

HOW TO UPDATE TEAM PAGE ON RUGBY OHIO WEBSITE

Please head out to the www.rugbyohio.com and make sure your schedule is correct. The master schedule for Arbiter that I was given a few weeks back is what we had uploaded to the website and I'm sure there are more than are more than few games that were missing.

ADDING A GAME TO YOUR SCHEDULE:

1. If you need to add an game. Please login FIRST (top of the home page) and on the top left hand side of the page you'll see a little light switch. Click on this to put you in edit mode.
2. You will then go to your "game schedule" page.
3. Then click on "Add Game"
4. Your team will always show up as "Team 1" (make sure you select if you are the "home" or "away" team which is located to the right of your team name.
- 5a. If the team is in your division select the team you are playing from the drop down box under "Team 2"
- 5b. If the team is NOT in your division you will select "Outside League" then select "Rugby Ohio" then select what division your team is in. Then select the team, and then you need to select the subseason "2017"
6. Once your team has been selected you can adjust the game time and date.
7. Scroll down to Standings overrides (If they are in your conference you select "affects standings" if they are not you select "does not affect standings"
8. And if you scroll down to Venue you can add the location of your game. then make sure to hit the "create game" button at the bottom right of the pop up screen

ADDING A PLAYER TO YOUR ROSTER

1. While logged in to your rugbyohio.com head to your team page and click on the edit button (top left hand side of the website).
2. Go to your roster page.
3. Click on "add player"
3. Here you can either select to upload a player from an excel spreadsheet or you can choose to manually enter them one by one by selecting "Create a new player" .
- 4A. Excel Spreadsheet – If you choose this option you'll need to down their template and populate your information to that template and upload it to the roster page.
- 4B. Create a New Player – Once you select this you'll fill out what information you'd like for each player (We can hide phone numbers and emails from the public, that is there so a coach can have quick access to it if they need it) and then hit "Save player" which is located at the bottom right hand side of the pop up screen. You will then repeat this process until all players have been added.

ADDING STATS - SCORING THE GAME

1. While you are logged in to your account, head to your Game Schedule page.
2. Look at the status of the game you would like to edit and click on the status for that game. It will either say "Final" this means the game has all ready been recorded or it will list the time of the game. It might also say "In progress"
3. If the final score has not been recorded hit "Quick Score" enter the score of the game and switch the status to "Final" and click "Save"
4. Then on the same page click on "Edit Stats"
5. From here you will select the players that played in this game one by one from the drop down. Once you have selected the player you want to add to the game day roster, hit the green "add player" button.
6. Then you will enter the stats for that player. If your player scored 3 tries and 2 conversions you would enter 19 in the "PTS" box and then you will add 3 to the "T" box and 2 to the "CONV" box. (this does not tabulate your points for you, so you will need to add each individual score and again total the points. Once you have added all of your stats click on "Save stats" which is toward the lower right of the popup box. Your players stats will then automatically upload to the stats leaders board.

List of stats to choose from

ST - Equals that your player started this game

SB - Your player was a sub in the game

PTS - Enter the total number of points the player scored for this game.

T - Number of Trys scored in a game (Do not enter the total points scored from all of the tries just the number of them he/she made, same with the other stats)
CONV - Number of conversions scored in a game
PK - Number of Penalty Kicks scored in a game
DG - Number of Drop Goals in a game
YC - Yellow Card
RC - Red Card

WHAT COULD GO WRONG

1. You don't have access to your team page. If this happens, email me with your name and email address and the team that you coach and I will add you as an administrator to your page. If you'd like to spruce up your home page let me know and I can help you do that as well, but you are able to add any of the available widgets to your page. including sponsor information.
2. If you don't have stats for your team... start taking them. Its fun for the kids to see who is leading the league in the different categories. And while stats shouldn't be the only deciding factor in regards to Mr Rugby Ohio or the All Ohio team if a coach cant decide between two equal players they can look to their stats to help make their decision.
3. Any other problems email debarr@rugbyohio.com