

ABYB Team Manager Manual

Logging On

While anyone can view the ABYB.org website, a coach or other team representative can access their team's "Team Page".

1. In the upper right of the site is a Login icon:



Click this and it expands to:

2. Alternatively, click the yellow "lock" in the top tab row:



And then you'll see the "Restricted Area" logon box:

3. Log on to this using your full First Name and Last Name (e.g., Matt Murphy) and the Team Password distributed to you by webmaster@abyb.org.

If you need your team password, email webmaster@abyb.org!

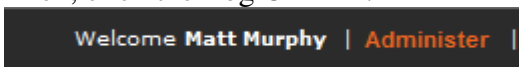
Logging Off

When you're done editing and exploring, you should Log Off. This can be done by any of the following methods:

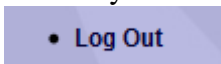
1. Close all browser windows. This clears out session data and effectively logs you off. OR,
2. In the upper right corner, find the area where you clicked to Log In. Click this:



Then, click the Log Off link:



3. Use the yellow "lock" in the top tab row and find "Log Out" in the bottom row of options:



ABYB Team Manager Manual

Emailing All Players

As a team representative, you can send an email to all players' email addresses on your roster.

1. Log On
2. Navigate to your Team Page (Team header...select Season...Division...Team).
3. Use the Roster on the left menu. You can now view the roster:

Information Divisions [Home icon]

Season: Spring 11 League: Minor A Team: A_White Sox [Help icon]

A_White Sox - Team Roster



#	Participant / Guardian(s)	Pos/ BDay
	Colin D. Murphy (Susan [Redacted] / Matt)	Player [Redacted] [Redacted]

1 players



4. At the bottom of the roster is an icon to “Email the whole team”:



Email the whole team

5. You will be prompted to log on as a member of the team through a “Restricted Area” page. As a parent of a player on the team, enter your email address and your password. You used these when you registered your player for this season:

Restricted Area

The page is for members only. Please verify your membership by entering the following:

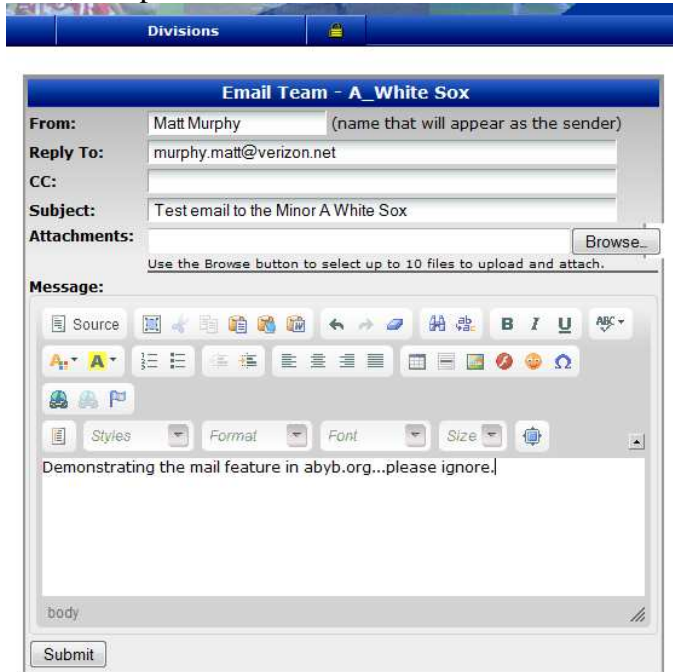
Email:

Password:

Remember me:

ABYB Team Manager Manual

6. Next, complete the email form:



The screenshot shows a web-based email composition form titled "Email Team - A_White Sox". The form includes fields for "From:" (Matt Murphy), "Reply To:" (murphy.matt@verizon.net), "CC:", "Subject:" (Test email to the Minor A White Sox), and "Attachments:". Below these fields is a "Message:" area with a rich text editor toolbar containing options for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert table, insert link, insert unlink, font style, font size, and font color. The message body contains the text "Demonstrating the mail feature in abyb.org...please ignore." and a "body" label at the bottom. A "Submit" button is located at the bottom left of the form.

7. When you click Submit, the ABYB.org site will send YOU an email with a Permission Key and will ask you to enter that key before it sends the email to your team. This validates your email address:

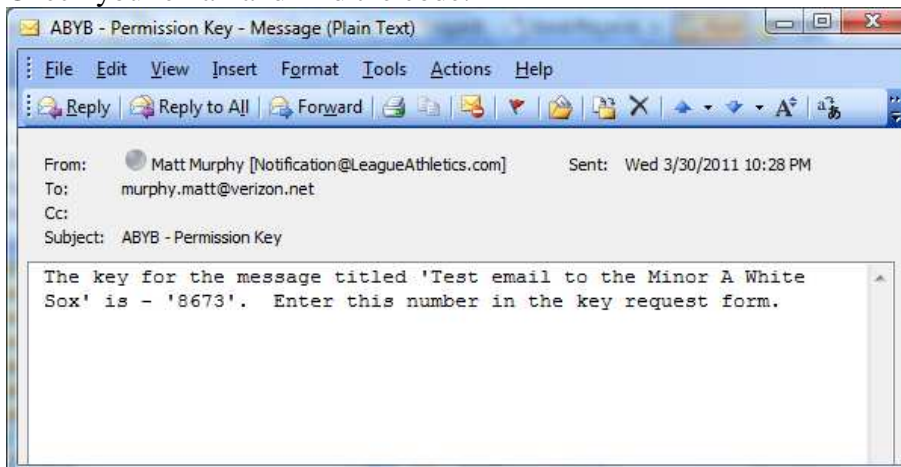
Enter Permission Key

Posting a message to a team requires that you enter a "Key" number that is emailed to the "Reply To" email address given on the Email form you just completed. The website has just emailed you this key. Please check your mail (without closing this window) for a message titled "**ABYB - Permission Key**". Note the key number enclosed and enter it below.

Key:

Note that if you use email software or services that require that senders be authorized, you will not receive the key email unless you authorize mail from "**admin@LeagueAthletics.com**". If you pre-authorize this address as well as "**notification@LeagueAthletics.com**", you will receive permission keys as well as other notification emails from the abyb.org website.

8. Check your email and find the code:

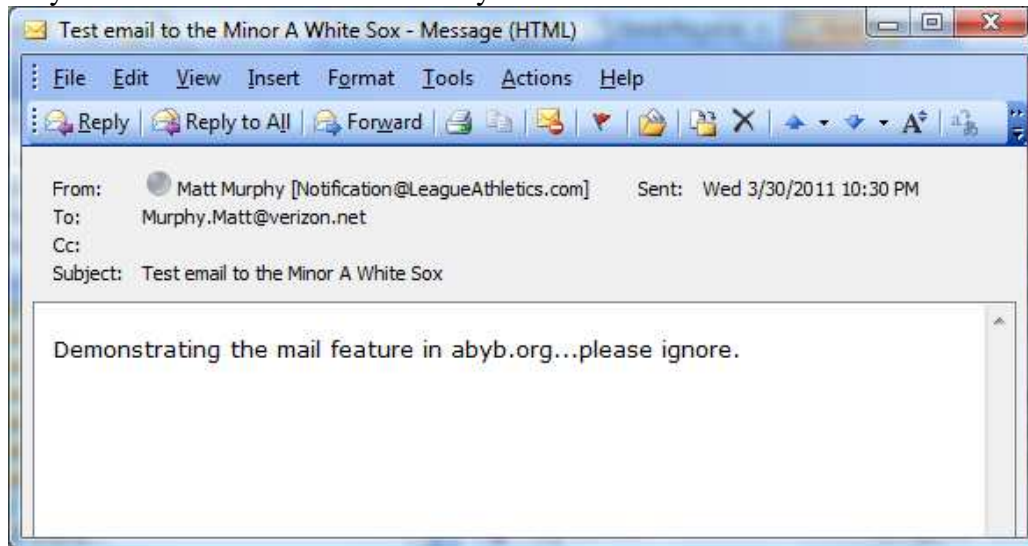


ABYB Team Manager Manual

9. Enter the code and your email is sent! The site confirms it starkly:

Message has been sent.

10. Players receive the email individually:

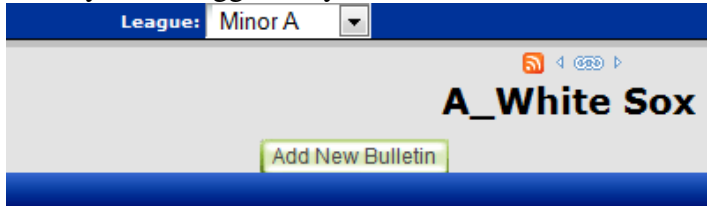


ABYB Team Manager Manual

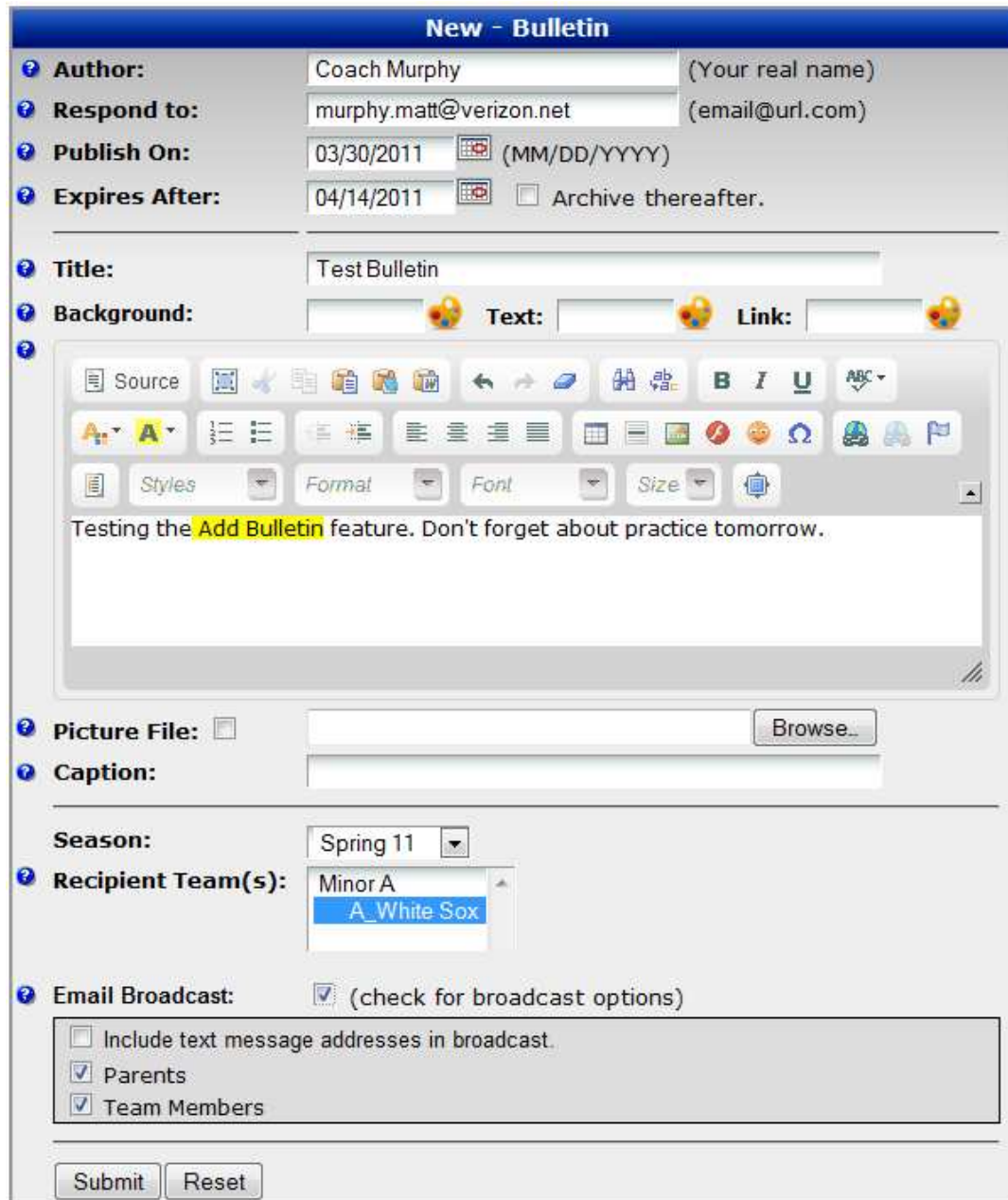
Adding a Bulletin

You can post messages and updates for your team and your team can view these by visiting ABYB.org. You can also select to email the message to your team once it is saved on the site.

1. Log on, then get to your team page: Team...Season..Divison..Team.
2. Since you are logged on you'll see this "Add New Bulletin" at the top of the page:



3. Complete the fields as indicated on the form:

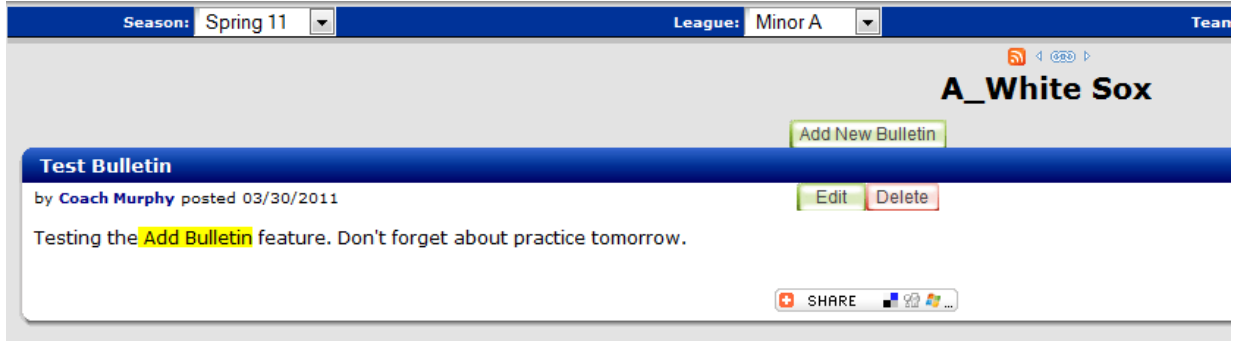
A screenshot of the 'New - Bulletin' form. The form has a blue header with the title 'New - Bulletin'. Below the header, there are several fields and options:

- Author:** Coach Murphy (Your real name)
- Respond to:** murphy.matt@verizon.net (email@url.com)
- Publish On:** 03/30/2011 (MM/DD/YYYY)
- Expires After:** 04/14/2011 Archive thereafter.
- Title:** Test Bulletin
- Background:** **Text:** **Link:**
- Rich Text Editor:** A toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Table, Link, Unlink, Text Color, Background Color, Font Size, and Font Family. Below the toolbar is a text area containing the text: 'Testing the Add Bulletin feature. Don't forget about practice tomorrow.'
- Picture File:** Browse...
- Caption:**
- Season:** Spring 11
- Recipient Team(s):** Minor A, A_White Sox
- Email Broadcast:** (check for broadcast options)
 - Include text message addresses in broadcast.
 - Parents
 - Team Members

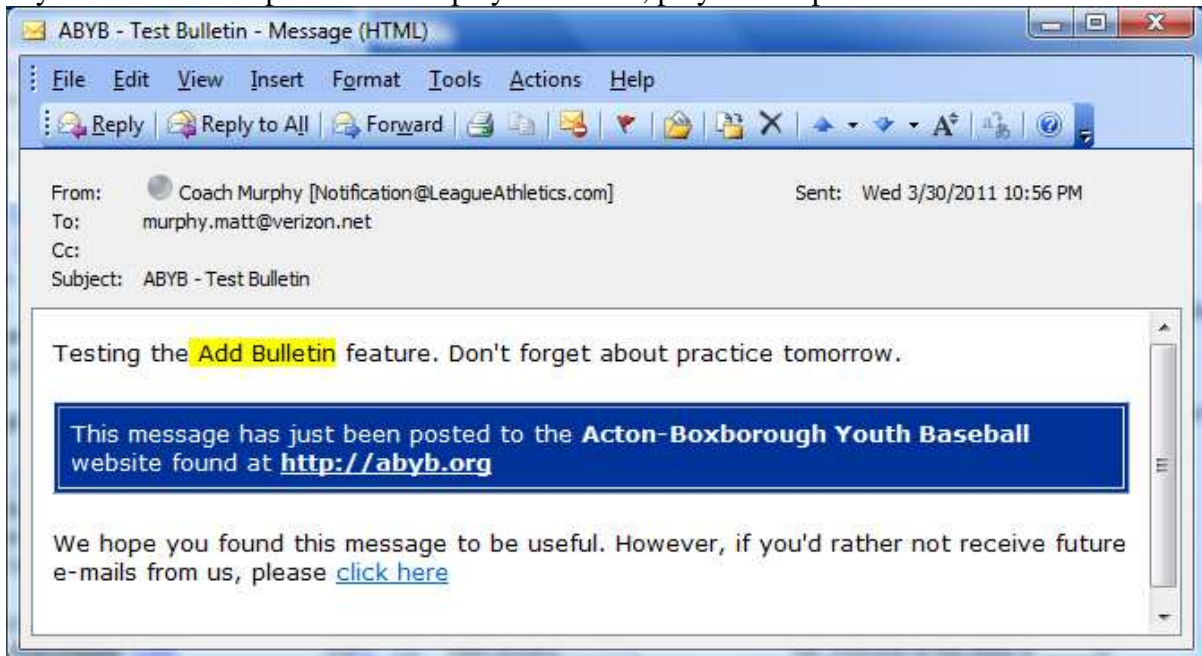
At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.

ABYB Team Manager Manual

- Choose to “Email Broadcast” to your team or not. You can email parents and team members (recommended) and for some members you can also blast out a text message to cell phones of those who registered to receive updates via text message.
- When you click Submit, the message is posted online:



- If you selected the option to email players as well, players and parents receive the email:



- Note that the bulletin is visible to ALL VISITORS to ABYB.org!

ABYB Team Manager Manual

Reporting Game Results

This document applies to Majors coaches who are required to report game scores and pitch counts.

1. After logging on, find your Team: Season..Divison..Team.
2. Click on Results in the left menu, or drop down Team...Results:

Results


3. View the table of past games:

>Minor A>**A_White Sox**
Printable Version

Games						
Date	Time	Location	Opponent	W/L/T	RF	RA
Wed 03/16/2011	4:00p	Acton Other	A_Twins			
0 win, 0 loss and 0 tie					0	0

4. On any row there is an “Edit Table” icon in the right column. Click this.

Entering Game Scores

Click the “edit” icon  to look at an individual game and enter the game score. Complete the two highlighted “Runs” boxes shown below, then scroll down and click “Submit”:

Edit - Game Results

Your Name: < Required

Date: Start: Finish:

Location:

Category: Other:

Cancelled: (check this box to indicate that the event was cancelled)

Team:


Runs: Extra Points: (optional)

Opponent - Organizational:

Outside: Other:

Runs: Extra Points: (optional)

Comments:



Note that there is space for a game summary, available for anyone to see if they click into the schedule on ABYB.org. (Note that if you are attempting to report a game summary to be published in the Acton Beacon, email publicity@abyb.org. Summaries from this area will not be sent to the Beacon.)

Entering Pitch Counts

ABYB Team Manager Manual

After saving the game, click the Σ symbol to enter pitch counts. The “Pitching” tab appears for you to enter data:

Season:	Fall 11	League:	Majors	Team:	M_Athletics
Player Statistics					
For Game on:	9-11-2011 3:30p				
at:	Veterans 2 Field - Acton, MA				
	M_Tigers vs M_Athletics				
Score:	15 to 7				

[Click Here for a Printable copy](#)

Pitching	Season Evaluations	Hitting		
#	Player	Atn	Position	Pitches
	Cyrs, Killian	<input type="checkbox"/>		
	Ghose, Brayden	<input type="checkbox"/>		
	Graziano, Scott	<input type="checkbox"/>		
	Hatton, Evan	<input type="checkbox"/>		
	Holtz, William	<input type="checkbox"/>		
	Iyer, Gautam	<input type="checkbox"/>		
	Koslow, Joshua	<input type="checkbox"/>		
46	Membrino, Benjamin	<input type="checkbox"/>		
	Pottle, Nicholas	<input type="checkbox"/>		
	Roy, Jared	<input type="checkbox"/>		
	Vaillancourt, Matthew	<input type="checkbox"/>		
Stats-M_Tigers		submit		

Click “Submit” to save your team’s pitch count.

Next, drop down the “Team” menu to your opponent’s listing. Find the same game and click the Σ symbol again. Select the “Pitching” tab and enter pitch counts:

Pitching	Season Evaluations	Hitting		
#	Player	Atn	Position	Pitches
	Clabault, Matthew	<input type="checkbox"/>		
	Dolan, Ivor	<input type="checkbox"/>		
	Giaconia, Nicky	<input type="checkbox"/>		
	Giaconia, Zachary	<input type="checkbox"/>		
	Heinlein, Henry	<input type="checkbox"/>		
	Olson, Zachary	<input type="checkbox"/>		
	Plucinsky, Colin	<input type="checkbox"/>		
	Sakarda, Anmol	<input type="checkbox"/>		
	Wang, Christopher	<input type="checkbox"/>		
	Whitley, Connor	<input type="checkbox"/>		
	Whitley, Ryan	<input type="checkbox"/>		
Stats-M_Athletics		submit		

Click the “Submit” button to complete the task.

ABYB Team Manager Manual

Pitcher Report

If you need to check in on data entry done by another team on your behalf, or if you want to preview pitch count history for your upcoming opponent, use the top menus to select “Team,” then the Season..Division..Team. In the left column, click “Pitchers Report”:



A sample is below.

Note some discrepancies between ABYB policies and the League Athletics/ABYB.org website configuration noted below:

Pitcher Report

[Printable Version](#)

>Majors>					
M Angels					
Name	Age	Last Threw	Pitches	Next Available *	Can Pitch *
Connor B	12	Sun, Sep 20	77	Fri, Sep 25	85
Pierce C	12	Wed, Sep 23	57	Sun, Sep 27	85
Leo K	12	Wed, Sep 23	33	Fri, Sep 25	85
Remy K	12	Sun, Sep 20	27	Tue, Sep 22	85
David K	11	Sun, Sep 13	32	Tue, Sep 15	85

* The **Next Available** pitching date is calculated according to the new pitch count rules adopted for 2010. [Click here for more information.](#)

** The **Can Pitch** column indicates the number of pitches a pitcher can throw the next day they are available according to their age.

Note that the above information is only as accurate as the individual pitching data entered into the website at this time. You should always check actual records prior to deciding the pitching roster for any game. The calculations used in this report reflect LeagueAthletics.com's best understanding of the Little League rules for pitchers at this time. As above, you should always consult the actual Little League rules prior to deciding a pitcher's eligibility to throw in any upcoming game.

ABYB Team Manager Manual

- 1) The “Next Available” date is based on more lenient Little League rules. This date is incorrect for ABYB.
- 2) ABYB rules require more rest than indicated in this “Next Available” column. Consult the “ABYB Rules and Guidelines” for actual rest days requirements.
- 3) The “Can Pitch” pitch count is not accurate in all cases.
- 4) Once a pitcher has met the rest days requirement, a Minor A pitcher can throw up to 60 pitches and a Majors pitcher can throw up to 85 pitches. Consult the “ABYB Rules and Guidelines” for more detail on pitch counts.

ABYB Team Manager Manual

Questions or Problems

If you have technical problems with abyb.org, logging on, or entering data, contact webmaster@abyb.org.

If you have problems with your team or other following regulations, contact your division coordinator: majors@abyb.org or minor-a@abyb.org.