

Boston Area Youth Soccer

Web Site User Guide for Section Captains

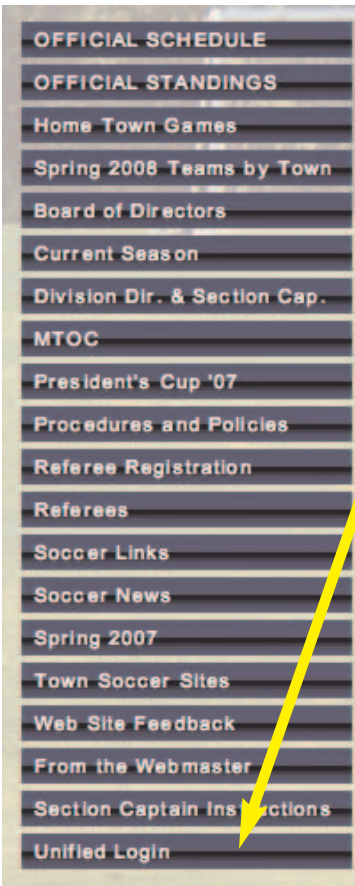
Section Scoring

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Release / Revision Information:

<i>Date</i>	<i>Description</i>
04/23/08	Initial Release



Step 1: Login

Click the **Unified Login button** on the left sidebar and enter your username and password. If you have been a coach, assistant coach or organizational member (president, registrar, field or referee scheduler, girls or boys director) in any of the previous seasons, you already have a username and password. If you cannot remember your password or if you are a new coach this year and don't know your password, use the password recovery feature at the bottom of the Unified Login page.

You have reached the doorway to the BAYS Web Site Administration Area. This portion of the Web site is managed by a username and password, as some of the information displayed is protected by personal confidentiality laws and associated protection.

Unified Login

Please login below to update team, town, and game information. **Usernames and passwords are case sensitive.** (Town soccer league officials are responsible for setting initial usernames and passwords.) You may request your password by using the **BAYS Password Recovery Utility** below. Enter your email address and click the **Send Password** button. Your password will be sent to your email address.

Unified Standings Login

Username:

Password:

Please bookmark this page for future use. **NOTE: All use of this page is recorded and any improper attempt to login will be noted.**

BAYS Password Recovery Utility

Can't remember your password? Enter your email address and click the **Send Password** button. Your password will be sent to your email address.

Email Address:

You will be directed to the Web site Welcome and Administration page. This page contains important updates and status information. Be sure to review it every time you enter the site.

Administration Home


WELCOME . . . your login was successful!

Please review the updates and current issues posted on this page.

After reading the information below, use the navigation buttons on the left to proceed through the Web site.

We are working diligently to improve the BAYS Web site to create a pleasant Web site user experience.

Thank you for your patience,
Your Web Development and Design Team
Scott, Dan, Jason, and Kitty



updated 4/17/08

Navigation/Section Header Buttons

Header and Button title changes:
Header **About Me** was BAYS Profile—This section is your profile information on the BAYS Web site.
Header **Referee Assigner** was Referee Management—This section is available to Referee Assignors.

Scoring Pad Resolved

Earlier today, the scoring pad was causing odd failures - this has been resolved.

Referee Availability

We have temporarily removed the availability portion of the site since we are allowing games to be assigned, regardless of entered availability. If you are a referee, you do NOT need to enter your availability at this time.

Referee Availability & Game Management

We are at the final stages of releasing the Referee Availability and Game Management pieces. We HEAR you loud and clear, and understand that you are concerned. As most of you realize, this is a complex and important new feature to the web site - thus the reason we are taking a painstakingly long time to evaluate, review, and update the Web site.

Feel free to use the **Web Site Feedback** button on the left to share your thoughts.

Need Help?

We understand that the new design can throw you off, or perhaps you are new to BAYS all together. No worries. Please send an email to webmaster@bays.org with ANY question or concern.

OFFICIAL SCHEDULE
OFFICIAL STANDINGS
Home Town Games
Spring 2008 Teams by Town
Board of Directors
Current Season
Division Dir. & Section Cap.
MTOC
President's Cup '07
Procedures and Policies
Referee Registration
Referees
Soccer Links
Soccer News
Spring 2007
Town Soccer Sites
Web Site Feedback
From the Webmaster
Section Captain Instructions
Unified Login
Section Captain
Coach Listing
Scoring Pad
About Me
My Profile
Preseason Placement
Log Out

Step 2: Enter Scores

- Click the **Scoring Pad button** on the left sidebar (under Section Captain or Division Director).
- Select the section and week you desire to score, and click the **Submit button**. To input more than one week of scores at a time, select **All Weeks** at the bottom of the drop-down field.

Note: If you are a division director with multiple divisions, your single login will provide you access to all sections you manage. Section captains will also have access to all the sections they manage.

Scoring Pad
Enter your scores as soon as possible after played games.

Select the section and week you desire to score, and click the Submit button. To input more than one week of scores at a time, select **All Weeks** at the bottom of the drop-down field.

Note: If you are a division director with multiple divisions, your single login will provide you access to all sections you manage. Section captains will also have access to all the sections they manage.

Scoring Updates

Please Select Section and Week Below

SELECT	Gender	Age	Division	Section	Week
<input checked="" type="checkbox"/>	204	BOYS	10	3	L

Week 1 - 4/12/2008
 Week 2 - 4/19/2008
 Week 3 - 4/26/2008
 Week 4 - 5/3/2008
 Week 5 - 5/10/2008
 Week 6 - 5/17/2008
 Week 7 - 5/24/2008
 Week 8 - 5/31/2008
 Week 9 - 6/7/2008
 Week 10 - 6/14/2008
 All Weeks

- Record the scores and provide information in the **Notes field** as applicable (e.g. - reason for forfeit, swapped teams, etc.).
- To indicate a forfeit, enter "F" in the forfeiting team's score field and a "1" in the other team's score. For a double forfeit, enter "F" in the score field for both teams.
- After entering scores and notes, you **MUST** click the **Update button** to save the information.

If you need to contact the webmaster about a game (for any reason) please provide the game number for reference.

Scoring Pad Entry Page
Below you will see the scheduled games, by section and week. (Games not yet played are blank.)

- Record the scores and provide information in the Notes field as applicable (e.g. - reason for forfeit, swapped teams, date game was actually played, etc.).
- To indicate a forfeit, enter "F" in the forfeiting team's score field and leave the other team score blank. For a double forfeit, enter "F" in the score field for **both** teams.
- After entering scores and notes, you **MUST** click the **Update** button to save the information.

If you need to contact the webmaster about a game (for any reason) please provide the game number for reference.

Scores for BOYS Under 10, Division 3 Section L

GAME #	Week #	Date	Home Team	Home Score	Away Score	Away Team	Notes
0074	2	4/10/2008	Weston Strikers			Newton B Wizards	
0075	2	4/10/2008	Framingham Strikers			Sudbury Stars	
0078	2	4/10/2008	Southboro Express	2	1	Weston Cobras	

NOTES:

- This page is for score entry only (there are no links to teams or sections).
- FORFEITS:** Enter "F" in the score field for the team that forfeited the game. Leave the opposing team's score blank.
- DOUBLE FORFEITS:** Enter "F" in the score field for both teams.

You can print out a copy of a section's schedule for manual recording of scores by selecting the section and then using the print function on your browser. This copy is an easy way to record scores prior to inputting on the web and will give you a backup copy of all scores in the event data is lost on the website.