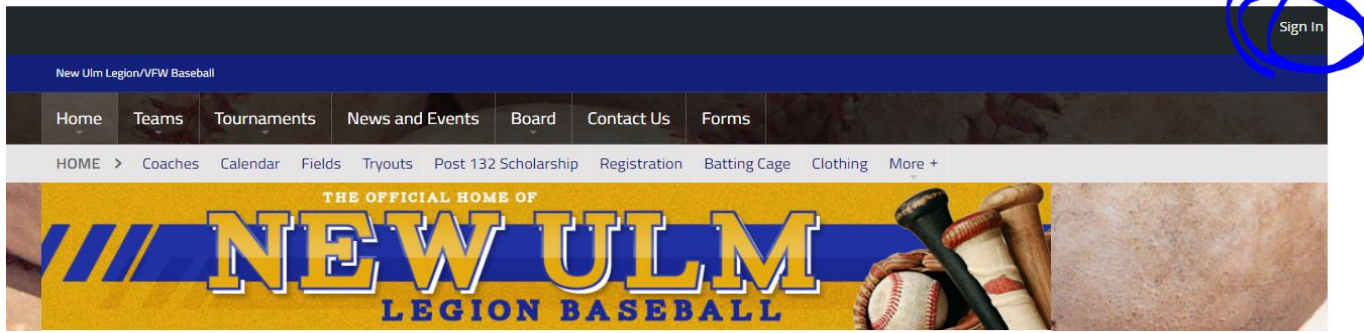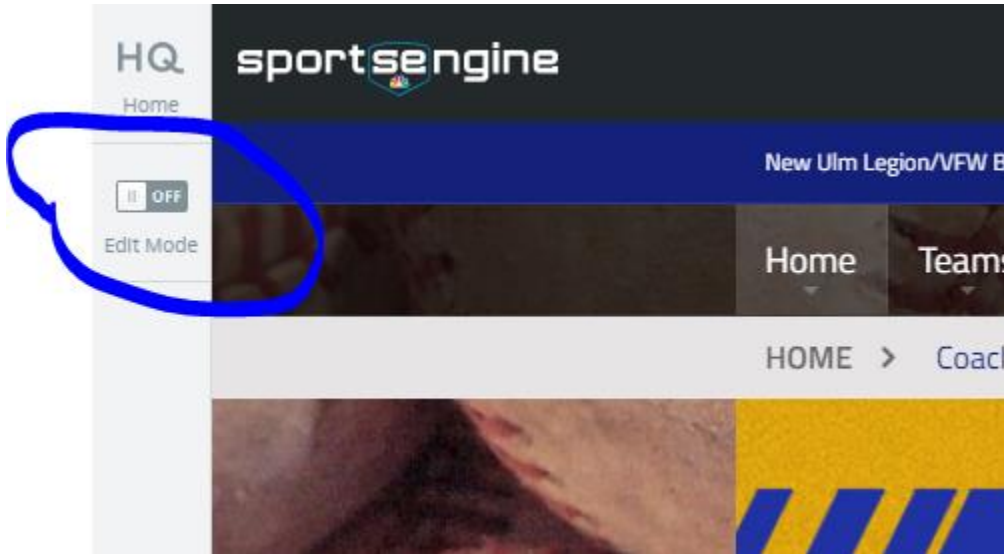# How to Enter games/score/finalize games (laptop/desktop version)
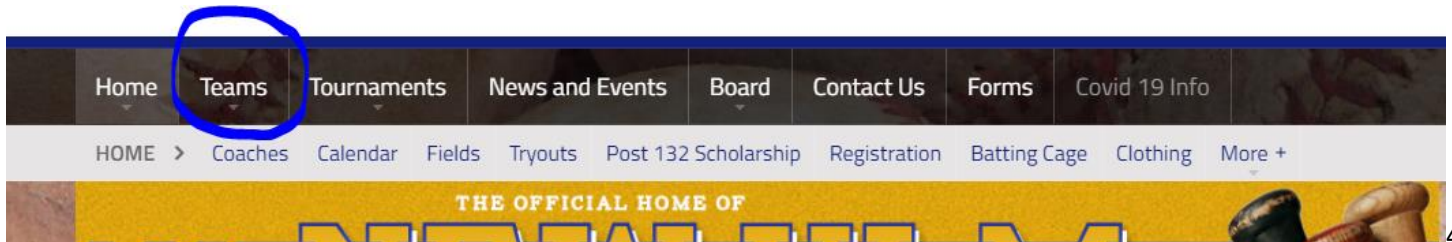
1. Click on the "sign in" in the upper right corner. (may need to use Chrome as explorer doesn't work for most sites anymore)

2. Once you log in, it will bring you back to our site with the bar on the left. Click on Edit Mode to turn it on.

3. Once edit mode it on, you can click on your specific team on the top header.

4.

Once you are in you team page, it should look like this.

5. Click on Game Schedule

6. click on "Add Game"

7. Enter the required prompt fields as noted below and hit "Create Game" when finished.

VS **ADD GAME**
Enter Game Information.

→ * Team 1: New Ulm Legion Gold Post 132 [Home ▾]

→ * Team 2: ● New Team   ○ Existing Team   ○ TBD

* Team 2 Name: [   ]

30 characters or less.

Team 2 Abbreviation: [   ]

6 characters or less. Abbreviation is displayed within box scores.

Logo to Upload: [Choose File] No file chosen

We recommend a size of 600px tall by 600px wide. Images larger than this will be resized and cropped to better fit the areas where they appear.

→ * Game Time: [06/14/2021] [5:30 pm] [Central Time (US & Canada) ▾]
☐ Time TBD?

Description: [   ]

Game Comments: ☑ Enable Game Comments

If enabled, a "Comments" sidebar will be displayed adjacent to the Preview, Summary, and Play-by-Play tabs. Click "Edit Comment Settings" within the Comments sidebar to modify moderation settings.

VENUE ▾

→ Location: [Enter a location]

VENUE ▾

→ Location: [Enter a location]
Location Details: [   ]
Example: Field #2

Location URL: [http:// ▾] [   ]

Attendance: [   ]

Sellout [▾]

Night Game [▾]

Neutral Field [▾]

Natural Surface [▾]

Actual Start Date & Time: [mm/dd/yyyy] [time] America/Chicago

Actual End Date & Time: [mm/dd/yyyy] [time] America/Chicago

REGULATION INNINGS AND OFFICIALS ▸

BROADCAST INFORMATION ▸

WEATHER ▸

[Create Game]

To Score a Game:

1. Follow steps 1-5 above. And you will see the entire schedule laid out like this. Click on the "QS" on the right of the game you need to score.

2. Enter all required fields and save. The game is now complete and finalized. Comments can be entered if needed, for instance a game that went into extra innings, ended after 5, etc.
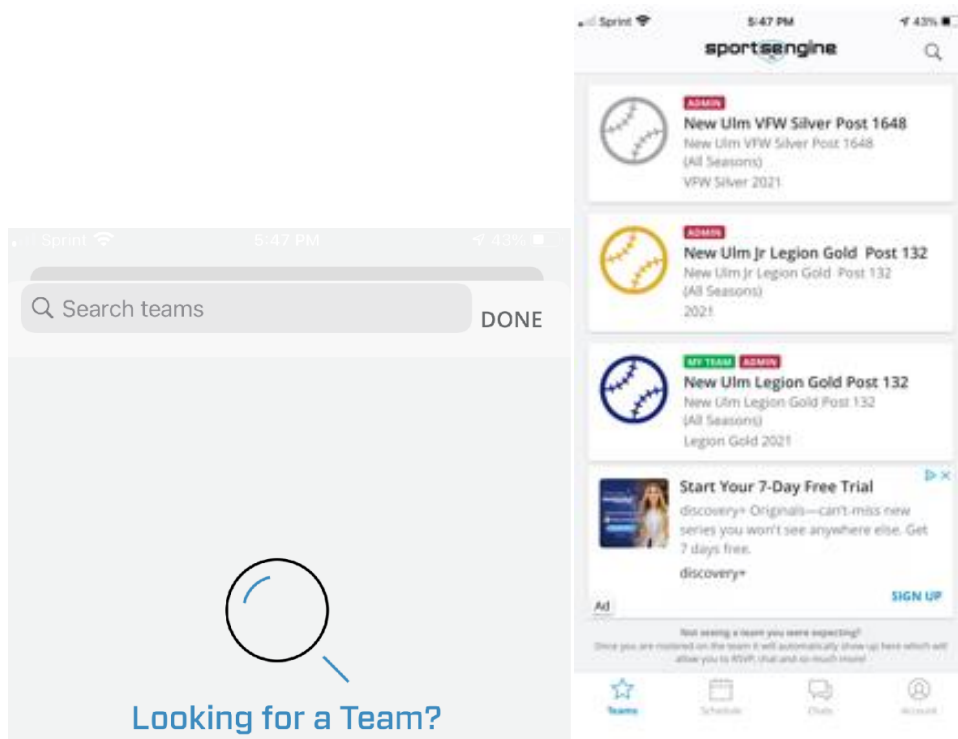

3. To edit a game... just use the app. So much easier!

Entering games Via the App.

1. Find the Sports Engine app in your app store and download.

2. Sign in with the same information you would on the web site. On the bottom left of your screen there will be a star labeled teams. If you click on the star you can search for the teams.

3. Once you have your team loaded, click on it and you will see this screen. From here you can do multiple things, including message the team (if everyone is loaded with emails). Click on the schedule.
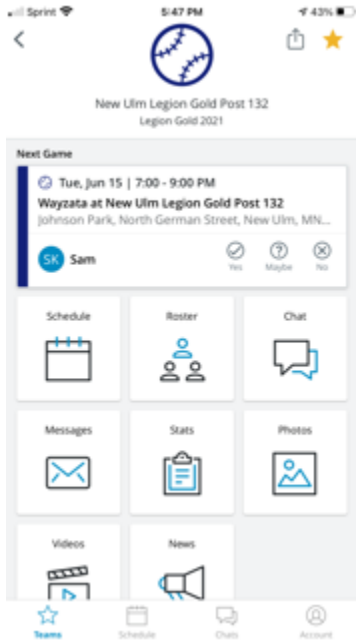
4. On this view you will see upcoming games as well as the little blue circle with a + sign. Click on that.
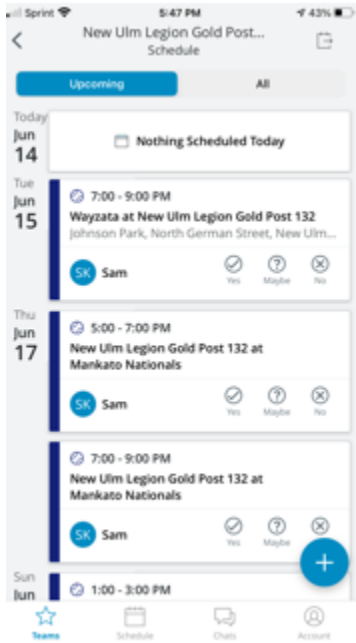
5. You will have the option to enter a new game or event. Click on New Game

6. Enter all the required fields. And click Add in the top right corner when finished. You just added a game on the Sports Engine App!
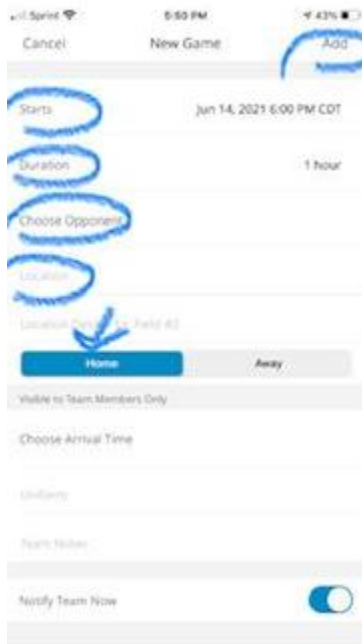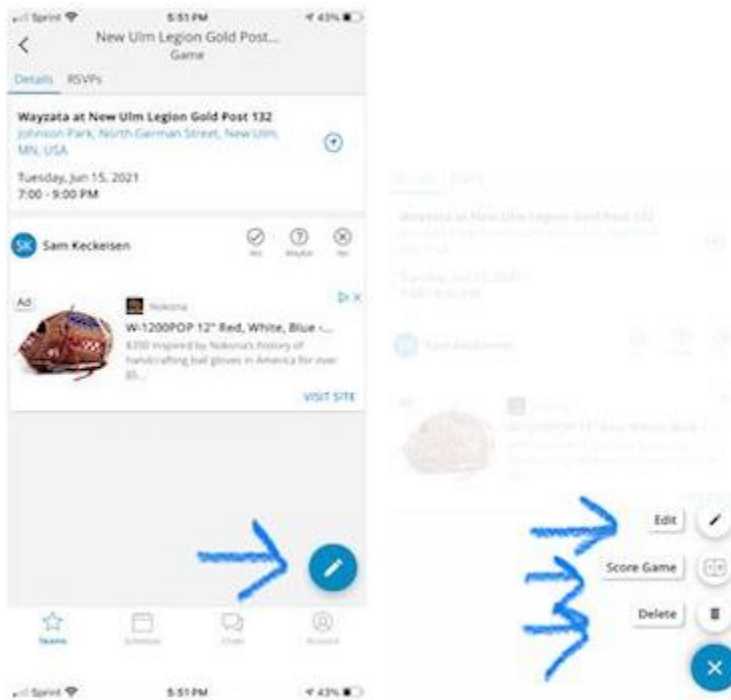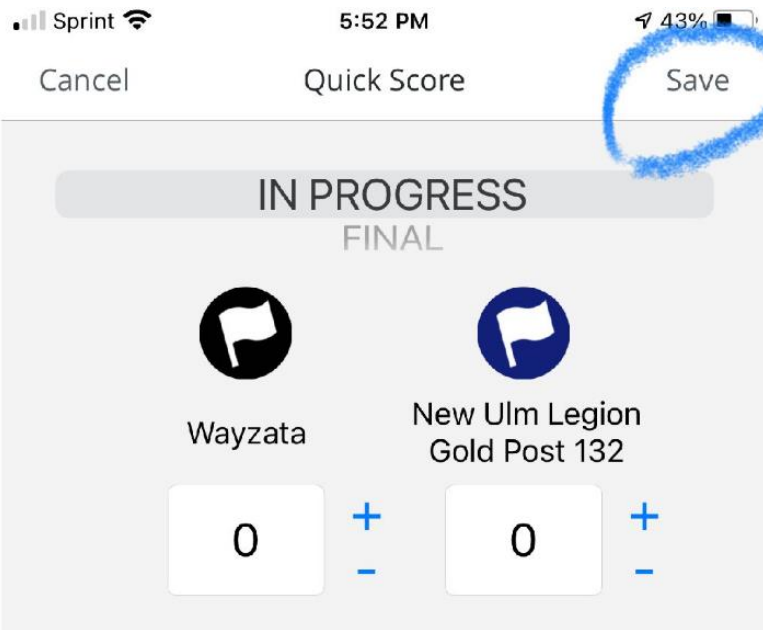

To Edit/Score or Delete a game.

1. Follow the above steps 1-4. But click on the game you need to work on. This will bring you to a similar screen as below. Click on the blue circle with a pencil in the bottom right corner.

2. To Edit click the top option and it will bring you back to the screen in step 6 of entering a game. Make sure to update after all changes are made.
3. To score a game: click on the second option, enter the correct score and Save.

Cancel   Quick Score   Save

IN PROGRESS
FINAL

Wayzata   New Ulm Legion
                 Gold Post 132

0   +   0   +
     −   −

4. To Delete a game: choose the bottom delete option and it will ask if you are sure.