



<http://wpcyo.net/>

Westchester Putnam CYO
General User Guide

The Catholic Youth Organization of the Archdiocese of New York, a division of Catholic Charities Community Services, has launched a new WPCYO website to enhance the CYO experience for Coordinators, Coaches, Parent, Players and Fans. The new site will provide news, information, schedules, standings, and facility directions, among other things. It is easy to use, mobile friendly and it is designed to help improve communication within our CYO Community.

Following are the general features of the WPCYO website:

1. CYO Information

The **WPCYO Home** tab offers a menu of general CYO information.

2. Team Schedules

The **Teams** tab offers a menu of team information.

Click **Schedule** to view a single team schedule. Use the Change team drop down boxes to select the Team you want.

Click **Multi-schedule** to view more than one team schedule at once. Check the boxes for the team schedules you want to view, and press submit at the bottom of the page.

The system displays future games. Click **Show Past Events** to view past games too.

Click **Options** on the upper right side and click **Print** to print a schedule.

3. Facility Directions and Facility Schedules

The **Facilities** Tab offers a menu of facility information

Click **Facility Schedules**, then click the blue actions button next to a facility to view the schedule.

Click **Facility Directions**. Click on a Maps button to open Google Maps.



4. Team Results and Division Standings

Click **Teams**, click **Results**, use the **Change team** drop down boxes to select the team you want.

Click **Teams**, click **Standings**, use the **Change team** drop down boxes to select the division you want.

5. Mobile App

Use your phone web browser to access the site. Click **Mobile Site** at the bottom of the screen.

Or, search for League Athletics in the App Store and download the phone App. This option is best used by those users with Sign-Ins to the system.

6. Sign In ID

Most users do not require a Sign In to use the Site. Only those users who have special privileges, such Coaches for reporting results, need a Sign In. Contact your Parish/School CYO Coordinator if you feel that you need a Sign In for any reason.

To Sign-In:

- a. Click Sign-In in the upper right corner
- b. Enter your Sign ID (typically your email address) and password
- c. To initially setup a password, or if a password is forgotten, click on forget? under the Sign In button and follow the instructions. The site will email you a link to reset it.
- d. When successfully signed in to the site, immediately click **WPCYO Home**.
- e. You know you are signed in when your name appears at the top of the screen.

Edit your Sign In Info:

- a. Under **WPCYO Home**, click **Edit My Account**.
- b. Click on the displayed name
- c. Update spelling of name, address, telephone numbers, email address and/or password. Note, if you change your email address, the new email will replace your current Sign-In
- d. If you would like to receive text message alerts, use the drop down box next to your cell phone number to select your cell phone service provider.
- e. If you would like email and/or text reminders of games for your team(s), check the **Games** reminder box.



7. Report Game Results for a Single Team or Multiple Teams

- a. Sign In with an ID that is authorized to report results for a Team(s).
- b. Click on **>Admin** on the upper bar (to the right of the "Welcome" message.)
- c. Click on **Teams** on the upper bar (to the left of the "Welcome" message.)
- d. Click **Enter Results**.
- e. All un-reported games for the Team(s) associated with the Sign-In ID will be listed.
- f. Enter a score of 2 for a win and 0 for a loss in the boxes provided next to the team names.
- g. Press **Submit** to save.
- h. Note, there is an orange **Actions** button next to each matchup listed for result reporting. There are no practical uses for this feature at this time. Please ignore.

8. Report Game Results for a Single Team or Update an Incorrectly Reported Result

- a. Sign In with an ID that is authorized to report results for a Team(s).
- b. Click the **Teams** tab on the horizontal tabs. (To the right of WPCYO Home)
- c. Click **Choose a Team**.
- d. Use the **Change Team** drop down boxes to select the Team.
- e. Click **Results** on the vertical menu.
- f. To report results, or change a previously reported results, click the orange **Actions** button to open a new screen.
- g. Uncheck the box Send Results box. (it is located under your name).
- h. Enter a score of 2 for a win and 0 for a loss in the boxes provided.
- i. Press **Submit** to save.