



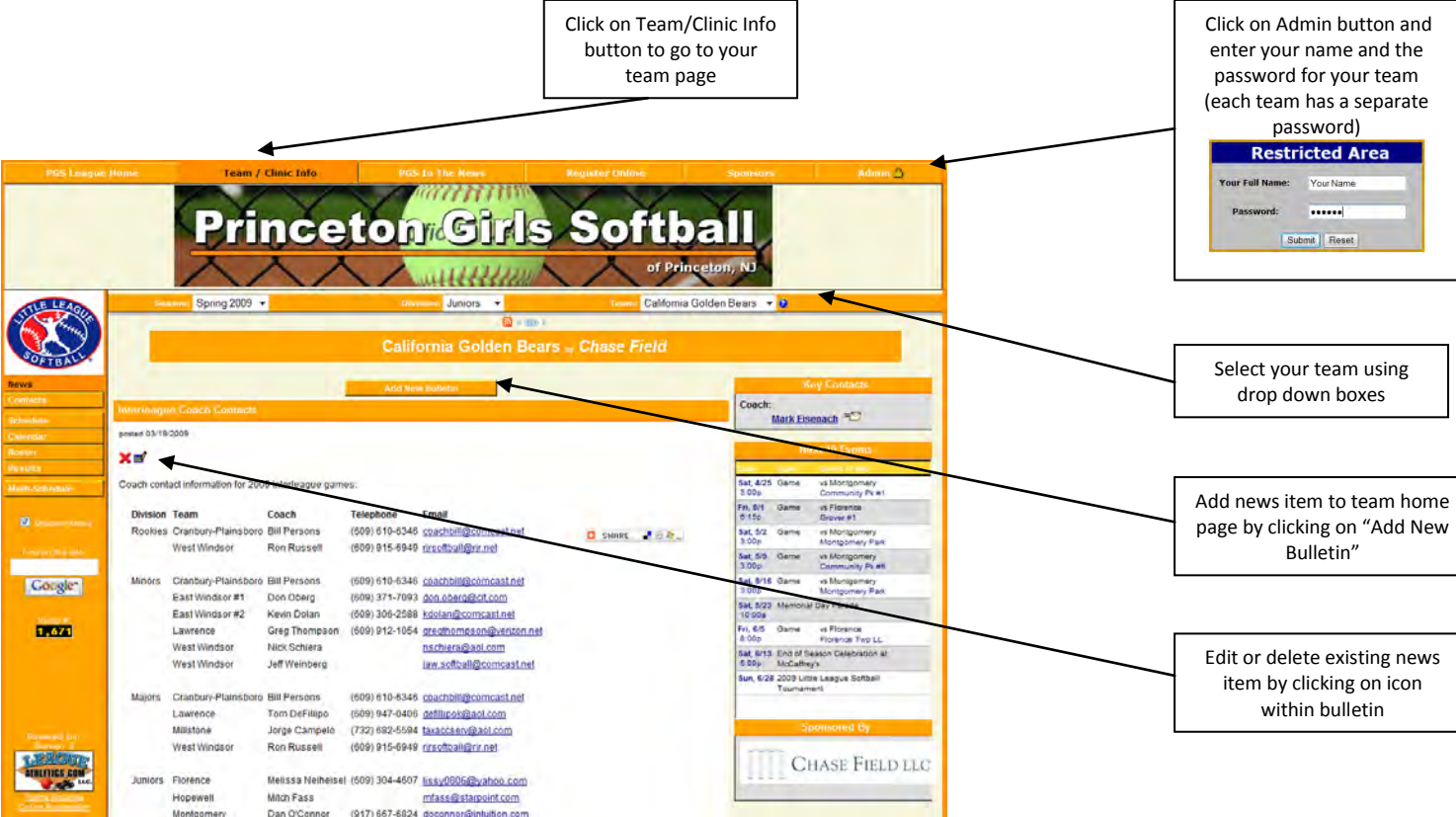
Princeton Girls Softball Website Quick Reference Guide for Coaches

The Princeton Girls Softball website has four areas of functionality for communicating with players and parents:

- Posting announcements and team news
- Scheduling games and practices, with automatic email notification 24 hours in advance of an event
- Entering game results and statistics (statistics disabled by default, can be turned on upon request)
- Emailing players and parents

Throughout the website, there are two key icons that are used: the “edit” icon  and the “delete” icon . The delete icon should be used with extreme caution, as a deleted item cannot be retrieved.

Logging in and posting announcements:



The screenshot shows the website interface with several callout boxes:

- Top Navigation:** A box points to the "Team / Clinic Info" button, stating: "Click on Team/Clinic Info button to go to your team page".
- Login:** A box points to the "Admin" button, stating: "Click on Admin button and enter your name and the password for your team (each team has a separate password)". Below this is a "Restricted Area" login form with fields for "Your Full Name" and "Password", and "Submit" and "Reset" buttons.
- Team Selection:** A box points to the "Team" dropdown menu, stating: "Select your team using drop down boxes".
- Posting:** A box points to the "Add New Bulletin" button, stating: "Add news item to team home page by clicking on 'Add New Bulletin'".
- Editing/Deleting:** A box points to the edit and delete icons on a bulletin, stating: "Edit or delete existing news item by clicking on icon within bulletin".

The main content area shows a table of "Coach Contact Information for 2009 Little League games" with columns for Division, Team, Coach, Telephone, and Email. The table includes data for Rookies, Minors, Majors, and Juniors across various teams like Cranbury-Plainsboro, Lawrence, and Montclair.

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Scheduling Games and Practices:

The screenshot displays the website's navigation menu on the left, including links for News, Schedule, Calendar, Roster, Results, and Multi-Schedule. The main content area shows the 'Event Schedule' for the Juniors California Golden Bears team. The schedule table lists various events with columns for Date, Time, Event, Type, and Field. An 'Edit - Game #192144' dialog box is open, showing fields for Date, Location, Category, Season, Team, Opponent, Outside, and Note, along with a 'Send Notices To' section.

	Date	Time	Event	Type	Field	
<input type="checkbox"/>	T Sat, Apr 25	3:00p - 5:00p	vs Montgomery Montgomery #1	Game	Community Pk #1	✗
<input type="checkbox"/>	T Fri, May 1	6:15p - 8:30p	vs Florence	Game	Grover #1	✗
<input type="checkbox"/>	T Sat, May 2	3:00p - 5:00p	vs Montgomery Montgomery #1	Game	Belle Mead, Montgomery	✗
<input type="checkbox"/>	T Sat, May 9	3:00p - 5:00p	vs Montgomery Montgomery #2	Game	Community Pk #5	✗
<input type="checkbox"/>	T Sat, May 16	3:00p - 5:00p	vs Montgomery Montgomery #2	Game	Belle Mead, Montgomery	✗
<input type="checkbox"/>	Sat, May 23	10:00a -	Memorial Day Parade			✗
<input type="checkbox"/>	T Fri, Jun 5	8:00p - 10:00p	vs Florence	Game	Florence Two LL	✗
<input type="checkbox"/>	Sat, Jun 13	5:00p -	End of Season Celebration at McCaffrey's			✗
<input type="checkbox"/>	Sun, Jun 28 - Mon, Jul 6, 2009		2009 Little League Softball Tournament			✗

Edit - Game #192144
Last edited on 03/26/2009 5:39 PM by ME

Date: 04/25/2009 Start: 3:00p Finish: 5:00p
Location: Princeton, Community Pk #1
Category: Game
Confirmed: CANCELLED ID: (optional)
Season: Spring 2009
Team: California Golden Bears Or Winner of Game #:
Opponent: Or Winner of Game #:
Outside: Montgomery Or Other:
Note: Montgomery #1

Send Notices To:
 Team Managers
 Team members and their parents
 Officials
Note: Teams MUST be set to "Live" for notices to be sent

Click on the schedule button to see your team's schedule. To edit a game (either a game or a practice), click on the icon to the left of the relevant game. To add a new game, click on the new game icon above the schedule. The Edit Game dialog is generally self-explanatory, be sure to set the "category" to either a game or practice. If an event is cancelled, click the box to the right of the cancelled indicator. Be sure to check the "send notice" boxes at the bottom to send an immediate notice for a change or cancellation to the schedule. Selecting "confirmed" will simply change the indicator on the website to a green check mark. Be sure to enter both a start and finish time so the location you select is not double-booked. **UNDER NO CIRCUMSTANCES SHOULD A GAME OR PRACTICE EVER BE DELETED – CANCEL THEM INSTEAD.** Contact webmaster@princetonsoftball.org if a deletion is necessary.

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Entering Game Results and Statistics:

The screenshot shows the website interface for entering game results. On the left is a navigation menu with options: News, Schedule, Calendar, Roster, Results, and Multi-Schedule. Below the menu is a search bar and a Google logo. The main content area displays 'Season Results For >Juniors>California Golden Bears' with a 'Printable Version' link. Below this is a 'Games' table with columns: Date, Time, Location, Opponent, W/L/T, RF, RA. A single game is listed for Sat 03/14/2009 at 8:30p in Princeton, Grover #1, against Michigan State Spartans. The record is 0 win, 0 loss and 0 tie. Below the table, it states 'Season record of 0 win and 0 loss with 0 tie.' A legend explains symbols: a magnifying glass for game details, RF for Runs For, RA for Runs Against, a calendar icon for entering results, and a sigma sign for entering statistics. A 'Click here to link to this page' link is also present. On the right is the 'Edit - Game Results' form, which includes fields for Name, Email, Phone, Date, Location, Category, Team, Opponent, and Comments. It also has checkboxes for 'Cancelled' and 'Email Results?'. At the bottom, there are 'Submit' and 'Reset' buttons and a timestamp: 'Last edited on 03/21/2009 3:26 PM by YN'.

Date	Time	Location	Opponent	W/L/T	RF	RA
Sat 03/14/2009	8:30p	Princeton Grover	Michigan State Spartans			

Click on the Results button to see results for the entire season. Click on the edit icon to the right of the game for which you wish to enter results. Note that the entry screen also allows you to change the date/time/opponent of the game. Take great care to edit only the scores on this screen. Also, uncheck the email results checkbox near the top, as we are not using that functionality.

If you have requested that statistics be enabled for your team, you will also see the sigma sign on the right that is a link to enter game statistics.

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Emailing players and parents:

California Golden Bears - Team Roster
[Click here to link to this page Printable Version](#), [Email the team](#)

Name	Home	Work	Cell
Coach Mark Eisenach	609-921-1711	609-921-1991	

#	Participant/Guardian(s)	Pos/BDay	
	Helen Eisenach (Mark/Nila)	Player 10/11/1995	196 Stone Cliff Road Princeton, NJ 08540 609-921-1711 (h)
	Louise Eisenach (Mark/Nila)	Player 12/24/1993	196 Stone Cliff Road Princeton, NJ 08540 609-921-1711 (h)

2 players

[Email the whole team](#)

When logged in, the roster page will show additional information to the coaches, including player phone numbers, birthdates, parents and addresses. You can also email the entire team (players and parents) from this page. Using this capability insures that you are always using the most up-to-date contact list for your team.