

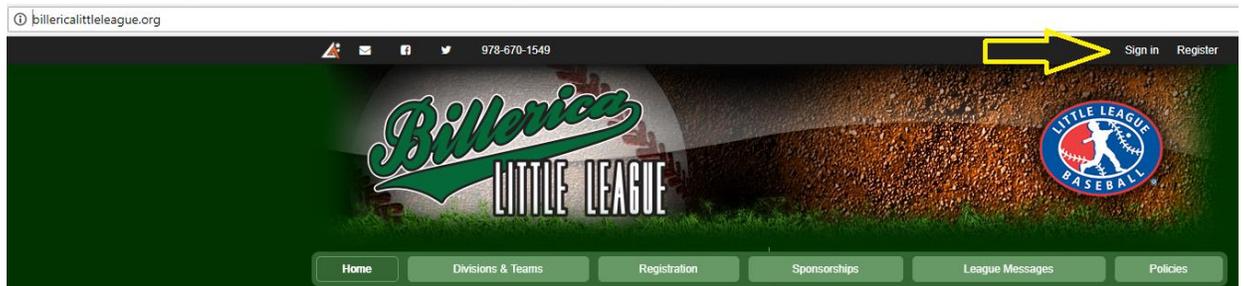
Managers,

There have been a few recent requests for instructions to utilize the Billerica Little League website to enter scores & statistics, view field availability, change games/practices, and add games/practices. Below are simple steps to do each of these.

First, you will have to start by log into the Billerica Little League Site:

### **Logging in**

1. Use a web browser to navigate to <http://billericalittleleague.org>
2. Click on the “Sign in” link toward the top right of the page



3. Enter your Email Address and Password in the box and click the “Submit” button:

## Please Log In

**Email Address:**

**Password:**

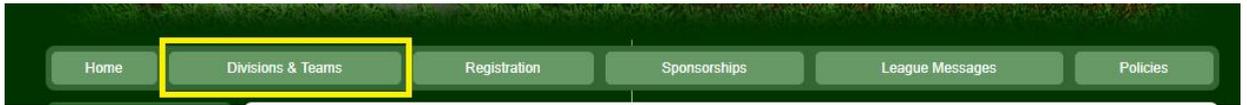
 ?

**Submit**

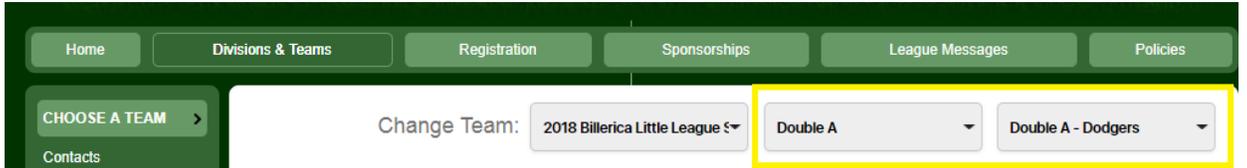
4. You are now logged into the system and can perform any of the tasks below.

## How to Enter scores and statistics

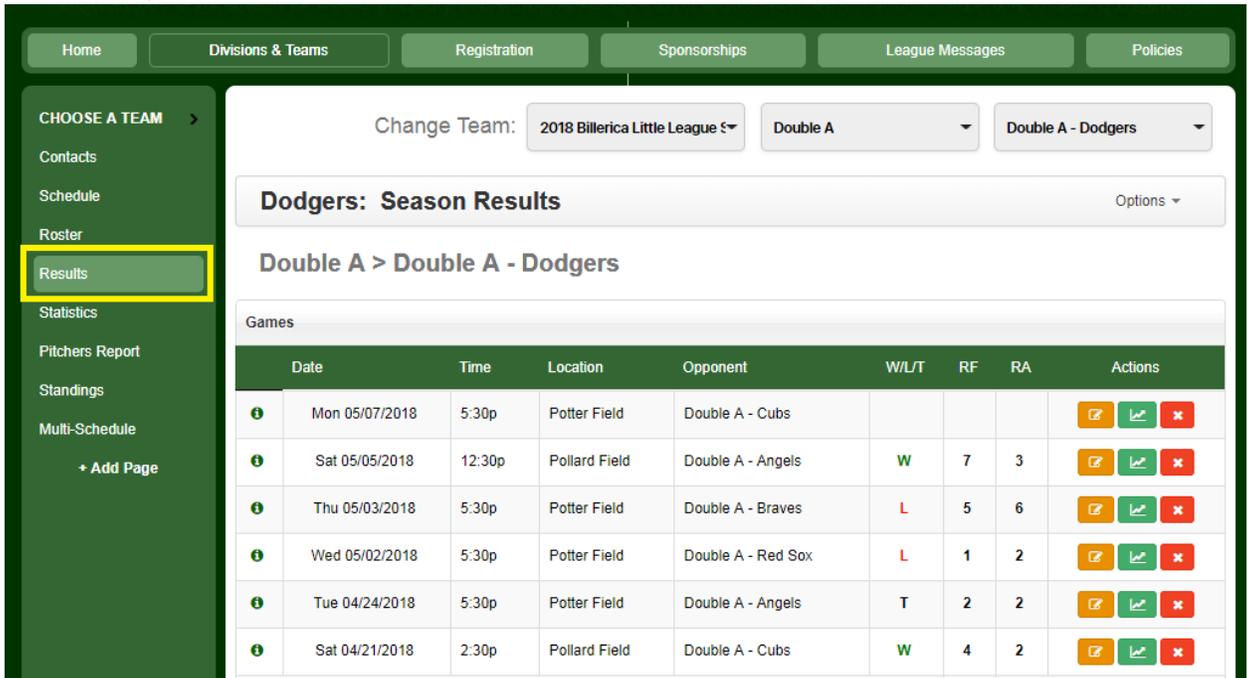
1. Once you are logged into the system, click on the “Divisions & Teams” Button in the banner



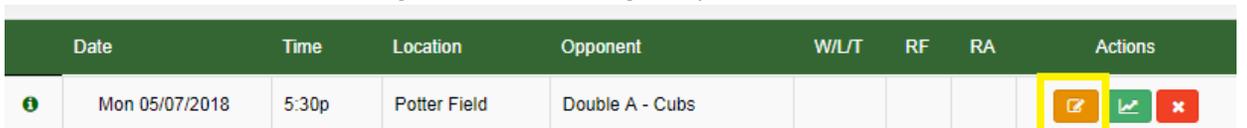
2. Select your Division and Team in the dropdown boxes



3. Next, click on the “Results” button on the left menu and the site will list all games played on or before today’s date



4. To enter the score, click the orange icon next to the game you want



5. Enter the runs for your team and runs for the opponent. If you want, you can also provide an Event Write-up.

### Enter Game Results

\* Your Name

\* Date  Start  Finish

Location  ID

Category  Other

Check to indicate that the event was cancelled

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Team

 Runs  Extra Points  (optional)

Opponent

OR

Outside Opponent  Other:

 Runs  Extra Points  (optional)

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**Event Write-up**  
(Heads-up! Comments entered will be public if this organization's results are public)

Source 



Styles  Format  Size

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- Once the scores are in, enter the statistics for each team by clicking on the “Stats” button for each team



- You have the ability to enter Pitching, Hitting, and Fielding data by clicking on each button. It is only required to enter pitches in the “PT” column

Pitching Hitting Fielding

#	Player	Atn	Position	PT	PC Met	IP	H	R	UER	2B	3B	HR	ER	SO	W	CS
	<b>Combs, Earle</b>	<input checked="" type="checkbox"/>	Playe	30	<input type="checkbox"/>	1										
	<b>Koenig, Mark</b>	<input type="checkbox"/>	Playe		<input type="checkbox"/>											
	<b>Ruth, Babe</b>	<input type="checkbox"/>	Playe		<input type="checkbox"/>											
	<b>Gehrig, Lou</b>	<input checked="" type="checkbox"/>	Playe	35	<input type="checkbox"/>	1										
	<b>Meusel, Bob</b>	<input type="checkbox"/>	Playe		<input type="checkbox"/>											
	<b>Lazzeri, Tony</b>	<input type="checkbox"/>	Playe		<input type="checkbox"/>											
	<b>Dugan, Joe</b>	<input checked="" type="checkbox"/>	Playe	21	<input type="checkbox"/>	1										
	<b>Collins, Pat</b>	<input type="checkbox"/>	Playe		<input type="checkbox"/>											

- Once you are done entering stats for your own team, click the “Save” button.

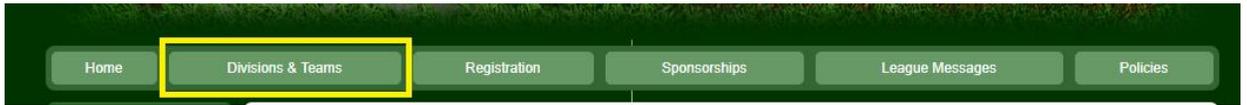


- If you want to update stats or enter stats for the other team, you can enter stats by clicking on the green button back on the Results screen

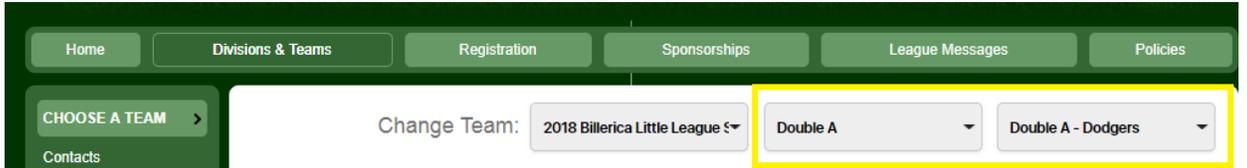
Date	Time	Location	Opponent	W/L/T	RF	RA	Actions
Mon 05/07/2018	5:30p	Potter Field	Double A - Cubs	W	7	3	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

## How to change games/practices

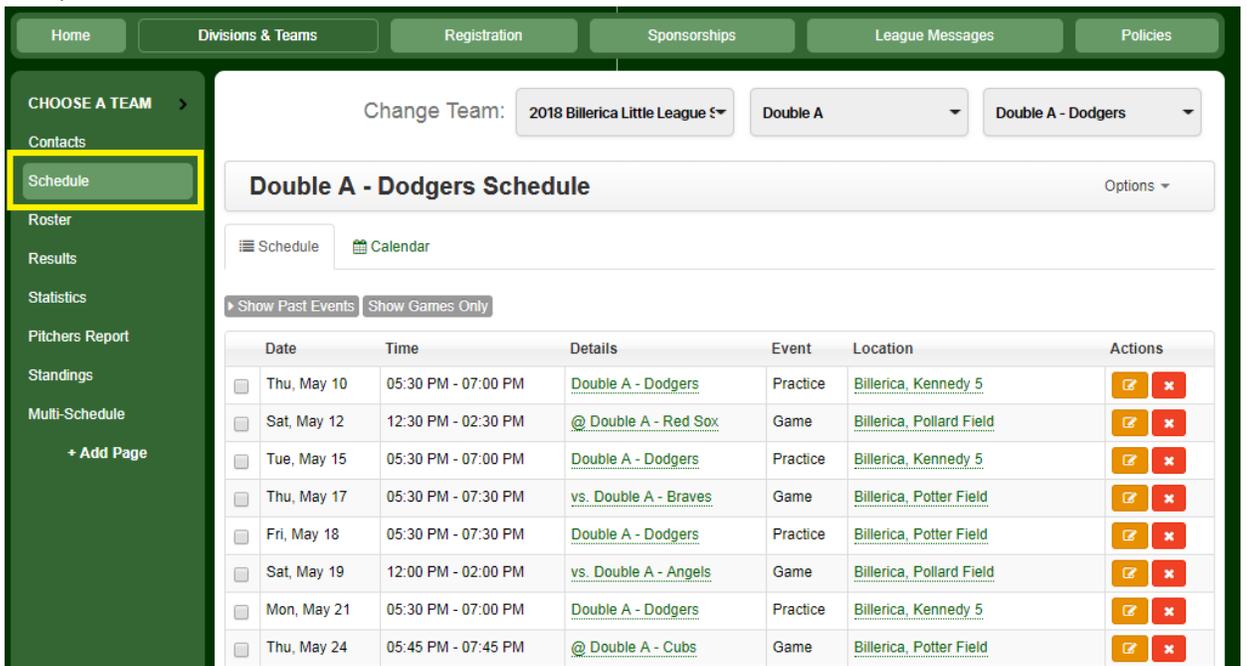
1. Once you are logged into the system, click on the “Divisions & Teams” Button in the banner



2. Select your Division and Team in the dropdown boxes



3. Next, click the “Schedule” button on the left



4. Click the orange icon next to the game or practice you want to change

Date	Time	Details	Event	Location	Actions
<input type="checkbox"/> Sat, May 12	12:30 PM - 02:30 PM	<a href="#">@ Double A - Red Sox</a>	Game	<a href="#">Billerica, Pollard Field</a>	 

5. Edit the event details for the selected game or practice and click "Submit". You can control who will get notified about the new event by checking or unchecking the appropriate groups at the bottom.

### Event Details (5310538) Help

#### Games / Practices

Use this page to schedule events such as games, practices and scrimmages. These events are scheduled for a specific time and location and can be canceled in the future.

Last edit 04/06/2018 2:10 PM by AL

Date   TBD  for  min. to

Location

Category

Status  ID

Arbiter ID

---

Season   Link to tournament bracket

Teams

Outside Opponent  Define Other

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Event Note

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#### Send Notifications Now?

This will send email and text notifications immediately to all members affected.

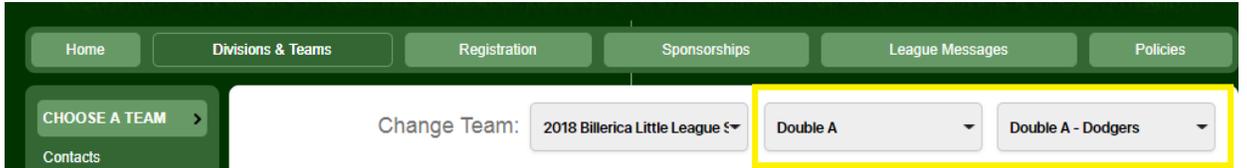
- Notify Team Managers
- Notify Team members and parents
- Notify Officials

## How to add an event

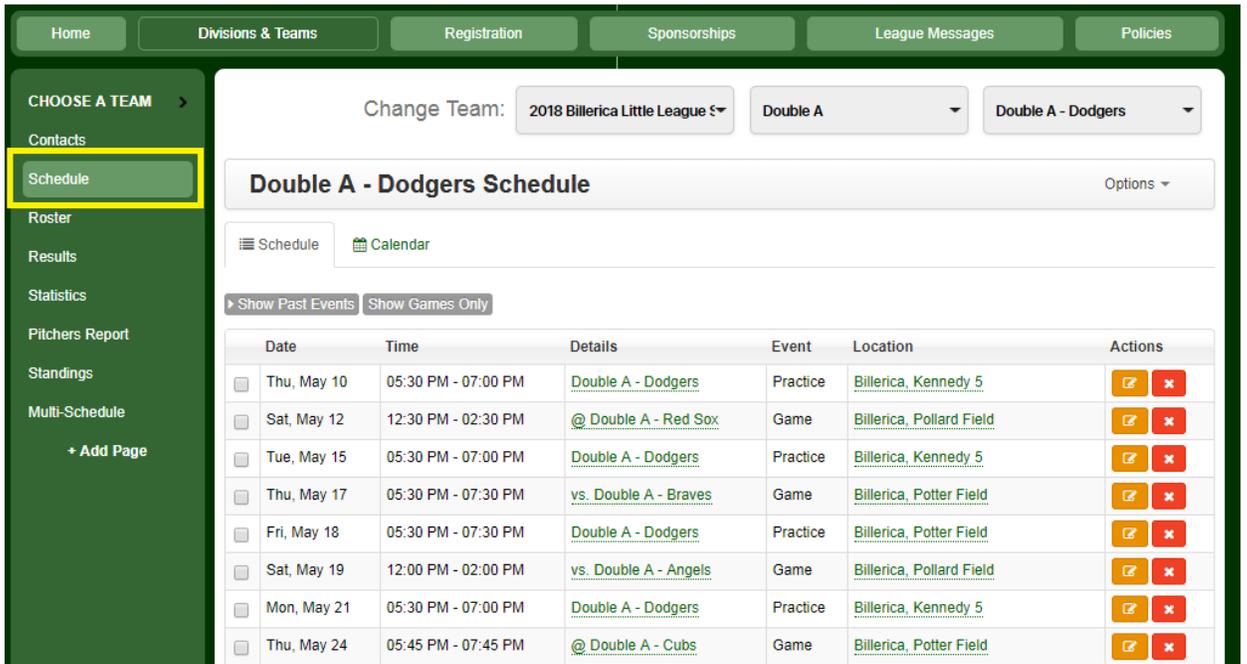
1. Once you are logged into the system, click on the “Divisions & Teams” Button in the banner



2. Select your Division and Team in the dropdown boxes



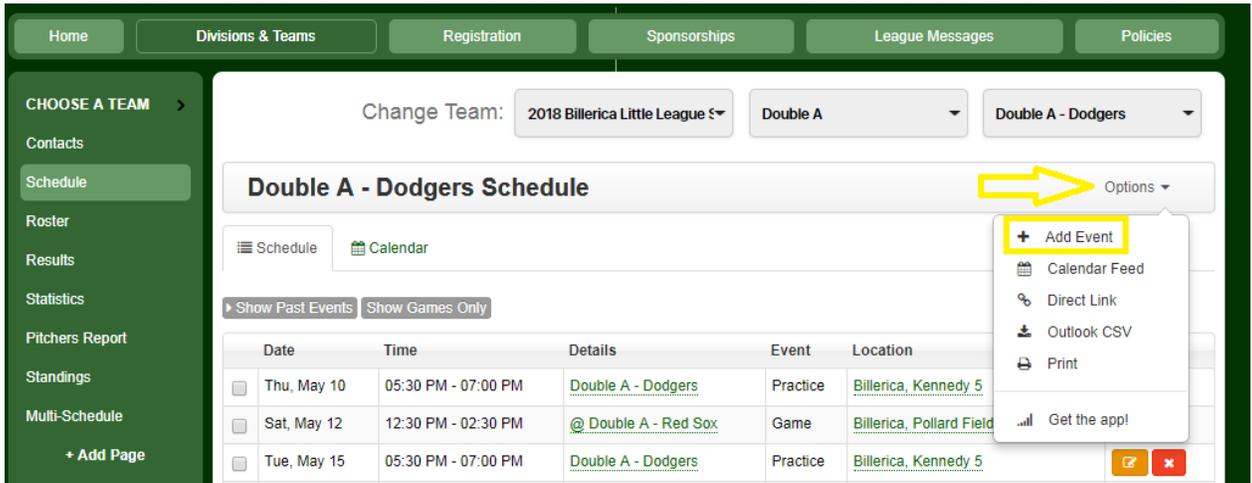
3. Next, click the “Schedule” button on the left



A screenshot of the 'Double A - Dodgers Schedule' page. The sidebar on the left has a 'Schedule' button highlighted with a yellow border. The main content area shows a table of events for the 'Double A - Dodgers' team.

Date	Time	Details	Event	Location	Actions
<input type="checkbox"/> Thu, May 10	05:30 PM - 07:00 PM	<a href="#">Double A - Dodgers</a>	Practice	<a href="#">Billerica, Kennedy 5</a>	
<input type="checkbox"/> Sat, May 12	12:30 PM - 02:30 PM	<a href="#">@ Double A - Red Sox</a>	Game	<a href="#">Billerica, Pollard Field</a>	
<input type="checkbox"/> Tue, May 15	05:30 PM - 07:00 PM	<a href="#">Double A - Dodgers</a>	Practice	<a href="#">Billerica, Kennedy 5</a>	
<input type="checkbox"/> Thu, May 17	05:30 PM - 07:30 PM	<a href="#">vs. Double A - Braves</a>	Game	<a href="#">Billerica, Potter Field</a>	
<input type="checkbox"/> Fri, May 18	05:30 PM - 07:30 PM	<a href="#">Double A - Dodgers</a>	Practice	<a href="#">Billerica, Potter Field</a>	
<input type="checkbox"/> Sat, May 19	12:00 PM - 02:00 PM	<a href="#">vs. Double A - Angels</a>	Game	<a href="#">Billerica, Pollard Field</a>	
<input type="checkbox"/> Mon, May 21	05:30 PM - 07:00 PM	<a href="#">Double A - Dodgers</a>	Practice	<a href="#">Billerica, Kennedy 5</a>	
<input type="checkbox"/> Thu, May 24	05:45 PM - 07:45 PM	<a href="#">@ Double A - Cubs</a>	Game	<a href="#">Billerica, Potter Field</a>	

4. Next, click on the “Options” button toward the top right of the screen and it will bring up a menu. From that menu, click the “+ Add Event” link



The screenshot shows a web interface for a sports league. At the top, there are navigation tabs: Home, Divisions & Teams, Registration, Sponsorships, League Messages, and Policies. Below these, there's a 'CHOOSE A TEAM' sidebar with options like Contacts, Schedule (highlighted), Roster, Results, Statistics, Pitchers Report, Standings, and Multi-Schedule. The main content area is titled 'Double A - Dodgers Schedule'. It includes a 'Change Team:' section with dropdowns for '2018 Billerica Little League', 'Double A', and 'Double A - Dodgers'. Below this, there's a 'Schedule' and 'Calendar' view selector. A table shows the schedule for 'Double A - Dodgers' with columns for Date, Time, Details, Event, and Location. A yellow arrow points to an 'Options' dropdown menu in the top right corner of the schedule area, which is open and shows a list of actions: '+ Add Event', 'Calendar Feed', 'Direct Link', 'Outlook CSV', 'Print', and 'Get the app!'. The '+ Add Event' option is highlighted with a yellow box.

Date	Time	Details	Event	Location
<input type="checkbox"/> Thu, May 10	05:30 PM - 07:00 PM	<a href="#">Double A - Dodgers</a>	Practice	<a href="#">Billerica, Kennedy 5</a>
<input type="checkbox"/> Sat, May 12	12:30 PM - 02:30 PM	<a href="#">@ Double A - Red Sox</a>	Game	<a href="#">Billerica, Pollard Field</a>
<input type="checkbox"/> Tue, May 15	05:30 PM - 07:00 PM	<a href="#">Double A - Dodgers</a>	Practice	<a href="#">Billerica, Kennedy 5</a>

5. Enter your event details. Make sure the appropriate season (2018 Billerica Little League Season) and Team are selected. You can control who will get notified about the new event by checking or unchecking the appropriate groups at the bottom. When you are finished, save your event by clicking the "Submit" button.

Note: Certain combinations of locations, dates, and times may be grayed out. If this happens, it means that either the team or location has a conflict with the selected date and time.

### Event Details Help

#### Games / Practices

Use this page to schedule events such as games, practices and scrimmages. These events are scheduled for a specific time and location and can be canceled in the future.

Game / Practice General Event

Date   TBD  for  min. to

Location

Category

Status  ID

Arbiter ID

---

Season   Link to tournament bracket

Teams

Outside Opponent  Define Other

---

Event Note

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#### Send Notifications Now?

This will send email and text notifications immediately to all members affected.

- Notify Team Managers
- Notify Team members and parents
- Notify Officials

**Links to view field availability**

[Locke 1](#)

[Locke 2](#)

[Forsyth Field – Vining](#)

[O’Keefe Field – Vining](#)

[Pollard Field](#)

[Potter Field](#)

[Kennedy 1](#)

[Kennedy 2](#)

[Kennedy 3](#)

[Kennedy 4](#)

[Kennedy 5](#)