

GAME REPORT AND SCORE INPUT INSTRUCTIONS

For the Fall 2008 season Team Managers will now have the responsibility to:

- Print Game Cards (In the e7 system they are called Game Reports)
- Input Game Scores

PRIOR TO ACCESSING YOUR GAME REPORT PLEASE MAKE SURE THAT ALL THE PLAYERS THAT ARE ON YOUR OFFICIAL AFFINITY ROSTER (PROVIDED BY YOUR CLUB REGISTRAR) ARE INPUT INTO YOUR TEAM ACCOUNT.

The player information that is entered into the "Players" section on your team account will be the information that is printed on the game report...so this must be accurate!!

To access these functions please use the following instructions:

TO PRINT GAME CARDS (REPORTS):

Log in to your team account (FROM THE WDDOA WEBSITE) using the user id and password that you created when you registered your team into the e7 scheduling system.

Once logged in you will be on the "Team Application" screen.

Below your name you will see the following:

GAME REPORTS AND SCORE INPUT

Click on the words "Game Reports and Score Input". This will take you to a "schedule screen" where your teams schedule is currently posted.

To print game report: CLICK ✓ , next to the game you would like to print a card for. Follow the instructions for page set-up, then print.

Please print your Game Report (prior to EACH game) and take it with you to the field. EACH manager should print a report, in case the home team cannot locate the card at the field, the visiting team will have a copy.

*****NOTE:*****

PLEASE, PLEASE, PLEASE do NOT print all game cards out at one time. Schedules are subject to change. We recommend printing them each Friday before the appropriate match. ***

AFTER THE GAME:

All game scores should be noted by each team manager and then the official game card (report) will be given to the site coordinator at the complex where you are playing. The referee will turn in the official game card (report) to the site coordinator, so this is something you do not have to worry about.

TO INPUT IN GAME SCORES:

Log in to your team account (FROM THE WDDOA WEBSITE) using the user id and password that you created when you registered your team into the e7 scheduling system.

Once logged in you will be on the "Team Application" screen.

Below your name you will see the following:

GAME REPORTS AND SCORE INPUT

Click on the words "Game Reports and Score Input". This will take you to a "schedule screen" where your teams schedule is currently posted.

To input a score: CLICK ✦ , next to the game you would like to enter scores for.

Enter score information, then click save. **Please only enter the score one time.** Keep in mind that the score will not post online until **BOTH** Team Managers have entered the same scoring information. If one manager logs on and enters a score and the other manager enters a conflicting score and/or doesn't enter a score at all the game results **WILL NOT** post to the front end of the website. In this instance, the game will go into an administrative hold where the WDDOA office will be able to input in the correct score, once they receive the official game report.

We realize this will be a new process and we hope these instructions will help you better navigate the system. However, if you have any questions please contact your age group coordinator (AGC).