

Tips for Entering and Managing Game Schedules in GrayJay



Regular Season Games and Playdowns

C Leagues

There is a League Scheduler for all C division, one from each Association, as follows:

Cumberland – U9

Tatamagouche – U11

South Colchester – U13

Truro – U15

West Colchester – U18

The League Schedulers are identified at the start of the season and contact info communicated to teams. If you do not receive communication from or about your League Scheduler within the first week or two of the season, please reach out to your Division Rep.

The League Scheduler develops the regular season and playdown schedule and enters the games into GrayJay. The games will show up in your team's calendar automatically, there is no need for Team Managers to enter regular season or playdown games.

Admin access to the Northern Region Hockey Federation Site is limited. Team Managers do not have admin access to this site and cannot change game details for regular season games. If you need to update a regular season game, first confirm the changes with the opposing team and your League Scheduler. The League Scheduler can update the game on the website. Team Managers can also reach out to WCMHA Website Coordinator for assistance with updating regular season games.

Rep (A) Teams

The regular season schedule for Rep Teams is organized and entered by the relevant league, e.g., Scotia Minor. If you need game details updated for your regular season games, please reach out to your league contact.

Exhibition Games

Team Managers are responsible for entering exhibition games on GrayJay. Follow these tips for entering Exhibition Games:

- Login to your Admin account on wcmha.grayjayleagues.com.
- Complete all relevant sections in Game Details.
- Make sure “Exhibition” is selected on the left under Sub-Season.
- If the opposing team is not available in the drop-down list, enter the team as TBA. You can manually add their team name if you choose.
- If a team is entered as TBA it will not link to their calendar.
- If you are the visiting team and the home team selects TBA you will have to enter the game on your own calendar.
- If an arena is double booked in Grayjay, you will receive an "event conflict" notice. If you receive this notice, double check that the game details are correct. You can ignore this notice if you know what you are entering is correct, i.e., if one of the teams was entered as TBA and both teams had to enter the game in their calendars.
- If you are hosting the game and require WCMHA to assign Officials, make sure WCMHA is selected as the Home Association. This typically happens automatically when a WCMHA team is selected as the home team but double-check to be sure.
- Team Managers can edit and delete exhibition games in GrayJay.

Tournaments

To enter tournament games into your team’s calendar, login to your Admin account, go to “Schedule”, then “Add Scheduled Event”, select “Tournament”, then enter game details.