



## Hopkinton Little League / Sizzler Website Guide - 2018

[www.hopkintonlittleleague.org](http://www.hopkintonlittleleague.org)

The HLL introduced a new and improved website in 2016. This website is now the communications hub of all HLL and Sizzler functions - including field scheduling, league announcements, and registration.

Starting in 2017, all Sizzler coaches and players (through their parents) must register into the system. This will ensure that all participants receive important tournament communications, allow parents to view team rosters, and track pitch counts for the pitchers.

Below are simple instructions to effectively use the website.

### A. REGISTRATION FOR FIRST TIME USERS

If you are a first-time user of the Hopkinton Little League/Sizzler website you will need to create an account. All tournament management and notifications are centralized through this website, so this is the best way to receive game reminders, check tournament standings, and receive rainout notifications.

**For players** (and parents of players), please go to: <http://assn.la/Reg/?r=3:167216>. Here you will have the option to Create an Account on the website. As you go through the Account creation wizard you will first need to create the parent/guardian account and can then create a child account for the tournament participant. You will then be asked to select a team, please select the team that you will be playing on and your registration will be complete. Please note that you will need to opt-in for notifications with these check boxes:

**Remind me of**  Games  Practices

*If checked, you will receive a reminder email the day before each event your teams are involved. Grayed options indicate that it is club policy that all members receive reminders for that event type.*

**Coaches** - please go to: <http://assn.la/Reg/?r=3:167217>. Here you will have the option to Create an Account on the website if you do not have one. Walk through the Account Creation Wizard to create your account, then select the team you will be coaching. This is necessary to manage your roster, enter scores, track pitch counts, and all other tournament management.

### B. INITIAL WEBSITE LOG IN

To register, enter scores into the website, edit your contact information, or view the full rosters of your team, you will need to log onto the website:

- Go to [www.hopkintonlittleleague.org](http://www.hopkintonlittleleague.org)
- Click “Sign in” on upper right of page
- Type your email address and password.
- If you do not have or forgot your password:
  - Click “Forgot Password?”
  - Input your email address. This should be the same address that you input when you registered.
  - An email will be sent to the address you put in. Click the link on that email, and then put in your new password
  - Return to the website and login with your email and new password

### **C. TO VIEW YOUR TEAM’S SCHEDULE**

- Click “Team” tab > “Choose a Team” > “Baseball” or “Softball” > *division* > *team*. This will set your default team. You will not have to go through this step each time.
- Click “Team” tab > “Schedule”
- To only show games, click “Show Games Only” button
- To import the calendar to your favorite calendar program (i.e. “iCal”, “Google Calendar”, “Outlook”), click “Options” > “Calendar Feed” > *select calendar program* > *follow calendar instructions*.

### **Miscellaneous**

- If you have multiple schedules to import (e.g. a son in Majors and a daughter in 10U), then you can import them all at once by clicking “Team” > “Multi-Schedule”. Click the schedule type (e.g. “List / Calendar” for Google Calendar). Select the teams that you would like to import. Click “Submit”.
- To import the calendar to an Excel CSV file, click “Options” > “Outlook CSV”. This will create a file called “MySchedule.CSV”.
- To limit the CSV file to games only, open the file in Excel, and sort by “Description” (column P). Delete all the rows that do not read “Game-”.

### **TO VIEW YOUR TEAM’S ROSTER**

- Click “Team” tab > “Roster”. This will allow you to view the roster of any team (first name and last initial).
- For full roster names of the team you are associated with, along with parent names, you will need to be logged onto the website.
- To assign uniform numbers, click “Options” > “Assign Jersey Numbers” > select division & team > uncheck “Assign jersey numbers from previous team” > “Submit”

### **D. TO VIEW YOUR TEAM’S GAME RESULTS**

- Click “Team” tab > “Results”

### **E. TO VIEW THE STANDINGS**

- Click “Team” tab > “Standings”

### **F. EDIT CONTACT INFORMATION**

Updating you and your family’s contact information, especially email addresses and cell phone numbers, will ensure that you will get all future communications from your coach and the league. Updating the information is simple:

- Log onto the website
- Click the “Home” tab > “Edit My Account”
- Click your name, or your family member’s name that you wish to update
- Update the relevant information and click “Submit”
- If you wish to receive text messages, update the “Provider” field with your cell phone service provider
- If you do NOT wish to receive emails, click the “Do not email” checkbox
- If you wish to be reminded of games and/or practices, check the relevant boxes on the bottom

## G. INPUT GAME SCORE (coaches only)

- Log onto the website
- Click the “Team” tab > “Results”
- Edit the game to be scored (yellow button on right):

Games								
Date	Time	Location	Opponent	W/L/T	RF	RA	Actions	
Fri 03/20/2015 <	4:00p	Egan Field	Cardinals	W	3	2		
1 win, 0 loss and 0 tie					3	2		



- Input the run totals for both teams
- Click “Submit”
- Edit the statistics (white button on right):

Games								
Date	Time	Location	Opponent	W/L/T	RF	RA	Actions	
Fri 03/20/2015 <	4:00p	Egan Field	Cardinals	W	3	2		
1 win, 0 loss and 0 tie					3	2		



- Insert the pitch count next to every player who pitched in the game:

## Astros Statistics

Print

**Game Date:** 3-20-2015 4:00p  
**Where:** Egan Field - Hopkinton, MA  
**Match up:** Astros vs. Cardinals  
**Score:** 3 to 2

Pitching Hitting Fielding

#	Player	Atn	Position	PT	PC Met	IP	H	R	2B	3B	HR	ER	SO	W	CS
	Seaver, Tom	<input checked="" type="checkbox"/>	Player	50	<input type="checkbox"/>										



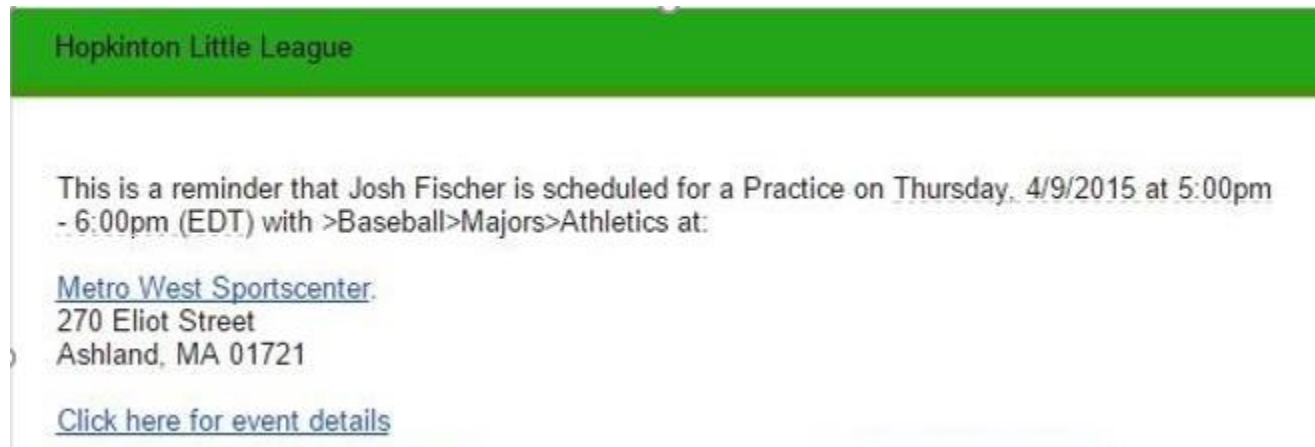
Stats-Cardinals

Save

- Ignore the rest of the statistics, including “PC Met”
- Click “Save”
- To view pitch count report, click “Team” > “Pitchers Report”. This report will show when the next available day to pitch is for every pitcher, as well as the number of pitches they will be allowed to throw.

## H. Game and Practice RSVP's

Every coach and parent will receive an email reminder two days before a game or practice. It will look something like this:



# ADMINISTRATORS ONLY

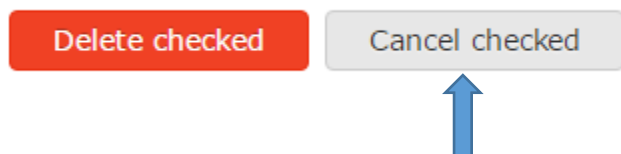
## I. Cancelling Practices and/or Games

It is important to cancel games and practices promptly in the system when the announcement is made. An email announcement will automatically be triggered by the system to all interested parties (coaches, parents, umpire director) when the cancellations are put into the system.

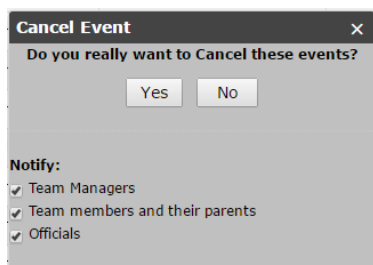
- Sign into website
- Click “Admin” > “Scheduling” > “Master Calendar”
- Select day of game or practices to be cancelled
- Check the specific game or practices that need to be cancelled:

Sat 04/09/2016		Start	Finish	Ofcl	Division
<input checked="" type="checkbox"/>	<input type="checkbox"/> Carrigan Field 1	9:30a	11:00a		>Softball>14U>
<input checked="" type="checkbox"/>	<input type="checkbox"/> Hopkinton, Colella Field	9:30a	11:00a		>Baseball>Triple-A>
<input type="checkbox"/>	<input type="checkbox"/>	11:15a	12:45p		>Baseball>Double-A>

- On the bottom, click “Cancel checked” (do not click “Delete checked”!!!). (This is to ensure that games do not get deleted, as they will then have to be put back into the system instead of merely changing the dates of the games).



- You will then get this message:



- Check the boxes if you want the notifications sent out. If not, uncheck the boxes. Then click “Yes”