2018 Coach/Manager guide to WSLAX.ORG and WAGLAX.ORG

Anyone who is already associated with a team in an "admin" role (coach, board president, athletic director, etc) will be able to login to the website and make roster changes and/or report game results/statistics.   IF you have a team manager or parent who will be making roster changes, entering game results/stats, etc and they are not currently on that "contacts" list for your team, please have them register on the appropriate website as a "Manager" for the team. Then have that person email Erin Massena (admin@wslax.org) and Erin will add them to the list OR you can follow the instructions below under "adding a player" to do it yourself.   Once that's done they can follow the instructions below to login and create a password.

NOTE TO THOSE TEAMS THAT HAVE A CONNECTED LEAGUE ATHLETICS WEBSITE: Once you've connected your team to WSLAX.ORG (HS) or WAGLAX.ORG (Youth), you'll be able to "send" your roster to WSLA with the click of a button; you'll see this option from your LA site once you connect the specific team to ours.   Please ensure that all of your "admin" contacts are listed appropriately (coach(es), board president, club reps, athletic directors, etc) so that they will be included on the "contacts" page of our league website in case another team needs to connect with you. **IF you're going to choose this option, please connect with Erin as she needs to clear your roster on the league site before your roster data will flow through.**

IF your team/club does NOT use a League Athletics website you'll need to create a login and enter roster data manually – this is also true for ALL HS teams that need to enter game results and player stats in the wslax.org website.

To login/create a password: On wslax.org or waglax.org homescreen, you can login with your email at the top right hand corner of the page. (Please use the same email address that we use to communicate with you in our WSLA emails).

IF you don't have a password yet, leave all fields blank and hit the "forgot" button at bottom of that box.   It will take you to a window that says "Reset Password" – fill in your email address (again, VERY important to use the email that is associated with your member record on the website.)   The system will send an email to that address with a link to "reset" your password. Once the password is reset you can go back and login using your email and new password.

Once logged in, go to Team tab and pull down to find your team.

ROSTER CHANGES

Once logged in, navigate to your team's page by pulling down the menu on the "Team" tab, then go to Roster.

If you want to change jersey numbers and/or positions, go to Options button (near top right), and pull down to Assign Jersey Numbers. Select your team (it will be the only one you CAN select!), uncheck the "assign jersey numbers from previous team" box, and hit Submit.

You'll then see your entire roster (including your coaches and other adults associated with your team.)   You'll be able to change positions for each player, as well as assign a number here.

Important: Don't worry about the numbers assigned to your "adults" on the roster; these are there for placement only – the head coach is #1 so that they will show up first on your team contacts page, assistant coach should be #2, etc. <mark>Please don't change these numbers or you will risk deleting your coaches and associated adults (admins.)</mark> Your adults will be listed first on your roster page, and then players will list below.

If you want to edit a player's contact info or delete a player from your roster: From your roster page, click on the orange edit button next to that player's name. (under Actions). This takes you to their "member" record. You can edit any contact info here (under Contact tab). If you want to delete this player from your roster, click on Teams tab, then pull down the Team menu and select Not Assigned – then hit Submit (always do this when changing any info on any of the tabs on the "Edit Member Information" window.) The player will no longer show up on your roster.

If you want to move a player from JV to Varsity or vice versa (HS only): In order to be able to move players from JV to Varsity or back, you MUST be listed as a "contact" for BOTH teams. If this is not the case please email Erin (admin@wslax.org) and she can list you for both.   Once that happens, login and follow the instructions above for editing a player's contact info. When you're in their "member" record you can click on the Teams tab and pull down to the team that they should be assigned to (if it's Varsity make sure that you've selected the correct team under the WSLA League Game Varsity heading and then your conference sub-heading), then indicate their position.   If you have players that will be swinging from one team to another on a frequent basis we suggest assigning them to both teams so that you don't have to continually update their status. One team per line.

If you want to ADD a new player or admin contact: From the roster page, click on "options" in the upper right, pull down to Add a Player. This will bring you to a "new member" window with five tabs; here is the information that we need. Start with the Contact tab and fill in appropriate info, then click on the next tab Personal, and fill in info, then go to next tab and so on. Once you are done filling in all info don't forget to click the blue SUBMIT button at bottom of page to save the info.

Contact: Name and email
Personal: Make sure Player is selected under type, then select female and fill in

date of birth.
Registration: skip this one.
Security: skip this one.
Teams: Most important! Make sure Season 2018 (current season) is selected, and then pull down to select the players position (GK, defense, midfield, attack) and then fill in their jersey # in the last field (No.)

Once you're done – hit the blue SUBMIT button at bottom of page. That will take you back to the Roster page and you should see your new player on the roster. If you made any mistakes or need to change the new player's info, click on the orange edit button on the right side to go back to their record.

For admin contacts, follow the same instructions and enter their name and email on the first tab, on the Personal tab select NA in lieu of Player or Parent, and then on the Teams tab make sure Season 2018 is selected, and then pull down to select the admin position (coach, asst coach, board president, club representative, etc).

Don't forget to hit SUBMIT when you're done!

To report game results and input game statistics (HS only):

Login to the website with your email and password. (Note that there is a mobile version of the website that you can use on your smart phone or iPad. The mobile version allows you to enter game results and player statistics in an abbreviated format from what is described below – check it out! BUT – if you do enter stats from your mobile device, PLEASE login to your site from a desktop or laptop computer after to ensure that all stats were entered correctly.   We've had some issues with stats entered from a mobile device not reading correctly. If you have an issue please let Erin know.)

Find your team, pull down to Results. Find the game that you want to enter Results for.   Click on the orange edit button (on right) under Actions next to that game. You can enter results (game score) and a summary here (this is optional.) Click on the white button (on right) under Actions to enter Player Statistics.

Player statistics: Check the box under "Atn" to indicate that the player participated in that game. For field players you'll note the number of goals, assists, ground balls (Gballs), draw contols (draw), caused turnovers (CT), IN ADDITION TO yellow and red cards received (if any.)

Goalie statistics: If you had more than one goalkeeper (GK), indicate the number of minutes that GK played; if only one goalkeeper you'd enter 50 (total minutes in a game.) Enter saves (SV), shots on goal (SH).   PLEASE remember that shots on goal will always equal the sum of the score of your opponent plus the number of saves by your goalie. Never more, never less!   Enter a 1 in the appropriate column to indicate a Win (W), Loss (L), or Tie (T). If more than one

goalie, you'll need to determine which goalie gets the win, loss or tie – only one of them will get credit for the game outcome.

Click the Submit button once you've finished entering all player statistics.