

This document contains instructions for WAA in house baseball coaches at the 2nd Grade to High School levels. Coaches at these levels will be expected to enter game results on their team pages. Entering game results will help coordinators and teams track standings throughout the season. Any questions regarding these expectations can be directed to your grade level coordinator. Any questions regarding the website can be directed to the WAA Baseball Website Coordinator (jawolsky@gmail.com).

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Creating an Ngin Account

Creating an account is FREE and takes only a few minutes, plus gives you instant access to exclusive content and features. The same Sport Ngin Account can be used across all Sport Ngin websites and networks. A coach must have a Sport Ngin account before they can be given permissions to modify their team pages. The following instructions will show how to create an Ngin account.

1. Go to the WAAWoodbury.org website. From the bottom of any page on the site click on the “**Login**” link.
2. From the Account Login page, click on the “**Create an Account**” button.

3. Complete the fields on the screen and click on the “**SIGN UP FOR YOUR SPORT NGIN ACCOUNT**” button.
4. Email your user name to the WAA Baseball Website Coordinator (jawolsky@gmail.com) and include which team page you need access to.
5. You will receive an email when your account has been assigned to your team page. At this time you will be able to modify elements on your team page.

****If you already have an Ngin account from another website you will need to become a member of the WAA site. To become a member:**

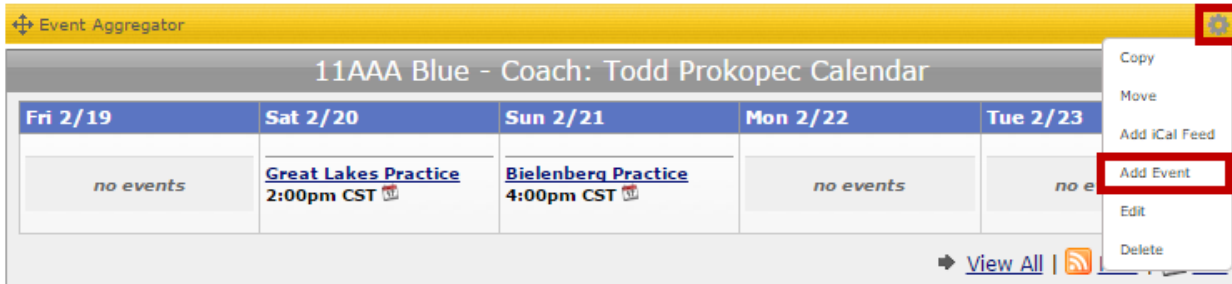


1. Go to the WAAWoodbury.org website. From the bottom of any page on the site click on the “**Login**” link.
2. Enter your email address and password and click on the “**LOGIN**” button.
3. At the top of the page click on the “**Become a Member**” button.
4. Complete your information to become a member of the WAA website.
5. Email your user name to the WAA Baseball Website Coordinator (jawolsky@gmail.com) and include which team page you need access to.
6. You will receive an email when your account has been assigned to your team page. At this time you will be able to modify elements on your team page.

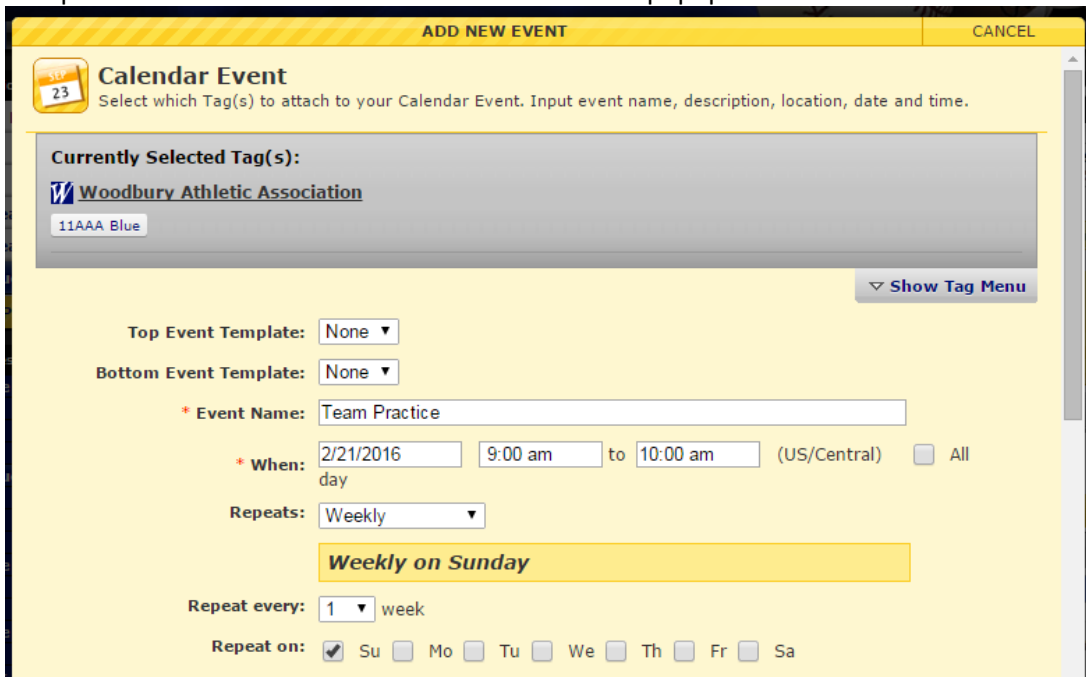
Creating an Event on the Team Calendar

Coaches can schedule practices on the calendar on their team page to keep players and families updated on upcoming events. The following instructions will show how to create a calendar event.

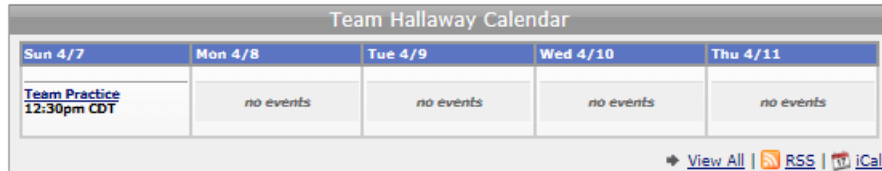
1. Once you have logged into your Sport Ngin account, navigate to your team page.
2. Click on the **“EDIT MODE/USER MODE”** button to go into edit mode.
3. Click on the sprocket icon above the team calendar and select **Add Event**:



4. Complete the information on the **“ADD NEW EVENT”** popup screen and click on the **“Create This Event”** button.



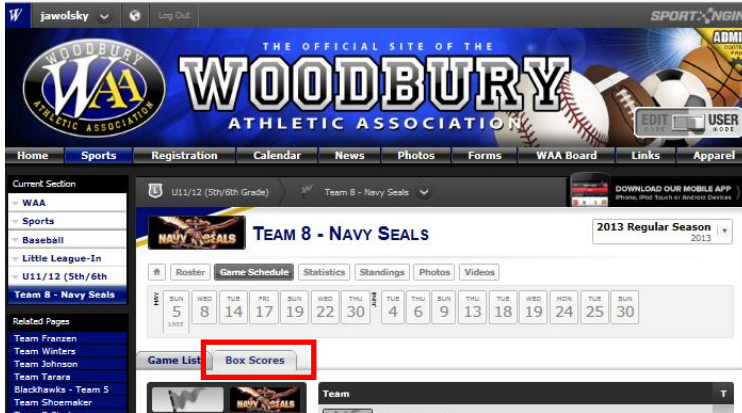
5. The event is created and put on the team calendar. Click on the **“EDIT MODE/USER MODE”** button to go back to User Mode and see the event on the calendar the way all users will see it.



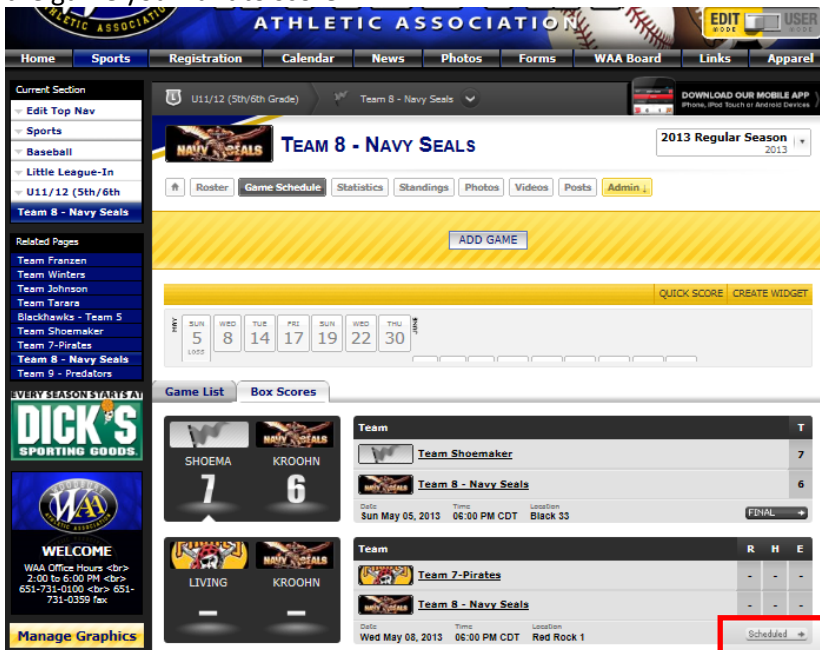
Edit a Game Event to Enter Scores and Innings Pitched

Coaches are expected to enter game scores on their team page within 24 hours of game completion. The following instructions will show how to enter game scores and innings pitched.

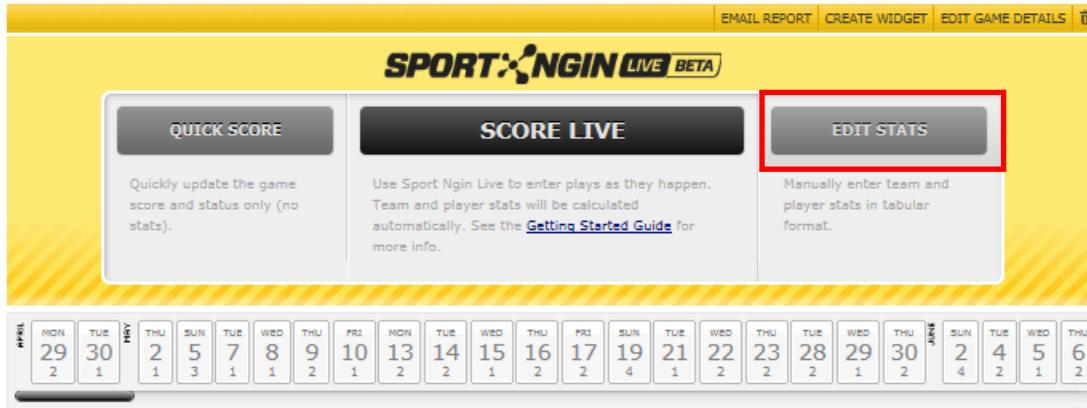
1. Once you have logged into your Sport Ngin account, navigate to your team page.
2. Click on the **“Game Schedule”** button to show your teams schedule.
3. Click on the **“Box Scores”** tab.



4. Click on the **“EDIT MODE/USER MODE”** button to go into edit mode and then click on the **“Scheduled”** button for the game you want to score.

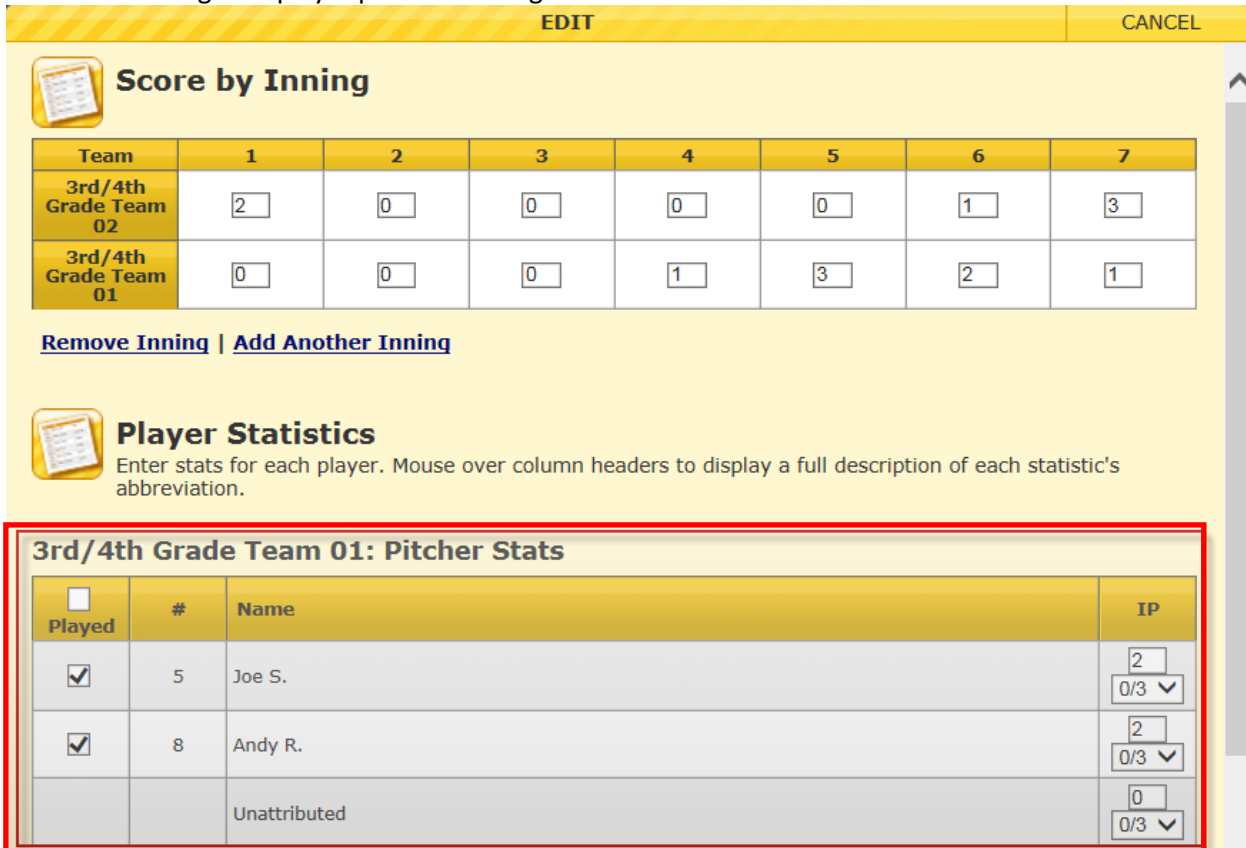


5. Click on the “EDIT STATS” button.



6. Enter the “Score by Inning” results.

7. From the “Pitcher Stats” section, select a player from the drop-down list box and click on “Add Player”. Enter the number of innings the player pitched in the game.



8. Once all of the players and innings pitched have been entered scroll to the bottom of the screen and click on “Save Stats”.

9. From the Game Status bar select "FINAL".



10. Click on the "EDIT MODE/USER MODE" button to go back to User Mode and confirm the game scores and stats are correctly displayed.

Reschedule a Cancelled Game

Games called due to weather **must** be played again in their entirety on a date agreeable to both coaches. If the coaches cannot agree on a date, then a date will be set by the Grade Coordinator. The Grade Coordinator has the right (and the duty) to help set the time and date that the makeup game will be played. **Play the game.** Teams that do not reschedule may receive a forfeit loss (both teams could receive a forfeit).

Should it be raining, unless your association has received a notice from the city cancelling all fields, **Coaches are NOT to assume that umpires know your game is cancelled.** Some fields are playable while others might not be.

The Umpire Coordinators can be reached as follows – *in this priority order*:

- Cancellations with less than 12 hour notice – you **MUST** text Taylor Voit (Umpire scheduler) AND Jordan Voit (Assistant Umpire in Chief) or calling one of them. Taylor’s phone number (651) 968-7179. Jordan’s phone number is (651) 968-7178.
- More than 12-hour notice - email umpires at proamumpires@gmail.com.
- Rescheduling games email: at proamumpires@gmail.com (but not for last minute or same day cancellations)
- Reschedules are **NEVER** taken over the phone – email only. Please include game number, date and field, as well as age level.
- Rule or other issues contact Barry Schalkle at umpires@comcast.net
- Jordan Voit: 651-968-7178 (for last minute cancellations call or text)
- Taylor Voit: 651-968-7179 (also for last minute cancellations call or text)
- Barry Schalkle: 651-222-3399 (for last minute cancellations when you can’t reach Brian or Jordan)

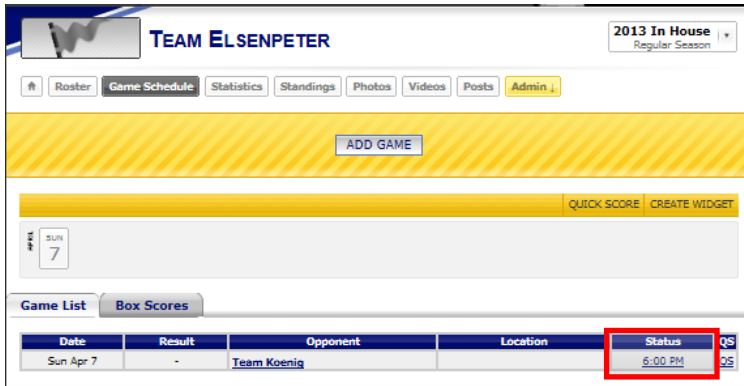
Note: **For rule interpretation questions/issues, contact Barry Schalkle, even during the game.** Please be judicious in terms of when and how often you use Barry’s cell phone. This list is subject to change during the season – you will be notified of any changes through your Grade Coordinator.

If coaches decide to cancel a game ahead of time, the Umpire Coordinators should be notified immediately. The Umpire Coordinators should be contacted at least 3 days in advance of a makeup game to ensure that umpires will be scheduled.

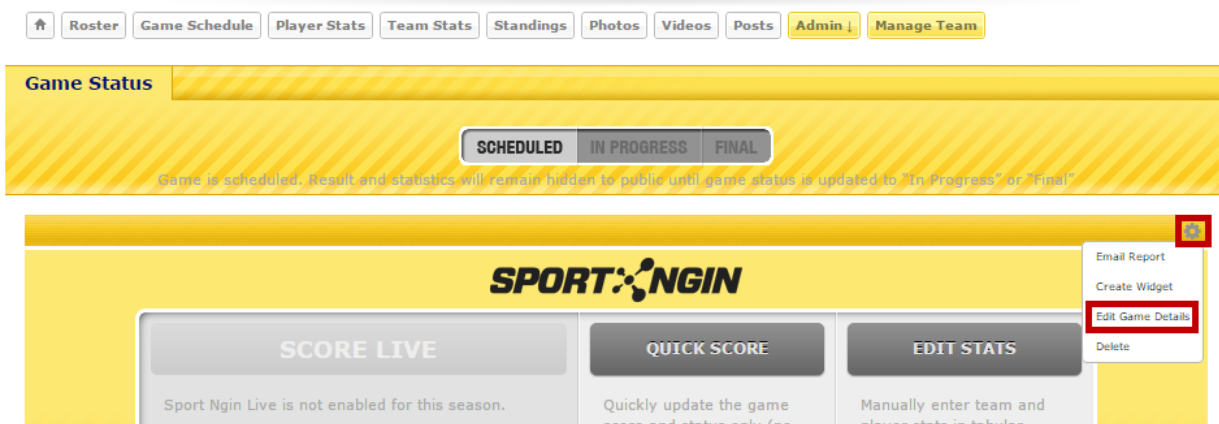
To reschedule a cancelled game on your team page:

1. Once you have logged into your Sport Ngin account, navigate to your team page.
2. Click on the **“Game Schedule”** button to show the teams game schedule.
3. Click on the **“EDIT MODE/USER MODE”** button to go into edit mode.

- Click on the value in the “Status” column on the “Game List” tab.



- Click on the sprocket and select the “EDIT GAME DETAILS” link.



- Edit the “Game Time” information and scroll to the bottom and click on the “Save Details” button.



- 7. Click on the "EDIT MODE/USER MODE" button to go back to User Mode and confirm the rescheduled game date and time are correctly displayed.

The screenshot shows the website interface for TEAM ELSENPETER. At the top, there is a navigation bar with 'US (2nd Grade)' and 'Team Elsenpeter'. Below this is a header with the team name and a dropdown menu for '2013 In House Regular Season'. A menu bar includes 'Roster', 'Game Schedule', 'Statistics', 'Standings', 'Photos', and 'Videos'. A calendar widget shows 'MON 8'. Below the calendar are tabs for 'Game List' and 'Box Scores'. A table displays the game list with the following data:

Date	Result	Opponent	Location	Status
Mon Apr 8	-	Team Koenig		6:00 PM