



Team Portal

This document is protected by Canadian and International copyright laws. Reproduction and distribution of this document without written permission from OneClickIce (Synatech Inc) is prohibited.



Table of Contents

OneClickIce Team Portal & Trading Tool™	2
Getting Started.....	2
Contact Emails.....	2
OneClickIce Tools	3
Manage Blackouts.....	3
Give Back Ice	5
Take Available Ice.....	6
Trades.....	7
Trading Tool Legend:.....	7
Request Trade	7
Open Trades	8
Trade Accepted	9
Receiving a Request	10
Final Trades	10



OneClickIce Team Portal & Trading Tool™

The Team portal is designed to assist coaches and managers in utilizing ice by trading, giving or taking available ice and requesting blackouts.

Getting Started

Click on the link (<https://associationname.oneclickice.com/>) and enter the Username and Password provided to you by your division coordinator (this is case sensitive). You will only see ice sessions from the date you login onwards.

Once you are logged in you will see your Navigation Menu.

Navigation menu:

Home	Contact Emails	Manage Blackouts	Give Back Ice	Take Available Ice	Request Trade	Open Trades	Final Trades
----------------------	--------------------------------	----------------------------------	-------------------------------	------------------------------------	-------------------------------	-----------------------------	------------------------------

Contact Emails

The first step to using the trading tool is setting up the emails of the coach and manager responsible for your team's ice. Click on the Contact Emails Tab on the Navigation Menu to get started.

New for the 2021 – 2022 Season and onwards: Any email addresses that are listed below are no longer supported by the system. Should you have one of the below email addresses please upgrade to a [Microsoft](#) or a [Gmail](#) account.

Enter the coach and manager email addresses in the corresponding fields and click save.

Notes:

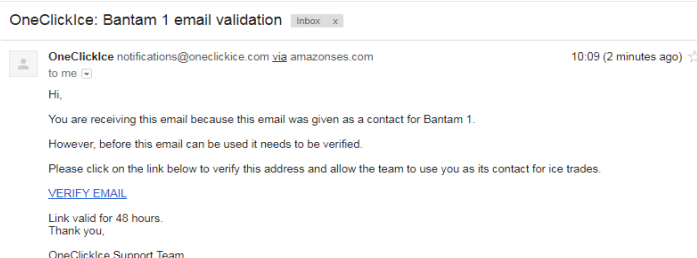
- You can have multiple email addresses separated by a semi-colon.
- You can re-send the verification email by removing the email address from the field, pressing Save, re-entering the email address and pressing Save again.
- Due to the handling of legacy email addresses by Microsoft we will NO LONGER support the following addresses:
 @hotmail.com
 @live.com
 @msn.com
 @passport.com
 @passport.net
 Please refer to this article on instructions on how to deal with this situation:
<https://www.msoutlook.info/question/switch-to-outlookcom-address>

Coach's Email:

Manager's Email:

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.

Email notification example:





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

Your email is now verified. Thank you.

If you see 'address not yet verified' beside your email contact information please check your Junk or Spam folder for the verify email notification.

Coach's Email: Address not yet verified.

Manager's Email:

You are now setup to use the trading tool.

OneClickIce Tools

Manage Blackouts

New: You can now request your teams blackout requests as per your associations criteria.

Click on the Manage Blackouts Tab on the Navigation Menu.

Home	Contact Emails	Manage Blackouts	Give Back Ice	Tak
------	----------------	------------------	---------------	-----

You will see the Blackout Rules for the season setup by your association.

Blackout Rules for the Season:

Period Start	Period End	Max Num Blackout Requests	Max Num Days Per Request	Lock Date
2021-09-01	2021-10-09	2	4	2021-10-10
2021-09-01	2021-09-11	1	4	2021-09-12

This table shows you:

1. For what time period the blackout request can be requested.
2. How many blackout requests you are able to request for the period.
3. How many days you are able to request for the period.
4. The lock date, which is the day that blackouts will no longer be accepted for the period.



To Request a Blackout:

Click on the Add New Blackout Request button.

Add New Blackout Request

A screen will pop up where you can fill in your blackout request.

New Blackout Request

Start Date (yyyy/mm/dd)

End Date (yyyy/mm/dd)

Reason/Sanction Number

SAVE CANCEL

If your request falls under the Blackout Rules you will receive the following:

Blackout Request Approved

OK

If you have already exceeded your blackout requests for the requested period, you will receive the following:

Blackout Request Rejected

Start Date: 07 Sep 2021
End Date: 10 Sep 2021
Reason: You have reached the maximum number of blackout request(s) for the period.

OK

At any time you can view and delete your team's blackout requests on the main manage blackouts page.

Blackout Rules for the Season:

Period Start	Period End	Max Num Blackout Requests	Max Num Days Per Request	Lock Date
2021-09-01	2021-10-09	2	4	2021-10-10
2021-09-01	2021-09-11	1	4	2021-09-12

Your team's blackouts:

Blackout Start	Blackout End	Reason/Sanction Number	
2021-09-04	2021-09-08		Delete

Add New Blackout Request



Give Back Ice

Note: It is highly recommended that you attempt to trade your ice prior to just giving it back.

Click on the Give Back Ice Tab on the Navigation Menu.

Home	Contact Emails	Manage Blackouts	Give Back Ice	Take Available
------	----------------	------------------	---------------	----------------

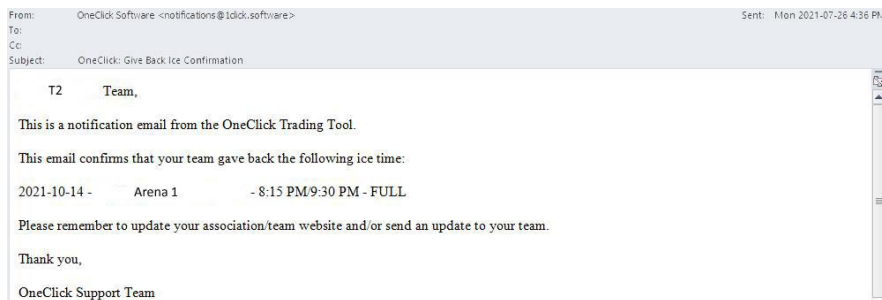
Your Team schedule will be displayed. To give back an ice time, click the box in the Give Back column beside the ice you want to give back. Click the Give Back Ice button at the bottom of the list.

NOTE: If you 'Give Back' a shared practice the ice will automatically go to the team you are sharing ice with.

Date	DOW	Start	End	Duration (min)	Arena	Note	Give Back
2021-10-10	SUN	8:15 PM	9:30 PM	75	Arena C	Practice - Shared with T2	<input checked="" type="checkbox"/>
2021-10-13	WED	7:45 PM	8:45 PM	60	Arena B	Practice - Shared with T1	<input type="checkbox"/>
2021-10-18	MON	4:30 PM	5:45 PM	75	Arena A	GAME (Away) vs T3	
2021-10-19	TUE	12:00 PM	1:15 PM	75	Arena C	Practice - Shared with	<input type="checkbox"/>
2021-10-21	THU	7:45 PM	8:45 PM	60	Arena A	Practice - First 30min Shared With T2 ; Last 30min Full	<input type="checkbox"/>
2021-10-24	SUN	7:45 PM	9:00 PM	75	Arena A	GAME (Away) vs T1	
2021-10-25	MON	7:30 PM	8:45 PM	75	Arena B	Practice - Shared with T3	<input type="checkbox"/>
2021-10-26	TUE	6:00 PM	6:15 PM	75	Arena C	GAME (Home) vs T1	
2021-10-27	WED	9:30 PM	10:45 PM	75	Arena A	Practice - Shared with T2	<input type="checkbox"/>
2021-10-31	SUN	8:15 PM	9:30 PM	75	Arena C	Practice - Shared with T3	<input type="checkbox"/>
2021-11-01	MON	9:30 PM	10:30 PM	60	Arena B	Practice - Shared with T1	<input type="checkbox"/>
2021-11-02	TUE	6:00 PM	6:15 PM	75	Arena A	GAME (Home) vs T2	
2021-11-05	FRI	7:15 PM	8:15 PM	60	Arena B	Practice - First 30min Full; Last 30min Shared With T3	<input type="checkbox"/>

Give Back Ice

You will receive an email confirmation when you give back ice.





Take Available Ice

On occasion ice will become available to take.

Click on the Take Available Ice Tab on the Navigation Menu.

Home	Contact Emails	Manage Blackouts	Give Back Ice	Take Available Ice
------	----------------	------------------	---------------	--------------------

Your team schedule will show in grey and available ice is in black.

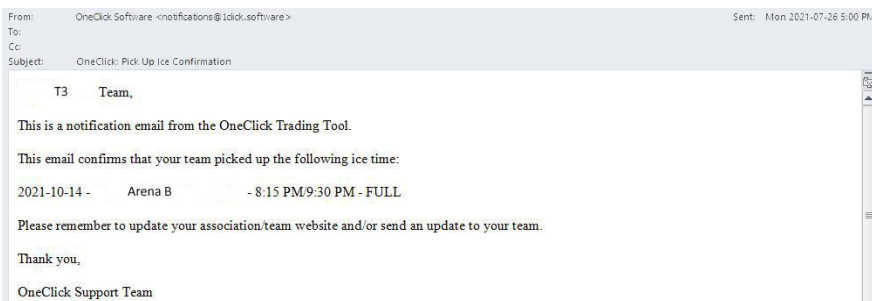
To take an available ice time, click the box in the Take column beside the ice you want to take. Click the Take Selected Ice button at the bottom of the list.

Date	DOW	Start	End	Duration (Min)	Arena	Take
2021-10-10	SUN	8:15 PM	9:30 PM	75	Arena B	
2021-10-11	MON	9:15 PM	10:30 PM	75	Arena A	<input type="checkbox"/>
2021-10-13	WED	7:45 PM	8:45 PM	60	Arena C	
2021-10-14	THU	8:15 PM	9:30 PM	75	Arena B	<input checked="" type="checkbox"/>
2021-10-18	MON	4:30 PM	5:45 PM	75	Arena A	
2021-10-19	TUE	12:00 PM	1:15 PM	75	Arena C	
2021-10-21	THU	7:45 PM	8:45 PM	60	Arena B	
2021-10-24	SUN	7:45 PM	9:00 PM	75	Arena C	
2021-10-25	MON	7:30 PM	8:45 PM	75	Arena A	
2021-10-26	TUE	4:30 PM	5:45 PM	75	Arena B	Already has ice on this date.
2021-10-26	TUE	5:00 PM	6:15 PM	75	Arena B	
2021-10-27	WED	9:30 PM	10:45 PM	75	Arena C	
2021-10-29	FRI	9:15 PM	10:15 PM	60	Arena C	<input type="checkbox"/>
2021-10-31	SUN	8:15 PM	9:30 PM	75	Arena A	
2021-11-01	MON	9:30 PM	10:30 PM	60	Arena A	
2021-11-02	TUE	5:00 PM	6:15 PM	75	Arena B	
2021-11-03	WED	7:45 PM	8:45 PM	60	Arena C	<input type="checkbox"/>
2021-11-05	FRI	7:15 PM	8:15 PM	60	Arena B	

NOTE: If your team already has ice on a day that has available ice, a message is displayed in the Take column.

Take Selected Ice

You will receive an email confirmation if you are successful in taking the ice. Should the ice disappear from the list, it is due to the ice already being taken by another team.












Trades

Trading Tool Legend

The following icons are located throughout the Trading Tools. They will indicate the status of a trade.

	No Verified Email Contact in the System
	Accepted but not yet Finalized
	Cancelled
	Declined
	Expired
	Finalized
	Requested - waiting reply

Request Trade

Click on the Request Trade Tab on the Navigation Menu.

Home	Contact Emails	Manage Blackouts	Give Back Ice	Take Available Ice	Request Trade
------	----------------	------------------	---------------	--------------------	---------------

To Request a Trade:

Note: ALL trade requests MUST be Finalized (after being Accepted) in order for the ice to exchange hands, until then the ice is YOURS.

Practice to Trade: 1

Date you want to trade with: 2

Request Note to Teams: 3

List Possible Trades 4

1. Choose the practice from your team's schedule that you would like to trade
2. Select a preferred trading date
3. Optional: Enter the reason for the requested trade.
4. 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



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. The system will send an email to all selected teams requesting the trade.

Practice to Trade: 10/Oct (SUN) - 8:15 PM - Shared with T3 - Arena A

Date you want to trade with: 9/11/21

Request Note to Teams: Dryland Session

List Possible Trades

Please select which teams you want to send a request to.

Hover over arena code to see full arena name.

(H) Half Ice, (F) Full Ice

07 Nov (SUN)	08 Nov (MON)	09 Nov (TUE)	10 Nov (WED)	11 Nov (THU)
5:15 PM .A3. 60 U11 T1 <input type="checkbox"/> <input type="checkbox"/>	1:30 PM .A3. 75 U13 T6 <input type="checkbox"/> <input type="checkbox"/>	1:00 PM .A1. 60 U11 T2 <input type="checkbox"/> <input type="checkbox"/>	5:15 PM .A3. 60 U11 T2 <input type="checkbox"/> <input type="checkbox"/>	5:15 PM .A1. 60 U11 T5 <input type="checkbox"/> <input type="checkbox"/>
5:30 PM .A1. 60 U11 T5 <input type="checkbox"/> <input type="checkbox"/>	10:00 AM .A1. 60 U9 T4 <input type="checkbox"/> <input type="checkbox"/>	1:15 PM .A2. 60 U11 T5 <input type="checkbox"/> <input type="checkbox"/>	5:30 PM .A1. 60 U15 T2 <input type="checkbox"/> <input type="checkbox"/>	6:30 PM .A1. 60 U11 T3 <input type="checkbox"/> <input type="checkbox"/>
5:30 PM .A4. 60 U9 T1 <input type="checkbox"/> <input type="checkbox"/>	10:00 AM .A6. 60 U11 T3 <input type="checkbox"/> <input type="checkbox"/>	1:30 PM .A3. 60 U13 T6 <input type="checkbox"/> <input type="checkbox"/>	6:30 PM .A3. 60 U11 T7 <input type="checkbox"/> <input type="checkbox"/>	7:15 PM .A3. 90 U15 T3 <input type="checkbox"/> <input type="checkbox"/>
5:30 PM .A2. 60 U13 T5 <input type="checkbox"/> <input type="checkbox"/>	11:15 AM .A1. 60 U9 T3 <input type="checkbox"/> <input type="checkbox"/>	10:30 AM .A1. 60 U9 T3 <input type="checkbox"/> <input type="checkbox"/>	6:45 PM .A1. 60 U18 T5 <input type="checkbox"/> <input type="checkbox"/>	7:45 PM .A1. 60 U11 T1 <input type="checkbox"/> <input type="checkbox"/>
6:30 PM .A2. 60 U13 T5 <input type="checkbox"/> <input type="checkbox"/>	12:00 PM .A3. 75 U11 T6 <input type="checkbox"/> <input type="checkbox"/>	10:45 AM .A2. 60 U15 T1 <input type="checkbox"/> <input type="checkbox"/>	7:45 PM .A2. 75 U15 T1 <input type="checkbox"/> <input type="checkbox"/>	
6:30 PM .A3. 60 U13 T2 <input type="checkbox"/> <input type="checkbox"/>	3:00 PM .A2. 60 U9 T1 <input type="checkbox"/> <input type="checkbox"/>	11:00 AM .A3. 60 U13 T7 <input type="checkbox"/> <input type="checkbox"/>	7:45 PM .A3. 60 U11 T4 <input type="checkbox"/> <input type="checkbox"/>	
8:15 PM .A1. 75 U15 T1 <input type="checkbox"/> <input type="checkbox"/>	3:00 PM .A7. 60 U11 T2 <input type="checkbox"/> <input type="checkbox"/>	11:45 AM .A1. 60 U9 T5 <input type="checkbox"/> <input type="checkbox"/>	8:00 PM .A6. 60 U13 T1 <input type="checkbox"/> <input type="checkbox"/>	
	3:00 PM .A3. 75 U18 T3 <input type="checkbox"/> <input type="checkbox"/>	12:00 PM .A2. 60 U15 T6 <input type="checkbox"/> <input type="checkbox"/>		
	3:30 PM .A1. 60 U13 T4 <input type="checkbox"/> <input type="checkbox"/>	12:30 PM .A6. 75 U18 T5 <input type="checkbox"/> <input type="checkbox"/>		
	4:15 PM .A1. 60 U9 T6 <input type="checkbox"/> <input type="checkbox"/>	2:15 PM .A1. 60 U9 T2 <input type="checkbox"/> <input type="checkbox"/>		
	4:15 PM .A7. 60 U11 T7 <input type="checkbox"/> <input type="checkbox"/>	2:30 PM .A2. 60 U11 T6 <input type="checkbox"/> <input type="checkbox"/>		
	4:30 PM .A3. 75 U18 T2 <input type="checkbox"/> <input type="checkbox"/>	2:45 PM .A3. 60 U13 T8 <input type="checkbox"/> <input type="checkbox"/>		
	4:45 PM .A1. 60 U13 T3 <input type="checkbox"/> <input type="checkbox"/>	3:00 PM .A7. 75 U18 T6 <input type="checkbox"/> <input type="checkbox"/>		
	5:30 PM .A2. 60 U9 T4 <input type="checkbox"/> <input type="checkbox"/>	3:45 PM .A2. 60 U15 T2 <input type="checkbox"/> <input type="checkbox"/>		
	6:00 PM .A1. 60 U13 T5 <input type="checkbox"/> <input type="checkbox"/>	4:00 PM .A3. 60 U13 T9 <input type="checkbox"/> <input type="checkbox"/>		
	6:00 PM .A3. 75 U15 T6 <input type="checkbox"/> <input type="checkbox"/>	4:30 PM .A7. 75 U18 T2 <input type="checkbox"/> <input type="checkbox"/>		
	6:45 AM .A3. 60 7S T2 <input type="checkbox"/> <input type="checkbox"/>	5:00 PM .A2. 60 U15 T4 <input type="checkbox"/> <input type="checkbox"/>		
	6:45 PM .A2. 105 U18 T1 <input type="checkbox"/> <input type="checkbox"/>	6:45 AM .A3. 45 7S T4 <input type="checkbox"/> <input type="checkbox"/>		
	7:15 PM .A1. 120 U21C <input type="checkbox"/> <input type="checkbox"/>	7:00 AM .A2. 60 7J T1 <input type="checkbox"/> <input type="checkbox"/>		
	7:30 PM .A3. 75 U15 T3 <input type="checkbox"/> <input type="checkbox"/>	7:15 AM .A5. 75 7J T2 <input type="checkbox"/> <input type="checkbox"/>		
	8:45 AM .A6. 60 U11 T4 <input type="checkbox"/> <input type="checkbox"/>	7:30 AM .A3. 45 7S T3 <input type="checkbox"/> <input type="checkbox"/>		
	9:30 AM .A2. 60 7S T1 <input type="checkbox"/> <input type="checkbox"/>	8:00 AM .A1. 60 HL <input type="checkbox"/> <input type="checkbox"/>		
		9:00 PM .A3. 75 U18 T4 <input type="checkbox"/> <input type="checkbox"/>		
		9:15 AM .A1. 60 U9 T1 <input type="checkbox"/> <input type="checkbox"/>		
		9:45 AM .A3. 60 U13 T2 <input type="checkbox"/> <input type="checkbox"/>		

New: You can request half ice, full ice or both where you see the ‘H’ & ‘F’ boxes. If there is only an ‘H’ the request is only for half ice.

Send Requests

Open Trades

Click on the Open Trade Tab on the Navigation Menu to follow your trades.

Home	Contact Emails	Manage Blackouts	Give Back Ice	Take Available Ice	Request Trade	Open Trades
------	----------------	------------------	---------------	--------------------	---------------	-------------

Here you will see all your requests:

Trades requested by me

My Ice: 14 Oct (THU) - Arena A - 8:15 PM to 9:30 PM - 75min - Half [Cancel this trade request](#)

Request sent TO:

T2	for 08 Nov (MON)	Arena C	1:30 PM to 2:45 PM	75min	Half	<input type="checkbox"/>	expires on 28 Jul at 05:44 PM
T2	for 08 Nov (MON)	Arena C	1:30 PM to 2:45 PM	75min	Full	<input type="checkbox"/>	expires on 28 Jul at 05:44 PM
T3	for 07 Nov (SUN)	Arena B	6:30 PM to 7:30 PM	60min	Shared with	<input type="checkbox"/>	expires on 28 Jul at 05:44 PM

You have no open requests FROM any team.

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

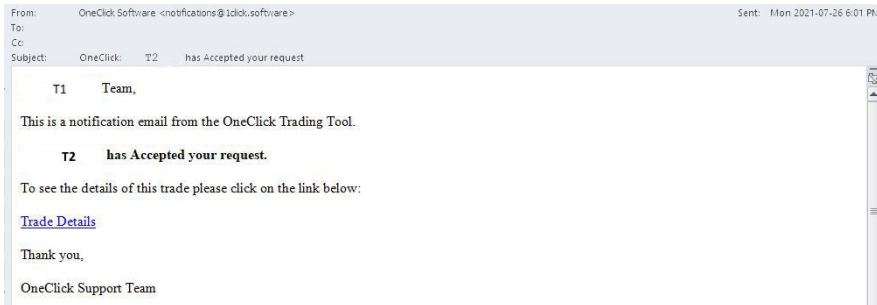
If you are no longer interested in making a trade you can cancel your trade anytime by just pressing the “Cancel this trade request” button next to the ice time you are trying to trade. An email will be sent to ALL teams involved in the trade informing them that you have canceled the trade request.



Trade Accepted

Once your trade is accepted you must finalize the trade in order to update and/or notify the OneClickIce Schedule, Arenas and your Association Trade Admin of the change.

To finalize a trade you can click the “[Trade Details](#)” link in the email notification or by logging into the [OneClickIce](#) system and clicking on your Open Trades Tab.



Once in the system, click on “Finalize”.



You have no open requests FROM any team.

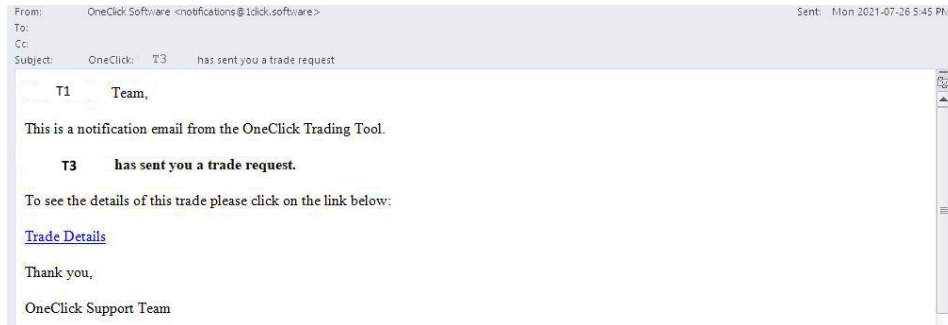
Once the trade has been finalized, the system will send a final email to both teams involved in the trade confirming the trade and new ice times. An additional email will be sent to the Arena and another to your association Trade Admin. Any the other teams that were still involved in the trade (received request or accepted the trade) will get an email informing them that their participation in the trade is cancelled.





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 portal and display the “Open Trades” page.



You can choose to “Decline” 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.



Final Trades

Click on the Final Trades Tab on the Navigation Menu to display the history of all your Teams activities within the portal.



Here you will see all your activities:

Greyed item indicates that the traded item has been traded.

Your Team Final Trades:

Trade Type:	My Request		
Old Ice:	14 Oct - Arena A	8:15 PM/9:30 PM - 75min - FULL	
New Ice:	14 Oct - Arena A 08 Nov - Arena B	8:15 PM/9:30 PM - 75min - Shared with T1 1:30 PM/2:45 PM - 75min - Shared with T2	
History:	Click here to show history		

Trade Type:	Gave Up Ice		
Old Ice:	10 Oct - Arena B	8:15 PM/9:30 PM - 75min - Shared with T1	
History:	Click here to show history		

Trade Type:	Gave Up Ice		
Old Ice:	25 Oct - Arena A	7:30 PM/8:45 PM - 75min - Shared with T2	
History:	Click here to show history		

Trade Type:	Gave Up Ice		
Old Ice:	01 Nov - Arena B	9:30 PM/10:30 PM - 60min - Shared with T1	
History:	Click here to show history		

Trade Type:	Picked Up Available Ice		
New Ice:	11 Oct - Arena A	9:15 PM/10:30 PM - 75min - FULL	
History:	Click here to show history		



To view the history of an activity, click on the “Click here to show history” link:

Trade Type:	My Request						
Old Ice:	14 Oct - Arena C		- 8:15 PM/9:30 PM - 75min - FULL				
New Ice:	14 Oct - Arena C		- 8:15 PM/9:30 PM - 75min - Shared with T3				
	08 Nov - Arena A		- 1:30 PM/2:45 PM - 75min - Shared with T1				
History:	Click here to show history						
	07 Nov	Arena C	6:30 PM/7:30 PM	60min	Shared	<div>R</div>	on 26 Jul at 05:44 PM
						<div>C</div>	on 28 Jul at 04:42 PM
	08 Nov	Arena B	1:30 PM/2:45 PM	75min	HALF	<div>R</div>	on 26 Jul at 05:44 PM
						<div>A</div>	on 26 Jul at 06:00 PM
						<div>F</div>	on 28 Jul at 04:42 PM
	08 Nov	Arena B	1:30 PM/2:45 PM	75min	Full	<div>R</div>	on 26 Jul at 05:44 PM
						<div>D</div>	on 26 Jul at 06:01 PM

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

Trade Type:	My Request		
Old Ice:	2017-10-02 - Arena A	- 9:15 PM/10:30 PM - Full	
New Ice:	2017-10-11 - Arena B	- 8:15 PM/9:30 PM - Full	
History:	show		

Trade Type:	My Request		
Old Ice:	2017-10-11 - Arena B	- 8:15 PM/9:30 PM - Full	
New Ice:	2017-10-27 - Arena A	- 8:00 PM/9:00 PM - Full	
History:	show		