

Captains information sheet for data entry on the website
PLEASE READ COMPLETELY

1. All captains text or call match scores to (843) 296-7024 immediately after the match. I prefer text. The reason I ask all captains and not just the home team captains is that sometimes the connection is poor or does not go through and it gives me a backup and verification of the scores, unintentional mistakes are made. I should have the scores posted by 5pm Friday. Even if you input scores immediately after a match please send them to me as well.
2. Someone on your team should have internet access if the captain does not. This person should take the score sheet home and enter the data in the website. It should be the home team unless the home team does not have access to the internet. If the home team does not have internet access please let the away team captain know so that they can enter the scores and quality points for that night. This should be done by Saturday evening at the latest. The away team should not log in unless they are entering the data. **The first team logging in will lock the other team out of the data entry page. This is a function of the web site and I do not have control of it.** If you are checking to see if data has been entered please just check the league home page. The team that entered the data or Rick Stample and Russell Hedrick can correct mistakes. If you find errors let us know.
3. Login: All team logins have been reset. The login name is the captain's first name and the number 9. Example (Russell9). The first time you log in you will be asked for a password. It must contain 1 uppercase letter and 1 number and at least 6 characters. Please pick one you will remember, if you forget it will have to be reset by Russell Hedrick or Rick Stample.
4. When you log in you will only see a data entry page after the match date and it is laid out just like our score sheet. Everything on this page is a pull down menu in each box except numbers. Home team is on the left and away team on the right. The person entering the data should have the home team sheet; it makes it much easier to fill the data in. Captains please fill in your score sheet with your team on the left side all the time. **Please no nick names.** I have put in true names in the pull down menu. Nick names are not there. If you do not find a player in the pull down menu just enter **NONE** as the player. It is probably a new player that joined that night. I or Rick will have to add them to the team before they show up in the drop down list.
5. I think the easiest and fastest way to enter your data is to work your way down the left side names, then the right side names using the pull down boxes to select the name. Then place the correct score in the first score box. Use your tab key and move right down through the score boxes. There are 2 ways to enter quality points. One way is located at the person's name and the other is at the bottom of the page. Again pull down boxes are used for quality points. Things like 9 marks and others that do not require a score can be selected and you are done. High tons and others require a score to be entered. Low tons 100-150, High tons 151 and above. While A Division can enter 5m on the quality points only 8 and 9 mark pins will be awarded. B division will only have 7, 8, or 9m pins awarded C division will have the highest pin earned awarded. In the case of pins you will be awarded the highest award earned only.
6. **One note:** until admin runs the player update the stats you have entered will not show up in the stats page. I am on the website all most every day and I usually do this so give it a couple of days before you complain about something not being entered.
7. I have started using a feature of the program called Player of the Week it is something the program calculates. No awards are given for this just for little fun. I need the data in place to run the calculation it will be done on Sunday. All Data must be in by Saturday or a player will not have a chance for the recognition.
8. Any questions call or email Russ or Rick.