

USER ACCOUNTS

In order to set up new users on the District 2 web site....

- Webmasters will set up Convenor accounts
- Convenors will set up Head Coach accounts
- Head Coaches will set up the accounts of Assistant Coaches, Scorekeepers, etc.

YOUR FIRST TIME AT THE WEB SITE

IMPORTANT – THE VERY FIRST TIME YOU CHECK OUT THE WEB SITE:

- CHANGE YOUR PASSWORD
- CHECK/INPUT ALL OF YOUR CONTACT INFO

You will be told when you are in the database and what your user name and password are. For this example, my user name is "James Dean" and my initial password is "james 11". I can't do anything with the initial password except change it to something else.

- Initial passwords are set by the person who set up your account. It will be marked "Expired", which is a reminder that forces you to change to a new password before you can enter game scores and pitch counts.
- Change your password to something you can remember. If you forget it, only the Webmaster can retrieve it for you. You change it by entering a new password in the info section of the form, not the "authorized by" section. The process is described completely, below.
- You must input at least one telephone number and one e-mail address. If you do not, your listing in the Contact list will say "Unable to Contact" in the column for "Can Update", which means you will not be able to input scores and pitch counts.

From the main page at <http://ontd2ll.fuzzybeagle.com> you scroll to the bottom and click the "Spring 2008 Interlock" button. This takes you to the "District 2 Spring 2008 Interlock Schedule Control" page. From that page, scroll to the bottom and press the "Contacts" page. On the Contacts page, find your name and press the "Edit" button for it.

Your screen should look something like this:

Edit/Update Convenor Contact for Senior

Convenor name:

Password:

Phone number (first):

Phone number (second):

Phone number (third):

Email address (first):

E-Mail address(second):

Authorized by: Password:

In this example, the first name was already filled out for me in the first "Name" box. I put my new password in the "Password" box -- the 2nd box from the top. Then I go to the bottom and fill in the "Authorized By" box with my same user name as in the top box. In the "Password" box at the bottom, where the dots are, I put in my initial password which as I told you was "james11". I then hit the "Update" button.

After that, any time I want to do something, I authorize it with my user name and the new password. I am now free to add team contacts and rosters, etc.

IMPORTANT: For other (non-password) changes, **always start by entering your user name in the "Authorized By" box, and your current password in the "Password" box.** You are authorized to change your own information, and information for other users that you set up yourself.

ADDING A NEW USER ACCOUNT

A Head Coach may create Assistant Coach and/or Scorekeeper accounts for his/her team. The Master Page, Team Schedules section, has a button for your team. Click it, and get your team page. Click the "Add a <team role>" button.

Always start by entering your user name in the "Authorized By" box, and your current password in the "Password" box, at the top of the form.

You must enter the contact's name and an initial password. You may enter contact info if you know it, or leave it for the new user to do. Once happy with the data, click the "Add <team role>" button. Be sure to inform your volunteer exactly how you spelled his/her name, and what the initial password was.

ROSTERS

A Head Coach, Assistant Coach, or Scorekeeper may enter his/her team's roster. The Master Page, Team Schedules section, has a button for your team. Click it, and get your team page. Click its "View/Edit <team name> team roster" button.

Always start by entering your user name in the "Authorized By" box, and your current password in the "Password" box, at the top of the form.

The page is quite simple. You can enter players with a Last Name, First Initial, Uniform Number, and (above Coach Pitch/Rookie) a check mark to indicate that the player can pitch. (An over-age player may not pitch, for example.)

When you have made changes, click the "Update Roster" button.

When your roster is set, you may click the "Lock Roster" button. If you click "Lock" before clicking "Update", then the most recent changes will not be saved. The roster must be locked before you can enter game scores.

You may not edit players in a locked roster, although you may add a new player. ("Add new player to roster" button on the Team Roster page") To delete or change a player on a locked roster, you need to send an e-mail to the webmaster explaining the change and the reason for it.

ENTERING DATA FOR A COMPLETED GAME

A Head Coach, Assistant Coach, or Scorekeeper may enter scores, pitch counts and participation info for his/her team. The Master Page, Team Schedules section, has a button for your team. Click it, and get your team page. Go to the schedule section at the bottom, and press the button for your team in the line for the game you want to enter.

Always start by entering your user name in the "Authorized By" box, and your current password in the "Password" box, at the top of the form.

The page is also quite simple. The team roster will appear. You can indicate your team's score, or whether the game was won or lost by forfeit. If it was not a forfeit, you should then give a check mark for each player who played in the game, and (above Coach Pitch/Rookie) enter a pitch count for those players pitched in the game. *This is critical, as Little League has strict Pitch Count rules, and requires a minimum participation of 60% of regular season games in order to be eligible for Tournament Play, so both need to be tracked accurately.*

When completed, press the "Update Results" button.

Games can only be entered once, and may not be edited. To change a game result, you need to send an e-mail to the webmaster explaining the change and the reason for it.