



REGISTRATION, MANAGER

ADMINISTRATION & PLAYER CHECK-IN:

eCROSSCHECK

1. Visit <http://ecrosscheck.com/MemberLogin.aspx>
2. Select the “New User” option.
3. Read the Disclaimer, and if you agree to the terms set forth, select the “I have read and agree to this disclaimer” option. Select “Continue.”
4. Enter a memorable username, password (twice; must contain at least seven characters and one non-alphanumeric character- !@#\$%^&*(), etc.), your email address, a security question (e.g. “What was the name of my first hockey team?”), and security answer (e.g. Monkeys). Select “Create User”
5. Enter your organization identification tag (chiller), your proper team name (this is permanent), and your team’s league level. Select “Finish.”
6. On the following screen, you will be presented with “Complete, Your account has been successfully created.” Click “Continue.”
7. Enter your username exactly as you created it, as the username is case sensitive (capitalization matters). Enter your password exactly as you created it as well.
8. Upon successful login, you are now presented with the manager administrative panel. Select the session for which you are registering a team from the drop-down menu to the right side of the screen (e.g. Fall 2007).
9. From the menu to the left, select the “View/Add Team” option.
10. On the next screen, you will be presented with the team you registered initially. Select the option “Edit Team Details.”
11. Enter your team web site (if applicable), upload a logo by selecting the “Browse” button and choosing your logo from a saved file on your computer, and select the session you wish to join (e.g. Fall 2007). Select “Submit Changes.” Your team is now part of the eCrossCheck database and is prepared to accept player registration. If you manage additional teams, select the “Add New Team” option and repeat the registration process.
12. To add players (required to be eligible during check-in), select the “View Roster” option from the menu to the left or the link to the right.
13. Select the “Add a Player” option.
14. Enter the USA Hockey number the player provides you after he or she registered for the current USA Hockey season (i.e. 2007-2008). Also select the player’s position and jersey number from the appropriate drop-down menus, then check

- the applicable box(es) if the player is considered one of your alternates (non-regular) or upper tier (i.e. a “C” level player registering in the “D” league, a “B” level player in the “C” league, or an “A” level player in the “B” league). There are no upper-tier players permitted in the “C2” league. Select the “Save” option.
15. Repeat the process for every player on your roster.
 16. Upon completion, the player will be presented on your roster as “Pending Approval.” Your league administrator will be given the option to accept or reject the player for your team. Upon approval by the administrator, the player will be shown on your roster as “Player Valid.”
 17. Once the player is shown on your roster as “Player Valid,” he or she is now eligible to check in at the designated area of the game facility for which your team is scheduled. The player will need to present a valid state issued driver’s license or identification to the check-in supervisor before he or she can enter the facility. To determine if a player is eligible for your team to check in for your next game, please refer to your “View Roster” option for a listing of your roster and the applicable status (“Player Valid,” “Player Suspended,” or “Pending Approval”)
 18. If a player is suspended as a result of a league mandated sanction (e.g. five game fighting suspension), the player will not be able to check in or participate in a contest until the suspension is expired or resolved with the league administrator. If the suspension is lifted by the league administrator, the player will be displayed on your roster as “Player Valid.”
 19. To change your password, select the “Manager Profile” option from the menu to the left. You will then need to enter your current and new password (twice) to complete the change.
 20. If you wish to provide constructive feedback for the operation of the eCrossCheck system, please select the “Feedback” button from the top of the manager administration panel and enter the information as prompted.

Thank you for using eCrossCheck! For further questions about purchasing eCrossCheck or for technical support, please visit our web site at www.eCrossCheck.com or email support@eCrossCheck.com