



## NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2A8  
PHONE: (705) 474-8851 • FAX: (705) 474-6019  
[www.noha-hockey.com](http://www.noha-hockey.com)



### NOHA Pre-Screening Portal Guide

- [1. Assigning Team Safety Representatives](#)
- [2. Creating a Team](#)
- [3. Adding Members to the Team](#)
- [4. Creating an Event](#)
- [5. Checking Pre-Screening Status and Sending Reminders](#)
- [6. Marking Attendance for Session Tracking](#)



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### 1. Assigning Team Safety Representatives

**Step One:** Each Association will need a login to create Team Representative logins. Please email Lindsay at [lmorell@noha-hockey.com](mailto:lmorell@noha-hockey.com) with the name and email of the user to get started.

Note: This is a different login from the Permit/Exhibition portal.

To login to the COVID-19 Tracking Portal, visit: <https://www.agilex.ca/> and click “COVID-19 Tracking NOHA” in the dropdown menu.

COVID-19 TRACKING (NOHA)

PORTAL LOGIN

Client

COVID-19 TRACKING (NOHA)

AGILEX GOVERNING BODY SYSTEM DEMO

THE GREATER TORONTO HOCKEY LEAGUE

COVID-19 TRACKING (GTHL)

COVID-19 TRACKING (HNO)

MISSISSAUGA HOCKEY LEAGUE

NOHA PORTAL

COVID-19 TRACKING (NOHA)

ONTARIO LACROSSE ASSOCIATION

SOCCER ROSTERING

U SPORTS

LOGIN

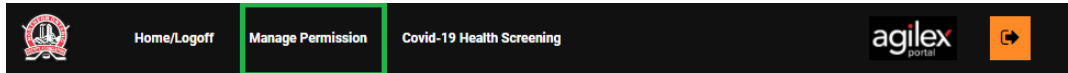
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**Step Two:** Click “Manage Permissions” at the top menu. To add a new Team Representative, click the icon.



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User: LMORELL@NOHA-HOCKEY.COM

## ROLE MANAGEMENT

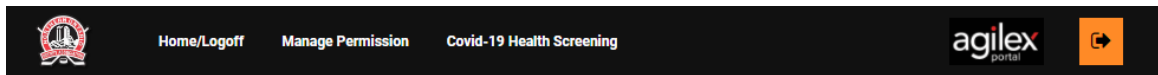
<< 20-21 >>

Position: TEAM SAFETY REPRESENTATIVE 

ID	Name	Phone	Email	
BB1F57E19	Lindsay Morell Test	7054748851	test email	 

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**Step Three:** Input the details of the Team Representative, then click the SAVE button.



User: LMORELL@NOHA-HOCKEY.COM

## ROLE MANAGEMENT


### Update Safety Rep

First Name \* Lindsay

Surname \* Morell Test

Email \* test email

Phone # \* 7054748851

 Save

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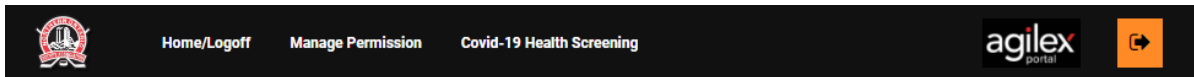


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**Step Four:** Click on the User ID to find the login credentials to send to the Team Representative. Each Team Representative will need their own login—they are not to be shared. You can also click the Email button to have the credentials emailed to the Team Representative.



User: LMORELL@NOHA-HOCKEY.COM

## ROLE MANAGEMENT

### Account Profile

Username :

Club :

Password :

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## NORTHERN ONTARIO HOCKEY ASSOCIATION

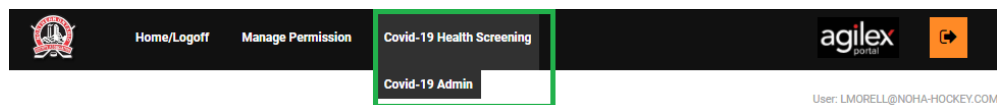
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### 2. Creating a Team

**Step One:** The Team Safety Representative must log in with their credentials. (See screenshot in Section One).

**Step Two:** Click “COVID-19 Admin” under “COVID-19 Health Screening” on the top menu.















## COVID-19 ADMIN

Team :

Member

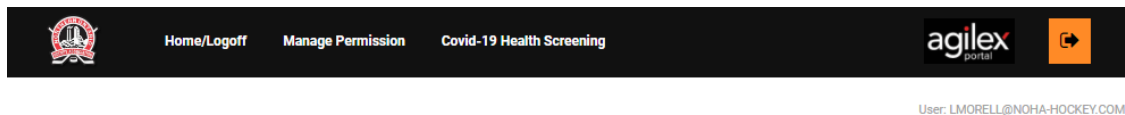
Event

Safety Rep

Name	Email	Phone #		
COACH NAME LAST NAME	coachname@email.com	705-555-5555		
COACH NAME LAST NAME	hehlhikasj	555-555-5555		
MANAGER NAME LAST NAME	email@email	555-555-5555		
PLAYER NAME LAST NAME	parent email	555-555-5555		
LINDSAY MORELL	lmorell@noha-hockey.com	705-474-8851		

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**Step Three:** Click the Folder Button to create a new team.



## COVID-19 ADMIN



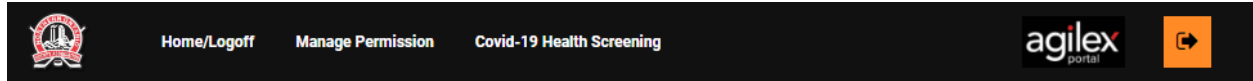


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**Step Four:** Enter the Team information and click the “Save” button.





User: LMORELL@NOHA-HOCKEY.COM

# COVID-19 ADMIN

### Manage Team

Team Name :*	<input type="text" value="Team Name"/>	Division :*	<input type="text" value="U11"/>
Category :*	<input type="text" value="House League"/>	Tier :	<input type="text" value="2"/>
Club :	<input type="text" value="NOHA"/>		



Save

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### 3. Adding Members to a Team




**Step One:** Ensure the correct Team is selected in the dropdown menu, and then click the “Add” Button on the Member tab.

 [Home/Logoff](#) [Manage Permission](#) [Covid-19 Health Screening](#)  











User: LMORELL@NOHA-HOCKEY.COM

## COVID-19 ADMIN

Team : Cobalt Team 1 (NOHA) 




  

Member [Event](#) [Safety Rep](#)

Name	Email	Phone #	
COACH NAME LAST NAME	coachname@email.com	705-555-5555	 Add
COACH NAME LAST NAME	hehlhikasj	555-555-5555	 
MANAGER NAME LAST NAME	email@email	555-555-5555	 
PLAYER NAME LAST NAME	parent email	555-555-5555	 
LINDSAY MORELL	lmorell@noha-hockey.com	705-474-8851	 

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**Step Two:** Enter the Member details and click the “Save” button. Complete this for all participants who will be attending the Event.

 [Home/Logoff](#) [Manage Permission](#) [Covid-19 Health Screening](#)  

User: LMORELL@NOHA-HOCKEY.COM

## COVID-19 ADMIN



Manage Member

First Name : \*

Surname : \*

Email : \*

Phone # : \*

Save

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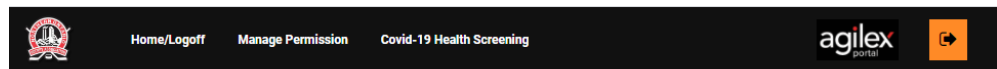
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### 4. Creating an Event

**Step One:** Ensure you are on the Events tab, and then click the “Add” button.



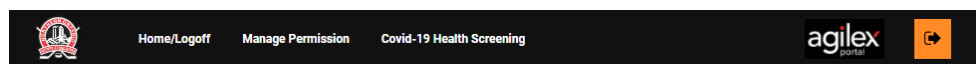
User: LMORELL@NOHA-HOCKEY.COM

## COVID-19 ADMIN

Team : Cobalt Team 1 (NOHA)								
Members	Event	Safety Rep						
Description	Facility	Event Date	Start Time	End Time				
Game #6	Facility	23-Oct-2020	6:36 PM	7:51 PM				
Game #5	Facility	21-Oct-2020	9:14 PM	10:29 PM				
Game #4	Facility	21-Oct-2020	10:04 AM	11:19 AM				
Game #3	Facility	20-Oct-2020	3:38 PM	4:53 PM				
Game #2	Facility	20-Oct-2020	11:32 AM	12:47 PM				
Game #1	Cobalt Arena	19-Oct-2020	3:15 PM	4:30 PM				

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**Step Two:** Fill in the Event details and click “Save”.



User: LMORELL@NOHA-HOCKEY.COM

## COVID-19 ADMIN

### Manage Event

Description *	Game #7	Facility *	Facility Name
Event Date *	22-Oct-2020	Start Time *	01:23 PM
End Time *	02:38 PM		

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An email will automatically be generated 6 hours before the event for every Member to complete the pre-screening questionnaire.



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### 5. Checking Pre-Screening Status and Generating Reminder Emails






**Step One:** Select the “Responses Summary” button for the specified event.

Team : Cobalt Team 1 (NOHA)

Member

Event

Safety Rep





Description	Facility	Event Date	Start Time	End Time	
Game #6	Facility	23-Oct-2020	6:38 PM	7:51 PM	
Game #5	Facility	21-Oct-2020	9:14 PM	10:29 PM	
Game #4	Facility	21-Oct-2020	10:04 AM	11:19 AM	
Game #3	Facility	20-Oct-2020	3:38 PM	4:53 PM	
Game #2	Facility	20-Oct-2020	11:32 AM	12:47 PM	
Game #1	Cobalt Arena	19-Oct-2020	3:15 PM	4:30 PM	






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**Step Two:** Incomplete responses will be in yellow, complete responses in green, and any responses in red indicate the participant may have symptoms and cannot participate. You can also add a person for contact tracing if they were not on the original email by clicking the icon highlighted below.

Questionnaire Responses

Date: 21-Oct-2020 Facility: Facility  
Start Time: 9:14 PM End Time: 10:29 PM  
Team/Group: Cobalt Team 1

All No  Not All No  Incomplete  

#	Player/Coach	Contact	Responses	Att.
1.	Player Name Last Name	555-555-5555		<input type="checkbox"/>
2.	Coach Name Last Name	705-555-5555		<input type="checkbox"/>
3.	Lindsay Morell	705-474-8851		<input type="checkbox"/>
4.	Manager Name Last Name	555-555-5555		<input type="checkbox"/>
5.	Coach Name Last name	555-555-5555		<input type="checkbox"/>

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**Step Three:** If Participants have not completed the questionnaire, you will be able to notify them again by email.

**Questionnaire Responses**

Date: 22-Oct-2020      Facility: Facility  
Start Time: 2:36 PM      End Time: 3:51 PM  
Team/Group: Cobalt Team 1

All No ■    Not All No ■    Incomplete ■

#	Player/Coach	Contact	Responses	Att.
1.	Player Name Last Name	555-555-5555	<span style="color: yellow;">■</span>	<input type="checkbox"/>
2.	Coach Name Last Name	705-555-5555	<span style="color: yellow;">■</span>	<input type="checkbox"/> Notify
3.	Lindsay Morell	705-474-8851	<span style="color: yellow;">■</span>	<input type="checkbox"/>
4.	Manager Name Last Name	555-555-5555	<span style="color: yellow;">■</span>	<input type="checkbox"/>
5.	Coach Name Last name	555-555-5555	<span style="color: yellow;">■</span>	<input type="checkbox"/>

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All Participants must successfully complete the Pre-Screening before participating. In the event of an exposure, Contact Tracing must be completed to notify anyone present at this event.

It is recommended to check the Event an hour prior to the start time to ensure everyone has filled in the questionnaire, and if not, allow you to re-send the email.

**If a Participant Fails the Questionnaire**, they cannot participate in the event and must complete the Ontario COVID-19 Screening process to be given guidance by the local PHU on next steps. The link is below:

<https://covid-19.ontario.ca/self-assessment/>




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### 6. Marking Attendance for Session Tracking

After the event, you can mark who attended the event to keep accurate session tracking. To do this, select the “Responses Summary” for the event, and check the “Att” box for those who attended.

[Home/Logoff](#) [Manage Permission](#) [Covid-19 Health Screening](#)

## COVID-19 ADMIN

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**Questionnaire Responses** 


Date: 27-Oct-2020


Facility: Facility


Start Time: 4:25 PM


End Time: 5:40 PM


Team/Group: Test Team 1

All No 

Not All No 

Incomplete 



#	Player/Coach	Contact	Responses	Att.
1.	Test Test	tes-est-test		<input checked="" type="checkbox"/>

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Please refer to the [COVID-19 Resources](#) and [Return to Play](#) sections of the NOHA website for full protocols. If you have any questions, contact Lindsay at [lmorell@noha-hockey.com](mailto:lmorell@noha-hockey.com) or at 705-474-8851.