

This manual will explain step by step how you can:

- Add or Edit a team bulletin
- Edit game results
- Edit player statistics
- Edit Field information
- Post a general event
- Upload a document
- Upload photos
- Make roster assignments

All of the above features will be available to you after you are signed in under the "Admin" section of your site. Also, additional field specific help is available on each form by clicking the help dots  next to each field. Good luck with your team and have a great season!

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## Add/Edit a team Bulletin:

Bulletins are a great way to communicate with your team's players and parents. Bulletins are displayed on your team's home page with the newer bulletins displayed at the top. You can optionally email bulletins to players and parents using the "Broadcast Email" feature during the edit or creation process.  Quick look

1. First, make sure you are signed in as manager/coach in the top right corner of the site 
2. Next, select your teams from "TEAMS & DIVISIONS", the menu tab at the top of your site.
3. Click on the  button to add a new bulletin.
4. Enter information including "Respond To", "Publish Date", and "End Date". If no "End Date" is entered the bulletin will remain on your team's page indefinitely.
5. You may choose to have the bulletin emailed to everyone on the team by checking the "Email Broadcast" box. Select who you would like the bulletin to be mailed to (parents, players or both)
6. Click "Submit" to save.

To edit an existing bulletin, click on the  "Edit" icon next to the bulletin on your team's page

To delete an existing bulletin, click on the  "Delete" icon next to the bulletin on you team's page

Alternatively, you may email your entire team without creating a bulletin by using the "Email Team" option at the top of the "Roster" page.

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## Edit Game Results:

This section will allow you to enter or change a score as well as any other information about a game. If your club has set this up, you may also use this form to have results and a brief summary emailed directly to your local newspaper.  Quick look

1. First make sure you are signed in as manager/admin.
2. Select "TEAMS & DIVISIONS" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page).
3. Select "Results" from the menu pages at the left.
4. On the team results page, find the game you wish to edit and click on the "Edit" icon  to the right of the game.
5. Enter the score or any additional result changes and optionally, game commentary.
6. Click submit to confirm changes.

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## Edit Player's Statistics:

This feature will allow you to enter or edit player's statistics for a particular game. This will let you track players performance and progress throughout the season.

1. First make sure you are signed in as manager/coach in the top right corner of the site.
2. Select "TEAMS & DIVISIONS" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page).
3. Select "Results" from the menu pages at the left.
4. On the team results page, find the game you wish to enter stats for and click on the "Graph " icon  to the right of the game (the icon will be green  if stats have already been entered).
5. After clicking the icon, you will be presented with a spreadsheet with all players and input fields for all statistical categories across the page. At the top of the page will be tabs for different positions (goalies, players, etc.).
6. Enter any statistical data for each player as appropriate, and check the "ATN" box for all players who played the game in that position, regardless of whether they had any data reported.
7. Click "Submit" to confirm changes.

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## Edit Field Information:

This feature will allow you to change information about a Field. This should be used if there are additional directions that need be added or if the original directions need to be changed. You may also add comments about the facility including drive time, and telephone numbers.

1. First make sure you are signed in as manager/coach.
2. From your site's Little League menu, select the "Facilities" page from the menu pages on the screen.
3. Click on the "Edit"  button of the facility you wish to edit
4. Edit the facility's information.
5. Click "Submit" to confirm changes.

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## Post a General Event:

This feature will allow you to post events on your teams "Event Calendar" and "Schedule" page for a specified period of time. This is a great tool for adding an event such as an additional practice, trip or meeting.

1. First make sure you are signed in as manager/coach.
2. Select "Admin" in the top right corner of the website.
3. Next, select Add General Event from the Scheduling section on the admin page.
4. Fill in the information for your general event. You must enter a start date and a title. If no end date is entered, the end date will be the same day as the start date.
5. Under the recurrence section, you may leave the values blank if this is a one time general event.
6. Click submit to confirm the general event and add it to the team's calendar.

To edit a general event, navigate to your team's Calendar page and click on the event title. In the popup box, click the edit icon to edit or delete icon to remove the event entirely.

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## Upload Document:

This feature will allow you to upload a document from your computer to your team's page. This is can be used to post a new playbook, parental permission slip or any document that you would like only your team to have online access to. Your team's document access page is password protected.

1. First, make sure you are signed in as manager/coach.

2. Select "Admin" in the top right corner of the website.
3. Select "Add Documents" from the tools section on the admin page.
4. Enter the name of document as you would like it appear on website, and type a brief description.
5. Select "Browse" to locate the file on your computer.
6. Make sure your team is selected under the "Available To" list.
7. Click "Submit" to confirm upload your document to your team's document page.

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## Upload Photos:

This feature will allow you to upload a photograph from your computer to the "Pictures" section on your team's page. This can be used for game, team or any photo you would like your team to have access to.

1. First, make sure you are signed in as manager/coach.
2. Select "Admin" in the top right corner of the website.
3. Select "Add Pictures" from the tools section on the admin page.
4. Use "Select Files" button to locate the image file to upload from your computer.
5. Click "Submit" to confirm photo upload.

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## Make Roster Assignments:

This feature will allow you to add or remove members/players from your roster. This is a simple way to build a roster at the beginning of the season or to remove players due to ineligibility, injury or any reason.

1. First, make sure you are signed in as manager/coach.
2. Select "Admin" in the top right corner of the website.
3. Select "Assign Rosters" from the Teams section on the admin page.
4. Select your team and the criteria for the players that you want select from (age, grades, etc.).
5. Click "Submit".
6. A list of your current roster will appear on the left with available members or players to choose from on the right.
7. If you want to remove players from your roster, click on the players name (when you do this, the player's name will appear on the right side with the available members).
8. If you wish to add a player to your roster click on the available player's name (when you do this, the player's name will appear under your team's roster).
9. Click "Save Roster"
10. Use the subsequent form to assign position and uniform number to the players selected.
11. Click "Submit" to complete your roster.

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