

# COED SPRING LEAGUE

➤ Over 18



## Features

- 11 game season
- Fridays (Some weekend make-up dates)
- League runs April 10th–June 23rd
- Game start times 7pm–9:30pm
- Online league standings and schedules
- On-site Pub & Grub (Top Shelf)

## USA Hockey

All KVIH & HIH Adult Leagues are USA Hockey Sanctioned.

USA Hockey Registrations expire August 31st each year.

Spring participants must have either a 2022/23 or 2023/24 season Player/Coach Registration to be valid.

## Player Eligibility

All players must:

- Meet age requirement for your league prior to first game of season
- Register on their team's roster through Daymart prior to playing
- Have a valid USA Hockey Registration uploaded to their account, prior to first game
- Obtain and properly wear a valid helmet sticker



## Season Fee

**\$2,200** / per team

Due in Full prior to first game

## Important Dates

Registration Deadline:

March 20th, 2023 at Midnight

Mandatory Manager Meeting:  
April 5th, 2023 at 6:30pm

## League Director

Terri Hupp



## USA HOCKEY Numbers

### **For Mobile Friendly Use:**

Download the “Daysmart Recreation Member”\* app from [Google Play](#) or [Apple App](#) Store.

### **First Time Adding your USA Hockey Number:**

1. Login to your Daysmart Recreation account
2. On the Dashboard click the “Memberships” tile
3. Click “Add Membership”
4. Click “Add to Cart” next to USA Hockey Registration
5. Enter USA Confirmation Number and click “Verify”
6. Click “Continue”
7. Complete Checkout, it will be a \$0 transaction

### **Annual Renewal of USA Hockey Number:**

1. Login to your Daysmart Recreation account
2. On the Dashboard click the “Memberships” tile
3. Click “Renew” under USA Hockey ID
4. Enter new number and click verify
5. Click continue to follow the checkout process

# Team Registration Directions

## For Mobile Friendly Registration:

Download the “Daysmart Recreation” app from [Google Play](#) or [Apple App Store](#).

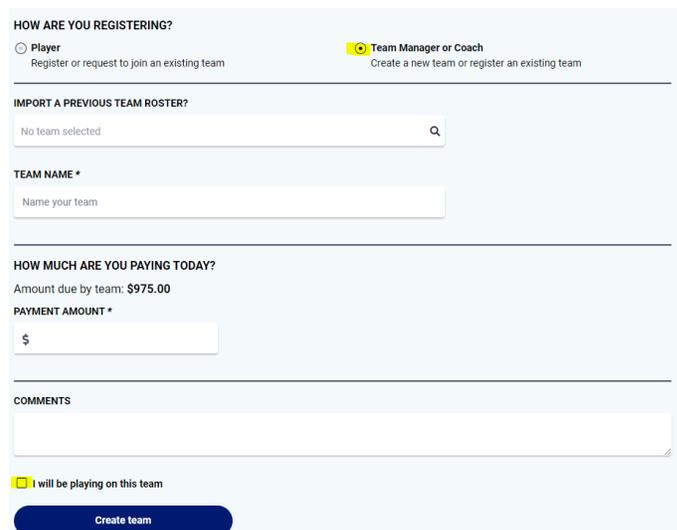
## Creating an Account (DO NOT repeat if you already created a DAYSMART account)

1. Start by visiting <https://member.daysmartrecreation.com/#/online/kensington/login>
2. Fill out the entire form

## Register your Team

Log in to your account via the App or on a [computer](#)

1. Click on “Register” on the left of the screen
  - a. On the app you will need to select the 3 vertical lines in the left corner to expand the menu
2. Click the Blue ‘Register’ button next to the desired division
3. Under “How are you registering” make sure to select “Team Manager or Coach”
4. Fill out the fields on the screen (pictured below)
  - a. If you are playing on the team, make sure to check “I will be playing on this team”
5. Click “Create Team”
6. Click “Proceed to checkout”
7. “Checkout”
8. To allow players to register onto the team, click “Invite Others to Join”
  - a. You will need to approve players once they complete the process



HOW ARE YOU REGISTERING?

Player  
Register or request to join an existing team

Team Manager or Coach  
Create a new team or register an existing team

---

IMPORT A PREVIOUS TEAM ROSTER?

No team selected

---

TEAM NAME \*

Name your team

---

HOW MUCH ARE YOU PAYING TODAY?

Amount due by team: \$975.00

PAYMENT AMOUNT \*

\$

---

COMMENTS

I will be playing on this team

# Team Management

## Step 1: Manager View

1. Login to your Daysmart Recreation account
2. On the Dashboard you will see a “My Enrollments” section
3. Locate the desired team and click “Manage Team”

## Step 2: USA Hockey Numbers

Daysmart does not allow managers to enter their team’s USA Hockey #. You can only enter your own.

### **As a manager you can see who is missing their USA:**

When you scroll down the roster, if a player is missing their USA, then it will either say “Missing Membership” or “EM” in red under their name.

## Step 3: Assigning Player Fee (Optional)

A new tool on Daysmart is that as a manager you can assign the per player fees to your players.

This tool helps players and the office know how much they are to be paying, assigned by you.

### **How to assign amount:**

When viewing the roster online there is an editable column next to the players name (“Assigned”) you will just need to enter their amount in those spots. It will automatically save changes when you click out.

*Important! If you assign an amount and the player goes to pay online, it will not let them pay less than what you assigned. We recommend if you allow them to do 2 payments you start with assigning the first half then when collecting the second payment change the assignment to the full amount. If they pay at the office, we can override the required full payment.*

## Step 4: Viewing Jersey Numbers

1. Scroll down to the roster of the selected team
2. If a player has a jersey number entered it will show next to their name
  - a. At this time the software does not allow managers to enter jersey numbers.

# Team Management

## Continued



### Step 4: Viewing Who has Paid

1. Scroll down to the roster of the selected team
2. Hover (on computer) or Click (on phone) the Question mark

  - a. If they have not made a payment there will not be a question mark

Those who you have assigned a payment to and have made a payment it will list the assigned amount, paid amount, and balance.

ce: \$150.00

Assigned:	\$300.00
Paid/credit:	\$150.00
Balance:	\$150.00

If an amount was not assigned it will list the amount they paid under the invoiced amount and paid amount and have a zero balance

ce: \$0.00

Invoiced:	\$400.00
Paid/credit:	\$400.00
Balance:	\$0.00

# Player Registration Directions

## Creating an Account (DO NOT repeat if you already created a DASH account)

1. Start by visiting <https://member.daysmartrecreation.com/#/online/kensington/login?noAutoLogin=1>
2. Fill out the entire form

## Step 1: Adding your USA Hockey to your Account

1. Login to your Dash/Daysmart Recreation account
2. On the Dashboard click the “Memberships” tile
3. Click “Add Membership”
4. Click “Add to Cart” next to USA Hockey Registration
5. Enter USA Confirmation Number and click “Verify”
6. Click “Continue”
7. Complete Checkout, it will be a \$0 transaction

## Step 2: \*Player\* Request to Join your Team

**Players**, log in to your account via the App or on a [computer](#)

1. Click on “Register” on the left of the screen
  - a. On the app you will need to select the 3 vertical lines in the left corner to expand the menu
2. Click “View” under the “Adult Leagues” tile
3. Click “View” on the tile for your team’s division
4. Click “Request to Join” for your team
5. Select registrant if not yourself, and Click “Confirm Request”

## Step 3: Manager Approval

An e-mail will be sent to the manager for approval of the request.

The team manager must approve the request to join before the player can continue with completing registration.

**Managers**, to respond to the correct:

1. Log in to your account on Dash/Daysmart Recreation
  - a. Clicking the link in the email will take you to your account
2. Go to your Dashboard
3. Click on “respond” on the blue banner at the top of your Dashboard
4. Make sure to use the drop down and select “yes” before sending response

# Online Adult League Payments

**You MUST be registered on the team to make your payment!**

## **STEP 1: LOGIN INTO YOUR ACCOUNT**

1. Visit [Daysmart Recreation](#) app
2. Log in to your account by entering your email and password
  - If you do not remember your password – contact the front office and they will send a password reset link.

## **STEP 2: MAKE YOUR PAYMENT- Once Logged in**

1. Stay on the Dashboard that you should first see when you log in.
  - a. If you are not automatically on the Dashboard then select the option on the left hand column.
    - i. If using your phone then you will have to select the 3 horizontal lines in the upper left corner to expand the menu
2. Under “My Enrollments” find the team in which you wish to make a payment towards
3. On the right column of the Team’s tile, select the “Pay” hyperlink that is under the “Due:”
4. Enter the amount you wish to pay
5. Click “Add to Cart”
6. Click on the cart icon in the upper right corner 
7. Fill out the payment information
8. Click “Checkout”
  - a. This should complete the process and you will get a confirmation screen and receipt emailed to you

# Free Agent Registration Directions

## Creating an Account (DO NOT repeat if you already created a DASH account)

1. Start by visiting <https://member.daysmartrecreation.com/#/online/kensington/register?noAutoLogin=1>
2. Fill out the entire form

## Step 1: Adding your USA Hockey to your Account

1. Login to your Daysmart Recreation account
2. On the Dashboard click the “Memberships” tile
3. Click “Add Membership”
4. Click “Add to Cart” next to USA Hockey Registration
5. Enter USA Confirmation Number and click “Verify”
6. Click “Continue”
7. Complete Checkout, it will be a \$0 transaction

## Join the List

Log in to your account via the App or on a [computer](#)

1. Click on “Register” on the left of the screen
  - a. On the app you will need to select the 3 vertical lines in the left corner to expand the menu
2. Click “View” under the “Adult Leagues” tile
3. Click “View” next to “FREE AGENT Sign Up”
4. Click “Register” for the league you wish to join
5. Select registrant if not for yourself
6. Complete the form
7. Click “confirm registration”
8. **Click “Continue to checkout”**
9. **Click “Checkout”**
  - a. There is no payment for this. Once completed you will get a green banner saying “checkout complete”

If a team picks you up, then you will be notified by the team manager!

# Sub Goalie Registration Directions

## Creating an Account (DO NOT repeat if you already created a DASH account)

1. Start by visiting <https://member.daysmartrecreation.com/#/online/kensington/register?noAutoLogin=1>
2. Fill out the entire form

## Step 1: Adding your USA Hockey to your Account

1. Login to your Daysmart Recreation account
2. On the Dashboard click the “Memberships” tile
3. Click “Add Membership”
4. Click “Add to Cart” next to USA Hockey Registration
5. Enter USA Confirmation Number and click “Verify”
6. Click “Continue”
7. Complete Checkout, it will be a \$0 transaction

## Join the List

Log in to your account via the App or on a [computer](#)

1. Click on “Register” on the left of the screen
  - a. On the app you will need to select the 3 vertical lines in the left corner to expand the menu
2. Click “View” under the “Adult Leagues” tile
3. Click “View” next to “FREE AGENT Sign Up”
4. Click “Register” for the “Goalies” league
5. Select registrant
6. Complete the form
7. Click “confirm registration”
8. **Click “Continue to checkout”**
9. **Click “Checkout”**
  - b. There is no payment for this. Once completed you will get a green banner saying “checkout complete”