Instructions on Managing Your Team on the League Website
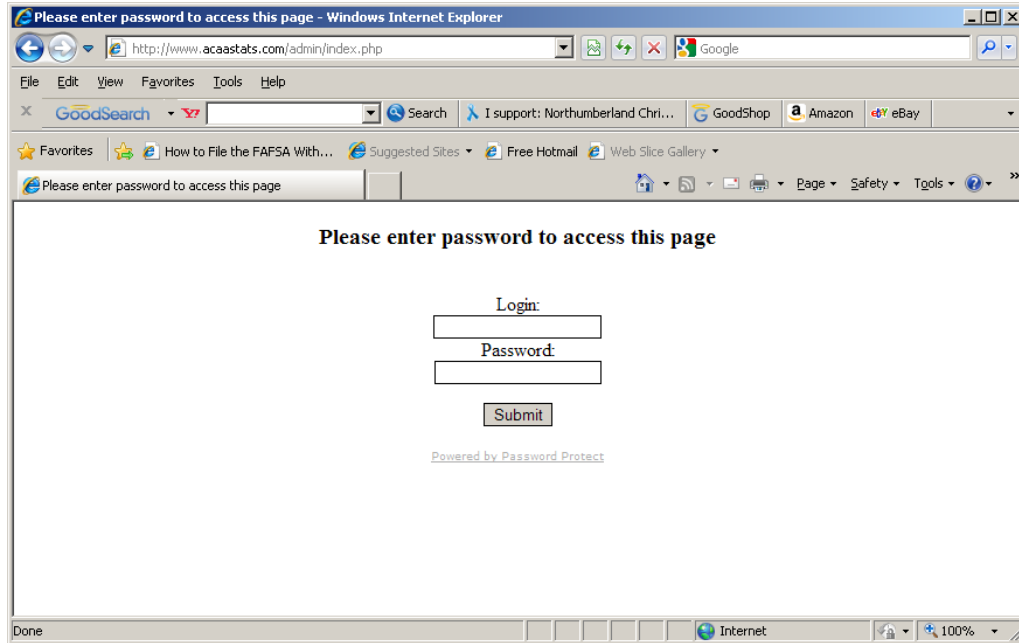
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1. Click on "Admin" on the top menu to take you to the section of the site that allows you to administer your team's schedule and scores.
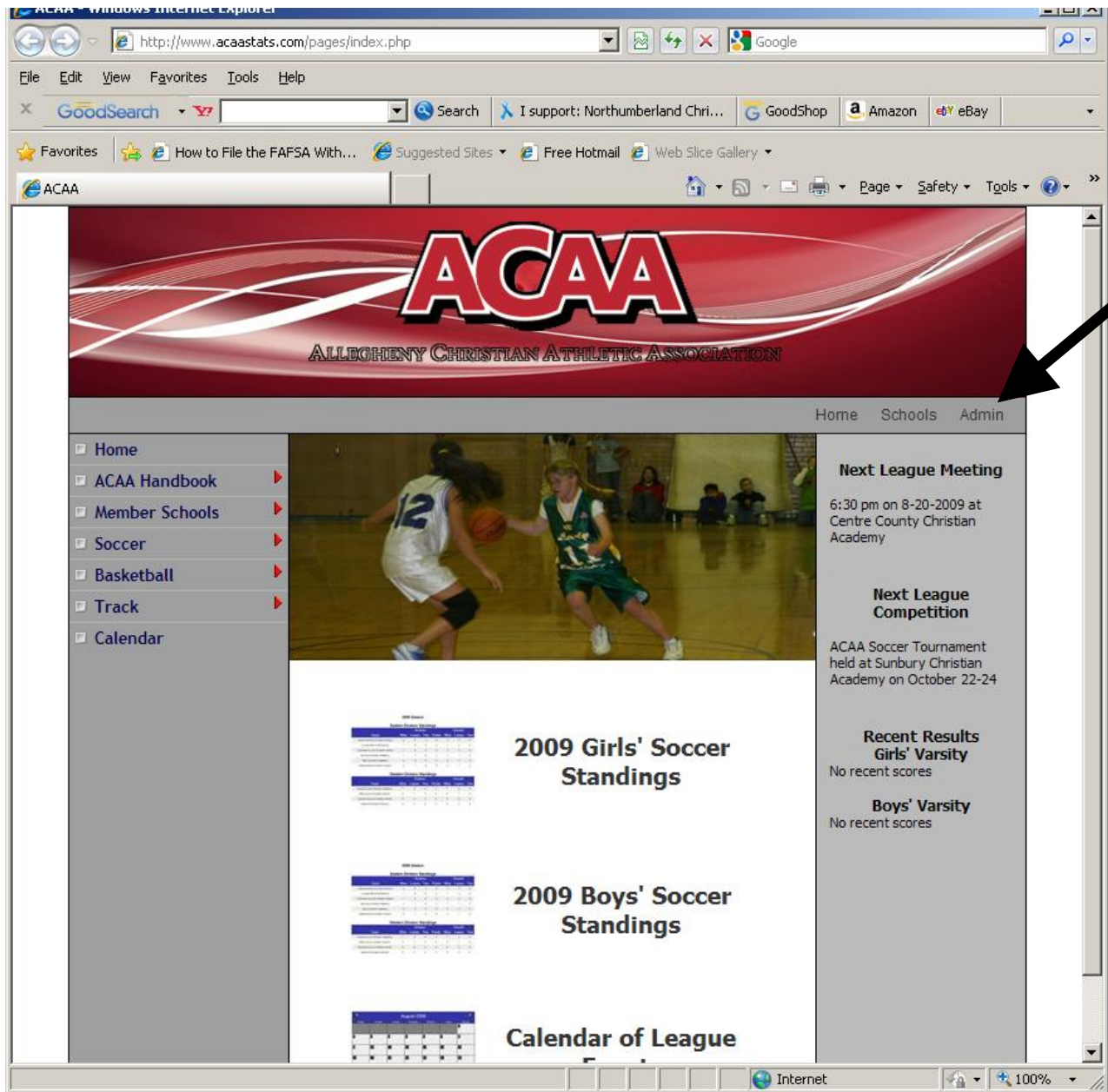
2. Enter you school's username and password

3. This will allow you onto your school's administrative homepage, where you can change your password, logout, manage your school's contact info, or select which sport you wish to manage. In this case, we'll select "Girls' Soccer."
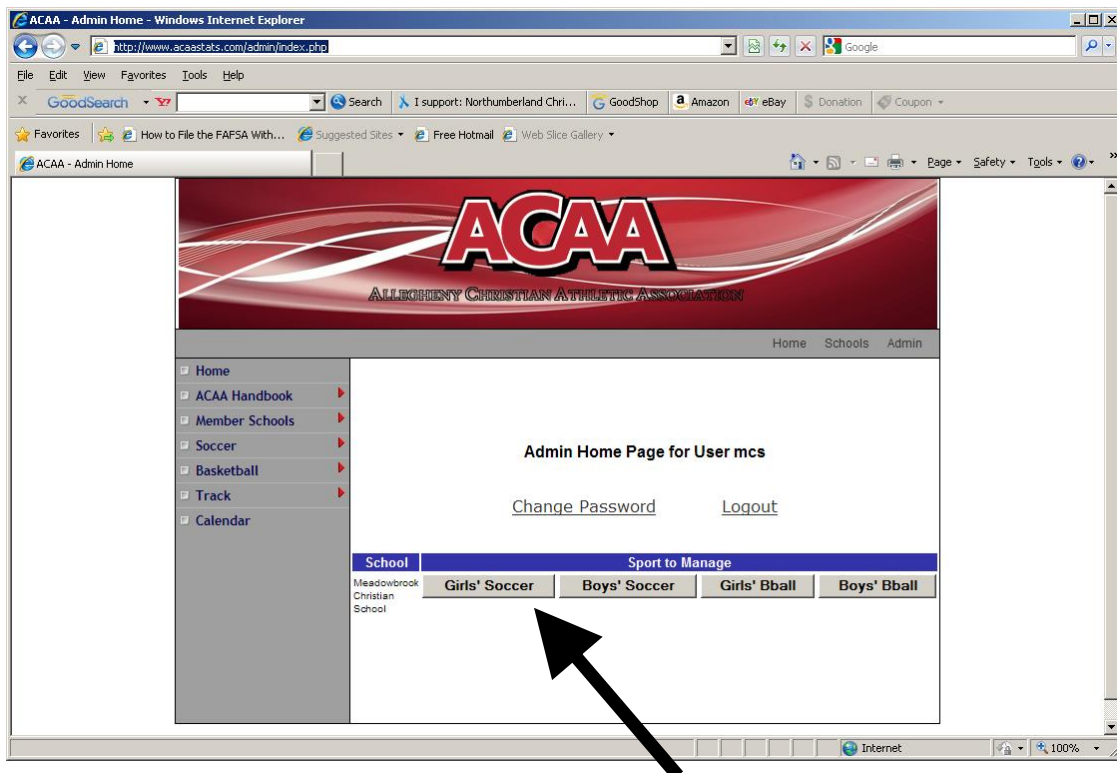
4. **Division games get created for you and are marked by an asterisk.** This is because they are linked to the other school as well. If you change the date, or enter the score of a league game, it will also update the game on the opposing team's schedule. I did this so that if one school in each division never enters their scores, their division results will get updated by the other schools (and the league standings automatically get updated). You'll see there is a button to the right of each game which will allow you to edit the date of the game and the score (you cannot delete league games).

There is also a button at the top of the schedule that allows you to add non-division games if you so desire. I realize not everybody will want to take the time to do that, but I hope people will take the minute it should take to enter their division scores so that the standings in both divisions stay up to date. **Note that you should not create division games yourself or ACAA Tournament games** (only edit them). Division matchups will get created once the league knows which teams are league eligible for a particular sport. The tournament games should appear on your schedule once the division seeds have been finalized.

If you wish to enter dates before you actually play the game, your schedule will be organized chronologically. For instance, let us edit the away game against Columbia County.

5. A page appears that allows us to change the date and the scores. At this point, we're just going to change the date. Notice the format for the date and the time. The main thing to note is that you need to enter the time in military hours. Then you just click the button "Update Game." **If this was a non-division game or the user logged on was a league official, you would also have the option on this page of deleting the game.**
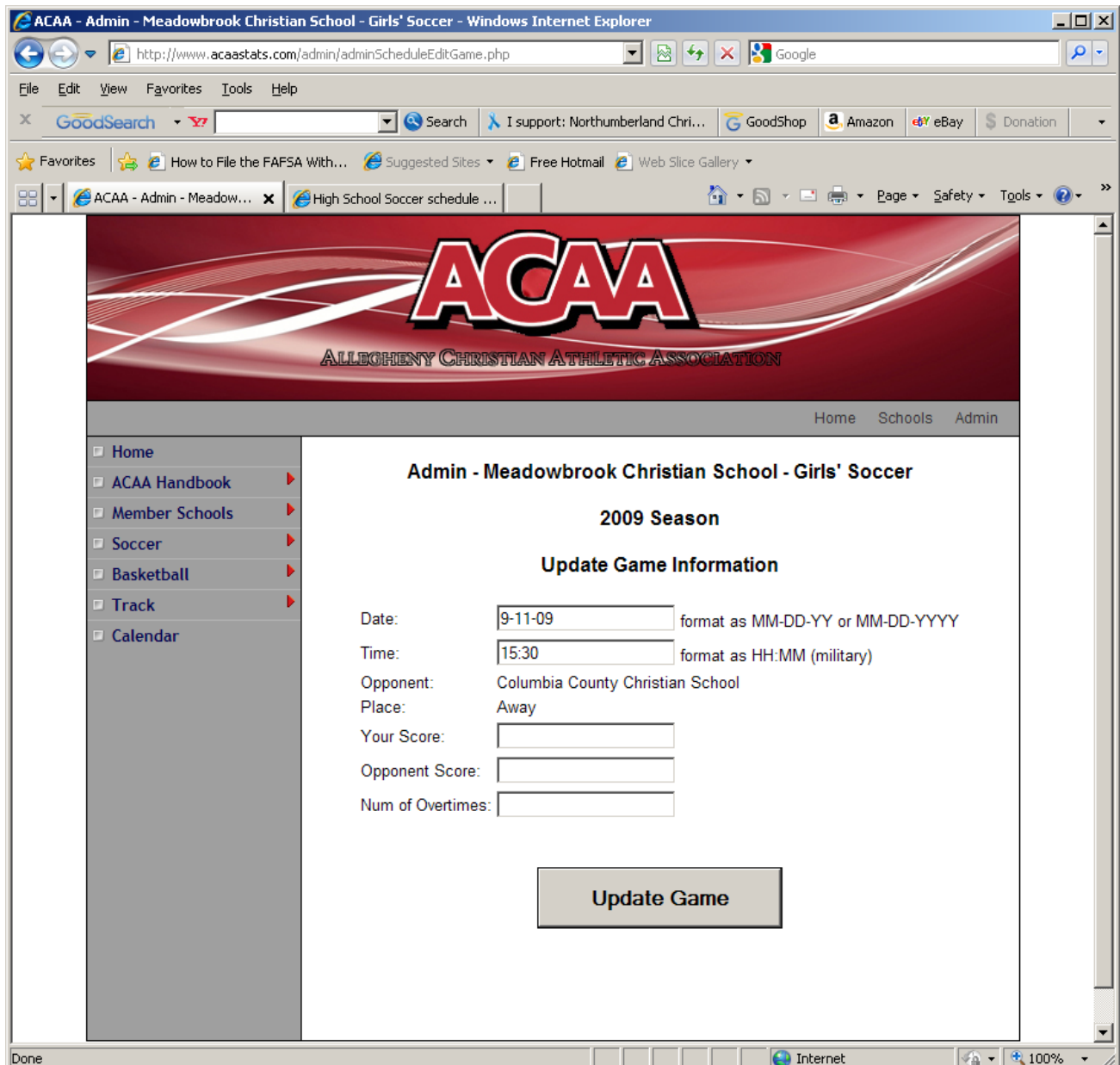
6. The date and time of the game are now shown (games without dates are shown at the top). Also, note that to switch to another sport, you may either press the "Admin" button on the top menu to get back to the original page, or you can also select a different sport from the dropdown menu and then click "Submit."
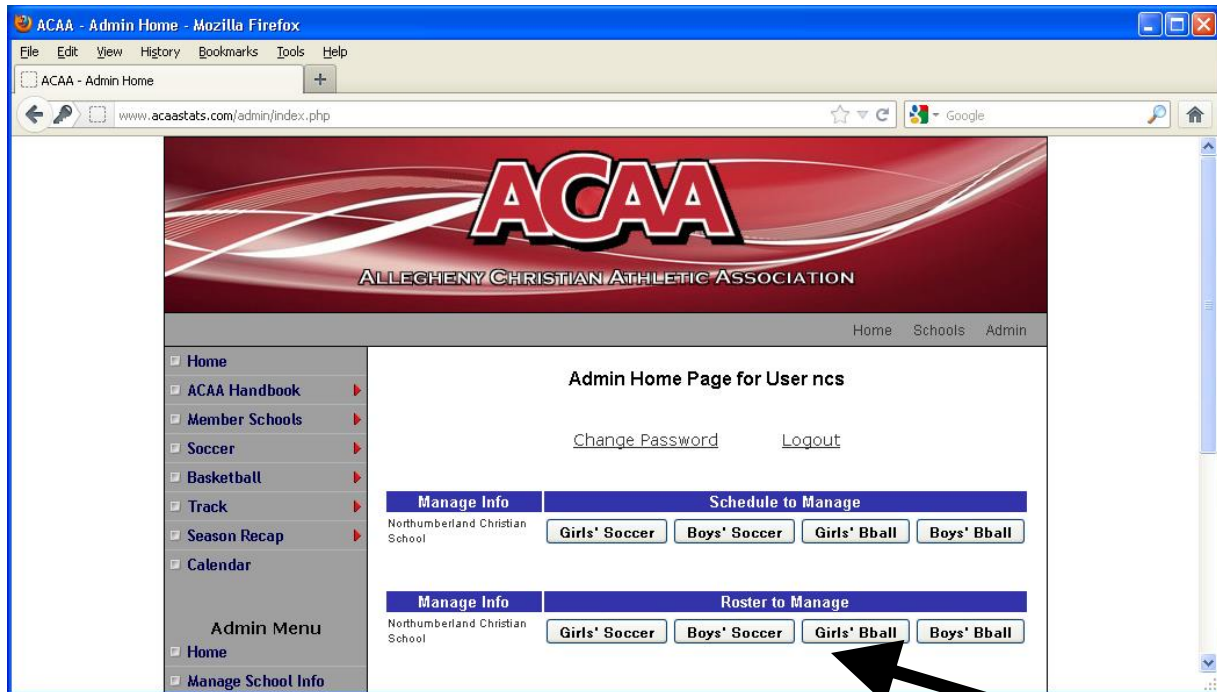
To update your school info

7. To change your school information (such as contact info or your AD contact info), log in to the admin section and click on your school name (to the left of the sports). This will show you your current information and allow you to update it.
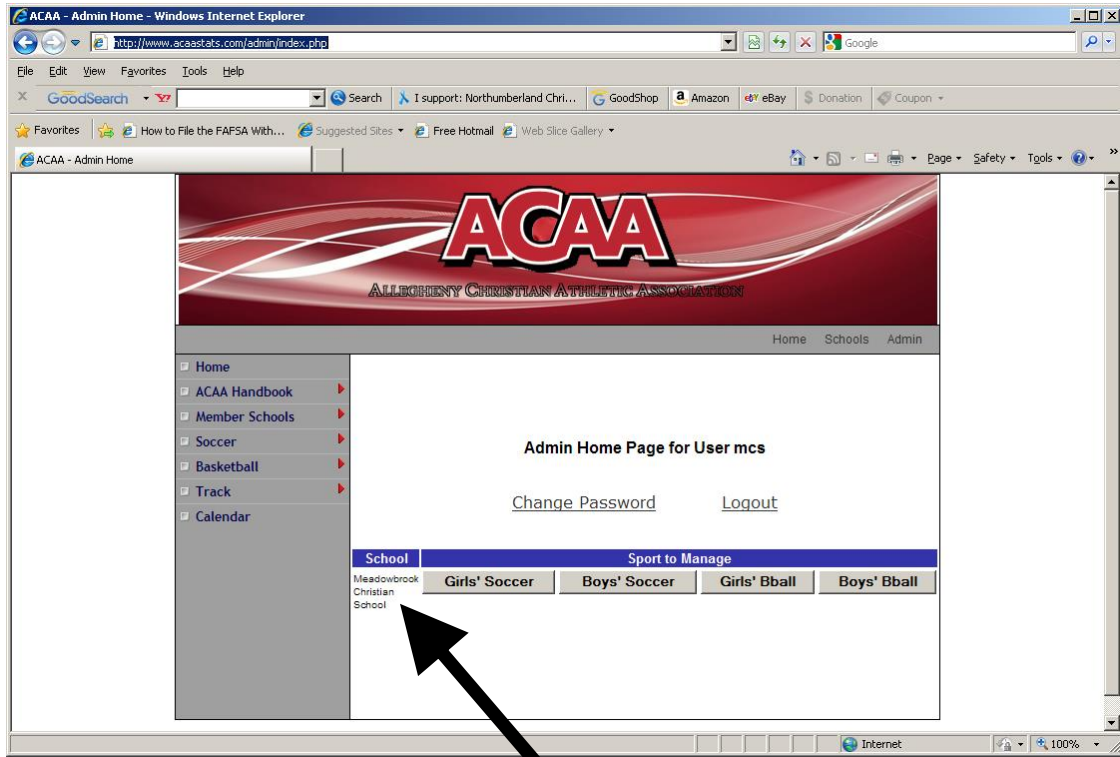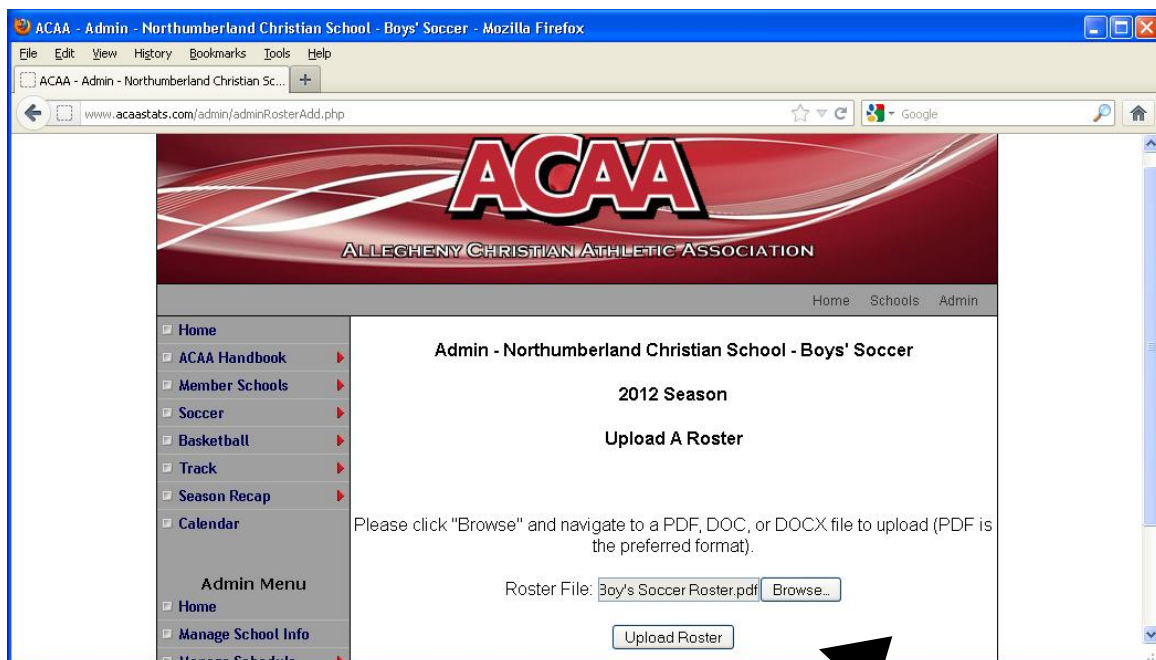
To add a roster

8. To add a roster, log in to the admin section and click on the roster you desire to manage.

Click on browse to select file from location on computer. Click open after desired file is selected. Then click on Upload Roster.

9. To vote on all stars, log in to the admin section and click on the correct gender of the sport.

On the voting screen, use the pull down menus to rank your choices from 1 (being your first choice), then 2 and so forth down to six. The module won't let you vote for your own players.

If you accidentally choose the same ranking for 2 players or do not make all 6 choices, the screen will give you an error message and won't let you cast your vote until it is corrected.

Once you cast your ballot for the offensive players, do the same for the defensive players. You may go in to the module any time and change your voting up to the deadline.

After that date, the module will be locked and you will not be able to cast votes or make changes. **PLEASE REMEMBER** that if you do not vote, then any players you nominated from your team will not have their votes counted and they will be dropped from consideration for all-star recognition.

Note that the voting screen will tell you once your ballot is valid (you have correctly voted for the required number of players on both offense and defense (if soccer).

If you did not nominate any players from your team, you are still encouraged to participate in the final voting process.
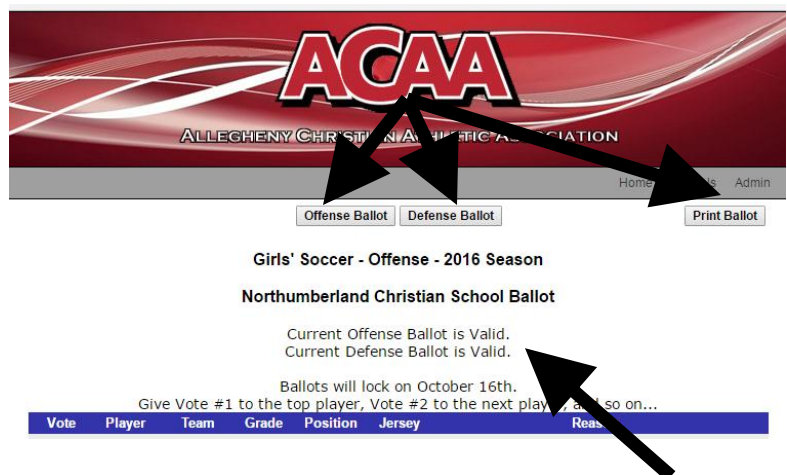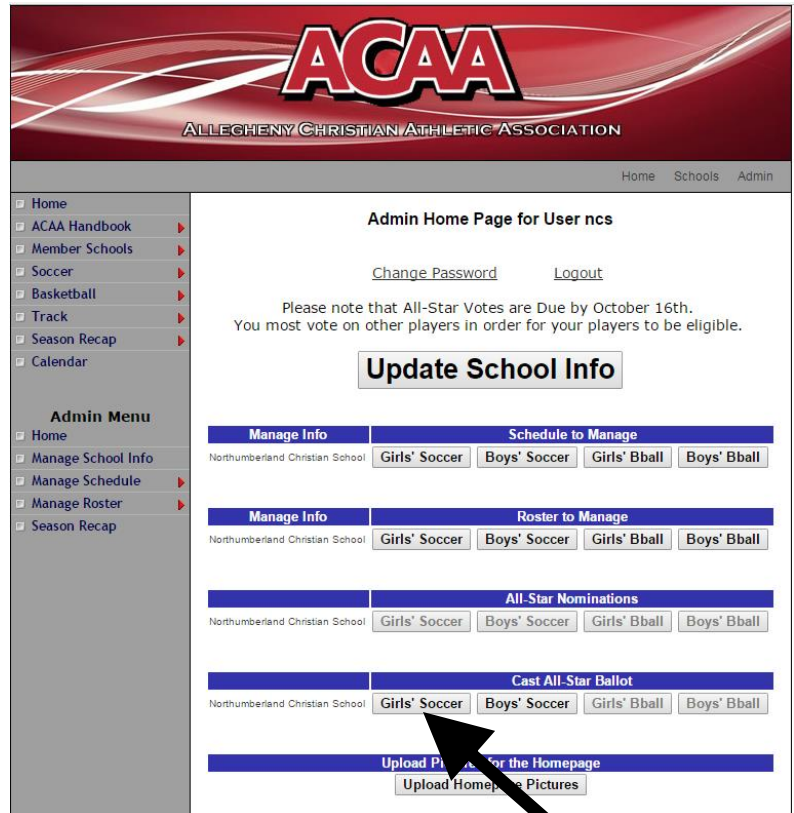
If you need to contact me my email is: jdrees@norrychristian.net or call the school 570-473-9786 and ask for Jonny.