

# NGHA Time Keepers

## **Overview**

The Ice Management System (IMS) has been updated to include Time Keeping utilities for the upcoming season with the existing NGHA policy. The system has been designed to work in the latest versions of Internet Explorer. If you have any questions/comments/errors please send an email to Jon Zywicki at [jz@sporthelper.com](mailto:jz@sporthelper.com). When reporting an error please include the IE version, URL and details to help finding the issue and resolving it. Outside of the initial email the IMS does not send email notifications so be sure to log in frequently to check your schedule. The system can be accessed from any computer with Internet access and a recent version of IE. To log in go to: <http://ngha.ca/ice/admin/adminlogin.asp>

## **Obtaining authorization**

You will receive an email with your user name and password for the IMS from the Time Keeper Administrator (TKA) once you have been hired by the NGHA.

## **Home page**

Each time you enter IMS you will see

- System notices
- Your next assignment date, time and location
- Your settings and preferences

## **Updating your contact information**

*My Profile*

Will allow you to change any of your contact information, including User name and Password

## **Viewing your Time Keeping schedule**

*Schedule → My Schedule*

Displays assignments between date ranges. VIEW all assignment details by clicking corresponding '>>' button. If you are unable to make an assignment you can make a return request from the details page of an assignment. You will be notified via the system notices when the TKA approves or denies your request.

## **Submit blackout dates to the TKA**

*Schedule → Blackout Dates*

Enter dates and reason that you know you cannot time keep on. If you play in the NGHA you do not need to enter your teams schedule. You will be notified via the system notices when the TKA approves or denies your request.

## **Invoices**

*Invoices → My Invoices*

See your invoices with an assignment listing.

## **Contacting IMS Users**

*Utilities → Contact System Users*

IMS Users can use this tool to communicate via system notices.