

# **Table of Contents**

Launch ITLeague Manager	2
1. Category Selection	2
2. Setup Default Points	3
3. Setup Locations	4
4. Setup Divisions	5
5. Setup teams and register to divisions	6
6. Input schedule	7
7. Score games	8



# Launch ITLeague Manager



# 1. Category Selection

### a) Choose "Setup" and "Category Selection"

	/ 1					
	💐 Advanced League N	lanag	ement System (2.10)	_ 🗆 🗙		
Setup Division Team Member Online Registration Reports						
	League Configuration Sports Setup Season Setup Category Setup	ŝ	Club: Jlang's Multiple Sports Leaguea 💌 Season: Outdoor 2005 Sport: Basketball 💌 Category: U 10 Boys	<b>v</b>		
	Category Selection					

Categories are set up at the governing body level and can be selected at the Category Selection screen:

Category Select	ion [Trial Season]		<u> </u>	
elect Categories:		Selected:		
unior		Atom		
1idget Pee Wee		Bantam		
ecreational				
lovice uvenile				
	Add >>			
	<< Remove			
	к	Cancel		
		Cancor		
		Add >> N		
	he Left panel, click 💻	and and	d the category be	comes a
ed panel.				

Click to save your changes.

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# 2. Setup Default Points

Some clubs have the ability to run their own house leagues. If they can set up divisions, they can edit the default points.

1. Launch ITLeague Manager

2. Click "Setup" and choose "Sports Setup"

🔍 Advanced League Management System (2.11)							
Setup Division Team Member Online Registration Reports							
League Configuration							
Sports Setup	n	Club: ITSportsNet Hockey Club Demo Site 💌 Season: Trial Season	<u> </u>				
<sup>VC</sup> Season Setup		Sport: Hockey Category: All Categories	-				
Category Setup							
Category Selection							

3. Highlight the sport you wish to change the default points for and choose the Edit Sport Tab

🔍 D S	Sport Setup [Tr	ial Season]	
Existin	g Sports Add New S	port Edit Sport	
		<u>N</u>	
	Sport Name	Default Sport	
	Hockey		Edit
			Remove

4. Change the points for Win Factor, Tie Factor, Lose Factor and Default Factor.

💐 D Sport Setup [Trial	Season]	<u> </u>
Existing Sports Add New Sport	Edit Sport	
Editing Sport Name*	Hockey	
Win Factor*	2	
Tie Factor*	1	
Lose Factor*	0	
Default Factor*	0 🔽 Default Sport	
Save Rese	et Calculate Standings	

- 5. Click Calculate Standings if necessary
- 6. Click Save.



# 3. Setup Locations

### a)Choose "Setup" and "Location setup".

🔍 Advanced League Management System (2.11)								
Setup Division Team Member Online Registration Reports								
League Configuration								
Sports Setup	Club: ITSportsNet Hockey Club Demo Site Season: Trial Season	<b>~</b>						
Season Setup	Sport: Hockey Category: All Categories	•						
Category Setup								
Category Selection								
Location Setup		<u> </u>						
<sup>VS</sup> Official Setup	Advanced League Management System (Latest version is 2.11)							
Polo Sotun	()							

#### b) Setup locations

- Click on the "add new location" tab.	
Location Setup [Outdoor 2	2005]
Existing Locations Add New Location Edit a Location	
Location Details	Map Information
Location Name*	Location Code*
Address 1	Map Name
Address 2	□ Using Map Quest
City Calgary	Map URL:Contact Information
Province AB	Phone
PostCode	Fax
Country CA	
Save	Reset

Location Name, and Location Code are required fields. Location code will appear in the schedule on the website. If you do not have a location code set, then it will display "N/A" as the location.

If you have your OWN maps, add the URL to the map in the "Map URL" spot in location setup. Uncheck the "Using Map Quest" box.

If you want to use the map quest (will display a map and the address), check the "Using Map Quest" box.

If a map is to be attached using Map Quest then the address must be entered c) You can Edit Location

- click on the "existing locations" tab. Click on one of your locations, and then click the "edit" button.

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# 4. Setup Divisions

In Launched ITLeague Manager choose "Division" and "Division Setup"

Click on the Setup Division Setup	ber Onlir	e Registration Reports Club: Jiang's Multiple S Sport: Basketball nament tab: n/Tournament Edit a Divisio	s ports Leaguea 💽 💌 🤇 nn/Tournament	Season: Outdoor 2 Sategory: U 10 Boys Jumber of new divis	sion/tournament 5 💌
Division/Tournament Name Double click here to name	Division	Sport Basketball Basketball Basketball Basketball	Category N/A N/A test cat test cat test cat U 10 Boys U 10 Girls U 10 Mixed U8 Boys V	Code NJ	A (A (A
Save			Reset		Close

You can choose to do 5 before saving or change the number in "Number of new division/tournament" For division:

- 1. Double click in the first white cell to type in the name of the division.
- 2. Leave the Division box checked
- 3. Verify the sport
- 4. Choose the category if necessary

Click Save



# 5. Setup teams and register to divisions

### 1. In Launched ITLeague Manager choose "Teams" and "Team Setup"

💐 Advanced League Management System (2.11)							
Setup	Division Team Member Online Registration Reports						
ŋ		Team Setup       Club:       ITSportsNet Hockey Club Demo Site       Season:       Trial Season         Sport:       Hockey       Hockey       Club:       Club:       All Categories	•				

2. Click on the Setup Teams Tab. \*Note that there are only a certain number of lines available and this number can be changed by the drop down in the top right corner. This number indicates the number of lines available to enter before you must save. Saving often eliminates redoing the list...

🛍 D Team Setup	[Trial Sease	on]				<u>- 🗆 ×</u>
ExistingTeams SetUp	Teams EditATea	m Edit Registered Te	ams			
			1	Number of new t	eams 5 💌	
Team Name	Category Name	Division	Sub Division	Team Code		
	Atom	Rasberry Berret				
	N/A	N/A				
	N/A	N/A				
	N/A	N/A				
	N/A	N/A				
•						
	Save	Re	rat	Close	1	
	Save	Re:	sec	Close		

You can choose to do 5 before saving or change the number in "Number of new teams" For each Team:

3. a.) Enter the team name in the box below the "team name" heading.

b) click on the box below the "category name" heading and select the correct age category from the list. c) click on the box below the "division" heading and select the correct division from the list (note: the system will only offer you divisions which correspond to the age category selected. See the next section for how to assign a team to a higher age division).

d) click on the box below the "team code" heading enter this information if necessary.

e) repeat this for each new team. Once you have filled all the lines on the page (or have created all of the teams needed), click on the "save" button located in the lower left hand corner of the page.

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### 6. Input schedule

ITSportsNet Schedule Import and Creation System (ITScheduler) is software developed by ITSportsNet for uploading and creating schedules for sports leagues. The version just released includes the following features:

Check game date and time error and format Check divisionID, visitorDivisionID, teamIDs, fieldID error Check home team and visitor team registration Upload games View the uploading results Delete some (based on division) or all games just imported

### The link for this software is http://www.itsportsnet.com/schedule/



The instructions for the use of the software are included at this site as the User Manual.

Please note there is also a link to the New File Format as well as a sample excel file. If you have used the old format you can still paste the data into a spreadsheet that has the new format...and save it as a .csv file

NOTE: you will want to eliminate the extra lines and assure the last row has the word "end" in each cell....there are presently 3208 lines in the spreadsheet.

Once you have got your data in order simply download Java web start version of ITScheduler and follow the instructions from the User Manual and see your schedule.!!!

This solution is posted at http://www.itsportnet.com/leagues/100/documents/ITSchedulerManager.pdf



# 7. Score games

There are a number of ways to Score Games.

- a. <u>Administrator</u> Scores Games through ITLeagueManager
- b. Team Official is assigned to Team and goes in through the member's area to score games.
- c. Official self assigns to Team and goes in through the member's area to score games
- d. Division Official is assigned to Division and goes in through the member's area to score games
- a. For the Administrator To Score the Game in ITLeagueManager:
- 1) Launch ITLeagueManager
- 2) Make sure the correct club is chosen (the club that scheduled the games)

3) Go to "divisions" and "score games".									
🏝 Ad	🔍 Advanced League Management System (2.11)								
Setup	Division Team Member (	Online Registration Reports							
2	Division Setup Game Scheduler Score Games	Club: ITSportsNet Hockey Club Demo Site Season: Trial Season Sport: Hockey All Category: All Categories	<ul> <li></li> </ul>						
	<sup>°</sup> Edit Games Score Detailed Games								

### 4) Click on the game you want to score.

ision Games   Tournament Games											
mes with	no scores and/	or results:									
Game ID	Home Team	Visitor Team	Subdivision	Division Name	Date/Time	HS	VS	RO	HD	VD	Locatio
351235	JFK	Lincoln		High School Div 1	2004-10-10(19:00:00)						Detta
265246	JFK	Washington		High School Div 1	2004-10-16(12:00:00)	W\$					Delta
265259	Lightning	Sharks		Pee Wee	2004-10-16(12:00:00)						Lace School
265247	Marsden	JFK		High School Div 1	2004-10-17(12:00:00)						Southcenter
265248	Lincoln	Washington		High School Div 1	2004-10-17(12:00:00)						Delta
265250	Alameady	Alameady		Midget	2004-10-17(12:00:00)						Lace School
265260	Sharks	Flamers		Pee Wee	2004-10-17(12:00:00)						Westwood Park
265261	Red Wings	Lightning		Pee Wee	2004-10-17(12:00:00)						Delta
239664	Attack	Fireballs		Traveling Division	2004-10-17(21:00:00)						Lace School
265252	Alameady	Tri Cities		Midget	2004-10-18(12:00:00)						Lace School
265213	Attack	Destroyers Red		Junior	2004-10-19(12:00:00)						Lace School
265214	Fireballs	Strikers		Junior	2004-10-19(12:00:00)						Westwood Park
265255	Tri Cities	Thorncliffe		Midget	2004-10-19(12:00:00)						Westwood Park
265215	Destroyers Red	Fireballs		Junior	2004-10-20(12:00:00)						Lace School
265216	Attack	Strikers		Junior	2004-10-20(12:00:00)						Westwood Park
265217	Attack	Fireballs		Junior	2004-10-21(12:00:00)						Lace School
265219	Destroyers Red	Strikers		Junior	2004-10-21(12:00:00)						Westwood Park
239655	Strikers	Destroyers Red		Traveling Division	2004-11-04(12:00:00)						Westwood Park
239658	Fireballs	Destroyers Red		Traveling Division	2004-11-09(15:00:00)						Lace School
265251	Tri Cities	Westwood		Midget	2004-11-17(16:00:00)						Westwood Park
239665	Attack	Destrovers Red		Traveling Division	2004-11-19(22:00:00)						Westwood Park
•											

5) Enter the score.

6) Click save.



For the Administrator to view the game details or score:

\*note: you will only see games that have already been played

1) Launch ITLeagueManager

2) Make sure the correct club is chosen (the club that scheduled the games).

3) Go to "divisions" and "edit games".

🔍 Ad	💐 Advanced League Management System (2.11)									
Setup	Division	Team	Member	Online Registration Reports						
	Divisio	on Setup	)							
2	Game	Schedu	iler	Club: ITSportsNet Hockey Club Demo Site Z Season: Trial Season						
	Score	Games		Sport: Hockey Category: All Categories	•					
	Edit G	ames								
_	Score	Detailer	l Games							

### 4) Click on the game.

Game ID Date	Time	Game Length	Home Team	Visitor Team	Subdivision	DG	DN	
239657 2004-09-07	14:00:00	0	Fireballs	Strikers			Traveling Division	V 🔺
239660 2004-09-12	17:00:00	0	Destroyers Red	Strikers			Traveling Division	
239663 2004-09-16	20:00:00	0	Attack	Strikers			Traveling Division	V
239654 2004-10-02	11:00:00	0	Strikers	Fireballs			Traveling Division	Li
351235 2004-10-10	19:00:00	0	JFK	Lincoln			High School Div 1	D
239661 2004-10-13	18:00:00	0	Destroyers Red	Fireballs			Traveling Division	V
265243 2004-10-15	12:00:00	0	JFK	Lincoln			High School Div 1	s
265244 2004-10-15	12:00:00	0	Marsden	Washington			High School Div 1	D
265256 2004-10-15	12:00:00	0	Flamers	Lightning			Pee Wee	S
265257 2004-10-15	12:00:00	0	Red Wings	Sharks			Pee Wee	D
265236 2004-10-16	12:00:00	0	Atom 1	Atom 2			Atom	Ei
265237 2004-10-16	12:00:00	0	Atom 3	Atom 4			Atom	V
265245 2004-10-16	12:00:00	0	Lincoln	Marsden			High School Div 1	s
265246 2004-10-16	12:00:00	0	JFK	Washington			High School Div 1	D
265258 2004-10-16	12:00:00	0	Flamers	Red Wings			Pee Wee	V
265259 2004-10-16	12:00:00	0	Lightning	Sharks			Pee Wee	Li
265238 2004-10-17	12:00:00	0	Atom 2	Atom 3			Atom	Li
265239 2004-10-17	12:00:00	0	Atom 4	Atom 1			Atom	V <sup>e</sup>
265247 2004-10-17	12:00:00	0	Marsden	JFK			High School Div 1	S
265248 2004-10-17	12:00:00	0	Lincoln	Washington			High School Div 1	D
265250 2004-10-17	12:00:00	0	Alameady	Alameady			Midget	L
265260 2004-10-17	12:00:00	0	Sharks	Flamers			Pee Wee	٧
265261 2004-10-17	12:00:00	n	Red 1Alinas	Liahtnina			Pee 1A/ee	n.
•								•

Tip: Click on the column name to sort your data by team name, date etc.

5) Click "edit".



#### The Edit Games screen appears:

💐 D Edit Games [Trial Season]	_ <u> </u>								
Existing Games Edit Game									
Game Details Game Notes									
Game Detail © Division Games © Tournament Games	Game Results Home Score 3								
Division Traveling Division	Visitor Score 4								
Home Team Destroyers Red	Rain Out O Yes 💿 No								
Visitor Divsion	Home Default O Yes  O No								
Visitor Team Strikers	Visitor Default 🔿 Yes 💿 No Game Sheet Received 🗖								
Game Date 2004 💌 09 💌 12 💌									
Game Time 17 💌 00 💌	Game Number Information								
Game Length	Game Number								
Location Lace School	Home Team (Game No.) Eg. 3 Winner of game 3								
Game Points 🛛 🔽 🗖 Exhibition	Visitor Team (Game No.)3 Loser of game 3								
Team Official Edit Game Until Date	Game Quarter N/A								
Time	,								
Game Stats									
Team Home Visitor									
Save	Refresh Close								

Make required changes and click Save.

Some other ways to score games are:

B. Team Official is assigned to Team by administrator and goes in through the member's area to score games 1. Team Official Setup

- There are two methods for setting up Team Officials to score games
- 1A) Administrator assigns Team Official to Team
- Administrator logs into ITRegistrar
- Administrator searches for Team Official and goes to Registration tab
- Administrator selects Role Type, Role, Category, Division and Team for the Team Official
- Administrator presses SAVE

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C. Official self assigns to Team and goes in through the member's area to score games

- Team Official self-assigns Team for which to score games
- Team official logs into members area
- Team official selects TEAM OFFICIAL tab OR clicks on REGISTRATION
- Team official selects division and team to score games for
- Team official presses SAVE

D. Division Official is assigned to Division and goes in through the member's area as described above to score games

- To setup a Division Contact or Division Coordinator:
- 1) Launch and log into ITLeagueManager
- 2) Select Division > Division Setup from menu
- 3) Select the division you want to add a contact for.
- 4) Double click on the division or select Edit
- 5) Under Division contact select the person you want as the division contact.

#### Important notes about online scoring

- The winning team is responsible for scoring the game
- The League Administrator can always delete Team Officials that have been assigned to score games
- Team Officials cannot score games that are in the future
- Team Officials can only score a game once and cannot make edits
- League administrators can override any scoring that is completed by team officials

#### Here are some instructions that may be posted on your website to instruct people:

#### What do you need to score games?

- a computer with an internet connection
- a valid email address

### Set up your Members Area login

- 1. Click on the Members button, and go to the "club login list".
- 2. Click on Member Area link for your Association
- 3. Click on Setup Login (the last button)
- 4. Enter the requested information. A password will be emailed to you at this point.
- 5. Once your receive your password click on Member Login
- 6. Login to the Members Area for your club

### Sign yourself up as a Team Official for your team

- 1. Click on Registration from the left hand menu
- 2. Click on Sign Up as a Scorekeeper from the left hand menu
- 3. Click on Create New Registration
- 4. Click on Setup as Scorekeeper
- 5. Provide the required personal information (this is a secured web page) and choose Submit
- 6. From the pull-downs choose the Role: Scorekeeper, select age Division, and choose your Team name
- 7. Choose Save and OK at the confirmation pop up and then choose Submit
- 2. Choose the Team Official tab on the top menu
- 3. On the left menu choose the My Teams link
- 4. Select the game that you would like to score
- 5. Enter the Score, press Submit
- 6. Once completed choose the Sign Out button at the top left of the screen.



#### NOTES:

- Administrator can always delete Team Officials that have been assigned to score games
- Team Officials cannot score games that are in the future
- Team Officials can only score a games once and cannot make edits
- League administrators can override any scoring that is completed by team officials
- For Detailed Game Scoring:
- If you allow team officials to enter guest players, it may result in duplicate player records.

#### **Team Official Scoring games**

- 1. Login to the Members area
- 2. Choose the Team Official link on the left menu
- 3. If you have more than one team that you scorekeep for choose it now
- 3. On the right choose Score Games
- 4. Select the game that you would like to score
- 5. Enter the Score, press Submit
- 6. Once completed choose the **Sign Out** button at the top left of the screen.

NOTE: Do **not** check the default box if the game was played.

More options:

Score detailed games...

- IF entering detailed game scoring:
- Team Official enters game roster (who played in game)
- Team Official enters guest players to game roster
- Team Official enters goals/assists
- Team Official enters penalties
- Team Official enters goalie stats

Some tips about ITLeague Manager

You can limit the number of hours to edit games or not allowed to edit at all (this is a switch), Please call us about this one.

League Admin should designate instructions to coaches for example game is always scored by Home team or winning team...

Entering Game Notes, what are they and where do they show up – We can talk to you about this too.

You can hide standings for younger divisions... This is done on the Edit Divisions page

There's a difference between divisions and tournaments, Tournaments will show in the Cups link on website

Adding league members - if this league is a district league using LM, this is something that we set up for you.

If using registration:

NOTE: If league is doing using player stats, we can import existing player database to make it easy to put players onto teams.



Registering players to teams:

- 1. Launch ITRegistrar
- 2. Select Register Existing Members
- 3. Select Category and Team List
- 4. Go down the list and select players for each team.

Alternate way to register players to teams:

- 1. Login to ITRegistrar
- 2. Go to Search Members
- 3. Enter search criteria and press SEARCH
- 4. Go to the registration tab and add player to team.