Curling Canada's Hit Draw Tap Program

Guide for Administrators,
Provincial/Territorial Reps and Club Reps

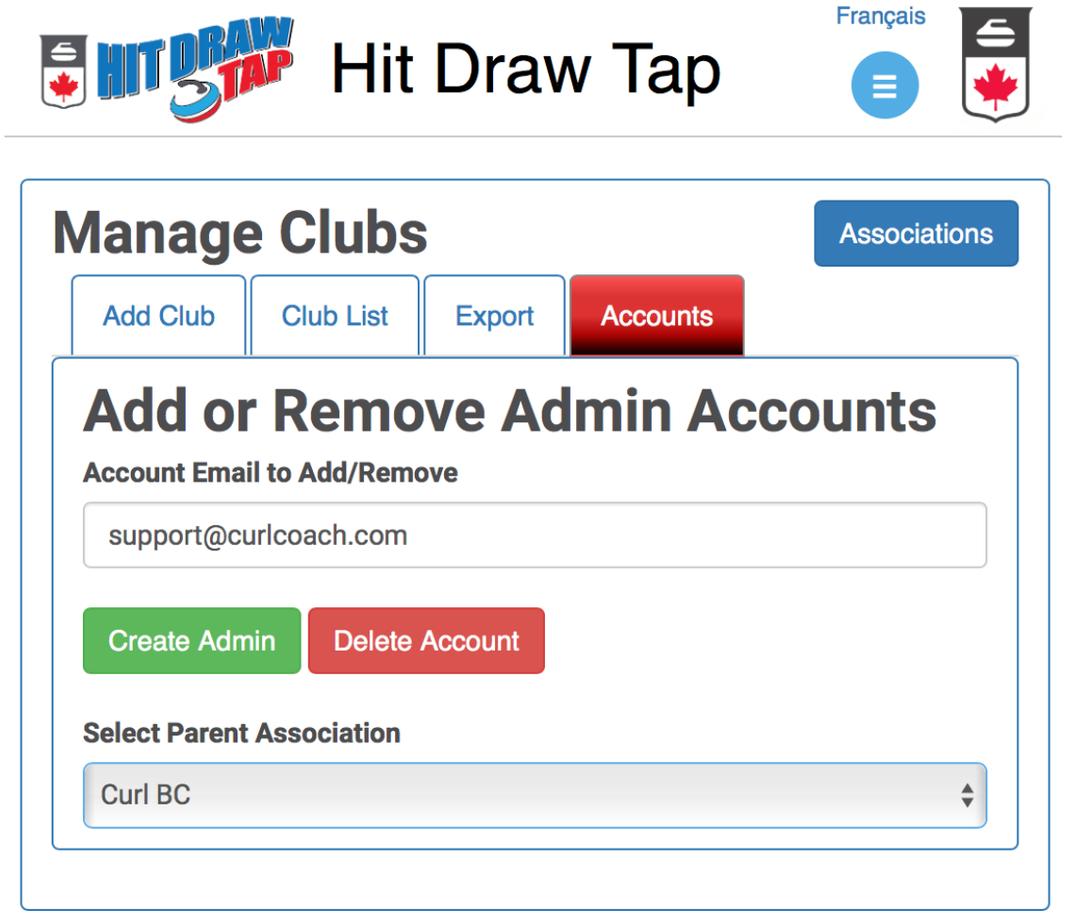
Administrators & Provincial/Territorial Reps

Managing Clubs and Provincial/Territorial Reps

Admin Only

Managing Accounts

- When logged in as an Admin (go to hdt.curling.ca), select “Clubs” from the menu and then select the “Accounts” tab.



- Enter the email for the new Admin / Provincial/Territorial Rep.

- Select a Province/Territory for this Rep or leave it set to Curling Canada to create a new system Admin.

- Select Admin to add a new Admin, or Delete Account to remove an account.

Admin Only

Managing Associations

- While Associations can be deleted, there is currently no way to create or edit an Association in the system. Contact the developer for small changes.
- As an Admin, select “Associations” from the menu button.
- You can delete an association and adjust the number of repetitions (The H-D-T count) from this page.



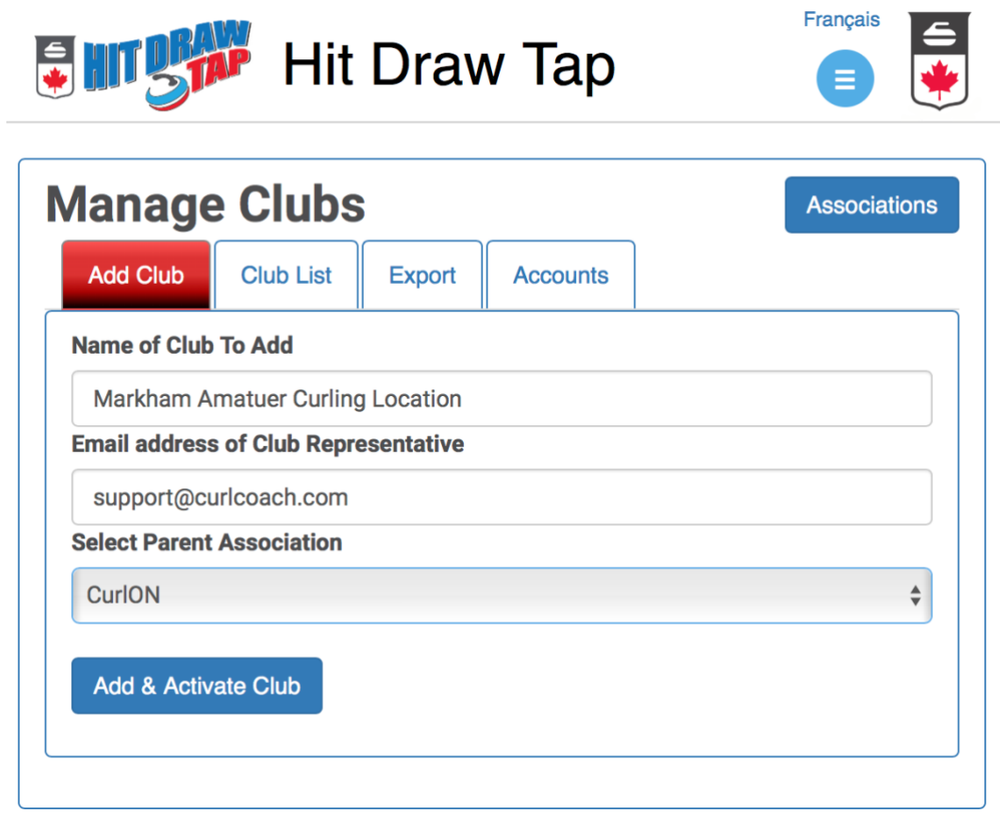
Adding a New Club

- Select “Clubs” from the menu and then select the “Add Club” tab.

- Enter the name of the Club and the email address for the Club Rep.

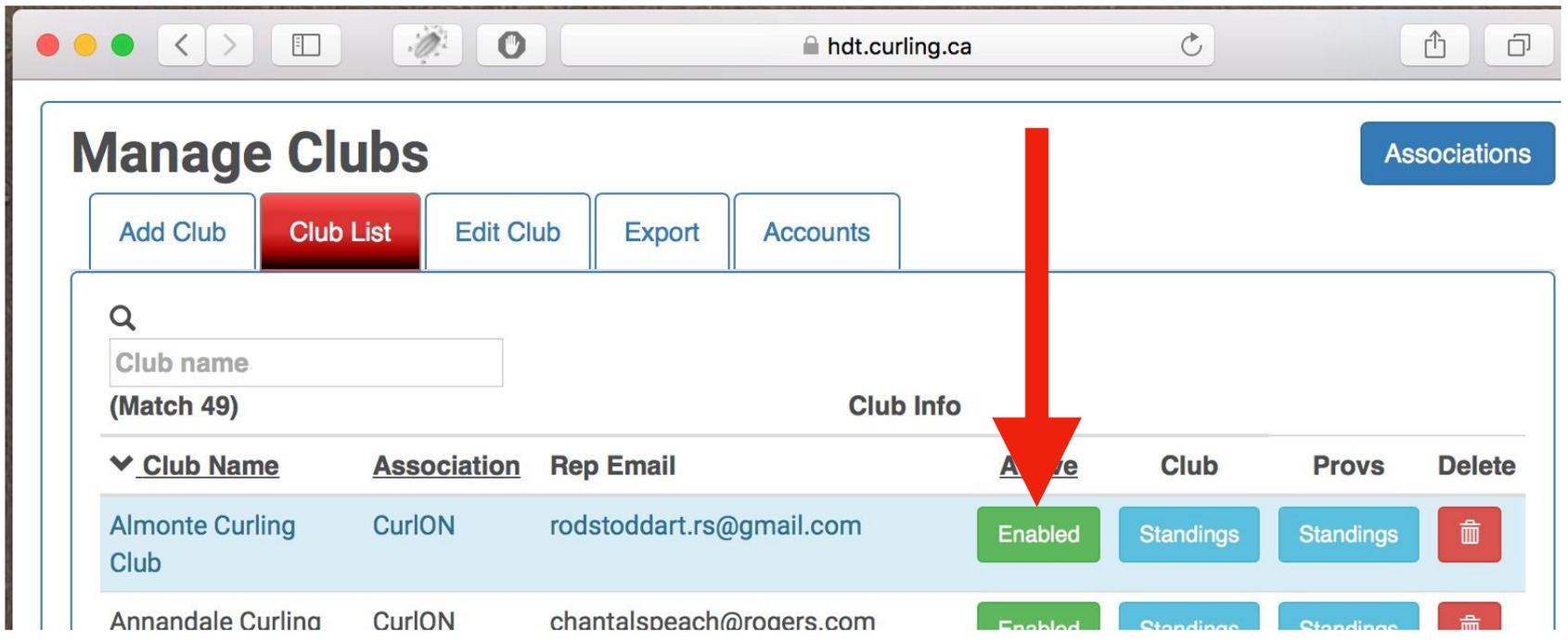
- For Provincial/Territorial Reps, the Parent Association is set automatically. For national Admins you must select it.

- Click on Add & Activate Club. This will send an on boarding email to the Club Rep.



Managing Existing Clubs

- From the Club List, click on the Enabled / Disabled button to activate or deactivate a club.
- There is an option to Deactivate all clubs at the start of a season.
- Provincial/Territorial Reps can only see / manage clubs in their association.



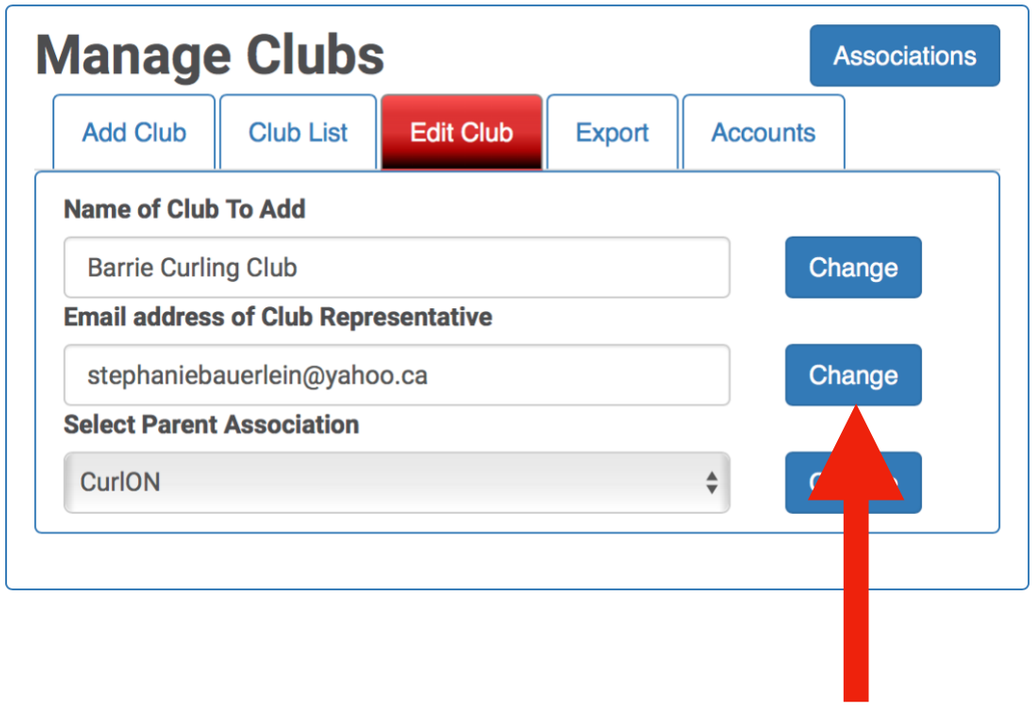
Editing Clubs

- After selecting a club from the club list, click on “Edit Club”.

- You can edit the name of the club, or change the email address of the Club Rep.

- Admins can also update the parent curling association.

- If you change the email address, the existing Club Rep is deleted
  and a new account is created with an
  on boarding emai



Club Reps

On boarding, Adding clubs and Scoring

First Contact

- Each Club Rep will receive an on boarding email similar to the one below.
- Clicking on the Activate My Account button allows them to set their initial password and get started.

Hit Draw Tap

[redacted] please activate your account

To: [redacted]

HT

Activate Your Hit Draw Tap Championship Account

Please click on the link below to set your password a d activate it in your Hit Draw Tap Championship account.

Activate My Account

At Curling.ca we respect your privacy for details, review our privacy pol at www.curling.ca

This email was generated by www.curling.ca on behalf of

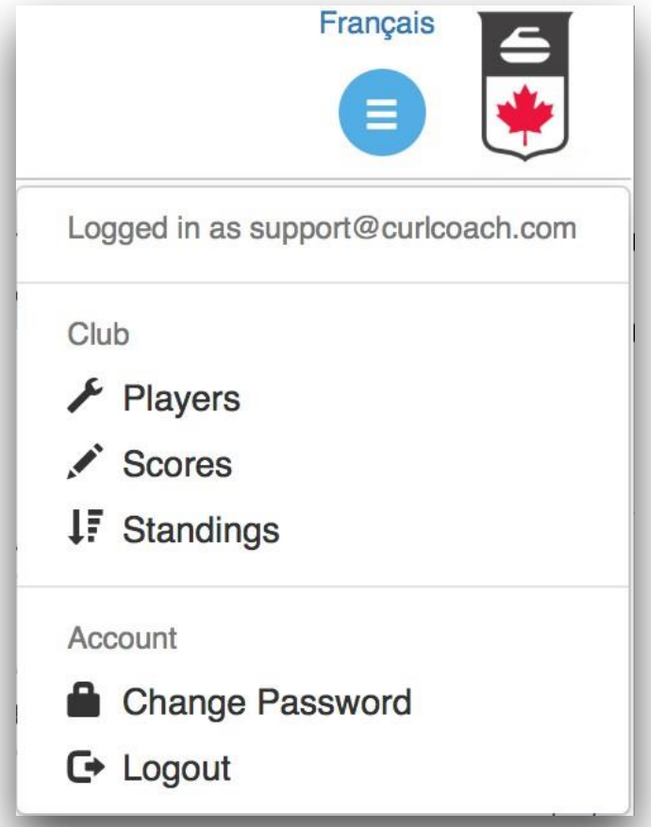
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Club Rep Option

- When logged in as a Club Rep they can select between English and Français at the top.

- Click on the blue menu button lets them navigate around the system.



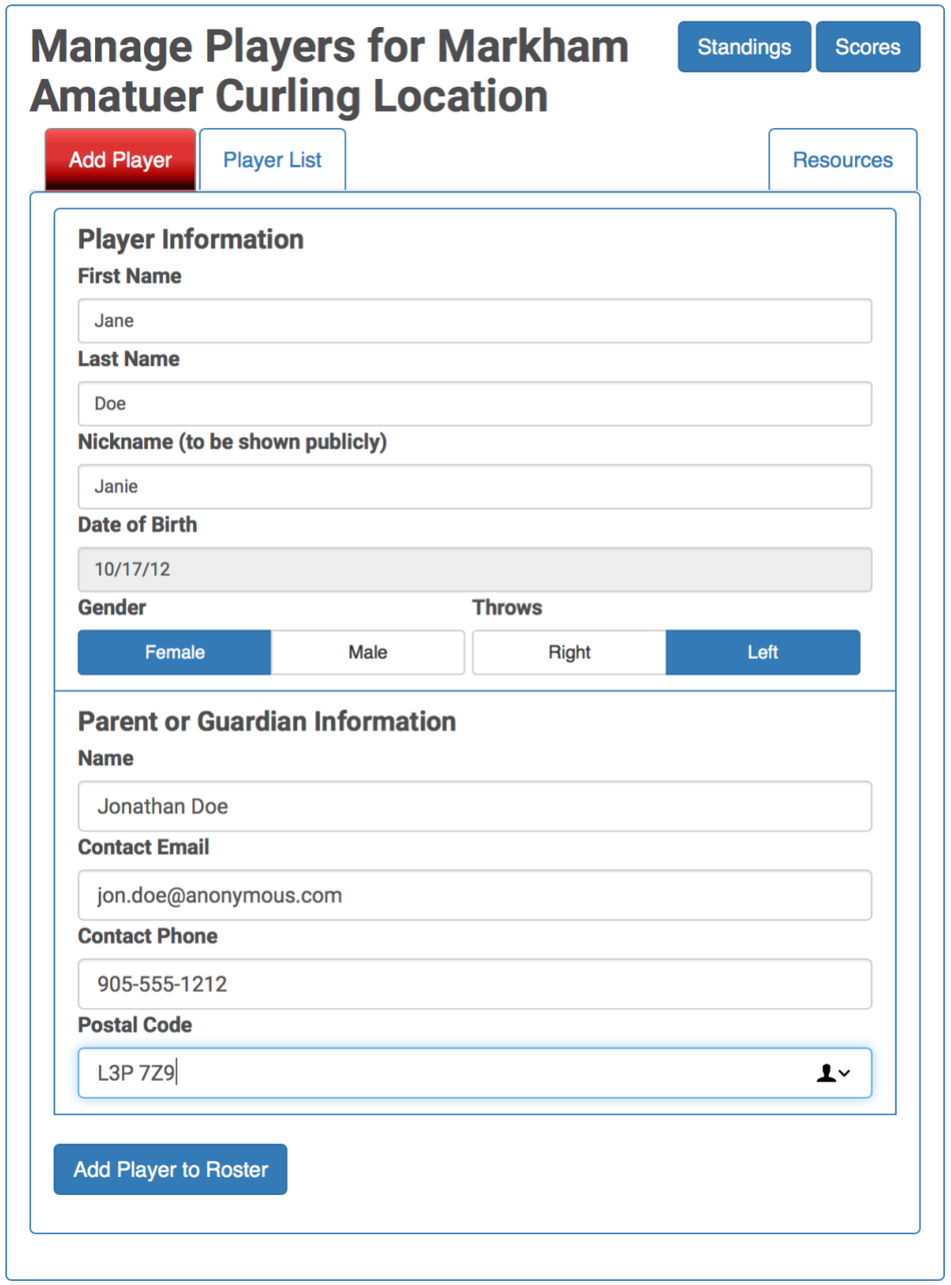
Adding Players

- Players can be added by Club Reps by selecting the “Add Player” tab and filling out all of the fields (only Gender is optional).

- Once entered, the full roster can be viewed under the Player List tab.

- Details can be edited by selecting a player in the list and then selecting the Edit Player tab that appears.

- The “Resources” tab on the right includes a scoring guide and participant waivers in PDF form.



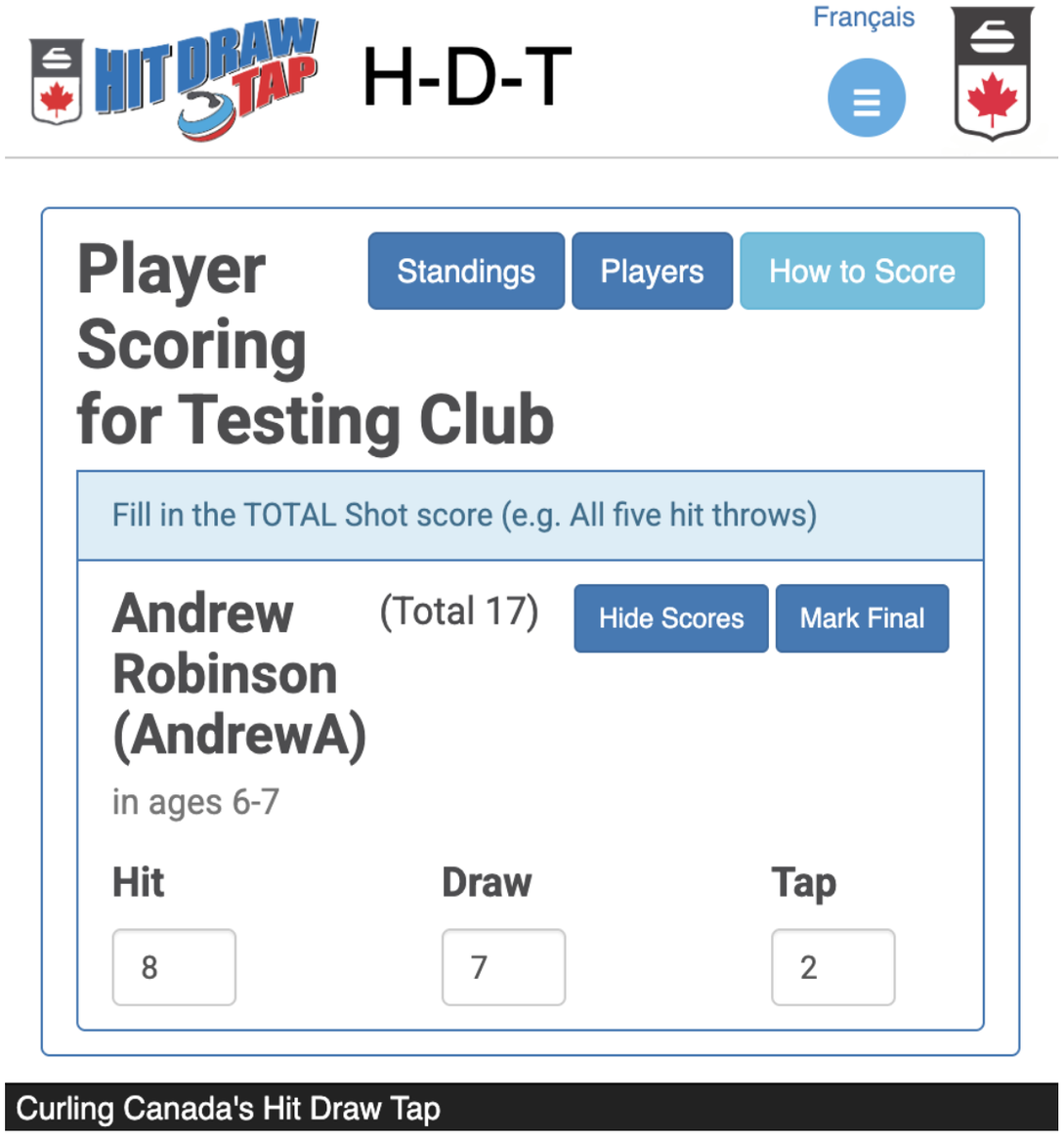
Scoring

- The scoring form is shown at right.
- Fill in the TOTAL Shot score.
    - E.g. All five hit throws

- Scores must be marked “final” before they show up in “Standings” that can be found on Curling Canada’s Hit Draw Tap website: www.hitdrawtap.ca

- When ties occur in the top scores, the system will prompt for tie breakers.

- “Hide Scores” can be used to temporarily collapse the scoring block. It is useful to focus on one or two athletes being scored.



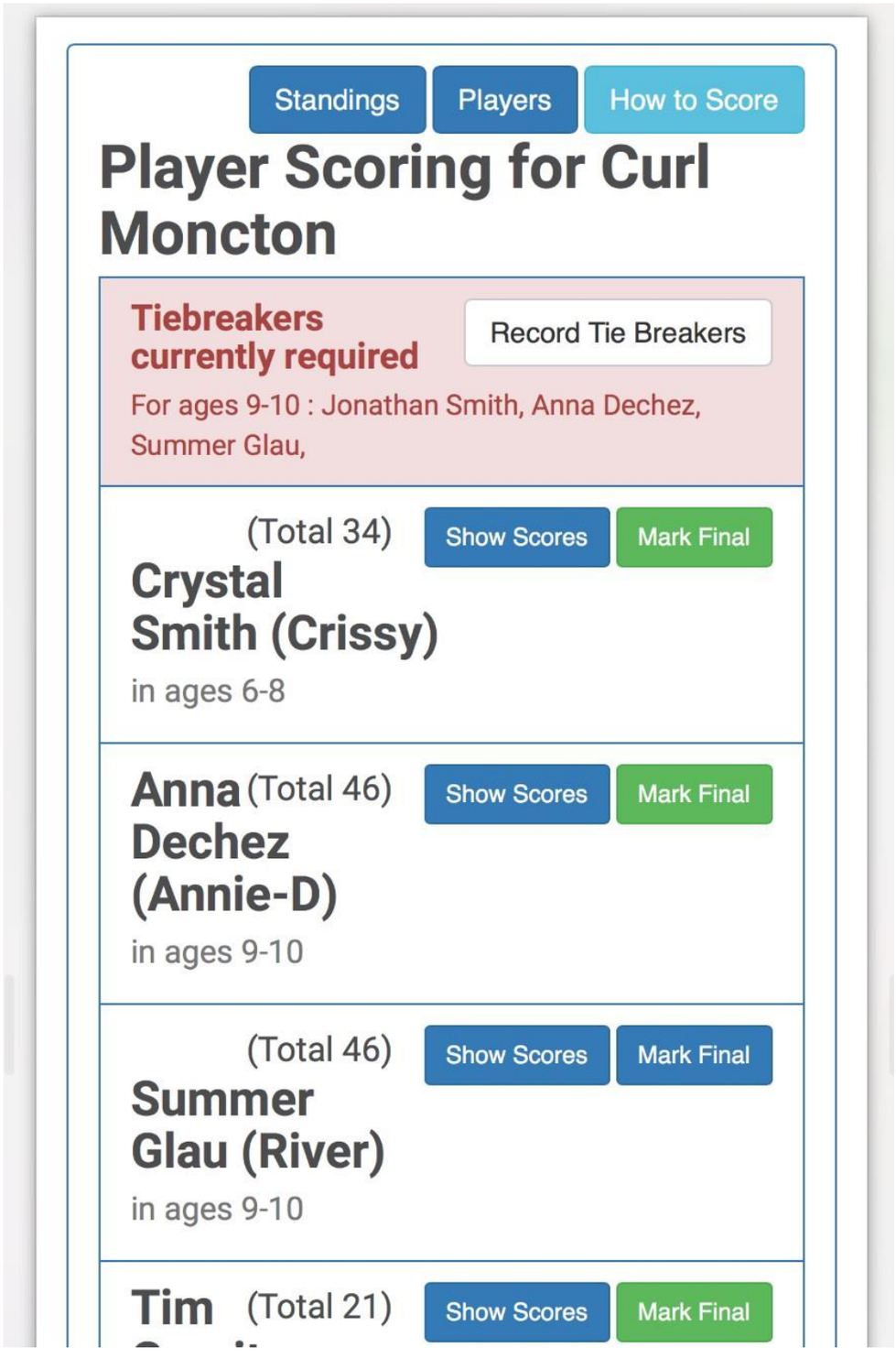
Curling Canada's Hit Draw Tap

Tie Breakers

- When players at your club in a particular age group are tied for the top score, a tie breaker is required.

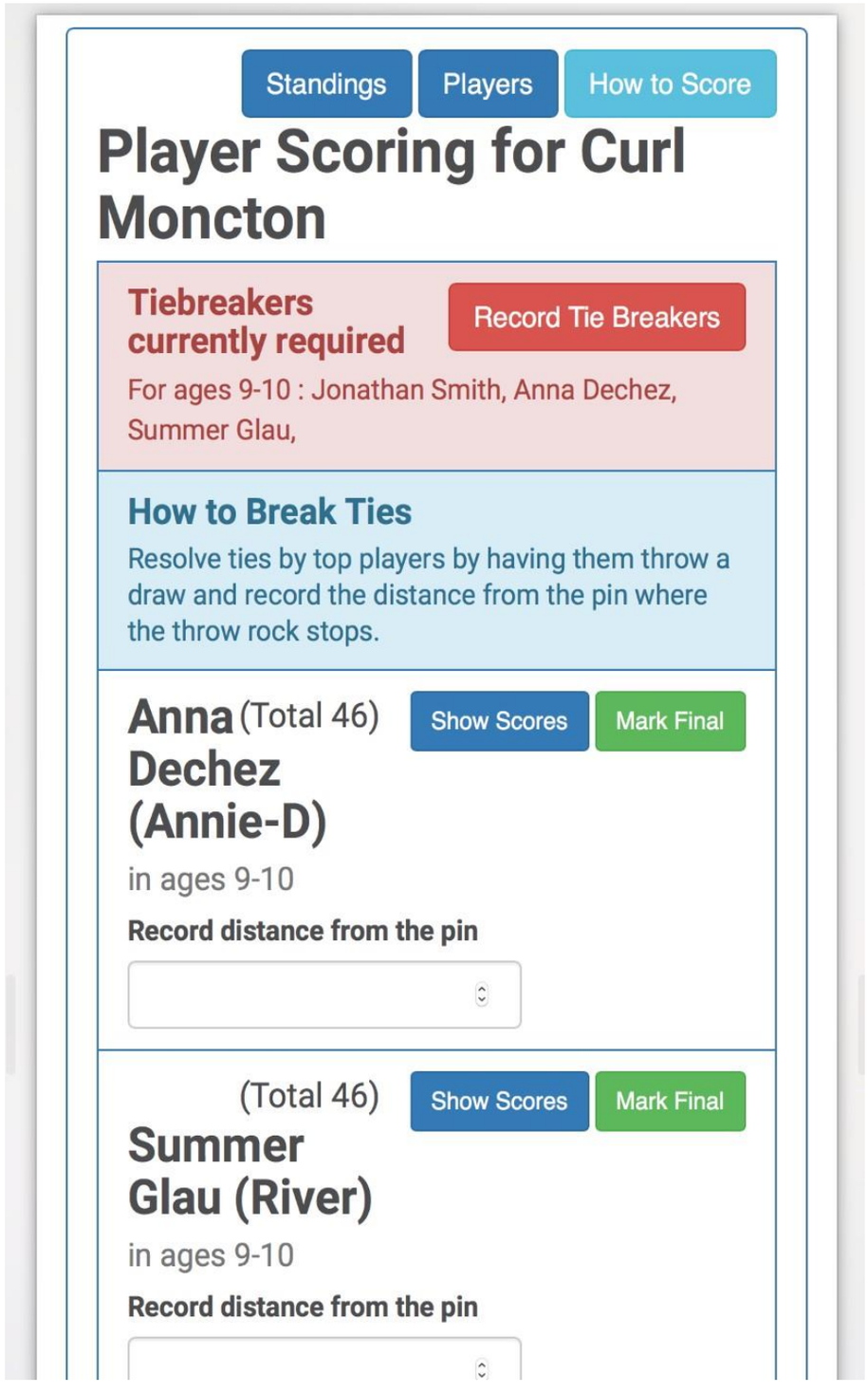
- The scoring form will include a section at the top of the scoring sheet indicating when a tie breaker is required and which players are involved.

- You should have all tied players available on the ice at the same time to resolve the tie.



Tie Breakers

- Ties are resolved with a draw to the pin measured in centimetres
- Enter the measured distance for each player until the tie is broken



HIT DRAW TAP™

Questions & Contact:

Email

hitdrawtap@curling.ca