



LSLL Team Manager's Manual

Welcome to the League Athletics Managers' Manual. This documentation is designed to make it easier for you to use the different features associated with the LSLL website. These capabilities will make it easier for you to communicate with and manage your team.

This manual will explain step by step how you can:

- [Add or Edit a team bulletin](#)
- [Edit game results](#)
- [Edit player statistics](#)
- [Post a general event](#)
- [Upload a document](#)
- [Upload photos](#)
- **Use the Attendance Feature**

Logging in to the website as a Manager or Coach

All of the above features will be available to you after you are signed in under the "Admin" section of the site. The Admin login is located in the upper right hand corner of the website and is indicated by LOG IN +.



Click on the LOG IN + button and the username and password fields will appear as shown below. You no longer need a special password to login as the admin to your team area. We now use a single sign on feature that allows you to use your email address on file and the password you use for your family account.



Enter your email address and password that you use when you registered your kids for the spring season. Each of you already has an email address in the system. For those of you that don't know your password, please do the following to obtain your password first before logging in:

Go to the www.lsll.org website. Click on the "Edit My Account" button in the lower left portion of the website. Enter your email address and leave the password blank. Your password will be emailed to you. Once you have your password you can continue the login process.

Add a New Bulletin

The bulletin should be the primary way to communicate with your team's players and parents. Bulletins are displayed on your team's home page with the newer bulletins displayed at the top of the page. You can optionally email new bulletins to players and parents using the "Broadcast Email" feature.

1. First make sure you are signed in as manager/admin
2. Select "Team" from the menu tabs from the at the top of the page
Note: You may have to select season, division, and team at the top of the page to get to your specific team.
3. Click on the "Add a New Bulletin" hyperlink
4. Enter information including "Respond To", "Publish Date", and "End Date"
Note: If no "End Date" is entered the bulletin will remain on your team's page indefinitely
5. Enter the title and write your bulletin.
6. You may choose to have the bulletin emailed by checking the "Email Broadcast" box. Select who you would like the bulletin to be mailed to (parents, players or both)
7. Click "Submit" to complete

To edit an existing bulletin, just click on the "Edit" icon  next to the bulletin on your team's page

To delete an existing bulletin, just click on the "Delete" icon  next to the bulletin on you team's page

*** Alternatively, you may email your entire team without creating a public message by using the "Email the whole team" link at the bottom of the "Roster" page. This gives you a private alternative to posting a public bulletin.

Edit Game Results:

This section will allow you to enter or change a score as well as any other information about a game. **This section is important. All Managers are now required to enter the game information on our website directly.** The Home Team Manager will be held accountable for making sure the information is entered for each game although the results may be entered by either manager. You no longer need to send in a game report. We are tracking everything online directly. If the standings are not updated it is because you have not updated your score yet. All standings will be updated automatically upon scores being updated.

1. First make sure you are signed in as manager/admin.
2. Select "Team" from the menu tabs from the at the top of the page
(you may have to select season, division, and team at the top of the page to get to your team)
3. Select "Results" from the menu pages at the left
4. On the team results page, find the game you wish to edit and click on the "Edit" icon  to the right of the game
5. Enter score
6. Enter any injuries in the comments area.
7. Uncheck the Email Results box at the top of the form.
8. Click submit to confirm changes.

Edit Player's Statistics:

This feature will allow you to enter or edit player's statistics for a particular game. This will let you track player's performance and progress throughout the season. At the very least you **MUST** enter the pitching information for each player that pitched in the game AND the catching information. This will take the place of our pitching/catching reports that we did manually in previous years. The last item you must track is player attendance at the game.

1. First make sure you are signed in as manager/team admin.
2. Select "Team" from the menu tabs from the at the top row of the web site page (you will have to select season, division, and team at the top of the page to get to your specific team page)
3. Once you are on your team page, select results from the menu pages at the left
4. On the team results page, find the game you wish to edit and click on the "Edit Game Statistics" icon Σ to the right of the game (the icon will be green if stats have already been entered and black if no stats have been entered thus far) Σ - Indicates stats have already been entered.
5. After clicking the icon, you will be presented with a spreadsheet with all players and input fields for all statistical categories across the page. At the top of the page will be tabs for Pitching, Hitting, and Fielding.

Attendance

1. Please click on the **Hitting Tab** and click the check box next to each player who was in attendance at the game.
2. It is important that you use the Hitting tab each time so that the attendance is added up each game – and note that tracking this information on the Pitching tab actually disrupts the proper calculating of eligible pitchers and days of rest, so please ensure you track attendance only on the **Hitting Tab**.

Pitching

1. **You MUST enter the pitching information.** For Pitching, click the Pitching tab and enter the Pitches Thrown (PT) and Innings Pitched (IP). You are **required** to enter at least those two statistics in order to comply with Little League guidelines. You may choose to enter additional pitching stats if you desire. In addition be sure to check the "ATN" box for all players who played in the game, regardless of whether they had any data reported. This very information is important as we qualify kids for All Stars in the upper divisions of our league.

Fielding

1. Click on the Fielding tab.
2. For Fielding **you MUST track the number of innings caught by each catcher.** Other than innings caught, you can track whatever other stats you would like. You are not required to track any stats other than Catching in this area.
3. Please enter the innings caught in the following format: 1, 1.33 (one and one third inning), 1.66 (one and two thirds inning)
4. Click "Submit" to confirm changes

Hitting (optional)

1. Click on the Hitting tab
2. You are not required to track any hitting statistics but most managers like to track these stats anyway. You can track the following: At Bats, Runs, Hits (singles), Walks, doubles, triples, HRs, and RBIs.
3. Once you are finished enter the data for each player, click the "Submit" button to confirm the changes.

Post a General Event:

This feature will allow you to post events on your teams "Event Calendar" and "Schedule" page for a specified period of time. This is a great tool for adding an event such as an additional practice, trip, meeting, or party.

1. First make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Next, select "General Event" from the menu pages to the left of the screen
4. Fill in the information for your general event
Note: You must enter a start date and a title. If no end date is entered, the end date will be the same day as the start date
5. Under the recurrence section, you may leave the values blank if this is a one time general event
6. Click submit to confirm general event

Upload Document:

This feature will allow you to upload a document from your computer to your team's page. This can be used to post a new playbook, parental permission slip or any document that you would like only your team to have online access to. Your team's document access page is password protected.

1. First, make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Select "Documents" from the menu pages at the left of the screen
4. Enter the name of document as you would like it appear on website
5. Type a brief description
6. Select "Browse" to locate document file on your computer.
7. Make sure your team is selected under the "Available To" list
8. Click "Submit" to confirm upload your document to your team's document page.

Upload Photos:

This feature will allow you to upload a photograph from your computer to the "Pictures" section on your team's page. This can be used for game, team or any photo you would like your team to have access to.

1. First, make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Select "Pictures" from the menu at the left of the screen
4. Enter a brief description/caption for the photo
5. Use "Browse" to locate the image file to upload on your computer
6. Click "Submit" to confirm photo upload.

Using the Attendance Feature:

We have just added a new feature called Event Attendance. This tool will allow the parents to log in to our website and tell the coach, manager or Administrator whether they will be able to attend a Game, Practice or other game event. Coaches, Managers and Administrators will be able to see what players can/cannot attend the event and email those who have not responded. This allows managers and coaches to plan better throughout the season. There are step by step instructions for the parents on the last page of this document. It can be copied and emailed to the parents or copied and handed out to the parents. The next page walks the Manager or coach through how to access and use the feature.

Attendance Feature - For the Mangers/Coaches:

1. Login to the website using the LOG IN+ in the upper right hand corner of the website. The login requires your email address and password. Use the same email address we have on file for you.
2. Go to your team page by using the Team link at the top of the website.
3. Select the correct season, division, and team.
4. Once your team page is displayed, go to the left side of the webpage and select the Schedule link.
5. To view the attendance responses for a specific event, select the magnifying glass icon next to the event you want to see.

Event Schedule
11U
>Travel>11U LS Eagles

Games Only | | | | |

Date	Time	Event Type	Field	
T Fri, Aug 5	5:30p - 8:00p	Practice	Lions Upper	
T Sat, Aug 6	9:00a - 11:00a	Practice	Lions Upper	
T Tue, Aug 9	5:30p - 8:00p	Practice	Lions Upper	
T Fri, Aug 12	6:00p - 8:00p	Practice	Lions Upper	
T Sat, Aug 13	9:00a - 11:00a	Practice	Lions Upper	
T Tue, Aug 16	5:30p - 8:00p	Practice	Lions Upper	
T Fri, Aug 19	6:00p - 8:00p	Practice	Lions Upper	
T Sat, Aug 20	9:00a - 11:00a	Practice	Lions Upper	
T Tue, Aug 23	5:30p - 8:00p	Practice	Lions Upper	
T Fri, Aug 26	6:00p - 8:00p	Practice	Lions Upper	

6. The next screen shows you how each player has responded OR if they have responded at all. If a name appears under the green Attending column then the player has responded they will be at the event. If the player appears under the red Not Attending column then the player has responded they will not be at the event. If their name appears under the yellow No Response column then they have not responded yet. To send an email to the people who have NOT responded yet, just click the "Email No Response" button. The system will automatically send an email to only those people asking them whether they are In or Out for that event. They just need to click on the In or Out button in the email and the system will automatically be updated with their response.
7. Repeat steps 5 and 6 for each event.

Practice on 8/5/2011

Attending	Not Attending	No Response
<input type="button" value="Email Attending"/>	<input type="button" value="Email Not Attending"/>	<input type="button" value="Email No Response"/>
Drew Caroline		Drew Cornicello Jason Ball Bryce Eisenreich Jonathan Fisher Kyle Skinner James Smith Michael Stopper Ben Williamson Benjamin Wroniewicz Cameron Timmons Michael Grupe Dave Ball Glen Caroline Steve Skinner Andrew Williamson

Attendance Feature - For the Parents:

1. Go to www.lsl.org
2. Click on Edit My Account in the lower left corner of the website.
3. Login using the email address that is on file with LSL. If you don't know which email address you have on file please email lsll.information@gmail.com to find out what email address is on file. **It is very important to use the same email address.** If you use a different email address the system will create a new account for you and your son will not be associated with your new account.
4. Once you are successfully logged in, click on the calendar icon next to your player's name.

Member(s):	Registration History	Date	Cost	Paid	Due
Erick Rozelle	Spring 2012 Volunteer Registration	11/28/2011	\$0.00	\$0.00	\$0.00
Tonya Rozelle					
Children:	Registration History	Date	Cost	Paid	Due
Ben Rozelle	Spring 2012 Little League	11/29/2011	\$150.00	\$150.00	\$0.00
Joshua Rozelle	Spring 2012 Little League	11/29/2011	\$175.00	\$175.00	\$0.00

5. Now click on the dropdown list next to each event listed in the schedule. Select Attending or Not Attending.

Event Schedule
8U
LSLL>Travel>8U LS Eagles

Games Only SHARE

Date	Time	Event Type	Field	Attending?
Sat, Aug 6	9:00a - 11:00a	Practice	Lions Lower	Attending
Tue, Aug 9	5:30p - 7:30p	Practice	Lions Lower	Attending
Wed, Aug 10	5:30p - 7:30p	Practice	Lions Lower	Attending
Sat, Aug 13	9:00a - 11:00a	Practice	Lions Lower	Attending
Wed, Aug 17	5:30p - 7:30p	Practice	Lions Lower	Attending
Thu, Aug 18	5:30p - 7:30p	Practice	Lions Lower	Attending
Sat, Aug 20	9:00a - 11:00a	Practice	Lions Lower	Attending
Wed, Aug 24	5:30p - 7:30p	Practice	Lions Lower	Attending
Thu, Aug 25	5:30p - 7:30p	Practice	Lions Lower	Attending