



TEAM WEBSITE ACCESS

Welcome to a 2012 - 2013 season. Your team micro-site is now ready for you to enter in new information. We are mandating that 100% of our teams utilize this system, as it will be the main means of communication across our association. **Thank you in advance for your help in the making the league statistics accurate.**

To Login, visit www.ambfhl.com/admin

Once the AMBFHL has received your team's FOIP form you will receive your team's website login. Each team's contact information must be entered into your team site as per below.

1. Login to your team microsite using the Login and Password provided by the AMBFHL.
2. Download Team INSTRUCTION MANUALS in the top right. There are PDF documents that answer any questions you may have. Please consult the User Manual before contacting the Association,
3. The STAFF tab is not currently at the top. We are working on that and hope to have that resolved.
4. Mouse over the PLAYERS tab at the top and select "Add Single". While the system does allow you to enter Multiple Players at one time, we suggest that you enter them one at a time. Please make sure to include each parent's email address as we are creating an association contact list.
5. **Please ensure you enter the last names of the players in "UPPER CASE" and the first name with "Capital first letter only"**
6. When "Adding Single" it allows you to enter in the e-mail addresses and phone numbers for all of your parents thereby creating your team contact list. The e-mail addresses are used when sending updates to your team. I.e. When adding a new practice you can click e-mail team and the update will be sent to all team e-mail addresses.
7. There will be additional functions that we are working on adding to the team micro sites. When these come available, we will advise.

8. If you have any questions, please email Janice Murray at janice.murray@shaw.ca.
9. The schedule should be posted 1 week before Gameplay. If you see any discrepancies, please contact the Bantam League Representative.