

NEAAU SOFTBALL NETWORK
COACH LOG IN DETAILS



WHAT CAN COACHES DO WHEN LOGGED IN?

1. Log into NEAAU.org Softball Network and edit Team Page Information which includes:
 - a. Team Location, Coach's Name, Contact Info, Team Website
 - b. Add & Edit Game Schedule
 - c. Add & Edit Player's field position on team roster
 - d. Add Player Statistics for each game they played
2. You will **NOT** be able to add your roster. Please email your roster or changes to your roster to Todd Skovron at tskovron@neaaau.org

HOW DO COACHES LOG IN?

1. Username & Passwords for each team will be provided in 2010
2. Contact Todd Skovron at tskovron@neaaau.org to obtain your username and Password

REPORTING SCORES

When: Scores **MUST** be REPORTED to ensure Division Standings are accurate each week. Scores **MUST** be reported by Wednesday each week.

To: Scores **MUST** be REPORTED to Todd Skovron at tskovron@neaaau.org by Wednesday of each week

Who: Only the **HOST** team in each game/doubleheader should report the score(s)

Game Info: The **HOST** team **MUST** report the following game information to the Todd Skovron: Game Score, Home Team, Away Team and the game's Winning Pitcher. Total team hits and errors can also be reported, but are not required

ADDING GAME/PLAYER STATISTICS

1. After a **DIVISIONAL** game score is reported to NEAAU and entered it into the NEAAU Softball Network database, team coaches will be able to log into the NEAAU.org Softball Network and enter their player statistics for that game. Please note, all new standings and statistics updates will **NOT** be seen on NEAAU.org until Wednesday of each week. The following are instructions on how to add your player's statistics:

Step 1: Log in using your username and password

Step 2: Click on the link labeled 'Statistics' from the links menu

Step 3: On this page you will see a list of your DIVISIONAL games that have been entered

Step 4: Click on the EDIT button associated with the game you wish to add player statistics to

Step 5: Type in the amount of AT BATS and HITS for each player on your roster and click Record Stats button (the database will calculate each player's BATTING AVERAGE that will show on your team page)

IMPORTANT NOTES:

1. Once you entered a player's stats you will not be able to edit them. If there is a statistical error, please email Todd at tskovron@neaaau.org
2. You can enter player statistics for any game you played at any point during the season. In other words, if you didn't enter player statistics for a game you played in April, you can add those stats anytime during the season regardless if it is May or June.
3. Stats will be updated on NEAAU.org every Wednesday
4. If you experience log in problems, please email Todd at tskovron@neaaau.org

ADDING & EDITING GAME SCHEDULE

Step 1: Log in using your username and password

Step 2: Click on the link labeled 'Schedule' from the links menu

Step 3: ADD each game individually by filling out the available fields and clicking ADD GAME. Please know that you can provide a link to each game location to help players, parents and friends learn where each game will be played.

Step 4: After you add a game it will appear on this Schedule page. You can edit game details or delete it from your schedule.

NOTE: *If you experience problems, please email Todd at tskovron@neaaau.org*

EDITING TEAM ROSTER

You WILL NOT be able to add your team roster to the NEAAU website. Team rosters must be submitted to the NEAAU by March 20, 2010. After the NEAAU adds your team roster to the website you will be able to add or edit each player's field position. If you wish to add or delete a player from your roster, please email Todd Skovron at tskovron@neaaau.org.

Step 1: Log in using your username and password

Step 2: Click on the link labeled 'Roster' from the links menu

Step 3: To add or edit a player's position click on the link named "Update Position"

NOTE: If you experience problems, please email Todd at tskovron@neaaau.org