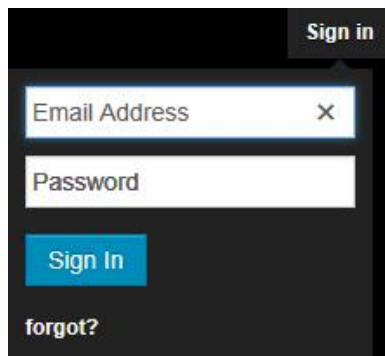


# How does the visiting team confirm a game?

1. Go to the NCJLA website [www.ncjla.org](http://www.ncjla.org)

2. Click on the Sign In button on the upper right side of the home page and then log in with your email address and your personal password for your account. If you forgot your password just enter your email address and click on the Log In button. An email will be sent to you with instructions on how to set your password.

NOTE: You need to be assigned as a Scheduler for each team that you are adding games for in the system to have the rights to enter games and confirm games. The NCJLA Webmaster should have made this assignment if you were listed as the Scheduler for teams.

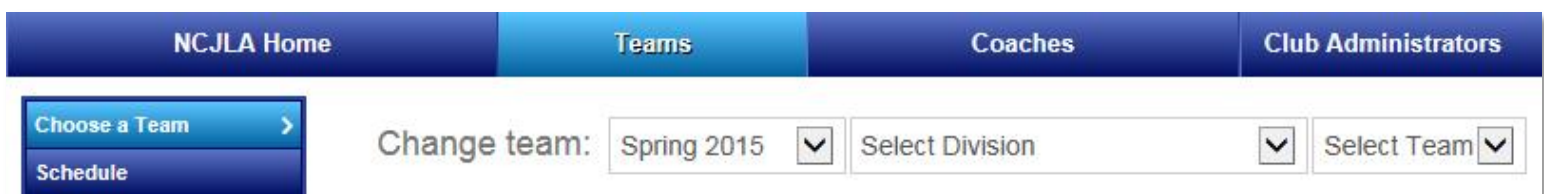


A sign-in form with a dark background. At the top right is a "Sign in" button. Below it are two input fields: "Email Address" with a clear button (X) and "Password". A blue "Sign In" button is below the fields. At the bottom left is a link that says "forgot?".

3. Click on the Teams tab



4. From the Teams tab page, select the appropriate Season, then League (Division & Conference) and finally the Team.



A screenshot of the "Teams" page navigation and filters. The top navigation bar has four tabs: "NCJLA Home", "Teams" (highlighted), "Coaches", and "Club Administrators". Below the navigation bar is a "Choose a Team" button with a right arrow and a "Schedule" button. To the right of these buttons is a "Change team:" section with three dropdown menus: "Spring 2015", "Select Division", and "Select Team".

5. Click on the Schedule button along the left hand navigation.



6. To confirm the game click on the orange edit icon.

Date	Time	Details	Event	Location	Actions
<a href="#">Show Past Events</a> <a href="#">Show Games Only</a>					
<input type="checkbox"/>	Sun, Mar 15	03:30 PM - 05:00 PM	@ Southern Marin B15B	Game	Mill Valley, Tamalpais HS
<input type="checkbox"/>	Sat, Mar 21	04:00 PM - 05:30 PM	vs. Santa Cruz Warriors Red B15B	Game	Burlingame LAX Field

7. This will bring up the following screen where you can select Confirmed under the Status dropdown list. Click on Submit to confirm the game.

Date: 03/15/2015  TBD 3:30p for 90 min. to 5:00p

Location: Mill Valley, Tamalpais HS

Category: Game

Status: ID: optional

8. The game will now have the green check mark icon next to it.

Date	Time	Details	Event	Location	Actions
<a href="#">Show Past Events</a> <a href="#">Show Games Only</a>					
<input type="checkbox"/>	Sun, Mar 15	03:30 PM - 05:00 PM	@ Southern Marin B15B	Game	Mill Valley, Tamalpais HS
<input type="checkbox"/>	Sat, Mar 21	04:00 PM - 05:30 PM	vs. Santa Cruz Warriors Red B15B	Game	Burlingame LAX Field

**IMPORTANT:** After scheduling has closed, any changes to the games and or cancellations will need to be submitted via the NCJLA website by rolling over the Club Administrators tab and choosing the Submit Game Schedule Change form.