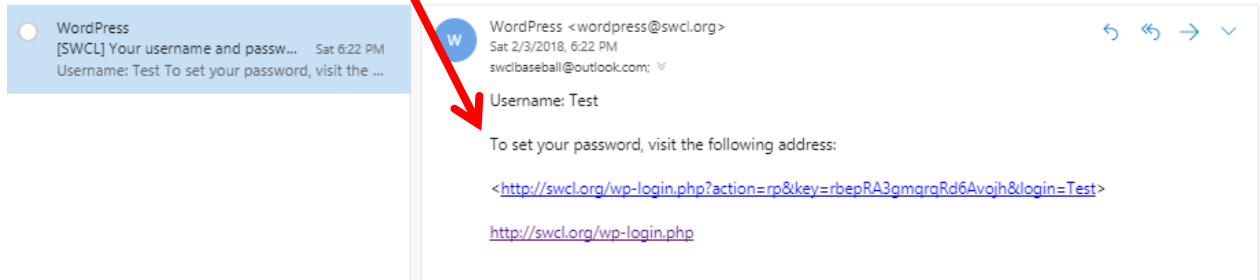
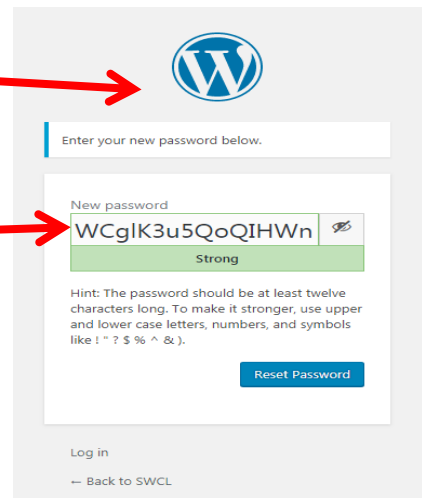


How to setup your initial password

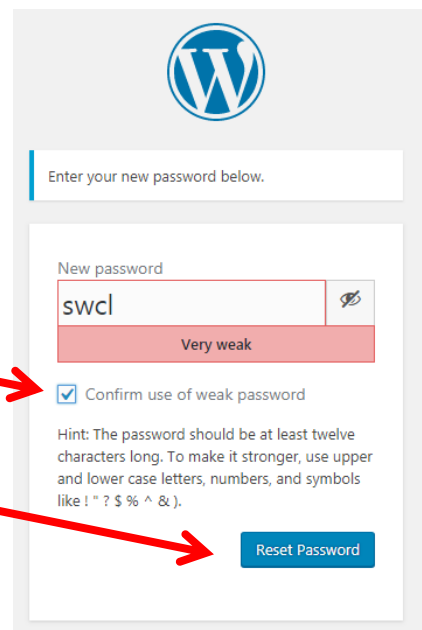
1. You'll get an initial email from WordPress – Check your junk folder
 - Click the long link to go the password page – Only works this 1 time
 - If you forget your password, contact the WebMaster



2. Redirects you to the password page
3. Erase the weird password that is in there and enter in your new password



4. You may need to check the box to “confirm use of weak password” if it’s not that good
5. Then select “Reset Password” when you are done



6. Now you can go Login

Side Navigation Menu –

Let's you maneuver to manage your team and events

Posts – Lets you post to your team page

Games – Where you can go to see all your games and enter scores or set it to postponed for your team
See procedure to enter scores for more info.

Teams – Lets you view your team and team page.

Players – Lets you add/view your players and their stats.
See add player procedure for more info.

Staff – Add other coaches or helpers of your team.

Profile – Change your information, username, password, etc.

Screen Options – Show/Hide items on your dashboard screen. Expand the menu and select what you would like to see.

The screenshot shows the WordPress dashboard interface. On the left is a dark sidebar navigation menu with items: Dashboard, GoDaddy, Posts, Games, Teams, Players, Staff, Profile, Tutorials, Video Tutorials, and Collapse menu. A red arrow points from the 'Side Navigation Menu' text to this sidebar. The main dashboard area is titled 'Dashboard' and contains several widgets: 'At a Glance' (1 Post, 5 Pages, 1 Comment, 0 Games, 16 Teams, 0 Players, 1 Staff, 0 Sponsors), 'Activity' (Recently Published, Recent Comments), 'SportsPress' (59 days 04:27:51 until next event, 22 events scheduled, 0 events published), 'Quick Draft' (Title field, text area, Save Draft button), and 'WordPress Events and News' (list of events like 'E-commerce, digital items, and SSL certificates - The St. Louis WordPress Meetup'). A red arrow points from the 'Screen Options' text to the 'Screen Options' dropdown menu in the top right corner. Another red arrow points from the 'Screen Options' text to the 'WordPress Events and News' widget.

Dashboard Area – A quick look at your team and setup.

WordPress Events... - I disable it in "Screen Options" since doesn't affect us.

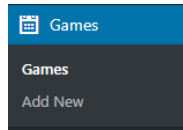
Quick Draft – Makes notes to you and staff/team.

SportPress – A quick link to events for our league and your team .

Activity – A brief look at the comments on the blog.

How to Enter Game Scores

1. Login & click on the "Games" menu on the left navigation menu
2. Click on the game that you would like to enter the score for



<input type="checkbox"/>	Game	Date	Time	Teams	League	Season	Field	Match Day
<input type="checkbox"/>	3/4 - Week 3 - Game 7 — Scheduled	Scheduled 2018/06/06	18:00	Wisconsin Heights 1 Plain	3/4 East Baseball	2018	Wisconsin Heights	Default
<input type="checkbox"/>	3/4 - Week 1 - Game 2 — Scheduled	Scheduled 2018/06/01	Postponed	Wisconsin Heights 2 Wisconsin Heights 1	3/4 East Baseball	2018	Wisconsin Heights	Default
<input type="checkbox"/>	3/4 - Week 1 - Game 3 — Scheduled	Scheduled 2018/05/30	18:00	Wisconsin Heights 1 Arena	3/4 East Baseball	2018	Wisconsin Heights	Default

3. Scroll down to the "Results" Section and enter the scores for the game
 - Enter the scores for each inning and you MUST enter final score in the Runs (R) column
 - You can just enter the final score in the Runs column and not enter the inning scores

Team	1	2	3	4	5	6	7	8	9	10	R	H	E	Outcome
Arena	1	0	1	0	0						2			(Auto)
Wisconsin Heights 1	4	3	1	2	0						10			(Auto)

4. Click on the blue "Update" button in the upper right
5. The results will populate when you return to the "Games" screen



<input type="checkbox"/>	3/4 - Week 1 - Game 3 — Scheduled	Scheduled 2018/05/30	18:00	10 Wisconsin Heights 1 2 Arena	3/4 East Baseball	2018	Wisconsin Heights	Default
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6. If any scores need to be deleted or changed, just edit/remove the data that you need to and click the blue "Update" button again.
7. If your game is postponed, just click the [Edit](#) next to the "Time" for the drop down menu
8. Select the "Postponed" option and then "Update"

Time: Postponed

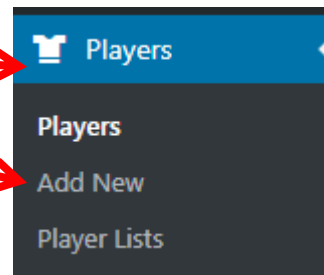
On time
 TBD
 Postponed
 Canceled

OK Cancel



How to add players to your roster

1. Login & click on the Players menu in the left navigation menu
2. Click on the "Add New" just below Players



3. Only Enter in the following information because of COPPA
 - Player Name – First letter and the full last name (ie. B Ruth)
 - Scroll down on the bottom right select the league that you are in (ie. ¾ East Baseball)
 - Just below that, select the season (ie. 2018)
 - Scroll back up and near the top right, select the blue "Publish" button

4. Go back to the "Players" Screen by clicking on the "Players" on the left navigation menu
5. All of the info will be populated for statistic tracking for the player
6. Scroll down to the Season Section and select the team that the player is currently playing for

3/4 East Baseball — Batting

Season	Team	AB	R	H	RBI	2B	3B	HR	SB	BB	SO	LOB	G	AVG
2018	Wisconsin Heights 1	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0	0	0	0

7. Scroll back to the top and select the blue "Update" button where the Publish button was before

8. Done. Repeat for each player

*** You can add statistics to your players throughout the season...or not...up to you.