NCYH Team Page Instructions

# For Crossbar

With the robust functionality of Crossbar Team Pages, NCYH recommends teams use their NCYH Team Page and the Crossbar mobile app instead of third-party tools like TeamSnap to communicate and share scheduling information. The Team Page allows events to be added directly to your team’s existing ice schedule, and all parent/guardian contact information tied to the player is automatically populated.

All registered Crossbar users can access the Crossbar mobile app on both iOS and Android. After downloading the app from the Apple App Store or Google Play, log in using the same account you use for the NCYH website.

# Adding a Parent/Guardian to a Player

If a parent/guardian needs to be added to the Team Page, the primary parent who registered the player must add the additional contact’s email to their account. Share these steps with them:
1. Go to www.ncyh.org
2. Log in (if not already logged in)
3. Click Account
4. Click Participants (tap the down arrow on mobile)
5. Select the player
6. Click + ADD in the Accounts section
7. Enter the user’s email address
 - If the user has an existing Crossbar account, they’ll be added immediately
 - If they don’t have an account, they’ll receive a verification email to create one

# Finding Your Team Page

1. Go to www.ncyh.org and click on the TEAMS menu
2. Select your team

Your Team Page will include:
- HOME – Upcoming schedule, team feed posts, and staff members
- ROSTER – Player names and numbers
- DOCUMENTS – (Not currently used)
- GAMES – Events tagged as games
- SCHEDULE – All events in monthly or list format; managers can add events here
- AVAILABILITY – Tracks attendance (must be enabled by the Team Manager)
- CONTACTS – Contact info for all parents/guardians tied to a player’s registration
- STAFF – Team staff and titles
- SETTINGS – Manage page privacy, availability tracking, and email notifications

# Communication via the Crossbar Mobile App

Team Chat:
Use Team Chat in the app to message your full team. Messages go to all players and parents who have the app installed. These messages do not appear in the website’s Team Feed.

Ensuring Notifications Are Set:
From the app, go to Notifications and follow the redirect to the Site. Under Mobile Notifications, select "All Events" to ensure updates are received.

# Communicating via Team Feed (Website)

On your Team Page, the Team Feed is best for emailing all players and parents. Posts here generate emails that users can reply to, but they do not appear in the mobile app’s Team Chat.

Note Before Posting:
- The first line of your post becomes the email subject line
- Image files (PNG, JPG, GIF) can be included using the camera icon
 - These images appear on the website immediately
 - In emails, they show as downloadable URL links
- PDFs, DOCs, and other file types should be uploaded to Google Drive, with a shareable link pasted into the feed

To Post on Team Feed:
1. Type your message in the Team Feed box
2. Select Team Only (private) or Public
3. Use the camera icon to upload an image
4. Click Post

# Adding an Event to the Team Calendar

To add events (games, meetings, practices, or other), use the + EVENT button on the Home or Schedule page. Games can also be added directly from the Games page via + GAME.

When creating an event:
- Enter the location. Google will try to autofill the address (you can override this for TBD events)
- For Home Games, you can convert scheduled practice slots into games

Steps:
1. Click + EVENT
2. Select Event Type from dropdown
3. Complete the event details
 - For tournaments or non-standard events, select “Enter New Event Time”
4. Click SAVE EVENT

# Player Availability

To enable Availability tracking:
1. Go to the Team Page > Settings
2. Select Enable Availability

Once enabled, the Availability tab will show who has RSVP’d for each event. Only players and parents can update availability.

# Adding Staff (Assistant Coaches, Treasurer, etc.)

1. From the STAFF tab, click + STAFF MEMBER
2. Enter the staff member’s email address and select their role
 - For Trainers or Equipment Managers, select Other and enter a title
3. Head Coaches, Assistant Coaches, and Team Managers must enter a valid USAH# to be added (or they’ll be removed)
4. Click INVITE TO TEAM

# Updating Settings

From the Settings tab, you can manage:
- Team Page privacy
- Availability tracking and preferences
- Email notification settings for Team Feed posts and replies