SCORE ENTRY FOR COACHES

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Enter Scores via website

- Go to www.lijsoccer.com

- On the top menu bar, place your mouse over *Competition*, then 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).

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If you are a new Coach, 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, Supervisor, 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 Coach.

  When you click on **Coach**, all the teams that you coach will be displayed. You can click on desired team, or select `All Your Teams` if you coach multiple teams.

- **CHOOSE LEAGUE PLAY OR CUP GAMES:**
  - **If this is a season where Cup games are played**, and you are a Coach for both Cup *and* League games, you will have to mouse over the **Score Entry** tab at the top right of your screen, then choose either **League Play** or **LI Cup**:
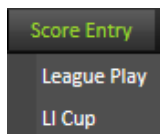
    Note that if you choose **League Play**, ONLY the League games will be displayed for you to enter scores. If you need to enter scores on a Cup game, you must go back to the **Score Entry** tab and select **LI Cup** to enter scores on a Cup game.

  - **If this is a season when Cup games are NOT played,** and there are only League games, click on the **Score Entry** tab and this will bring you directly into your League games.

- **LEAGUE OR CUP GAMES WILL BE DISPLAYED:**

  A list of your games for the season will displayed (ID #, Game Date, Time, Division, Field, Home Team, Scores, and Away Team, along with email options and option to fill out referee evaluation)

  Note that all games that have been played, and do NOT have scores entered yet will display the scores as
   .

  Also note that you will be able to differentiate whether you are in League or Cup games because will be displayed in between the Game Time and Division columns for LI Cup games **only**, see below:
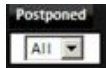
- **FILTER GAMES –** You will be able to filter your list of games as desired by changing any one or more of the filter selections located at the top of your screen, directly above your list of games:
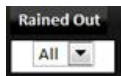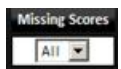

 = click ✖ to reset the filter conditions back to their defaults (all choices to **All** and clear the **Game Id**)

 = 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, click on the drop-down arrow under **Missing Scores** and change **All** to **Yes**. Then click on the green check ( ) under **Apply.** Only those games missing scores will then be displayed.

- **ENTER SCORES -** To enter the score of your game, go to the desired game and click on the ID# of the game (1ˢᵗ column on the left - ie: 77749). The following screen will appear:

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Home Score: Enter score of Home Team
Away Score: Enter score of Away Team

Forfeit - A forfeit cannot be entered by a Coach, you must contact your Supervisor to enter the forfeit.

Referee Absent?
- o If there was a referee at your game, leave this box empty and click on [save] to save the scores you entered.
- o If there was NO referee was at your game, click on the box to insert a check. You will be given 2 more fields to enter:

Referee Contact?
- o If the referee did NOT contact either coach, leave this box empty.
- o If the referee did contact one of the coaches, click on the box to insert a check.

Referee Comments: enter any comments you may have about the referee not attending the game.

[save] = click on [save] save your entry.

[x] = click on [x] if you do NOT want to save your entry.

If you entered NO REFEREE in error, you just need to click on the Game ID# link (displayed in the first column of the grid of games), then uncheck the **Referee Absent** box and [save].

- **REFEREE EVALUATION**- To fill out a referee evaluation, click on the referee icon located to the left of your team name. The following screen will be displayed:

Referee Number	
	If You Do Not Know The Referee Number, Enter 9999.
Attitude Towards Players	○ Poor ○ Fair ○ Average ○ Good ○ Excellent
Attitude Towards Coaches	○ Poor ○ Fair ○ Average ○ Good ○ Excellent
Attitude Towards Spectators	○ Poor ○ Fair ○ Average ○ Good ○ Excellent
Impartiality	○ Poor ○ Fair ○ Average ○ Good ○ Excellent
Knowledge Of The Rules	○ Poor ○ Fair ○ Average ○ Good ○ Excellent
Field Position	○ Poor ○ Fair ○ Average ○ Good ○ Excellent
Game Control	○ Poor ○ Fair ○ Average ○ Good ○ Excellent
Appearance	○ Poor ○ Fair ○ Average ○ Good ○ Excellent
Did The Referee Arrive On Time	○ Yes ○ No
Red-Cards Issued To Players	
Red-Cards Issued To Adults	
Yellow-Cards Issued To Players	
Yellow-Cards Issued To Adults	
Comments	
submit evaluation	

Simply enter the Referee # (if you do not know the Referee number, enter **9999**). Then click on the appropriate choices, enter comments if desired, and click on **submit evaluation**. You will then get a message saying:
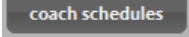
Message from webpage

⚠ Your evaluation has been submitted.

OK
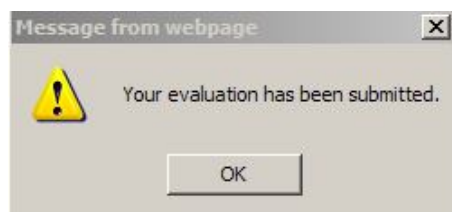
- **SEE OPPOSING COACH'S NAME -** If you wish to see the opposing team's coach's name, simply mouse over their team name.

- **SEND EMAIL TO OPPOSING COACH -** To send an email to the opposing team coach, click on the envelope icon ✉ located to the right of the opposing team's name. If this coach does not have an email address on file, the envelope icon will not be displayed.

- **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.

- **SEND EMAIL TO YOUR DIVISION COORDINATOR** – To send an email to your Division Coordinator only, go to the top left of your screen and click on the Division Coordinator's name.

- **SEND EMAIL TO YOUR DIVISION SUPERVISOR** – To send an email to your Division Supervisor only, go to the top left of your screen and click on the Division Supervisor's name.

- **SPORTSMANSHIP RATING –** Your team's sportsmanship rating will be displayed at the top left of your screen, under the Division Coordinator and Division Supervisor information:

Sportsmanship Rating: 0

Print your schedule

When you log in to Score Entry (and choose your team if you coach multiple teams), a list of all of your games are displayed.

You can now generate a PDF file of your schedule to print by clicking on [coach schedules] located on the bottom right of the screen.
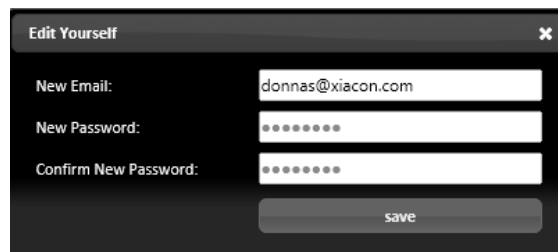
If you are a coach for multiple teams, this will generate a PDF file, containing the schedule of each of your teams, each team's schedule listed on a separate page.

Change your password

Go to the top right of your screen, and click on where is says **Welcome <name>**, then click on **Edit Yourself:**

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

Log out of Score Entry

In order to log out of the Score Entry System, click on the **Welcome** tab at the top of the screen, then select **Logout:**

Enter Scores via mobile device (smart phone or tablet)

Every Wednesday evening emails will be sent to all coaches, containing upcoming game information for the next week. Note that coaches will receive one email per game. See example of email you will receive below:

From: system@lijsoccer.com
To: janedoe@yahoo.com
Date: Wednesday, August 27, 2014 11:00:00 PM
Subject:Your upcoming LIJSL League game

Game ID 100573 on 08/29/2014 at 9:00 AM League

Field: Cherry Ave (7)

Home: Bayport Falcons

Away: Bayport Tigers

**When game is completed, [click here to enter score and referee evaluation](#).**

Thanks for your cooperation,
LIJSL

This is an automated message sent from an unmonitored mailbox.
Do not reply to this message; your message will not be read.
-.-

Each email contains a link to the game ([click here to enter score and referee evaluation](#).), which first brings you to a login screen, where you will enter your user name and password (the same user name and password that you use to access Score Entry via the website), and then enter the score of the game, along with referee evaluation.
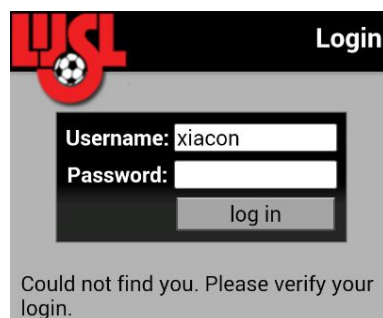
<mark>**IMPORTANT:**</mark>
- If you are using a mail client (ie: Outlook) that is set to remove emails from the server after downloading, the emails will ***not*** be retrievable on your mobile device (change of email client setting must be done).

- NOTE that you must click on the link provided in the email **AFTER** the game is played to enter scores and referee evaluation. If you click on this link and login BEFORE the game has been played, you will get the following message:
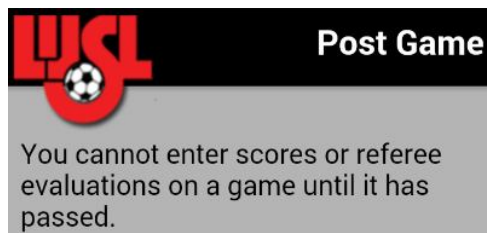
After your game has been played, you can enter the score and referee evaluation by opening the email you received on your mobile device, click on the link in your email (**click here to enter score and referee evaluation**) , then log in:
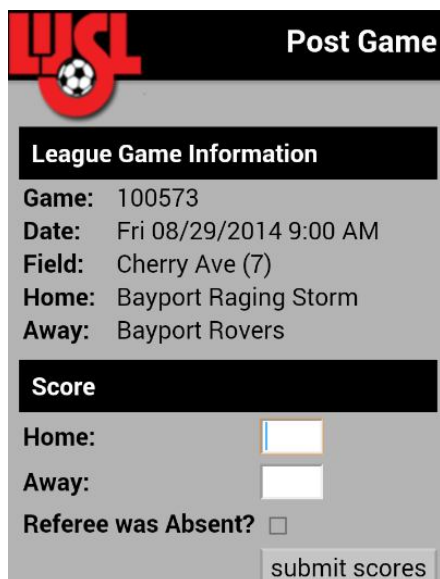
If you enter an invalid username and/or password, you will receive the following message:

When you successfully log in, if the game date is in the future, you will not be able to enter score and referee evaluation, you will receive the following message:

After you successfully log in, if the game date has passed and score/referee evaluation has not been entered yet, the following screen will appear (notice the heading will display whether this is a League game or LI Cup game):

Enter the home and away score. If the Referee did not show up at the game, place a check in the **Referee was Absent?** checkbox, and the **Referee Contact** and **Referee Notes** fields will be displayed for data entry.

After you enter the data above and click on **submit scores** button, a confirmation message will be displayed:

Click on **OK** to continue saving score data, or **Cancel** to go back and edit score data.

Note that if a check was placed in **Referee was Absent?** then you will **not** be able to enter a referee evaluation.

If **Referee was Absent?** was *not* checked, then all fields for the referee evaluation will be displayed, and you will continue to enter your referee evaluation:
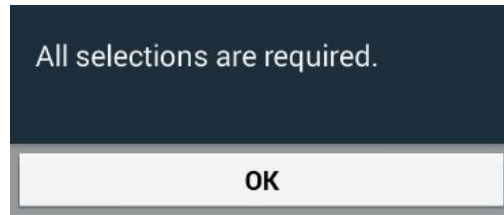

Referee Number - when you click in the Referee Number field, the number key pad will be displayed so you can enter the Referee Number via the number key pad. If you do not know the Referee Number, enter **9999.**

Attitude - when you click in each field, a drop-down list will be displayed, click on the desired choice. You may have to click on **Go**, **Done** or another confirmation button to save each selection.

Data must be entered in each one of these fields. If any of the **Attitude** fields are left blank and you try to submit the evaluation, you will receive the following error message:

When you click OK, you will be returned to the referee evaluation screen to fill in the **Attitude** fields you left blank.

Cards Given – if any red or yellow cards were given, please enter the quantity given for each. If no red or yellow cards were given, you may leave these fields blank.

Comments – Enter comments if desired.

After all fields have been entered for the referee evaluation, click on the **submit evaluation** button, and a confirmation message will appear:

After the referee evaluation is successfully saved, the following message will be displayed:

Thank you for submitting your
referee evaluation.
The committee will review your
submission.

OK
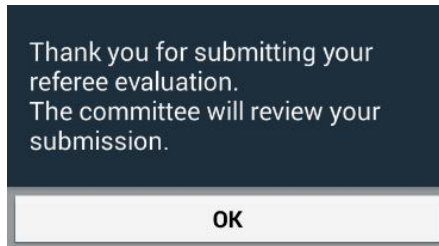
When you click **OK,** you can press your "back" button to return to your email.

NOTES:

- **If the score and referee evaluation has already been entered for your game**, if you click on the link in your email, all data that was entered will be displayed only.

- **If the opposing coach has already entered the score and their referee evaluation**, you must still log in and enter your referee evaluation.