



Curling Club Manager (CCM) Users Guide

(based on document by David Cain)

Updated August 4, 2025

Curling Club Manager (CCM) Procedures

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1. Introduction

This document describes the CCM procedures for the following:

- Setting up at the start of the season
- Entering teams for each event
- Creating a schedule for each event

2. CCM Overview

There is a support page for CCM which answers some questions;

<https://actionwebservicesca.zendesk.com/hc/en-us/categories/202084077-CurlingClubManager-com-Support>

2.1 CCM Access

Convenors require "Curling League Admin" level permission. The VP Curling will send a list to the General Manager before registration opens and all convenors will have this access level. Use your existing User Name and Password.

To Log in to CCM go to: <https://kwgranite.com/administrator/index.php>

2.2 Control Panel

After logging into CCM, you will see the Control Panel as follows:

The screenshot shows the top navigation bar of the Curling Club Manager system. It includes a search icon and several dropdown menus: System, Users, Menus, Content, Components, Extensions, Help, and Community Builder. Below this is a dark blue header with a home icon and the text "Control Panel".

The main content area features a row of seven icons with labels: "Curling Club Manager" (curling stone), "Member Management" (person icon), "Event Management" (pencil icon), "Club Calendar / Ice Bookings" (calendar icon showing May 24), "Mass Email Members" (@ icon), "Articles" (document icon), and "Front Site" (screen icon).

Below the icons is a section titled "CURLINGCLUBMANAGER.COM ANNOUNCEMENTS". It is divided into two columns: "Announcements" and "Documents".

Announcements: Features a "Payment Partner" section with the **SONA** logo. The text states: "SONA is offering all clubs Guaranteed Rates for your all of your payment processing needs. Let them save".

Documents: Lists several links: "Terms Of Use", "Subscription Agre", "Privacy Policy", and "Training Materials".

2.3 Curling Club Manager Menu

Click on the “Curling Club Manager” icon.

The following menu is displayed:

Curling Club Manager - Home

- Home
- Leagues
- Games
- Points
- Rounds
- Divisions
- Teams
- Reports

Today's Ice Bookings

There are no ice bookings in the schedule for today.

Today's Scheduled Games

There are no games in the schedule for today.

Yesterday's Scheduled Games

There are no games in the schedule for yesterday.

Note: This is what most convenors will see. Any convenors with a higher level of admin access, will see more menu options.

2.3.1 Leagues

Click on the “Leagues” menu to get a list of the club’s leagues. All leagues are listed; select the league that you convene.

If you click on a League name, you will see the General League Settings which you can edit.

Description (used on Public page): This is the league description that the public sees on the website under the Curling Tab. This needs to be updated before registration begins and should be done by the VP Curling or office staff. It only needs to be updated if the description of the league changes. e.g. In 2024, the definition of a Mixed Team changed.

9. The other parameters have been set and shouldn’t need changing, except **Mark as Filled**. If your league is full, check this box. Convenors need time to generate a schedule. You can mark your league as full five days before your league start date. If your league has a missing players, you can mark as full, but let the office know what level and gender of player you need.

2.3.2 Other menus

Comments on the following menus:

- *Points*: This is set up if you have ties and use a points system to determine standings.
- *Rounds*: The name of the Rounds is important if you are importing the schedule from a CVS file. The Round names that you use must match the CVS file. i.e. If the CVS file uses Round 1, Round 2, etc, the CCM names must also be Round 1, Round 2, etc. If you are using the CCM Scheduler to build your schedule, the Round names are at your discretion but need to be consistent. If assistance is needed with scheduling, contact the VP Curling.
- *Divisions*: Not used for leagues with one time slot, and where teams are not divided into more than one division. Typically, all other leagues will use Divisions, named Division A, B, C, D, etc.
- *Teams*: See Section 4.
- *Reports*: As soon as registration is open, Reports will show who has registered for your league. Under Sign-up Reports, select Confirmed Members by Leagues. From the dropdown menu select your league. Registrations are listed by date. The total number of registrants will be shown, as well as whether they are registered as an individual or team. If they are registering as a team the other teammates will likely be named.

3. Start of the Season

3.1 Clear old games

When you click on the “Games” menu, you then select your league from the dropdown menu.

You will see a list of the games that are scheduled. Results are shown for any games that have been played.

Before the start of the season, we do not want any games scheduled, so delete all. (Do this by clicking on the box in the header between # and Teams, then clicking on “Delete” in the top menu.).

3.2 Set up Rounds

Click on the “Rounds” menu. Determine the number of rounds your league will play based on the number of dates of play each season. This will not likely change significantly from year to year.

3.3 Clear Old teams

As in Clearing Old Games, click on the “Teams” menu, choose which league you want to see from the dropdown menu. Select all and delete.

4. Entering Teams

Click on the “Teams” menu and choose which league you want to see from the dropdown menu.

Click on “New”. You will see the following screen:

- Team Number/Name: CCM uses the skip’s name to identify a team.
For leagues with Divisions: If you place the Division and Ranking number in front of the Skip’s name, the club website will display the team listings by division and ranking. i.e. If Team Doe is listed as B5 Doe, then all the B teams will be listed together and Team Doe will be the 5th team in B Division. The team names must be renamed every round to indicate their new standing. e.g. B5 Doe could be renamed B1 Doe.
For leagues without Divisions: Use the Skip’s name or any system that works for you. Daytime Men use this system: they identify the teams using a format of X-N, where X is the round # and N is the team #. e.g: 1-1.
- For each team position, there is a dropdown menu to select the registrant. Click on the Choose Member box. Members are listed by last name. Select a member for each team position.
- Once you have entered all the players on the team, click on “Save & New”. This saves the team and brings up the screen again to enter another team. When you have done the last team click on “Save & Close”.
- NOTE: Teams will be listed alphabetically by team name on the website.

5. Games Schedule

Convenors can use the built in CCM Scheduler or create a schedule manually and use the “Import Games Using CVS File” option.

5.1 Team Entry

Click on the games menu and select the league from the dropdown menu.

Click on “Generate Games”. This screen will appear:

Fill in the fields in the screen as follows:

- Confirm that you have the correct League chosen.
- Round: At the start of the season select Round 1 (or whatever your league calls the initial round)
- Teams: The left-hand box will show skip's names of the teams you have entered. The box under Division A will be blank. If your league does not have divisions, select all the skips names and use the "Move" button to move them over to the Division A box. If your league has divisions, select the teams you want in Division A and select Move. Continue this process for all Divisions.
- Sheets: Click on the boxes to indicate which sheets to use.
- Weekday: Click on the box for the league's day of the week. Game Times: Enter the start time for the games. Enter the full 4 digits of the 24 hour clock. e.g. 09:00
- Start Date: Enter the first date of the round.
- Exclude Dates: If there happens to be one or more dates during the round which are available, enter them here.

At the bottom of the screen are a few more fields to enter:

- # Round Robin cycles: the program will generate 1 or more full round robins. Most, if not all, convenors will be using 1 Round Robin setting.
- End Date for Schedule? This is optional. It can be used if you are not running a full round robin due to number of dates of play.
- Balanced Playing sheets: select "yes". This ensures that teams play on different sheets each week.

- Game time allocating method:
 - Random*: Place a team in any of the draw times randomly
 - Alternating*: Alternate the teams between the draw times as evenly as possible
 - Weighted Late*: fill all games from the latest draw and leave empty spots on the earliest draw
 - Weighted Early*: fill all games from the earliest draw and leave empty spots on the latest draw
- Show game against “Nobody” when there is a bye: select yes if you have byes in your league. Finally click on “Preview Game Schedule”.

The top chart shows the number of times each team played, and the sheet # each team played each game on. If the draws and sheet allocation are not random, it is difficult to manually make changes once the schedule has been generated but can be done. This system does not allow all teams in a specific division to play at the same time. e.g. All Division A games are played at 7:00 pm.

Below the chart is the schedule showing the games for each date in the round robin.

Scroll to the bottom of the screen and click on “Commit Game Schedule”.

5. 2. Using Import Games Using CVS File

A schedule (Games) for each round can be input into the CCM by importing a manually created game schedule. The manually created schedule will need to be converted to the appropriate format for use with the import feature.

Create an import file:

On the “Game Listing” page of the “Curling Club Manager” select the appropriate league from the dropdown menu.

Click on “Download Excel Import Template”. Open the template in Excel and fill in the fields under columns A through I. Leave columns E, F, J, and K blank. Fields must match what you have entered in CCM for Team Names, Division Names, Round Names. Here is a typical listing of a few games ready for import.

Start Date	Start Time	Team 1 Name	Team 2 Name	Team 1 Score	Team 2 Score	Sheet	Division	Round	Team 1 Volunteer Role	Team 2 Volunteer Role
01-10-24	19:00:00	A2 - Smith	A7 - Jones			1	A	Round 1		
01-10-24	19:00:00	D3 - Doe	D6 - Brown			2	D	Round 1		
01-10-24	19:00:00	A3 - Green	A1 - Black			3	A	Round 1		
01-10-24	19:00:00	D5 - Williams	D4 - Taylor			4	D	Round 1		

Save the Excel file as a CSV (comma separated values) file to a known location on your computer.

Click on “Import Games Using CSV File”. Browse to and open the saved CSV file. Click on “IMPORT DATA”. Look for the message indicating the correct number of games with no errors.

6. Byes

Not all leagues include byes, and not all leagues that have byes allow bye requests. Byes allow convenors to accommodate more players. CCM Scheduler enables byes by having a team play against Nobody.

7. Editing the Members Only Info file

The members only information file will contains details regarding league format, shoot out, defaults, byes, league dates, etc. This file changes every season, and may change throughout the season. Convenors will each have access to their own league Info file. The file is located in the top menu under Content > Articles > Appropriate file name (e.g. League Info Tuesday Night Mixed). Convenors will see all files, but will only have access to their specific league file. You can select Title to sort the articles alphabetically (scroll to League). The search box is also useful; use your league day, e.g. Tuesday. When editing the league file it is important to use the Save and Close buttons, NOT the back arrow. If anyone is having difficulties accessing or editing this file, please contact the VP Curling or the office.