



## Summer Session 2014

### ***Match Results Entry and Verification***

### **Instruction Manual**

Welcome to the Summer 2014 season of the New Haven Dart League! As was mentioned in the welcome letter, the League uses [yourleaguereports.com](http://yourleaguereports.com) for online entry of match results. This manual will provide instruction for both the entry of match results for your HOME matches, as well as verification of match results for your AWAY matches. If you have any questions or problems please contact:

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#### **Match Reporting Summary, Deadlines and Penalties**

In an effort to provide timely updating of team and player stats, NHDL has adopted a mandatory approach to the entry of weekly match results. As such, your designated "team administrator" will be required to **enter match results for both teams**, including all-stars scored, for all HOME MATCHES during the season. For the match weeks in which you are the AWAY team, the team administrator is responsible for verifying the match results entered by the Home team. The reporting deadlines and points penalties, based on a Thursday night match, are as follows (NOTE penalties are based on an 18-point match total; divisions that play a 36-point match will have these penalties doubled):

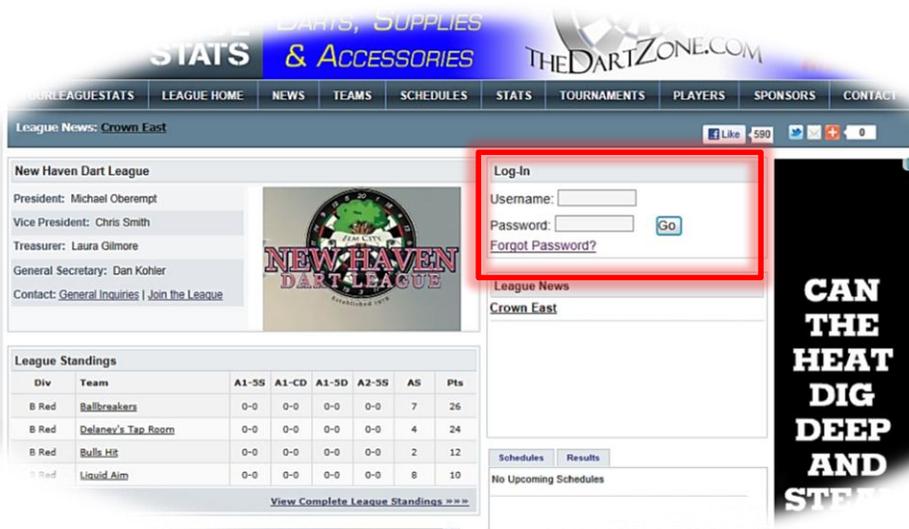
By Friday - 12:00 Noon	Home Team must CALL or TEXT match results to (203) 903-CORK (2675); <b>2-point penalty</b> assessed if deadline not met.
By Saturday - 6:00pm	Home Team must enter match results FOR BOTH TEAMS, including all-stars for all players, to league web site – <a href="http://www.nhdldarts.com">www.nhdldarts.com</a> ; <b>4-point penalty</b> assessed if deadline not met.
By Sunday – 6:00pm	Away Team should verify match results entered by Home Team; while verification is not mandatory and no penalty will be assessed, match results are AUTOMATICALLY ACCEPTED AND LOCKED at 6:00pm on Sunday. Any dispute regarding match results made after the verification deadline must be addressed by the Captain at a Board meeting, and corrections will be at the discretion of the Board.

By following Thursday

Home Team must mail the original score sheet to the League, which must be RECEIVED by the following Thursday; **2-point penalty** assessed if the score sheet is not received within 7 days following a match.

### First Login Password Creation

The first time you login to the new site you will choose your own password, unless it was indicated in the email that your login/password from last season is still active – in which case you can skip this step. If this is your first time using the new system, navigate to [www.nhldarts.com](http://www.nhldarts.com); in the “Log-In” section on the right hand side enter your Username as provided in the email received from NHDL; **for the first login leave the Password field blank**; then click the “Go” button.

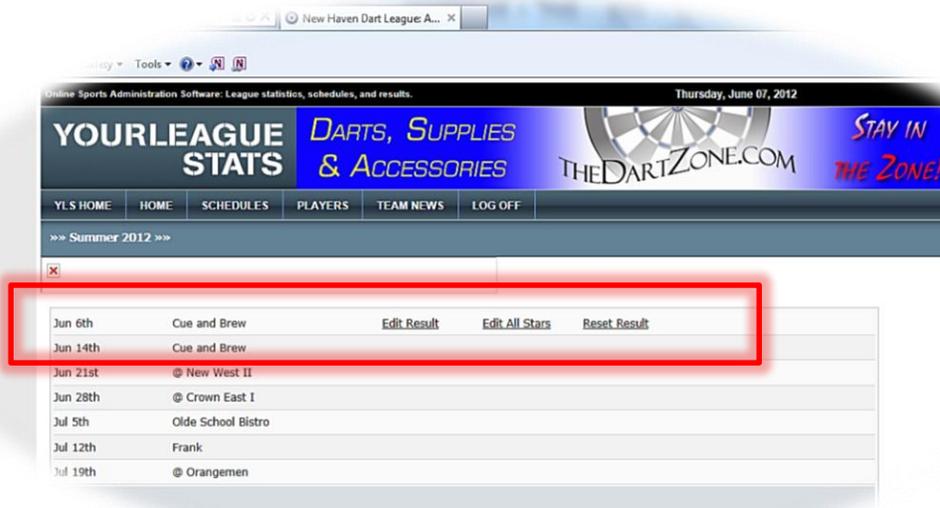


On the next page leave the Old Password field blank; enter your chosen password in the New Password field, and re-enter it in the Confirm Password field (NOTE your chosen password must be more than 6 characters and must contain at least one number); then click the “Change Password” button.



### Match Results Entry (Home Team)

Your password is now set and should be used for future logins to the system. After logging in successfully, the schedules page for your team will be displayed. The most recent match played will have the "Edit Result" link displayed – other matches will not be accessible. Click "Edit Result" to begin entering match results.



You will now see a match screen that closely mirrors the league score sheet, with Home Team on the left and Away Team on the right; by clicking the drop-down arrows you will see a list of player names for the teams; drop-downs on the left list Home Team players, and drop-downs on the right list Away Team players.

A-1 Hardwood Floors vs Cue and Brew

No Forfeit

**A1 501 Singles**

Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game

**A1 Cricket Doubles**

Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game

**A1 501 Doubles**

Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game
Add All Star	None	<input type="radio"/>	<input type="radio"/>	None	Add All Star	Reset Game

We have found that the easiest method for entering the match results is to complete the names selection for both teams first to mirror the score sheet; then select win/loss by clicking the appropriate “radio” button next to the winning player; finally, all-stars can be entered by clicking the “Add All Star” link next to a player’s name; further instructions for all-star entry are detailed later in this section. The image below shows a completed match result, with all player names and win/loss information entered.

A-1 Hardwood Floors vs Cue and Brew

= Win  = Loss

**A1 501 Singles**

Add All Star	Bill Anderson Jr.	<input checked="" type="radio"/>	<input type="radio"/>	Dan Rothwell	Add All Star	Reset Game
Add All Star	Bill Demaria	<input type="radio"/>	<input checked="" type="radio"/>	Jeff Cavallaro	Add All Star	Reset Game
Add All Star	Casey Demaria	<input type="radio"/>	<input checked="" type="radio"/>	John Barron	Add All Star	Reset Game
Add All Star	Darren Benane	<input type="radio"/>	<input checked="" type="radio"/>	Karen Clancy	Add All Star	Reset Game
Add All Star	Randy Annino	<input type="radio"/>	<input checked="" type="radio"/>	Lucky Baysum	Add All Star	Reset Game
Add All Star	Laura Gilmore	<input type="radio"/>	<input checked="" type="radio"/>	Mike Ranfone	Add All Star	Reset Game

**A1 Cricket Doubles**

Add All Star	Bill Anderson Jr.	<input type="radio"/>	<input checked="" type="radio"/>	Dan Rothwell	Add All Star	Reset Game
Add All Star	Bill Demaria	<input type="radio"/>	<input checked="" type="radio"/>	Jeff Cavallaro	Add All Star	Reset Game
Add All Star	Casey Demaria	<input type="radio"/>	<input checked="" type="radio"/>	John Barron	Add All Star	Reset Game
Add All Star	Darren Benane	<input type="radio"/>	<input checked="" type="radio"/>	Karen Clancy	Add All Star	Reset Game
Add All Star	Randy Annino	<input type="radio"/>	<input checked="" type="radio"/>	Lucky Baysum	Add All Star	Reset Game
Add All Star	Laura Gilmore	<input type="radio"/>	<input checked="" type="radio"/>	Mike Ranfone	Add All Star	Reset Game

**A1 501 Doubles**

Add All Star	Bill Anderson Jr.	<input type="radio"/>	<input checked="" type="radio"/>	Dan Rothwell	Add All Star	Reset Game
Add All Star	Bill Demaria	<input type="radio"/>	<input checked="" type="radio"/>	Jeff Cavallaro	Add All Star	Reset Game
Add All Star	Casey Demaria	<input type="radio"/>	<input checked="" type="radio"/>	John Barron	Add All Star	Reset Game
Add All Star	Darren Benane	<input type="radio"/>	<input checked="" type="radio"/>	Karen Clancy	Add All Star	Reset Game
Add All Star	Randy Annino	<input type="radio"/>	<input checked="" type="radio"/>	Lucky Baysum	Add All Star	Reset Game
Add All Star	Laura Gilmore	<input type="radio"/>	<input checked="" type="radio"/>	Mike Ranfone	Add All Star	Reset Game

NOTE that in divisions that need to record the actual score for each game (divisions where ties/splits are possible) the match results screen will not have the radio buttons as above, but will have entry areas where the

score for each game must be entered - see the image below for an example. However the completion of the player names via the drop-downs, as well as the all-star entry process, remain the same:



### **All-Star Entry**

All-stars can be entered at the same time as match results, or separately if you prefer after you click the "Update Results" button. We have found that the easiest method is to do everything at one time, so after completing the player name selection and entry of win/loss (or score) per game, you can simply continue on with all-star entry.

\*ALL-STAR NOTE: this new system differs in the way all-stars are entered. To calculate all-stars properly it was necessary to create separate all-stars for the "special" awards. The possible all-star choices are:

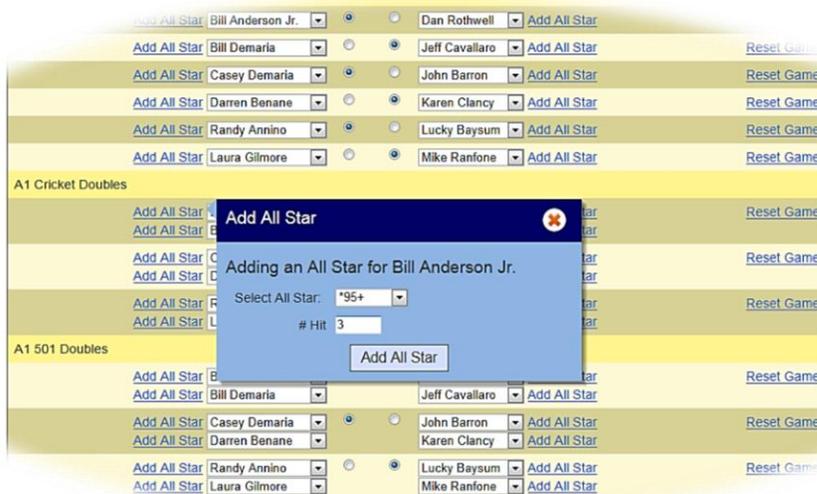
- \*AllStar** Any all-star over 95 points EXCEPT the "special" all-stars in the list below. Therefore this category includes "ton" all-stars (95 or higher), 3-cork, 4-cork, 5-cork, 6-hit, 7-hit and 8-hit. This category DOES NOT INCLUDE high-ins, high-outs, 6-cork, or any score higher than a T-70 (T-71 through T-80 have separate categories as noted below)
- 101+ In** A double-in score of 101 or higher in 301
- 101+ Out** A double-out score of 101 or higher in 301 or 501
- 6Cork** Six corks scored in one Cricket turn
- 9Hit** Nine-hits scored in one Cricket turn
- T-71** 171 scored in one 301 or 501 turn
- T-74** 174 scored in one 301 or 501 turn
- T-77** 177 scored in one 301 or 501 turn
- T-80** 180 scored in one 301 or 501 turn

The all-stars above are counted and entered separately; DO NOT include any of the "special" all-stars in the count for \*95+. In the images below, we use the example of Bill Anderson, Jr. for all-star entry. To bring up

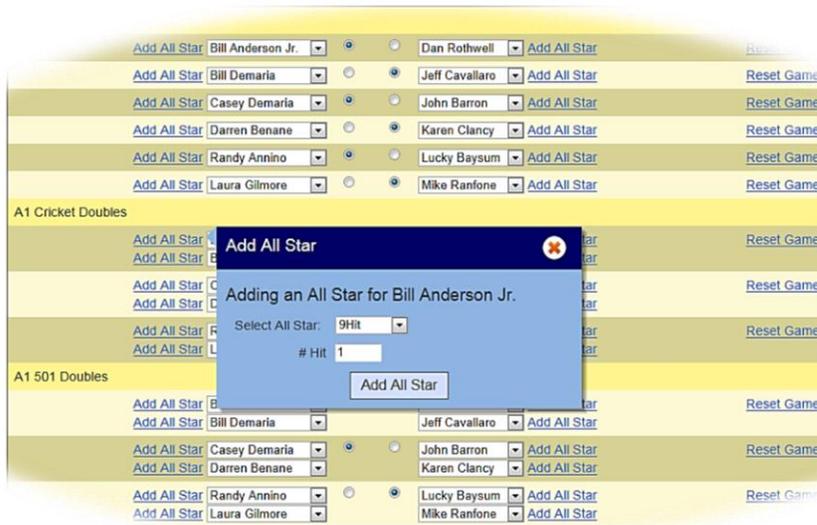
the Add All Star window, click the “Add All Star” link next to the appropriate player’s name. NOTE it does not matter which instance of the player’s name you click next to, they are all recorded in the same place – therefore you do not have to click in the Cricket section for all-stars scored in Cricket, and the 501 Doubles section for all-stars scored in that game; simply click the link next to the player’s name in any section and the pop-up window will appear. The player’s name that you are entering for appears in the Add All Star window as seen below:



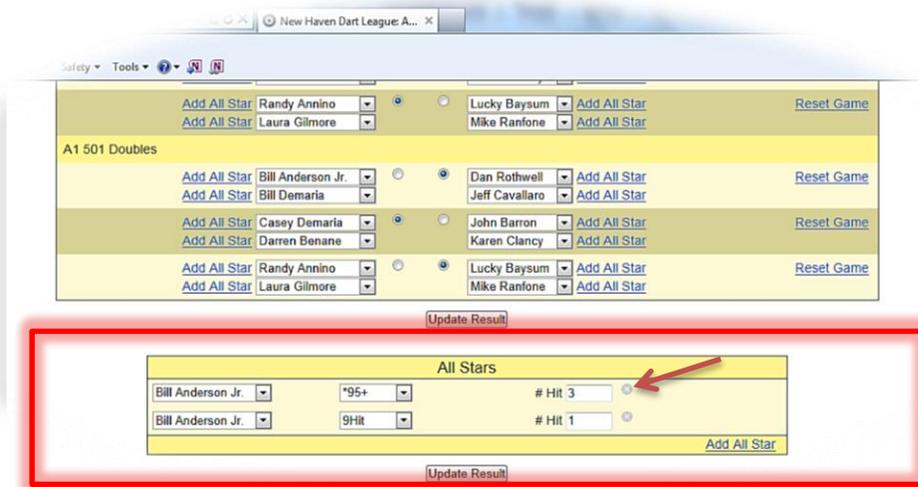
In our example match, Bill Anderson, Jr. scored 4 all-stars total (it was a bad night for him!); he scored a 95, a 105, a 3-cork, and a 9-hit. For entry purposes the 95, 105 and 3-cork are counted in the \*95+ category; so after selecting the drop-down for \*95+ simply change the “# Hit” section from 1 to 3 as in the image below and click on the “Add All Star” button. The all-star is then recorded and the window will close.



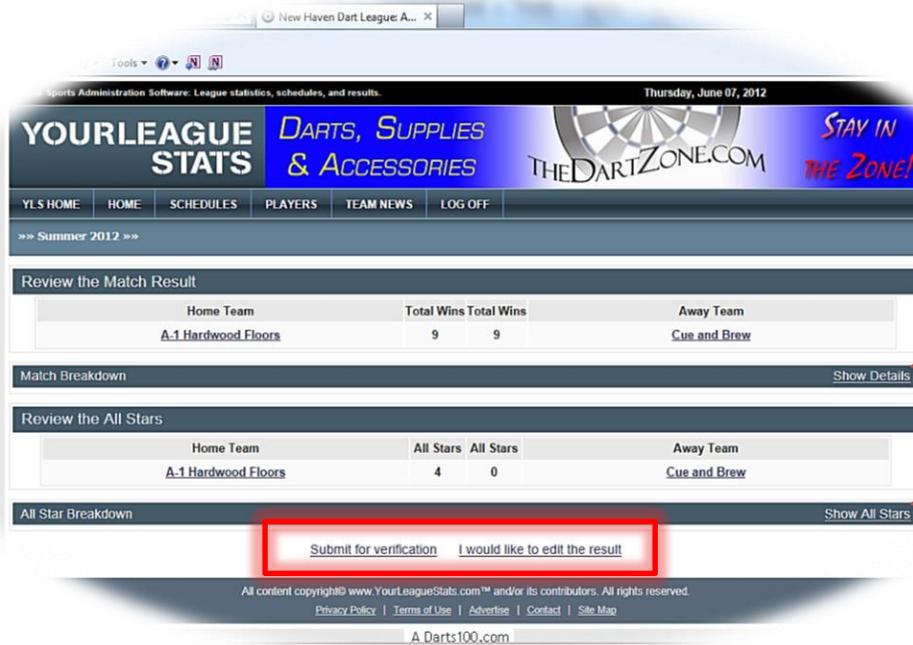
To enter the 9-Hit all-star which is a “special” all-star, we must open the Add All Star window again for Bill Anderson, Jr. by clicking the link next to his name in any section; this time we use the drop-down to select “9Hit” and leave the “# Hit” at 1, then click the “Add All Star” button. Once again the all-star is recorded and the window will close.



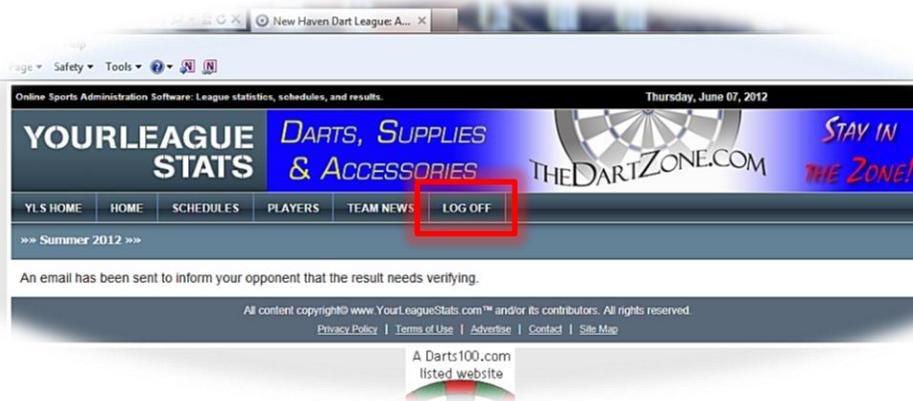
Continue this process for all players that scored all-stars in the match (both teams). To view all-stars already recorded scroll down to the bottom of the page, and you will see the list of all-stars that you have entered thus far.



NOTE if you notice that you have made an entry mistake, you can delete any already-entered all-star by clicking the “X” that appears to the right of each entry as noted in the image above. Once you have completed the entries, click on the “Update Result” button and you will then see a summary page of the results you just entered, which includes the Match Result score and the total all-stars for each team. To see more details for either section, click on either the “Show Details” link or the “Show All Stars” link and the relevant section will be expanded. If you need to enter additional results or modify the entries you have already made, click “I would like to edit the result” and you will be returned to the match entry screen; otherwise if your entry is correct and complete click the “Submit for verification” link.

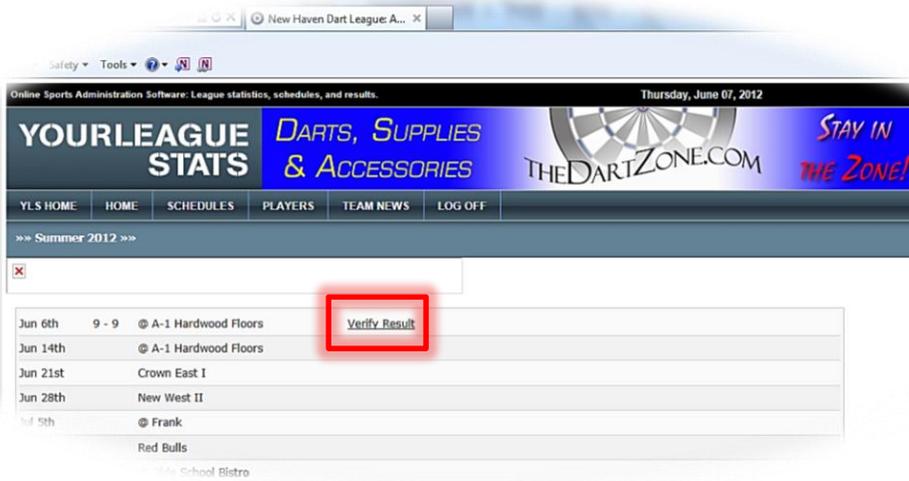


After clicking “Submit for verification” your match entry is complete; the message in the image below is displayed which informs you that an email has been automatically sent to the Away Team administrator stating the match results are ready for verifying. Log off from the web site by clicking on the “Log Off” menu item.



### **Match Results Verification (Away Team)**

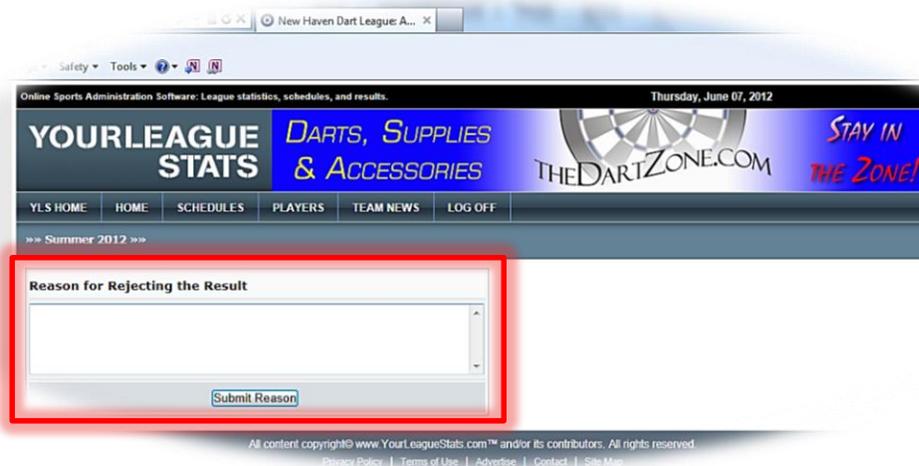
As soon as the Home Team has entered the match results, the Away Team administrator will receive an email stating that the match results are ready for verification. To complete the verification process, log in to the web site as described above – as the Away Team, when you are directed to the Schedules page the link “Verify Result” is displayed.



Click on the “Verify Result” link to see a summary of the match results as entered by the Home Team, which includes the Match Result score and the total all-stars for each team. To see more details for either section, click on either the “Show Details” link or the “Show All Stars” link and the relevant section will be expanded. On the bottom of the page are buttons labeled “I agree with the result” and “I disagree with the result”.



If you notice an error in the entered results click on “I disagree with the result” and the screen below will be displayed. Click in the box and type a thorough explanation of your reason for disagreement, then click the “Submit Reason” button. Your disagreement will be automatically emailed to the Home Team administrator as well as the League administrator for further action.



If you agree with the results as entered, click the “I agree with the result” button, and your match verification is complete. The match results will be automatically locked to further entries, and both the Home Team administrator and League administrator will receive an email stating that the match results were verified. The verification process is complete and you can log off from the web site.