

NAVIGATING THE SOUTH CENTRAL DISTRICT WEBSITE

Works best with the following Internet Browsers:

Mozilla Firefox, Google Chrome, Apple Safari

All coaches, team managers, and club management should be already registered to the district website!

www.scdcjsa.com

SOUTH CENTRAL DISTRICT'S INTERNET HOME

- ✘ Home Page has the latest District News and Upcoming Events
- ✘ The tabs on the top of the home page contain information for specific reasons (Board News, Commissioners News, Teams, Standings, Camps and Training, Tournaments, etc.)
- ✘ All coaches, team managers, and club/district members should visit the website often

CHAPTERS

Click on the Chapter Titles to go to that slide

- × [Chapter 1 – Registration Info and Account Log In](#)
- × [Chapter 2 – Coach/Manager Log In](#)
- × [Chapter 3 – Editing League Games \(Home Games\)](#)
- × [Chapter 4 – Adding Games \(Friendlies, Tournaments\)](#)
- × [Chapter 5 – Reporting Scores \(Home Games\)](#)
- × [Chapter 6 – Reporting Yellow Cards and Red Cards](#)
- × [Chapter 7 – Coaches Contact Information](#)
- × [Chapter 8 – Team Entries](#)
- × [Chapter 9 – Forms with Restricted Access](#)
- × [Questions](#)

CHAPTER 1:

REGISTRATION INFO AND ACCOUNT LOG IN

If you never registered to the district website, follow these steps:

- ✘ Click “Register Online”
- ✘ Complete the Registration Information.
- ✘ **The Password you create is to open and edit your account only – not your teams account.**
- ✘ When completing the registration, you can make your phone number, address, and email private or public. It is highly recommended that you have your email made public so other coaches can contact you.
- ✘ Check the box to receive emails regarding games.
- ✘ Text messaging is optional.

CHAPTER 2:

COACH/MANAGER LOG IN

- ✘ After you are connected to your team, the SCD website will send an email saying “Manager Access”.
- *SAVE THIS EMAIL – Share with someone in your club!
- ✘ On the SCD homepage, click the Yellow Lock on the Right Hand side of the page. (Admin. Login)
- ✘ Enter your Full Name.
- ✘ Enter your Team Manager Access Password.
- ✘ Click Submit.
- *You will get a new team password each season.

Every team has a Team Page with useful information.
Click TEAM and use the drop down menus to find
your division and team.

CHAPTER 3:

EDITING HOME LEAGUE GAMES

- ✘ Click on TEAM
 - ✘ Click on SCHEDULE
 - ✘ Click on the small note book with pencil.
 - ✘ Update the date and the start and end times. Use the drop down to change location of game to home teams field and click submit.
- *Home/away league games never get changed.**
- ✘ Use the dropdown box and click “Confirm” once you confirm the game with the other team.
 - ✘ If the game is canceled, it is the home team’s responsibility to update site by using the dropdown box and click “Canceled”. If the game is canceled on the day of the game, cancel it on the website ASAP.
 - ✘ RESCHEDULING: Unclick cancel and then check on the TBD box or change date, time, and location. Repeat Update Step.

CHAPTER 4:

ADDING GAMES – FRIENDLIES, TOURNAMENTS

- ✘ Click on TEAM
- ✘ Click on SCHEDULE
- ✘ Click on the small notebook above the schedule to add a new game.
- ✘ Add date, start and end time, location (drop down menu), type of game (Friendly or Tournament or CT Cup), home team and away team and click submit.
- * When you using the drop down for home and away team, please be careful on what team you are clicking on – check to see if you are clicking on the correct team from the correct age group, division, and gender.
- * If a team is from outside SCD, type it in the “Other” box.
- * Contact Web Administrator to add a field not listed.

CHAPTER 5: REPORTING SCORES FOR HOME GAMES

- ✘ Click on TEAM
- ✘ Click on RESULTS
- ✘ Click on the small notebook next to the game.
- ✘ Enter the score* for both teams and submit.
- ✘ You can write a comment but be positive since they are public postings, if you write about a player's great game – use only a first name. Any issues, email the appropriate Commissioner. Any cards, see Chapter 6.
- ✘ The Home Team is responsible for submitting scores for all league games before the end of the season. League game scores should be submitted by 11:59pm on the Monday following the game.

**Information comes from the SCD Game Report Form – found on SCD Coach page on the SCD homepage.*

CHAPTER 6: REPORTING YELLOW CARDS AND RED CARDS

- ✘ Click on TEAM
 - ✘ Click on “Yellow Card/Red Card Report”
 - ✘ Complete the Form and Submit
 - ✘ The home team coach must complete this form if it involves a league game.
- * Information comes from the SCD Game Report Form – found on SCD Coach page on the SCD homepage.*

CHAPTER 7:

COACHES CONTACT INFORMATION

- ✘ Click on TEAM
- ✘ Click “Choose a Team”
- ✘ Use the drop down menus to find the create division and team.
- ✘ Click on “Contact Information”
- ✘ Phone numbers will appear.
- ✘ Click on the envelope to email the coach – your computer may have to be logged in to your personal email beforehand.
- ✘ Or Click on the person’s name and on the next page will have the phone number and email address.

CHAPTER 8: TEAM ENTRIES

- ✘ One person from each club will be responsible for submitting team entries into district play for the Fall and Spring, into the Joseph A. Conte Recreational Tournament, and the High School Summer League.
- ✘ The club designee will be given a password before each team entry registration by the SCD Secretary and they must complete the forms before the deadline.

CHAPTER 9: FORMS WITH RESTRICTED ACCESS

- ✘ Use the password that was emailed to the club designee by the SCD Secretary.
- ✘ Complete the form and hit submit.
- ✘ You will receive a return email, save for your records.

Works best with the following Internet Browsers:
Mozilla Firefox, Google Chrome, Apple Safari

For some reason, Internet Explorer
does not work with this website.

QUESTIONS

- ✘ Any question regarding the use of the website can be directed to either:
- ✘ Hank Healey – president@musc.org
- ✘ Brian Grindrod – briangrindrod@gmail.com