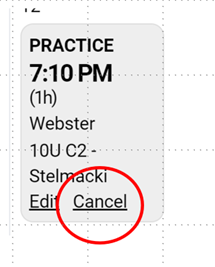
How to Trade Ice from one   
Rockets’ Team schedule to another Team Schedule  
  
There is no automated way for Managers or Coaches  
to move sheets of ice from one Team Page to another   
Team Page on the Rockets’ Crossbar web site.  
It must be done manually.

**Step #1:** Confirm with the other Coach/Manager what ice you  
 want to swap/trade. (write it down)

**Step#2:** If you’re ***receiving*** the sheet of ice you go to your Team  
 Page & click on the “+Event” tab in the upper right corner A screenshot of a computer

Description automatically generated



If you are ***giving away the ice/trading ice***, you first confirm the Trade with the other coach/manager, and then you simply “Cancel” the sheet of ice on your schedule and the system will delete it from your calendar only.

**Step #3:** Once you click the +Event button thiswindow will open and give you options to schedule what type of event you want.   
(i.e. Game, Practice, Training, Meeting or Other event)

**Game Event window** A screenshot of a computer

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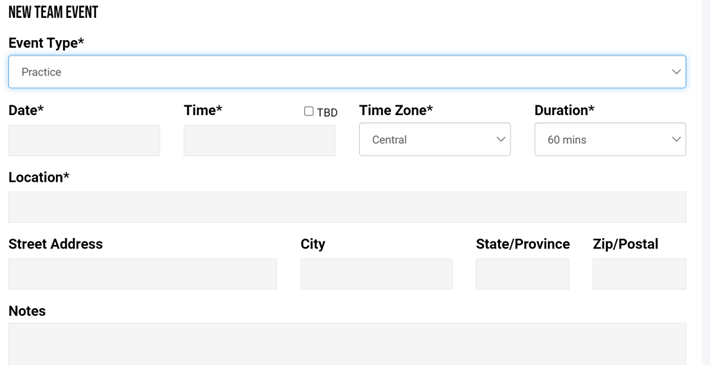
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**Practice Event window**

*Just basic information*



**Training, Meeting or Other Event Type window**

*This window allows you to add a specific title to your event*

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**Step #4:** Take the ice information you want to add, type it in with all the details and hit the “Save Event” button.

Should be on your schedule as a modifiable document.

**Sharing Ice:**

If you are giving away your ½ sheet of shared ice all you have to do is delete it off your schedule. It will not effect the other teams schedule. If you getting a shared sheet, add it to your schedule and put in the notes that it’s a shared sheet.

Note: Please let us know if you have found any ways to make this process easier. We are still looking on options via Crossbar and will keep all of you posted on any progress.   
 KDW 9/24