

# HOW TO REPORT YOUR SCORES

- 1) Go to the Edison League Website...[www.leaguelineup.com/edison](http://www.leaguelineup.com/edison)
  - 2) On the left menu, click on "**Schedules**"
  - 3) At the top of the page, **pick your division** from the drop-down box.
  - 4) Once the page changes, **pick your team** from the other drop down box. When the page changes your teams schedule should now be displayed.
  - 5) At the top of the page, click on the Tab that says "**Report Scores**"
  - 6) On the page that opens, in the beginning date **enter the date of the game you are reporting**.
  - 7) On end date, **enter the date of the game you are reporting**.
  - 8) From the next box, **choose the division you are in**.
  - 9) In the next box, you can **choose the field you played at** or just leave it at "**All Locations**"
  - 10) In the next box, you must **enter the password for the age group you are reporting**. Your password was given to you at the Rules Meeting and should not be publicized. Only the Head Coach or a team representative should have the Password to submit the scores.
- Once you have entered your password CLICK "**Search**"
- 11) When the new page opens, **find the game you want to report the score for** and on the right end of that game click on "**Report Score**"
  - 12) When the new page opens, **Enter Each Teams Score**. If you want, you can do a little write-up about the game by entering a "Headline" and then entering your write-up. If you don't want to do this, you do not have to.
  - 13) In the Next drop down box, you must **enter the Game Status**. In nearly all situations you will choose "**COMPLETED**". If you do not enter COMPLETED your game will NOT show up in the Standings

14) Click on "**SUBMIT**". Your game has now been entered into the system

This is a very easy process to complete but if for some reason you cannot do it, send me an email with the score to [edisonleague@gmail.com](mailto:edisonleague@gmail.com) or call me and leave the score at 740-544-6102. For those who are not local, you can call 1-866-717-6102. This number will ring in to the same phone.