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## INSTRUCTIONS FOR ENTERING PLAYED GAMES

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1. Log on to [www.lhsaaonline.org](http://www.lhsaaonline.org) using your assigned username and password
2. Click EDIT button  to enter the game scores and results

School Game Schedule: + Add

School Year: 2016-2016

High School:

Division:

District:

City:

School Phone #:

Coach:

Home Phone #:

Email:

District Results:

Win:

Losses:

Game Status: NP=Not Played NC=Not Confirmed C=Confirmed D=Disputed  
@ Game Confirmed or Not Played Blue : Result Needs to be Confirmed Yellow : Opponent Needs to Confirm Red : Game result Disputed

Use this section to Add and Edit Regular Season Games (Deadline: 8/29/2016) and to Add Tournament Games (after they are played).

Games: 1 + Add Refresh

#	Opponent	Date	Division	District	Tournament Host	Matched on that day	Home/Away	Win/Loss	Scores	Status	Edit	Delete
1.	Test	8/25/2016 2:00:00 PM	I	I		100	H		0-0, 0-0	NP		

Use this section to Add Tournaments only....use the above "Games" section to add tournament games after they are played.

Tournaments Participating: 1 + Add

NOTE: 2013 - 2014 Schedules: Schools must enter the in state tournaments they are participating in at the same time regular season games are scheduled with the games played to be added after the tournament is over. (Deadline: 9/29/2016)

#	Tournaments	From	To	Edit	Delete
1	Morgan City	9/17/2015	9/19/2015		

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 **YELLOW**, which means that the opponent's head coach needs to confirm the scores and results.

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## EDITING PLAYOFF BRACKETS

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1. Log onto [www.lhsaaonline.org](http://www.lhsaaonline.org) 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**

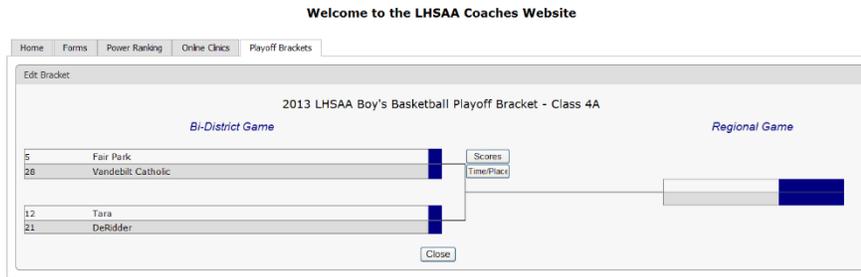
Home Forms Power Ranking Online Clinics **Playoff Brackets**

Playoff Brackets

- ▶ Volleyball Playoff bracket Division I Division II Division III Division IV Division V  
Not Available for Editing at this time.
- ▶ Football Playoff bracket Class 5A Class 4A Class 3A Class 2A Class 1A  
Not Available for Editing at this time.
- ▶ Girls Basketball Playoff bracket Class 5A Class 4A Class 3A Class 2A Class 1A Class B Class C
- ▶ Boys Basketball Playoff bracket Class 5A Class 4A Class 3A Class 2A Class 1A Class B Class C [Edit](#)
- ▶ Softball Playoff bracket Class 5A Class 4A Class 3A Class 2A Class 1A Class B Class C
- ▶ Baseball Playoff bracket Class 5A Class 4A Class 3A Class 2A Class 1A Class B Class C
- ▶ Girls Soccer Playoff bracket Division I Division II Division III
- ▶ Boys Soccer Playoff bracket Division I Division II Division III

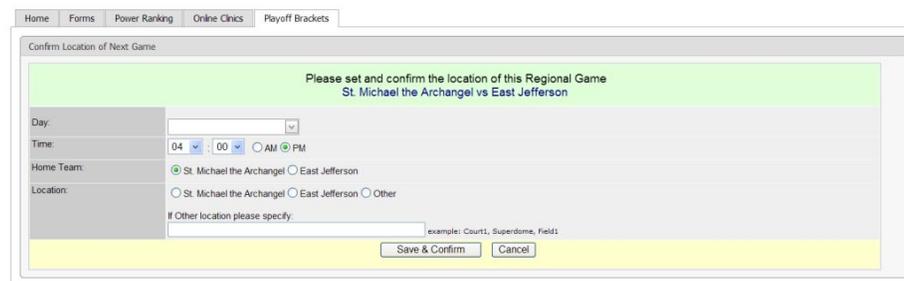
Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

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



Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

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.



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.

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## ENTERING PLAYOFF GAME RESULTS

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1. The coach of the winning team will log on to the LHSAA Member site [www.lhsaaonline.org](http://www.lhsaaonline.org) (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**

Home Forms Power Ranking Online Clinics **Playoff Brackets**

Edit Game Result

**Boy's Basketball Class 4A BI-District Game**  
Fair Park vs Vanderbilt Catholic @ Court #1 on 3/15 6:00 PM

Winning Team:	<input type="radio"/> Fair Park <input type="radio"/> Vanderbilt Catholic <input type="checkbox"/> Forfeit * <i>Please select winning team.</i>
<i>*Contact LHSAA if game is a Forfeit</i>	
Enter Score:	Fair Park: <input type="text"/> <i>Please enter Score.</i>
	Vanderbilt Catholic: <input type="text"/> <i>Please enter Score.</i>

Please verify that the next game time, location and home team are correct. If changes are required then click the Time/Place button by the next game and make the change.

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](mailto:mfederico@lhsaa.org) ) or Renee' Ballard ([rballard@lhsaa.org](mailto:rballard@lhsaa.org)).*