4:00 PM	5:15 PM	75	West Mount Pleasant	
2017-10-16	MON	6:45 PM	8:00 PM	75	West Mount Pleasant	
2017-10-21	SAT	11:00 AM	12:15 PM	75	West Mount Pleasant	Already has ice on this date.
2017-10-21	SAT	3:30 PM	4:45 PM	75	West Mount Pleasant	

Take

New Features

Contact Emails

Set up the emails of the coach and manager responsible for taking/giving up your team's ice and making trades. This is the first step to using the trading tool.

Coach's Email:

Manager's Email:

Save



Once you enter your email and click the Save button you will receive an email from notifications@oneclickice.com. Please make sure you add this address to your contact list so that emails don't end up in the spam folder.

If you have this message beside your email contact information please check your Junk or Spam folder for the verify email notification.

Home	Contact Emails	Give up Ice	Take Available Ice	Request
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Coach's Email:

Address not yet verified.

Manager's Email:

Save

Email notification example:

OneClickIce: Bantam 1 email validation Inbox x

 OneClickIce notifications@oneclickice.com *via* amazonses.com 10:09 (2 minutes ago) ☆
to me ▾

Hi,

You are receiving this email because this email was given as a contact for Bantam 1.

However, before this email can be used it needs to be verified.

Please click on the link below to verify this address and allow the team to use you as its contact for ice trades.

[VERIFY EMAIL](#)

Link valid for 48 hours.
Thank you,

OneClickIce Support Team

Once you click on VERIFY EMAIL you will automatically be logged into the site and you will get this message confirming that your email address is verified:

Your email is now verified. Thank you.



Request Trade

Home	Contact Emails	Give up Ice	Take Available Ice	Request Trade
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Practice to Trade: 1

Date you want to trade with (d/m/y): 2

3

1. Choose the practice from your team's schedule that you would like to trade
2. Select a preferred trading date
3. Click on List Possible trades – this will list all teams that you can trade with for the 2 days before and 2 days after your preferred trading date

Practice to Trade: ▼

Date you want to trade with (d/m/y):

Please select which teams you want to send a request to (hover over arena code to see full arena name):

2017-10-09	2017-10-10	2017-10-11	2017-10-12	2017-10-13
5:15 PM <u>THO</u> 60 STB STR <input checked="" type="checkbox"/>	5:15 PM <u>WMP</u> 75 P8 P9 <input type="checkbox"/>	4:00 PM <u>WMP</u> 75 AHB AHP <input checked="" type="checkbox"/>	5:30 PM <u>WMP</u> 60 A5O A5B <input type="checkbox"/>	8:00 PM <u>HUN</u> 60 M1
5:30 PM <u>WMP</u> 60 N6 N5B <input type="checkbox"/>	6:45 PM <u>WMP</u> 75 AG PG <input checked="" type="checkbox"/>	5:30 PM <u>WMP</u> 60 A1 A2 <input type="checkbox"/>	6:30 PM <u>THO</u> 60 B3 B4 <input type="checkbox"/>	
6:30 PM <u>THO</u> 60 N1 N2 <input type="checkbox"/>	7:15 PM <u>THO</u> P90 B4 B3 <input type="checkbox"/>	5:45 PM <u>STW</u> 60 P5 P6 <input type="checkbox"/>	6:45 PM <u>WMP</u> 75 A6 A3B <input type="checkbox"/>	
6:45 PM <u>WMP</u> 75 N3B N3O <input type="checkbox"/>	8:15 PM <u>WMP</u> 75 BG MG <input checked="" type="checkbox"/>	6:45 PM <u>WMP</u> 75 A4 A3O <input type="checkbox"/>	7:45 PM <u>THO</u> 60 M5 <input type="checkbox"/>	
7:45 PM <u>THO</u> 60 M2 <input type="checkbox"/>		7:45 PM <u>HUN</u> 75 B5 B6 <input type="checkbox"/>		
		8:15 PM <u>WMP</u> 75 M4 <input type="checkbox"/>		
		9:15 PM <u>HUN</u> 60 M3 <input type="checkbox"/>		



Select the team(s) you would like to send a request to trade, this can be a single or multiple teams. After you select the team(s) press the “Send Requests” button so the system can send an email to all selected teams requesting the trade.

Trading tool legend: These icons will indicate the status of the trade.

	No Verified Email Contact in the System
	Accepted but not yet Finalized
	Cancelled
	Expired
	Finalized
	Rejected
	Waiting Reply

Open Trades

Once your trade requests are sent you can follow your trade by clicking on the “Open Trades” tab:

Home	Contact Emails	Give up Ice	Take Available Ice	Request Trade	Open Trades
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Your Team Open Trades:

2017-10-02 - Huntington Hills - 9:15 PM/10:30 PM - Full

2017-10-09	Thorncliffe / Greenview	7:45 PM/8:45 PM	M2		expires on 2017-09-25 at 02:00
2017-10-12	Thorncliffe / Greenview	7:45 PM/8:45 PM	M5		expires on 2017-09-25 at 02:00
2017-10-11	West Mount Pleasant	8:15 PM/9:30 PM	M4		expires on 2017-09-25 at 02:00

You will get an email notification each time a team responds to your request and the icon status in your trade will be updated.

If you are no longer interested in making a trade you can cancel your trade anytime by just pressing the “Cancel” button next to the ice time you are trying to trade. An email will be sent to ALL teams involved in the trade informing them that you have canceled the trade request.



Receiving a Request

If a team sends you a request to trade you will receive an email with a link that will take you to your team site and display the “Open Trades” page.

Home	Contact Emails	Give up Ice	Take Available Ice	Request Trade	Open Trades
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You have no open trades.

Trades Waiting For Your Reply:

2017-10-11 - West Mount Pleasant - 8:15 PM/9:30 PM - Full

Requested by M1

2017-10-02	Huntington Hills	9:15 PM/10:30 PM	W	expires on 2017-09-25 at 02:00	Reject	Accept
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You can choose to “Reject” or “Accept” the trade by clicking on the appropriate button. If you do not reply to the trade request the request will expire on the date and time specified.

Trade Accepted

Once your trade is accepted you must finalize it so that the OneClickIce Schedule is updated, Arenas and your association Trade Admin are notified of the change.

Home	Contact Emails	Give up Ice	Take Available Ice	Request Trade	Open Trades
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Your Team Open Trades:

2017-10-02	Huntington Hills	9:15 PM/10:30 PM	Full	Cancel	
2017-10-09	Thornccliffe / Greenview	7:45 PM/8:45 PM	M2	R	
2017-10-12	Thornccliffe / Greenview	7:45 PM/8:45 PM	M5	W	expires on 2017-09-25 at 02:00
2017-10-11	West Mount Pleasant	8:15 PM/9:30 PM	M4	A	Finalize

Click on “Finalize” and a final email will be sent to both teams involved in the trade confirming the trade and new ice times. Another email will be sent to the Arena and another to your association Trade Admin. All the other teams that are still involved in the trade (received request or accepted the trade) will get an email informing them that their participation in the trade is cancelled.



Final Trades

This page displays the history of all your Finalized trades.

Home	Contact Emails	Give up Ice	Take Available Ice	Request Trade	Open Trades	Final Trades
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Your Team Final Trades:

Trade Type:	My Request
Old Ice:	2017-10-02 - Huntington Hills - 9:15 PM/10:30 PM - Full
New Ice:	2017-10-11 - West Mount Pleasant - 8:15 PM/9:30 PM - Full
History:	show

The history of each trade request can be seen by clicking on the “show” link:

Home	Contact Emails	Give up Ice	Take Available Ice	Request Trade	Open Trades	Final Trades
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Your Team Final Trades:

Trade Type:	My Request																						
Old Ice:	2017-10-02 - Huntington Hills - 9:15 PM/10:30 PM - Full																						
New Ice:	2017-10-11 - West Mount Pleasant - 8:15 PM/9:30 PM - Full																						
History:	<table border="0"> <tr> <td>show</td> <td></td> </tr> <tr> <td>2017-10-09</td> <td>Thornclyffe / Greenview 7:45 PM/8:45 PM M2 Full</td> </tr> <tr> <td></td> <td>W on 2017-09-23 at 02:00</td> </tr> <tr> <td></td> <td>R on 2017-09-23 at 02:17</td> </tr> <tr> <td>2017-10-11</td> <td>West Mount Pleasant 8:15 PM/9:30 PM M4 Full</td> </tr> <tr> <td></td> <td>W on 2017-09-23 at 02:00</td> </tr> <tr> <td></td> <td>A on 2017-09-23 at 02:14</td> </tr> <tr> <td></td> <td>F on 2017-09-23 at 03:00</td> </tr> <tr> <td>2017-10-12</td> <td>Thornclyffe / Greenview 7:45 PM/8:45 PM M5 Full</td> </tr> <tr> <td></td> <td>W on 2017-09-23 at 02:00</td> </tr> <tr> <td></td> <td>C on 2017-09-23 at 03:00</td> </tr> </table>	show		2017-10-09	Thornclyffe / Greenview 7:45 PM/8:45 PM M2 Full		W on 2017-09-23 at 02:00		R on 2017-09-23 at 02:17	2017-10-11	West Mount Pleasant 8:15 PM/9:30 PM M4 Full		W on 2017-09-23 at 02:00		A on 2017-09-23 at 02:14		F on 2017-09-23 at 03:00	2017-10-12	Thornclyffe / Greenview 7:45 PM/8:45 PM M5 Full		W on 2017-09-23 at 02:00		C on 2017-09-23 at 03:00
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	A on 2017-09-23 at 02:14																						
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2017-10-12	Thornclyffe / Greenview 7:45 PM/8:45 PM M5 Full																						
	W on 2017-09-23 at 02:00																						
	C on 2017-09-23 at 03:00																						



If you make a trade on top of a trade, the “Final Trades” list will still show the first trade but grayed out to indicate that you no longer have that ice time.

Home	Contact Emails	Give up Ice	Take Available Ice	Request Trade	Open Trades	Final Trades
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Your Team Final Trades:

Trade Type:	My Request
Old Ice:	2017-10-02 - Huntington Hills - 9:15 PM/10:30 PM - Full
New Ice:	2017-10-11 - West Mount Pleasant - 8:15 PM/9:30 PM - Full
History:	show

Trade Type:	My Request
Old Ice:	2017-10-11 - West Mount Pleasant - 8:15 PM/9:30 PM - Full
New Ice:	2017-10-27 - Huntington Hills - 8:00 PM/9:00 PM - Full
History:	show