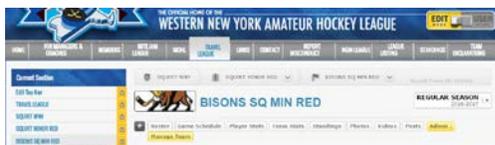


UPLOADING A SCORESHEET TO THE TEAM PAGE

Login to the WNYAHL.net website

Go to your team page

Click the light switch in the upper right corner to edit



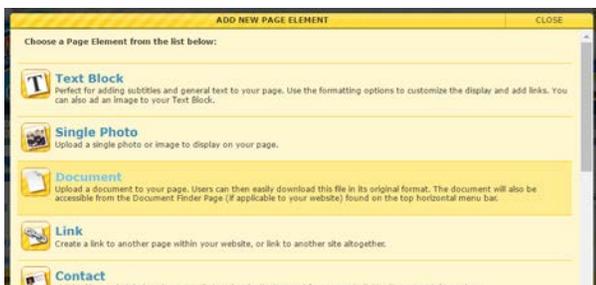
Scroll to the bottom where the “UPLOAD SCORESHEETS” area is located



Underneath the blue text box “upload scoresheets” click the divider to add a page element



In the pop up window you will see “DOCUMENT” (third from the top)



Click “DOCUMENT”

Complete the areas:

DOCUMENT TITLE: include game #, home team vs away team and date

DOCUMENT TO UPLOAD: choose the scoresheet file saved on your device to upload to your team page. The document file type must be in PDF format. Do not upload any other format for the scoresheet. Both the Home and away teams upload the scoresheet to their team page for every league game.

ICON SIZE: leave as “M”

SPORTS ENGINE MIRRORING: option can be enabled if you want this document to be available to other sport engine websites

LOCK IN PLACE : LEAVE THIS UNCHECKED

DISABLE EDITING: LEAVE UNCHECKED



When all areas are complete click “CREATE THIS PAGE ELEMENT” at the bottom right corner. Wait for the website to process the request.

When complete the file should show on the team page



That's it. Continue with the remaining game scoresheets in the same manner.