**MALA Website Instructions**

**www.madlax.org**

Anything that has to do with a **Game needs to be changed on the MALA website**. Each team on the VLC site is linked to a team on MALA.  Changes to time or location must be made on the MALA site, they all then flow down to the team sites so everyone is automatically notified via an e-mail.

**Practices are scheduled and managed on the VLC website**. See separate page on VLC Website Instructions.

 All games are a scheduled on the MADLAX site (Madison Area Lacrosse Association) and then filter down to our Verona Lacrosse site.    During the season, if you need to add, change a date, time or location of a game you will do it on the madlax.org site.   The change will automatically filter down to our website as well as the opposing team’s site.   All parents, players, coaches will be sent an automatic e-mail (if they’ve checked the box to receive such notifications. **The MALA site is for changes to GAMES ONLY, the Verona Lacrosse site if for changes to PRACTICES ONLY.**

You may want to assign a parent from your team or your team manager to handle changes on the websites.  It is up to you to communicate who is responsible.

This document contains the following instructions/documentation:

* Log Into or Create an Account (on the MALA site)
* Checking the Master Schedule (for all MALA games)
* Referree Assignment
* Arbiter (where referee contact information is retained)
* Add/Modify a Team Game
* Add Game Results
* Last Minute Game Changes

**Log into or Create an Account:** The first thing you need to do is to log in or create an account.

1. ALL COACHES AND TEAM PARENTS HAVE HAD A MALA ACCOUNT STARTED USING THE SAME EMAIL ACCOUNT AS ON THE VLC SITE. As a coach/team parent, you have special rights to make changes on MALA regarding your team schedule. **Remember all game changes should be done on the MALA site, and the update will flow through to the VLC site.**
2. Click on “Sign In” in upper right hand corner. Enter your e-mail address (you are already tagged as having administrative rights, just make sure you are using the same e-mail address you provided on the VLC website).
3. You will have to set up a new password. Click “Forgot Password?” and an e-mail will be sent to you and you can pick a password.

**Checking the Master Schedule:**

1. If you are looking for field availability, you may need to check the Master Schedule (you don’t have to be signed in to do this)
2. Click Home, then Master Schedule.
3. Find the applicable timeframe by changing the dates and/or to view an individual facility, click on the “Green” button to the left of the facility name to view all schedules events.

**Referee Assignment:**

1. MALA takes responsibility for assigning referees for the initial season.
 High School: David Wollin (608) 334-3076, djwollin@wisconsinlacrosse.com
 Youth: Jeremy Sullivan (708) 269-2700, malabyoc@gmail.com
2. Referees need to be confirmed for new games or game changes. Contact the applicable ref coordinator below to discuss changes and feasibility of ref scheduling.
	1. Ask the applicable ref coordinator if they want you to contact the refs regarding the change and/or if the timeframe is adequate to simply have the change done through MALA.
3. If you are to contacdt the ref, BEFORE making any modifications, check Arbiter to find the names of the refs. Contact the refs to insure the change works for their schedule.

NOTE: When a game is modified (date/time/location), the refs’ names on Arbiter will be removed, pending their acceptance of the change.

**Arbiter (primarily for boys games)**: **The only time you really need to access Arbiter is when there is a game change less than 48 hours prior to the event and/or the ref coordinator has asked that you contact the refs directly.**

1. NEVER MAKE ANY CHANGES ON ARBITER. IT IS FOR REFEREE CONTACT INFORMATION ONLY.
2. Assigned referees can be viewed at [www.arbitersports.com](http://www.arbitersports.com)
3. Head coaches and team parents are set up with access to this website. When an account is created, you’ll receive an email allowing you to go in and change your password. The email will be very specific about the next steps, including adding your contact/person information to your profile.
	1. Additional access for other individuals can be granted by contacting Rob Martin, rmarti333@wi.rr.com
4. Upon signing in, you should be able to see your Team information. To view the assigned referee information, click on the “number” under Games.
5. The next page will show the game schedule. Under slots, click on the applicable game, i.e. 2/2, etc.)
6. This will bring up the referees that have confirmed assignment at this game. Click on each name to view email and cell phone information.

**Add/Modify A Team Game**

1. If adding a new game, (1) click Scheduling, then the Add/Game Practice button or (2) go to the applicable Team, click on Schedule, and then Options, Add Event or (3) click Scheduling, then the Master Calendar, click on the applicable day, and then click New Event.
2. If modifying an already scheduled game, (1) click on Master Schedule, find the applicable facility/field, game, click on the “Green” field button to the left of the facility/field name,, locate the event to be modified, and click the “Yellow” edit button or (2) go to the applicable Team, click on Schedule, locate the event to be modified, and click the “Yellow” edit button.
	1. NOTE: When modifying a game, any changes to date/time/location will remove the names of the assigned referees in Arbiter pending their re-acceptance of the modification.
3. Fields in the Game Information screen (Tab Game/Practice)
	1. Enter/change date of game
	2. Enter start time of game. For AM/PM the format should be a lower case "a" or "p" immediately following the minute.
	3. Click the drop down arrow and choose location. They are not listed in alphabetical order, so be sure to scan all.
		* If location doesn't exist, click the New Location link. This opens a new window. Once the new location is entered, please be sure to enter driving directions, save the location. You will then have to start over on the game modification in order for the new location to show in the drop down menu.
	4. Since MALA deterines the initial league schedule, the category will more than likely be **NON-League game**. However, if it is something different, please chose from the drop down menu.  The only two choices you will make are **NON-League or League Game**.  If its one of the assigned games by MALA, leave it as League Game, if not, it is a NON-League game (this includes any games between two Verona teams).
	5. The Season must be for the current season. Any other value the modifications and new game will not be saved.
	6. Team is the HOME team. If you are the VISITING team coach making the change, this field is still the HOME team. The exception is if your team is visiting a NON-CONFERENCE team.
		* Chose the team from the drop down menu. Be sure the team level is correct and matches when selecting the Opponent.
		* No need to worry about the 2 fields to the right of this. There are used for tournament setup.
	7. Opponent is the VISITING team. If the VISITING team is not a MALA team, leave this field blank.
	8. For NON-CONFERENCE games, use this field for the other team. There is a list in the drop down menu. Please use that unless the team is not in the list. Then, add it to the list by entering it into the Other field.
	9. Add a short statement regarding the game. "Make-up from 4/15", "Rescheduled from 5/1", etc.
	10. **When any changes are made, it is best that both Team Managers and Officials, if assigned, are notified of the change. If the Team Members and Parents box is checked, all MALA members with an account on Madlax and associated with either team, will receive an email notification of the change.**
	11. Click submit to save changes and send emails. You will also receive an email notification of the change.

**Add Game Results**

1. Log into madlax.org
2. Click on the **TEAM** tab on the top.
3. Click on **Results**.
4. Select the League and Team for your team from the drop-down box.
5. Choose the game you wish to report results for. Select it by clicking the third icon from the right, it looks like a pencil pointing at a page. If you hover your mouse over it, it says "Edit Game Results". NOTE that you can also edit the game statistics from this screen, using the next icon to the right.
6. Enter the goals for your team, and goals for your opponent.
7. Click on "Submit".

**Last Minute Game Changes**

The biggest challenge occurs when fields are unplayable due to soggy conditions.    **The KEY here is communication.**

If rain is in the forecast, put parents on high alert to watch for potential changes. Also, consider a “game plan” if parents need to be contacted by phone vs. email if it is a really tight timeframe.

**Last Minute Changes.** If a game needs to be changed with only 48 hours notice, coaches will be notified of the need to move a game to an alternate Verona field or in some cases the opposing teams fields.

**With last minute changes you are responsible for notifying the following:**

* **Ref Coodinator:**
	+ High School: David Wollin (608) 334-3076, djwollin@wisconsinlacrosse.com
	+ Youth: Jeremy Sullivan (708) 269-2700, malabyoc@gmail.com
* **Referees:** See directions above under Arbiter
* **Opposing Team Coaches:** Opposing team infomration can be found on the MALA website under Team Contacts. You can also try sending an email from the MALA site directly – similar to VLC site).
* **Your Team**