



# Canton Little League On-Line Manager's Manual

Welcome to the Canton Little League Managers' Manual. This documentation is designed to make it easier for you to use the different features associated with your team's webpage. These capabilities will make it easier for you to communicate with and manage your team.

If you are not computer literate, do not worry about it. We suggest having one of your assistants or team parent enter the information.

This manual will explain step by step how you can:

[Add or Edit a team bulletin](#)

[Edit game results](#)

[Review the performance of the Umpires](#)

[Edit player statistics](#)

[Post a general event](#)

[Upload photos](#)

[Schedule a practice](#)

All of the above features will be available to you after you are signed in under the "Managers Login" section of the site. Also, additional field specific help is available on each form by clicking the blue help dots  to the left of each field. Good luck with your team and have a great season.

Use your Name and manager's password to login.

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## **Add a New Bulletin**

The bulletin should be the primary way to communicate with your team's players and parents. Bulletins are displayed on your team's home page with the newer bulletins displayed at the top of the page. You can optionally email new bulletins to players and parents using the "Broadcast Email" feature.

1. First make sure you are signed in as manager/admin
2. Select "Your Team info" from the menu tabs from the at the top of the page  
Note: You may have to select season, league and team at the top of the page
3. Click on the "Add a New Bulletin" hyperlink
4. Enter information including "Respond To", "Publish Date", and "End Date"  
Note: If no "End Date" is entered the bulletin will remain on your team's page indefinitely
5. Enter the title and write your bulletin.
6. You may choose to have the bulletin emailed by checking the "Email Broadcast" box.  
Select who you would like the bulletin to be mailed to (parents, players or both)
7. Click "Submit" to complete.

Please remember that these are PUBLIC facing web pages. Take care in what you post. The BOD will be reviewing these postings and will delete inappropriate or confidential information.

To edit an existing bulletin, just click on the "Edit" icon  next to the bulletin on your team's page

To delete an existing bulletin, just click on the "Delete" icon  next to the bulletin on you team's page

Alternatively, you may email your entire team without creating a public message by using the "Email the whole team" link at the bottom of the "Roster" page. This gives you a private alternative to posting a public bulletin.

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### **Edit Game Results:**

This section will allow you to enter or change a score as well as any other information about a game.

1. First make sure you are signed in as manager/admin.
2. Select "Your Team info" from the menu tabs from the at the top of the page  
(you may have to select season, league and team at the top of the page)
3. Select "Results" from the menu pages at the left
4. On the team results page, find the game you wish to edit and click on the "Edit" icon  to the right of the game
5. Enter score or any additional result changes and optionally, game commentary
6. Click submit to confirm changes.

The screenshot shows a web browser window displaying the 'Edit - Game Results' page on the leagueathletics.com website. The page is titled 'Canton Little League - Canton, MA' and shows the current season as 'Spring 2007', league as 'Major League', and team as 'Athletics'. The 'Edit - Game Results' form is the central focus, with the following fields and values:

- Your Name: charles drakos (Required)
- Date: 2-22-2007
- Start: 5:00p
- Finish: 7:00p
- Location: Canton, Ponkapoag
- Category: Game
- Other: (empty)
- Cancelled:  (check this box to indicate that the event was cancelled)
- Team: Athletics
- Runs: 7
- Extra Points: 0 (optional)
- Opponent - Organizational: Braves
- Outside: Other →
- Other: (empty)
- Runs: 7
- Extra Points: 0 (optional)

The left sidebar contains a menu with options: Bulletins, Schedule, Calendar, Roster, Results (highlighted), Statistics, Pitchers Report, Standings, and Multi-Schedule. The bottom of the page shows the Windows taskbar with the start button and several open applications.

7.

## **Edit Player's Statistics:**

This feature will allow you to enter or edit player's statistics for a particular game. This will let you track player's performance and progress throughout the season.

1. First make sure you are signed in as manager.
2. Select "Your Team info" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page)
3. Select results from the menu pages at the left
4. On the team results page, find the game you wish to edit and click on the "Edit Game Statistics" icon  to the right of the game (the icon will be green  if stats have already been entered and black if no stats have been entered thus far)
5. After clicking the icon, you will be presented with a spreadsheet with all players and input fields for all statistical categories across the page. At the top of the page will be tabs for different positions (goalies, players, etc.)
6. Enter pitching statistics for all the players who pitched. **As a minimum, enter the pitch count. Be sure to check the "ATN" box for all players who pitched that day.**
7. Optionally, enter batting statistics for each player as appropriate and be sure to check the "ATN" box for all players who attended the game, regardless of whether they had any data reported.

http://leagueathletics.com/PlayerCats2.asp?game=679136&AssocID=2909&team=52220&snid=38788534&or - Microsoft Internet Explorer

Address: http://leagueathletics.com/PlayerCats2.asp?game=679136&AssocID=2909&team=52220&snid=38788534&org=cantonlitleague.org

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### Player Statistics

For Game on: 2-22-2007 5:00p  
 at: Ponkapoag - Canton, MA  
 Athletics vs Braves  
 Score: 7 to 7

#	Player	Attn	Position	Pitching			Hitting			Fielding			W	CS
				PT	IP	H	R	2B	3B	HR	ER	SO		
	Bagley, Matthew	<input type="checkbox"/>												
	Breslin, Peter	<input checked="" type="checkbox"/>		15	1	0	0					2	0	
	Cerruti, Logan	<input type="checkbox"/>												
	Donovan, Rory	<input type="checkbox"/>												
	Drakos, John	<input checked="" type="checkbox"/>		22	1	2	1	0	0	0	1	1	1	
	Hrubec, Sam	<input checked="" type="checkbox"/>		50	2	2	2	1	0	0	2	2	1	
	Hudner, James	<input checked="" type="checkbox"/>		48	2	1	1				1	1	1	
	Hudner, Michael	<input checked="" type="checkbox"/>		61	2	1	1	0	0	0	0	2	1	
	Khoury, Joseph	<input type="checkbox"/>												
	Phelan, Blake	<input type="checkbox"/>												
	Rosenberg, David	<input type="checkbox"/>												
	Titus, Louie	<input type="checkbox"/>												

submit

Visitor #: 4,854

Powered by: Server: 4

start (0 unread) Verizo... http://leagueathl... Managers Manual... Desktop 8:13 PM

PT = Pitches Thrown  
 IP = Innings Pitched  
 H = hits allowed

R = Runs allowed  
 ER = Earned runs  
 W = walks

## Hitting Statistics:

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Home | **Your Team info** | Managers login | Division Information | Admin

**Canton Little League - Canton, MA** Tue Mar 13 2007

Season: Spring 2007 | League: Major League | Team: Athletics

Player Statistics

For Game on: 2-22-2007 5:00p  
 at: Ponkapoag - Canton, MA  
 Athletics vs Braves  
 Score: 7 to 7

#	Player	Position	Pitching			Hitting			Fielding			
			AB	HBP	W	ROE	R	H	2B	3B	HR	RBI
1	Bagley, Matthew		4		1		1	1				1
2	Breslin, Peter		5				1	1				
3	Cerruti, Logan		4				0	1				1
4	Donovan, Rory		4				0	0	0		0	0
5	Drakos, John		4		1		1	1				1
6	Hrubec, Sam		4				1	1				
7	Hudner, James		4				1	1				1
8	Hudner, Michael		4				1	1				1
9	Khoury, Joseph		4				1	1				1
10	Phelan, Blake		3		2		0	1				1

AB = Official at bats, no walks or errors  
 W= Walks  
 H= Hits  
 3B = Triples  
 RBI = Runs Batted in

HBP = Hit by Pitch  
 ROE = reached on error  
 2B = Doubles  
 HR = Home Runs

8) Click **Submit** and confirm changes

Please note that the statistics will not be viewable to the public. Only team members with a team password will be able to look at the team details on the site.

### Umpire Report

Use this report to review the performance of the Umpires for your game. Minor and Majors only. The password is "umpreview" **DO NOT SHARE THIS PASSWORD.**

Here is a link to the form.

[Umpirereview](#)

## Pitchers Report:

The pitchers report is generated automatically after you have entered pitch count information for your games. Once you enter the pitch count information for your team, click on the left column for the pitchers report. Then, print out the pitching report and bring it to the next game. It will tell you who can or cannot pitch that day. Make a copy for the opposing manager.

The screenshot shows a web browser window titled "Pitcher Availability - Microsoft Internet Explorer". The address bar shows the URL: <http://leagueathletics.com/LLPitchersReport2007.asp?snid=38788534&org=cantonlittleleague.org>. The page features a navigation menu with tabs: Home, Your Team info, Managers login, Division Information, and Admin. The main content area is titled "Canton Little League - Canton, MA" and "Tue Mar 13 2007". Below this, there are filters for Season (Spring 2007), League (Major League), and Team (Athletics). A "Pitcher Report" section is displayed, showing a table for the Major League Athletics team. The table has columns for Name, Age, Last Threw, Pitches, Next Available \*, and Can Throw \*. The data is as follows:

Name	Age	Last Threw	Pitches	Next Available *	Can Throw *
Breslin, Peter	12	Thu, Feb 22	15	Fri, Feb 23	85
Drakos, John	10	Thu, Feb 22	22	Sat, Feb 24	75
Hrubec, Sam	11	Thu, Feb 22	50	Sun, Feb 25	85
Hudner, James	12	Thu, Feb 22	48	Sun, Feb 25	85
Hudner, Michael	11	Thu, Feb 22	61	Mon, Feb 26	85

Below the table, there are footnotes: \* The **Next Available** pitching date is calculated according to the new pitch count rules adopted for 2007. [Click here for more information.](#) \*\* The **Can Pitch** column indicates the number of pitches a pitcher can throw the next day they are available according to their age. A note at the bottom states: "Note that the above information is only as accurate as the individual pitching data entered into the website at this time. You should always check actual records prior to deciding the pitching roster for any game. The calculations used in this report reflect..."

## Post a General Event:

This feature will allow you to post events on your teams "Event Calendar" and "Schedule" page for a specified period of time. This is a great tool for adding an event such as an additional practice on a non-baseball location, trip or meeting

1. First make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Next, select "General Event" from the menu pages to the left of the screen
4. Fill in the information for your general event  
Note: You must enter a start date and a title. If no end date is entered, the end date will be the same day as the start date
5. Under the recurrence section, you may leave the values blank if this is a one time general event

6. Click submit to confirm general event

### **Upload Photos:**

This feature will allow you to upload a photograph from your computer to the "Pictures" section on your team's page. This can be used for game, team or any photo you would like your team to have access to.

1. First, make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Select "Pictures" from the menu at the left of the screen
4. Enter a brief description/caption for the photo
5. Use "Browse" to locate the image file to upload on your computer
6. Click "Submit" to confirm photo upload.

### **Schedule a Practice online**

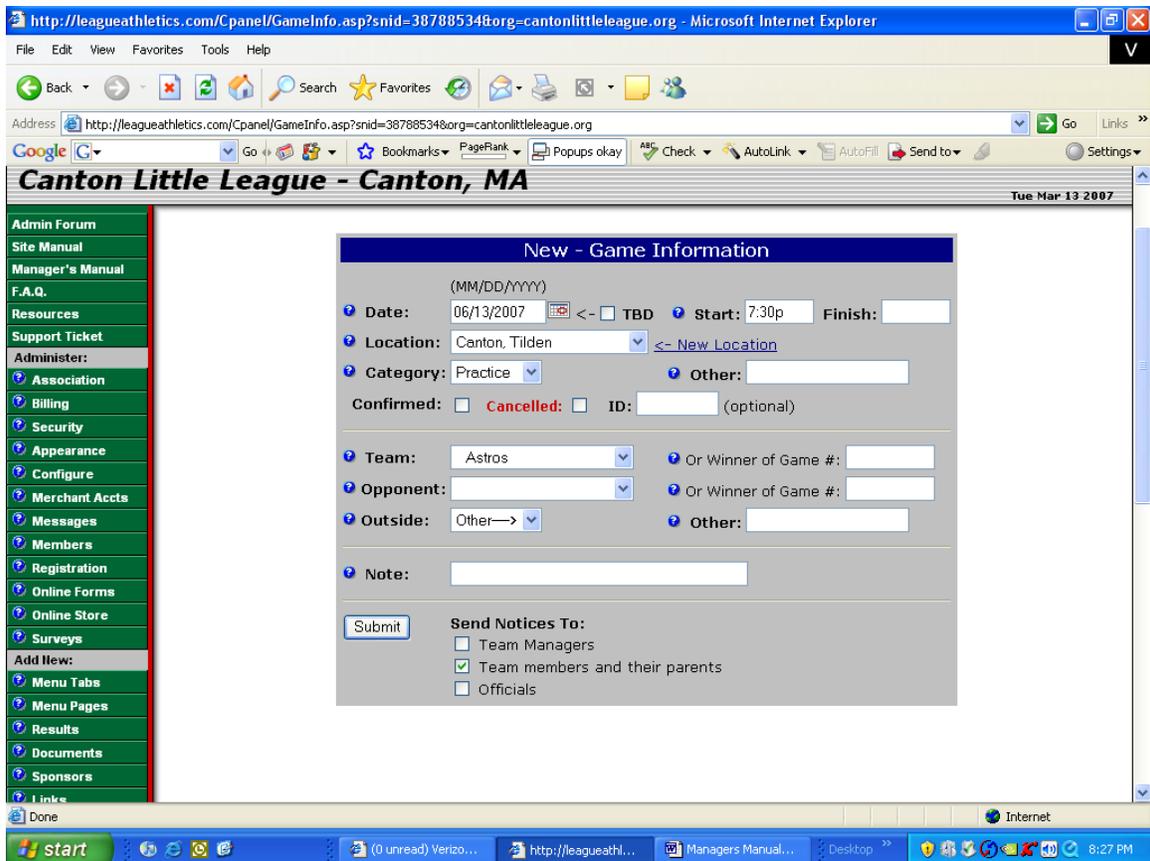
During the pre-season (April 2 to April 22):

- Majors get Crawford and Sullivan field for practices
- Minors get Duggan, Crawford or Sullivan fields for practices
- Inst-8 get Ponky field for practices
- Inst-7 get Luce field for practices
- Pre- rookie/ rookie get Walsh
- Juniors get Walsh/Tilden
- Seniors get Walsh/Tilden

### **Batting Cages**

Managers are allowed to go on-line and reserve up to two cage-hours per week (Monday through Sunday). This could be both cages for the same hour, one cage for a two-hour block, or one cage for one hour two different times during the week. When scheduling the cages, the managers must do it in one-hour blocks *starting on the half-hour*. During the season, the Major Leagues have the cages for the hour prior to their games. In the preseason the scheduler will assign cage times.

1. Check the field schedule to make sure the field is open. (facilities)
2. If open,
3. On the admin tab (top)
4. Click schedule – "New game" on the left hand column.



5. Enter the date of the practice
6. Start Time.
7. Enter the end time if any.
8. Choose the field the practice is on from the drop down list; choose a cage side if this is a practice at the batting cages.
9. Change Category to "practice" in the drop down.
10. Choose your team under the "team" category.
11. Make sure that only the check box next to "Team Members and parents" is checked.
12. Hit Submit. - This will post the practice on the web site and email the team the information.
13. Please make sure you change the category to practice !!!!! before hitting submit.
14. If you make a mistake and post incorrect information, let Chuck Drakos know and I will fix it.

Last but not least, here is a link to a training video on how to use the web site.

<http://youtu.be/kokdA2RKu7Y>