



A Film Written and Directed by _____
Kensington Valley Ice House

WOMEN 18+ LEAGUE



Team Registration Deadline: End of Day August 20th, 2023

Sunday	Season Starts	24 Games	\$4,800	USA Hockey
Evenings	Sept 10th, 2023	Incl. Playoffs	Team Fee	Sanctioned

For more detailed information:
scan the QR code, or email the league director
(Terri at terri@kvicehouse.com)



MANDATORY MANAGER MEETING:
TUESDAY, SEPTEMBER 5TH @7PM

BACK OF TOP SHELF PUB & GRUB @KENSINGTON VALLEY ICE HOUES

Payment Deadlines:

- Fees are split into two payments.
- For Leagues taken as team registration, 50% of the team fee is due before the start of the first game.
- For Draft league, 50% of the player fee is to be paid at registration.
- Remaining balances for ALL leagues are due END of Day December 2nd, 2023.

Player Eligibility

- All players must meet the registration requirements for their league which are provided in the registration directions documents for the respective leagues, before stepping on the ice. This includes:
 - ALL players **MUST** have a current USA Hockey registration as a player
 - The registration **MUST** be uploaded to the rink software, prior to participating in their first game, as part of registration
 - ALL players **MUST** be registered in the rink software and placed on a team
 - ALL players **MUST** obtain a helmet sticker and **PROPERLY** wear it as directed prior to their first game
 - Must present a valid ID to obtain sticker
 - A player/manager is **NOT** permitted to obtain a sticker for another participant
 - All players must be age eligible for their division. **NO exceptions will be made.**
 - Fall season – must meet minimum age by April 1st of the current season
 - Monday Over 21
 - Tuesday Over 30
 - Wednesday Over 40
 - Sunday Over 50
 - Women's (Sunday) Over 18
 - Draft (Sunday) Over 18

Jerseys

- All teams must wear matching jerseys with numbers.
- All Players must have a permanent jersey number that will be listed on the roster. If your team has 2 sets of jerseys with different numbers, both numbers must be assigned to each player on your roster.
 - This number must get recorded in the system prior to them stepping on the ice.
- Jerseys without a number are not allowed (goalies are the only exception).
- Duplicate jersey's numbers on the same team are not allowed.



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](#).

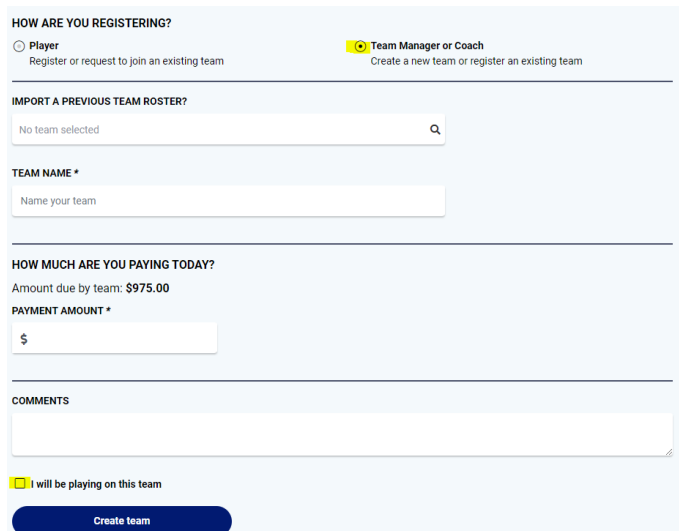
Creating an Account (DO NOT repeat if you already created a DAYSMART account)

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



Step 1: Accepting Players

1. Login to your Daysmart Recreation account
2. There will be a blue banner at the top of the screen about pending requests
3. Click the link to respond.
4. Submit responses for the players requesting to join your team

Step 2: 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 3: USA Hockey Numbers

As a manager you can see who is missing their USA but NOT add it for your players:

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 4: Assigning Player Fee (Recommended)

This tool is convenient when they don’t read your messages and ask the office what they owe or just go onto their account. It will show on their account what was assigned.

How to assign amount:

When viewing the roster online there is an editable column next to the players name (“Assigned”) , 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 5: 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.

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Step 6: 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

Step 7: Dropping Players from Roster

Wile in the manager view for the team:

1. Select the box next to the player you wish to drop
2. Click “Drop Selected”

Player Registration Directions

Creating an Account (DO NOT repeat if you already created an 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 an 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!

“E.B.U.G” Registration Directions

Creating an Account (DO NOT repeat if you already created an 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”