

# Team Manager & Team Parent Website Instructions

## Team News Bulletin / Email

- Make sure you log into the website [www.dpll.net](http://www.dpll.net)
- Click on Teams and go to your team page
- To add a News Bulletin click on Green +
- Give it a Title
- Put in Expiration Date
- In body of the Email put in details of your announcement
- Click the checkbox of Broadcast Message if you want this to be emailed to the team
- PLEASE NOTE – If the parent name is listed under the player name, then they will receive any team bulletin/email you send out. You do NOT have to add that person to the email list.
- If you have other people associated with your team that are not listed as a parent, you can add them by clicking on Options, Add a Player, then filling out the info. Please be sure to change the Member Type to “Parent” under the personal tab when entering that player. Long-term, it would be best to then go to the Player record and associate that parent as a guardian. This way it will always be tied to the player, which will be the best for future years.

## Schedule a Practice

- Click on Teams
- On left menu, click on Schedule
- In upper right of Team Window, Click on Options, then Add New Event
- Select Location (where you will be practicing)
- Under Category, choose Practice
- Under **Status**, **must choose Confirm** or it will not notify users or be active.
- Under Event Note you can add a small amount of further details (if you want to send a longer message with lots of details, then do a Team News Bulletin)
- Under Send Notices to: check off “Team Managers” and “Team Members & Parents”. You don’t need “Officials” as this is only for Umpires at a scheduled game.

## Entering Final Score of Game (Managers Only)

After the game is over, you can enter the score via the website or mobile app

For entering score on the website:

- Go to your Team Page
- Click on Results
- Choose game and click the orange box to enter runs for each team.
- Scroll down to the bottom and click Submit.

For entering score on the mobile app:

- Open LeagueAthletics mobile app
- Tap on Results
- Tap on Orange Box and enter score of game.

## Mobile App

Our website provider has a mobile app that can be used on your smart phone.

To download, go to the App Store and search for LeagueAthletics Mobile – for iPhone and Android.

The main features will allow you to:

- Contacts – Able to see the Manager, Coach and Team Parent contact info
- Schedule – View all the practice and game schedule for your team.
- Roster – All the players on your team and their contact info.
- Standings – This will show the standings of all the teams in your division.
- Stats – If Managers choose to enter player stats, this can be seen here as well.
- Facilities – This will tell you whether the fields are closed or open for games. It will also have all our practice facilities and there mapped locations.
- News – Your team and league news can be found here.
- The app will allow you as a Manager or Team Parent, enter the score of a game, be able to see standings in your league and view all the practices and games scheduled for your team. If Managers for the Majors, Minors & Farm Divisions enter stats, you will be able to view these as well. Tap the Results page and then enter the score of the game. This will post the score and automatically show in the standings for your division.

## Scorekeeping

We have instructions on all the basics of how to keep score found in the Documents & Training section of the website. There are also pitch count sheets if needed. Process is not hard so please help out and encourage others to have the best seat for watching games!

## Positive Feedback

If you ever see something positive from a coach, player or parents associated with DPLL, we'd love to hear about it. Click on the Contact Us Section and let us know.

## Negative Feedback

If you need to report any unsafe conditions, unsportsmanlike conduct, or grievance against a player, coach, umpire, volunteer or parent, please go to the Online Forms Section and fill out an Incident Report. While we hope these are kept to a minimum, we are committed to addressing problems so we can continually improve the Little League experience.

## Website Screen Shots

Acquire a team roster from your team manager (or from the DPLL website) and assist with making phone calls and/or sending emails regarding preseason information. Help to set up the Team Site and place your team practice schedule on the site. The team members will automatically be notified regarding upcoming practice and games if they have selected that option.

The screenshot shows the 'Angels Schedule' page on the DPLL website. The top navigation bar includes Home, Teams, Managers & Coaches, League Info, Parents, Volunteer, and Sponsors. The main content area has filters for Season (2014), League (Majors), and Team (Angels). Below the filters, the page title is 'Angels Schedule' with an 'Options' dropdown menu. The main content area has tabs for 'Schedule' and 'Calendar'. A table lists the following events:

Date	Time	Details	Event	Location
Sat, Mar 1	12:00 AM	Practice Games Start		
Sat, Mar 1	12:00 AM	Mandatory Volunteer Training		
Sat, Mar 1	09:00 AM - 11:00 AM	vs. Reds	Game	Goleta, Majors Field-Girsh Park

An options menu is open over the table, showing: + Add Event, Calendar Feed, Direct Link, Download, Print, and Get the app! The table also includes 'Show Past Events' and 'Show Games Only' filters.

1. Prepare a team snack schedule and send reminders before games.
2. Notify team of scheduled Picture Day time slot. The schedule will be posted on the DPLL website when available. Distribute picture envelopes to players so that they can be completed before pictures are taken.
3. In case of bad weather, please check the home page of the DPLL website to find out the field status and whether or not games will be played.



4. Team Photos: You will be contacted when these are available for pick-up and distribution to your team.
5. Action Photo Books: You will be contacted when these are available. They need to be signed out by the Team Parent (or you can designate another parent that will be responsible for the Action Photo book). All Action Photo books must be returned with payment.
6. Encourage families to complete the Manager/Coach Evaluation form at the end of the season. This form is located in the Online Forms section of the website.

