

HOW DO I GAIN ACCESS TO MY TEAM PAGE?

1. Go to www.lapeerhockey.com. If you have not already created an account for the web site, please click on the "Create an Account" link in the upper left corner of the page.
2. Enter a unique Username and Password for yourself (please write this down and keep track of it) and click "Sign Up".
3. Follow the steps to "Activate" your account.
4. You will then need to send an email to the LCHA webmaster. See email link below.
5. Send a brief message letting LCHA know that you have signed up at the site. Include your name, team name, position with the team, and phone number.
6. You will be granted permission to access your team's home page(s) on the web site. The team's home pages are found under the "House" or "Travel" tab located at the top of the home page, under the header.
7. After permission has been granted, you will receive a confirmation reply. Then you can login, go to your team's page, and begin editing the content.
8. When logged in and going to your team's pages, you will see the "Edit Mode" toggle switch in the upper right corner. You may also click on the "Site Admin" tab on top and then the "My Pages" tab to view a site map. The pages that you have Editing permission over will be highlighted.
9. Click on the "Edit Mode" tab and use the "Page Elements" to edit or add Text, Photos, Documents, Events, News Articles, Links, Contact Information, YouTube Videos, etc.
10. Please note that your Team pages come defaulted with Roster and Stats pages. These pages default to "Disabled" and are not active until you "Enable" them to make them public. You are able to use these pages at your discretion.
11. You may also "Add New Pages" under your team's main page section to organize additional content.
12. If you need any help with any of the Page Elements, the first step you can take is to scroll down to the bottom of any page and click on the "Help" link, which is located in the blue footer strip at the bottom of the page.
13. Follow the prompts on the Help page.

What to do if your Sport Ngin account ID was created with a different association or site?

Logon on to www.lapeerhockey.com with your current user ID and password, this will link your account to the LCHA. Once your account is linked access can be given to by starting above at step 4.