



www.TeamsDraft.com
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TeamsDraft

Product

TeamsDraft is a web-based application; created to assist organizations draft balanced teams for league play. The product was created to speed the process of drafting teams while removing the need for manual human intervention.

Quick start

This section explains lists steps to perform a TeamsDraft at a high level. This overview is intended for clients experienced with the program. For less experienced clients, more detail on any topic can be found further in this guide.

Overview

- Launch an internet browser
- Navigate to www.TeamsDraft.com
- Login with your organization credentials
- Select a season and division
- Configuration > Preferences
 - o Configure various settings for your Organization/Division
- Configuration > Player import
 - o Import player data from a CSV file
- Rep > Identify > Rep players
 - o Select players on this page to remove them from the division house draft
- House > Identify >
 - o Goalies – select players that are goalies
 - o Protected – select protected players
 - o Rideshare – select rideshare players
 - o Sibling – select sibling players
- House > Edit >
 - o Goalies – edit/add goalies for an even number per team
 - o Skaters – edit/add skaters for an even number per team
 - o Teams – define the number of teams to be used in the draft
- House > Sequence >
 - o Goalies
 - Select goalies into ranking order, then click the “Sequence” button
 - If you use the Skills > Ranking module, ignore this step
 - Sequencing occurs when you click the “Transpose” link
 - o Skaters
 - Same as “Goalies”
 - o Teams
 - Select teams into a predefined order for the first round of a draft, then click the “Sequence” button
- Round > Validate
 - o Run the validation page to ensure all requirements have been met
- Round > Draft >

- Start a new draft
 - To begin a new draft
- Resume an in-progress draft
 - If the draft was interrupted, and you want to resume where you left off
- Reset an in-progress draft
 - If a draft is in-progress, and you want to start from the beginning
- Round > Trade
 - Allow teams to trade players after a draft has completed (before finalization)
- Round > Finalize
 - Locks the draft, and creates access to additional reports
- Reports
 - Numerous reports are available that contain player/team data
- Conclusion
 - Collect any confidential draft details

Launching

Launch your browser, enter www.TeamsDraft.com and press ENTER. The default (login) page is displayed.

Login

Your organization must be defined to TeamsDraft to proceed. If your organization has not been defined to TeamsDraft, send a request via email to support@TeamsDraft.com. Once your organization has been defined, you are ready to login, or request a new account.

To request a new account:

- Select your organization
- Click the “Create” link at the bottom of the page
- Step 1 of 4 (Personal Information)
 - Select an appropriate “Account type”
 - Provide the required details (including the security code)
 - Press NEXT
- Step 2 of 4 (Account Credentials)
 - Accept or customize your unique account ID
 - Between 6 and 16 characters long
 - Provide a password
 - Between 6 and 20 characters long
 - Must contain an UpperCase, a LowerCase, and a number
 - Provide your email address
 - Press NEXT
- Step 3 of 4 (Contact Information)
 - Provide your contact phone numbers
 - Press NEXT

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- Step 4 of 4 (Review and Submit)
 - o Review the details you have entered
 - o Press SUBMIT

To Login

Once your account has been created, it will include a set of roles that you are authorized to perform. On the Login page:

- Select your organization
- Enter your credentials (Account and Password)
- Press LOGIN

To force a login

Your account can only be active at one location, at any given time. Should your account be active (for example, you forgot to log off, or it is in use elsewhere) you will receive a message indicating the account is already logged on. The “LOGIN” button will change to “FORCE”. To force a login at your current location:

- Reenter your credentials
- Press FORCE

Season page

The “Season” page displays after a successful login. Select a season from the drop down list. The divisions configured for the selected season are displayed, with a “Select” link at the left hand side of each. Click the “Select” link next to a division. Note, the icon bar is expanded, and the heading line is updated to indicate your:

- Organization
- Season
- Division

Help link

There is a “Help” link at bottom of every page in the TeamsDraft application. Click the link at any time for context relevant information.

TeamsDraft organization

The application has been designed with the user in mind. Many of the icons have submenu items. Hover over an icon to reveal submenu items. In general, the application flow is to start with the icon on the left, then the submenu items top to bottom, then the next icon to the right, then submenu items top to bottom, etc. The icons will be explained from left to right.

Home icon (house)

Click the “Home” icon to logoff. It is a good idea to logoff when you are finished using the application. By performing a logoff, you clean up details, and make for a smoother login next time.

Season icon (oak leave)

Click the “Season” icon at any point. You return to the “Season” page, where you can change division and/or season.

Configuration icon (gear)

Hover the “Configuration” icon and select a submenu item.

Configuration > Preferences

- There are numerous settings available for you to customize
- A blue information icon exists to the right of each setting
- Click the info icon for an explanation of the setting
- A “Reset” link at the bottom of the page can be pressed to reset all configuration settings back to factory defaults

Configuration > Player import

- Import player data from a CSV file to the TeamsDraft application
- Choose a file from your workstation
- The file must be in CSV format
- If the CSV file contains a heading, check on the “Heading” checkbox to eliminate this row from the import process
- Click the “Help” link at the bottom of the “Player import” page for a detailed explanation on this function

Configuration > Player export

- After selecting a season/division, you can export the data to a CSV file
- The exported file will contain the characteristics defined in the application

Rep icon (player wearing black suit)

Hover the “Rep” icon and select a submenu item to edit “Rep” players. This will allow you to perform skill evaluations for rep players independently from house players. Identifying rep players will remove players from the house draft.

Rep > Identify > Players

- After importing player data, you can identify players that are in the “Rep” program
- A grid of all players imported to the division is displayed
- Click the players in the “Rep” program
- “Rep” players will be highlighted on the grid

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Rep > Identify > Goalies

- After identifying “Rep” players, you can identify “Rep” goalies
- A grid of “Rep” players is displayed
- Click the players that are goalies
- “Goalies” will be highlighted on the grid

Rep > Edit > Goalies

- A grid of “Rep” goalies is displayed
- Click on a player name, the “Player details” page is displayed
- Make any required changes
- Arrows in the top right hand corner allow movement to the next or previous player

Rep > Edit > Skaters

- A grid of “Rep” skaters is displayed
- Click on a player name, the “Player details” page is displayed
- Make any required changes
- Arrows in the top right hand corner allow movement to the next or previous player

House icon (player wearing white suit)

Hover the “House” icon and select a submenu item to edit “House” players. Same function as the “Rep” icon, but relevant for “House” players. There are additional functions under the “House” icon, as teams are drafted in this player program.

House > Identify > Goalies

- A grid of “House” players is displayed
- Click the players that are goalies, they will be highlighted on the grid

House > Identify > Protected

- A grid of “House” players is displayed
- Click the players that are “Protected”, they will be highlighted on the grid
- A “Protected” player is typically a coach’s child
 - o A player that should be on the same team as the coach

House > Identify > Rideshare

- A grid of “House” players is displayed
- Click the players that are “Rideshare”, they will be highlighted on the grid
- A “Rideshare” player is one that needs to share a ride
 - o A player that relies on another player family to get to/from games/practices

House > Identify > Sibling

- A grid of “House” players is displayed
- Click the players that are “Sibling”, they will be highlighted on the grid
- A “Sibling” player is one that has a brother/sister
 - o Typically, siblings would be selected to the same team

House > Edit > Goalies

- A grid of “House” goalies is displayed
- Click on a player name, the “Player details” page is displayed
- Make any required changes
- Arrows in the top right hand corner allow movement to the next or previous player

House > Edit > Skaters

- A grid of “House” skaters is displayed
- Click on a player name, the “Player details” page will be displayed
- Make any required changes
- Arrows in the top right hand corner allow movement to the next or previous player

House > Edit > Teams

- A grid containing teams defined to the division is displayed
- Add, update, or delete teams accordingly

House > Sequence > Goalies

- A grid containing all “House” goalies is displayed
- Click entries in the left grid, to move to the right grid in ranking order
- Once all entries have been selected, click the “Sequence” button
- NOTE:
 - This step is not required if you rank players in the “Skills” module
 - If you have selected “No” for the “Goalie Ranking” setting in the “Configuration > Preferences” page, then you must not sequence goalies. Instead, click the “Reset” button to set all goalies to a ranking of zero

House > Sequence > Skaters

- A grid containing all “House” skaters is displayed
- Click entries in the left grid, to move to the right grid, in ranking order
- Once all entries have been selected, click the “Sequence” button
- NOTE:
 - This step is not required if you rank players in the “Skills” module

House > Sequence > Teams

- A grid containing all “Teams” is displayed
- Click entries in the left grid, to move to the right grid, in desired order
- This will be the team order for the first draft round
- Once all entries have been selected, click the “Sequence” button

Skills icon (Rubik’s cube)

The “Skills” module will assist ranking players in a set of skills. Ranking players with the “Skills” module replaces the need of sequencing players in:

- House > Sequence > Skaters
- House > Sequence > Goalies

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An overview of using the “Skills” module is as follows:

- Create, update, and delete a set of skills to be used by your organization
 - o Skills can be used in any division, and available season after season
- Select a set of skills to be used for evaluating players in each division
- Every season, a set of skills must be selected for each division
- The skills module can be used for “Rep” and/or “House” (the process is the same)

Skills > House > Evaluation Dates

- Player evaluations will occur on one or more dates
- Define the dates when the division evaluations will occur

Skills > House > Assign Bibs

- During a typical evaluation, players wear various colored bibs with numbers for player identification
- Use the “Assign Bibs” module to record bib color/number details
- These details are used on the worksheet that you can distribute to your evaluators during the evaluation sessions
- Evaluators can record their rankings on the worksheet and submit to the division manager for input to the ranking process
- Assigning bibs is not a mandatory step, but will assist in evaluations

Skills > House > Worksheet

- Create a worksheet for distribution to your evaluators
- The worksheet consists of
 - o Bib color/number
 - o Player position
 - o Player name (can be displayed or suppressed on the “Name on Skills Worksheet” setting in “Configuration > Preferences” page)
- A column for each skill defined to the division

Skills > House > Rank Player

- Using the worksheets returned from the evaluators, record each ranking
 - o Select an evaluator
 - o Select an evaluation date
 - o Select a player
 - o Click a circle corresponding to the player ranking for each skill (the circle turns blue)
- Skills are ranked from 0 (low skill) to 9 (high skill)
- If a skill was not ranked for a player by an evaluator, do not select a circle, since
 - o 0 means the player has a low skill, while
 - o No skill recording indicates that a skill was not observed
- If a ranking is not recorded for a player skill, it is not used in the final calculation
- Enter rankings for every skill, every player, every date, every evaluator

Skills > House > Final evaluation

- Create a final evaluation report after all evaluations have been recorded
- All evaluations are used to calculate a ranking order of all players
- The higher the “Overall Ranking” number, the higher the player skill
- When all rankings have been recorded (before starting a draft) press the “Transpose” link at the bottom of the page
- The “Transpose” process sequences players for the draft, and replaces the need of sequencing players on the sequence pages
 - o “House > Sequence > Goalies”
 - o “House > Sequence > Skaters”
- You can fine tune the sequence on the “House > Sequence >” pages, but:
 - o This will render the evaluations inaccurate
 - o You will need to click the “Sequence” button

Skills > House > Top ranking

- This page displays a list of the top ranked players (by position) in the division
- The number of players reported in each position can be adjusted in the “Configuration > Preferences” page
- The relevant settings are:
 - o Top rank goalie (default is 3)
 - o Top rank defence (default is 8)
 - o Top rank forward (default is 12)

Round icon (boxing ring)

The functions available in the “Round” module are related to performing a draft. You must first pass the “Validation” function. Then you can select to start, resume, or reset a draft. When the draft has completed, you can “Trade” players, then “Finalize” the draft. Finalizing the draft produces additional reports.

Round > Validate

- Before the draft can start, a number of conditions must pass
- The “Round > Validate” page lists all the conditions and related status
- A number of columns exist on this page
 - o An “Info” link that can be clicked to provide details about the condition, and how it can be resolved
 - o A “Status” column indicating Pass, Fail, or Warning
 - o A “Group” column indicating the condition group Team, Skater, Goalie, Other
 - o A “Description” column
- The status column must be all green (pass) or yellow (warning) before the draft can start

Round > Draft > Start

- This will start a new draft
- Should a draft already be in progress, you must click either:

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- Resume – to resume an in-progress draft
- Reset – to clear an in-progress draft and start again

Round > Draft > Resume

- Should an interruption occur while you have a draft in-progress, you can pickup where you left off
- Click “Resume” to resume the draft

Round > Draft > Reset

- You may be in the middle of a draft and decide you want to start again
- Click “Reset” to reset the draft
- Note:
 - You need to run “Round > Draft > Validate” again before starting a new draft
 - Correct any reported issues (such as player sequence) and validate again

Round > Draft > Trade

- This function allows teams to trade players at the end of the draft
- Select a team on the left, and another team on the right
- The players for each team are displayed
- Select a player from each team, then click the “Trade” button
- The players will be swapped between teams
- Take care not to use this process any more than absolutely necessary
- Create an organization policy regarding trades
- Explain the policy to your coaches before the draft, and ensure they understand
- A policy example would be similar to:
 - This policy limits trades during the draft to only 1 trade per team. Team trades must be explained, discussed, and authorized by the division manager before being implemented.

Round > Finalize

- This process completes a draft
- Updates or trades are no longer allowed
- Additional reports become available under the “Reports” icon

Reports icon (file folder)

Various reports can be produced before and after a draft. Some reports are only available after the draft has been “Finalized”.

Reports > Rep player list

- A report containing all players identified as “Rep” players

Reports > House player list

- A report containing all players identified as “House” players

Reports > Evaluation report

- A report listing all players in evaluation order

Reports > Duration chart

- A chart showing the time spent by each team during the draft
- A chart showing team balance by player ranking
- These reports are available after each round of the draft, and after the draft has been finalized

Reports > Draft activity

- A report identifying the players selected in each round, and the order each team selected the player

Reports > All teams

- Available after the draft has been finalized
- This is a condensed report that includes all players selected to all teams

Reports > Coach team report

- Available after the draft has been finalized
- This report is intended for the coach, it includes details imported for each player
- The report is split to one team per page

Help icon (question mark)

Help information is available under the “Help” icon.

Help > Menu

- An explanation of the icons in the top menu bar

Help > Contact

- Contact support details for your organization and TeamsDraft

Help > My account

- Your account details, and a method for you to update details

TeamsDraft in progress

When you start a draft, you are asked to confirm your intentions to start a draft – click the OK button. The main “Draft” page is displayed. The content of the “Draft” page is as follows:

Identification

The top center of the page identifies the draft

- Organization
- Season
- Division

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User

The name of the user logged into TeamsDraft is displayed on the second line at the top center of the page. The icon bar is hidden to make room for draft details.

Menu left

The menu items on the left (under the top banner image) provide detail of the current round. For example, the details are:

- Round: 1 of 14
 - o Currently on the first of 14 rounds in the draft
- Pick: 3 of 4
 - o The third of 4 teams is currently selecting a player
- 03:54
 - o The active team has already spent 3 minutes 54 seconds making a selection

Menu center

The menu item in the center (under the top banner image) indicates the time of day

Menu right

The menu items on the right (under the top banner image) are action links used in a draft:

- Accept
 - o Click after all teams have selected a player in a round
 - o Round selections are confirmed, and you will proceed to the next round
- Cancel
 - o Click to discard all selections in the current round, and start the round again
- Undo
 - o Click to discard the most recent selection
 - o The “Undo” link can be pressed repeatedly, undoing selections back to the start of the round
- Rotate
 - o Click to change the right hand panel to the next team

Players available

This panel contains the players in ranking order. The panel contains:

- A “pick” link
 - o Click to select this player to the active team
- Ranking
 - o A number indicating the player ranking
- Name
 - o The player name in “Lastname, Firstname” format
- Position
 - o The player position
 - G (Goalie)
 - D (Defence)
 - F (Forward)

Round selection sequence

This panel contains the team names listed in the order calculated from selections made in previous rounds. The first round in the draft is based on the sequence that was entered in the “House > Sequence Teams” process. After the first round, team sequence is recalculated, sorted, and presented for the next round. The team with the highest accumulated ranking is sorted to the top, the second highest is next, and so on.

Team/roster

This panel contains the team roster as it is being built. By default (every 15 seconds) the team/roster display rotates. The duration can be modified on the “Team Rotation Speed” setting on the “Configuration > Preferences” page. Click the “Rotate” link to change the team/roster immediately.

Menu bottom center

The menu items at the bottom center provide action links to be used during the draft:

- RemoteIsOn / RemoteIsOff
 - Click to turn on/off remote access
 - Hover the link to display remote access credentials
 - Remote access provides a person that cannot be at the draft location, with a read-only view of the draft as it proceeds
- Menu
 - Click to return to the “Season” page
 - The icon bar is eliminated on the “Draft” page to provide pertinent details
- Charts
 - Click to display the draft charts
- RotateIsOn / RotateIsOff
 - Click to turn on/off auto team rotation in the “Team/Roster” panel
- Help
 - Click to display help information on the draft page

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