



Hopkinton Little League Website Guide - 2015

www.hopkintonlittleleague.org

The HLL is introducing a new and improved website for 2015. The website will ultimately be the communications hub of all HLL activity, including field scheduling, umpire management, league announcements, and registration. But for this year, the first phase of the rollout will be limited to rosters, schedules, standings, and limited communications.

The website will be exclusively used by the Majors division for baseball and the 12U division for softball. It will be rolled out to the rest of the teams in 2016.

Below are simple instructions to effectively use the website.

A. TO VIEW YOUR TEAM'S SCHEDULE

- Click "Team" tab > "Choose a Team" > "2015 Spring" > "Baseball" > *division* > *team*. (This will set your default team. You will not have to go through this step each time)
- Click "Team" tab > "Schedule"
- To only show games, click "Show Games Only" button
- To import the calendar to your favorite calendar program (i.e. "iCal", "Google Calendar", "Outlook"), click "Options" > "Calendar Feed" > *select calendar program* > *follow calendar instructions*.

B. TO VIEW YOUR TEAM'S ROSTER

- Click "Team" tab > "Roster". This will allow you to view the roster of any team (first name and last initial).
- For full roster names of the team you are associated with, along with parent names, you will need to log in to the website. See INITIAL WEBSITE LOG IN section below.

C. TO VIEW YOUR TEAM'S GAME RESULTS

- Click "Team" tab > "Results"

D. TO VIEW THE STANDINGS

- Click "Team" tab > "Standings"

E. INITIAL WEBSITE LOG IN

To enter scores into the website, edit your contact information, or view the full rosters of your team, you will need to log onto the website:

- Go to www.hopkintonlittleleague.org
- Click “Sign in” on upper right of page
- Click “Forgot Password?”
- Input your email address. This should be the same address that you input when you registered.
- An email will be sent to the address you put in. Click the link on that email, and then put in your new password
- Return to the website and login with your email and new password

F. EDIT CONTACT INFORMATION

Updating you and your family’s contact information, especially email addresses and cell phone numbers, will ensure that you will get all future communications from your coach and the league. Updating the information is simple:

- Log onto the website
- Click the “Home” tab > “Edit My Account”
- Click your name, or your family member’s name that you wish to update
- Update the relevant information and click “Submit”
- If you wish to receive text messages, update the “Provider” field with your cell phone service provider
- If you do NOT wish to receive emails, click the “Do not email” checkbox
- If you wish to be reminded of games and/or practices, check the relevant boxes on the bottom