



SCORE ENTRY FOR COORDINATORS

- Go to www.lijsoccer.com
- On the top menu bar, place your mouse over **Competition**, then left click on **Coaches Enter Scores**:



OR

you can go to the **Quick Links** section on the bottom of the Home Page, and left click on **Coaches Enter Scores**:



- **LOG IN TO SCORE ENTRY** - You will be prompted to enter your user name (user name will be your Volunteer ID), and password (remains the same as last season).

If you are a new Coordinator, when you sign in for the first time, you will use the password **soccer**. You will immediately be prompted to enter your new password into **New Password**, and then enter the same password into **Confirm New Password**, then click on **login**.

- **MULTIPLE ROLES** - If you have multiple roles (ie: Coach, Division Coordinator, President), you will be able to see all your roles if you click on **Your Roles**. All your roles will be displayed, you will select your role as Division Coordinator.

When you click on **Division Coordinator**, all divisions that you coordinate will be displayed. You can click on desired division, or select **All Your Divisions** if you coordinate multiple divisions.

All games scheduled for today will be displayed (today's date is the default date range) for the division(s) you selected (ID #, Game Date, Time, Division, Field, Home Team, Scores, and Away Team, along with email options).

ID#	Game Date	Game Time	Division	Field	Home Team	Score	Away Team
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Note that all games that do NOT have scores entered yet will display the scores as

-	vs.	-
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Also note that you will be able to differentiate between League or Cup games because  will be displayed in between the Game Time and Division columns for LI Cup games **only**, see below:

ID#	Game Date	Game Time	Division	Field	Home Team	Score	Away Team
84215	3/19/2012	TBD	 F-1996-inter	TBD	Comrack Flames	- vs. -	Auburndale Avengers

- **FILTER GAMES** – You will be able to filter your list of games as desired by changing any one or more of the filter selections located at the top of your screen, directly above your list of games:



= click **X** to reset the filter conditions back to their defaults (dates will be today's date, all choices to **All** and clear the **Game Id**)



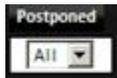
= select League Play, LI Cup or All to see both League and Cup games



= choose date from the calendar icon, or enter the starting date



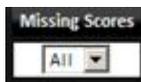
= choose date from the calendar icon, or enter the ending date



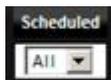
= select All, Yes or No



= select All, Yes or No



= select All, Yes or No



= select All, Yes or No



= select All, Yes or No



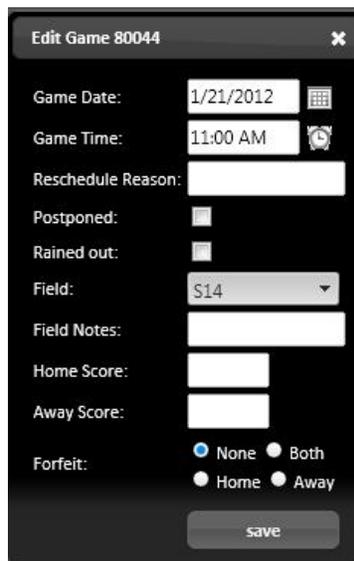
= enter the Game ID to find a specific game



= after you have selected/entered all your filter specifications, click on **✓** to begin your search for requested games.

For example, if you wish to only see the games that are missing scores between 9/1/2009 and 9/20/2009, click on the drop-down arrow under **Missing Scores** and change **All** to **Yes**, enter a starting date (**On or After**) of 9/1/2009, enter an ending date (**On or Before**) of 9/30/09, then click on the green check (✓) under **Apply**. Only those games missing scores with the date range of 9/1/2009 through 9/30/2009 will be displayed.

- **ENTER SCORES / POSTPONE / RAIN OUT / FORFEIT / CHANGE DATE/TIME** - To enter the score, postpone, rain-out, forfeit, or change the date and/or time of a game, go to the desired game and click on the ID# of the game (1st column on the left – ie: 80044). The following screen will appear:



The screenshot shows a mobile application interface for editing a game. The title bar reads "Edit Game 80044". The form contains the following elements:

- Game Date:** A text input field containing "1/21/2012" and a calendar icon to its right.
- Game Time:** A text input field containing "11:00 AM" and a clock icon to its right.
- Reschedule Reason:** A text input field.
- Postponed:** A checkbox.
- Rained out:** A checkbox.
- Field:** A dropdown menu currently showing "S14".
- Field Notes:** A text input field.
- Home Score:** A text input field.
- Away Score:** A text input field.
- Forfeit:** Four radio buttons labeled "None", "Both", "Home", and "Away".
- save:** A button at the bottom of the form.

Game Date: the Game Date can be edited, if necessary, simply select the date from the calendar icon, or manually enter the date.

Game Time: the Game Time can be edited, if necessary, simply select the date from the clock icon, or manually enter the time.

Reschedule Reason: if you change the Game Date and/or Game Time, you **must** enter a reason why the game was rescheduled.

Postponed: Click on the checkbox to mark a game postponed.

DO NOT POSTPONE A GAME IF IT HAS BEEN RAINED OUT. There is a separate checkbox for rained out games.

If a game is postponed, the following screen appears:

The screenshot shows a form titled "Edit Game 80044". The fields are as follows:

- Game Date: 1/21/2012
- Game Time: 11:00 AM
- Reschedule Reason: (empty text box)
- Postponed:
- Postpone Reason: (empty text box)
- Rained out:
- Field: CALL: Call for D
- Field Notes: (empty text box)

A "save" button is located at the bottom of the form.

If this game was not rained out, you **must** enter a reason why the game was postponed (in **Postpone Reason**).

If the game was rained out, you must click on the checkbox next to **Rained out**. **If a game was rained out, you MUST check this box.**

The **Field** is automatically changed to CALL.

Save the data, and after this data is saved, you will see  between the Game Time and Division if the game was postponed. If the game was marked as a Rain out, you will see  between the Game Time and Division, which shows the game was rained out.

If the game was not marked postponed, enter the following information:

Rained Out: Click on the checkbox if this game was rained out.

If a game was rained out, you MUST check this box.

After the data is saved, you will see  between the Game Time and Division, which shows the game was rained out.

Field: edit the field, if necessary

Field Notes: enter notes you wish to enter about the Field.

Home Score: Enter score of Home Team

Away Score: Enter score of Away Team

Forfeit: This is defaulted to **None**. Click on **Home** if the Home Team forfeited, click on **Away** if the Away team forfeited, click on **Both** if both teams forfeited.

(After the forfeit data is saved, you will see  in the respective team that forfeited.)

Undo a Forfeit – If you wish to undo a score that has been marked as a forfeit, simply go to the **Forfeit** field, and click on the checkbox next to **None**, enter the correct score, then **save**.

 = click on  save your entry.

 = click on  at the top right of the score entry box if you do NOT want to save your entry.

- **REFEREE ICON** - If there is a referee icon  next to the team name, this means that the coach did not fill out a referee evaluation. Notice if you mouse over the referee icon, it displays a message “Referee Evaluation missing for Home Team (or Away Team)”
- **SEE COACH’S NAME** - If you wish to see the coach’s name for any team, simply mouse over their team name.
- **SEND EMAIL TO HOME COACH ONLY** - To send an email to the home team coach, click on the envelope icon  next to the home team’s name.
- **SEND EMAIL TO AWAY COACH ONLY** - To send an email to the away team coach, click on the envelope icon  next to the away team’s name.
- **SEND EMAIL TO ALL ASSOCIATED PERSONNEL** – To send an email to all associated personnel, click on the envelope icon  located to the far right of your game. Email addresses may be added or removed as desired.
- **CHANGE YOUR PASSWORD** – go to the top right of your screen, and click on where it says **Welcome <name>**, then click on **Edit Yourself:**



You can then type in a new email address and/or new password:

Dialog box titled "Edit Yourself" with a close button (X) in the top right corner. It contains three input fields: "New Email" with the value "donnas@xiacon.com", "New Password" with masked characters, and "Confirm New Password" with masked characters. A "save" button is located at the bottom right.

- **LOG OUT OF SCORE ENTRY SYSTEM** – in order to log out of the Score Entry System, click on the **Welcome** tab at the top of the screen, then select **Logout**:

