Website User Guide for

Team Reps

Version: **1.3**

Last Updated: **April 19th, 2018**

Table of Contents

This document provides instructions on how to perform Team Rep functions on the league website. The functions covered in this document are described in this Table of Contents:

Logging In

In order to perform any Team Rep function you need to login to the web site:

https://www.newcastleslopitch.com

IMPORTANT NOTE: If you don't have a login to the website, you can request one via the Contact Us form on the site. To expedite the process, be sure to include your name in the Message field and your <u>VALID</u> email address in the Email field.

To login, click Login from the top menu.

> Right here!

| NSP | Schedule | Standings | Rules | FAQs | Contact Us | Login |
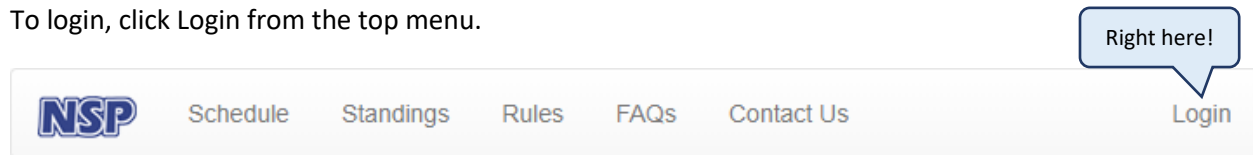
At the login screen, enter your email address and password in the boxes provided, then click the Sign In button:

Login

Email:

| Email |

Password:

| Password |

☐ Keep me logged in for 2 weeks

[Sign in]

Forgot your password?

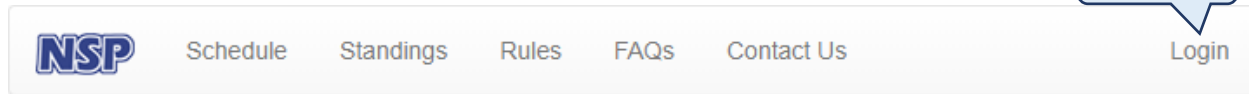> Click here if you've forgotten your password to have it reset

Upon successful login, the Team Rep Portal will be displayed.

Forgot Your Password?

If you've forgotten your password, follow these steps to have it reset.

Click Login from the top menu.

At the login screen, click the Forgot your Password link below the Login form:

The Reset Password form will be displayed:

Enter the email address you have registered with the website in the box provided and click the Submit button.

If the email address entered is registered, a new password will be emailed to that address.

IMPORTANT NOTE #1: It is strongly recommended you type in the password as is from the password reset email. If you try to copy it from the email, you could unknowingly copy extra characters, which will cause the login to fail.

IMPORTANT NOTE #2: If you've requested multiple password resets, your password will be the one in the last password reset email received.

Once logged in with the new password, please change your password.

Updating Your Contact Info

To update your contact info, click the My Profile link from the Player section of Team Rep Portal:

Player

Executive Info	View the Executive Committee's contact info.
My Profile — *Right here!*	Maintain your contact info and website password.
Team Stats	View your team's hitting stats.

The My Profile form will be displayed.

To change your contact info, update the fields accordingly and click the Update Info button:

My Profile

Personal Information

To update your personal information, please update it accordingly in the form below, and click the "Update Info" button.

First Name:

Team

Last Name:

Rep

Email Address:

teamrep@example.com

Phone Number:

905-555-5555

☑ Send score reminders — *Tip*

Update Info

TIP: Check the **Send score reminders** box to be reminded via email when you have games with missing scores.

Changing Your Password

To change your password, click the My Profile link from the Player section of [Team Rep Portal](#):

Player

Executive Info	View the Executive Committee's contact info.
My Profile	Maintain your contact info and website password.
Team Stats	View your team's hitting stats.

Right here! (points to My Profile)

The My Profile form will be displayed.

Scroll down until you see the Change Password form. Enter your current password in the box provided. Then enter and confirm new password in the boxes provided and click the Change Password button:

Change Password

To change your password, fill in the fields below and click the "Change Password" button.
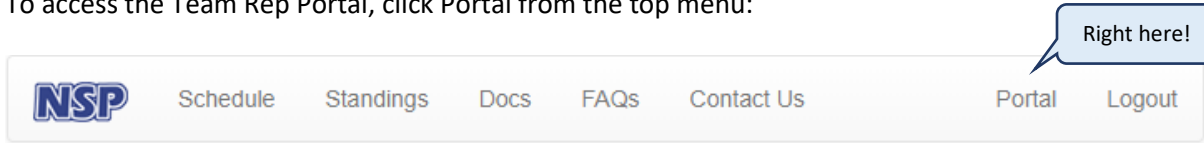
Current Password:

[   ]

New Password:

[   ]

Confirm New Password:

[   ]

[Change Password]

Accessing the Team Rep Portal

The Team Rep Portal is where you access the functions specific to users granted Team Rep privileges.

To access the Team Rep Portal, click Portal from the top menu:

Right here!

NSP   Schedule   Standings   Docs   FAQs   Contact Us   Portal   Logout

IMPORTANT NOTE: The Portal link will only be displayed in the menu if you are logged in. If you don't see the Portal link, you need to login.

The Team Rep Portal will be displayed:

Team Rep Portal

Player

Player section of the Team Rep Portal: These links are displayed for any user with a login

Executive Info	View the Executive Committee's contact info.
My Profile	Maintain your contact info and website password.
Team Stats	View your team's hitting stats.

Team Rep

Team Rep section of the Team Rep Portal: These links are displayed for users granted Team Rep privileges

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Adding a Player to Your Roster

IMPORTANT NOTE: Your team roster is what will be submitted to NSA for insurance purposes, so it's important you keep your roster to up to date!

To add a player to your team roster, click the Manage Roster link from the Team Rep section of the Team Rep Portal:

Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Right here!

When the Roster Admin page displays, click the Add Player button:

Manage Roster

Select season:

2018

Here, you can see who is on your roster and add new people up to the cutoff date.

To re-add players from previous seasons, simply select that season and click the ✚. Please confirm the details before submitting.

Look up postal codes here.

The cut off date for adding people to your roster is Wednesday August 1st, 2018.

Add Player

Right here!

No Roster entries.

Tip

TIP: Once you start populating your team roster, you'll be able to quickly retrieve the list of email addresses of all players on your roster by clicking the Jump to the Email List link that will appear here. There, you will see a text box with the email addresses which you can copy and paste into your email client.

When the Add/Edit Player form displays, fill in all fields and click the Submit button:

Add/Edit Player   ×

Please enter all info accurately. An email address is optional. Also, please don't use all caps, as it's hard on the eyes and a little bit shouty.

Name

Full Name

Address

Address

City

City

Postal Code

Postal Code

> NOTE: If you're computer or device doesn't support the data picker drop-down, you'll have to enter the date directly in the text box.
>
> The date format required depends on the date format defined on your device so mm/dd/yyyy, as shown here, may not work.
>
> If it doesn't, try yyyy-mm-dd as the few who have reported issues with mm/dd/yyyy did say this format worked.

Telephone

Phone Number

Email Address

Email Address

Birth Date

mm/dd/yyyy

Gender

--SELECT--   ▼

☐ Available as a Call-Up   Tip

Call-Up Notes

Submit

TIP: If the player wants to be put on the Call Up List, check the Available as a Call Up box and record any Call Up notes (e.g. unavailable days & times, positions played, etc).

Updating a Roster Player's Info

IMPORTANT NOTE: Your team roster is what will be submitted to NSA for insurance purposes, so it's important you keep your roster to up to date!

To update a roster player's info, click the Manage Roster link from the Team Rep section of the Team Rep Portal:

Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Right here!

When the Manage Roster page displays, click the Edit icon of the player you wish to update:

Manage Roster

Select season:

2018	▼

Here, you can see who is on your roster and add new people up to the cutoff date.

To re-add players from previous seasons, simply select that season and click the ➕. Please confirm the details before submitting.

Look up postal codes here.

The cut off date for adding people to your roster is Wednesday August 1st, 2018.

[Add Player]

Jump to the Email List   *Tip*

Name	Address	Telephone	Gender	Date of Birth
✏ ...ple	1 Example Dr Bowmanville L1C 0A1	(905) 555-2525	Male	1980-01-16

Right here!

TIP: If needed, you can quickly retrieve the list of email addresses of all players on your roster by clicking the Jump to the Email List link. There, you will see a text box with the email addresses which you can copy and paste into your email client.

When the Add/Edit Player form displays, update the required fields and click the Submit button:

Add/Edit Player   ×

Please enter all info accurately. An email address is optional. Also, please don't use all caps, as it's hard on the eyes and a little bit shouty.

Name

Joe Example

Address

1 Example Dr

City

Bowmanville

Postal Code

L1C 0...

NOTE: If you're computer or device doesn't support the data picker drop-down, you'll have to enter the date directly in the text box.

The date format required depends on the date format defined on your device so mm/dd/yyyy, as shown here, may not work.

If it doesn't, try yyyy-mm-dd as the few who have reported issues with mm/dd/yyyy did say this format worked.

Teleph...

(905)...

Email A...

joe@...

Birth Date

01/16/1980

Gender

Male   ▼

☑ Available as a Call-Up   Tip

Call-Up Notes

Unavailable for Monday 630 games.

Submit

TIP: If the player wants to be put on the Call Up List, check the Available as a Call Up box and record any Call Up notes (e.g. unavailable days & times, positions played, etc).

Deleting a Player from your Roster

IMPORTANT NOTE: Your team roster is what will be submitted to NSA for insurance purposes, so it's important you keep your roster to up to date!

To delete a player from your roster, click the Manage Roster link from the Team Rep section of the Team Rep Portal:

Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
	Right here!
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

When the Roster Admin page displays, click the Delete icon of the player you wish to update:

Manage Roster

Select season:

2018	▼

Here, you can see who is on your roster and add new people up to the cutoff date.

To re-add players from previous seasons, simply select that season and click the ✚. Please confirm the details before submitting.

Look up postal codes here.

The cut off date for adding people to your roster is Wednesday August 1st, 2018.

Add Player

Jump to the Email List   Tip

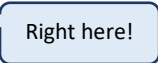|		Name	Address	Telephone	Gender	Date of Birth
☑	✖	Joe Example	1 Example Dr Bowmanville L1C 0A1	(905) 555-2525	Male	1980-01-16

Right here!

When prompted to confirm your action, click OK.

TIP: If needed, you can quickly retrieve the list of email addresses of all players on your roster by clicking the Jump to the Email List link. There, you will see a text box with the email addresses which you can copy and paste into your email client.

Report a Game Score / Postponed Game

To report a game score or a postponed game, click the Manage Scores link from the Team Rep section of the Team Rep Portal:
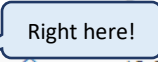
Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Right here!

When the Manage Scores page displays, click the Edit icon of the game you wish to report the score for:

Manage Scores

Here is where you can record scores when a game is done. Executives can enter a score for any game, team reps can record a score for their team's games only.

Monday April 2nd, 2018

		Time	Visitor	Home
		18:30:00	Combines	Pirates

Right here!

IMPORTANT NOTE: Only past games with missing scores will be displayed; future games or games with posted scores will not be shown.

When the Enter Score form appears, enter the score for each team and any game notes in the text boxes provided and click the Submit button:

If the game wasn't played or completed for any reason (rain outs, league permits, light issue, etc), leave the Team score text boxes empty, check the "This game is postponed" box and click the Submit button.

IMPORTANT NOTE: Player ejections should reported in the Notes section.

Entering Hitting Stats (Optional)

If you want to track your team's hitting stats, you can do so here. This is an optional feature only if teams wish to track their hitting stats.

IMPORTANT NOTE: Only players from your team will be able to see your teams' batting stats.

To enter/edit the hitting stats for a game, click the Manage Team Stats link from the Team Rep section of the Team Rep Portal:

Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Right here!
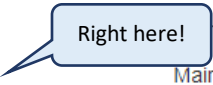
When the Manage Team Stats page is displayed, select the game you wish to enter/edit hitting stats for from the Select game drop down list:

Manage Team Stats

Enter the stats for a particular game.

Select season:

2018	▾

Right here!

Select game:

-- SELECT --	▾

When the page reloads, enter/edit the stats accordingly for each player and click the Save Stats button:

Manage Team Stats

Enter the stats for a particular game.

Select season:

2018	▾

Select game:

2018-04-02 18:30:00 vs Pirates	▾

Player	AB	R	H	2B	3B	HR	RBI	BB	SF
Joe Example	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Save Stats

Call Up Players to Field a Team

Need an eligible league player to field a team for a given game? Check the Call Up List to see eligible league players who have volunteered to be called on to play for other teams when teams need players to field a team.

IMPORTANT NOTE: The difference between the Pick Up list and the Call Up list is that people on the Pick Up list are looking to join the league, where people on the Call Up list are already part of the league and are rostered on an existing team.

To check the Call Up List, click the Call Up List link from the Team Rep section of the Team Rep Portal:

Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Right here!

The Call Up List will be displayed:

Call Up List

Name	Gender	Team	Email	Phone	Note
Joe Example	male	Combines	joe@example.com	(905) 555-2525	Unavailable for Monday 630 games.

IMPORTANT NOTE: Only league players can be called up to play for teams when they are short. Players on the Pick Up list are not part of the league yet; they are people interesting in joining a team as an official rostered player.

Pick Up Player(s) to Fill your Roster

Need to pick up player(s) to fill your team roster? Check the Pick Up List to find people who are looking to join a team in the league as official rostered players.

IMPORTANT NOTE: The difference between the Pick Up list and the Call Up list is that people on the Pick Up list are looking to join the league, where people on the Call Up list are already part of the league and are rostered on an existing team.

To check the Pick Up List, click the Pick Up List link from the Team Rep section of the Team Rep Portal:

Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Sta...	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Right here!

The Pick Up List will be displayed:

Pick Up List

If you happen to pick up one of these people for your team, please let us know so we can remove them. Click the 💬 to see additional information about the player(s).

	Name	Email	Phone	Date Added
💬	Joe Blow	joeblow@test.com	(416) 967-1111	2018-03-27
💬	Jane Doe	janedoe@test.com	(905) 439-0000	2018-03-27
💬	Beast Mode Moe	bmm@test.com	(905) 344-7208	2018-03-27

TIP: Click the comment icons 💬 to view any specific notes about a player.

IMPORTANT NOTE: If you pick up a player from the Pick Up List as a rostered player, please notify the executives so they can be removed from the list.

Viewing Team Rosters

As a Team Rep, you can view the rosters of the other teams. To do so, click the Team Rosters link from the Team Rep section of the Team Rep Portal:

Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Right here!

The Team Rosters page will be displayed. Use the drop downs at the top of the page to filter the rosters, by season, division and/or team:

Team Rosters

Select season:
2018

Select division:
All Divisions

Select team:
All Teams

Right here!

Viewing Team Rep Contact Info

As a Team Rep, you can view the contact info of the other Team Reps in the league. To do so, click the Team Rep Info link from the Team Rep section of the Team Rep Portal:

Team Rep

Call Up List	View list of players who've volunteered to be called up to play for other teams.
Manage Roster	Maintain your team's roster.
Manage Scores	Maintain your team's game scores.
Manage Team Stats	Maintain your team's hitting stats.
Pick Up List	View list of people who are looking to be picked up by a team in the league.
Team Rep Info	View the Team Rep contact info.
Team Rosters	View the league's team rosters.

Right here!

The Team Rosters page will be displayed. Use the drop downs at the top of the page to filter the rosters, by season, division and/or team:

Team Rep Info

Select season:	Select division:	Select team:
2018 ▼	Men's ▼	All Teams ▼

Jump to the Email List

Tip

Right here!

TIP: If needed, you can quickly access the list of email addresses based on the selected filters by clicking the Jump to the Email List link. There, you will see a text box with the email addresses which you can copy.