

## Using the MSMSL Website

- 1) Check to ensure that all players that are registered are recorded on the website. Late registrations may not have made it in. Check for spelling of players names as well. Any corrections required, e-mail [msmslexec@gmail.com](mailto:msmslexec@gmail.com)
- 2) Check all games that have been played and have scores posted. If information in the game results is missing or incomplete, e-mail information (goal scorers, cautions and ejections for both teams) to [msmslgamesheets@gmail.com](mailto:msmslgamesheets@gmail.com)
- 3) Read entire section on inputting scores, as once inputted they can not be changed, errors to be reported to [msmsl@soccerhalifax.com](mailto:msmsl@soccerhalifax.com).

### Access to Team Admin Site

- Input your access number in the Admin. Site Login Team ID box.
- Input your password in the Password box
- Click on the login in link.
- This should bring you into your team site.

Team Site is for your team only. Only team members will be allowed to access and view this site via password. (See *player instructions*)

### Navigating in the Team Site

On the left side you will find the following navigation links:

- *My Team Home*
  - Clicking this takes you back to your team main page.
- *News & Events*
  - This link will take to you to the new and events editing page.
- *Players*
  - This link will take to you to the players editing page.
- *Practices*
  - This link will take to you to the practice scheduling page.
- *Change Team Profile*
  - This link will take to you to the team profile edit page.
- *Submit Scores*
  - Clicking this takes you back to game submission page.
- *Return to Public Site*
  - Clicking this takes you back to the MSMSL main page.

## **Using the News and Events Page**

This page allows the team manager to post announcements for viewing by their team's players.

### ***Adding a News Item***

- Click on the "Add News Item" hot link
- Type in a title for the news event.
- Type in the news event.
- Click on "Edit" hot button.
- Click on the "Show News Item" hot link.

### ***Deleting a News Item***

- Click on the "Remove" hot link beside the news event.
- Select "Delete" hot button to remove or "Abort" hot button to not delete.

### ***Editing a News Item***

- Click on the "Edit" hot link beside the news event.
- Edit text in title or in text block.
- Click on "Edit" hot button.
- Click on the "Show News Item" hot link.

## **Using the Player Page**

This page allows the team manager to edit player information, insert player photos and give out player passwords.

Player page should display all players registered to your team for the current season including their phone numbers and email addresses.

### ***Editing a Player***

- Click on the "Edit" hot link beside the player that you wish to edit.

### **Player Editing Page**

#### ***Adding a Player Photo***

The dimensions of your photo should be set to 300 pixels wide and 200 pixels high. The resolution of the photo should be set to 72 pixels per inch for optimal download speed.

- Click on the "Browse" hot button.
- Add the player photo from the location on your computer by clicking on the file.
- Click on the "Open" hot button.

- Click on “Edit” hot button. \*\*

\*\* You can only add a photo if the player has both their e-mail and web password title box filled out.

The player photo should be a recent (less than 2 years old) identifiable headshot of the individual. Hats and sun glasses should be removed. Other types of photos should not be added to the website (See unacceptable photos.) Files should be under 200Kb

### ***Adding a Player E-Mail Address and Web Password***

Players e-mail addresses must be added to allow players access to your team site. The player e-mail is their Team Site Login.

Password should be set by the manager. Players can change their passwords and player information at a later date. These are both ***mandatory*** fields

It is suggested that managers give all players the same password for simplicity.

- Input players email address into the email box
- Input players password into the password box
- Click on “Edit” hot button.

### ***Adding Other Player Information***

Other player information is not mandatory. Team manager can enter this information if they wish or get the players to end the information.

- Input player’s information into the information boxes.
- Once complete, click on “Edit” hot button.

### **Using the Practice Page**

This page allows the team manager to schedule practices or team get together for their teams.

### ***Adding a Practice***

- Click on the “Add Practice” hot link.
- Insert date of practice/meeting (*Mandatory*)
- Insert time of practice/meeting. (*Mandatory*)
- Insert location of practice/meeting. (*Mandatory*)
- Insert Notes about practice/meeting
- Click on “Add” hot button.
- Click on the “Show All Practices” hot link.

### ***Deleting a News Item***

- Click on the “Remove” hot link beside the practice/meeting.
- Select “Delete” hot button to remove or “Abort” hot button to not delete.

### ***Editing a News Item***

- Click on the “Edit” hot link beside the practice/meeting.
- Edit text in title or in text block.
- Click on “Edit” hot button.
- Click on the “Show All Practices” hot link.

### **Using the Change Team Profile Page**

This page allows the team manager to edit team information, insert teams photos and change management passwords.

#### ***Adding a Team Photo***

The dimensions of your photo should be set to 300 pixels wide and 200 pixels high. The resolution of the photo should be set to 72 pixels per inch for optimal download speed. Files should be under 300Kb

- Click on the “Browse” hot button.
- Add the team photo from the location on your computer by clicking on the file.
- Click on the “Open” hot button.
- Click on “Edit” hot button.

It is suggested that if you do not have a team photo, or team logo then a picture of your team’s jersey be substituted. No other pictures should be used in this area. (See *unacceptable pictures*)

#### ***Editing Web Admin Person, E-Mail Address and Web Admin Password***

Password should be set by the manager. All of these are ***mandatory*** fields

It is suggested that managers give all players the same password for simplicity.

- Input Web Admin name into web admin box.
- Input email address into the email box
- Input password into the password box
- Click on “Edit” hot button.

#### ***Adding Other Team Information***

Team manager must enter this information.

- Input team information into the information boxes.
- Once complete, click on “Edit” hot button.

The following field are mandatory and can not be left blank. These appear on the main website for the MSMSL under team profile.

- Location
- Club Description
- Contact
- Contact Address
- Contact Phone Number
- Contact Email

Additional fields are optional.

### **Using the Submitting Game Results Page**

This page will show all games that have been played without a game report being recorded.

Please note, it is the winning team’s responsibility to report game results, however, both managers will have access to the game score input.

Managers have the ability to submit scores for any of the games listed. It is important that you are sure of all the scoring and penalty information before proceeding. Once a score is submitted, you will not have the ability to change it on the web. If you submit a result accidentally or notice an error, contact your league webmaster at [msmslexec@gmail.com](mailto:msmslexec@gmail.com).

To submit scores, scorers, and discipline reports for a completed game,

- Click the 'Submit Info.' link beside the desired game.
- Input the Home Score.
- Input the Away Score.
- Input the total number of cards (both yellow and red) for the Home team.
- Input the total number of cards (both yellow and red) for the Home team.
- Input into the note field if this game was a default, or forfeit. Otherwise a short game synopsis can be placed here.
- Click on “Edit” hot button.

You will now be into a new screen that will give you the following hot links;

- Return to Available Games
- Submit Scoring Report
- Submit Discipline Report.

If you do not have the information for both teams, (players who have scored or gotten cards), click on the “Return to Available Games” hot link. Do not try to enter information for just a single team. This will skew the player stat results. If you have only one teams information contact the webmaster at [msmsl@soccerhalifax.com](mailto:msmsl@soccerhalifax.com) and provide him with the information that you have and he will attempt to track down the other teams info.

Not entering the player information will not have any affect on the league standings, just on the player stats.

If you do have all necessary information to proceed; then do the following;

- Click the 'Submit Scoring Report' link
- Pick from the drop down box both the Home and Away scorers. (If players do not appear in the drop down box contact the webmaster at [msmslexec@gmail.com](mailto:msmslexec@gmail.com).)
- In the time spot beside each scorer, enter the number of minutes that have elapsed since the start of the game. For example, if a player scored 15 minutes after the start of the game, you would enter **15**. If a player scored 5 minutes into the second half, you would enter **50**. If you do not have the times recorded, please make a guess at the times. Time spots **can not** be left blank.
- Review the information to ensure correctness.
- Click the “Submit Scoring Report” Hot Button.

You will now be into a new screen that will give you the following hot links;

- Return to Available Games
- Submit Discipline Report.

If there is no discipline to report, click on the “Return to Available Games” hot link. Other wise:

- Click the 'Submit Discipline Report' link.
- Pick from the drop down box both the Home and Away offending players. (If players do not appear in the drop down box contact the webmaster at [msmslexec@gmail.com](mailto:msmslexec@gmail.com))
- In the colour drop down, chose from either red or yellow as per the game sheet.
- In the time spot beside each offending player, enter the number of minutes that have elapsed since the start of the game. For example, if a player was carded 15 minutes after the start of the game, you would enter **15**. If a player was carded 5 minutes into the second half, you would enter **50**. If you do not have the times recorded, please make a guess at the times. Time spots **can not** be left blank.
- In the Reason box, enter the reason given on the game sheet by the game official. If not reason given, enter “Foul Play” in the box. Reason boxes **can not** be left blank.
- Review the information to ensure correctness.
- Click the “Submit Scoring Report” Hot Button.

You will now be into a new screen that will give you the following hot links;

- Return to Available Games
- Submit Scoring Report

Click on the “Return to Available Games” hot link

### **Unacceptable Pictures for Website**

The MSMSL website has been created to generate information for players, fans and sponsors. This website is the official record and representation of the league.

Teams have the ability to add team photos, jersey pictures or logos in their team photo section and player pictures for player identification.

Pornography, cartoons, and photos of individuals including celebrities in any other the photo entries is strictly prohibited. Teams will be warned for the first offence, and then will be sanctioned or fine for each offence after.