



September 2011

**Memo to: LLFHL Association Registrars**

**From: LLFHL Executive**

**Subject: Urgent! Team Statistician Set-up**

Dear Association Registrar:

Similar to the beginning of last season, as Registrar you will be given the responsibility of granting access to those put in charge of game stats input . More specifically – the setting up of Team Statisticians.

Please note that the LLFHL executive is unable to grant access to the statisticians– it **MUST** be done at the Registrar level. Below is an outline of that procedure.

Once the Team's statistician has been set-up into the system and their name appears on the appropriate team's roster, follow this procedure to send them their login password:

- Click on "Register" from the menu at the top of the page
- From the Processes menu on the left click "Member"
- Enter the Statistician name in the name fields and click "Search"
- Locate the Statistician's name from the results and click on "Select"
- From the next page, click "Member Login" at the top of the page
- From the next page, click "Email New Password"

This will automatically send the Statistician an access password that will get them into the system. **Note that if you set-up the Statistician without an email address, you won't get a member login link.**

**Once you have set-up Statisticians for all of your teams**, we would ask that you confirm that you have successfully completed this task for ALL of your rep teams by accessing the report that is available to you. To access this report follow this procedure:

- Click “Report” from the menu at the top of the page
- Click the “Lower Lakes Custom Reports” tab
- Click “Run” beside the Team Statisticians report

This will show you a report of all Team Statisticians that have been successfully set-up for your association. If all teams are there, you have completed your task and we thank you very much.

**If they are not all there, please get these set-up ASAP as they will need access within the next few weeks, no later than the end of September 2011.**

To repeat – **The LLFHL will not be able to set-up this role** . It is vital that you do this ASAP as any requests we get for access this year will be forwarded to the appropriate association’s registrar. Please attend to this issue immediately if you have not given all of your Team Statistician’s access.

Thank you for your prompt attention to this important task.

Yours in Hockey:

LLFHL Executive