

## Coaches Instructions For Use Of Website

**Go to bottom left of our website page and login under Submit scores - your AD has your school user name and password**

### **Task: Submitting a Score**

1. After the completion of the game log in to the web site using your school's assigned user name and password.
2. After logging in you will see a listing of all games your school is playing on that day. Click on your game.
3. Fill in the information on the score entry screen. The only required field is the **Score** for both schools.

**The “Key Stats” and “Full Game Report” boxes are optional.** By default the “Send Text” option is selected. This means that as soon as the score is submitted a text message will be sent to anyone who has signed up to receive text messages for games involving this league or the schools who played in this game.

4. Click the “Submit Game Score” button. When you do this a number of events will happen:
  - a. The information you entered will be immediately available for everyone to see.
  - b. The league standings will be updated.
  - c. Text messages will be sent (as described in step 3 above).
  - d. The score will be sent to your Athletic Association's Twitter account.
  - e. The score and key stats information will be included in the automated email to the media contacts.

### **Frequently Asked Questions**

Q: I made a mistake entering the score. What should I do?

A: Simply log in and select the game you would like to correct. You can edit the information and resubmit.

Q: I want to delete the score.

A: Log in and select the game. Click on the “Delete Game Score” button. The standings will be corrected.

### **Special Note to Coaches:**

The purpose of the web site is to help you:

1. Save time with respect to reporting scores.
2. Stay up to date with league information and schedule changes.
3. Communicate more easily with players and parents. Twitter and Instsagram.