

Coach's Score Reporting Instructions

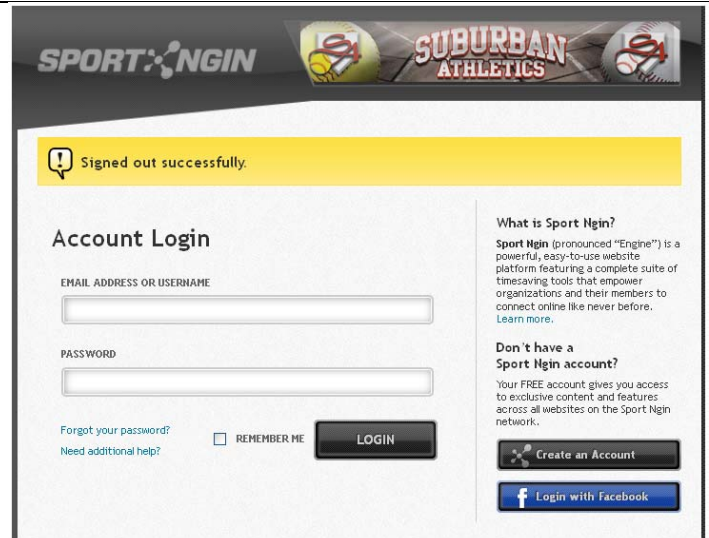
The winning coach should log in after every game to enter the score.

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:
i.e. myusername, mypassword

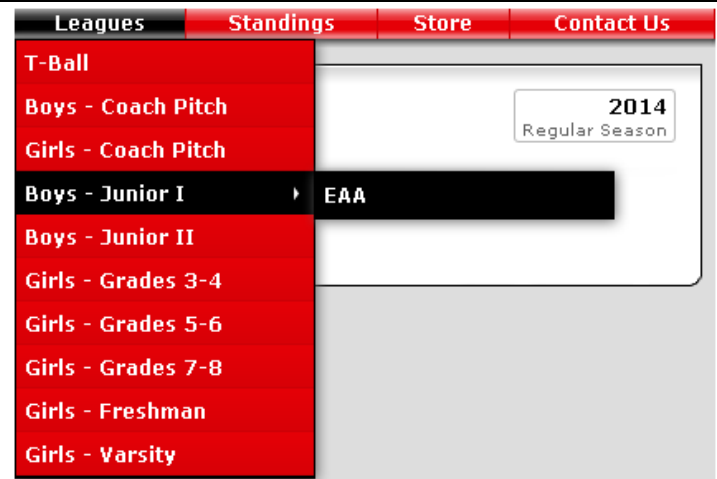
If you have forgotten your login, click on the 'forgot your password' link.



Once logged in, click on **Leagues** and select the league you are coaching in.

Your team should now be available to be selected

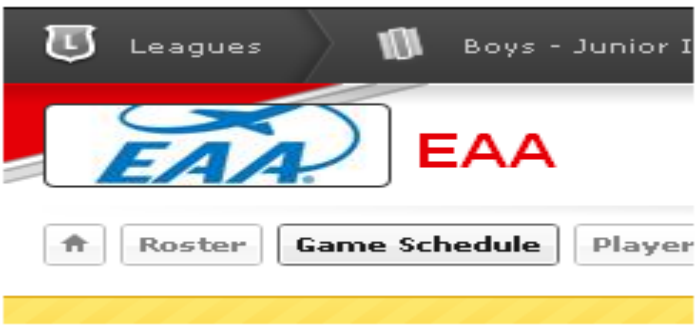
NOTE: If you do not see your team you need to request permission. Send an email to Curt Weber (found on Suburban Board link).



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.



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.

A screenshot of the 'EDIT GAME QUICK SCORE' form. The form has a yellow background and a title bar with 'EDIT GAME QUICK SCORE' and a 'CANCEL' button. Below the title bar is a section titled 'Quick Score Game' with a brief explanation. The form includes a 'Game Status' dropdown menu set to 'Final', a 'Scores' section with input fields for '1' and '2' (labeled 'Kramer Dentistry' and 'EAA' respectively), a 'Comment' text area containing 'The umpires did an excellent job tonight.', and an 'Overtime' checkbox. A 'Save' button is at the bottom right.

Confirm the game status has now changed to Final.

