

REVISED PROCESS FOR POSTING ICE -- EFFECTIVE IMMEDIATELY

TO POST ICE:

- [Review Rules for Swapping and Selling Ice](#)
- Navigate to the Ice Swap Posting Page -- <http://noviyouthhockey.pucksystems.com/page/show/381387-ice-swaps-trades>
- Logon to the website using link in upper left (just like you would for your team site)
- Select "Edit" mode in upper left and you now have access to post ice swaps to the calendar
- Create a new calendar item ("Add Event") on the Ice Swap Calendar and complete the following information
 - **Event Name:** Include Team Information and Desired Actions (e.g., "PW #6 – Ice Swap/Sell")
 - **When:** Enter date and time of ice you want to sell/swap (be sure to select correct AM or PM)
 - **Location:** Include arena name and ice sheet (e.g., "Novi Ice Arena – Blue Rink" or "Compuware – NHL")
 - **Description:** Indicate your contact information (e.g., "Contact: John/Jane Smith at email@noviyouthhockey.org")
 - You may also include your phone number (if that is the preferred method of contact)
 - **Tags:** Please be sure only "Ice Swaps/Sale" tag has been checked
 - **Optional Tip: You may want to include the tag for your team (e.g., "Squirt #2) to remind you that it have been posted to the Ice Swap Site -- do not select any other tags (e.g., "Need to Know" -- these for for association use only)**
 - **NOTE: Please limit additional comments in "Description" to the information identified above. This will simplify and maximize space on calendar**
- Select "Create This Event"
- Your ice has just been posted to the Ice Swap Calendar

TO EDIT OR REMOVE ICE:

- Following the same logon process as above
- Locate **YOUR** ice posting on the calendar (DO NOT change or modify any postings other than your own)
- Select the event by clicking on the "Event Name" (e.g., click on "PW #6 – Ice Swap/Sell")
- Click on the "Edit" button to change the posting or "Garbage Can" icon to delete
- Click on "Save Changes" or "Delete Event" to confirm the action
 - Click the "Cancel" button if you have made an error or want to start over

ICE SWAP PROCESS AND RULES

Prior to posting or selling any ice, coaches and managers are reminded to review the ice swap process that is available at the following link -- <http://noviyouthhockey.pucksystems.com/page/show/43388-ice-swap>

TIPS

- **When looking for ice within Novi Ice Arena...** Open the full month view of your team calendar and select the "Ice Swaps/Sale" tag on your team calendar. This action will layer in all available ice on your calendar making it easier to locate available ice
- **When you have exhausted all available options within Novi Ice Arena.....** Links to additional rinks and resources are available at the bottom of the Ice Swap Page (<http://noviyouthhockey.pucksystems.com/page/show/43388-ice-swap>)
- **If looking for cheap practice ice on weekend....** Puckmasters has reasonably priced ice and they will even assist with on ice training (contact Puckmasters for pricing)
- **If you have additional questions about the Sport NGIN website functionality and/or posting calendar events.....** Navigate to the team website page in the Manager's section of the website (<http://noviyouthhockey.pucksystems.com/page/show/228658-team-website-access-and-support>)
- **If you want to added to the list of FREE ICE OPPORTUNITIES,** please forward a note to Angela Petty at the rink (iceservices@mi.rr.com)