

How does the home team load a game?

Side Note: Round Robin or Simultaneous Multi-Team games

The Host (Home Field) Team is responsible for entering the games that **they** are playing. They are also responsible for assigning the home team for non-host or third party games and instructing those home teams to enter those other game into the system.

Example (*Note that each team takes turns as the Home Team*):

Home: Host Team vs. Opponent: Visitor A – Host team enters this game

Home: Visitor A vs. Opponent: Visitor B – Visitor A team enters this game

Home: Visitor B vs. Opponent: Host Team – Host team enters this game

or for a 4 team Round Robin (*Note that each team takes turns as the Home Team*):

Home: Visitor A vs Opponent: Visitor B - *Visitor A enters this game*

Home: Host Team vs Opponent: Visitor A - *Host team enters this game*

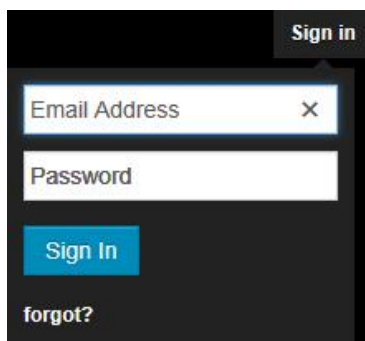
Home: Visitor B vs Opponent: Visitor C - *Visitor B enters this game*

Home: Visitor C vs Opponent: Host Team - *Host team enters this game*

1. Go to the NCJLA website www.ncjla.org

2. Click on the Admin button on the upper right side of the home page and then log in with your email address and your personal password for your account. If you forgot your password just enter your email address and click on the Log In button. An email will be sent to you with instructions on how to set your password.

NOTE: You need to be assigned as a Scheduler for each team that you are adding games for in the system to have the rights to enter games. The NCJLA Webmaster should have made this assignment if you were listed as the Scheduler for teams.

A screenshot of a sign-in form. At the top right is a "Sign in" button. Below it are two input fields: "Email Address" with a clear (X) button, and "Password". Below the password field is a blue "Sign In" button. At the bottom left is a "forgot?" link.

3. There are two places where the game scheduler can access the game scheduling module.

Option 1: Click on the red Admin and rollover to the Scheduling section and select Add Game/Practice



Option 2: Click on the Teams tab



From the Teams tab page, select the appropriate season, then League and Conference (if applicable) and finally the team. Then click on the Schedule tab. This takes one to the page where all games will be posted. Click on the ADD EVENT button to add a game.

Game setup steps

1. Put in/select date of game
2. Put in Start and Finish time for the game. Note if AM or PM.

Game Times should be as follows:

Boys:

High School – 1 hr 40 min
 14U – 1 hr 30 min
 12U – 1 hr 30 min
 10U – 1 hr
 8U – 45 min

Girls:

High School – 1 hr 30 min
 14U – 1 hr 30 min
 12U – 1 hr 15 min
 10U – 1 hr
 8U – 45 min

3. Select the field from the Location drop down menu

Note: If the field is not on the drop down list, select TBD. Follow the instructions on [How to add a field](#). Note is possible to set up a game between two teams at third party venue. If the field is not known at the time the game is set up, select TBD. One can come back later and add the field.

4. Under Category, select “Game” or “Non Divisional” from drop down list.

Game: Any game played within the teams division, ie 15A vs 15A.

Non Divisional: Any game where the two teams are not in the same division, ie 15A vs 15B.



The image shows a web form with several fields. The 'Category' dropdown menu is open, showing the following options: 'Other->' (selected), 'Other->', 'Tryout', 'Practice', 'Game', 'Non Divisional', and 'Select'. The 'Game' and 'Non Divisional' options are highlighted with red boxes. The other fields are 'Confirmed:', 'Season:', and 'Team:', which are currently empty.

DO NOT CLICK “confirmed” when setting up the game. The Opponent will click confirmed when they accept the game.

5. Select the proper season from the drop down list.

6. Select the Home team from the drop down menu.

7. Select the visiting team from the Opponent drop down menu.

Note one can select teams from outside of the conference and outside of the division (Non Divisional).

Leave the “Send Notices To:” unchecked when setting up games.

When done Click “Submit”.

Game / Practice **General Event**

1 Date 03/21/2015 TBD **2** 5:00p for 60 min. to 6:00p

3 Location Santa Cruz, Branciforte MS

4 Category Game

Status N/A ID optional

Arbiter ID optional

5 Season Spring 2015 Link to tournament bracket

6 Teams Select

7 Opponent

Outside Opponent Other Define Other

Event Note

Click Submit >

A game will appear on the home team's schedule page

Teams Coaches Club Administrators Players Admin

Season: Spring 2010 League: Boys Senior U15B1 Team: Knights B15B1

Team re

Event Schedule

>Boys Senior U15>Boys Senior U15B1>Knights B15B1

New Game

Date	Time	Event	Type	Field
<input type="checkbox"/> T Sat, Mar 6	11:00a -12:30p	(h) vs Coyotes B15B1	Game	Davis, Cesar Chavez

Select / Un-select all above.
Delete

And on the visiting team's schedule page

[Teams](#) | [Coaches](#) | [Club Administrators](#) | [Players](#) | [Admin](#)

Season: Spring 2010 | League: Boys Senior U15B1 | Team: Coyotes B15B1

Team registration open until November 30, 2009

Event Schedule

>Boys Senior U15>Boys Senior U15B1>**Coyotes B15B1**

New Game | | | | | |

Date	Time	Event	Type	Field
<input type="checkbox"/> Sat, Mar 6	11:00a - 12:30p	vs Knights B15B1 (h)	Game	Davis, Cesar Chavez

Select / Un-select all above.

After scheduling has closed, any game changes or cancellations will need to be entered on the "Submit Game Schedule Change" form located at www.ncjla.org under the Club Administrators tab.