INSTRUCTIONS FOR ENTERING PLAYED GAMES

- 1. Log on to <u>www.lhsaaonline.org</u> using your assigned username and password
- 2. Click EDIT button 🖉 to enter the game scores and results

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	nool Game Schedule:										-	Add
School '	Year: 2015-2016											
High Sc	chool:											
Division	n:											
District	:											
City:												
School	Phone #:											
Coach:												
Home F	Phone #:											
Email:												
District	Results:											
Win:												
Loses:												
Game S	Status: NP=Not Played NC=Not Confirmed C=Conf	irmed D=Disputed										
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3. After the scores have been entered and saved, the system will automatically generate an email and send to the opponents' head coach for them to confirm the scores and results. These games will be highlighted in <u>YELLOW</u>, which means that the opponent's head coach needs to confirm the scores and results.

EDITING PLAYOFF BRACKETS

- 1. Log onto <u>www.lhsaaonline.org</u> using your username and password
- 2. You will see 5 tabs click on the tab that says PLAYOFF BRACKETS Welcome to the LHSAA Coaches Website

Hom	e Forms Power Ranking	Online Cli	nics Playoff Bracket	s							
Play	off Brackets										
Þ	Volleyball Playoff bracket		Division Division Not Available for Editing	Division III	Division IV	Division	L				
₽	Football Playoff bracket		Class 5A Class 4A Not Available for Editing	Class 3A g at this time.	Class 2A	Class 1A					
Þ	Girls Basketball Playoff bracket		Class 5A Class 4A	Class 3A	Class 2A	Class 1A	Class B	Class C			
Þ	Boys Basketball Playoff bracket	Edit	Class 5A Class 4A	Class 3A	Class 2A	Class 1A	<u>Class B</u>	Class C			
	Solibali Flayoli bracket		Class 5A Class 4A	Class 3A	Class 2A	Class 1A	Class B	Class C			
Þ	Baseball Playoff bracket		Class 5A Class 4A	Class 3A	Class 2A	Class 1A	Class B	Class C			
Þ	Girls Soccer Playoff bracket		Division Division	Division II							
₽	Boys Soccer Playoff bracket		Division Division	Division II							

Please send us any comments, questions, or suggestions using the Contact Us form or call the LHSAA office.

3. Click on the EDIT tab that will be located beside the *Softball Playoff Bracket*

Welcome to the LHSAA Coaches Website

Edit Bracke	t			
		2013 LHSAA Boy's Basketball	Playoff Bracket - Class 4A	
	Bi-District	Game		Regional Game
5	Fair Park		Scores	
28	Vandebilt Catholic		Time/Place	
12	Tara			
21	DeRidder		_	
		Close		

4. You will see a four-team mini bracket that will show your opponent and the two other teams in your bracket. You will see two boxes – one will say SCORES in it and the other will have TIME/PLACE.

ome Forms	Power Ranking	Online Clinics	Playoff Brackets	
Confirm Location of I	Next Game			
			Please se St	et and confirm the location of this Regional Game t. Michael the Archangel vs East Jefferson
Day:			×	
Time:	04	• : 00 •	O AM PM	
Home Team:	۲	St. Michael the A	rchangel O East Jeffersor	n
Location:	0	St. Michael the A	rchangel O East Jeffersor	un 🔿 Other
	If O	ther location plea	se specify:	
				example: Courti, Superdome, Neidi

Please send us any comments, questions, or suggestions using the Contact Us form or call the LHSAA office

a) Click on TIME/PLACE to enter the following

- 1. Day of your game
- 2. Time of your game
- 3. Location of game
- 4. Home and Away teams
- 5. Once you have entered the requested information and reviewed it for any possible errors
- 5. Click SAVE & CONFIRM.

ENTERING PLAYOFF GAME RESULTS

- 1. The coach of the winning team will log on to the LHSAA Member site <u>www.lhsaaonline.org</u> (*see screen shot on previous page*)
- 2. You will see 5 tabs click on the tab that says PLAYOFF BRACKETS
- 3. Click on the EDIT tab that will be located beside the *Softball Playoff Brackets (see screen shot on previous page)*

4. You will see a four-team mini bracket that will show your opponent and the two other teams in your bracket. You will see two boxes - one will say SCORES in it and the other will have TIME/PLACE.



Welcome to the LHSAA Coaches Website

Please send us any comments, questions, or suggestions using the Contact Us form or call the LHSAA office

Steps to follow to enter your game results:

- a) Click on SCORE to enter your game results
- b) Click on winning team and enter the score
- c) Click on losing team and enter the score
- d) Once you have reviewed the information for any possible errors

5. Click SAVE

*The winning team will automatically advance to the regional round on the bracket.

NOTE: The TIME/PLACE screen will open so you can enter the Date, Time, Home Team, Location and location details of the next round. If you do not know your next opponent, please click the CANCEL button. You can enter this information once you know who your next opponent will be.

Please keep this document and if you have any questions, please contact LHSAA Assistant Executive Director, Michael Federico mfederico@lhsaa.org) or Renee' Ballard (rballard@lhsaa.org).