



League Website: www.ewlittleleague.com

How to access the EWLL website for Coaches

1. Go to www.ewlittleleague.com
2. Go to the login box and click on Sign In.
3. In the email line, manager must use login email and password. The system no longer uses coach's first name/ last name to enter the system. If set up properly, coach's rights will be given based on your login information. Once logged in:

To **ADD GAME OR PRACTICE**

- Select Orange ADMIN, Place cursor over **SCHEDULING** link, **ADD GAME/PRACTICE** -
- Select: Date, Field, Time (am or pm), and all other necessary fields
- Select Category: GAME or PRACTICE
- Select SUBMIT when complete, double check master calendar
- For all AWAY games, if the opponent is not in the drop down window under OUTSIDE OPPONENT, you may add opponent in the DEFINE OPPONENT field

To EMAIL your team: Select ROSTER from links on the left. Locate OPTIONS on the right, EMAIL TEAM.

To add a **PRACTICE:**

- **Practices are to be reserved for 1 to 2 hour time slots on the fields you play your games.**
- Check the MASTER CALENDAR first. You must log in. Next, put the cursor over the **Administer** and find **SCHEDULING**, click on **MASTER CALENDAR**. Click the date you want to check availability. Select **ADD GAME/ EVENT on the right**.
- Under **NEW GAME INFORMATION**, fill in the information for your practice:
 1. DATE
 2. START AND FINISH TIME
 3. LOCATION (Select the field you are to play your games at)

4. CATEGORY SELECT PRACTICE

5. SEASON

6. TEAM – SELECT YOUR TEAM

- Leave fields that don't apply blank.
- Make sure all are checked under SEND NOTICES TO (The system will automatically send everyone on your team an email notification about the newly scheduled practice) – **CLICK SUBMIT**.
- Check master schedule

To edit SCORE of a game and edit PITCH COUNT

· LOG IN WITH COACHES LOGIN INFORMATION

- When logged in and at the **ADMINISTRATIVE FEATURES** page, look for the menu tab next to the yellow padlock called **TEAM**.
- Put cursor on **"TEAM"** and you will see a list of options, select **RESULTS**
- The most recent completed game will appear, click on the edit icon , add the scores to each team, click submit.
- Your completed game will appear, click on (the sum function, game stats,)
- Under PT (Pitches Thrown, indicate the number for each pitcher AND the innings, click **SUBMIT**)

Checking the pitch counts of all the pitchers in **INTRAMURAL**

- Go to website, don't have to log in
- Put cursor over "TEAM" tab, click on "STATISTICS"
- Select "SEASON – 2011 EWLL INTRAMURAL SEASON"
- Select "LEAGUE – MAJORS"
- Select "TEAM – if you select "select" in the drop down window, you will receive the Top 20 players statistics" or you can select a specific team to verify pitch counts

Checking the pitch counts of all the pitchers in **TRAVEL**

- **Do the same as above until Select Season – 2011 Travel Baseball**
- Select "LEAGUE – TRAVEL MAJORS"
- Select "TEAM – Select"

Checking on the ELIGIBILITY of a pitcher using the PITCHERS REPORT

- Go to website, don't have to log in
- Put cursor over "TEAM" tab, click on "STATISTICS"
- Select "SEASON – 2011 EWLL INTRAMURAL SEASON"
- Select "LEAGUE – MAJORS"

- Select “TEAM” – pick your team”
- Put cursor over the “TEAM” tab, click on PITCHER’S REPORT

Checking Attendance for Practices / Games

- Email Notifications are sent to team members when practices/ or games are scheduled requesting they select YES, I CAN MAKE IT, or NO, I CANNOT MAKE IT. Coaches WILL NOT receive an email notification when either is selected HOWEVER, coaches can see who responded yes, no, or haven’t responded by the following:
 - Coach needs to log in
 - Select MASTER CALENDAR, find the practice or game with your team name (Orioles) last name in RED, click on it.
 - You will see who has selected or who has not responded.