

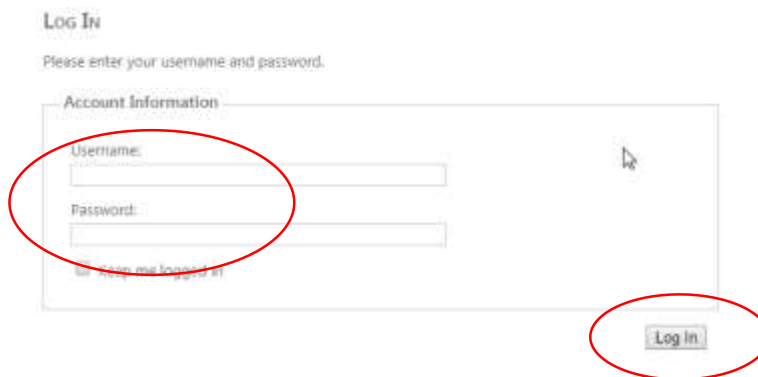
PA SOCCER COACHES STAT DATA MAINTENANCE

LOGIN

1. Click the League Rep Login link.



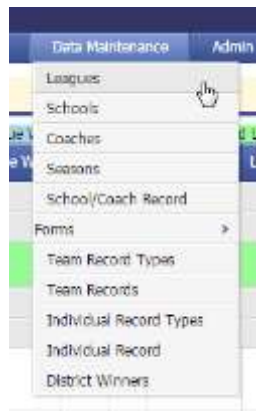
2. Enter the user name and password provided to you. Click the Login button.



A screenshot of the login form. The form is titled "Log In" and includes the instruction "Please enter your username and password." Below this, there is a section labeled "Account Information" containing two input fields: "Username:" and "Password:". Both input fields are circled in red. At the bottom right of the form, there is a "Log In" button, also circled in red. A mouse cursor is visible over the "Log In" button.

DATA MAINTENANCE

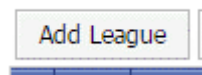
All functions can be found by hovering your mouse over the Data Maintenance menu. A dropdown will appear from which you can click on the corresponding function.



LEAGUE

ADD A NEW LEAGUE

1. From the League Maintenance page, click the Add League button.



2. Complete the League form entering League Name, selecting a League Rep and marking the league as active. Click the Save button.

A screenshot of a 'League' form window. The form has a title bar with 'League' and a close button. It contains three input fields: 'League Name' (a text box), 'League Rep' (a dropdown menu), and 'Is Currently Active' (a checkbox that is checked). At the bottom of the form are two buttons: 'Save' and 'Delete League'.

ADD A NEW DIVISION

Add Division

Division

Division Name

League

Is Currently Active

Save Delete Division

SCHOOL

ADD A SCHOOL

1. From the School Maintenance page, click the Add School button.

Add School

2. Complete the requested information on the School form. Click Save when done.

School

School Name

School City

PIAA District

Boys League

Boys Division

Boys Coach

Girls League

Girls Division

Girls Coach

Current Classification

Historical Boys Record

Historical Girls Record

Save Delete School

EDIT A SCHOOL

1. From the School Maintenance page, click the “Edit” link to the left of the school.

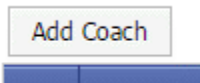


2. Complete any changes on the form and press the Save button.

COACH

ADD A COACH

1. From the Coaches Maintenance screen, click the Add Coach button.



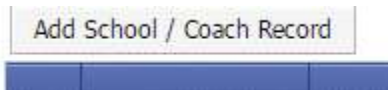
2. Complete the requested information on the form, and click the Save button.

A screenshot of a 'Coach' form. It includes fields for 'First Name', 'Last Name', and 'Email'. There is a checkbox for 'Is Active' which is checked. Below are two sets of spinner boxes for 'Historical Boys Record' and 'Historical Girls Record', each with three boxes containing the number '0'. At the bottom are 'Save' and 'Delete Coach' buttons.

SCHOOL/COACH RECORD

Add a School/Coach Record

1. Click the Add School/Coach Record button from the School Coach Record Maintenance page.



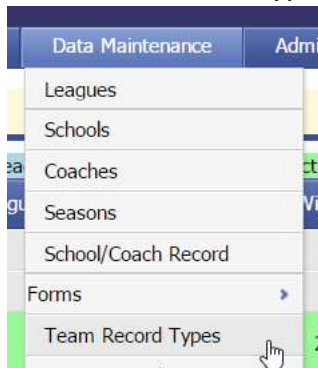
2. Complete the form with the requested information and click the Save button when done.

A screenshot of a 'School / Coach Record' form. It includes a 'Season' dropdown menu, 'Team Gender' radio buttons (Male and Female), 'League', 'Division', 'School', and 'Coach' dropdown menus. There are spinner boxes for 'League Record' and 'Overall Record', each with three boxes containing '0'. There are checkboxes for 'League Winner' and 'District Winner'. At the bottom is a 'School Classification' dropdown menu and 'Save' and 'Delete Record' buttons.

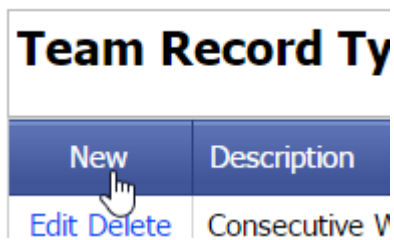
TEAM RECORD TYPE

Add a Team Record type (for records collected in the Team Record section)

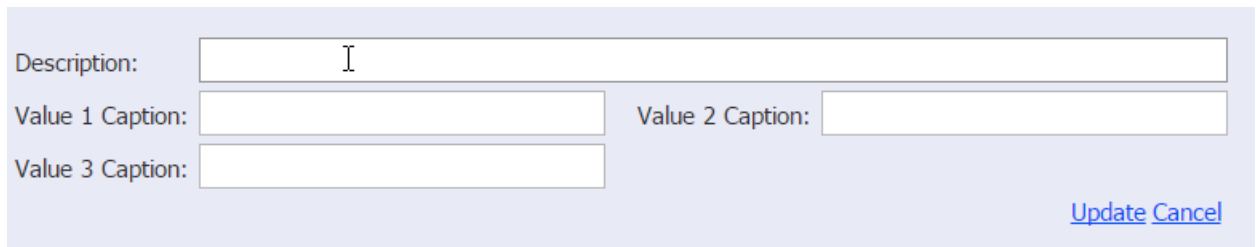
1. Select Team Record Types from the Data Maintenance menu



2. Click the New link in the upper left corner of the grid.



3. Complete the requested items and click Update when finished. If there is only one “value” associated with the record, just list the Value 1 caption. If there are additional values, complete Value 2 and Value 3 as needed.

A screenshot of a form for adding a Team Record Type. The form has a light blue background. It contains the following fields:

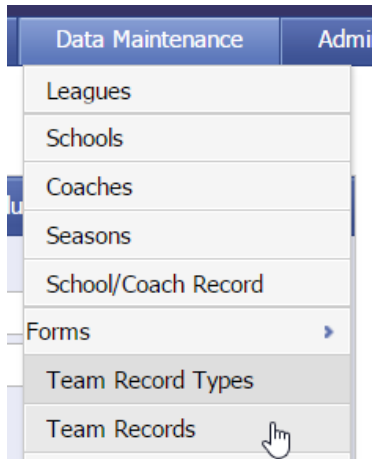
- Description: A text input field with a cursor.
- Value 1 Caption: A text input field.
- Value 2 Caption: A text input field.
- Value 3 Caption: A text input field.

At the bottom right of the form, there are two links: 'Update' and 'Cancel'.

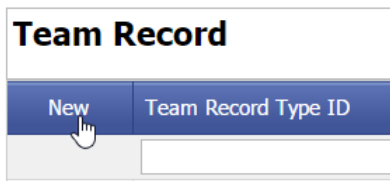
TEAM RECORD

Add team records

1. Select Team Record from the Data Maintenance menu



2. Click the New link in the upper left corner of the grid.



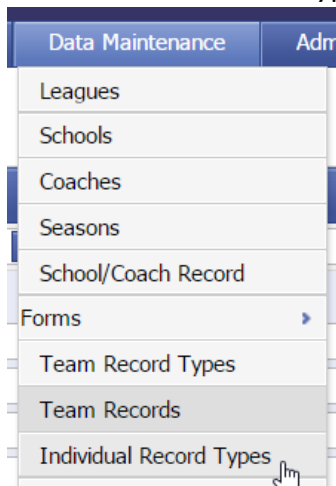
3. Complete the form providing the required information and click Update when finished. Value 1 is required. Value 2 and 3 get filled in if needed by the team record type.

A screenshot of the 'Team Record' form. It contains several input fields: 'Team Record Type ID' (with a dropdown arrow), 'High School' (with a dropdown arrow), 'End Year', 'Value 2', 'Gender' (with a dropdown arrow), 'Start Year', 'Value 1', and 'Value 3'. An 'Update' button is visible in the bottom right corner.

INDIVIDUAL RECORD TYPE

Add an Individual Record Type (for records collected in the Individual Record section).

1. Select Individual Record Type from the Data Maintenance menu.



2. Click the New link in the upper left corner of the grid.



3. Complete the form filling in all required information. Click Update when finished. Value 1 will always be required. Values 2 and 3 depend upon the record type.

Player Type:

Description:

Value 1 Caption: Value 2 Caption:

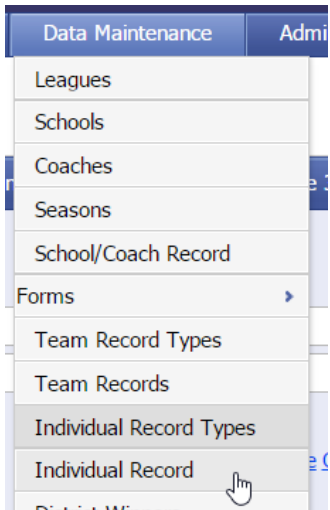
Value 3 Caption:

[Update](#) [Cancel](#)

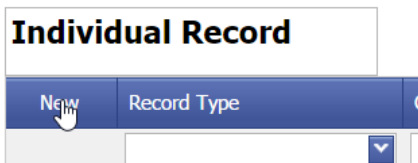
INDIVIDUAL RECORD

Add an Individual Record

1. Select Individual Record from the Data Maintenance menu.



2. Click the New link in the upper left corner of the grid.



3. Complete the form filling in all required information. Click Update when finished.

Record Type: Gender:

High School: Player:

Start Year: End Year:

Value 1: Value 2:

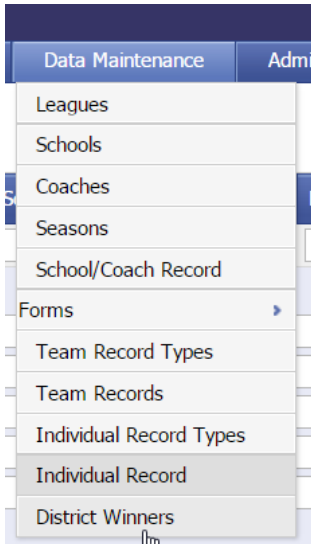
Value 3:

[Update](#) [Cancel](#)

DISTRICT WINNER

Add a District Winner

1. Select District Winner from the Data Maintenance menu



2. Click the New link in the upper right corner of the grid.



3. Complete the form filling in all required information. Click Update when finished.

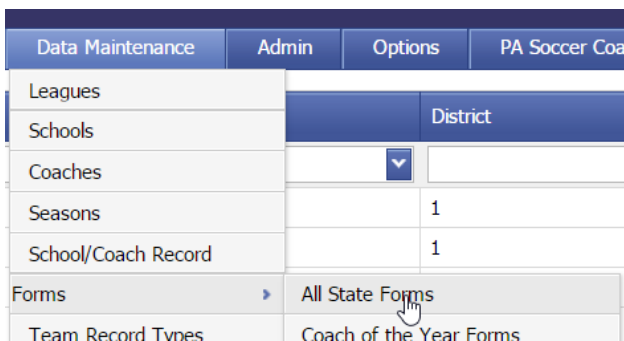
A screenshot of a form for adding a District Winner. The form contains several input fields: Team Gender (dropdown), Year (text), District (dropdown), Classification (dropdown), Season (dropdown), and High School (text). An 'Update' button is located at the bottom right of the form.

FORMS

ALL STATE FORM

Manage All State submissions

1. Select All State Forms from the Forms menu under Data Maintenance



2. Edit/Print/Delete a form using the links on the right of the grid.

#	
	Edit Form Print Form (PDF) Delete
	Edit Form Print Form (PDF) Delete

3. Download results using the selection options and button at the bottom of the grid.

Select Season:

Please select a Season

Male

Female

COACH OF THE YEAR

Manage Coach of the Year submissions

1. Select Coach of the Year Forms from the Forms menu under Data Maintenance

Data Maintenance	Admin	Options	PA Soccer Coa
Leagues			
Schools			Player Name
Coaches			
Seasons			John Knox
School/Coach Record			Chad Stout
Forms			All State Forms
Team Record Types			Coach of the Year Forms

2. Edit/Print/Delete a form using the links on the right of the grid.

#	
	Edit Form Print Form (PDF) Delete
	Edit Form Print Form (PDF) Delete

ASSISTANT COACH OF THE YEAR

Manage Assistant Coach of the Year submissions

1. Select All State Forms from the Forms menu under Data Maintenance

Data Maintenance	Admin	Options	PA Soccer Coa
Leagues			
Schools		Player Name	
Coaches			
Seasons		John Knox	
School/Coach Record		Chad Stout	
Forms		All State Forms	
Team Record Types		Coach of the Year Forms	
Team Records		Assistant Coach of the Year Forms	

2. Edit/Print/Delete a form using the links on the right of the grid.

#
Edit Form Print Form (PDF) Delete
Edit Form Print Form (PDF) Delete