Team Manager's Manual

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Introduction:

Unless you are a **League Administrator** who is about to set up, manage and maintain a completed League with all its Teams and Players, <u>do not create another League in order to access your Team</u>. It has already been done and trouble will result in doing so again.

ScoreBook.com is a simple tool. We have tried to model the task of using ScoreBook after the "real world" methods that both League Administrators and Team Managers use when they complete their jobs.

As **Team Manager**, you will find that much of the work you are already doing will have a place in ScoreBook.

ScoreBook takes all of the paper based communication, which must take place in order to keep track of a Team and its performance, centralizes it, and makes it available through any web browser on any computer with no special software required. It's a great time saver!

As a **Team Manager** in ScoreBook, your first responsibility is to keep your Team Record up-to-date. This job is done through the "Administrative Side" of ScoreBook.

Things that take place on "The Administrative Side" are apart from what the general public is able to see. The general public (your league and team members) can only see the "Public Side" of ScoreBook which is what they see when they check their ScoreBook web pages.

You, through the "Administrative Side" control much of what the public sees and to a certain extent, how it appears.

Your ability, as a Team Manager, to keep this information up to date will determine how rich an experience your players will have when they look at their team pages.

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

Team Managers Duties: Overview

In order for your **Team Manager** role to exist, your ScoreBook user ID must first be created, and then assigned to a team by the **League Administrator**.

<u>To accomplish ANY of the work which a **Team Manager** must do, you must have a ScoreBook ID and password.</u>

Your League Administrator, will have this information for you. Once you get your ID and password, you are ready to begin your job as a **Team Manager**.

A **Team Manager** is primarily responsible for the maintenance of a Team's ScoreBook web pages. This includes uploading Team Logos, Photos, Messages and Links to other Team websites outside of ScoreBook (if such sites exist.)

There are other responsibilities that may be in a Team Manager's scope, although the delegation of those responsibilities is at the discretion of the League Administrator.

These responsibilities may include the ability to manage the team's:
● Roster
● Schedule
● Players
● Game Results for your teams
● Statistics
If, when signing in to the "Team Administration," you see headings reflecting any of the above tasks, then your **League Administrator** has granted you the ability to complete these tasks and you will probably be required to do so.

Team Manager's Tasks
Get your ScoreBook ID and Password from your League Administrator.

As mentioned in the introduction, when you log in to ScoreBook.com, you will need a ScoreBook user ID and password, which you will use whenever you want to add or change information within your Team Record.

Get it and keep it in a safe place. Your League Administrator can retrieve it for you if necessary.
Go to "http://www.scorebook.com" with a Web Browser

Click the "Admin Sign-in" button on the top of the ScoreBook.com Homepage

You are taken to the "ScoreBook Sign-in" page. Place the ScoreBook ID and Password which you received from your **League Administrator** into the blanks provided and hit the "Sign-in" button.

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 that your **League Administrator** has listed as your E-mail address.

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 "Team 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.

Enter Your "Team Administration" Page

If everything you entered into the login prompt was correct, you will be taken to your new "Team Administration" page, which will serve as your administrative "home base" for all of your Team Maintenance.

There may be a message from your League Administrator. It will be at the top of the page under your *League Name* and "Season Selection" drop down menu.

Note: The season selection Drop Down Menu in the upper left corner of the Team page allows you to view information from prior seasons if such seasons exist in ScoreBook. If this is the first season that your League is using ScoreBook, then the current season will be the only one available in the drop down menu.

You will also have the opportunity to "Go Pro!" with ScoreBook.com. ScoreBook's team level statistics are activated when a team purchases a "Pro" package for a small yearly fee. To do so, click the "Go Pro!" button at the top left of the screen.

This page will have at least three headings:
- Team
- Locations
- Team Information

Setting up your Team's ScoreBook Home Page

Under the "Team" heading, the name of your team will be a clickable blue 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 your Team Name and you will be taken to your "Team Maintenance" page.

This page serves as a base where you can update basic information about your team.

With this page you can:

Assign a new team web address giving you fast access to your team page

Initially, your **League Administrator** entered your Team web address (your team's address on the internet) into the League Record. If the League Administrator did not enter a web address for your team at the time it was created, then this blank will be filled with a series of letters and numbers by default. You can change this to something more meaningful (your team name, for example).

It is not necessary to change this default team web address, but changing it to your actual team name is recommended. For example, it's much easier to type in "http://www.scorebook.com/ravens" than it is to type in http://www.scorebook.com/T000000157. Taking this step will also reserve your web address before another team with the same name makes it unavailable to you.

# Re-name your Team and "team abbreviation"

The team name that your **League Administrator** gave your team will appear in this blank

Your team abbreviation will fill the blank directly below.

ScoreBook uses this abbreviation to manage your team in a number of ways. For example, when your players select their team from a drop down menu named "schedule" in order to view their team's schedule, the will not be selecting its full name, but rather a short reference to it.

Assign a Team Record Keeper

As you are probably aware, Team management can create a tremendous amount of work. You, as the Team Manager are set as the "Team Record Keeper" by default. ScoreBook allows multiple people to work on updating Team Information and you can assign one if you wish.
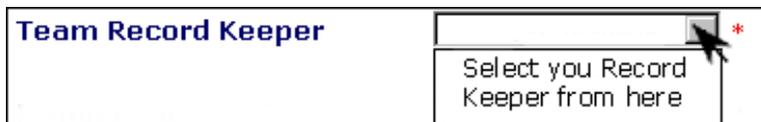
This handy feature allows you to select a person who can assist you with the administration of your Team. Using the drop down menu labeled "Team Record Keeper," select that person.

If there are no people to select from, then one of two things must occur. You must:

- Enter a player to serve as Record Keeper (if the "Player" heading is available on your "Team Maintenance" see "Managing Your Team's Player Accounts")
- Tell your league administrator to enter a player that you wish to serve as your "Team Record Keeper"

Selecting a home field location for your Team

If your League Administrator has not already assigned your Team a home field location, then you must do so by selecting it from the drop down menu labeled "Create/Edit Playing Locations."

If there are no home fields present, or if your Team's home field is not listed, then you must enter it. Select "New Field Location" from the drop down list and enter the home field location.

Entering a Home Field Location

From selecting "New Field Location" you are automatically taken to "Field Location Maintenance"

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.

Enter your field's Name, Location and Driving Directions in the blanks provided.

Note: Games cannot be scheduled for a field until it has been entered into ScoreBook. It's a good idea to coordinate the entering of field locations with you League Administrator, so that the schedule can be entered as easily as possible.

Define a link to an external Team web page (if such a page exists)

If your Team has another Home Page outside of ScoreBook, you can link to it from your Team's ScoreBook Page.

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


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 Team Home page, your link will be visible under the Team Photo.

Upload a Team Logo (125K Limit file size

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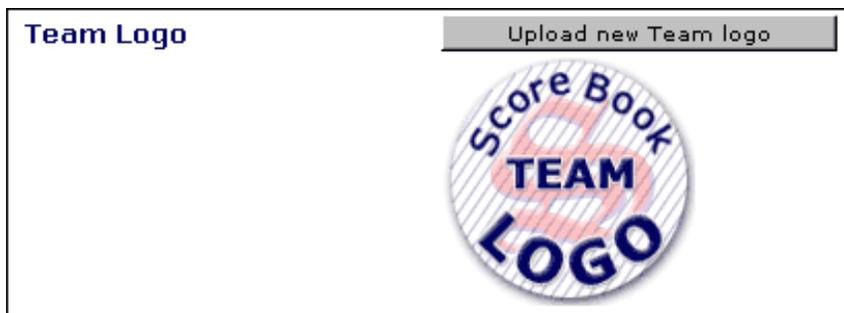
An "Upload Graphic" box will appear. Click the "Browse" button and find the image on your computer system that you would like to use as a Team Logo.

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

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

Upload a team photo (125K Limit file size)

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 New Team 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 Team Photo.

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

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

Indicate if you want contact info displayed.

Do you want contact info displayed? ● Yes ○ No

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

Teams with players who are under the age of 13 must comply with The Children's Online Privacy Protection Act (COPPA) and elect to not show personal information. For the definition of COPPA, please see Appendix 2.1.

For administrative purposes you, as Team Manager, 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 Team Managers and Record Keepers.

They may choose to not have personal information (names, phone numbers, and addresses) displayed to League/Team Administration personnel.

Players, who choose to not have any personal information displayed, will only have their names show on the Team's roster.

Players or parents can indicate to **Team Managers** (or whomever sets up their ScoreBook Player Record) that they do not wish to share personal information.

That preference should 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 your 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 "Team Administration."

Entering Team Information

Team Information

Create/Edit Team Information	[Select Team Info] ▾
League Manager Directory	[Select Team Info]
	Team Homepage Message
Team Home Page	Team News
	Team Player Message
E-mail team Players	Team Sponsors

Using the drop down menu labeled "Create/Edit Team Information," under the "Team Information" heading on the "Team 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:

Team History

You are presented with a text blank. Type your Team 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 "Team Administration"

Team History is visible to the "Public Side" ScoreBook Users when they select "Team History" from the "Team Information" drop down menu on the Team's Home page.

Team Homepage Message

You are presented with a text blank. Type your Team 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 "Team Administration."

The Team Homepage Message is visible to the "Public Side" ScoreBook Users when they view the Team's Homepage. The text you enter will appear directly beneath the Team Logo.

Team News

You are presented with a text blank. Type your Team 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 "Team Administration."

Team News is visible to the "Public Side" ScoreBook Users when they select "Team News" from the "Team Information" drop down menu on the Team's home page.

Team Player Messages

Under the heading "Your Team Homepage Message," you are presented with a "title" and "text blank." Type your Team Player 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 "Team Administration"

The Team Player Message will be visible on the "Team Home Page" when players visit the Team's ScoreBook Home Page.

This is a great way to post messages to your players and the general public!

View 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 "Team 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.

View Team Home Page

If you wish to view changes that you have just made to your ScoreBook Team Page, there is no need to open another web browser and load ScoreBook again. Just click the button labeled "View Team Home Page" and you will see the changes that you have made in another browser window instantly.

Composing and Sending E-Mail to you Players

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

You are then taken to the "ScoreBook Send E-Mail" page.
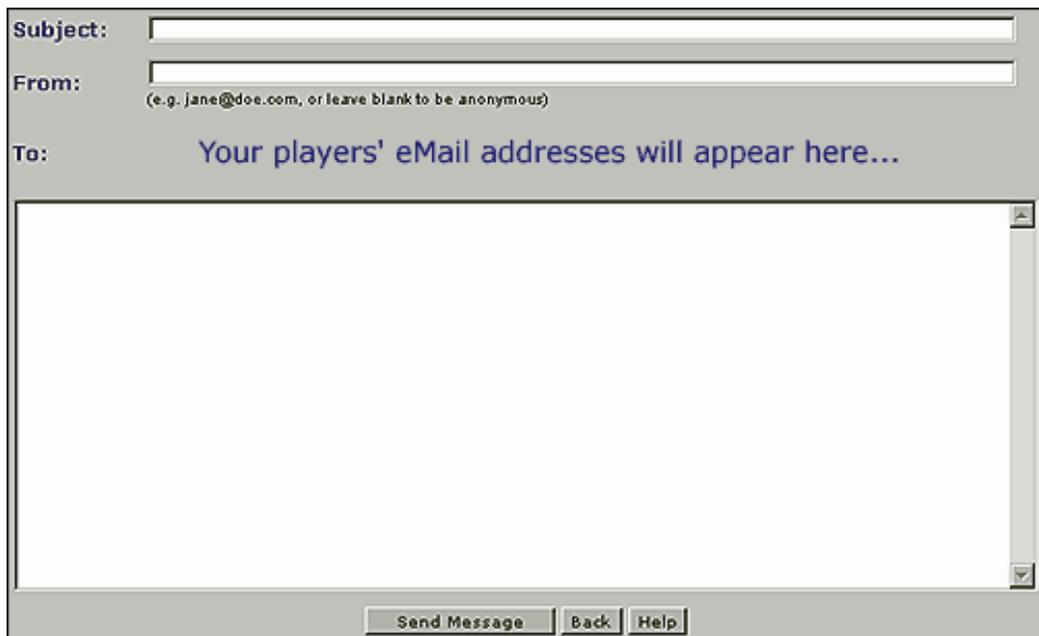
Type the subject of your message in the "subject" blank.

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

All of the "Player" E-mail addresses entered when the Players were created 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 Players, that have entered a valid email address, will receive your message.

Click the Back Button to return to "Team Administration."

Note: There may be other headings present.

If you see the headings:
- **Player**
  - ❍ See **Managing Your Team's Player Accounts**
- **Roster**
  - ❍ See **Managing Your Team's Roster**
- **Schedule**
  - ❍ See **Managing Your Team's Schedule**
- **Results**
  - ❍ See **Managing Your Team's Game Results and Statistic**

If, when signing in to the "Team Administration," you see headings reflecting any of the above tasks, then your **League Administrator** has granted you the ability to complete these tasks and you will probably be required to do so.

Managing Your Team's Player Accounts

A player must first be created in ScoreBook and then assigned to a team. If the **League Administrator** did not enter the players that you wish to have on your team, they will not be listed in the "Create/Edit Players" drop down menu. You must create the players yourself.

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 players, it's a good idea to have the following information handy before you begin the process:

- Address
- E-mail address
- Birthday - ScoreBook requires that you enter the birth dates of all players who are under the age of 13 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 players. Try to get them if you can.

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.

Players

Create/Edit Players	[Select Player] ▼
	[Select Player]
	[New Player Profile]

Note: Only fields with a red asterisk are required.

Create ScoreBook Player

ScoreBook Player ID		- Choose a unique ID, or we will Assign one for you.
Password	password	* = (required)
Assign to Team	yourteam ▼	- Add to this Team's Roster
Position on Team		- Example: Manager, Coach, Outfielder Etc...
First Name		*
Last Name		*
E-mail Address		* Unknown
Re-enter E-mail		- Re-enter e-mail address to confirm.
Birthday	Month ▼ Day ▼ 0	* Month/Day/YYYY Unknown
Mailing Address		
Address Line 2		
City	league	
State/Prov	Alabama ▼	Zip/Postal 22222
Country	U.S.A. ▼	
Gender	◉ Male ☐ Female	
Home Phone		
Work		
Mobile/Pager		
Fax		

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.

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
  Note: 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
  Set the player's status as "Active" or "Inactive"

If the player is "Active," then they will be available to be selected when a Team Roster is created.

If the player is "Inactive," then their record remains intact within ScoreBook, but that player will not be available for selection when the Team Roster is created.

Set the Player's preferences as to what information they would like to protect and what types of information they would like to receive.

Do this using the "radio buttons" labeled:
- Do you want contact info displayed? - Select Yes/No
  Note: Teams with players who are under the age of 13 must comply with The Children's Online Privacy Protection Act (COPPA) and elect to not show personal information. For the definition of COPPA, please see Appendix 2.1
- Would you like to receive e-mail messages from your league? - Select Yes/No
- Would you like to receive e-mail messages from your team? - Select Yes/No
- Would you like to receive the ScoreBook.com Newsletter? - Select Yes/No
- Would you like to receive promotional mailings? - Select Yes/No

Ask your Players what their preferences are and set these options to reflect their feedback.

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

If you wish to delete the player from ScoreBook, you may do so by clicking the "Delete" button at the bottom of the "Player Maintenance" page.

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

Repeat these steps for each Player on your Team. Once you have finished creating all of your Players, press the back button and you will be taken back to your "Team Administration" page.

If you ever need to edit a player's information, select him/her from the Create/Edit Players drop down menu and change the record as needed.

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

Managing Your Team's Roster

If you see this heading, then you have the capability to add or drop players from your team's roster.

Click the "(Your Team Name) Roster" hyperlink next to "Assign Players to Roster" under the "Roster" heading.
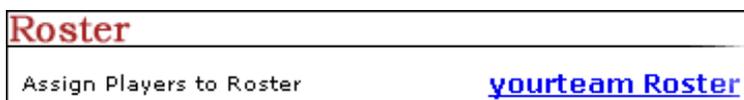
You will be taken to "Roster Maintenance" where you can add or drop any player who is listed as being a member of your league.

You will see two tables. One will be titled "(your team) Roster" and the other will be titled "Free Agent List"

Note: It is possible that your League Administrator did not assign players to your team. If this is the case, you must do so yourself.

If no Roster exists for your team at this point, then the table titled "(your team) Roster" will state that "No Roster Records Currently Exist."

The "Free Agent" list will contain all of the players that are not currently assigned to any teams in the league.

Note: If you entered your own players, then they will show up on the "Free Agent" list. You must add them to your Team's Roster by following the steps below.

Each player in the "Free Agent" list will have a box to the left of his/her name. Place check marks in all of the boxes corresponding to the players you would like to add to your team.

Each player will also have blanks titled "position" and "comment."

In the "position" blank, indicate what position each player will have on your team (8 characters MAX.)

If there are any special notes that you would like to add, you may do so by adding them to the "comment" box (20 characters MAX (i.e. "injured" or "temporary")).

If a Player is not listed on the "Free Agent" list, but you know that they are involved with another ScoreBook League, then you can add them to your Roster by entering their ScoreBook ID in the "ScoreBook ID" in the upper right hand corner of the "Roster Maintenance" page.

You will have to get their ScoreBook ID from their prior League Administrator/Team Manager, or from the player directly. Otherwise they cannot be added.

When you have finished, click the "Add/Drop" button and all of the players you checked are added to your Team's Roster.

For a copy of your team's roster, click "Email Roster to Yourself." It will be sent to the Email address that was entered when your ScoreBook Account, as Team Manager, was created.

Managing Your Team's Schedule

If you see the "Schedule" heading, then you have the capability to schedule games for your team.

You also have the ability to change the status of games (i.e. "canceled" or "rescheduled") once they have been scheduled.

Note: In order to create your first ScoreBook Schedule, you need to have home field locations defined for each team which will compete.

From Team Administration, click the hyperlink "(your team) Schedule" next to "schedule team home games" under the "Roster" Heading.

You are then taken to "Schedule Maintenance" where you will schedule games for your team.

Select the "month," "day," "year" and "time" 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 are available for play will be in this list.

Select the field Location from the drop down menu labeled "Location," or create a new location if you wish.

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 your team's games.

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.

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 clicking the "*yourteam* schedule" link under the "Schedule" heading on the "Team Administration" page
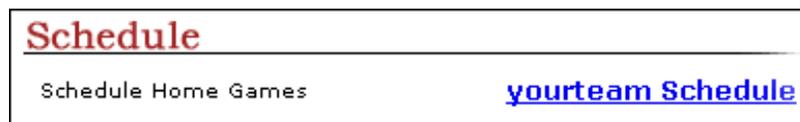
You are taken to the "Schedule Maintenance" page. Click the "Edit" button next to the game you wish to modify.

You are immediatly taken to the "Change Game Schedule" page 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 taken back to the "Team Administration" page.

Managing Your Team's Game Results

If you see the "Game Results" heading, then you have the capability to post game results and enter statistics for the games, which have been played.

To do so, click the "Post results for (your team)" link next to "post game results," under the "Game Results" heading.

You will automatically be taken to the ScoreBook "Game Results" page where you will see all of the games, which have been scheduled, for your team.

There is a "Post" button next to each game.

When a game has been played, click the "post button" next to that game and you are automatically taken to the "Game Results" page for that game.

The game's information (who played, when and where) is listed under the "game" heading.

Below, is the games "score" blanks. Place the number of runs, which each team earned, in the appropriate blank.

Press "Save," and the games score will be posted to both the "Public" and "Administrative" sides of ScoreBook.

You will see the heading "Game Posted, Click the BACK button to continue."

DO NOT click the "back" button if you have statistics or game highlights that you would like to post. Click the "(your team name) statistics and highlights" button next to your team's score instead.

Posting Highlights and Statistics

After Clicking "*Your 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.

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

To Upload a Game Photo and Highlights

You can upload a Game Photo that will display on your ScoreBook "Game Highlights" page for the game your team just completed.

To upload the image you would like, click the button titled "Upload Highlights 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 Game Highlights Photo. It must be in .gif or .jpeg format.

With that image highlighted in the text blank, click the "Upload File" button and your image will show up on the "Game Highlights" page for the game you're posting to.

If you don't upload a photo image, then the space on the "Highlights" Page will be left blank. Uploading your Team Logo is a nice alternative.

Place text that you would like to have under the image you are using as a "Highlight" photo in the text box labeled "Photo Caption."

Place the title of your "Game Highlight" in the text blank labeled "Highlight Title"

Enter the text that best describes how your team played and what were the notable moments during game play in the text box below "Highlight Title."

Click "Save" and everything that you entered on this page will be updated on both the "Public" and "Administrative" sides of ScoreBook.

Click the "Back" button to return to the "Game Results" page where you entered the game's score.

Click "Save," then click the "Back" button again to return to the complete "Game Results" page for all of your team's games. You will see the updated scores which you just entered.

Click "Back" again to return to "Team 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.