



## Hopkinton Little League Website Guide - 2018

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

The Hopkinton Little League website will be the communications hub of most HLL activities, including scheduling fields games and practices, reporting scores, registration, and League announcements.

Below are simple instructions to effectively use the website.

### A. INITIAL WEBSITE LOG IN

To 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:
  - o Click "Forgot Password?"
  - o Input your email address. This should be the same address that you input when you registered.
  - o An email will be sent to the address you put in. Click the link on that email, and then put in your new password
  - o Return to the website and login with your email and new password

### B. 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), 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”

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

- Click “Team” tab > “Results”

## **D. TO VIEW THE STANDINGS**

- Click “Team” tab > “Standings”

## **E. 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

## F. 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.

## G. 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:

Hopkinton Little League

This is a reminder that Josh Fischer is scheduled for a Practice on Thursday, 4/9/2015 at 5:00pm - 6:00pm (EDT) with >Baseball>Majors>Athletics at:

[Metro West Sportscenter](#)

270 Eliot Street

Ashland, MA 01721

[Click here for event details](#)