Coaches Menu Instructions

This document describes what you need to do to add teams for an event, add bowlers to your school roster, or add coaches and sponsors. These functions require logging into the Coaches section of the website. The Association Manager should have provided you the High School Name we use and your password. You should only allow knowledge of this information to those you trust to manager this with or for you.

The concept for the system is designed around the following. The Head Coach and/or Sponsor add the number of teams they anticipate to bring to the next tournament between Sunday evening and 8:00 PM Wednesday evening. This will provide the Association Manager with the counts needed for decisions involving Bowling Center Lanes needed. The Association Manager will review and confirm teams. This will be noticeable by the fact that the Association Manager did not remove any of your teams on Wednesday night. The Head Coach and/or Sponsor place bowlers on teams starting Thursday and before 8:00 PM Friday evening.

LOGIN PROCESS:
Click on Coaches Menu
Click on the Event Registration choice.
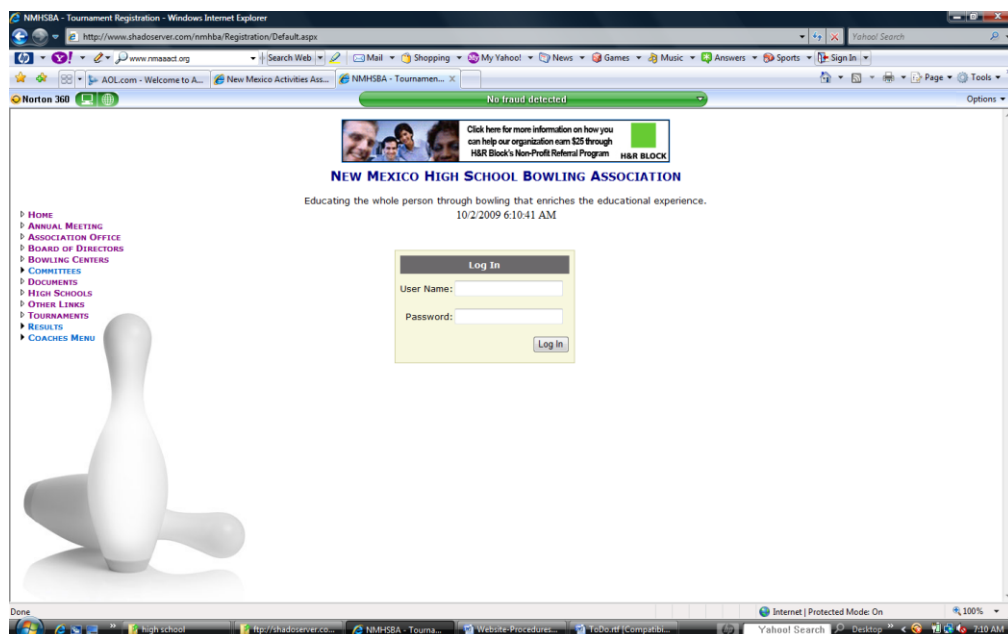You should see the following window (Figure 1).

Figure 1 - Login Window

To login:
1) You should have your Username and password from the Association Manager. If you do not have it then you need to contact them before you can continue.
2) Click on input box next to the Username text and enter your High School Name as we have it listed.

3) Then press tab key or click on input box next to the Password text and enter your password.
4) Click on Login button.

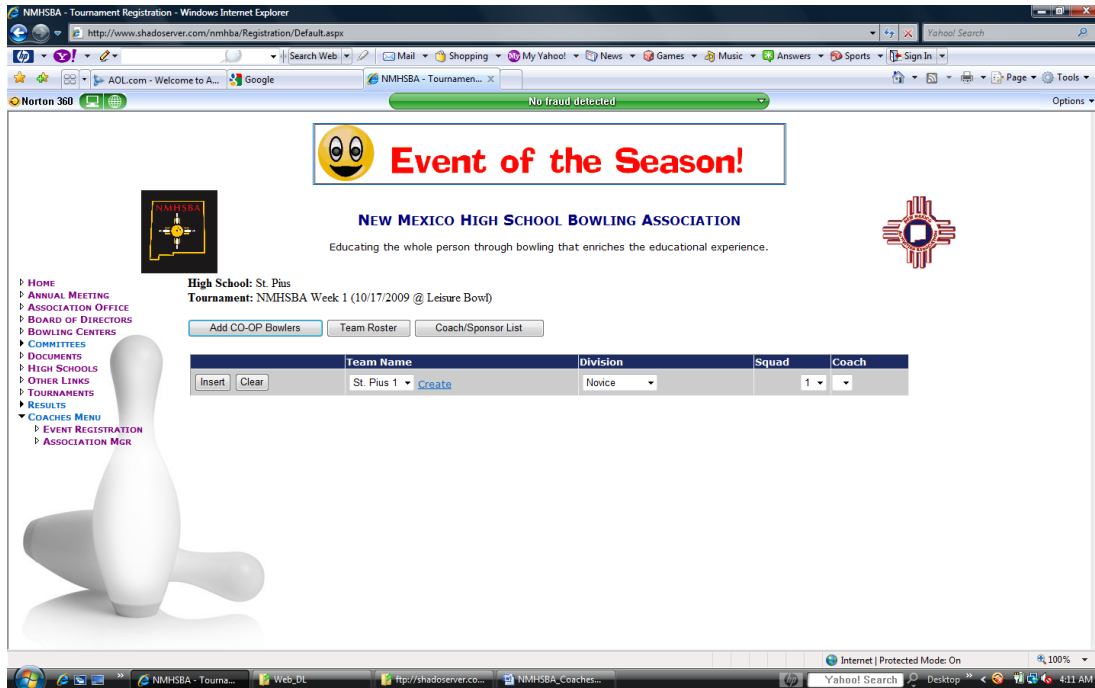You should see the following window (Figure 2, Event Registration Window):

Figure 2 - Event Registration Window

You will notice that it is automatically set for the next week's competition. You cannot set back or ahead. From here, you can manage your High School roster, Coach/Sponsor list, add teams, and add co-op bowlers. If a button appears to be grayed out then you are not within the time window that allows you to use that button.

MAINTAINING THE HIGH SCHOOL ROSTER PROCESS:
The first important thing you need to do is maintain your High School Roster. You should do this no later than two weeks before your first competition. You can change this any time between Sunday and Friday evening. This information is used when you add bowlers to teams later so it is important you keep this current.

Logged in and at the window featured in Figure 2.
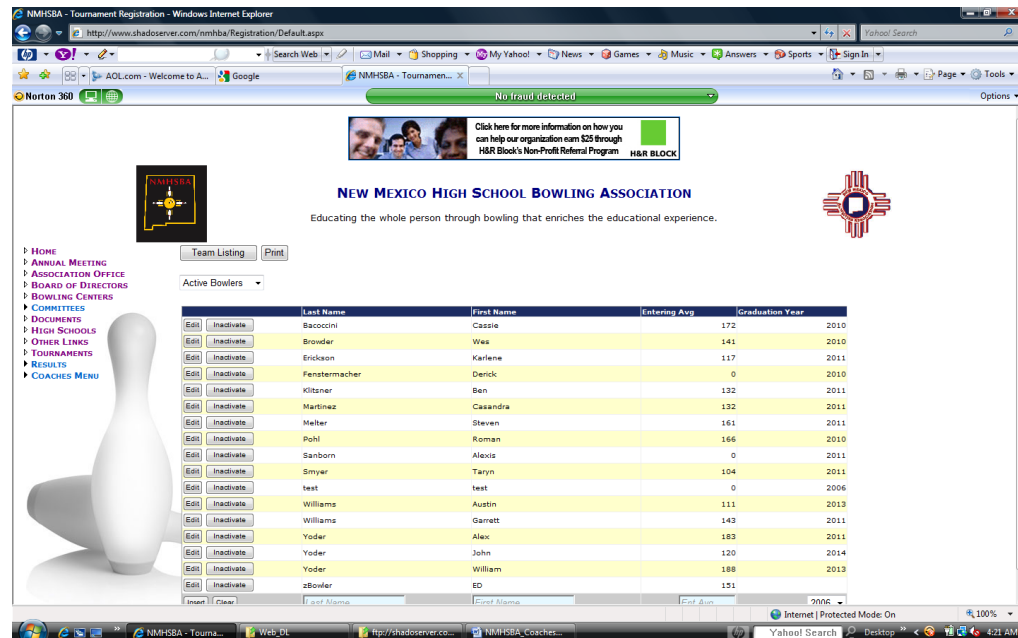
1) Click on the Team Roster button.

Figure 3 - Team Roster Manager

2) You can add, or edit bowler information and print the roster. Due to issues of bowlers possibly having scores as the season progresses, you are not provided a deletion button. However, you are provided a button next to each bowler listed that says inactivate. This will mark the bowler as inactive and they will not be displayed on any screens except when you change the option at the top that says Active Bowlers to Inactive Bowlers. By changing this selection, you can re-activate a bowler to the team. This feature will also allow the Association Manager to handle student Transfers without re-entering information.

    a. To add a new bowler to the roster:

        i. At the bottom of the list of bowlers, you will notice a button that says Insert.

        ii. Click on Last Name field and type it in

        iii. Click o First name field and type it in

        iv. Click on Entering Avg. field and type it in

            1. You can enter an original but you cannot change one.

            2. It is recommended you enter a 0 (zero) if you do not have one. Do not leave it blank. The system is set to handle this now but always best to error on side of caution.

        v. Click on Grad Yr and type it in

        vi. Click on Insert

        vii. Repeat steps i thru vi to add more bowlers.

    b. To edit a bowler on the roster:

        i. Click on Edit

        ii. The Edit button changes to Update

        iii. Change the data (Last name, First name, and/or Grad Yr)

1. You are not provided the opportunity to edit the entering average. Current processes let a coach provide the original avg. with assumption that verification has occurred by NMHSBA. To allow you to change it means we lose control of integrity of the data. If an average needs to be modified you will need to notify the association manager to do before tournament play. As we progress we may change this concept that includes allowing the association manager to flag it as verified and allows you to change until it is flagged by NMHSBA.

    iv. Click on Update button to make the change to the database. If you decide, you do not want to make that change then click Cancel.

3) Click on the Team Listing button to return to previous window.

TEAM REGISTRATION PROCESS:

This will be done by you between Sunday and Wednesday evening of each week and provides the Association Manager with the number of teams you anticipate bringing to the listed event. You can login to the site anytime up to Wednesday evening and enter or change your team entries. However, your input as of Wednesday evening to the number of teams will be your commitment for the weekend.

Logged in and at the window featured in Figure 2.

1) Click on the Team Name dropdown arrow, and select the team name.
    a. If you need another team name because you have used them all for this event, click on create
        i. It will create a new team name with the next succeeding number. It does not add a team for the event. For example, if there is a TeamName 1, and TeamName 2 then it will create a TeamName 3.
2) Click on the Division dropdown arrow, and select the division you anticipate the team will be in or you want them to bowl as.
3) Click on Squad to identify which squad you want this team to bowl in.
4) Click on Coach dropdown button and select what coach will be present at the event for this team.
    a. This is used to create a list that will be used to hand out credentials to authorized coaches on Saturday. So, it will be important that you keep this updated. We do not want to be getting many changes to this at the event.
5) Click on the Insert button. A team is added for this week's event as noted in Figure 4 below.
    a. Note: If you click on Clear, it only clears the selections you made on this row so that you may start over.
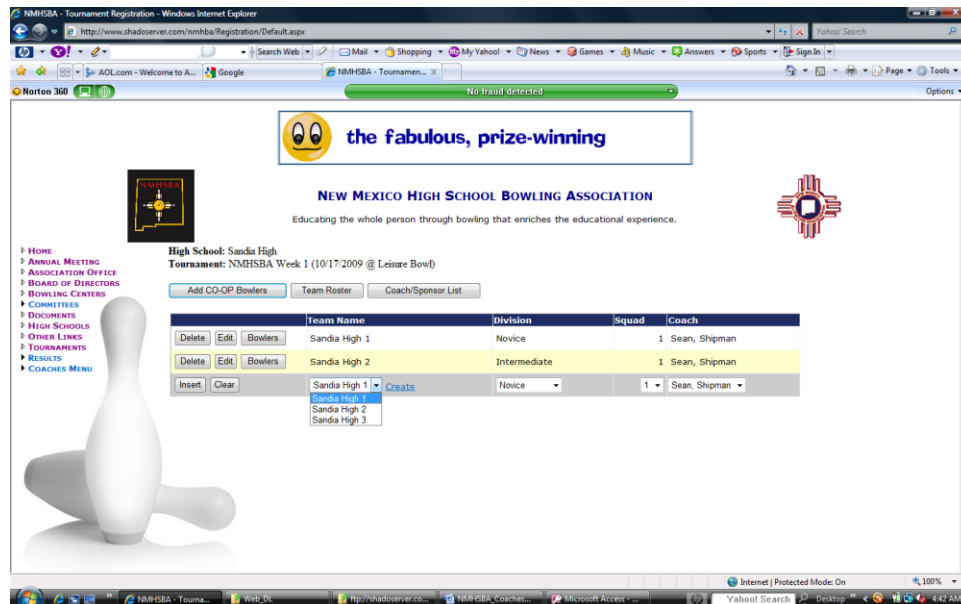
Figure 4 - Team Registration Window

6) At the beginning of each team row you inserted, there are three buttons (Delete, Edit, and Bowlers).
   a. The Delete button removes that row (ie that team) from the list,
   b. the Edit button lets you to reselect the choices (Team name, division, and/or the squad) on that row. You must click on the Update button after making the changes or click on the Cancel button to ignore it, and
   c. the Bowlers button takes you to a window that lets you add bowlers to this team. Instructions on how to do this is discussed later. It is recommended to not enter Bowlers on the team until after Association Manager has confirmed requests on Wednesday, but you can.
7) Repeat steps 1 through 6 to add the rest of the teams you anticipate are coming.

ADDING BOWLERS TO A TEAM PROCESS:
You should be logged in and at the window that shows your teams like Figure 4.

1) Click on the Bowlers button of the row for the team you want to add or change. You will get the following window (Figure 5 – Add Bowler to Team).
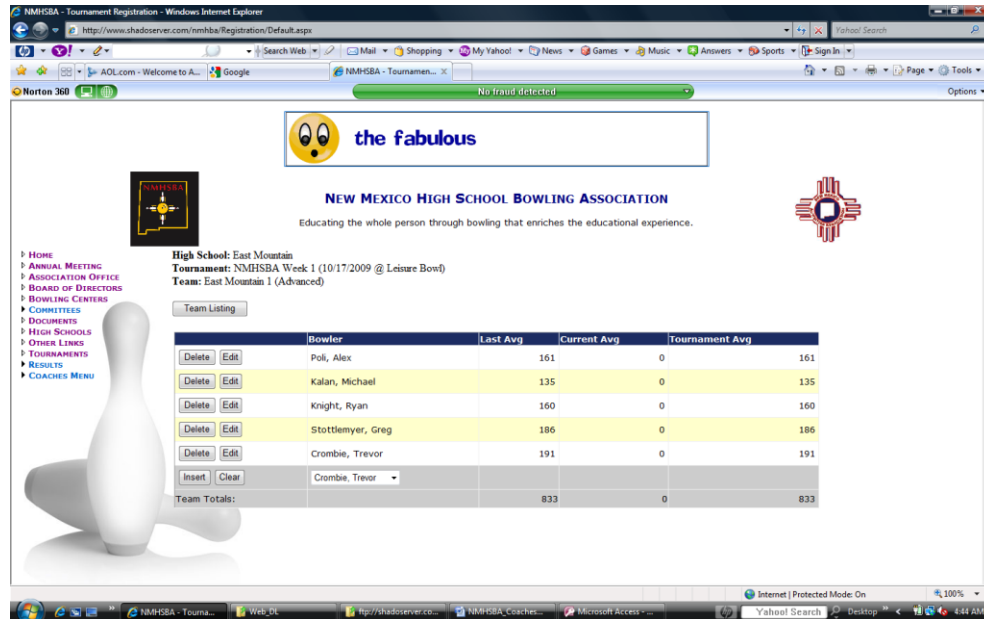
Figure 5 – Add Bowler to Team Window

2) You are now set to add bowlers to the team selected, which is noted at the top of the window. You need to select the bowlers in the order you expect them to bowl in. For now, do not place more than 7 bowlers on a team.
   a. Click on the Bowler dropdown arrow to select the bowler.
      i. If the bowler is not listed, then they are not currently on your roster. Go back and add them to the roster as described earlier.
   b. Click Insert.
   c. Repeat steps a and b until you have added all the bowlers.
   d. When completed a team roster for the event will look like this.

Figure 6 - Completed Team Roster Window

e. Using the combination of the Edit and Delete buttons on each row, you can change the team line-up.
   i. The Edit button allows you to change this bowler to another bowler. You cannot select a bowler who is currently listed on the screen.
   ii. The Delete button removes this bowler from the team you are working on. It does not delete the bowler from the High School roster.
f. To get back to the previous window, click on the button above the team line-up that says Team Listing. You should see the teams you added earlier for this event.

ADDING/EDITING BOWLERS FOR CO-OP PROCESS:
Logged in and at the window featured in Figure 2.

1) You are allowed to add bowlers to a co-op list. Once added you will be allowed to Edit or delete that added bowler on the co-op list.
2) To add bowlers to CO-OP List
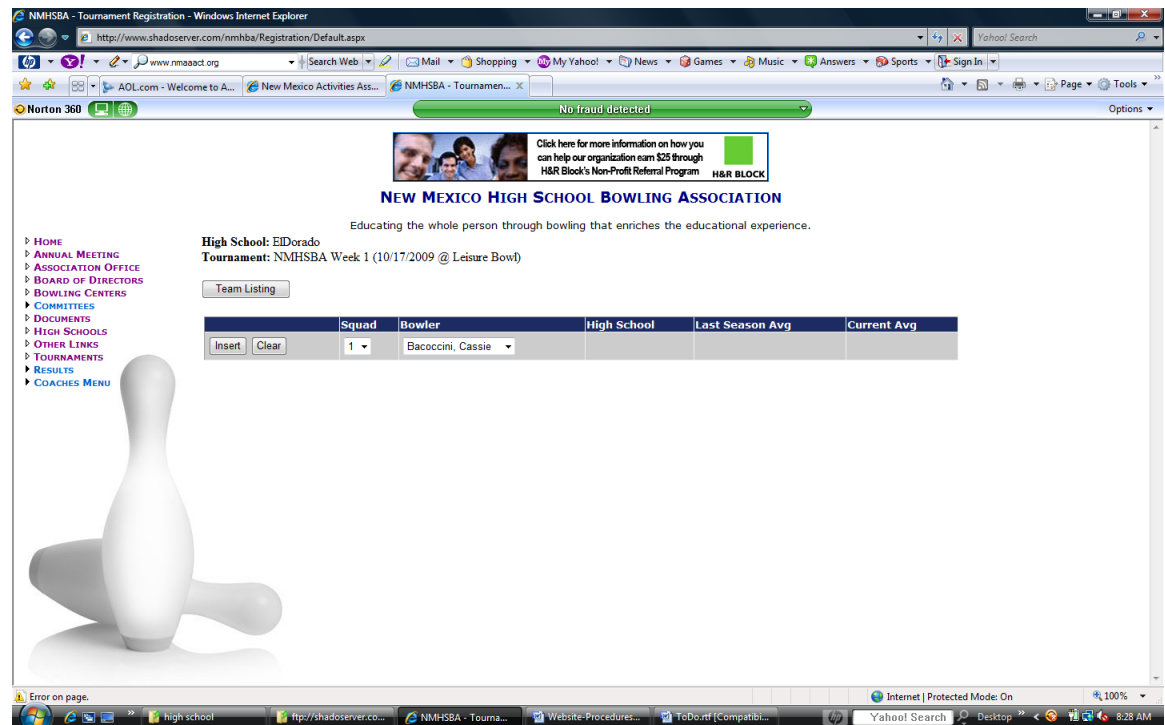   a. Click on the CO-OP Bowlers button. You will get the following window.

Figure 7 - Add CO-OP Bowlers Window

b. Click on Squad dropdown arrow and select squad bowler will be available for.

    c. Click on Bowler dropdown arrow and select bowler that is available for CO-OP team.

    d. Click on the Insert button.

    e. Repeat steps a through d until you have entered all of your CO-Ops for this event.

3) To Delete

    a. Click on Delete button next to the bowler you want to delete from the list.

4) To Edit

    a. Click on the Edit button on that row.

    b. You are only allowed to change the squad you are requesting that bowler to bowl in. It makes no since to change a name.

    c. Change the squad and click on update.

        i. If you decide to not make a change after clicking edit just click on the cancel button.

    d. Repeat steps a thru c for all bowlers you need to change.

5) To get back to Team Registration Window

    a. Click on Team Listing.

THIS DOCUMENT WILL BE UPDATED AS CAPABILITY OR INFORMATION REQUIRED CHANGES.