

## Welcome Captains to the HLTA Website

We hope this document will help you feel more comfortable with the new website.

### **Captain Login**

Once Player Registration begins, paid member and captains can create a login and password for the new HLTA website. Once logged in, captains will be able to access the Admin page for roster changes/submission. After the season begins, captains will log in to access match scoring, team management and broadcast emails to their team.

### **Team Registration**

Each team is required to register and pay by the Team Registration Deadline in order to play the upcoming season. This team information is used during Player Registration giving players the ability to tag themselves to your club, level and team.

### **Player Registration**

Players are required to register and pay their membership dues by the Player Registration Deadline in order to play the upcoming season. Players will select their level, club and team when they register which will then place them on the team roster. Captains will have the opportunity to add and remove players from their team during Player Registration in preparation for roster submission.

### **Roster Submission**

Each team must have a minimum of 10 paid players on their roster by the Roster Submission Deadline. Captains must submit their roster through the HLTA website, and get it approved by their coordinator.

### **Late Player Registration**

Players who have missed the Player Registration Deadline can register as a Late Player after the Roster Submission Deadline. Captains will need to contact their level coordinator once the player has registered and request them to be added to their team. Note, there is a maximum of 16 people per roster.

### **Match Scoring**

Once the schedules have been posted, the Admin page will have a link to enter both the match scores and sportsmanship ratings. Online scores cannot be submitted without the sportsmanship rating being entered. The home team captain enters the scores (*by 5pm the day of the match*), and the visiting captain confirms (*by 10pm the day of the match*). Contact your level coordinator for any corrections.

### **Team Emails**

The Admin page includes an email function for captains under the 'Team Management' link. This allows you to send emails to your team regarding matches, player availability, etc.

### **Captains Contact List**

Captains will have access to the contact details of all captains within their division. This list is visible on the Admin page once captains log in.

### **Membership Directory**

All paid HLTA members can access the Membership Directory by creating a login and password for the HLTA Website. You can search by name, or alphabet. Email addresses are not visible for privacy, but to send an email, simply click on the green hyperlink (*lastname*) and an email composition window will open. Members can edit their profiles when they are logged in.

### **Important Dates**

All important dates and information for HLTA will be posted to the homepage of the website and in the Latest News section. The calendar also shows all of the key dates.

### **Questions?**

Your level coordinator is happy to assist you. Their contact details can be found under the Contact Tab. Click on their name to open up an email composition window.