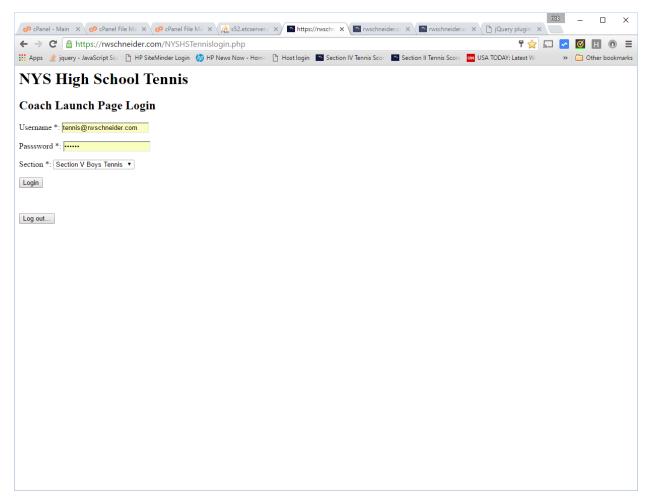
Adding to the Roster

1 – Login

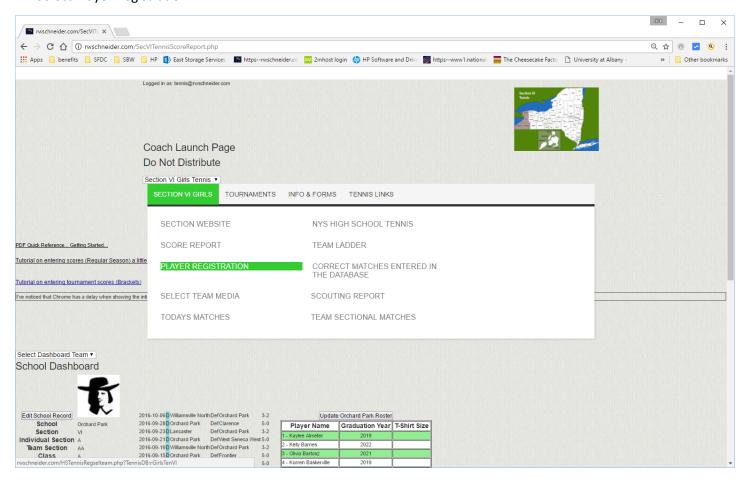
https://rwschneider.com/NYSHSTennislogin.php

Username: Email in the database (Case Sensitive)

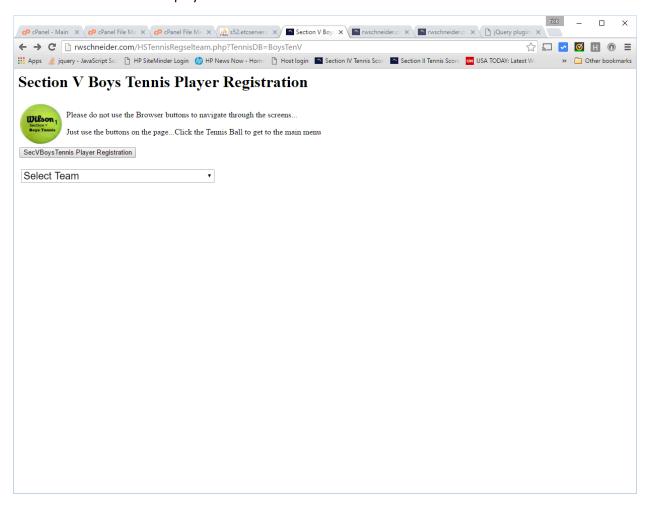
Password: Varies by Section (Case Sensitive) – check with the League Chair



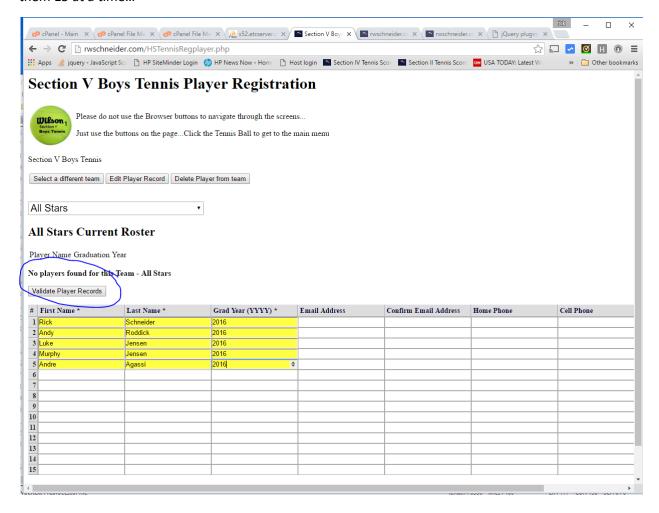
2 - Select Player Registration



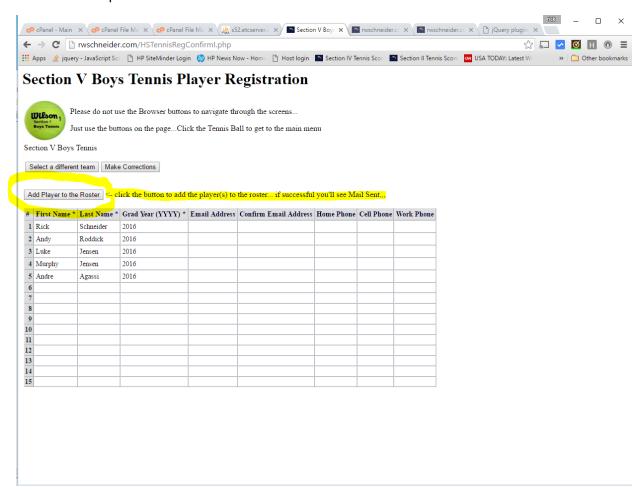
3- Select the team you want to add players to... Note you can add players for any team (ie. The coach forgot to add a player for your match). Please do not edit the roster and change the names to new players. Delete players no longer on the team and add the new players.



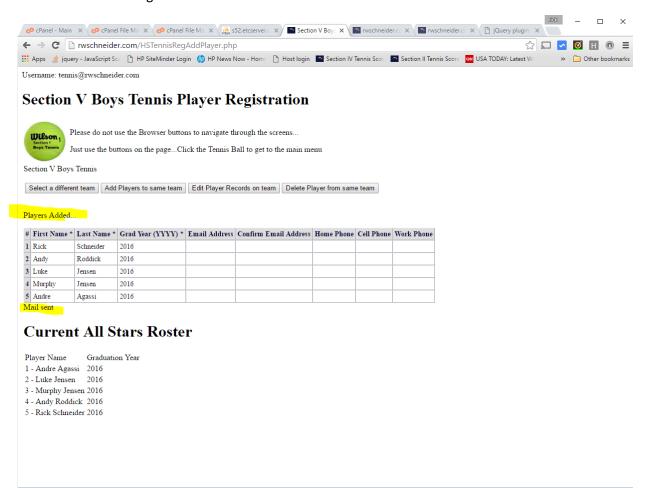
4- Add the players in the grid... If you press Enter the player information will be validated... Once you are done adding players (Please use proper Capitalization – we want the Player names to look nice in the papers...Sorry np Apostrophes...) Click the Validate player button... Note: you can have more than 15 players on the roster... just add them 15 at a time...



5. If everything is valid... Click the button to add the player(s) to the roster... Otherwise, click the Make Corrections button to fix the problems...

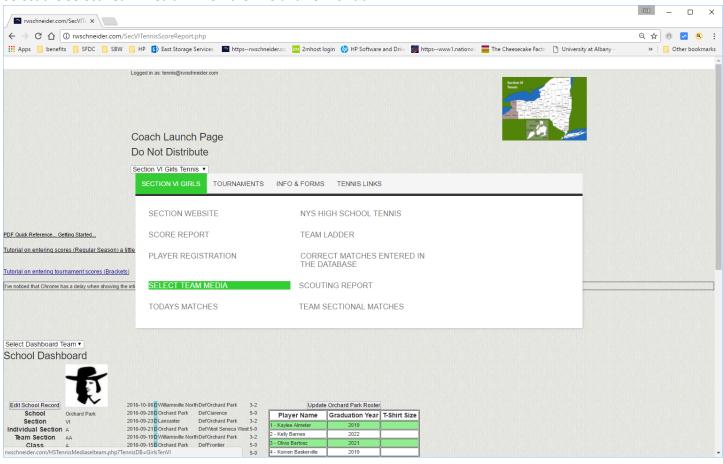


6 – You'll see Players added to the roster and Email Sent on the next page... Check your Email for a confirmation Email... Click the Tennis Ball to get back to the main menu...

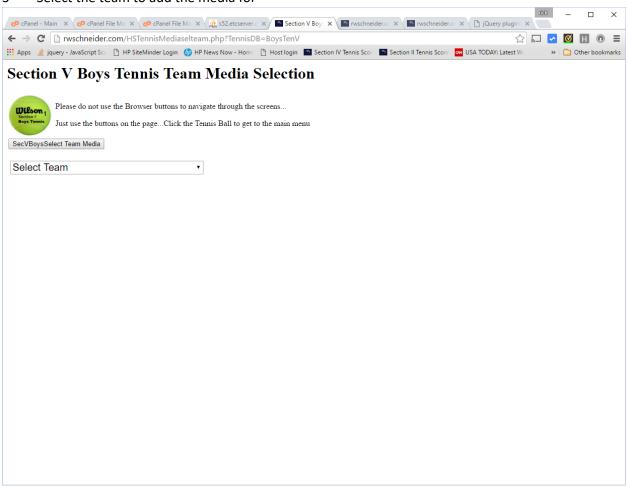


Selecting the Media for your School

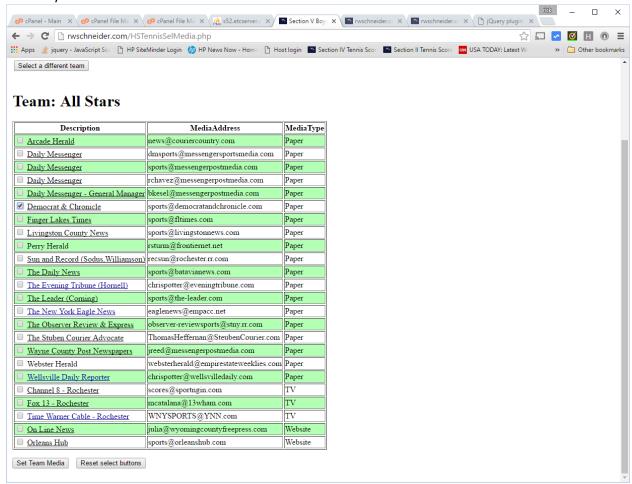
- 1- Login
- 2- Select the Select Team Media Link off the Info and Forms Tab



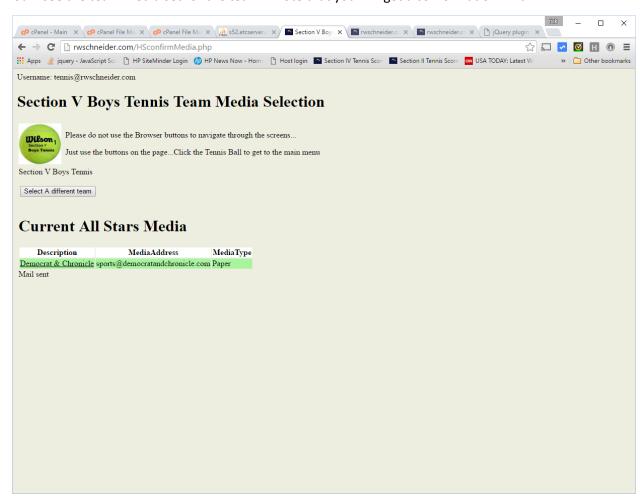
3 - Select the team to add the media for



- 4 Select the media specific to the school (just check the boxes)... If you don't see something or want a specific email added for your school (like your AD)... Email me and I'll add it... When you are done selecting the media click the Set Team Media Button at the bottom... If you want to add media I need to know:
- Email address
- Website URL (<u>Http://www.xxx.com</u> or whatever the address is)
- Description of what it is / what are it covers
- Section you are from

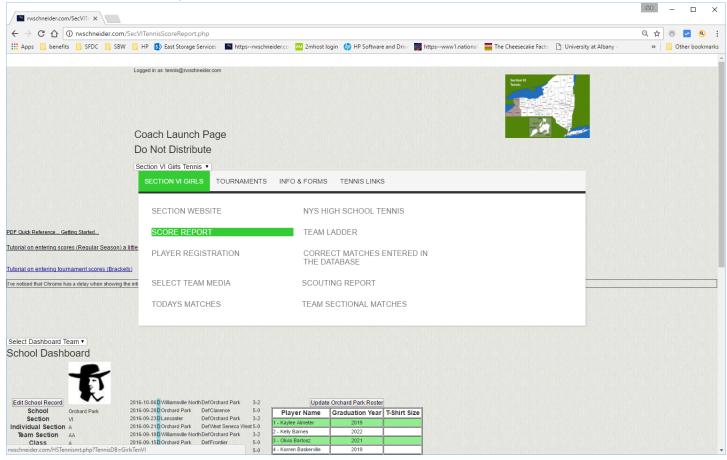


5– You'll see the team media set for the team... Note that you will get a conformation Email...

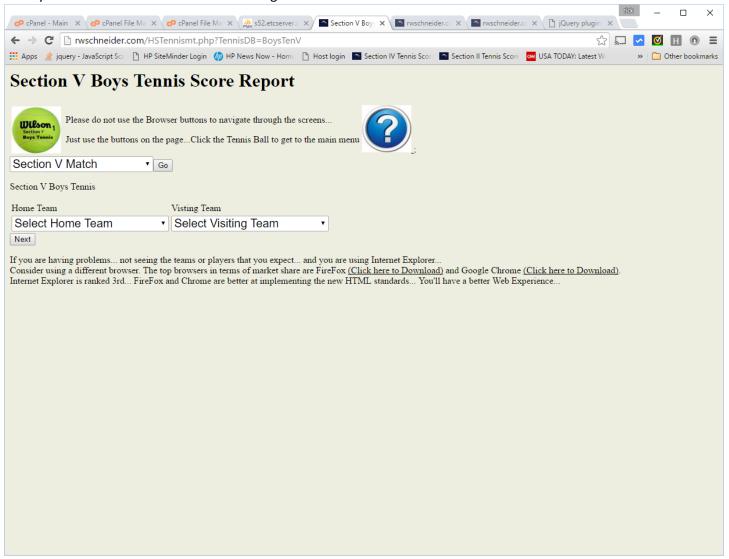


Reporting a score

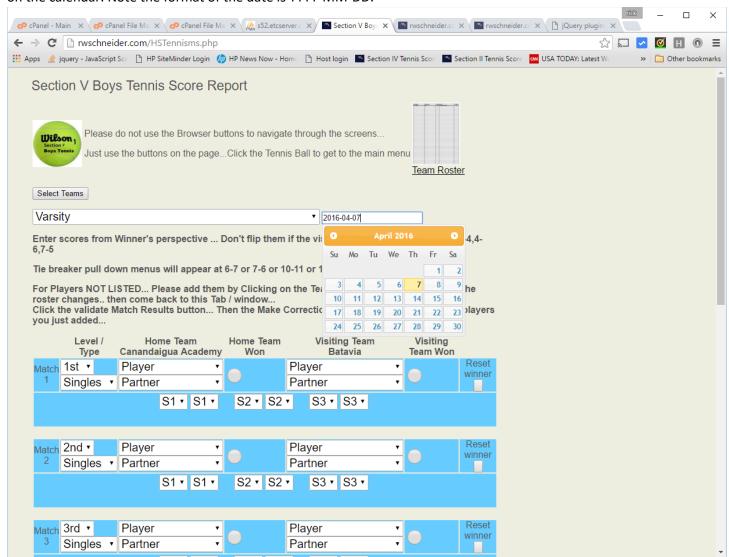
- 1 Login...
- 2 Select Score Report



3 – Select the teams that played... For those that play matches against Non-Section teams... let me know ahead of time and I can set it up so that their roster shows up... Already have a few Pennsylvania teams... Use the first pull down to select State or exhibition match and Click Go button to enable those teams to show up in the Team pull down menus... Once you have selected the home and visiting team... Click the Next button...



- 4. Select the Category Mostly it will be Varsity... Non-League forces a League match to be counted as Non-League in the standings... That's for League teams that play each other more than once and do not want the match in their League Standings.. The website is smart enough to know if you play someone outside of your league that it's a non-league match.
- 5. Select the date the match was played... Click in the date entry you should get a pop up calendar... Just click the day on the calendar. Note the format of the date is YYYY-MM-DD.

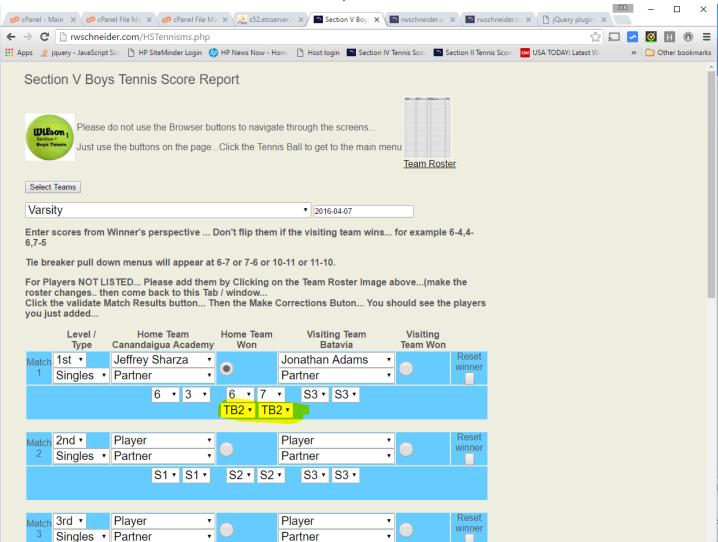


6– Fill in the match results... I've color coded things – Blue for Singles and Purple for Doubles... Skip over the Singles matches you don't need... and use the purple ones for Doubles... If you don't see a player in the pull down that played in the match, please add them in the player registration section from a different Tab or Window... then Validate the score... to get the next screen... Click the Make Corrections button to return to finish adding the scores... The new player added will now be in the pull down menu... Best practice is to check the rosters to ensure the players are all there for the match before entering the scores...

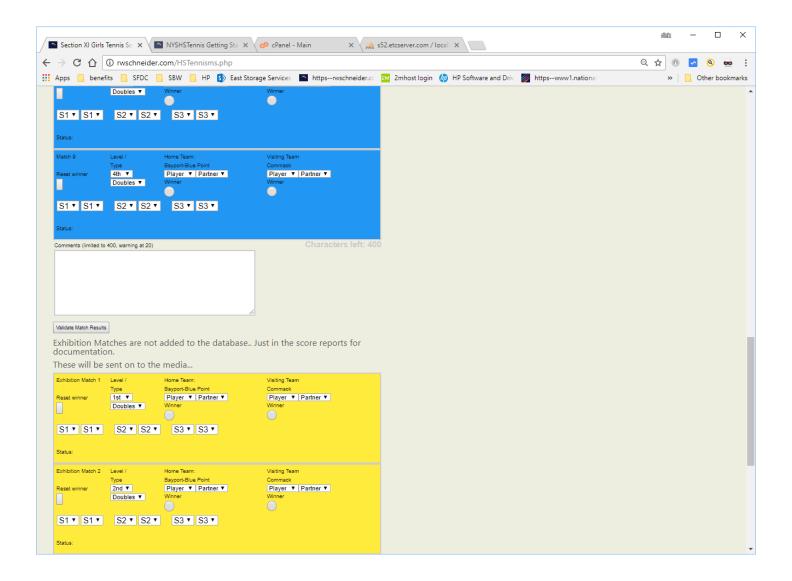
7 Enter the scores from the winner's perspective... ie (6-4,6-4)... if you lost the match don't enter it as 4-6,4-6... Enter it as 6-4,6-4... I'll handle the flipping of the scores... Click the circle to the right of the players to denote the winner of the match. If you have a tie breaker score... two more pull down menus will appear under the set score... enter the tie breaker score in those...

If both team default or forfeit a match... leave it blank.

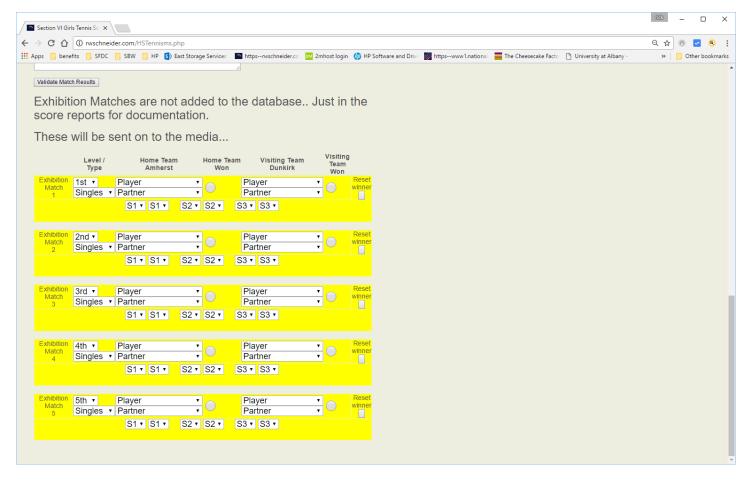
If one team defaults a match, enter the players that could have played... enter default or forfeit for the team that could not field a team. Enter a score of 6-0,6-0...



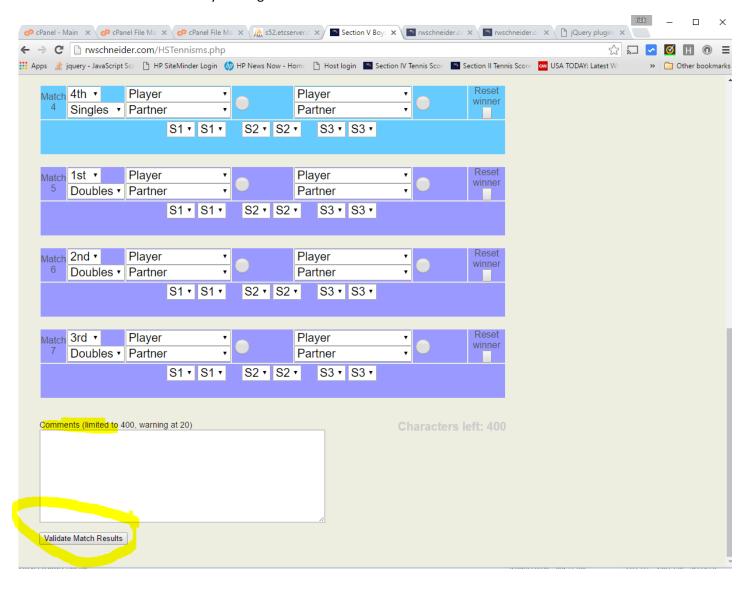
8 — Enter Comments for the Media... help the writer out.. highlight something... Document unfinished matches... Who had an injury and had to stop... why you played pro sets.... Note if it was a double header match and that's why two scores are reported today. Or match called due to rain or darkness... You have 400 characters...



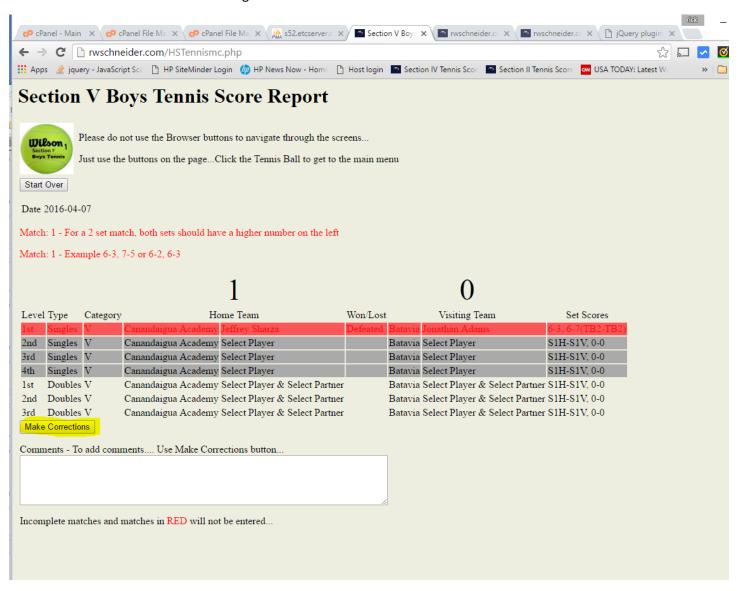
9. You have the option of adding Exhibition Matches... These are matches that will show up in the score report, but they are not added to the database. If you need them to qualify a player.. make sure you save the score report email for proof.



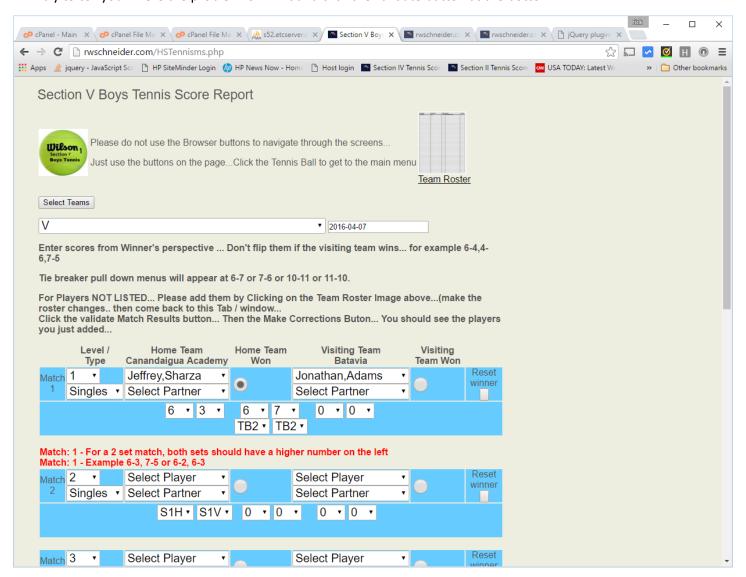
10 Validate the results by clicking the Validate button at the bottom...



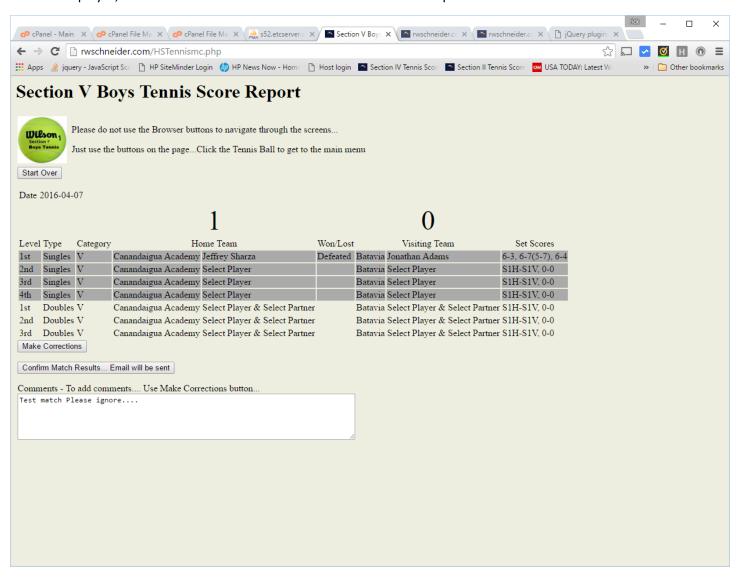
11 - You'll see red if something is a miss... Use the Make Corrections button to fix it...



12- I try to tell you where the problem is... fix it and click the validate button at the bottom....

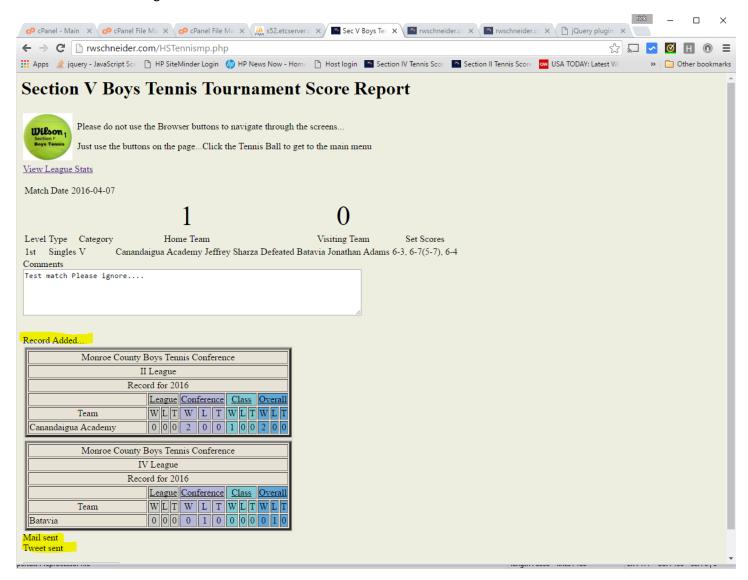


13 – If all is well, you should see the match count for the home and visiting team...and the score line... ignore the ones with select player, etc... Click the Confirm Match button to send in the report...



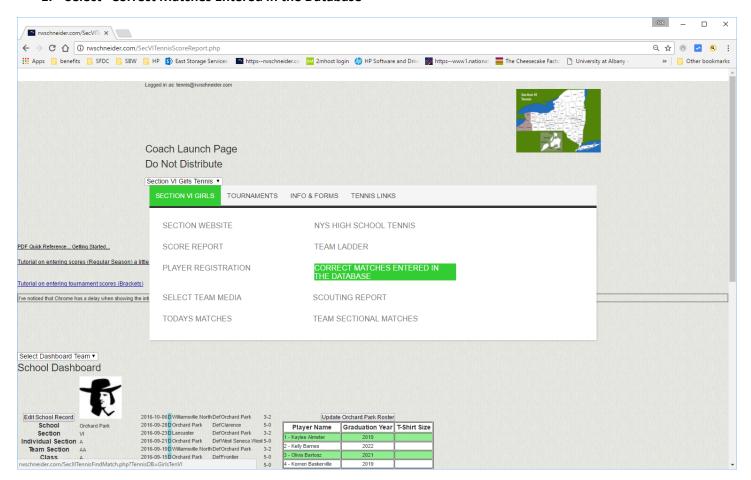
14 – Look for the Record Added for each match played (7 game match should have 7 of them)... Look for Mail Sent... That's the confirmation Email being sent to Both Coaches and the Media Associated with Each Team... Tweet sent too...

Click the Tennis Ball to get to the main menu...



Correcting a Match in the Database.....

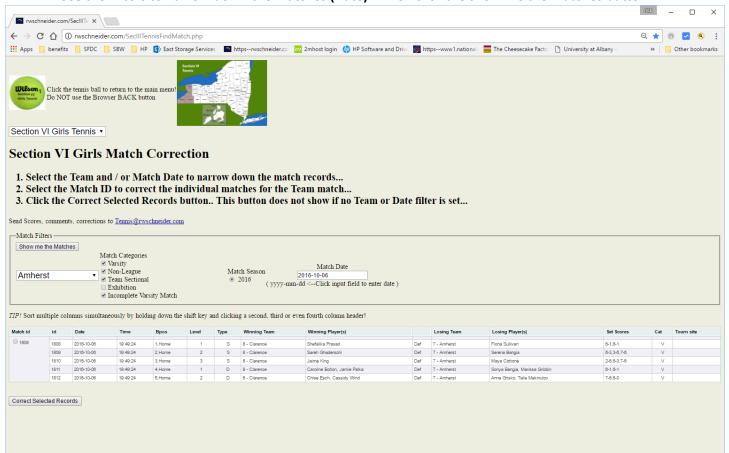
1. Select "Correct Matches Entered in the Database"



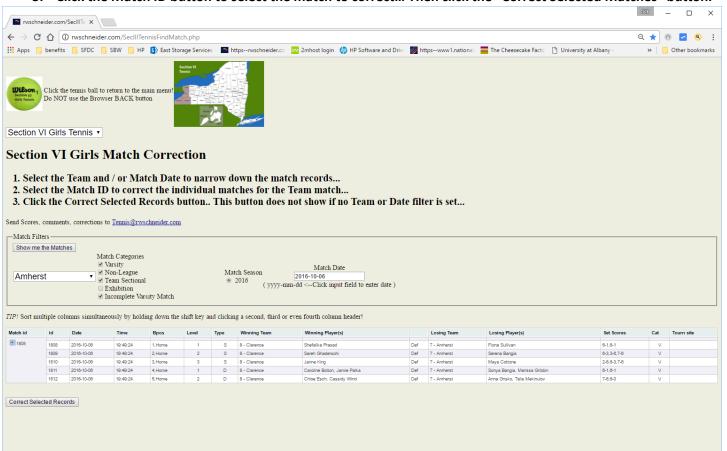
Select The Team... Then click "show me the matches" button.

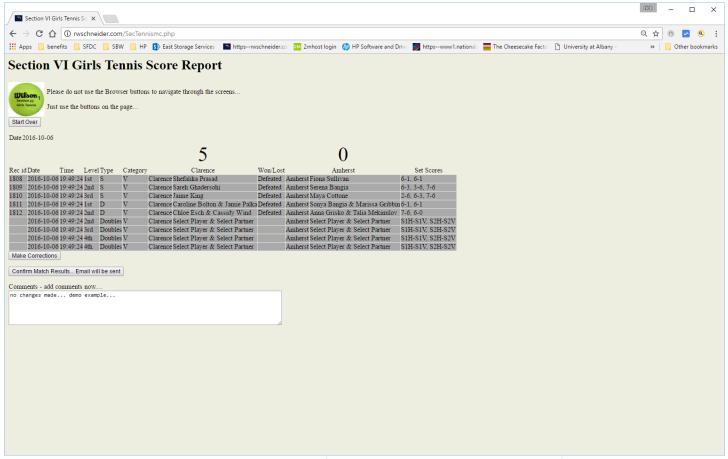


2. Use the Filters to narrow down the matches (Date)... Then click the show me the matches button..



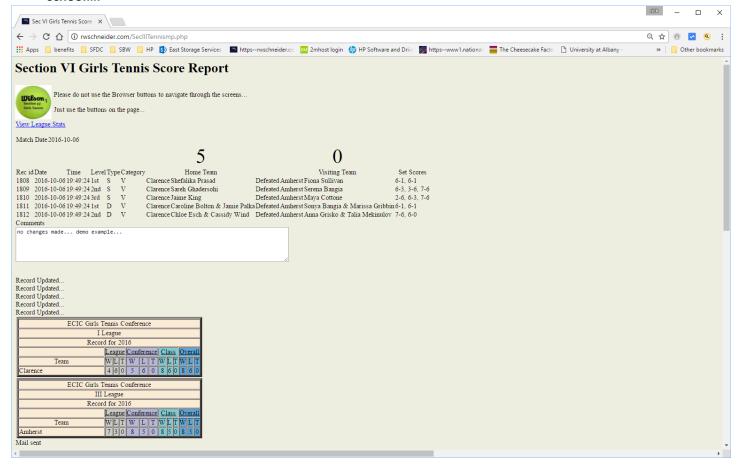
3. Click the Match ID button to select the match to correct... Then click the "Correct Selected Matches" button.



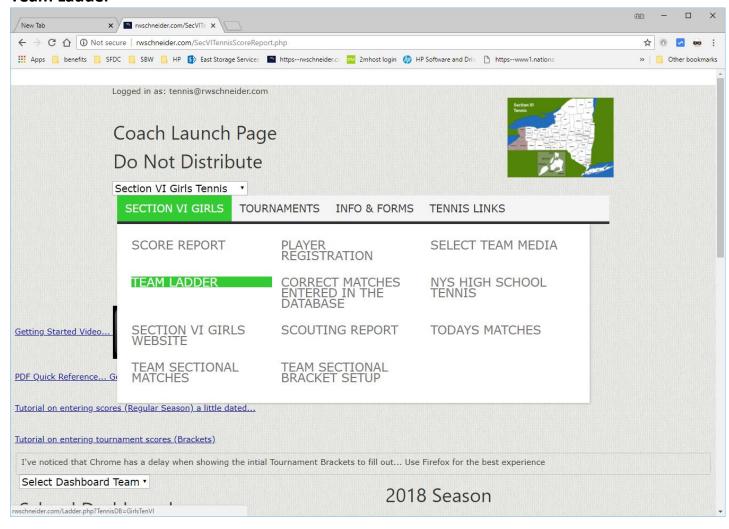


4. Correct the match details... Enter comments for what you changed... When you are finished... Click the Validate Match Results button. If all is correct... Select The "Confirm Match Results" button Otherwise, Click the Make Corrections button and make corrections...

5. Look for the Record Updated lines or record added if you added an individual match... You should also see a line saying Email Sent at the bottom... The email should go to each coach and the media associated with each school....

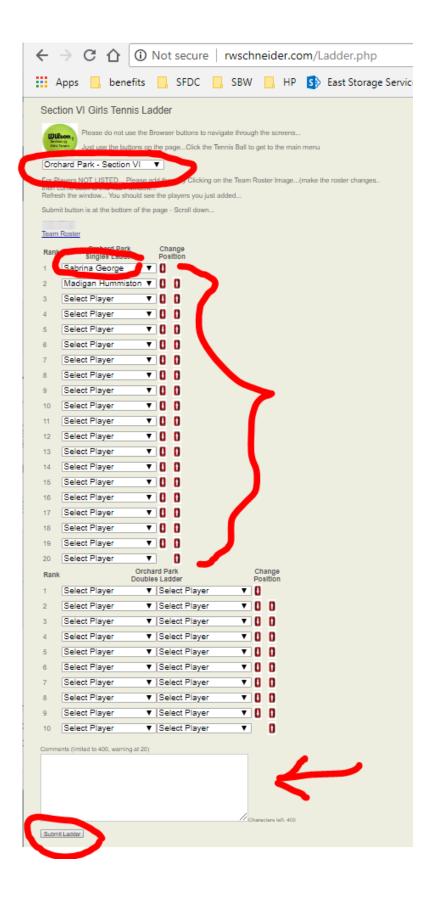


Team Ladder

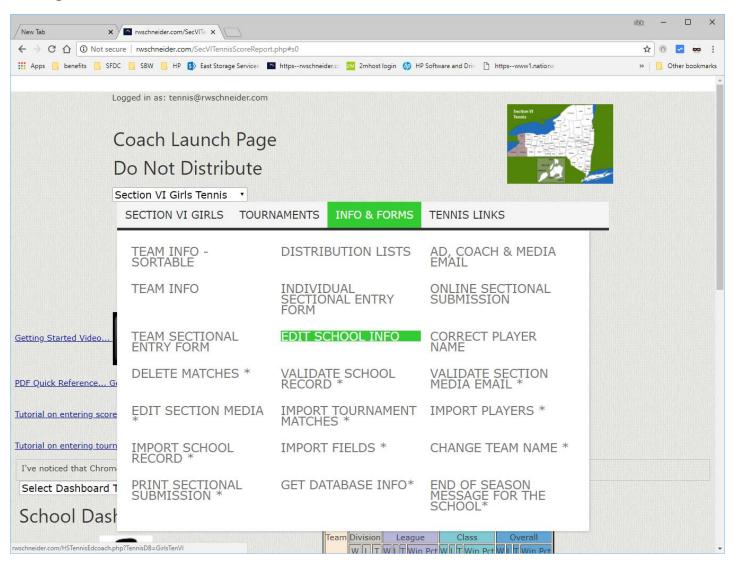


Select the team...

Then select the players in the ladder... enter any comments to explain changes if you think it's needed... ie. Why players jumped up or down... Use the arrow buttons to move the players up and down once you have added them to the ladder. When you are done... click submit ladder at the bottom of the page... each ladder submission is time **stamped and saved in the database.**



Editing School Record information



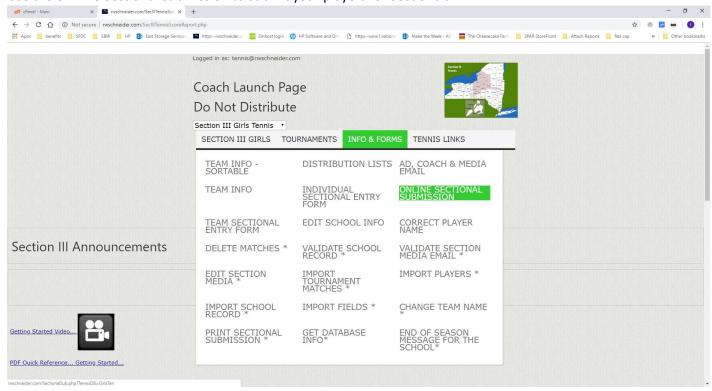
Select the school... Then the page reloads with the information in the database... fill out / correct the information... then click the validate button at the bottom...If everything looks right and there are no format errors...click the change school record button at the bottom.

Section VI Girls Tennis School Info Maintenance

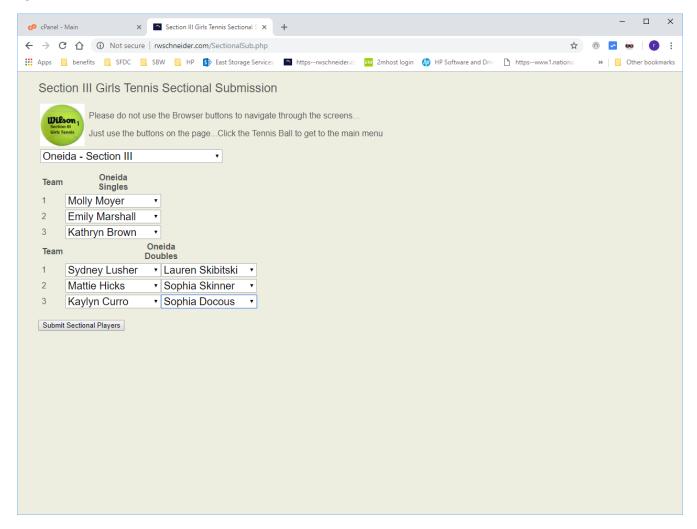
Please do not use the Browser buttons to navigate through the screens
Section VI Girls Tennis Just use the buttons on the pageClick the Tennis Ball to get to the main menu
Section VI Girls Tennis
Section VI Ours Tennis
Amherst •
Do NOT use Quotes, Appostrophies in the Name Fields
Valid characters: Upper and Lower case letters, hypens, and spaces
Coach First Name *: Paul
Coach Last Name *: Biddle
Coach Email *: pbiddle@amherstschools.org
Coach Home Phone:
Coach Work Phone: 716 362-3000
Coach Cell Phone: 716 440-6781
AD First Name *: Kiel
AD Last Name *: Illg
AD Email *: killg@amherstschools.org
AD Work Phone: 716 362-3020
League: ECIC •
Division:
Class: A
Team Section: AA v
Individual Section: A
- Required Field
Validate School Record

On-Line Sectional Submissions

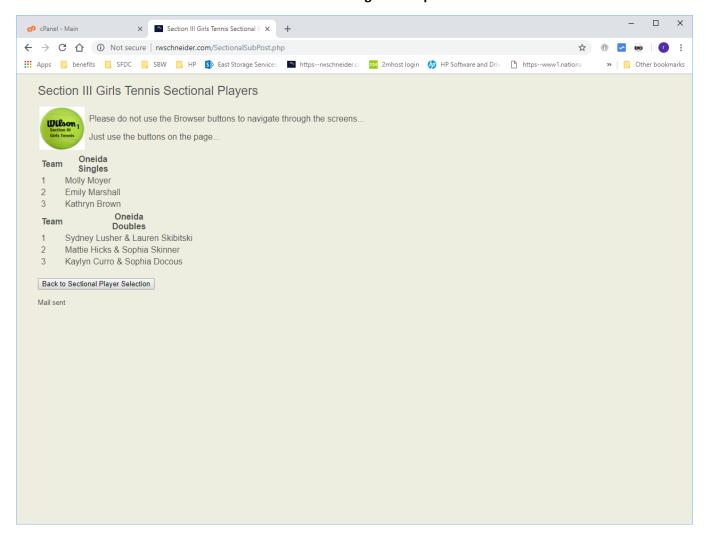
Use the on-Line Sectional Submission to submit your players for Sectionals.



Enter your Sectional Entries – this is a one way process. You enter the entries and submit them using the submit button. You will get a confirmation email that you submitted the entry. If you change the entries, do the process again...

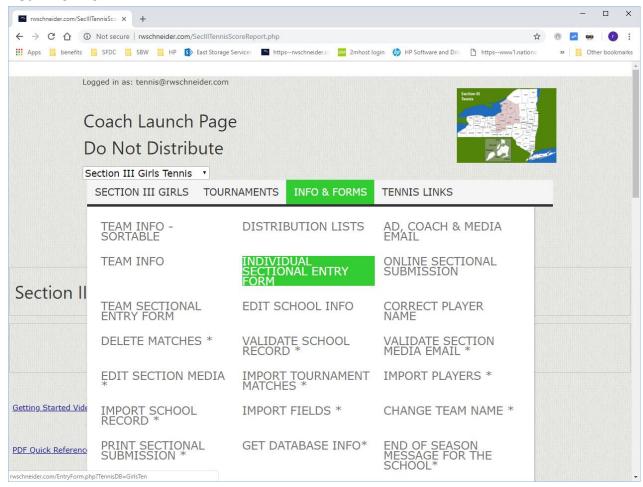


Note the Confirmation.... Mail Sent... Your section chair can see the entries that have been submitted. This process will seed the brackets for the Sectional tournament – Drag and Drop bracket builder.



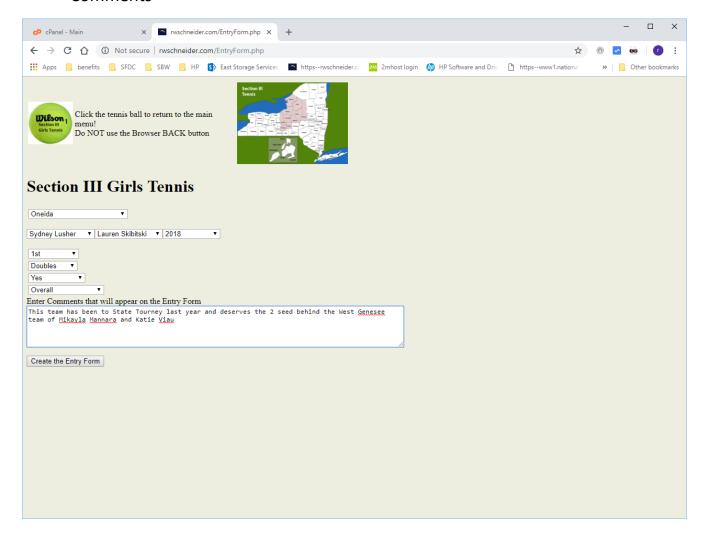
Submitting the Stats for Sectionals.

Fill out the form. Then Submit the form. These are in the Info and Forms Tab... Individual and Team forms...

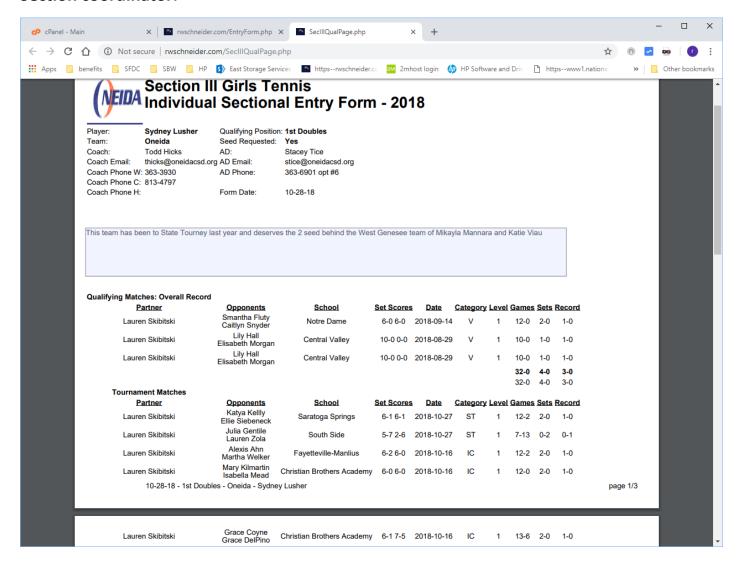


For the individual form... fill out...

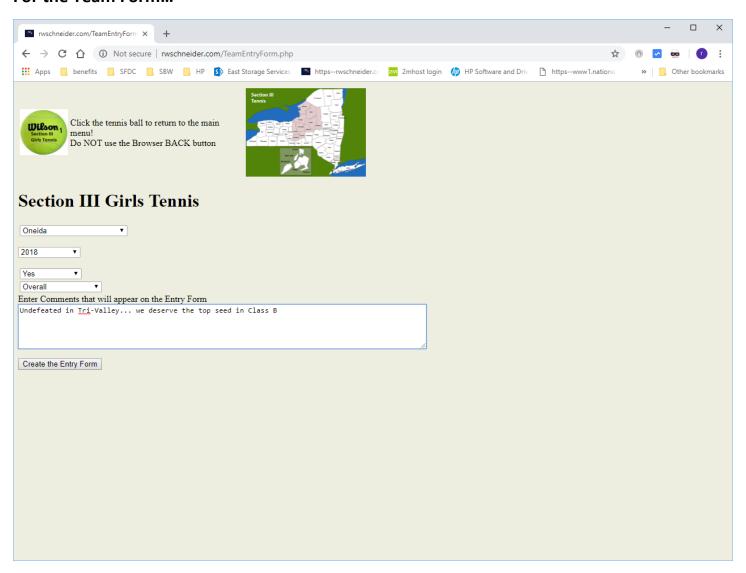
- Team
- Players
- Level
- Seed?
- What record they are qualifying with.
- Comments



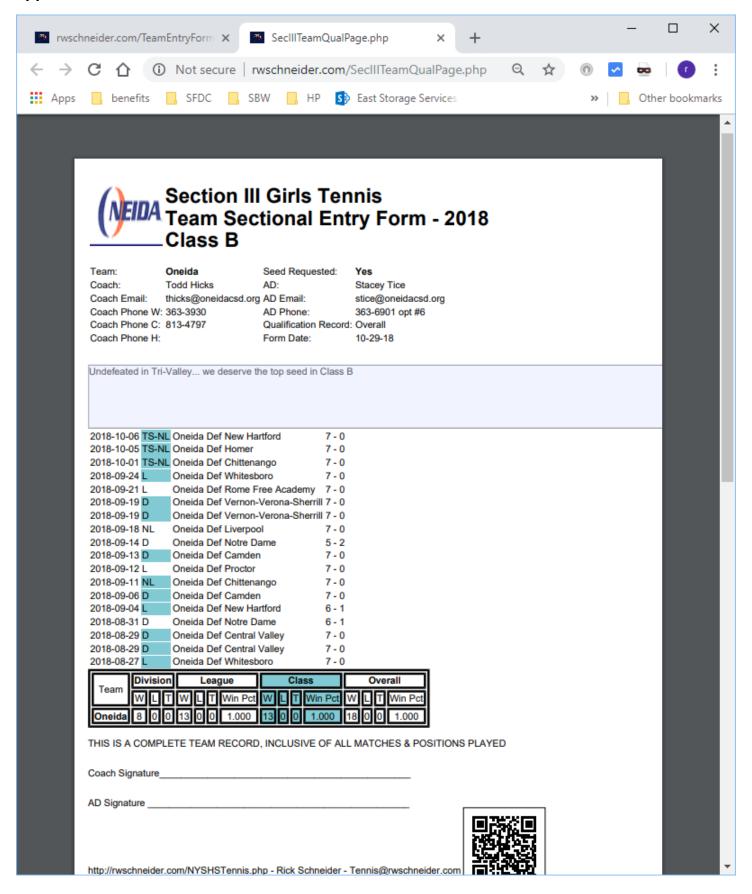
This generates a nice Stats page in PDF format that you can download and email to the Section coordinator.



For the Team Form...



A Nice PDF to email the Team Sectional Coordinator... Complete with Team Ladder.. if applicable



Frequently Asked Questions - Score Reporting

- What if the individual Match was not completed?
 - O Document the match in the comment section. Do not report the score for the match in the normal area as the match is not completed. That way you can finish the match at a later time. In this case, when the incomplete matches are finished, use the "Correct Matches Entered in the Database" process to correct the match and add the unfinished individual matches.
- What if I have a double forfeit / default?
 - Since the match was not played, don't enter anything for it... You can make a note in the comment section for the media if you want...
- What if the overall match score is a tie?
 - No problem, the database will accept a tie for the overall team match score. Individual matches cannot end in a tie... So, if they are not completed... enter the information in the comment section.
- What if we changed the scoring format to a 8 or 10 game Pro Set?
 - Enter the score as 10-5, 0-0 or whatever the score was... 2nd set will be 0-0... Note that the higher score should be on the left as we report the score from the winner's perspective.... The website will handle flipping the scores when they go into the database... If you enter it wrong, the match will look like a loss when it should be a win...
- What if we split sets in the match and used a super tie breaker to decide the match?
 - O You can enter the super tie breaker as the 3rd set... or you can score it 1-0 in the 3rd set... if you go with the 1-0, you will get a warning... but the site will accept the scoring...
- How do I enter a Default / Forfeit?
 - Enter the player's name(s) for the team that was ready to play... They get credit for the win... The
 scoring should be 6-0,6-0... Depends on the section if they use Default or Forfeit... I tend to think of a
 Match that was never played as a default... Some sections wanted to use Forfeit...
- How do I handle an injury in the middle of the match?
 - O Document the score as it was at the time of the injury in the comment section.. To document the win in the database, you may have to fudge the score such that the winning player(s) win the match... If the injury happened in the 1st set the score would be a single set... higher score on the left... 0-0 for the second set... You will get errors if the set was not won by two games (other than a tie breaker situation)... but it will be accepted... If the set end up as split (injury happened in the 2nd set... use 1-0 for the 3rd to denote the winner...
- How to enter the exhibition matches?
 - The exhibition matches at the bottom of the score report are not entered into the database... They are added only for the media... Players like to see their names in the media!
- How do I enter a tournament?
 - Use the Tournament brackets... I have several to pick from...
- What if I made a mistake when I entered the score?
 - You can correct a match in the database by selecting "Correct Matches Entered in the Database"... Same tab as the Score Report...
- What if the score is entered twice?
 - This happens time to time... Could be due to using the browser back button or both coaches enter the score when only one should... Send a note to Tennis@rwschneider.com and I'll delete the extra match
- What if we play a Double Header?
 - Note that in the comment section for both matches for the media... that way it won't be looked at as a duplicate score report...
- How do I add commentary to the match?

- Enhance the media coverage by adding comments in the comment section.... First win for a player...
 describe the conditions...sportsmanship... injuries... records... winning a title... anything that the media could put into their storyline... You have a limit of 400 characters...
- What if the Roster for the opposing team is not up to date?
 - Please add the players to the roster... go to another Tab or window... login and add the player via the Player Registration... Go back to the original Tab or window.. Click to validate the score (button)... Click the button to make corrections... the players just added will show up in the pull down menu.. Best practice is to check the roster before reporting the score... Please don't just put down a random player or default / forfeit for players not on the roster... it looks bad to the media and makes more work for me to fix it later... Some coaches document missing players in the comment section... it's less typing to add the player to the roster.
- What if I have multiple ways of spelling the player's name in the database?
 - There is a page to align the player's name in the Info & Forms Tab. The link is: Correct Player Name...

 This will allow you to align the player name if it was spelled incorrectly or the player wants to be called William instead of Will... Be careful that you don't merge the wrong player records... You will get a email for the things that are changed in the database... it's a manual process to restore things... so be careful... This would be used after corrections to the roster... mostly around the time when you are putting together records for the tournament... (Player Stats)... This problem is evident when selecting the player to print their stats and you see similar spellings for the same player...