



## TEAM PORTAL MANUAL

### Welcome to OneClickIce™

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### Login

Your association ice scheduler/admin will send you a custom email with the site address, username and password for your team:

Team 1,

This is a notification from **OneClick Team Portal**.

Your credentials to access the portal are below.

Please keep this information in a safe place and please don't share with others.

[OneClick Team Portal Manual](#)

If you have any issues please send an email to [support@oneclickice.com](mailto:support@oneclickice.com)

Site: [https://\[your association name\].oneclickice.com](https://[your association name].oneclickice.com)

Username: [support](#)

Password: ■■

Thank you,  
OneClick Trade Admin

You received this notification email from the OneClick Trading Tool at [support@oneclickice.com](mailto:support@oneclickice.com) because you are a manager or coach in a team with the Local Minor Hockey Association.  
If you no longer wish to receive notification emails from the OneClick Trading Tool with the Local Minor Hockey Association please unsubscribe by sending an email to [tradeadmin@oneclickice.com](mailto:tradeadmin@oneclickice.com).  
If you are having issues unsubscribing from this emails please contact [support@oneclickice.com](mailto:support@oneclickice.com)  
Copyright © 2025 Synatech Inc, all rights reserved.  
This email is confidential and intended solely for the use of the individual or entity to whom it is addressed.  
If you have received this email in error, please notify the sender and delete this email from your system.  
[[OneClick: [Team Portal - SD] OneClick Team Portal access]]

Click on the site link or copy the address into your internet browser. A login page customized to your association will load with the association name and logo.



## LOGIN

Local Minor Hockey Association

Username:

Password:  

Login

Enter the username and password provided in the email and press “Login”. The password is case sensitive so please make sure that the first letter is not capitalized by default when you type it in.

Note: All the transaction in the team portal are communicated to teams via emails. At the end of each transaction your team will get confirmation emails and so will other teams involved as explained in each section of this manual. Whilst not explicitly mentioned in each section, after each transaction is completed, the association ice scheduler/administrator will also get a summary email, and, if the association chooses, the involved arenas will also get an email to updated their boards.



## Navigation

### Team 1 Schedule

Generate a .csv file that you can use to import the schedule into TeamLinkt.

[Generate TeamLinkt File](#)

You might need to edit the file in Excel before you import it in order to remove events that are already in TeamLinkt.

Please note that if you import the same event twice, it will show as duplicates in TeamLinkt.

[TeamLinkt: Add Games & Events](#)

Date	DOW	Start	End	Duration (min)	Arena	Note
2025-10-04	SAT					BLACKOUT (Exh Game - Ardrossan)
2025-10-07	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with (TBD)
2025-10-14	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Full
2025-10-16	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Full
2025-10-17	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX	Practice - Shared with (TBD)
2025-10-23	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with Team 3
2025-10-30	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with Team 2
2025-11-21	FRI					BLACKOUT (Tournament in Edmonton - Sanction #999999)
2025-11-22	SAT					BLACKOUT (Tournament in Edmonton - Sanction #999999)
2025-11-23	SUN					BLACKOUT (Tournament in Edmonton - Sanction #999999)

The home page shows your team's current schedule which includes any blackouts or events that you might have.

You can also generate an export file that you can use to import your schedule into TeamLinkt. Other export options will be added in the next couple of weeks.

**Note:** Not all menu options might be available to your team, it's up to each association to decide what they want their teams to have access to.

**Contact Emails:** Manage the coach and team managers emails

**Blackouts:** Manage your team's blackout requests

**Give Back Ice:** Allows your team to give back ice to the association so that it can be picked up by someone else

**Transfer Ice:** Allows you to transfer your ice to another team in one schedule so that the team can return the ice on another schedule (one way trading)

**Take Available Ice:** Allows your team to pick up any ice that was return or that was published by your association

**Request a Trade:** Allows your team to request a trade with other teams for your ice

**Open Trades:** Lists all the trade that you have not finalized yet

**History:** Lists all your activity, any ice that you have picked up, or return, transferred or traded



## Contact Emails

The site has the email that your association entered for your team:

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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Notes:

- You can have multiple email addresses separated by a semi-colon, for example: `email@gmail.com;other@gmail.com`
- You can re-send the verification email by removing the email address from the field, pressing Save, re-entering the email address and pressing Save again.

Coach's Email:

Manager's Email:

Address verified.

Save

You can add an email to the coach box for example or add a new manager to your team by using a semi-colon and pressing "Save":

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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Notes:

- You can have multiple email addresses separated by a semi-colon, for example: `email@gmail.com;other@gmail.com`
- You can re-send the verification email by removing the email address from the field, pressing Save, re-entering the email address and pressing Save again.

Coach's Email:

Address not yet verified.

Manager's Email:

Address not yet verified.

Save



Each email address will receive an email in order to get the email verified:

Hi,

You are receiving this email because this email was given as a contact for Team 1.

However, before this email can be used it needs to be verified.

Please click on the link below to verify this address and allow the team to use you as its contact for ice trades. This link will expiry in 48 hours.

[VERIFY EMAIL](#)

Thank you,

OneClick Support Team

You received this notification email from the OneClick Trading Tool at [coach@oneclickice.com](mailto:coach@oneclickice.com) because you are a manager, coach or Arena associated with the Local Minor Hockey Association. If you no longer wish to receive notification emails from the OneClick Trading Tool with the Local Minor Hockey Association please unsubscribe by sending an email to [tradeadmin@oneclickice.com](mailto:tradeadmin@oneclickice.com). If you are having issues unsubscribing from this emails please contact [support@oneclickice.com](mailto:support@oneclickice.com). Copyright © 2025 Synatech Inc, all rights reserved. This email is confidential and intended solely for the use of the individual or entity to whom it is addressed. If you have received this email in error, please notify the sender and delete this email from your system. OneClick: [Team Portal - SD] Team 1 email validation

The email will be sent from [notifications@1clickice.software](mailto:notifications@1clickice.software). Please make sure you add this address to your contact list so that emails don't end up in the spam folder.

Click on the "VERIFY EMAIL" link, a page will open in the browser and you will get this message:

Your email is now verified. Thank you. You can now close this tab/window.

And your Contact Emails page will change to:

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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Notes:

- You can have multiple email addresses separated by a semi-colon, for example: [email@gmail.com](mailto:email@gmail.com); [other@gmail.com](mailto:other@gmail.com)
- You can re-send the verification email by removing the email address from the field, pressing Save, re-entering the email address and pressing Save again.

Coach's Email:  Address verified.

Manager's Email:  Address not yet verified.

[Save](#)

You can now use all the features that the Team Portal offers. If NO email is present and verified you will not be able to use any of the features even though you can see them.





## Blackouts

Here you have your association blackout rules for the season and a list of the blackouts that you have requested:

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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Blackout Rules for the Season:

Period Start	Period End	Max Num Blackout Requests	Max Num Days Per Request	Lock Date
2025-09-13	2025-10-19	4	4	2025-09-13
2025-10-20	2025-12-31	4	4	2025-10-13

Your team's blackouts:

Blackout Start	Blackout End	Reason/Sanction Number	
2025-10-04	2025-10-04	Exh Game - Ardrossan	
2025-11-21	2025-11-23	Tournament in Edmonton - Sanction #99999	Delete
2025-12-11	2025-12-14	Tournament	Delete

Add New Blackout Request

**Period Start:** Blackout period start date

**Period End:** Blackout period end date

**Max Num Blackout Requests:** Max number of blackouts request you can have in the period

**Max Num Days Per Request:** Max number of calendar days for each request submitted

**Lock Date:** You can make changes to your blackout requests for the period up to this date, once this date has passed no changes can be made using the portal, you will need to contact your ice scheduler/administrator. This date is important, it allows the ice scheduler to work on the next practice scheduling period whilst honoring your blackout requests.

You can delete a request by pressing the "Delete" button next to the request, or you can add a new one by pressing the "Add New Blackout Request" button:



### New Blackout Request

Start Date (yyyy/mm/dd)

End Date (yyyy/mm/dd)

Reason/Sanction Number

Fill out the fields and press "Save".

If your request is within the rules you will get this message:

### Blackout Request Approved

Else you will get an explanation why your request was denied:

### Blackout Request Rejected

Start Date: 13 Oct 2025  
 End Date: 13 Oct 2025  
 Reason: No blackout requests can be added to this period as the Lock Date has passed.



## Blackout Request Rejected

Start Date: 12 Nov 2025

End Date: 12 Nov 2025

Reason: You have reached the maximum number of blackout request(s) for the period.

OK





## Give Back Ice

If you cannot trade an ice and cannot use the ice you can give it back to the association.

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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### Team 1 Schedule

To give back an ice click the box in the Give Back column then click the Give Back Ice button at the bottom of the list.

Date	DOW	Start	End	Duration (min)	Arena	Note	Give Back
2025-10-04	SAT					BLACKOUT (Exh Game - Ardrossan)	
2025-10-07	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with (TBD)	<input type="checkbox"/>
2025-10-14	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Full	<input checked="" type="checkbox"/>
2025-10-16	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Full	<input type="checkbox"/>
2025-10-17	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX	Practice - Shared with (TBD)	<input type="checkbox"/>
2025-10-23	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with Team 3	<input type="checkbox"/>
2025-10-30	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with Team 2	<input type="checkbox"/>
2025-11-21	FRI					BLACKOUT (Tournament in Edmonton - Sanction #99999)	
2025-11-22	SAT					BLACKOUT (Tournament in Edmonton - Sanction #99999)	
2025-11-23	SUN					BLACKOUT (Tournament in Edmonton - Sanction #99999)	

Give Back Ice

Select which ice you want to give back and press the "Give Back Ice" button.

Note: Unlike previous seasons, when you give up an ice that ice will return to the association, even when the ice is shared, the ice will NOT be given to the shared partner.



You will receive an email confirmation that you gave up the selected ice time:

Team 1 Team,

This is a notification email from the OneClick Trading Tool.

This email confirms that your team gave back the following ice time:

2025-10-14 - MILLENIUM PL. SPRITE - 7:00 AM/8:00 AM - FULL

Please remember to update your association/team website and/or send an update to your team.

Thank you,

OneClick Support Team

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If your team gave up a shared ice, an email is also sent to your sharing team to inform them that they will get a new sharing team when the ice is picked up.



## Transfer Ice

Transferring an ice allows teams to make a one-way trade, that is, a team transfers an ice to another team in one scheduling period and get a reciprocating ice on another scheduling period.

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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### Team 1 Schedule

Select which team you want to transfer the ice to, select which ice then click the Transfer Ice button at the bottom of the list.

Transfer selected ice to: Team 2 ▾

Date	DOW	Start	End	Duration (min)	Arena	Note	Transfer To Selected Team
2025-10-04	SAT					BLACKOUT (Exh Game - Ardrossan)	
2025-10-07	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with (TBD)	<input type="radio"/>
2025-10-16	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Full	<input checked="" type="radio"/>
2025-10-17	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX	Practice - Shared with (TBD)	<input type="radio"/>
2025-10-23	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with Team 3	<input type="radio"/>
2025-10-30	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Practice - Shared with Team 2	<input type="radio"/>
2025-11-21	FRI					BLACKOUT (Tournament in Edmonton - Sanction #999999)	
2025-11-22	SAT					BLACKOUT (Tournament in Edmonton - Sanction #999999)	
2025-11-23	SUN					BLACKOUT (Tournament in Edmonton - Sanction #999999)	

[Transfer Ice](#)

Select the team that you want to transfer the ice to then select ice and press “Transfer Ice”. Only teams that have contact emails will show up in the team list.



You will receive an email confirming the transfer:

Team 1 Team,

This is a notification email from the OneClick Trading Tool.

This email confirms that your team transferred the following ice time to Team 2:

OLD ice:

2025-10-16 - MILLENIUM PL. SPRITE - 7:00 AM/8:00 AM - FULL

Please remember to update your association/team website and/or send an update to your team.

Thank you,

OneClick Support Team

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And the team that you transferred the ice to will also get a confirmation email:

Team 2 Team,

This is a notification email from the OneClick Trading Tool.

This email confirms that your team received the following ice time from Team 1:

NEW ice:

2025-10-16 - MILLENIUM PL. SPRITE - 7:00 AM/8:00 AM - FULL

Please remember to update your association/team website and/or send an update to your team.

Thank you,

OneClick Support Team

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## Take Available Ice

This page lists any ice that has been returned by teams or published by your association for pick up. Unlike previous seasons, associations can now publish an ice as full or shared:

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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### Available Ice

Your team schedule shows in grey just for reference, ice that is available for pick up shows in black.

To take the available ice click on the box in the Take column then click on the Take button at the bottom of the list.

A message is displayed on the take column if your team already has ice on that day.

**NOTE:** If the ice is successfully picked up by your team you will receive a confirmation email from the system and the ice shows up in your schedule in the HOME page. if the ice disappears from the list below it's because someone else already picked it up and the ice is no longer available.

Date	DOW	Start	End	Duration (Min)	Arena	Type	Take
2025-10-07	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE		my schedule
2025-10-07	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Shared Ice	Already booked on this date.
2025-10-07	TUE	8:15 AM	9:15 AM	60	MILLENIUM PL. SPRITE	Shared Ice	Already booked on this date.
2025-10-14	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Full Ice	○
2025-10-17	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX		my schedule
2025-10-17	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX	Shared Ice	Already booked on this date.
2025-10-21	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Shared Ice	●
2025-10-23	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE		my schedule
2025-10-24	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX	Shared Ice	○
2025-10-28	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Shared Ice	○
2025-10-30	THU	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE		my schedule
2025-10-31	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX	Shared Ice	○
2025-11-28	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX	Full Ice	○
2025-12-02	TUE	7:00 AM	8:00 AM	60	MILLENIUM PL. SPRITE	Full Ice	○
2025-12-05	FRI	7:00 AM	8:00 AM	60	GLEN ALLAN REC COMPLEX	Full Ice	○

Take Selected Ice

At the moment the list does not tell you what team you will be sharing with but that will be available for the next season.





If you are successful in picking up an ice time you will get a confirmation email:

Team 1 Team,

This is a notification email from the OneClick Trading Tool.

This email confirms that your team picked up the following shared ice time:

2025-10-21 - MILLENIUM PL. SPRITE - 7:00 AM/8:00 AM - Shared with Team 3

Please remember to update your association/team website and/or send an update to your team.

Thank you,

OneClick Support Team

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If you are picking up a shared ice, the shared team will also get a confirmation email that the ice assignment has changed:

Team 3 Team,

This is a notification email from the OneClick Trading Tool.

The following changes were made.

2025-10-21 - 7:00 AM to 8:00 AM - MILLENIUM PL. SPRITE

Old assignment: Team 3 - Shared with (TBD)

New assignment: Team 3 - Shared with Team 1

Please remember to update your association website and/or send an update to your team.

Thank you,

OneClick Support Team

You received this notification email from the OneClick Trading Tool at [support@oneclickice.com](mailto:support@oneclickice.com) because you are a manager, coach or Arena associated with the Local Minor Hockey Association. If you no longer wish to receive notification emails from the OneClick Trading Tool with the Local Minor Hockey Association please unsubscribe by sending an email to [tradeadmin@oneclickice.com](mailto:tradeadmin@oneclickice.com). If you are having issues unsubscribing from this emails please contact [support@oneclickice.com](mailto:support@oneclickice.com). Copyright © 2025 Synatech Inc, all rights reserved. This email is confidential and intended solely for the use of the individual or entity to whom it is addressed. If you have received this email in error, please notify the sender and delete this email from your system. OneClick: [Team Portal - SD] Team 3 Assignment Change





## Request Trade

This is a two-way trade, you will offer an ice time in order to get an ice time:

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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Note: ALL trade requests MUST be Finalized (after being Accepted) in order for the ice to exchange hands, until then the ice is YOURS.

Practice to Trade: 07/Oct (TUE) - 7:00 AM - Half - MILLENIUM PL. SPRITE

Date you want to trade with: 22/10/2025

Request Note to Teams: We are trying to book an exhibition game, any help is much appreciated. Thanks!

List Possible Trades

Select which practice you want to trade, a full ice time will appear twice on the list, once as shared and once as full.

Select a target date, the system will list any available trades 2 days before and 2 days after this date.

You can also enter a note that the teams will see when they get the email with the request.



Click on “List Possible Trades” to see a list of available trades:

- Home
- Contact Emails
- Blackouts
- Give Back Ice
- Transfer Ice
- Take Available Ice
- Request Trade**
- Open Trades
- History

Note: ALL trade requests MUST be Finalized (after being Accepted) in order for the ice to exchange hands, until then the ice is YOURS.

Practice to Trade: 07/Oct (TUE) - 7:00 AM - Half - MILLENIUM PL. SPRITE

Date you want to trade with: 22/10/2025

Request Note to Teams: We are trying to book an exhibition game, any help is much appreciated. Thanks!

List Possible Trades

Please select which teams you want to send a request to.  
Hover over arena code to see full arena name.

☒ Half Ice, ☐ Full Ice

21 Oct (TUE)	23 Oct (THU)	24 Oct (FRI)
7:00 AM MPS 60 XX003 <input checked="" type="checkbox"/> XX001	7:00 AM MPS 60 XX001 XX003 <input checked="" type="checkbox"/>	7:00 AM GARC 60 XX002 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Send Requests

No Verified Email Contact in the System

A

 Accepted but not yet Finalized

C

 Cancelled

D

 Declined

E

 Expired

F

 Finalized

R

 Requested - waiting reply

Based on the day of your ice the system automatically only lists teams that do NOT already have ice on that day and any teams that don’t have a blackout on that day.

If you are trying to trade an ice on the weekend the list of possible teams will be very limited since most teams will already have ice booked over the weekend.

Select which teams you want to send a request to by clicking on the “H” (Half Ice) or “F” (Full Ice) icons as shown above then press “Send Requests”.



Each team will get an email informing them that you are requesting a trade:

Team 3 Team,

This is a notification email from the OneClick Trading Tool.

Team 1 sent you a trade request with the following note:

We are trying to book an exhibition game, any help is much appreciated. Thanks!

**[Team Portal - SD] Team 1 has sent you a trade request.**

To see the details of this trade please click on the link below:

[Trade Details](#)

Thank you,

OneClick Support Team

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By clicking on the "Trade Details" link the "Open Trades" page will come up, see next session.



## Open Trades

Here you can see all the trades that you have requested or that other teams have requested from you:

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
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Trades requested by me  :

My Ice: 07 Oct (TUE) - MILLENIUM PL. SPRITE - 7:00 AM to 8:00 AM - 60min - Half [Cancel this trade request](#)

Request sent TO:

XX003	for 23 Oct (THU)	MILLENIUM PL. SPRITE	7:00 AM to 8:00 AM	60min	Shared with Team 1	<b>R</b>	expires on 05 Oct at 12:59 AM
XX002	for 24 Oct (FRI)	GLEN ALLAN REC COMPLEX	7:00 AM to 8:00 AM	60min	Half	<b>R</b>	expires on 05 Oct at 12:59 AM

You have no open requests FROM any team.


	No Verified Email Contact in the System
<b>A</b>	Accepted but not yet Finalized
<b>C</b>	Cancelled
<b>D</b>	Declined
<b>E</b>	Expired
<b>F</b>	Finalized
<b>R</b>	Requested - waiting reply

This is what is shows when you have trades requested from other teams to you. On the sample above this is what Team 2 would see:



- Home
- Contact Emails
- Blackouts
- Give Back Ice
- Transfer Ice
- Take Available Ice
- Request Trade
- Open Trades
- History


You have no open trade requests TO teams.

Trades requested by others :

My Ice: 24 Oct (FRI) - GLEN ALLAN REC COMPLEX - 7:00 AM to 8:00 AM - 60min - Half

Request sent BY:

XX001 for 07 Oct (TUE) MILLENIUM PL. SPRITE 7:00 AM to 8:00 AM 60min Half **R** expires on 05 Oct at 12:59 AM [Decline](#) [Accept](#)

 No Verified Email Contact in the System

**A** Accepted but not yet Finalized

**C** Cancelled

**D** Declined

**E** Expired


**F** Finalized

**R** Requested - waiting reply

You can select to “Decline” or “Accept” a trade request.



In this example if Team 2 Accepts the trade you will see this on your own team Open Trades page:


Trades requested by me  :

My Ice: 07 Oct (TUE) - MILLENIUM PL. SPRITE - 7:00 AM to 8:00 AM - 60min - Half [Cancel this trade request](#)

Request sent TO:

<b>XX003</b>	for 23 Oct (THU)	MILLENIUM PL. SPRITE	7:00 AM to 8:00 AM	60min	Shared with Team 1	<b>R</b>	expires on 05 Oct at 12:59 AM
<b>XX002</b>	for 24 Oct (FRI)	GLEN ALLAN REC COMPLEX	7:00 AM to 8:00 AM	60min	Half	<b>A</b>	<a href="#">Finalize</a>

You have no open requests FROM any team.

 No Verified Email Contact in the System

**A** Accepted but not yet Finalized

**C** Cancelled

**D** Declined

**E** Expired

**F** Finalized

**R** Requested - waiting reply

At this point, NO ICE has been traded, nothing happens until you press the “Finalize” button.

If you are no longer interested in making a trade you can cancel your trade anytime by just pressing the “Cancel this trade request” button next to the ice time you are trying to trade. An email will be sent to ALL teams involved in the trade informing them that you have canceled the trade request.





Once you “Finalize” it, the ice is actually traded into OneClickIce, you will get a confirmation email and all the others teams involved will get an email as well. The team that you traded with will get a confirmation email and all the other teams will get a cancelled email since you did not continue the trade with them.

Team 1 Team,

This is a notification email from the OneClick Trading Tool.

The trade request made by you to Team 2 is finalized.

Please remember to update your association/team website and/or send an update to your team.

OLD ice:

2025-10-07 - MILLENIUM PL. SPRITE - 7:00 AM to 8:00 AM - FULL

NEW ice:

2025-10-07 - MILLENIUM PL. SPRITE - 7:00 AM to 8:00 AM - Shared with Team 2

2025-10-24 - GLEN ALLAN REC COMPLEX - 7:00 AM to 8:00 AM - Shared with Team 2

An email was also sent to the arenas to update their boards, however, boards might not be up to date depending on the time of the notification (late Friday or Weekend).

Thank you,

OneClick Support Team

You received this notification email from the OneClick Trading Tool at [coach@oneclickice.com](mailto:coach@oneclickice.com) because you are a manager, coach or Arena associated with the Local Minor Hockey Association. If you no longer wish to receive notification emails from the OneClick Trading Tool with the Local Minor Hockey Association please unsubscribe by sending an email to [tradeadmin@oneclickice.com](mailto:tradeadmin@oneclickice.com). If you are having issues unsubscribing from this emails please contact [support@oneclickice.com](mailto:support@oneclickice.com). Copyright © 2025 Synatech Inc, all rights reserved. This email is confidential and intended solely for the use of the individual or entity to whom it is addressed. If you have received this email in error, please notify the sender and delete this email from your system. OneClick: [Team Portal - SD] Team 1 Trade Final Confirmation



## History








Lists all the transactions that you have made on the portal. Any ice that you gave up, transferred, picked up or traded:

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
------	----------------	-----------	---------------	--------------	--------------------	---------------	-------------	---------

Greyed item indicates that the slot has been traded/given back.

Your Team Final Transactions:

Trade Type:	My Request
Old Ice:	07 Oct - MILLENIUM PL. SPRITE - 7:00 AM/8:00 AM - 60min - FULL
New Ice:	07 Oct - MILLENIUM PL. SPRITE - 7:00 AM/8:00 AM - 60min - Shared with XX002 24 Oct - GLEN ALLAN REC COMPLEX - 7:00 AM/8:00 AM - 60min - Shared with XX002
History:	<a href="#">Click here to show history</a>

	No Verified Email Contact in the System
	Accepted but not yet Finalized
	Cancelled
	Declined
	Expired
	Finalized
	Requested - waiting reply










You can click on the link “Click here to show history” to show more details on the transaction.

Home	Contact Emails	Blackouts	Give Back Ice	Transfer Ice	Take Available Ice	Request Trade	Open Trades	History
------	----------------	-----------	---------------	--------------	--------------------	---------------	-------------	---------

Greyed item indicates that the slot has been traded/given back.

Your Team Final Transactions:

Trade Type:	My Request						
Old Ice:	07 Oct - MILLENIUM PL. SPRITE - 7:00 AM/8:00 AM - 60min - FULL						
New Ice:	07 Oct - MILLENIUM PL. SPRITE - 7:00 AM/8:00 AM - 60min - Shared with XX002 24 Oct - GLEN ALLAN REC COMPLEX - 7:00 AM/8:00 AM - 60min - Shared with XX002						
History:	<a href="#">Click here to show history</a> <div> <div>24 Oct</div> <div>GLEN ALLAN REC COMPLEX</div> <div>7:00 AM/8:00 AM</div> <div>60min</div> <div>XX002</div> <div>HALF</div> <div> <div>R</div> <div>A</div> <div>F</div> </div> <div>on 03 Oct at 12:59 AM</div> <div>on 03 Oct at 01:07 AM</div> <div>on 03 Oct at 01:12 AM</div> </div> <div> <div>23 Oct</div> <div>MILLENIUM PL. SPRITE</div> <div>7:00 AM/8:00 AM</div> <div>60min</div> <div>XX003</div> <div>Shared</div> <div> <div>R</div> <div>C</div> </div> <div>on 03 Oct at 12:59 AM</div> <div>on 03 Oct at 01:12 AM</div> </div>						

	No Verified Email Contact in the System
	Accepted but not yet Finalized
	Cancelled
	Declined
	Expired
	Finalized
	Requested - waiting reply

