

Scoring Gaming Instruction

- 1) **To report scores you must have a Team Manager or Head Coach or Assistant Coach account on the Affinity Sports system**
 - a) **To set up your account**
 - i) Log in using your **Team Manager's or Head Coach** Account
 - ii) If you do not have an account please contact your League Registrar to set up an account or use the Activate Your Account option
 - b) **Entering Game Information**
 - i) Go to the schedules & scoring page and log into your account
 - ii) You can log in from this page by using the fields on the left hand side or **Click** on the Gaming Tab at the top of the page and login in from the respective page
 - iii) Once you have logged into your account the system will display various information
 - (1) **My info:** This where you can change some personal information and reset your Username and password.
 - (2) **Family Members:** This is where the system provides information about any other members of your family in the system
 - (3) **Registration Applications:** Displays application information about any family members in the system that have certain roles
 - (4) **Teams:** This displays any team where you may be an administrator and/or parent on the Team.
 - (5) **Tournament Applications/ Gaming Scoring:** This displays all of the Team applications to a gaming League and/or Tournament.
 - (6) **Event Registration:** This provides any Event registration applications in the system. An Event could be Camps, License classes et.
 - iv) In the **Tournament Applications/ Gaming Scoring** area for your respective team(s) on the left hand side **Click** the **Schedules/Game Scoring** link.
 - v) If you scroll down the page the system shows the schedule for the respective Team
 - vi) The schedule will appear for the respective Team
 - (1) For each of the games displayed you may:
 - (a) **Click** on the Venue and receive the information about the Venue Location
 - (b) **Click** on the Team Name and receive information about the administrator on the Team, so that you may contact those individuals if required.
 - (c) **If the Reschedule feature is offered, you can click** on the Reschedule Game button to send an email to the other team suggesting a reschedule request. If an agreement with the opposing team is not reached & finalized, the game will remain scheduled at the original time, date & location.
 - (2) **To score the games**
 - (3) Find the game to be scored
 - (4) **Click** on the box under the Score label for your team and the following Game Stat Entry window will appear:
 - (5) The window displays the game date, time, field and team information.
 - (6) **Input** the Score fields the game score.
 - (7) **If the game has been forfeited select the special code for the Team that Forfeited.**
 - (8) Provide the Cautions and Ejection for both Teams by selecting
 - (a) First the players and/or coach from the drop down fields
 - (b) Then selecting the Type and reason for the caution or ejection
 - (c) Then **Click** on the **Add Button** to add the item to the list.
 - (d) If more then one item repeat (a) through (c) above until all have been inputted.
 - (e) Repeat for both Teams.
 - (9) You may also right comments about the game at the bottom of the screen.
 - (10) Remember to **Click** the **Save Stats** at the bottom of the screen once you have finished entering the results.
 - (11) If you need to edit the information you can make the changes and **Save Stats** again.
 - (12) If you need to clear the information then use the **Clear Stats** Button at the bottom of the screen.

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- (13) Once one of the Team Managers enters the scores and the cards the system will show the information on the results.
- (14) If the other Team manager enters different information then the system will display that either the **Scores and/or the cards (cautions or ejections) are Contested.**
- (15) The Contested item will be displayed with a **red (S) for contested Score** and a **red (C) for contested Card.** If this is the case you must contact the League Administrator.

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