# Coach's Score Reporting Instructions
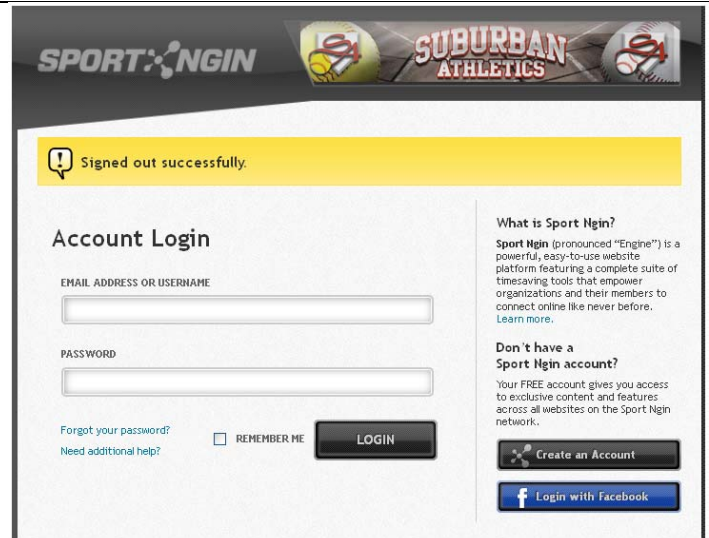
The winning coach should log in after every game to enter the score.

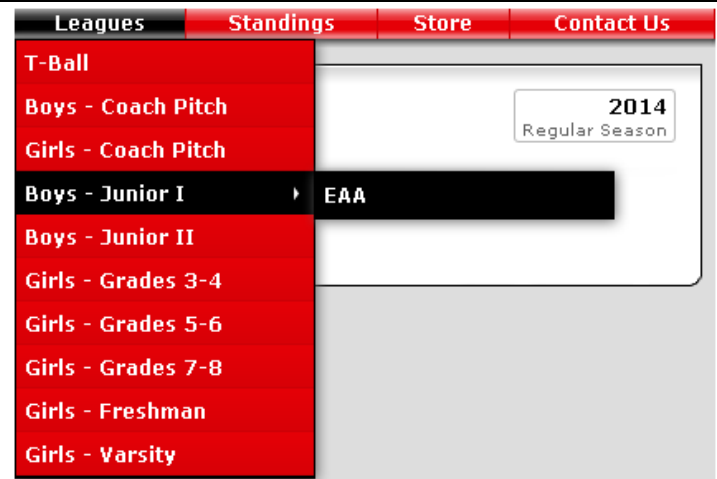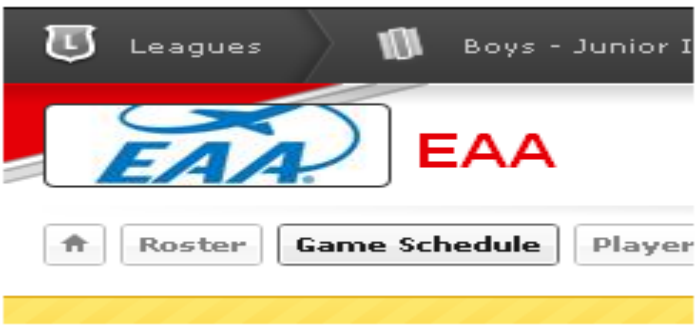| | |
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| Navigate to www.suburbanathletics.com homepage and click **Login** in the upper left hand corner. | |
| Log into site using the website login you registered your child with:<br>i.e. myusername, mypassword<br><br>*If yo*u have forgotten your login, click on the 'forgot your password' link. | |
| Once logged in, click on **Leagues** and select the league you are coaching in.<br><br>Your team should now be available to be selected<br><br>NOTE: If you do not see your team you need to request permission. Send an email to Curt Weber (found on Suburban Board link). | |
| Once you are on your team's page, you have the ability to edit/change content here. To enter your roster, you must click **Edit Mode** near the upper right hand corner. | |

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| Once you are in **Edit Mode**, click on **Game Schedule** near the top. | |
| In the bottom half of the screen will be your games.  Find the game you want to score and click on the **QS** (Quick Score) hyperlink. | |
| Change the Game Status drop-down to **Final**.  Enter the score of the game.  Use the comments box to enter any comments about the game such as how the umpires performed.  Click on the **save** button. | |
| Confirm the game status has now changed to Final. | |