League Administrator's Manual

Introduction:

This manual is a reference to use as you are setting up your first ScoreBook league

The process of setting up and maintaining a league has been broken down into steps. You may wish to set up your league using this manual as a guide, or you can refer to specific headings in the manual when you run into something you don't understand.

ScoreBook.com consists of two parts: "The Administrative Side", where league and team managers enter and update league and team information, and a "Public Side" where players and the rest of the world can see:

- League, Team, and Player Statistics
- Box Scores
- Listings of Leagues, Teams and Players
- Game highlights
- Important league policy information and announcements.

Your ability, as League Administrator, to keep this information up to date will determine how rich an experience your players will have when they look at their league and team pages.

Keep in mind that all of the things that take place on "The Administrative Side" are apart from what the general public is able to see. You control much of what the public sees and to a certain extent, how it appears.

You, as The League Administrator, will be posting your league/team information, and as you do so, it will be updated immediately on the "Public Side" which all league players can see. We recommend that you also read the portion of the ScoreBook Manual entitled "ScoreBook Team Manager's Duties," as what they do will have a direct effect on how your work gets done.

When working in ScoreBook, think about "the big picture." A lot of people will see the results of your work. Let's get started.

League Manager's Duties: Overview

A League Administrator is the fundamental person who creates the environment, which all Team Managers operate. League Level Functions are:

1. The creation of the League and its structure
2. The creation of a Season with start, end and lock dates
3. Setting Team Manager Responsibilities within the League
4. Entering Team Managers to the League record
5. Entering Teams to the League Record

The **League Administrator** must (1) create Team Managers and (2) assign each to a Team in the league record. The League Administrator must also create the teams.

The **League Administrator** should also enter Home Field Locations for each team created. Once all field locations are in, then the schedule of games can be created and the status of each game can be modified as necessary.

The **League Administrator** is also responsible for the upkeep of the League ScoreBook Home Page. This includes uploading League Logos, Photos, Messages and Links to other league websites outside of ScoreBook (if such sites exist.)

League Administrator's Tasks
Setting up your first league

ScoreBook.com is an easy way to manage your league. It is a powerful tool with a great deal of capability and, therefore, must be set up correctly to give you its full benefit.

ScoreBook.com is based on **League Administrators** being responsible for League duties and **Team Managers** being responsible for their own teams.

Throughout the Scorebook Manual, remember that some tasks are better suited for **Team Managers** to do. If work is shared, no one person will feel burdened with the complete task.

You, as **League Administrator**, may manage all league and team information if you wish, but it is advisable to employ the help of team managers whenever possible.

League Managers, **Team Managers** and Record keepers all have a place in the ScoreBook Application. Proper delegation of responsibilities is what makes ScoreBook work most effectively.

To begin, click the "Create your First League" button located at the top of the ScoreBook home page.

To Get Started: Choose your ScoreBook ID and Password

When you join ScoreBook.com, you will need to assign yourself a ScoreBook user ID and password, which you will use whenever you want to add or change information within your League Record. You may use this same password if you assign additional Leagues to your Scorebook account.

Your ScoreBook ID can be any word or phrase you choose up to 10 characters (which can be letters or numbers), but we recommend that you choose something that is easy for you to remember. ScoreBook user IDs and passwords are case-sensitive. The upper and lowercase characters you type must exactly match what you originally entered.

Your "Unique ID" must contain only letters A through Z in capital or lower-case and/or Numbers 0 through 9. No other characters are permitted.

Your ScoreBook password should be kept secret. We recommend that you ensure your privacy and protect your information by storing a written copy of your password in a safe place.

If you forget your password, click the "Forgot Your Password?" link under the login prompt on the "ScoreBook Sign-in" page. Enter your ScoreBook ID in the blank provided and we will e-mail your password to the address you

indicated when you set up the account.

For home use: When you enter your Scorebook account for the first time from home, make sure to check the box beneath the ScoreBook Login prompt labeled "Remember my ID and Password." If you do so, you will be taken directly to your "League Administration" Page without having to sign in each time you do so.

If you check this box from a PC that other people will be using... be careful. Other people who use that PC will have access to your ScoreBook account if they decide to check out ScoreBook Administration for some reason. If you're in a public place, try to sign in to your account manually.

Step 1: Enter Personal Information as League Administrator

Enter your first and last name, street address, city, state or province, country, and zip (or Postal Code), E-mail address (with confirmation), gender and date of birth in the blanks provided.

ScoreBook requires that **League Administrators** enter their date of birth in order to comply with the Children's

Online Privacy Protection Act (COPPA.) For the definition of COPPA, see appendix 2.1

Our Privacy Policy guarantees the safety of your information with ScoreBook.

Step 2: Create Your First League

Using the blanks and drop down lists provided, you will create the basic structure of your first league. The information necessary to create a League in ScoreBook is the:

- League Name
- Sport
  - ○ ScoreBook currently has a number of popular sports defined and you can choose from them when you set up your league.
  - ○ If you do not see the sport in which your League participates, please contact us and we will add it for you.
- Sanctioning Body
  - ○ Is the league part of a larger organization listed in this dropdown list? If not...use "None".
- League Age Group
  - ○ You must be at least 13 years old to create a ScoreBook.com League.
  - ○ ScoreBook is committed to safeguarding our users' privacy, especially the privacy of children whose personal information may be entered by league or team managers. A child is defined as a person 12 years of age or younger.
  - ○ At the bottom of the "League Maintenance" Page, all League Administrators have the ability to restrict personal information from Team Managers by answering "No" to the selection blank titled "Do you want contact info displayed?"
- League Gender (Male, Female or Coed)
- League ScoreBook Web Site address
  - ○ This will be the web address of your League's homepage (ex. www.ScoreBoook.com/yourleaguenamehere.)
  - ○ You may use up to 25 characters in your League's Web Address. You may only use letters or numbers. No other characters are permitted.
  - ○ This web address is also a bookmarkable link providing a "fast path" to your league page. You can get directly to your League's Home Page by using this address.
  - ○ We advise that you enter a unique name when you register, otherwise your preferred league name may go to another league.
  - ○ If the name you select is already taken by another league, a message will notify you that the name has already been taken

Step 3: Create Your First ScoreBook Season

Note: If this is not your first season with ScoreBook and you would like to load information from an old season into a new one you are creating, see step 3.2

Step 3. Enter the following information to create your first ScoreBook SEASON.

Season Year	2000 ▾ *
Season Name	[_____] * - Example: Spring, Summer, Etc...
Type	Regular ▾ *
Start Date	December ▾ 05 ▾ 2000 * Month/Day/YYYY
End Date	March ▾ 05 ▾ 2001 * Month/Day/YYYY

Submit   Back Help

A *Season* is any period during which time league activity (i.e.: Games being played) will take place. To define your season you must:

- Set "The Season Year" this identifies the season for the current year (Spring, Summer etc.)

  Note: If you have Season Data from a prior year that you want ScoreBook to use when calculating Statistics, then you must set up a separate season for that year and then return to set up a season for the current season of play. You can select a prior year from the dropdown list to enter older statistics.

- Set "Season Name" (spring, summer, fall etc+) Do not include a year within the name of the season you are creating. The year which you select when you create the season will automatically be appended to the season name you choose.

- Set "Season Type" This drop down list will give you the option of selecting either "Tournament" or "Regular." Selecting:
  - "Regular," enables you to schedule games/competitions in half hour increments.
  - "Tournament," enables you to schedule games/competitions in five minute increments. This enables more competitors to compete at the same time.

- Set "Start Date." All games scheduled must take place after the "Start Date" of your season.

- Set "End Date" This date will be the last day that you can schedule games to be played for the season you are creating. Press "Submit" and your first Season will be created.

  Note for Leagues with a "Conference Structure": please complete the set-up process, then proceed to Step 3.1

  After submitting your League information you can review what you have entered.

  If you wish to print this information, you may do so by clicking the "Print" button on your "Browser Command Bar."

  If everything is correct, press, "Click here to continue." You will be taken to your new "League Administration" Page which will serve as your administrative "home base."

Step 3.1: Creating a Season with a Conference Structure. (optional)

If you wish to have a "Conference Structure" for your League, select the season name you created in Step 3 from the drop down menu labeled "Create/Edit Seasons" under the "Seasons" heading.
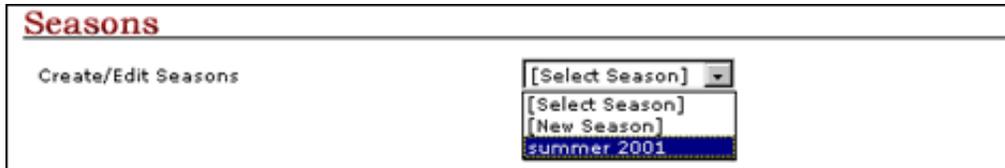
You will automatically be taken to the "Season Maintenance" for that season.

Select the "Conference Type Structure" radio button for the option named "League Structure"
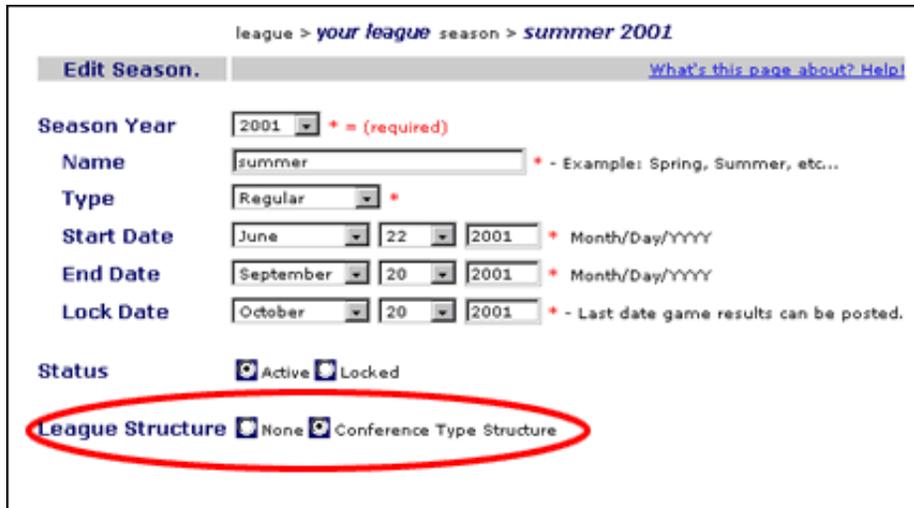
Press "Save"

The same "Season Maintenance" Screen will reload, only there will be a few small differences in the options you are presented with.

You now have the option of naming the divisions in your league. For example, if you have an "Eastern Conference" and a "Western Conference" within your league, leave the word "Conference" in the blank titled "Structure Name."

If your League is broken into "Divisions" or some other type of structure, then type "Division" in the "Structure Name?" blank, (or whatever you wish to call your league categories.) For the sake of these instructions, we will use the term "conferences."

When you create your Conferences, simply type in the Name of the structure (i.e. Eastern. Western etc+) and the word you specified in the "Structure Name?" will automatically append to the conference name you entered.

This is sure to save you some typing if you have a lot of different divisions in your league.

To continue, click the "GO" button next to the dropdown labeled "Conference Names." Be sure that the drop down menu is set to "Create New."

You will then be taken to the "League Structure Maintenance" page.

Type the name you wish the conference to have into the blank labeled "Conference Name."

Indicate the "Conference order on League Standings" (What place should this conference have when all conferences are listed on the league page.)

Indicate whether you would like to have this conference be included in league standings.

Note: This is a great feature when you would like to occasionally play teams, which are not in your league. Simply create a conference for the non-league teams and select that you do not wish to "Display this Conference on League Standings."

Repeat these steps until all of the "Conferences" have been entered.

Step 3.2: Copying Information from an Old Season into a New One

You can copy all of the information you entered in a previous season to a new season if you wish. This is a great labor saver.

You may do so from "Season Maintenance" when you set up your new season. Below the "League Structure" selection, you have the ability to select a prior season to copy from.

Select the season you wish to copy and click the "Go" button to be taken to the "Copy Season" Page.

"Copy Season" will list all of the prior season's "Teams," "Free Agents (players not associated with a team)" and "Players." If you wish to copy all of the season's information simply click the "Save" button and you're finished.

If you wish to selectively remove certain teams, players or free agents, you may do so by selecting the "Don't Copy" blank next to that team, player or free agent. If the "Don't Copy" blank is checked, then that team, player or free agent will not be brought forward into the new season you are creating.

Step 4: Create your League Home Page and Set League Preferences

Your League Name will show up under the "League" Heading as a *"hyperlink."*

Note: A "Hyperlink" is a word or picture that, when clicked, links to another place in the same page or to an entirely different page.

Click you league Name and you will be taken to your "League Maintenance" page.

Note: There are many other Administrative tasks that can be performed here in addition to maintaining general League Information. This Page lets you:

- Change General League information.
- Assign/Create a League Record Keeper (Optional.)
- Change password for Team Managers to access their Team Maintenance Page.
- Assign Administrative tasks to Team Managers (Optional.)
- Make a season Active or Inactive. (Able to be edited or not.)
- Define the Current Season
- Define a link to an external League page which will show up on your leagues ScoreBook page.
- Define League Standings Methods.
- Activate League Statistics (If statistics is supported for your sport.)
- Indicate the Usual Number of innings per game (Baseball/Softball only.)
- Indicate what defines a player as a League Leader (Baseball/Softball only.)
- Upload a League Logo.
- Upload a League Photo (with caption.)
- Indicate whether you want contact information displayed to Team Managers.

Step 4.1: To Change General League information

If there are errors in, or updates to, League information you may make the necessary changes on the "League Maintenance" page.

All of the information you entered to set up your league will appear in the blanks of this page.

Step 4.2: Assign/Create a League Record Keeper (Optional)

As you are probably aware, League management can create a tremendous amount of work. You, as the League Administrator are set as the "League Record Keeper" by default. ScoreBook allows multiple people the ability to work on updating League Information.

This handy feature allows you to create a person who can assist you with the Administration of your League. To do so, click the "Create a New Record Keeper" link and you are then automatically taken to the "Create ScoreBook Player" page.

Note: A ScoreBook Player is "anyone who plays a part in ScoreBook, on or off the field." This includes Record Keepers, Team Managers, Coaches and Players.

To create a player to serve as your League Record Keeper, proceed to STEP 5. Also, just because you create a player to serve as a League Record Keeper does not mean that you, as the League Administrator, will not be able to access league records if needed. As League Administrator, you have full league access at all times.

You can remain as the League Record Keeper by default if you wish.

Step 4.3: Change password for Team Managers to access their Team Maintenance Page

The blank titled "Temporary Password for Team Managers" holds the initial password that will be assigned to your Team Managers when/if they are going to access the league to do maintenance. You can change these passwords to something more meaningful by entering another password (10 characters max) and then saving the league record.

The level of responsibility that Team Managers have is up to you.

Step 4.4: Assign Administrative tasks to Team Managers: (Optional)

From League Maintenance: The settings you indicate here will DRASTICALLY affect the workload that you have as well as that of your Team Managers.

You, as League Administrator, will have full Administrative rights to the League at all times. You can delegate some responsibilities to your Team Managers and Record Keepers if you wish. This is optional.

These responsibilities include the ability to:

- Manage Team Rosters
- Manage Team Schedules
- Manage Player Accounts
- Post Game Results

The Team Managers that you create, initially have authority automatically to:
- Edit Team Information. This includes the ability to:
  - Post/Change the Team Web Address
  - Post/Change the Team Name
  - Post/Change the Team Abbreviation
  - Post/Change the Team's Home Field Location
  - Define a Team Web Page address which is outside of ScoreBook
  - Post a Team Logo
  - Post a Team Photo (with a caption)
  - Indicate whether they wish contact information for their players to be displayed

- Post Game Results (Games must be scheduled in order to post the results. Game Scheduling is typically a League Administrator's task.)

- Choose/Create Home Field Locations

- Assign Existing Players to Positions on the Team
  - Players must exist in order for them to be assigned to a Team's roster. The creation of players' identities is typically a League Administrator's task. This job can be delegated to Team Managers by indicating that "League Manager and Team Managers" can "Manage Rosters." To do so, select the appropriate radio button on the "League Maintenance" page.

- Post Team Homepage and Player Messages

  Using the "Radio Buttons" on the "League Maintenance" page you can grant your Team Managers the rights to

manage their own team's:

- Roster
- Schedule
- Players
- Post Game Results for their team.

By toggling the "Radio Buttons" to select "League Manager and Team Manager" you, as League Administrator, may elect to share your responsibilities with the team Managers. They will then have control on their "Team Administration" page to accomplish the tasks, which you have assigned to them.

If you, as League Administrator, elect to keep control of these functions, then Team Managers will not have the facilities available on their Team Maintenance Page to do so.

By default, the top three "Radio Buttons" are set to "League Manager Only." The last one is set to "League Manager and Team Managers." This setting gives "Team Managers" the capability to post game results.

Step 4.5: Make a Season Active or Inactive

In order to edit a Season (schedule games, post results etc...) in ScoreBook, the season must be activated. When the season's "Start Date", defined when the season was entered, has passed, the season is active. It remains so until the Season's "Lock Date" is reached. If for any reason you wish to "lock" a season prior to its "Lock Date," you can do so using the "Season Status" radio button.

Step 4.6: Identify the Current Season

ScoreBook is designed to support multiple seasons for your league. When you assign your leagues current season, you are setting the default season that will be displayed on your leagues homepage and team pages.

If you would like to edit a past season (providing it is not locked), or work on a future season, you can select it from the Season Dropdown list.

Note: If this is not your first ScoreBook Season, when you start a new season there's no need to recreate your entire league site just to get a new season started. Use the "Copy Season" function that allows you to copy teams, rosters etc+ from one season to another. This will allow you to keep lifetime league, season, team and players statistics. To do so see Step 3.2: Copying Information from an old season into a new one

Step 4.7: Define an external League Page link

FROM LEAGUE MAINTENANCE: If your League has another Home Page outside of ScoreBook, you can link to it from your League's ScoreBook Page.

To do so, enter the page address (ex. http://www.englewood-champs.com) into the "Link http://" blank on the "League Maintenance" page.

Link http://	
Link Text	

If you would like the hyperlink to show as other text, such as "click here to see our other home page," then enter that text into the blank titled "Link Text." When viewing your ScoreBook League Home page, you link will be visible under the Team Photo.

Step 4.8: Define League Standings Methods

This feature allows you to define how the teams, which show up as "League Leaders", on the league page are calculated.

You can set the League standing to be based on:
- Points
  - If you choose this method, then you can define how many points are awarded for Wins, Losses, and Ties using the blanks to the right of the "League Standing Method" dropdown box.

- How many Games Behind the League Leader the team is

- A team's Winning Percentage (games won divided by games played)

League Standing Method	Points ▾ Points per: Win 2 Loss 0 Tie 1
	- This is the method used to calculate Team standings in your League.
League standing is based on	☐ All Wins/Losses/Ties
	⦿ Conference/Division Only Wins/Losses/Ties
Activate League Statistics?	☑ Yes - This will activate Statistics for your League.
Usual number of innings per game	9
League leader qualifications	Plate appearances 3 Innings pitched 3 Decisions 3

Step 4.9: Activate League Statistics

Untitled Document

If your sport statistics are not currently supported by ScoreBook, this blank will not be available to you. (see fig.4.8)

Currently, only baseball and softball are supported by ScoreBook Statistics.

To see how ScoreBook computes Baseball/Softball Statistics, see Appendix 1.1

If you wish to take advantage of the Free League Leader Statistics package, then you must check the box labeled "Activate League Statistics?"

Step 4.10: Indicate the "Usual Number of Innings" per game

If you wish to change the number of innings that make up a completed game, you can do so by entering the new number into the blank titled "Usual number of innings per game." This equals 5 by default. (see fig.4.8)

Step 4.11: Indicate what defines a player as a League Leader

ScoreBook enables the League Administrator to create minimum requirements that a player must fulfill in order to become a league leader. (see image above)

For example, if a player bats twice and scores a hit for one of his "at bats," then he is essentially hitting .500. It's not valid to compare this hitter with another hitter who has batted seventy times and only has a .245 average. By setting a minimum requirement in the "number of plate appearances" blank, you can ensure that players are being compared equally when league leaders for hitting are calculated.

Using the "League leader qualifications" blanks on the "League Administration" page, the league administrator can set:

- A minimum amount of "Plate Appearances" (to calculate batting leaders)

- "Innings Pitched" (to calculate pitching leaders)

Step 4.12: Upload a League Logo

You can upload a League Logo that will display on your ScoreBook League homepage.

The image must be in .jpeg or .gif format. Images that are less than 123 pixels wide and 120 pixels high will give the best results, although larger images will scale appropriately.

To upload the image you would like, click the button titled "Upload League Logo."

An "Upload Graphic" box will appear. Click the "Browse" button and find the image on your computer system that you would like to use as a League Logo.

With that image highlighted in the text blank, click the "Upload File" button and your images will show up on your League's ScoreBook Homepage under your League's season selection.

If you don't upload a custom logo image, then a generic ScoreBook image will be displayed on your League homepage.

Step 4.13: Upload a League Photo (with caption)

You can upload a League Photo that will display on your ScoreBook homepage.

The image must be in .jpeg or .gif format. Images that are less than 377 pixels wide and 178 pixels high will give the best results, although larger images will scale appropriately.

To upload the image you would like, click the button titled "Upload League Photo."

An "Upload Graphic" box will appear. Click the "Browse" button and find the image on your computer system that you would like to use as a League Photo.

With that image highlighted in the text blank, click the "Upload File" button and your images will show up on your League's ScoreBook Homepage above your League's Team list.

If you don't upload a custom photo image, then a generic ScoreBook image will be displayed on your League homepage.

Text you type in the blank titled, "Photo Caption," will show directly beneath the League Photo on the League's ScoreBook Home page.

Step 4.14: Indicate whether you want contact information displayed to Team Managers

Personal information other than a player's first and last name, will never show up on the "Public" side of ScoreBook.com.

For administrative purposes you, as League Administrator, may wish to have the personal information supplied by players displayed on the ScoreBook "Administrative Side."

ScoreBook players that have the status of "Record Keeper" or "Team Manager will always have at least their e-mail addresses available to other members of ScoreBook administration (i.e. Team Managers and Record Keepers.)

They may choose to not have their other information (names, phone numbers and displayed.

Players who choose to not have any of their personal information displayed will show up on Rosters only.

Team Players or parents can indicate to Team Managers, or whomever sets up their ScoreBook Player Record, that

they do not with to share personal information. That preference will be reflected when the player is created and their information will be hidden from all ScoreBook Administrative personnel.

In this way, you can ensure that all personal information is protected and secure.

You have completed the initial setup of you League in ScoreBook and will not have to repeat these steps again. Click the "Save" Button at the bottom of the page.

You are automatically taken back to your "League Administration"

The Information that you created in "League Maintenance" has been saved and is now accessible through "League Administration" by selecting it in the appropriate Drop Down Menu.

Step 5: Create your first players - "Team Managers"

Note: A ScoreBook Player is "anyone who plays a part in ScoreBook, on or off the field." This includes Record Keepers, Team Managers, Coaches and Players.

A player must first be created in ScoreBook, and then assigned to a team. In this case, you will be creating players that will serve as **"Team Managers."**

To create players it's a good idea to have the following information handy before you begin the process of creation:
- Address
- E-mail address
- Birthday - ScoreBook requires that you enter the birth dates of all players who are under the age of 13 years of age in order to comply with the Children's Online Privacy Protection Act (COPPA) For the definition of COPPA, please see Appendix 2.1
- Gender
- Phone numbers.

Hint: e-mail addresses are important in sending information to "Team Managers"; try to get them if you can.

Note for Administrators who have used ScoreBook in prior seasons: If, during a previous season, you have already created players to serve as "Team Managers" then they will show up under the "Create/Edit players" dropdown menu for your league. Proceed to Step 6: Creating Teams in ScoreBook

The creation process is the same for anyone that you are adding to your ScoreBook League. All League Administrators or Team Manager are sure to become very familiar with this simple process.

Please select "New Player Profile" from the Drop Down Menu titled "Create/Edit players" under the "Players" heading to immediately be taken to the "Player Maintenance" page.

Note: Only fields with a red asterisk are required.

Assign each person a ScoreBook ID and password (required). You can choose a unique ID for your player, or we will assign one for you.

- "Unique IDs" must contain only letters A through Z in capital or lower-case and/or Numbers 0 through 9. No other characters are permitted
- They are case sensitive

If this is the first time you are using ScoreBook and there are no teams defined, then leave the "assign to team" drop down menu alone for now. You will assign your "Team Managers when you enter you Teams (Step:6)

Please enter the player's:

- First Name (required - 30 Alphanumeric characters max, no spaces or special characters)

- Last Name (required - 30 Alphanumeric characters max, no spaces or special characters)

- E-mail Address (required)
    - Enter the E-mail address again in the blank underneath to confirm
    - If it is not known, then click the "Unknown" button and proceed

- Birthday (required)
    - If it is not known, then click the "Unknown" button and proceed
    - ScoreBook requires that you enter the birth dates of all players who are under the age of 13 years of age in order to comply with the Children's Online Privacy Protection Act (COPPA) For the definition of COPPA, please see Appendix 2.1

- Mailing Address

- Mailing Address line 2

- City

- State/Province

- Zip Code

- Country

- Gender

- Home Phone

- Work Phone

- Mobile Phone or Pager

- Fax Number

Click "save" at the bottom of the page and your player record will be created.

ScoreBook will state that "ScoreBook Profile Created for (player name), Enter next Profile"

Repeat Step 6 for each Team Manager in you league. Once you have finished creating all of your Team managers, press the back button and you will be taken back to your "League Administration."

Warning!: Scorebook Players should be entered only once into ScoreBook regardless of how many Leagues or seasons teams they play in.

Step 6: Creating Teams in ScoreBook

Note: Be sure to give the Team Managers and Record Keepers their ScoreBook IDs and Passwords (created in Step 5) so that they can enter ScoreBook and maintain their team after you, as League Administrator have set it up.

As League Administrator, the chief task to accomplish here is to enter the basic team record into ScoreBook. Team Maintenance is best delegated to Team Managers unless you have decided to do the complete League/Team Management yourself. If you wish to manage the "Team Pages" please read the ScoreBook Team Managers Manual.

Teams, like Players, must be created first in order for them to be edited later. These basic steps will get the job done.

From "League Administration," select "New Team" form the drop down menu labeled "Create/Edit Team General Information."

You are immediately taken to a blank "Team Maintenance" page.

Note: Only fields with a red asterisks are required.

Please enter the:

- Team Web Address (required)
  - ○ This is the web address that people will use to access the "Public Side" of the team page you are creating. Keep it short if possible and please use only letters or numbers, no other characters.

- Team Name (required - 50 Alphanumeric characters max, no spaces or special characters)

- Team Abbreviation (required - 12 Alphanumeric characters max, no spaces or special characters)
  - ○ This is a reference to the team you are creating which will be used on both ScoreBook "Administrative" and "Public Side" pages.

- Team Manager (required)
  - ○ The "Team Managers" you created in *Step 6* are available in the Dropdown list titled "Select Manager"
  - ○ Select the Correct Manager for the team you are creating.

- Team Record Keeper (required)
  - ○ Use the "Team Managers" you created in Step 6. They are available in the drop down menu titled "Team Record Keeper". The Team Manager can assign a record keeper later if needed.

Note For Leagues with Conferences: If you adopted to have a "Conference Type" structure when you set up your "Season", then the conference names which you created are available in the conference name drop down menu.

Select the appropriate conference for the team you are creating. If you do not select a conference, then you will not be able to create the team record.

Repeat this process until all of your teams have been entered

Step 7: Setting up your ScoreBook Game Schedule

In order to create your first ScoreBook Schedule, you need to have home field locations defined for each team you have created.

There are a number of ways that you can accomplish this:

- Enter all of the home fields yourself. In order to do this, you need to have your Team Managers get their locations to you before schedules can be completed.

  Note: In order to use ScoreBook's mapping feature, a precise street address must be entered for each field location. Many athletic fields do not have a precise address. A way to remedy this situation is to have the Field's address be that of an adjacent home or business. Players and the general public are sure to see the athletic field if the address is correct.

- When you entered your Teams into ScoreBook, the "home field" was left blank. Have your Team Managers input the home field Location for their team when they log into their Team Administration page for the first time.

When all of the home fields have been entered, then you can schedule your games.

You can choose to enter your games on a team-by-team basis, or you can enter the games chronologically.

Step 7.1: To schedule games using the team-by team method

From League Administration, select the Team from the drop down menu labeled "Schedule Team Home Games" under the "Team, Roster and Schedule" Heading.

You are then taken to "Schedule Maintenance" where you will schedule a Team's home field games.

Select the "month", "day" and "year" for the game you would like to schedule from the appropriate drop down menu.

Select the opposing team from the drop down list labeled "opponent." All of the teams that you entered when you set up the league are options in this list.

Select the field Location from the drop down menu labeled "Location."

Note: You must select a Location from the list before you Schedule a Game.

If you would like to add a special comment which will show up on the "public side" schedule (ex. "Don't forget to bring your registration forms if you have not done so,") you can do so by entering it into the blank labeled "Comment."

Click "Add Game" and you will notice that it has been added to the schedule.

Repeat this step for all of the games for the team in question.

If you make a mistake, you can correct it by either clicking the "edit" button and correcting the information, or check the "delete" box and then clicking the "delete selected" button at the bottom of the page. Then, re-enter the game in question using the correct information.

Then, click the "back" button and select another team from the drop down menu labeled "Schedule Team Home Games" under the "Team, Roster and Schedule" Heading. Schedule games for that team as you did for the first one.

Complete these steps for each team in your league.

Step 7.2: To enter games using the league-wide method

You may wish to enter games as they will occur rather than on a team-by-team basis.

From League Administration, select the "All Teams" from the drop down menu labeled "Schedule Team Home Games" under the "Team, Roster and Schedule" Heading.

Your are then taken to "Schedule Maintenance" where you will schedule games for any team in the league.

Select the "month", "day," "time" and "year" for the game you would like to schedule from the appropriate drop down menu.

Select the visiting team from the first drop down menu labeled "Teams." All of the teams that you entered when you set up the league are options in this list.

Select the home team from the other drop down menu.

Select the Field Location from the drop down menu labeled "Location."

Note: You must select a Location from the list before you Schedule a Game.

If you would like to add a special comment which will show up on the "public side" schedule (ex. "Don't forget to bring your registration forms if you have not done so,") you can do so by entering it into the blank labeled "Comment."

Click "Add Game" and you will notice that it has been added to the schedule.

Repeat this step for all of the games for the team you have selected.

If you make a mistake, you can correct it by either clicking the "edit" button and correcting the information, or check the "delete" box and then clicking the "delete selected" button at the bottom of the page. Then, re-enter the game in question using the correct information.

When you are finished entering all of your games in the Leagues Schedule, click the back button to return to "League Administration"

Step 7.2.1: Posting Highlights and Statistics

After Clicking "*Your league/Team's* Statistics and highlights," on the "Game Results" page (see graphic above) you are automatically taken to your team's "Game Highlights" page.

Below the game's score and general information are blanks within which you will place your players statistical performance for that game.

GAME																
Wed. 6/13/2001 1:00 p.m.								opponent								
Second Field								(at) yourteam								

yourteam STATISTICS

For batting order, please use integers for original line-up and decimals for substitutions.

Batting

Name	Batting Order	POS	AB	R	1B	2B	3B	HR	RBI	SB	BB	HBP	CI	SAC	SF	ROE
Player 1	0.00		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Player 2...	0.00		0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Batting Order	POS	AB	R	1B	2B	3B	HR	RBI	SB	BB	HBP	CI	SAC	SF	ROE

POS=Position, AB=At bats, R=Runs, 1B=Singles, 2B=Doubles, 3B=Triples, HR=Home runs, RBI=Runs batted In, SB=Stolen bases, BB=Walks, HBP=Hit by Pitch, CI=Catcher interference, SAC=Sac. hit, SF=Sac. fly, ROE=Reached on error

Save

Pitching

Name	Pitching Order	IP	H	R	ER	BB	SO	WP	BK	W/L/SV	SHO	CG
Player 1	0.00	0 . 0	0	0	0	0	0	0	0		☐	☐
Player 2...	0.00	0 . 0	0	0	0	0	0	0	0		☐	☐
	Pitching Order	IP	H	R	ER	BB	SO	WP	BK	W/L/SV	SHO	CG

IP=Innings Pitched (complete and partial innings. E.g. 3.1 is three complete innings and one additional out), H=Hits, R=Runs, ER=Earned Runs, BB=Walks, SO=Strike outs, WP=Wild Pitches, BK=Balks, W/L/SV=Win/Loss/Save, SHO=Shut Out, CG=Complete Game

Save

Statistics for both hitting and pitching are valid within ScoreBook.

For Batting, ScoreBook Tracks:
- POS=Position
- AB=At bats
- R=Runs
- 1B=Singles
- 2B=Doubles
- 3B=Triples
- HR=Home runs
- RBI=Runs batted In
- SB=Stolen bases
- BB=Walks
- HBP=Hit by Pitch
- CI=Catcher interference
- SAC=Sacrifice hit
- SF=Sacrifice fly
- ROE=Reached on error

For Pitching, ScoreBook Tracks:

- IP=Innings Pitched (complete and partial innings. E.g. 3.1 is three complete innings and one additional out)
- H=Hits
- R=Runs
- ER=Earned Runs
- BB=Walks
- SO=Strike outs
- WP=Wild Pitches
- BK=Balks
- W/L/SV=Win/Loss/Save
- SHO=Shut Out
- CG=Complete Game

  Pitching and Batting order are set at your discretion.

  Set up your batting/pitching order using whole numbers in the pitching/batting order blanks.

  For substitutions, use numerical values for the player you are putting into your lineup as a substitute. Then you will not have to re-enter your complete order each time you substitute players.

  For example, your original second hitter in your line up takes the value of 2.0. If you plug someone into your line up to bat after the second hitter, then that player's value can be 2.1. Then, when you take that person out of the substitute position, your original batting order is still intact.

  For an explanation of how these statistics are calculated, please see Appendix 1.1

Step 7.3: To Change the status of a game once it has been scheduled

If at any point you need to edit game schedule information (i.e. reschedule or cancel games) you can do so by selecting "all teams" from the drop down menu labeled "Schedule Team Home Games" and clicking the "edit" button next to the game you wish to modify.

You are taken to the "Change Game Schedule" where you can change the status of a game using the drop down menu labeled "Status." Choose either "canceled" or "rescheduled" depending on what status the game now has. Game Status is always set to "Scheduled" by default.

Click "Save" and your changes will be reflected on the ScoreBook "Public Side" as well as in your "Administrative Side" schedule.

Press the "Back" button twice to be take back to the "League Administration" page

Step 8: Entering League Information

Using the "League Information" drop down menu on the "League Administration" page, you can provide people on the "Public Side" of ScoreBook with various messages that add richness to their ScoreBook Experience.

You can enter this information by selecting:

- League History
  - ❍ You are presented with a text blank. Type your League history and title into this blank and click the "Save" button at the bottom of the page. Click the back button to get back to "League Administration"
  - ❍ League History is visible to the "Public Side" ScoreBook Users when they select "League History" from the "League Information" drop down menu on the Leagues Home page.

- League Homepage Message
  - ❍ You are presented with a text blank. Type your League Homepage Message and Title into this blank and click the "Save" button at the bottom of the page. Click the back button to get back to "League Administration"
  - ❍ The League Homepage Message is visible to the "Public Side" ScoreBook Users when they view the League's Homepage. The text you enter will shown directly beneath the League Logo.

- League Sponsors
  - ❍ You are presented with a text blank. Type your League's Sponsors and Title into this blank and click the "Save" button at the bottom of the page. Click the back button to get back to "League Administration"
  - ❍ League Sponsors are visible to the "Public Side" ScoreBook Users when they select "League Sponsors" from the "League Information" drop down menu on the Leagues Home page.

- League News
  - ❍ You are presented with a text blank. Type your League News and Title into this blanks and click the "Save" button at the bottom of the page. Click the back button to get back to "League Administration"
  - ❍ League News is visible to the "Public Side" ScoreBook Users when they select "League News" from the "League Information" drop down menu on the Leagues Home page. · Team Manager Messages
  - ❍ You are presented with a "title and text blank." Type your Team Manager Message and Title into this blank and click the "Save" button at the bottom of the page. Click the back button to get back to "League Administration"
  - ❍ The Team Manager Message is visible on the "Team Maintenance" page when they log onto ScoreBook to maintain their ScoreBook Team Page. It's a great way to post messages to your Team managers only.

Step 8.1: Viewing the Manager Directory

If you wish to view the Manager Directory (List of all current **Team Managers**) you can do so by clicking the "View Manager Directory" button near the bottom of the "League Administration" Page.

Some Managers may not want their personal information displayed. Those who elected to not have their information displayed will only have their E-Mail available for viewing.

Step 8.2: Composing and Sending E-mail to all of your Team Managers

If you wish to send E-mail to all of your Team Administrators, click the "Compose and Send E-mail" button near the bottom of the "League Administration" page.

You are then taken to the "ScoreBook Send E-Mail" page.

Type the subject of your message in the "subject" blank.

Enter your E-mail address in the "From" blank, or you may leave it empty in order to remain anonymous.

All of the "Team Manager" E-mail addresses that you entered when you set up their ScoreBook identities will be listed below the "From" blank.

Type your message in the large text area and click "Send Message" when you are through.

You will receive a message that states "E-Mail message sent. Click the back button to continue"

All of your Team Managers will receive your message.

Click the Back Button to return to "League Administration"

Appendix

Baseball/Softball Statistics For ScoreBook.com

Batting:

1. Games = (entered by user)
2. At Bats = hits + outs + reached base safely on error (entered by user)
3. Plate Appearances = at bats + walks + hit by pitch + catchers interference + sacrifice flies + sacrifice hits
4. Runs = (entered by user)
5. Singles = (entered by user)
6. Doubles = (entered by user)
7. Triples = (entered by user)
8. Home Runs = (entered by user)
9. Hits = singles + doubles + triples + home runs
10. Runs Batted In = (entered by user)
11. Walks = (entered by user)
12. Strike Outs = (entered by user)
13. Hit By Pitch = (entered by user)
14. Catcher's Interference = (entered by user)
15. Sacrifice Fly = (entered by user)
16. Sacrifice Hit = (entered by user)
17. Stolen Bases = (entered by user)
18. Batting Average = (singles + doubles + triples + home runs) / at bats
19. On Base Percentage = singles + doubles + triples + home runs + walks + hit by pitch + catcher's interference / at bats + walks + hit by pitch + catchers interference + sacrifice flies
20. Total Bases = (singles x 1) + (doubles x 2) + (triples x 3) + (home runs x 4)
21. Slugging Percentage - [(singles x 1) + (doubles x 2) + (triples x 3) + (home runs x 4)] / at bats

Pitching:

1. Games = (entered by user)
2. Games Started = (entered by user)
3. Complete Games = (entered by user)
4. Innings Pitched = (entered by user)
5. Hits = (entered by user)
6. Runs = (entered by user)
7. Earned Runs = (entered by user)
8. Hit By Pitch = (entered by user)
9. Walks = (entered by user)
10. Strike Outs = (entered by user)
11. Wins = (entered by user)
12. Losses = (entered by user)
13. Winning Percentage = wins / (wins+losses)
14. Shut Outs = (entered by user)
15. Saves = (entered by user)
16. Earned Run Average = (earned runs x 9) / innings pitched
17. Hits per 9 Innings= (hits x 9) / innings pitched = Hits per 9 Innings
18. Strike Outs per 9 Innings = (strike outs x 9) / innings pitched
19. Walks Per 9 Innings = (walks x 9) / innings pitched

The Children's Online Privacy Protection Act (COPPA)

COPPA is the first Federal online privacy law, regulating the collection of personal information from children under 13. Web sites must post a privacy policy, inform parents of collection practices, and gain parental consent before collecting children's personal information or sharing that information.

A full text of COPPA can be obtained from "http://www.ftc.gov/ogc/coppa1.htm", currently on the Federal Trade Commission's website.