

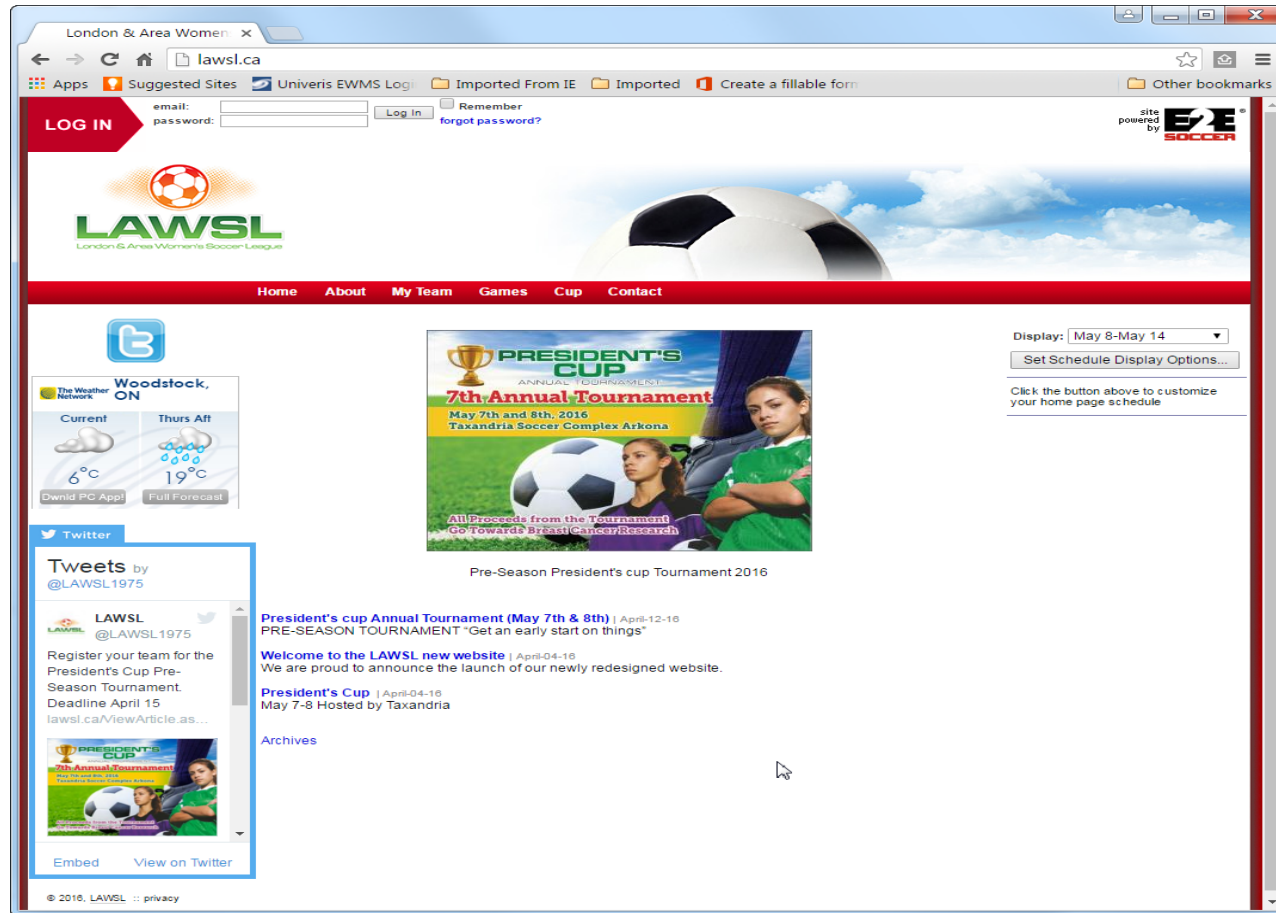


LAWSL

Coaches Web Site Manual

April 2016

The LAWSL Web Site Overview

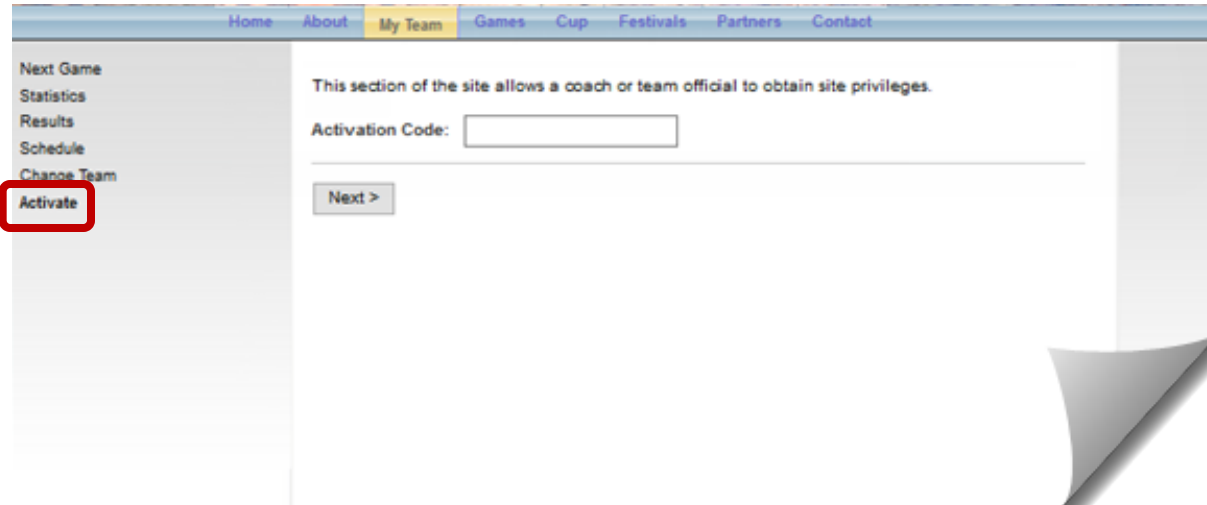


- ▶ The LAWSL will rely extensively on their web site to operate
- ▶ We need all teams to play their part in keeping the site up to date
- ▶ Our url is www.LAWSL.ca

Pre Season Tasks

- ▶ Each coach or manager has to perform the following tasks before the season starts
 - Activate their My Team account
 - Enter their player roster
 - Enter their shirt #'s
 - Ask your assistant coach or team manager to also activate the My Team account

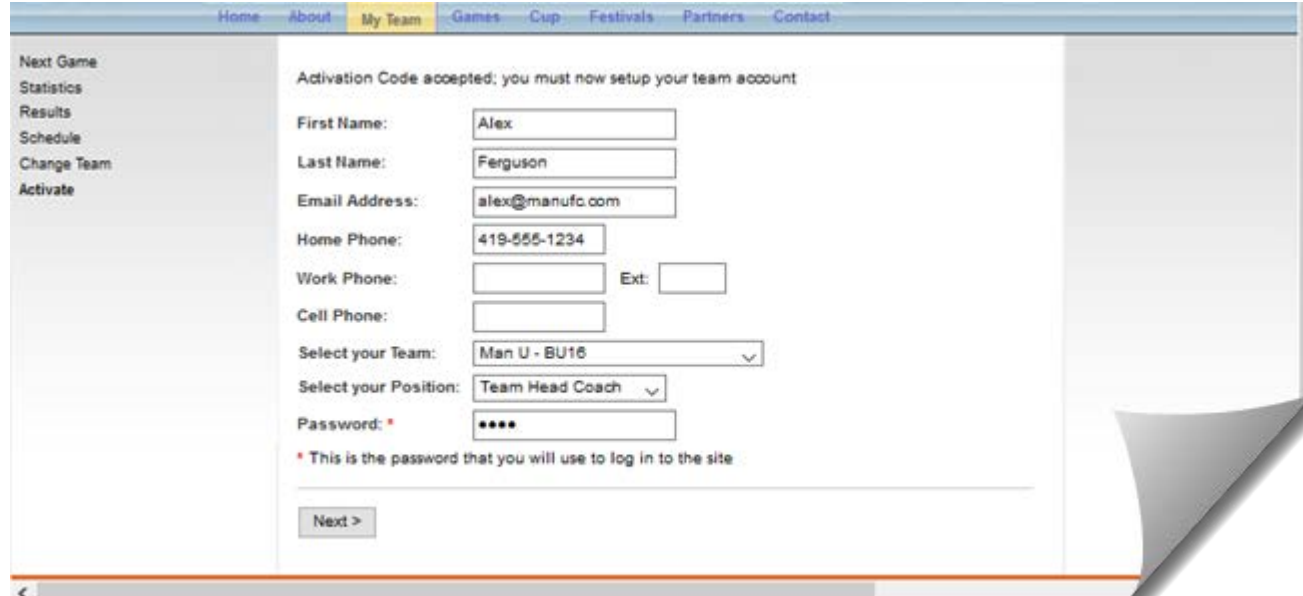
Activating your Team Account...1



The screenshot shows the 'My Team' section of the LAWSL website. The navigation bar includes links for Home, About, My Team (highlighted), Games, Cup, Festivals, Partners, and Contact. On the left sidebar, there are links for Next Game, Statistics, Results, Schedule, Change Team, and an 'Activate' link which is highlighted with a red rectangle. The main content area contains the text: 'This section of the site allows a coach or team official to obtain site privileges.' Below this is a label 'Activation Code:' followed by an empty text input field. At the bottom of the form is a 'Next >' button.

- ▶ Click on the My Team button
- ▶ Click on the Activate link
- ▶ You will be asked to enter an activation code. You will be given this code by the LAWSL
- ▶ Click submit to continue
- ▶ This years activation was emailed to every team contact

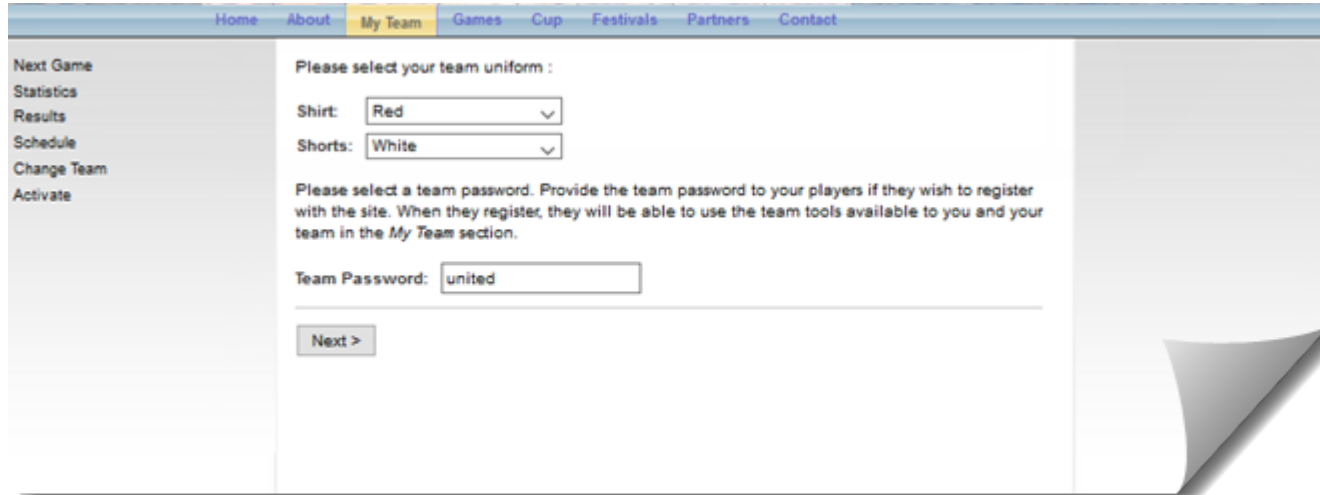
Activating your Team Account...2



The screenshot shows a web browser window with the LAWSL website. The navigation bar at the top includes links for Home, About, My Team (highlighted), Games, Cup, Festivals, Partners, and Contact. On the left sidebar, there are links for Next Game, Statistics, Results, Schedule, Change Team, and Activate. The main content area displays a message: "Activation Code accepted; you must now setup your team account". Below this message is a form with the following fields: First Name (Alex), Last Name (Ferguson), Email Address (alex@manufc.com), Home Phone (419-555-1234), Work Phone (empty), Ext. (empty), Cell Phone (empty), Select your Team (Man U - BU16), Select your Position (Team Head Coach), and Password (masked with four dots). A red asterisk next to the password field is followed by the text: "* This is the password that you will use to log in to the site". At the bottom of the form is a "Next >" button.

- ▶ Next you will be asked for your details.
- ▶ Please ensure that you select the correct team, other teams have similar names
- ▶ Finally you will be asked for your password. This is what you will use to log into the site in the future
- ▶ Click next to continue

Activating your Team Account....3



Home About **My Team** Games Cup Festivals Partners Contact

Next Game
Statistics
Results
Schedule
Change Team
Activate

Please select your team uniform :

Shirt:

Shorts:

Please select a team password. Provide the team password to your players if they wish to register with the site. When they register, they will be able to use the team tools available to you and your team in the *My Team* section.

Team Password:

- ▶ Next you are asked to select your uniform
- ▶ Click on next
- ▶ Note that only the 1st person to activate your team account will see this step.

Activation completed



- ▶ When you have finished the activation process you will see this screen.
- ▶ Note that you will see some more tools.

Entering your roster

Home About **My Team** Games Cup Festivals Partners Contact

Next Game
Statistics
Results
Schedule
Roster
Scoring Pie
Change Team
My Details
Help
Team Notices
Contact Player
Player Availability
Contact Coach
Email Team

Coach Options
Help
Player Privacy
Post Tryout
Game Sheets
Game Report
Post Notice
Modify Notice
Blank Gamesheet
Delete Player
Modify Scorer
Modify Shutout
Add to Squad
Shirt Numbers
Change Uniform

Enter the players who are registered on your team. Players already entered on your roster are listed at the bottom of this page.

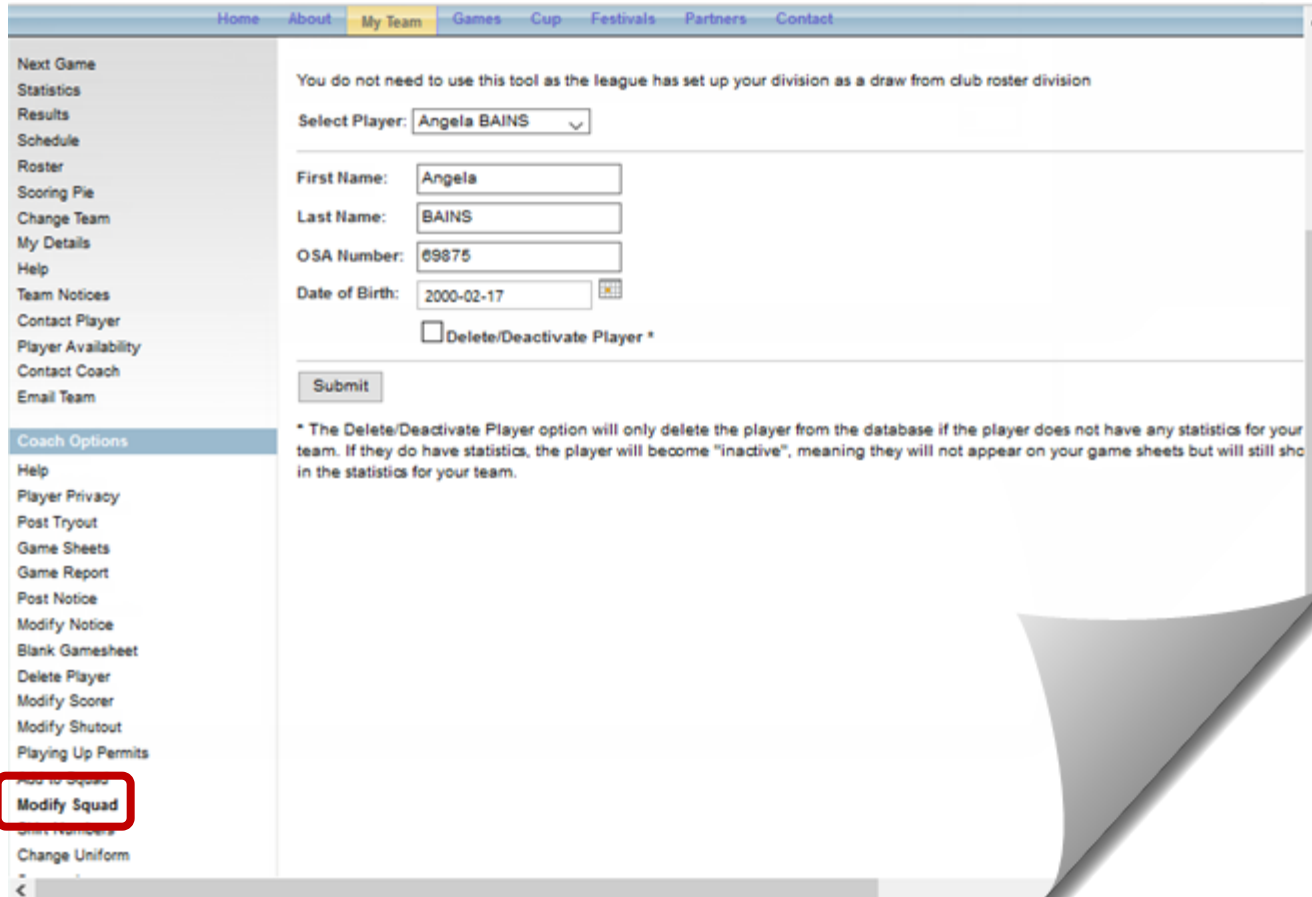
The date of birth can be entered in any of the below forms:

- March 23, 1994
- 1994-03-23 (yyyy-mm-dd)
- 1994/03/23 (yyyy/mm/dd)

	First Name	Last Name	Date of Birth	OSA Number
1.	Jessica	Banks	08/27/2000	12345
2.	Lori	Thomas	07/21/2000	63654
3.	Jodie	Stephens	07/22/2000	542474
4.	Angela	Bains	02/17/2000	69875
5.	Jo	Hurst	09/15/2000	878521
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

- ▶ You will need to enter your team roster into the database.
- ▶ To do this click on Add to Squad
- ▶ You will be restricted 25 players for adult teams
- ▶ Click on Submit button to save the changes

Modifying your roster



The screenshot shows the 'My Team' section of the LAWSL website. The navigation bar includes links for Home, About, My Team (active), Games, Cup, Festivals, Partners, and Contact. A left sidebar lists various team management options, with 'Modify Squad' highlighted by a red rectangle. The main content area displays a message: 'You do not need to use this tool as the league has set up your division as a draw from club roster division'. Below this, there is a form to select and modify a player. The 'Select Player' dropdown is set to 'Angela BAINS'. The form fields show: First Name: Angela, Last Name: BAINS, OSA Number: 09875, and Date of Birth: 2000-02-17. There is a checkbox for 'Delete/Deactivate Player *' and a 'Submit' button. A footnote explains that the delete option only works for players without statistics.

Home About **My Team** Games Cup Festivals Partners Contact

Next Game
Statistics
Results
Schedule
Roster
Scoring Pie
Change Team
My Details
Help
Team Notices
Contact Player
Player Availability
Contact Coach
Email Team

Coach Options
Help
Player Privacy
Post Tryout
Game Sheets
Game Report
Post Notice
Modify Notice
Blank Gamesheet
Delete Player
Modify Scorer
Modify Shutout
Playing Up Permits
Modify Squad
Change Uniform

You do not need to use this tool as the league has set up your division as a draw from club roster division

Select Player: Angela BAINS

First Name: Angela
Last Name: BAINS
OSA Number: 09875
Date of Birth: 2000-02-17

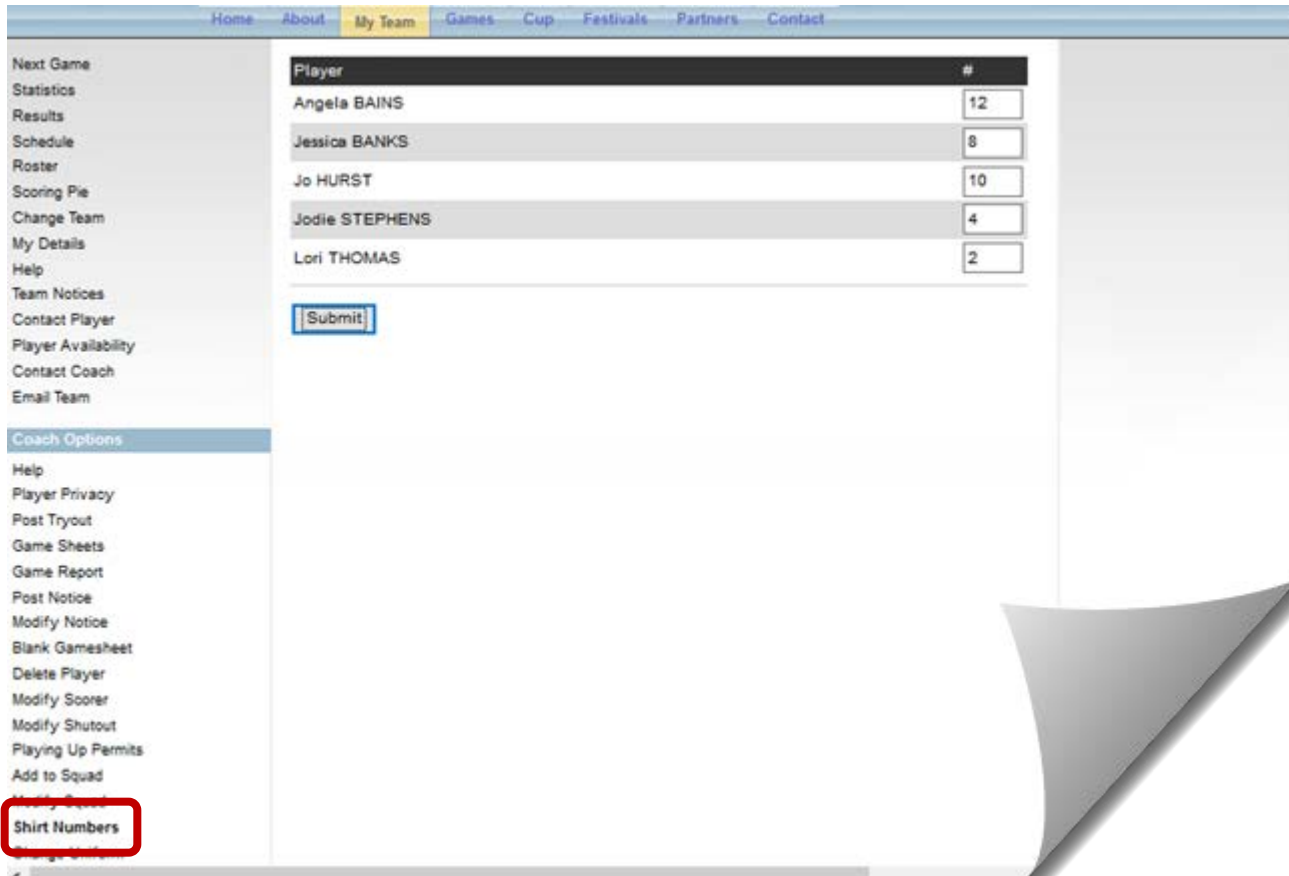
☐ Delete/Deactivate Player *

Submit

* The Delete/Deactivate Player option will only delete the player from the database if the player does not have any statistics for your team. If they do have statistics, the player will become "inactive", meaning they will not appear on your game sheets but will still show in the statistics for your team.

- Use the Modify Squad tool to change any of the details of your squad

Shirt #'s



The screenshot shows the 'My Team' page of the LAWSL website. The navigation bar includes links for Home, About, My Team (active), Games, Cup, Festivals, Partners, and Contact. On the left sidebar, there are links for Next Game, Statistics, Results, Schedule, Roster, Scoring Pie, Change Team, My Details, Help, Team Notices, Contact Player, Player Availability, Contact Coach, and Email Team. Below these is a 'Coach Options' section with links for Help, Player Privacy, Post Tryout, Game Sheets, Game Report, Post Notice, Modify Notice, Blank Gamesheet, Delete Player, Modify Scorer, Modify Shutout, Playing Up Permits, Add to Squad, and Modify Squad. The 'Shirt Numbers' link in the Coach Options section is highlighted with a red box. The main content area features a table with the following data:

Player	#
Angela BAINS	<input type="text" value="12"/>
Jessica BANKS	<input type="text" value="8"/>
Jo HURST	<input type="text" value="10"/>
Jodie STEPHENS	<input type="text" value="4"/>
Lori THOMAS	<input type="text" value="2"/>

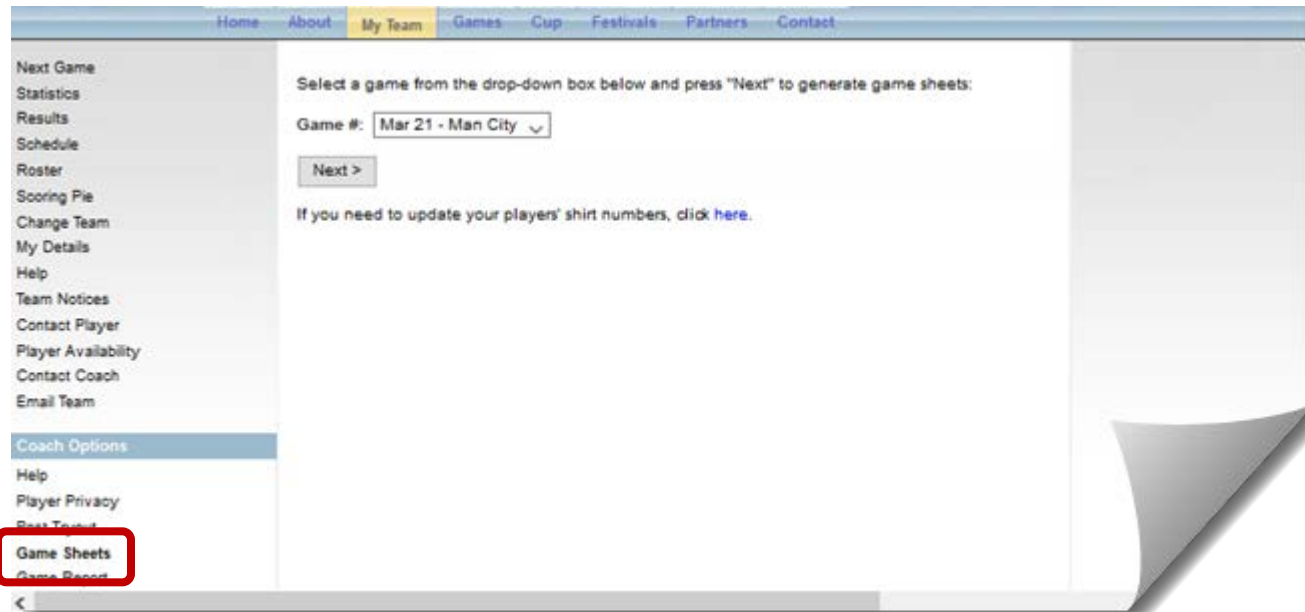
Below the table is a 'Submit' button.

- Use the Shirt #'s tool to enter the players shirt #. This will save you time when you create game sheets

Game Day Tasks

- ▶ You will be required to perform two tasks on the day of a game
 - Create a game sheet for each game
 - Submit an on-line game report after the game (within 24 hours)
- ▶ As soon as both teams have submitted a game report the standings will be updated and the result is posted on the web site

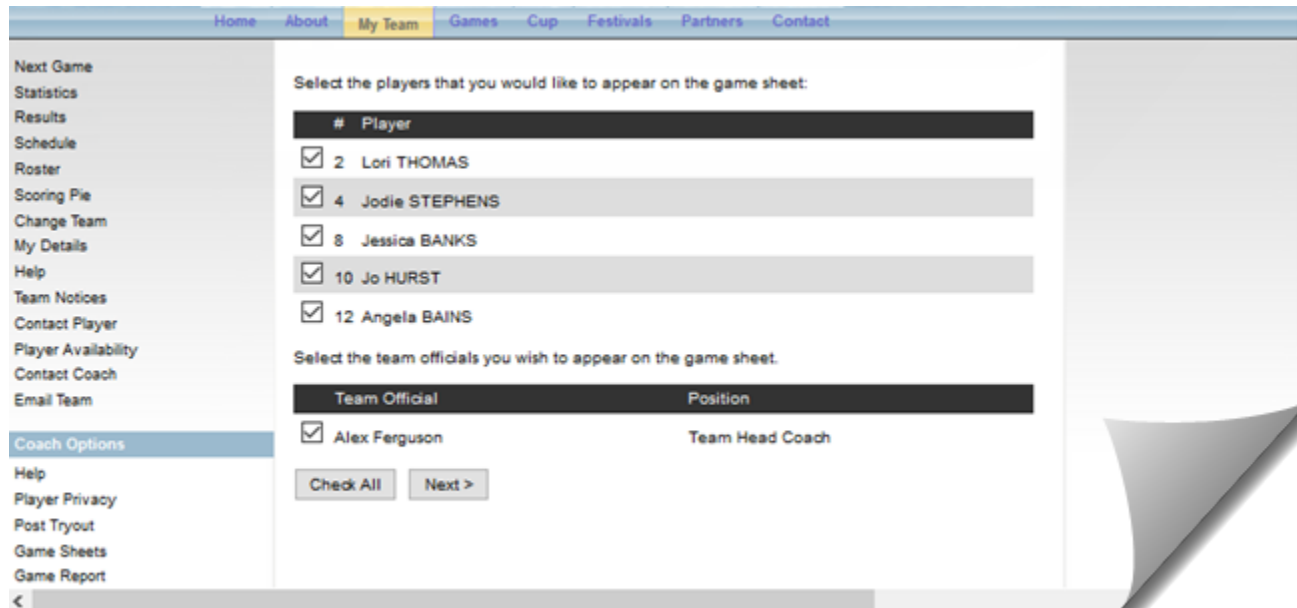
Creating a Game Sheet...1



The screenshot shows the 'My Team' page of the LAWSL website. The top navigation bar includes links for Home, About, My Team, Games, Cup, Festivals, Partners, and Contact. The left sidebar contains a list of links: Next Game, Statistics, Results, Schedule, Roster, Scoring Pie, Change Team, My Details, Help, Team Notices, Contact Player, Player Availability, Contact Coach, Email Team, Coach Options, Help, Player Privacy, and Game Sheets (which is highlighted with a red box). The main content area displays the text 'Select a game from the drop-down box below and press "Next" to generate game sheets:'. Below this is a 'Game #' dropdown menu with 'Mar 21 - Man City' selected. A 'Next >' button is positioned below the dropdown. At the bottom of the main content area, there is a link that says 'If you need to update your players' shirt numbers, click [here](#).'

- ▶ To create a game sheet click on the games button and select the Game Sheet tool. Note that you will only see this when you are logged in as a coach
- ▶ Select the game that you require from the drop down box.
- ▶ Click next

Creating a Game Sheet...2



The screenshot shows the 'My Team' section of the LAWSL website. The navigation bar includes links for Home, About, My Team (active), Games, Cup, Festivals, Partners, and Contact. A left sidebar contains various links such as Next Game, Statistics, Results, Schedule, Roster, Scoring Pie, Change Team, My Details, Help, Team Notices, Contact Player, Player Availability, Contact Coach, Email Team, Coach Options, Help, Player Privacy, Post Tryout, Game Sheets, and Game Report. The main content area is titled 'Select the players that you would like to appear on the game sheet:' and features a table with columns for '#', 'Player', and a checkbox. Five players are listed: Lori THOMAS (2), Jodie STEPHENS (4), Jessica BANKS (8), Jo HURST (10), and Angela BAINS (12), all of whom have their checkboxes selected. Below this, a section titled 'Select the team officials you wish to appear on the game sheet.' contains a table with columns for 'Team Official' and 'Position'. Alex Ferguson is listed as the 'Team Head Coach' and is also selected. At the bottom of the selection area are two buttons: 'Check All' and 'Next >'. The entire interface is presented within a browser window frame.

#	Player	
<input checked="" type="checkbox"/>	2 Lori THOMAS	
<input checked="" type="checkbox"/>	4 Jodie STEPHENS	
<input checked="" type="checkbox"/>	8 Jessica BANKS	
<input checked="" type="checkbox"/>	10 Jo HURST	
<input checked="" type="checkbox"/>	12 Angela BAINS	

Team Official	Position
<input checked="" type="checkbox"/> Alex Ferguson	Team Head Coach

- ▶ You are now asked to select your roster for that game
- ▶ Click next

Creating a Game Sheet...3



- ▶ You are now given instructions on how to create your game sheet
- ▶ Click on the link to open a new window with the game sheet



- ▶ This will create a game sheet for you.
- ▶ Print this out
- ▶ Make 3 copies and bring all 3 copies to the game

Submitting a game report..1



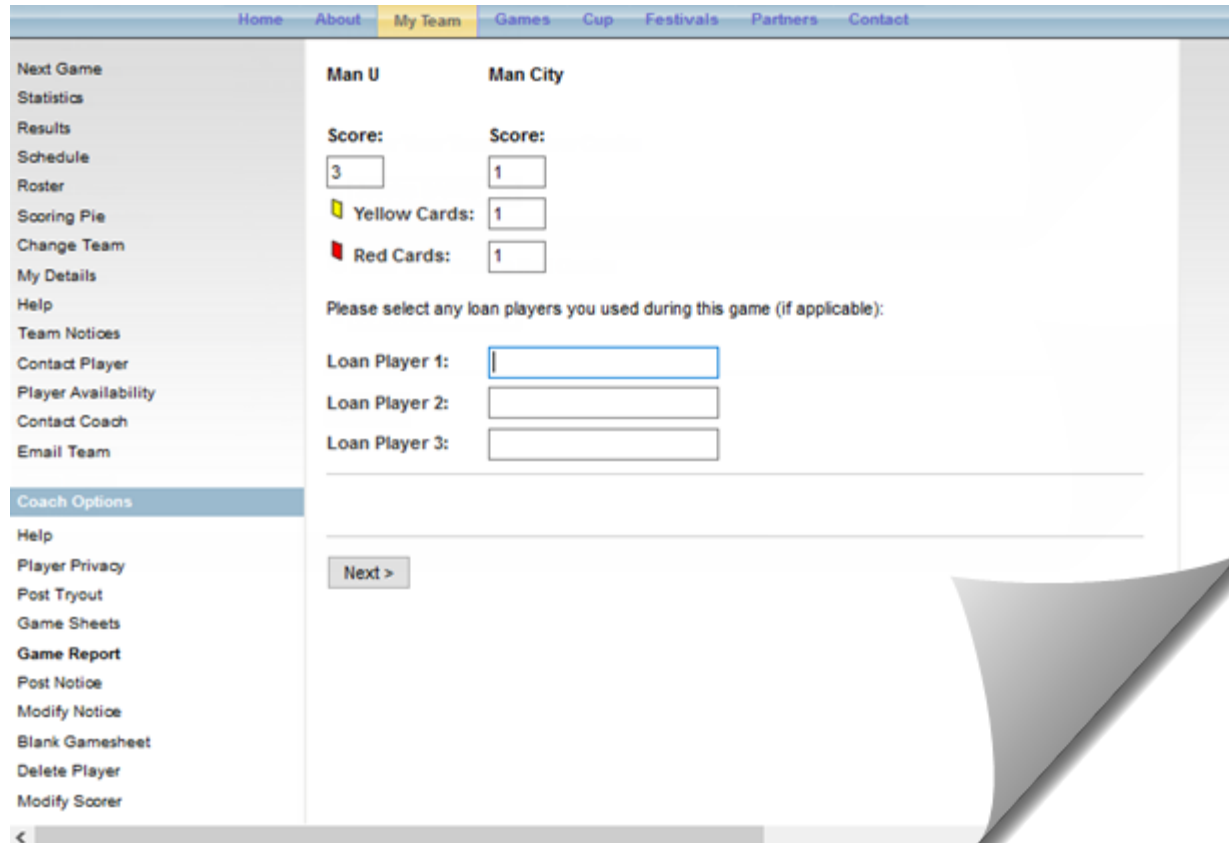
The screenshot shows the 'My Team' page with a navigation bar at the top containing links: Home, About, My Team, Games, Cup, Festivals, Partners, and Contact. On the left is a sidebar menu with links: Next Game, Statistics, Results, Schedule, Roster, Scoring Pie, Change Team, My Details, Help, Team Notices, Contact Player, Player Availability, Contact Coach, Email Team, Coach Options, Help, Player Privacy, Post Tryout, Game Sheets, and Game Report. The main content area is titled 'Select an Outcome for a game to enter a report for:' and contains a table with the following data:

Date	Opponent	Outcome
Mar 15	Man City	Game was completed

Below the table, a note states: 'NOTE: If a game report is locked, it will become unlocked once the game report in progress is completed or 120 minutes after it was initially locked.'

- ▶ To submit a game report click on Games button and select Game Report
- ▶ Follow instructions to completion
- ▶ Note that the game report will appear after each game
- ▶ If you do not submit a game report by noon the following day the server will send you a reminder

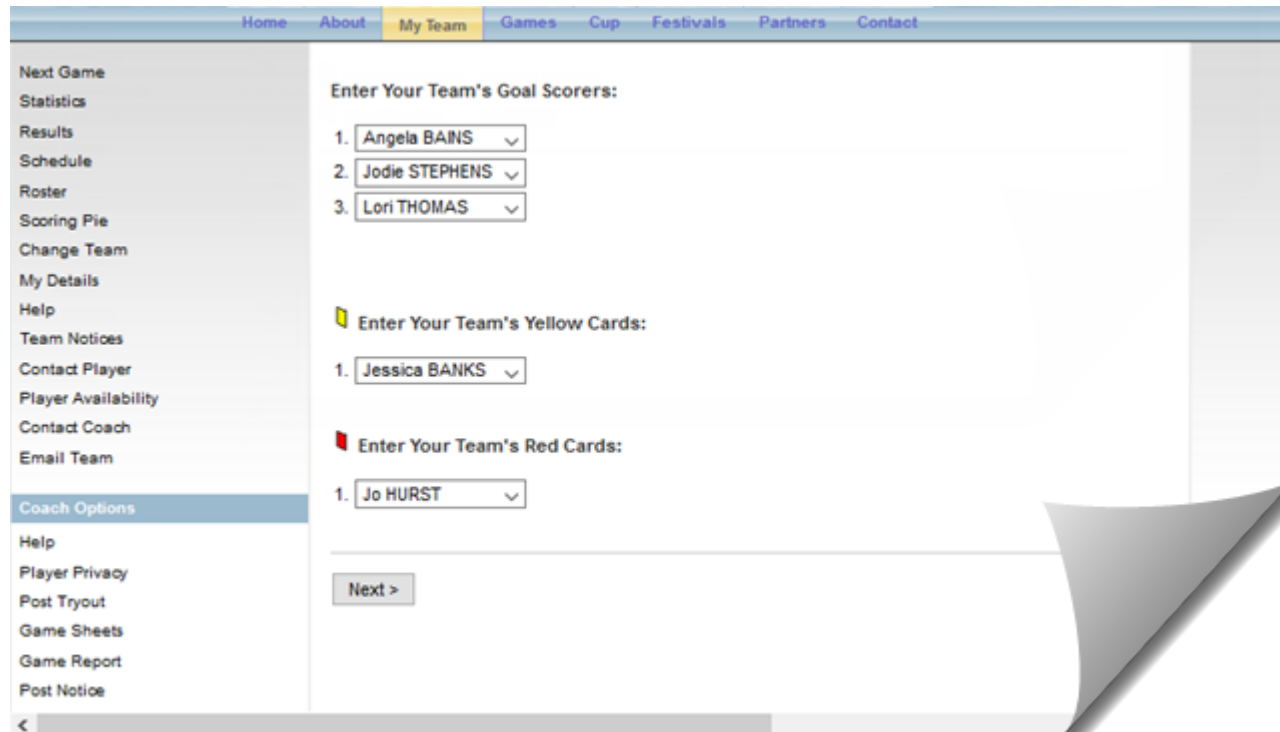
Submitting a game report...2



The screenshot shows the 'My Team' section of the LAWSL website. The navigation bar includes links for Home, About, My Team (active), Games, Cup, Festivals, Partners, and Contact. On the left, a sidebar lists various team management options: Next Game, Statistics, Results, Schedule, Roster, Scoring Pie, Change Team, My Details, Help, Team Notices, Contact Player, Player Availability, Contact Coach, Email Team, Coach Options (highlighted), Help, Player Privacy, Post Tryout, Game Sheets, Game Report, Post Notice, Modify Notice, Blank Gamesheet, Delete Player, and Modify Scorer. The main content area is titled 'Man U' and 'Man City'. It contains input fields for 'Score:' (with values 3 and 1), 'Yellow Cards:' (with value 1), and 'Red Cards:' (with value 1). Below these is a section for loan players with the instruction 'Please select any loan players you used during this game (if applicable):' and three input fields for 'Loan Player 1:', 'Loan Player 2:', and 'Loan Player 3:'. A 'Next >' button is at the bottom.

- ▶ If you are the first team to submit a game report you will be asked to enter the game result
- ▶ If you are the second team to submit a game report you will be asked to agree with the game score submitted by your opponents
- ▶ Also enter the number of yellow and red cards your team had and the names of any call ups

Submitting a game report...3



The screenshot shows the 'My Team' section of the LAWSL website. The navigation bar at the top includes links for Home, About, My Team (highlighted), Games, Cup, Festivals, Partners, and Contact. On the left, a sidebar menu lists various options: Next Game, Statistics, Results, Schedule, Roster, Scoring Pie, Change Team, My Details, Help, Team Notices, Contact Player, Player Availability, Contact Coach, Email Team, Coach Options (highlighted), Help, Player Privacy, Post Tryout, Game Sheets, Game Report, and Post Notice. The main content area is titled 'Enter Your Team's Goal Scorers:' and contains three numbered dropdown menus. The first menu is set to 'Angela BAINS', the second to 'Jodie STEPHENS', and the third to 'Lori THOMAS'. Below this is a section for 'Enter Your Team's Yellow Cards:' with one dropdown menu set to 'Jessica BANKS'. The next section is 'Enter Your Team's Red Cards:' with one dropdown menu set to 'Jo HURST'. At the bottom of the form is a 'Next >' button.

Home About **My Team** Games Cup Festivals Partners Contact

Next Game
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Player Availability
Contact Coach
Email Team
Coach Options
Help
Player Privacy
Post Tryout
Game Sheets
Game Report
Post Notice

Enter Your Team's Goal Scorers:

1. Angela BAINS
2. Jodie STEPHENS
3. Lori THOMAS

Enter Your Team's Yellow Cards:

1. Jessica BANKS

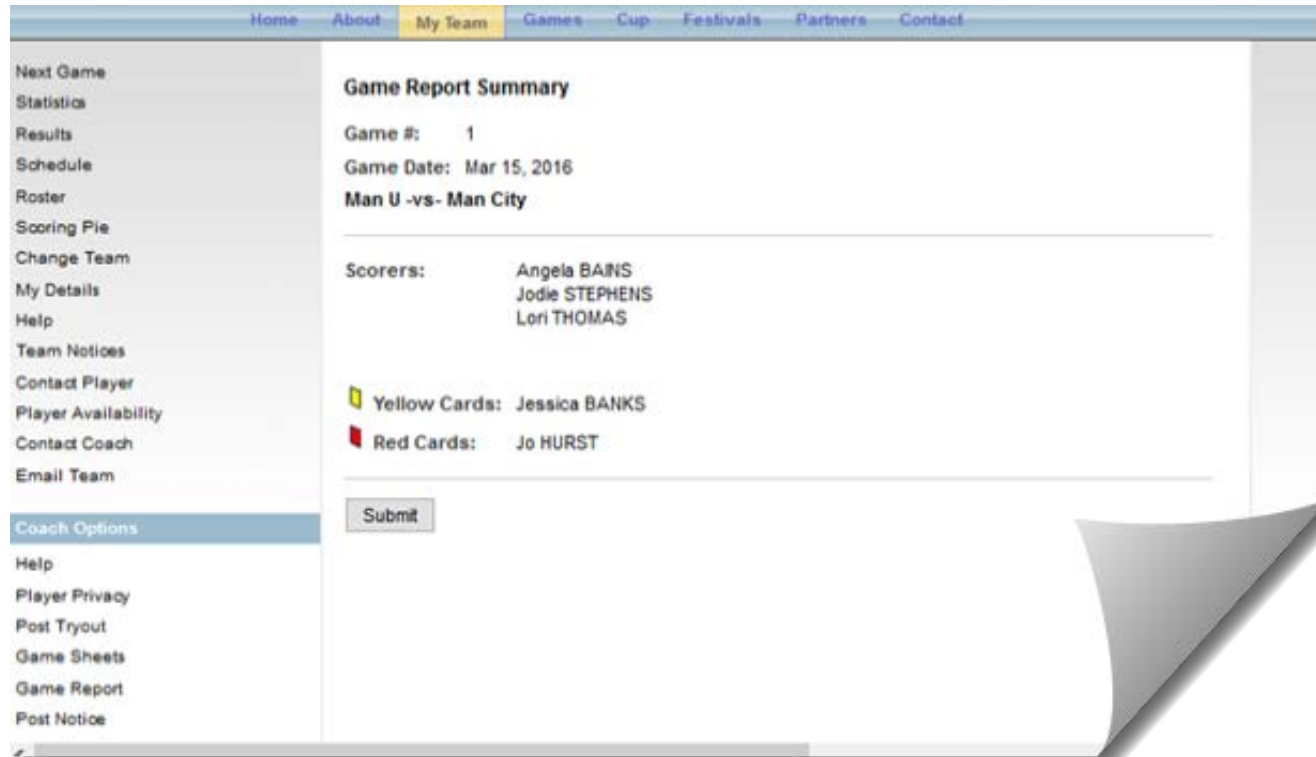
Enter Your Team's Red Cards:

1. Jo HURST

Next >

- ▶ Then use the drop down boxes to enter the names of the goal scorers, the players who received a card and the name of the goal keeper if there was a shut out

Submitting a game report...4



The screenshot shows a web browser window with the LAWSL website. The navigation bar at the top includes links for Home, About, My Team (highlighted), Games, Cup, Festivals, Partners, and Contact. On the left sidebar, there are links for Next Game, Statistics, Results, Schedule, Roster, Scoring Pie, Change Team, My Details, Help, Team Notices, Contact Player, Player Availability, Contact Coach, Email Team, and a Coach Options section which includes Help, Player Privacy, Post Tryout, Game Sheets, Game Report, and Post Notice. The main content area is titled 'Game Report Summary' and contains the following information: Game #: 1, Game Date: Mar 15, 2016, and Man U -vs- Man City. Below this, the Scorers are listed as Angela BAINS, Jodie STEPHENS, and Lori THOMAS. Under Yellow Cards, Jessica BANKS is listed. Under Red Cards, Jo HURST is listed. A 'Submit' button is located at the bottom of the form.

Home About **My Team** Games Cup Festivals Partners Contact

Next Game
Statistics
Results
Schedule
Roster
Scoring Pie
Change Team
My Details
Help
Team Notices
Contact Player
Player Availability
Contact Coach
Email Team

Coach Options
Help
Player Privacy
Post Tryout
Game Sheets
Game Report
Post Notice

Game Report Summary

Game #: 1
Game Date: Mar 15, 2016
Man U -vs- Man City

Scorers: Angela BAINS
Jodie STEPHENS
Lori THOMAS

Yellow Cards: Jessica BANKS
Red Cards: Jo HURST

Submit

- ▶ Confirm you have entered your game details correctly.
- ▶ When both teams have submitted a game report the standings are updated and the result is posted on the web site



Further Information

- ▶ Please contact LAWSLinfo@gmail.com