

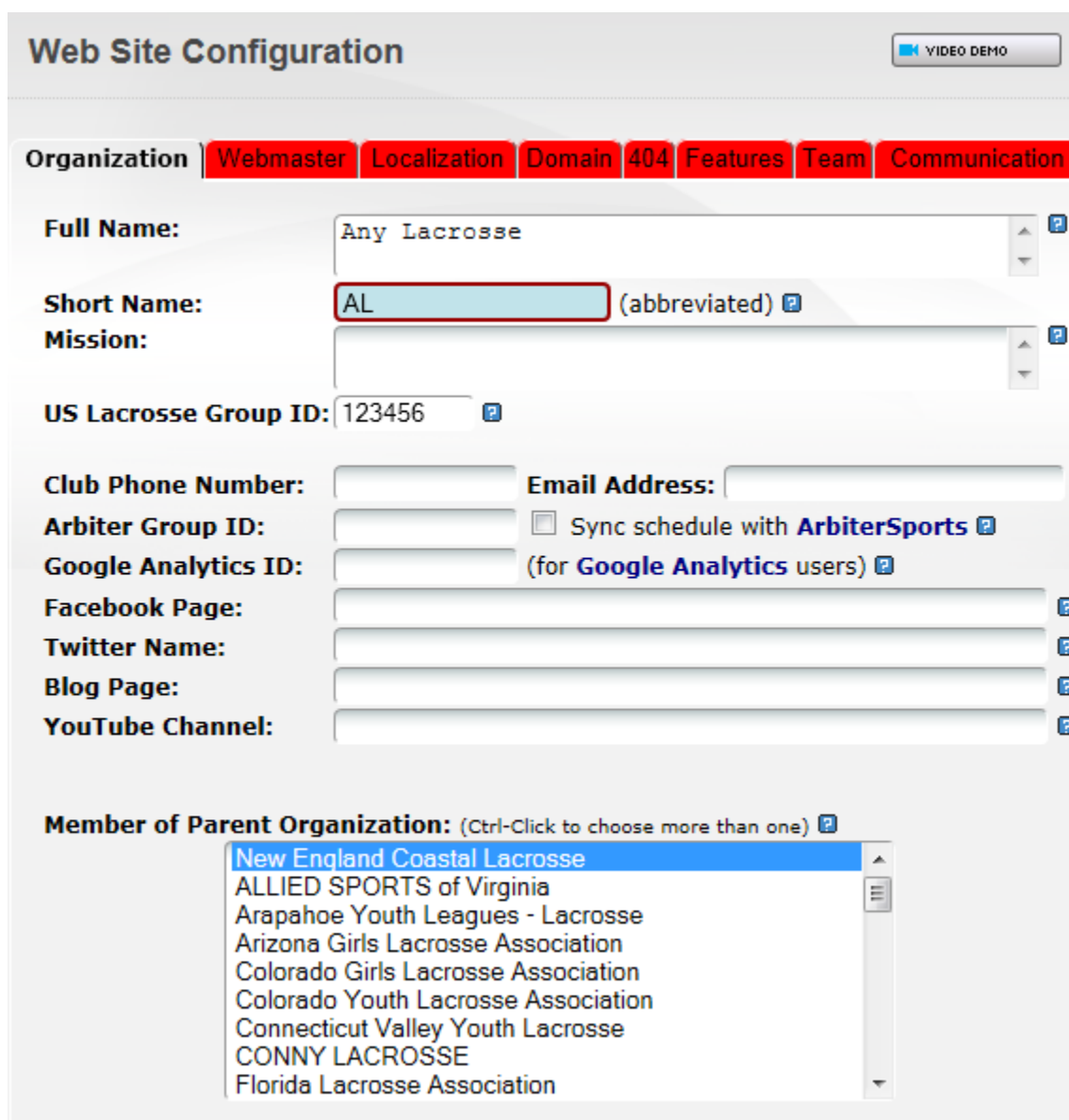
New England Coastal Lacrosse League Athletics Game Scheduling Process

FIRST THINGS FIRST - A major feature of the New England Coastal Lacrosse website is the ability of member programs to post their game schedules and results in one central place. This will allow for automatic posting of league standings and help with tournament placement. In order to accomplish this, the following steps should be followed.

1. [Link affiliate site to New England Coastal Lacrosse as a Parent League](#)
2. [Link individual teams on affiliate site to teams on New England Coastal Lacrosse site](#)
3. [Posting Games to the New England Coastal Lacrosse website](#)
4. [New England Coastal Lacrosse Website Rep and Contact Information](#)

LINK AFFILIATE WEBSITE TO NEW ENGLAND COASTAL LACROSSE WEBSITE –
Select Association from the Admin menu and confirm that New England Coastal Lacrosse is set as the Parent League in your Association's website.

* Note - DO NOT CHOOSE "NELAX...North East Lacrosse".



Web Site Configuration VIDEO DEMO

Organization Webmaster Localization Domain 404 Features Team Communication

Full Name: Any Lacrosse

Short Name: AL (abbreviated)

Mission:

US Lacrosse Group ID: 123456

Club Phone Number: **Email Address:**

Arbiter Group ID: Sync schedule with **ArbiterSports**

Google Analytics ID: (for **Google Analytics** users)

Facebook Page:

Twitter Name:

Blog Page:

YouTube Channel:

Member of Parent Organization: (Ctrl-Click to choose more than one)

- New England Coastal Lacrosse
- ALLIED SPORTS of Virginia
- Arapahoe Youth Leagues - Lacrosse
- Arizona Girls Lacrosse Association
- Colorado Girls Lacrosse Association
- Colorado Youth Lacrosse Association
- Connecticut Valley Youth Lacrosse
- CONNYS LACROSSE
- Florida Lacrosse Association


LINK AFFILIATE TEAMS TO TEAMS LISTED ON NEW ENGLAND COASTAL LACROSSE WEBSITE

These are the step by step instructions on How to Link your program teams to the teams on the New England Coastal Lacrosse web site.


From within your program's website:


1. Select TEAM from the ADMIN menu
2. Select the team you want to link to New England Coastal Lacrosse
3. Look for the "Outside League / Parent Team:" dialogue box.
4. Select the proper corresponding team
5. Click on "SUBMIT"


Team Information

Team Name:* 


General | **Security** | **Scheduling** | **Home** | **Rosters** | **Statistics** | **Sponsors**

Season:* 

Division: 


Display order: (optional) Ex. 1, 2, 3... 

Power rating: (optional) Team strength for standings calculations


Nickname: (optional) 

Parent league(s):

New England Coastal Lacrosse:



*Connecting to a Parent team will allow Parent League Administrators access to certain data including:
Team Rosters (read-only), Schedules, Standings and Results*

Team picture: (.jpg files only) 

* indicates required information

Repeat this action for each of your program's teams. Be careful to select the correct team. If you do make an error, you can correct the mistake by repeating the process and selecting the correct team

Do not hesitate to contact the New England Coastal Lacrosse Website Manager at mem93@comcast.net if you do not see a particular team or if you need assistance.

POSTING GAMES TO NEW ENGLAND COASTAL LACROSSE WEBSITE

WHAT GAMES SHOULD YOU POST TO THE NEW ENGLAND COASTAL LACROSSE WEBSITE?

You should post **ALL of your home games and any away game vs. non-New England Coastal Lacrosse opponents** to the New England Coastal Lacrosse Website. This includes games, pre-season games, scrimmages tournaments, etc. These games will populate your local site once posted to the New England Coastal Lacrosse site. This would include any games prior to the start or after the end of the New England Coastal Lacrosse season (pre-season game or scrimmage) as well as Tournament games.

HOME GAMES - DESIGNATED NEW ENGLAND COASTAL LACROSSE HOME GAMES: YOU SHOULD POST ALL HOME GAMES TO THE NEW ENGLAND COASTAL LACROSSE WEBSITE.

The event type for all games being uploaded should be "GAME" or "JAMBOREE" for New England Coastal Lacrosse League games. All other team events (e.g., practices, team group hugs) should be listed at your local site.

POSTING GAMES TO NEW ENGLAND COASTAL LACROSSE WEBSITE – The process is essentially the same as when you scheduled your games on your local League Athletics site.

- Log onto the New England Coastal Lacrosse Website Admin tab using your first and last name.
- Enter your program's New England Coastal Lacrosse Website Rep password (contact Mike McCullough if you need your password)
- Click on Scheduling >> New Games
- Fill out all fields except the "Other" field
- Select "GAME" or "Jamboree" from the list under CATEGORY?
- Hit Submit

IMPORTANT:

- 1) Please do not use this area to add a location
- 2) Please use only the "GAME" and "CHC League Game" category

AWAY GAMES: Check to ensure that your opponents have listed all of your Away Games (both League and non-league games) and click on the " T " preceding each Away Game once the game has been confirmed by your coach / team mgt. See illustration for reference.

Schedule	Date	Time	Event	Type
<input type="checkbox"/> T Wed, Sep 5	6:00p -6:50p	&Mite House	Practice	
<input type="checkbox"/> T Fri, Sep 7	6:00p -6:50p		Practice	
<input type="checkbox"/> T Sun, Sep 9	7:00a -7:50a	&Squirt C	Practice	
<input type="checkbox"/> T Mon, Sep 10	6:00p -6:50p	&Mite House	Practice	
<input type="checkbox"/> T Wed, Sep 12	6:00p -7:00p	&Mite House	Practice	
<input type="checkbox"/> T Sat, Sep 15	10:00a -10:50a	&Squirt C	Practice	
<input type="checkbox"/> T Sun, Sep 16	7:00a -7:50a		Practice	
<input type="checkbox"/> T Tue, Sep 18	6:00p -7:00p	&Squirt C	Practice	
<input type="checkbox"/> T Sat, Sep 22	10:00a -10:50a	&Squirt A	Practice	
<input type="checkbox"/> T Mon, Sep 24	6:00p -7:00p		Practice	
<input type="checkbox"/> T Tue, Sep 25	6:00p -7:00p	(h) &Squirt C	Power Skate	
<input type="checkbox"/> T Wed, Sep 26	6:00p -7:00p	&Mite House	Practice	
<input type="checkbox"/> T Sat, Sep 29	10:00a -11:05a	&Mite House	Practice	
<input type="checkbox"/> T Mon, Oct 1	6:00p -7:00p	&Squirt C	Practice	
<input type="checkbox"/> T Tue, Oct 2	6:00p -7:00p	&Mite House	Practice	

CANCELLATIONS: Be sure to cancel HOME Games in a timely fashion so that opponents can avoid making unnecessary trips to your town. Do not cancel AWAY games. Do not use the website as the primary tool for communicating a last minute cancellations.

SCORE REPORTING: To ensure timely score reporting either team may enter the results of games.

PASSWORD: Each program has been assigned a password for their organization. Please contact the New England Coastal Lacrosse Website Manager @ mem93@comcast.net if you need your password that allows the Rep to update their program information. The actions taken under the password are auditable. Please distribute the program password only to those who need it.

The program password allows you to:

- Enter **Game Results**
- Enter/edit **Team Alerts**
- Create **New Events** for schedules
- **Edit** events
- **Export** event data

The above applies to **ALL** teams in your program

DOs / DON'Ts – What are we asking you to do with this site?

DO's - please use the website to -

- post all home games
- post away games **ONLY** when you're playing NON-New England Coastal Lacrosse opponents
- post all game details (teams, date, time, location)
- confirm your **AWAY** games
- serve as a central repository for directions to fields
- post New England Coastal Lacrosse **GAME** results

DON'Ts - Please do not use the web site to –

- post practices and other non-game types
- create new game category types – select only "GAME" or "JAMBOREE"
- create/modify "facilities" / "locations"
- post game comments

Alternate New England Coastal Lacrosse DESIGNATED HOME GAME schedule loading using the "Schedule Import".

Mike McCullough will review the Schedule Import process with any program wishing to take advantage of this utility which will allow programs to bulk load their New England Coastal Lacrosse Designated Home Game schedules.

Program New England Coastal Lacrosse Website Representatives

Each New England Coastal Lacrosse program must choose a New England Coastal Lacrosse Website Representative to be responsible for several key matters, to include updating their program's game schedules on the website. Programs can delegate these responsibilities within their organizations but we will be contacting the Website Rep should we have any questions or concerns.

Each Website Rep is responsible for:

FIELD DIRECTIONS: Please contact the New England Coastal Lacrosse Web Mgr to add/update Rink Directions for your program. Directions should assume travel from the east, west, north and south since your opponents will be coming from all four directions. To save time and avoid interpretation mistakes, please include the entire set of directions when sending the updates.

LOCAL PROGRAM CONTACT INFORMATION: To ensure timely and essential communications get to the right members of your local programs each program must self-identify on the CONTACTS page within their local League Athletics site the following positions:

- PRESIDENT
- MASTER SCHEDULER – even if you don't have a master scheduler please select one name from all your schedulers that will take responsibility for getting information regarding scheduling matters out to all your schedulers.
- NEW ENGLAND COASTAL LACROSSE WEBSITE REPRESENTATIVE – We encourage this person to be the same person responsible for your local site.

How to self-identify the above positions so they appear on your CONTACT page and the link at the New England Coastal Lacrosse site under INTEGRATED WEBSITES.

See the two illustrations below for the two areas where this information will then be available.

The screenshot displays the Connecticut Hockey Conference website. On the left is a vertical navigation menu with items like Home, HYHA Mission, and Contacts. The main content area features a 'HEADLINES' section with several news items, followed by a 'New web site features' article. Below the news is a navigation table and a large blue banner for the Connecticut Hockey Conference. At the bottom, there is a section titled 'Connecticut Hockey Conference's Networked, Organization Websites' which lists two youth hockey associations: Avon-Canton-Famington Youth Hockey Association and Central CT Youth Hockey Association. In both listings, a 'Contacts' link is circled in red.

HOME	TEAM SCHEDULES	COACHING EDUCATION	FOR TEAM MGRS
FOR PRESIDENTS / REPS	FAMILY FUN	FOR SCHEDULERS	FOR WEBSITE REPS
GIRLS HOCKEY	POST SEASON	TEAM CT	TIER 1 HOCKEY

Connecticut Hockey Conference
The Connecticut Hockey Conference is the governing body for USA Hockey in Connecticut

Connecticut Hockey Conference's Networked, Organization Websites

The following clubs have LeagueAthletics.com websites that are hot linked with Connecticut Hockey Conference for contact information, schedules, results, standings and more.

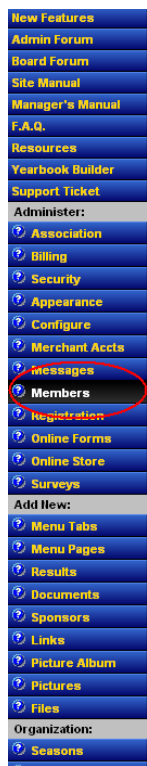
Avon-Canton-Famington Youth Hockey Association
of Avon Old Farms School, Avon CT
Website: LeagueAthletics.com?org=avonhockey.com

Central CT Youth Hockey Association
of Wethersfield, CT
Website: centralcthockey.org

CCYHA is a non-profit organization dedicated to providing boys and girls in the Greater Hartford CT area with the opportunity to learn and play the game of hockey

From the MEMBERS section of your local site, you will need to add members to your "Board" team,

- 1) From the Admin Menu
- 2) Click on Members
- 3) Type in the last name of the member to appear on the Contact page in the "Last Name" box
- 4) Click on "Find Them"



• Add a new member to the database
• Import member data from a file
• Lookup a member's password

Find Members

• Report Type: Directory Listing • Position(s): Not Assigned, Coach, Asst Coach, Manager, Referee, Player, Assistant Mite Director, Bantam Director, CHC Delegate, CHC Website Representative, Clinic Director, Coaching Coordinator, Game Scheduler, Goalie, Goalie Coach, Marketing Chairperson, Master Ice Scheduler, Member at Large • Teams: 2008 - 2009, Not Assigned, Board, Friends, Inactive, Officials, House, Learn to Play, Mite House, Mite/Squirt/PeeWee, Pee Wee/Bantam, Travel, Mite Travel, Squirt A, Squirt B, Pee Wee A, Pee Wee B, Pee Wee C, Bantam A, Midget, Goalie, Mite, Squirt

• First Name:
• Last Name:
• Type: All
• Has Email: All
• Email Addr:
• Phone:
• Gender: All
• Born Between: and
• In Grade: through
• Birth Certificate: All
• Notes:
• Modified Since:
• In Zip code(s):

(Not) Registered in Program(s):
2008 Fall Learn to Play Hockey Registration : 7/1/2008 - 9/1/2008
2008-09 Bantam (94 & 95 Birth Year) Registration : 7/1/2008 - 10/1/2008
2008-09 Mite (2000 & Younger Birth Year) Registration: 7/1/2008 - 10/1/2008
2008-09 Squirt (98 & 99 Birth Year) Registration : 7/1/2008 - 10/1/2008
2008-09 Midget (90, 91, 92 & 93 Birth Year) Registration: 6/30/2008 - 10/1/2008

Who have paid , not paid
Who are waitlisted , not waitlisted

- 5) Select "Board" under Team Assignments
- 6) Select or Create a new position as needed, e.g., "New England Coastal Lacrosse Website Representative"
- 7) To give some order to your contact page - give a the position a number in the ## field
- 8) Click on Submit
- 9) Warning – any contact information listed as Public will appear on your contact page.

The screenshot shows a user profile form with the following sections:

- Contact Information:** Phone (860-555-9782), Work (860-555-8377), Cell (860-555-1477), Email (President@acyh.org), and a "Remind of:" section with checkboxes for Games and Practices.
- Personal Information:** Gender (Male selected), Date of Birth, Grade, Soc Sec #, and Notes.
- Media:** Birth Certificate upload and Photo upload sections.
- Program Registration:** A dropdown menu and a "Register" button.
- Current Registrations:** A table with "Edit" and "Delete" buttons.
- Team Assignments:** A table with columns for Team, Position, New Position, and ##. The "Board" and "CHC Website Representative" rows are circled in red.

Team	Position	New Position	##
Board	President		0
Board	CHC Website Representative		2
Not Assigned	NA		

TEAM CONTACT INFORMATION: Make sure your local Coach and Team Manager contact information is current. Also list the scheduler for each team. This information will then auto-populate at the New England Coastal Lacrosse site under the [Team Contacts](#) heading on the main menu at the New England Coastal Lacrosse site.

QUESTIONS, CONCERNS, COMMENTS, COMPLIEMENTS

Do not hesitate to contact us should you have any issues as move forward thru the season

Process (The How's): [Mike McCullough](#)

Technical Issues about your local site (The Fix's): League Athletics