

Playoff Game Reporting Instructions for SOFTBALL COACHES, Athletic Directors & Principals:

1. Login to the LHSAA member site @ www.lhsaaonline.org
2. Click the Playoff Brackets Tab

Welcome to the LHSAA Coaches Website

The screenshot shows the 'Playoff Brackets' section of the LHSAA Coaches Website. At the top, there is a navigation bar with tabs for Home, Forms, Power Ranking / Sports' Schedules, Online Clinics, Playoff Brackets, and Disqualification Report. The main content area is titled 'Playoff Brackets' and lists several sports categories with expandable options:

- Volleyball Playoff bracket**: Not Available for Viewing and Editing at this time.
- Football Playoff bracket**: Links for Class 5A, Class 4A, Class 3A, Class 2A, Class 1A, Div I, Div II, Div III, Div IV.
- Girls' Basketball Playoff bracket**: Includes a checkbox for 'View Association Officiating bracket' and links for Class 5A, Class 4A, Class 3A, Class 2A, Class 1A, Class B, Class C, Div I, Div II, Div III, Div IV, Div IV.
- Boys' Basketball Playoff bracket**: Includes a checkbox for 'View Association Officiating bracket' and links for Class 5A, Class 4A, Class 3A, Class 2A, Class 1A, Class B, Class C, Div I, Div II, Div III, Div IV, Div IV.
- Softball Playoff bracket**: Includes an 'EDIT' link and links for Class 5A, Class 4A, Class 3A, Class 2A, Class 1A, Class B, Class C, Div I, Div II, Div III, Div IV, Div V.
- Baseball Playoff bracket**: Links for Class 5A, Class 4A, Class 3A, Class 2A, Class 1A, Class B, Class C, Div I, Div II, Div III, Div IV, Div V.

3. Click [Edit](#) next to Softball Playoff bracket. You will only be able to edit bracket information related to your team. Clicking on the separate class/division links previews the bracket.

The Edit screen (example)

Welcome to the LHSAA Coaches Website

The screenshot shows the 'Edit Bracket' screen for a Softball Playoff Bracket. The navigation bar includes Home, Forms, Power Ranking, Online Clinics, and Playoff Brackets. The main content area is titled 'Edit Bracket' and 'Softball Playoff Bracket'. It is divided into two sections: 'Bi-District Game' and 'Regional Game'. The 'Bi-District Game' section shows a bracket with four teams: 1 Arcadia* (Home Team), 32 Metairie Park Country Day, 16 False River* (Home Team), and 17 Grambling. The 'Regional Game' section shows a bracket with two teams. There are buttons for 'Scores' and 'Time/Place' between the two sections, and a 'Close' button at the bottom. A note at the bottom right states '* Denotes Home Team'.

- Click the Time/Place button once the game is determined.

The Time/Place Screen

Welcome to the LHSAA Coaches Website

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

Confirm Location of Next Game

Please set and confirm the location of this Bi-District Game
False River vs Grambling

Day: Time: 04 : 00 AM PM

Home Team: False River Grambling

Location: False River Grambling Other

If Other location please specify:
 example: Court1, Superdome, Field1

Save & Confirm Cancel

- Select the Day, Time, Home Team, Location, and/or any location details.
- Click the Save & Confirm button.

NOTE: (completing these steps places the date, time and location on the bracket for the public to see)

Welcome to the LHSAA Coaches Website

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

Edit Bracket

2014 Softball Playoff Bracket

Bi-District Game *Regional Game*

1	Arcadia*	
32	Metairie Park Country Day	
4/22, 4:00 PM @False River		
16	False River*	Scores
17	Grambling	Time/Place

Close

* Denotes Home Team

Once the game is played:

The coach or Athletic Director of the **winning team** will login to the member site.

1. Click the Playoff Brackets tab.

Welcome to the LHSAA Coaches Website

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- Softball Playoff bracket:** Includes an 'EDIT' link and links for Class 5A, Class 4A, Class 3A, Class 2A, Class 1A, Class B, Class C, Div I, Div II, Div III, Div IV, Div V.
- Baseball Playoff bracket:** Links for Class 5A, Class 4A, Class 3A, Class 2A, Class 1A, Class B, Class C, Div I, Div II, Div III, Div IV, Div V.

2. Click [Edit](#)
3. Click the Scores button.

The Scores Screen

Welcome to the LHSAA Coaches Website

The screenshot shows the 'Edit Game Result' screen for a Softball Class 1A Bi-District Game. The navigation tabs include Home, Forms, Power Ranking, Online Clinics, and Playoff Brackets. The main content area is titled 'Edit Game Result' and displays the following information:

Softball Class 1A Bi-District Game
False River vs Grambling @ False River on 4/22 4:00 PM

Winning Team: False River Grambling Forfeit * *Please select winning team.*
** Contact LHSAA if game is a Forfeit*

Enter Score:

False River	<input type="text"/>	<i>Please enter Score.</i>
Grambling	<input type="text"/>	<i>Please enter Score.</i>
Innings Total	<input type="text"/>	<i>Please enter number of innings.</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.

4. Select the Winning Team
5. Enter the Score.
6. Click Save.

The winning team will automatically advance to the next round of the playoffs.

7. Click the Time/Place button to enter the details of your next game

Welcome to the LHSAA Coaches Website

Home
Forms
Power Ranking
Online Clinics
Playoff Brackets

Edit Bracket

Softball Playoff Bracket
>>

Bi-District Game

1	Arcadia*	5
32	Metairie Park Country Day	2

4/22, 4:00 PM @False River

16	False River*	5
17	Grambling	2

5 INN

Regional Game

16	False River	5
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Time/Place

Scores

Close

* Denotes Home Team