- 1. The person subbing for you must be a registered player with the Saskatoon 60+ Hockey League
- 2. Your substitute player should be a sub player or full time player from the same Division as you (e.g., A Division sub for A Division player, B for B, C for C).
- 3. The most efficient way to get a sub is to personally contact someone (in person, by telephone, text or email).

Step by step guide to using the website to find someone to sub for you:

- 1. Go to the league website <u>https://saskatoon60plushockey.net</u>. This will open the league website mainpage.
- 2. From here scroll down and click on the blue "League info" button then scroll down and click on the red button "Substitutes or Spares"
- 3. This opens a page entitled "Protected Directories". Here you will be required to enter a password. Enter our league president's last name Crump and click on the "Enter" button.
- 4. This opens the "Protected Directories" page. Scroll down and click on the green button "Sub Directory".
- 5. This opens the Sub Directory page.
- 6. Scroll down to the Division (A, B or C) you are looking for.
- 7. Division C has one list of sub/spare players and full-time players willing to sub
- 8. Divisions A & B are each separated into 2 different lists. The first list is Sub/Spare players who aren't playing full-time (Primary Sub List) and a second list of Full-time players that are willing to sub (Supplementary Sub List).
- 9. For Divisions A & B we want the players on the Primary Sub List to have priority for opportunities to sub/spare. Please <u>try this list first</u> when looking for a sub.
- 10. From the list you can contact a player directly by email or telephone.
- 11. If you aren't having success at finding a sub from the Primary Sub List or if you need a sub on short notice then try the Supplementary Sub List (Full-time players who will sub)
- 12. Alternatively you can email all of the players on the Division Primary Sub List by clicking on the Red button labelled "Email all Division _____ Primary Subs". There is also a Red button labelled "Email all Division _____ Primary Subs". This will open your computer or mobile device's email program and will populate the "Email to:" area with the email addresses of all of the players on that list. In the body of the email provide specific details including the date, time, team number, jersey colour for that game and what position. Press send and all players on that list will receive your email. Now wait for a reply.

Please <u>do not</u> use the 60+ League Google Groups email to request a sub

I used the "Red Button" for the Primary Sub List and I didn't get a response. What now?

-try contacting the subs individually by phone (some players may be willing to sub but don't regularly check their emails). Iff that doesn't work try the Supplementary Sub List -if after following the above steps you are still without a sub contact your team captain and team members and see if they might help find a sub.

-check the schedule and see who is playing right before or right after your game and see if one of those players might be willing to play another game

I need a sub on short notice. What can I do?

-get on the phone and start calling (phone numbers are on the Sub Lists).