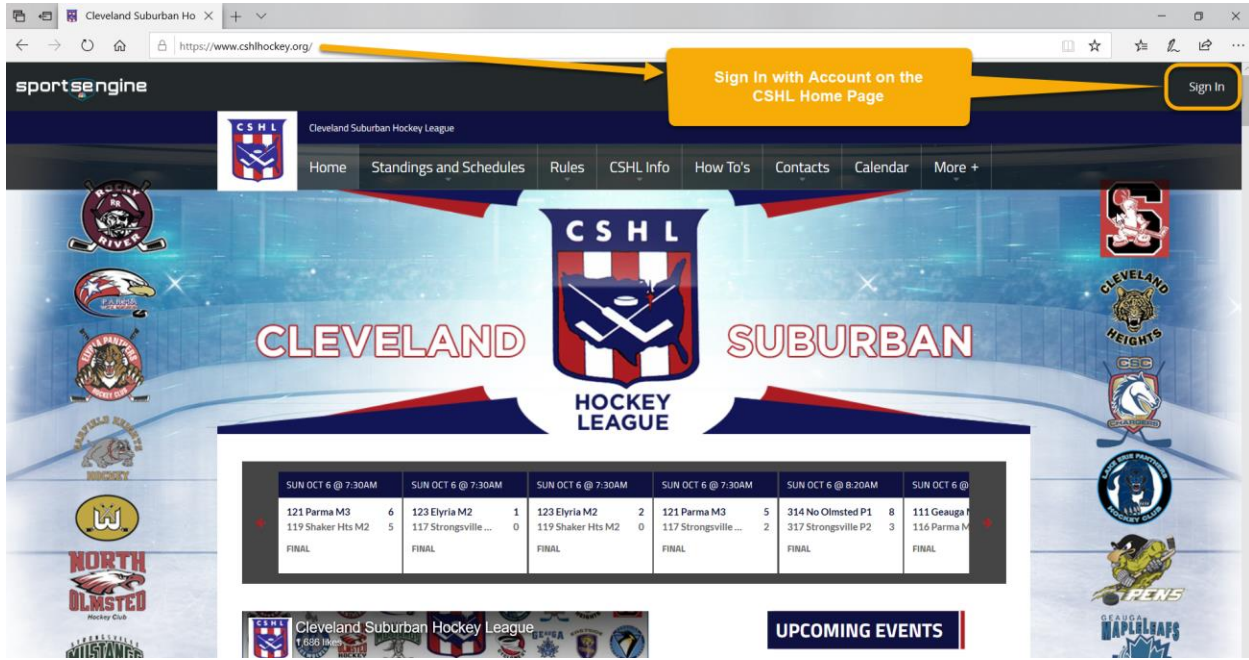
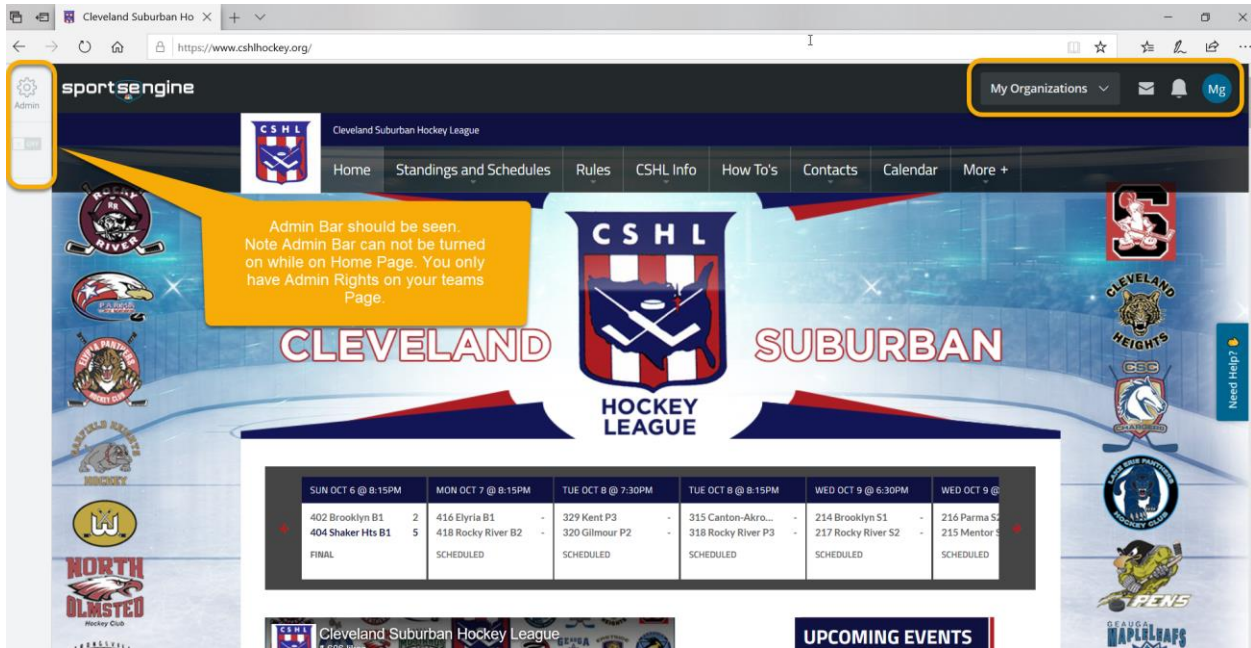


# 1. Website Login and Navigation:



2. Once logged in you will see a gray bar on the left side to turn on editor, but first you will need to navigate to your teams page. You don't have admin to the Home Page only your individual team page.



3. Navigate to your team's page and the Game Schedule Screen for the team. There are two ways. First way is to scroll down to the Preseason Teams and find your age group then your team and simply select your team. You will be taken to the team page.

On the Home Page Scroll Down to the list of Preseason teams. Find your team and select it to go to your teams page

TEAM	PTS	GP	W	L	T	GF	GA	DIVISION
301 Kent P1	0	0	0	0	0	0	0	0-0-0
319 Mentor P2	0	0	0	0	0	0	0	0-0-0
320 Gilmour P2	0	0	0	0	0	0	0	0-0-0
321 Eastside Tigers P2	0	0	0	0	0	0	0	0-0-0
322 Elyria P1	0	0	0	0	0	0	0	0-0-0
323 Fremont P1	0	0	0	0	0	0	0	0-0-0
324 Shaker Hts P2	0	0	0	0	0	0	0	0-0-0
325 Strongsville P3	0	0	0	0	0	0	0	0-0-0
326 Wooster P1	0	0	0	0	0	0	0	0-0-0
327 Canton-Akron P2	0	0	0	0	0	0	0	0-0-0
328 Gilmour P3	0	0	0	0	0	0	0	0-0-0
329 Kent P3	0	0	0	0	0	0	0	0-0-0
330 Mentor P3	0	0	0	0	0	0	0	0-0-0
331 Olmsted P2	0	0	0	0	0	0	0	0-0-0
332 Strongsville P4	0	0	0	0	0	0	0	0-0-0
333 Winterhurst P3	0	0	0	0	0	0	0	0-0-0

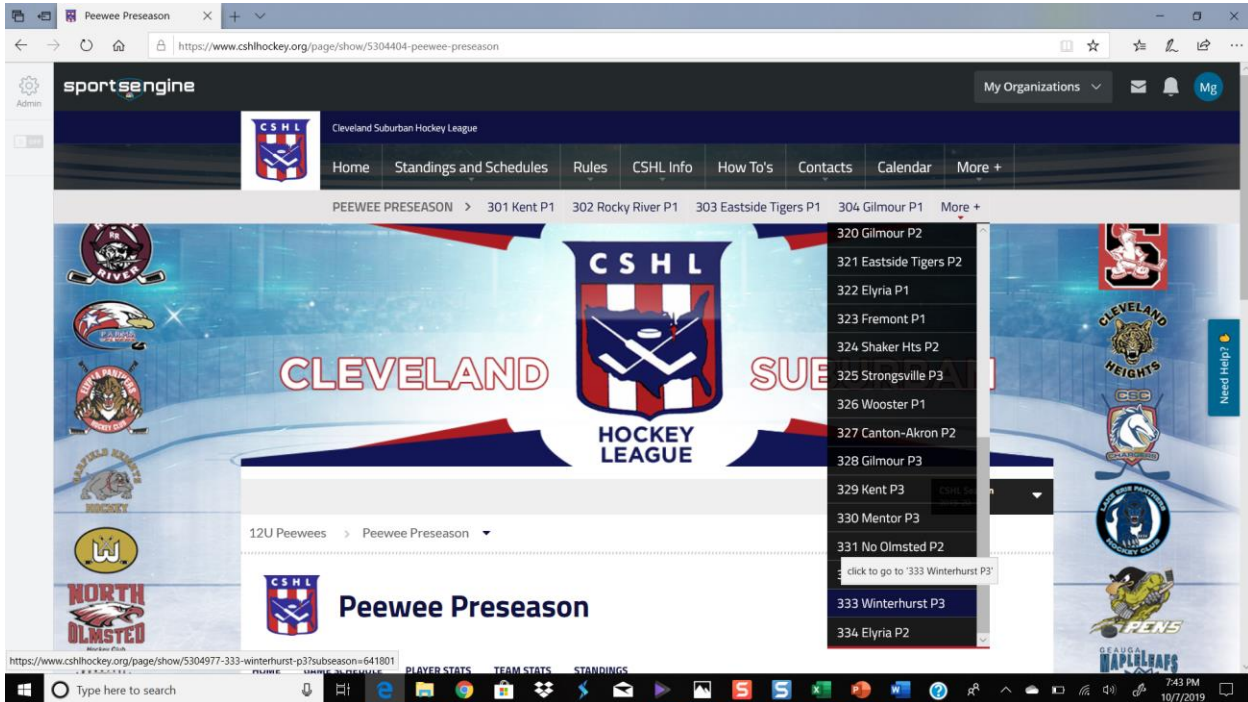
Second way is to select "Standings and Schedules" > Select Your Age Level > Age Preseason

click to go to 'Pee wee Preseason'

SUN OCT 6 @ 8:15PM	MON OCT 7 @ 8:15PM	TUE OCT 8 @ 7:30PM	TUE OCT 8 @ 8:15PM	WED OCT 9 @ 6:30PM	WED OCT 9 @ 8:15PM
402 Brooklyn B1	416 Elyria B1	329 Kent P3	315 Canton-Akro...	214 Brooklyn S1	216 Parma S2
404 Shaker Hts B1	418 Rocky River B2	320 Gilmour P2	318 Rocky River P3	217 Rocky River S2	215 Mentor S1
FINAL	SCHEDULED	SCHEDULED	SCHEDULED	SCHEDULED	SCHEDULED

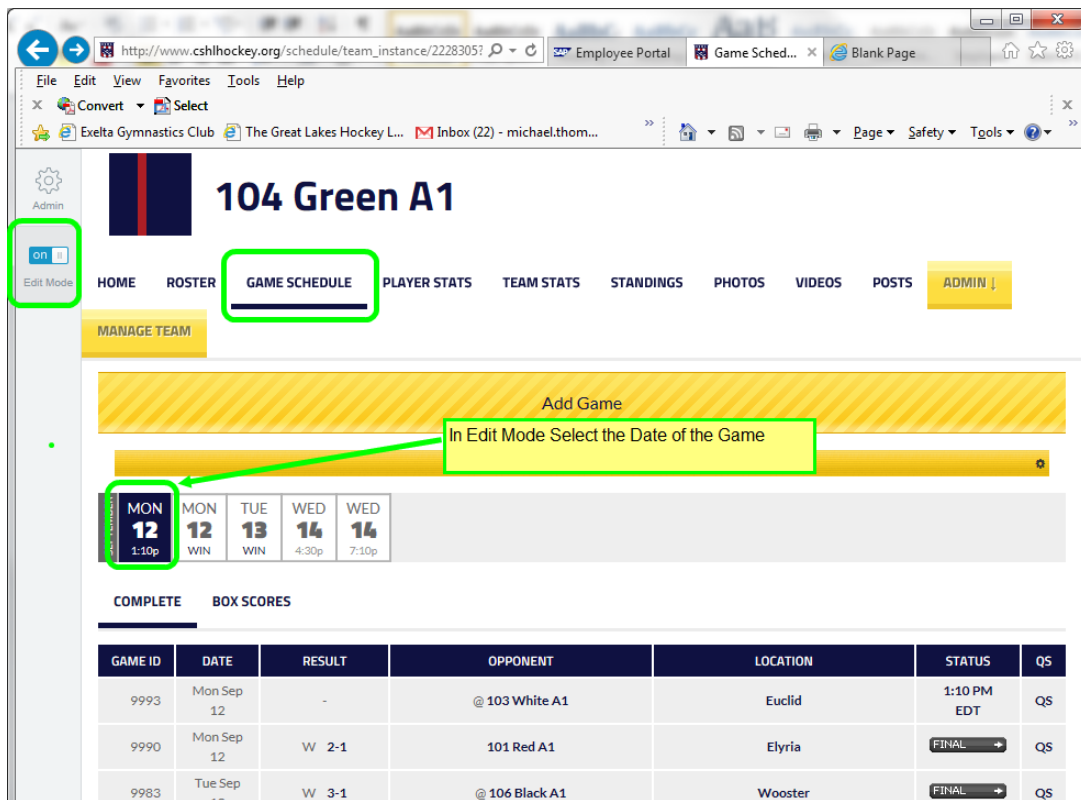
UPCOMING EVENTS

Then find your teams page also see the More + to find more teams > Select your team

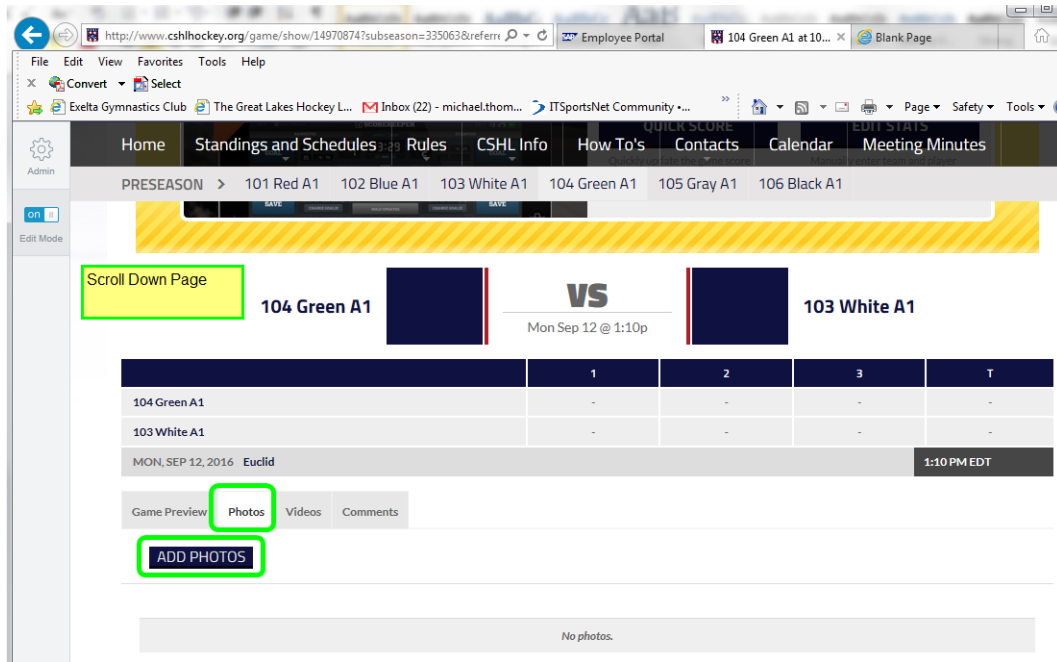


4. Turn on Edit Mode when you are on your team page

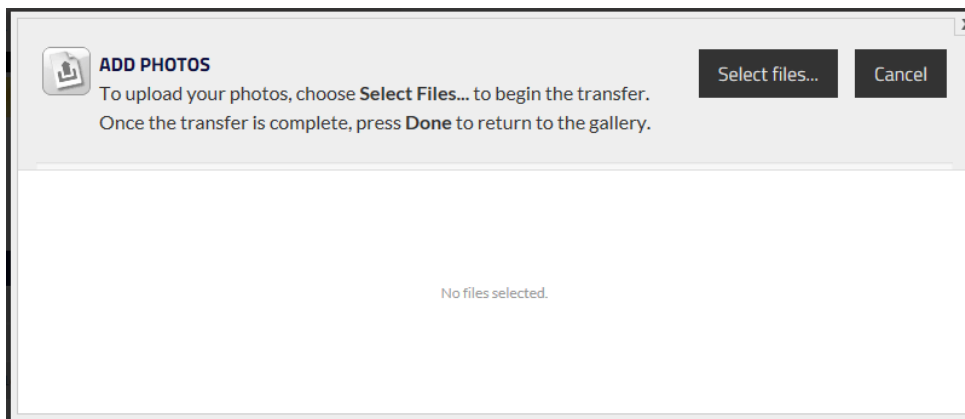
- Edit Mode will show Yellow construction Areas.



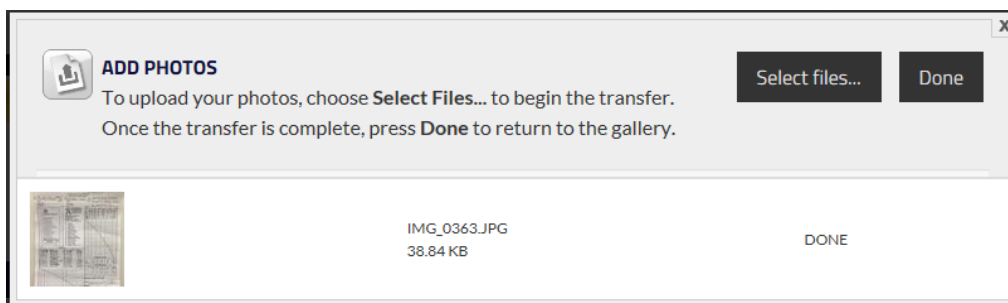
5. Scroll Down, Select Photo and ADD PHOTOS to upload scoresheet.



6. To Navigate to scoresheet file "Select Files" select file

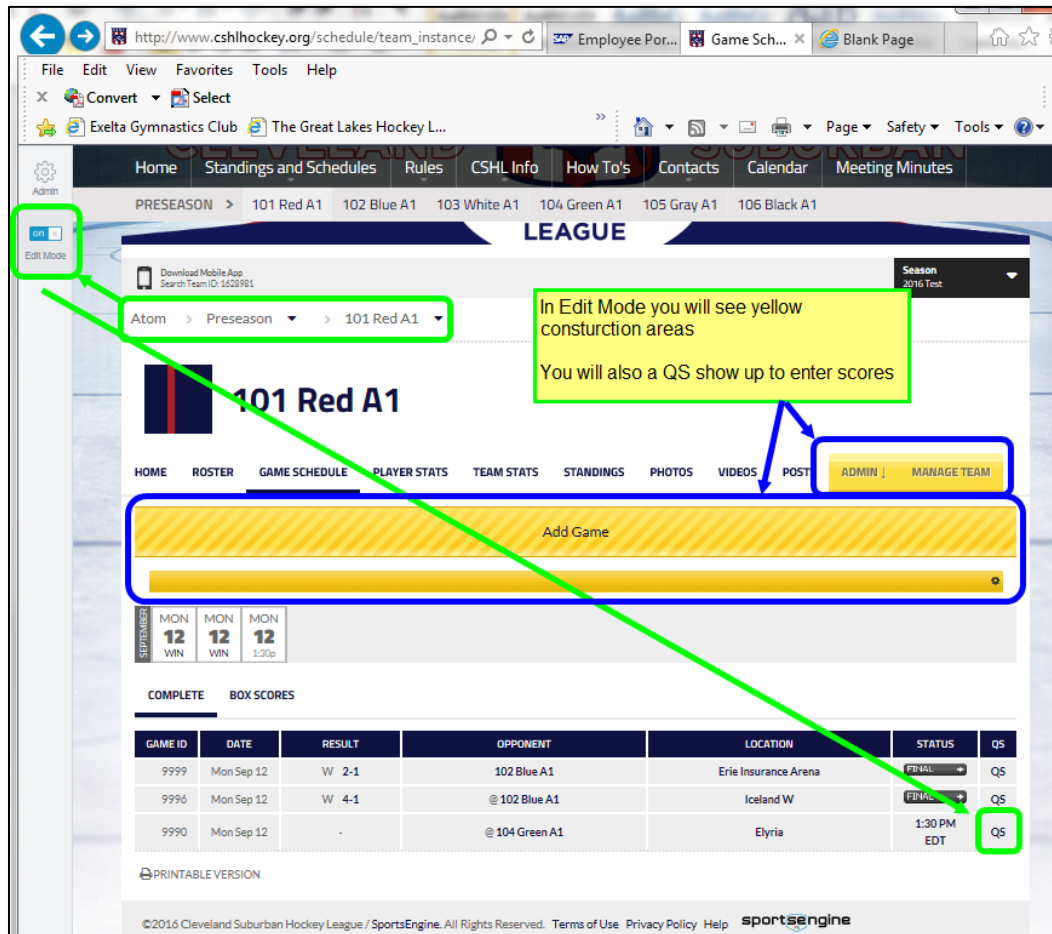


Score Sheet Added to Game



7. From Game Schedule go to Quick Score to Add Game Score

- The QS – Quick Score Screen to right of the Game Schedule will also show up. This where you can enter scores and score sheets for a game. Select QS



8. Enter Scores, Change Game Status to Final. Add Comments if needed. Then Save

EDIT GAME QUICK SCORE
CLOSE

**QUICK SCORE GAME**

Enter the game status and scores for each team. Quick Scoring functionality is for game result reporting purposes only. Games entered in this way do not affect team and player season totals until team and player stats are entered.

Game ID: 9990

Game Status: Final

Scores: 1 at 2  
 101 Red A1      104 Green A1

Comment: 101 Red:12 Smith scored in first period assisted by 10 Jones  
 104 Gray: 44 Richards unassisted in 2nd, 21 Collins assisted by 2 & 74

Overtime

Save