

I. PITCH COUNTS / ROSTERS - ALL COACHES

1. Go to google.com and log in to **chsaapitchcount@gmail.com**. The password is **chsa12345**. You should see the chsaa logo in the upper right hand corner when you are logged in
(The first time you do this you may need to add or create this account)
2. You need to access the **GOOGLE DRIVE** associated with this account, On a computer you will see a **3x3 grid** of circles in the upper right hand corner. On a tablet, you will see the word **MORE** on the left hand side. Click one of these and then click on **DRIVE**
3. The **GOOGLE DRIVE** will appear showing a list of files, one for each team in the league. Find your team and click on it. If you're doing this for the first time you may want to click on the first file (**A SAMPLE**) to get an idea of how to input the pitch counts
4. Find the date of the game and insert your opponent using no more than a 3 letter abbreviation. If this is a pitcher's first outing, insert his name in the left hand column. Insert the number of pitches for each pitcher **and insert an X in the appropriate number of boxes to indicate the number of days rest required.**
5. Each day before you go to your game, you should review the your file as well as your opponent's. You must list all ineligible pitchers on your lineup card and confirm with your opponent during pre-game discussions
6. Rosters must also be posted on your team roster page by the designated deadline.

II. SUBMITTING RESULTS - ALL COACHES

Results should be submitted as soon as possible from the field by both teams. Give division, winner, loser and **indicate if game went in to extra innings**. Don't forget that teams that lose in extra innings get a point in the standings. Scores will be posted. Please note that no margin of victory larger than 10 will ever be posted.

Submit results in one of the following ways:

- A. tweet to @chsaabaseball - **most preferred / result can then be retweeted to followers**
- B. text to 917-774-8656
- C. email to chsaabaseball@juno.com (result in the subject line) - **least preferred**

III. RATE THE OFFICIALS - VARSITY ONLY / JV OPTIONAL

All varsity coaches are expected to rate the officials on the Arbiter using the following procedure:

1. Sign in to your account
2. Click the **EVALUATIONS** tab
 - Games you have played should appear
3. Click **START** - found in blue under status
 - Evaluation form should appear
4. Rate official in each category - 5 is best score / 1 is worst score
 - Comments of 5 and 2 or less require a comment
5. **VERY IMPORTANT** - Give a **SUMMARY COMMENT** at the end.
6. Click **FINALIZE AND SUBMIT**

IMPORTANT: Please note that evaluations that require a follow-up with the assignor should be put in writing via email with a copy sent to the chairman.

IV. TWITTER PLAYER OF THE WEEK - VARSITY ONLY

Those of you that have a team Twitter account will be able to nominate your players for Player of the Week Honors. Simply tweet the name, accomplishments and photo (optional) of your nominee to @chsaabaseball by Monday at noon each week. Those without twitter accounts can text or email Steve Adams (BQ) or Ryan Mahoney (NY).

