



Instruction Manual for Athletic Directors

September 2012

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1a. Scheduling - Adding a New Game, Practice, Scrimmage, or Post-Season Game

1. Go to the Team Schedule
2. Click "Add Game"
3. Enter Game Information
 - a. Select "Event Type" – (Options: Game, Practice, Scrimmage, Post-Season DIAA Tournament)
 - b. Enter Transportation Information if needed
4. Click "Save & Return"



Baseball - JV Schedule View Printable Version

| # | Date | Day | Time | Opponent | HA | Location | Comments | W/L | Score |
|----|----------|-----|--------|---------------------|----|--------------------------------|----------|-----|-------|
| 1 | 03/22/13 | Fri | 3:45pm | Newark HS | H | Dickinson HS | | | |
| 2 | 03/26/13 | Tue | 4:00pm | Salesianum HS | H | Dickinson HS | | | |
| 3 | 03/28/13 | Thu | 3:45pm | Al duPont HS | A | Al duPont HS - JV/Fr. BB Field | | | |
| 4 | 04/17/13 | Wed | 3:45pm | DE Military Academy | H | Dickinson HS | | | |
| 5 | 04/19/13 | Fri | 3:45pm | Branthwyne HS | H | Dickinson HS | | | |
| 6 | 04/22/13 | Mon | 3:45pm | St. Georges Tech HS | A | St. Georges Tech HS | | | |
| 7 | 04/26/13 | Fri | 3:45pm | Conrad School | A | Conrad School | | | |
| 8 | 04/29/13 | Mon | 3:45pm | Glasgow HS | H | Dickinson HS | | | |
| 9 | 05/01/13 | Wed | 3:45pm | William Penn HS | H | Dickinson HS | | | |
| 10 | 05/03/13 | Fri | 3:45pm | Tahall School | A | Tahall School | | | |
| 11 | 05/06/13 | Mon | 3:45pm | Salesianum HS | A | Salesianum HS | | | |
| 12 | 05/08/13 | Wed | 3:45pm | Hodgson Va Tech | H | Dickinson HS | | | |
| 13 | 05/10/13 | Fri | 3:45pm | Middletown HS | H | Dickinson HS | | | |
| 14 | 05/13/13 | Mon | 3:30pm | Caravel Academy | H | Dickinson HS | | | |

Legend: Home Away Tournament Practice Scrimmage

Dickinson - RamsSports [Return to AD Manager](#) [Return to Homepage](#)

Add Event

Event Details

Sport: Baseball

Level: Junior Varsity

Event Date: [Calendar Icon]

Time: [Time Picker] PM

Event Type: Game

Status: Active

Home/Away: Home

Opponent: [Dropdown]

Location: [Dropdown]

Event Comments: (Displayed on both school schedules)

Transportation Information

Early Dismissal Time: [Time Picker]

Departure Time: [Time Picker] **Departure Location:** [Text Box]

Return pickup Time: [Time Picker] **Return Location:** [Text Box]

Est time back to school: [Time Picker]

Transportation Comments: [Text Box]

Bus Company Information

Bus Company: [Dropdown]

Buses Required: [Dropdown] # of Pupils: [Text Box] # of Adults: [Text Box]

Name of Sponsor to accompany trip: [Text Box]

Scheduling Tips

- When an event gets postponed
 - If you know the new date, change the event's time/date to the new date and put "Postponed from _____" with the previous date in the "Event Comments" field.
 - If you do not know the new date, change the status of the event to "Postponed" or "Cancelled". When you do know the new date, enter it as a new game.
- "Event Comments" are displayed on both schools websites. If it is "Homecoming" or "Senior Night", be sure to specify the school name or initials in the comments. Example: "Dickinson Homecoming" or "DHS Senior Night"
- If the Opponent, Location, or Bus Company is not listed email websites4sports@gmail.com to have it added
- For this event to be listed on the transportation reports, "# Buses Required" must be at least "1"

Adding a Tournament that is not in the system

- The Athletic Director that enters the “Tournament” information will show up as the host.
- If you are hosting a Tournament, enter the information in the schedule as soon as possible so the other schools can easily add it to their schedule
- If you are not hosting the Tournament and need it added, email the information to websites4sports@gmail.com
- Do not enter tournaments that you are not hosting, because if you delete your team from the tournament, the whole tournament will be removed.

Entering Matchups

Once you know the matchup information, Enter each matchup as a regular game and note the tournament name in the “Comments” area. Example: “Quaker Classic”

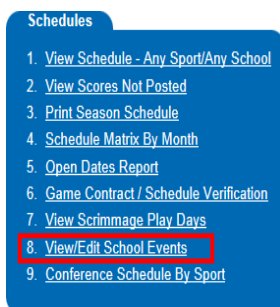
1. From the Team Schedule page click “Add Game”
2. Make sure you change the “Location”, if the event is not being held at your school
3. The matchup must be added as a regular game so the game will count in the total for the # of games played for the season, and so the score can be added.

1d. Scheduling – Adding a School Event to Calendar (Non-Games)

1. From the AD Manager, Click View/Edit School Events
2. Activities calendar will display (No Games will be displayed)
3. Click on “Add Event”
4. Select the School Activity Type
5. Input Date, Times (if needed), etc.
6. Comments can be added (Details that will display when user passes cursor over event in Calendar)
7. Click Save
8. Event will display on event calendar and games calendar with dotted underline

Notes:

- You can edit the Activity on the calendar by clicking the edit pencil next to the event
- To add an activity not on the dropdown, select “Other” as School Activity Type, then enter the name of event to display on calendar on “Description” line.



Add School Event

School Activity Type:

Event Date:

Start Time: : A/P


End Time: : A/P (optional)

Description:

Comments:

Location:

1e. Scheduling - Editing a Game, Practice, Scrimmage, or Post-Season Game

1. Go to the Team Schedule
2. Click the Edit Pencil Icon  next to the event to Edit
3. Make necessary changes and click "Save & Return"



Note: DIAA State tournament games display in green when "Post-Season DIAA Tournament" is selected

| # | Date | Day | Time | Opponent | H/A | Location | View Results & Photos | W/L | Score |
|----|----------|-----|--------|---------------|-----|---------------------|-------------------------------------------|-----|-------|
| 10 | 11/12/10 | Fri | 7:30pm | Salesianum HS | A | Baynard Stadium | View Results & Photos | | 28-14 |
| | 11/26/10 | Fri | 7:30pm | Salesianum HS | H | Baynard Stadium | View Results & Photos | W | 24-10 |
| | 12/04/10 | Sat | 7:30pm | Middletown HS | H | DE State University | View Results & Photos | W | 37-25 |

Legend: Home Away Tournament Practice Scrimmage

Last Updated: 12/10/10 10:32 PM

V Record (10-0)

Baseball - JV Schedule


| # | Date | Day | Time | Opponent | H/A | Location | Comments | W/L | Score |
|----|----------|-----|--------|---------------------|-----|-------------------------------|----------|-----|-------|
| 1 | 03/22/13 | Fri | 3:45pm | Newark HS | H | Dickinson HS | | | |
| 2 | 03/26/13 | Tue | 4:00pm | Salesianum HS | H | Dickinson HS | | | |
| 3 | 03/28/13 | Thu | 3:45pm | Al duPont HS | A | Al duPont HS - JV/Fr BB Field | | | |
| 4 | 04/17/13 | Wed | 3:45pm | DE Military Academy | H | Dickinson HS | | | |
| 5 | 04/19/13 | Fri | 3:45pm | Brandywine HS | H | Dickinson HS | | | |
| 6 | 04/22/13 | Mon | 3:45pm | St. Georges Tech HS | A | St. Georges Tech HS | | | |
| 7 | 04/26/13 | Fri | 3:45pm | Conrad School | A | Conrad School | | | |
| 8 | 04/29/13 | Mon | 3:45pm | Glasgow HS | H | Dickinson HS | | | |
| 9 | 05/01/13 | Wed | 3:45pm | William Penn HS | H | Dickinson HS | | | |
| 10 | 05/03/13 | Fri | 3:45pm | Tatnall School | A | Tatnall School | | | |
| 11 | 05/06/13 | Mon | 3:45pm | Salesianum HS | A | Salesianum HS | | | |
| 12 | 05/08/13 | Wed | 3:45pm | Hodgson Vo Tech | H | Dickinson HS | | | |
| 13 | 05/10/13 | Fri | 3:45pm | Middletown HS | H | Dickinson HS | | | |
| 14 | 05/13/13 | Mon | 3:30pm | Caravel Academy | H | Dickinson HS | | | |

Legend: Home Away Tournament Practice Scrimmage

Last Updated: 4/10/13 9:42 AM

1g. Scheduling - Emailing an Event Change

From the Team Schedule page, you can easily Email the other Athletic Directors in the event, your coaches, and the assigner with a quick message.

1. From the Team Schedule Page, click the Envelope icon 
2. Select users to receive the email
- 3.



Baseball - JV Schedule

| # | Date | Day | Time | Opponent | H/A | Location | Comments | W/L | Score |
|----|----------|-----|--------|---------------------|-----|-------------------------------|----------|-----|-------|
| 1 | 03/22/13 | Fri | 3:45pm | Newark HS | H | Dickinson HS | | | |
| 2 | 03/26/13 | Tue | 4:00pm | Salesianum HS | H | Dickinson HS | | | |
| 3 | 03/28/13 | Thu | 3:45pm | Al duPont HS | A | Al duPont HS - JV/Fr BB Field | | | |
| 4 | 04/17/13 | Wed | 3:45pm | DE Military Academy | H | Dickinson HS | | | |
| 5 | 04/19/13 | Fri | 3:45pm | Brandywine HS | H | Dickinson HS | | | |
| 6 | 04/22/13 | Mon | 3:45pm | St. Georges Tech HS | A | St. Georges Tech HS | | | |
| 7 | 04/26/13 | Fri | 3:45pm | Conrad School | A | Conrad School | | | |
| 8 | 04/29/13 | Mon | 3:45pm | Glasgow HS | H | Dickinson HS | | | |
| 9 | 05/01/13 | Wed | 3:45pm | William Penn HS | H | Dickinson HS | | | |
| 10 | 05/03/13 | Fri | 3:45pm | Tatnall School | A | Tatnall School | | | |
| 11 | 05/06/13 | Mon | 3:45pm | Salesianum HS | A | Salesianum HS | | | |
| 12 | 05/08/13 | Wed | 3:45pm | Hodgson Vo Tech | H | Dickinson HS | | | |
| 13 | 05/10/13 | Fri | 3:45pm | Middletown HS | H | Dickinson HS | | | |
| 14 | 05/13/13 | Mon | 3:30pm | Caravel Academy | H | Dickinson HS | | | |

Legend: Home Away Tournament Practice Scrimmage

Last Updated: 4/10/13 9:42 AM

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Email Event

Send Email To:

Bastianelli, Steve (Athletic Director - Newark) BASTIANELLIS@christina.k12.de.us
 Corey, Brian (Assistant Athletic Director - Newark) coreyb@christina.k12.de.us
Your School:
 Nelson, John (Head Coach) jnelson@christ-community.org
Other:
 Jim McFarland (Assigner) mcfarlandjim@comcast.net
 Other:

Subject: RE: Baseball Junior Varsity 3/22/2013 Newark HS @ Dickinson HS

Message:

Game may be postponed due to field conditions. I will email again an hour before game time.

body

| Event Details | |
|--------------------|----------------|
| Sport: | Baseball |
| Level: | Junior Varsity |
| Event Date: | 3/22/2013 Fri |
| Time: | 3:45pm |
| Event Type: | Game |
| Home/Away: | Home |
| Opponent: | Newark HS |
| Location: | Dickinson HS |
| Comments: | |

2. Schedule Reports

- a. Print Season Schedule
- b. Schedule Matrix
- c. Open Dates Report
- d. Game Contract
- e. Conference Schedule by Sport

3a. Posting Scores – How to Post Scores

1. From the Team Schedule Page, click the Scoreboard icon
2. Enter the Game Results information
3. Enter the Scoring Summary
 - a. Note that Rosters are displayed below, so it is easy to spell names correctly
4. Click “Save Scores”



Dickinson High School - Sports Schedules, Results, Rosters & Photos



Dickinson High School - Sports Schedules, Results, Rosters & Photos

Schedule - V Schedule - JV Schedule - Fr Coaches Roster - V Roster - JV Roster - Fr Team Photos Team Info

AD Manager Tournament Manager Home Admission Fees Rosters Fall Cross Country Football Soccer - Boys Volleyball - Girls Basketball - Boys Basketball - Girls Cheerleaders Swimming Track - Indoor Wrestling Spring Baseball Lacrosse - Boys Soccer - Girls Softball Tennis - Boys Tennis - Girls Track & Field

Girls' Volleyball - Varsity Schedule View Printable Version Add Game Add Tri Meet Play Day Tournament Bulk Edit Transportation

| # | Date | Day | Time | Opponent | HA | Location | Comments | W/L | Score |
|----|----------|-----|--------|-----------------------|----|---------------------|-----------------------|-----|-------|
| 1 | 09/07/12 | Fri | 5:00pm | Delcastle HS | A | Delcastle HS | View Results | L | 0-3 |
| 2 | 09/10/12 | Mon | 3:30pm | St. Mark's HS | H | Dickinson HS | View Results | L | 0-3 |
| 3 | 09/12/12 | Wed | 4:45pm | Christiana HS | H | Dickinson HS | View Results & Photos | W | 3-0 |
| 4 | 09/17/12 | Mon | 5:00pm | McKean HS | H | Dickinson HS | View Results | W | 3-1 |
| 5 | 09/19/12 | Wed | 4:45pm | Pencader Charter HS | H | Dickinson HS | View Results | W | 3-0 |
| 6 | 09/28/12 | Fri | 5:00pm | Mt. Pleasant HS | A | Mt. Pleasant HS | View Results | L | 0-3 |
| 7 | 10/01/12 | Mon | 4:45pm | Hodgson Vo Tech | A | Hodgson Vo Tech | | | |
| 8 | 10/03/12 | Wed | 6:00pm | St. Georges Tech HS | A | St. Georges Tech HS | | | |
| 9 | 10/10/12 | Wed | 4:30pm | Howard HS of Tech | H | Dickinson HS | | | |
| 10 | 10/12/12 | Fri | 4:45pm | Glasgow HS | H | Dickinson HS | Homecoming | | |
| 11 | 10/16/12 | Tue | 4:45pm | Brandywine HS | H | Dickinson HS | | | |
| 12 | 10/18/12 | Thu | 5:30pm | Dover HS | A | Dover HS | | | |
| 13 | 10/19/12 | Fri | 5:00pm | Conrad School | A | Conrad School | | | |
| 14 | 10/24/12 | Wed | 5:15pm | Delmarva Christian HS | H | Dickinson HS | | | |
| 15 | 10/29/12 | Mon | 4:45pm | Carvel Academy | H | Dickinson HS | Senior Game | | |

Save Scores Cancel

Event Details

Sport: Volleyball - Girls - Varsity
 Event Date: 10/1/2012 - 4:45pm
 Event Type: Game
 Home/Away: Away
 Opponent: Hodgson Vo Tech
 Location: Hodgson Vo Tech
 Schedule Comments:

| Date: 10/1/2012 | 1 | 2 | 3 | 4 | 5 | OT | Final |
|-----------------|---|---|---|---|---|----|-------|
| Dickinson HS | | | | | | | |
| Hodgson Vo Tech | | | | | | | |

Scoring Summary:

Instructions: Matches are played in a best-of-five-games format. Each game is played to 25 points, with the fifth (if required) played to 15 points. Games must be won by two or more points. Fill in boxes on line scores for all games played. If a team has no score for that game, enter '0'.
 For Scoring Summary: List each player's name and then their stats - player's total for each category (kills-aces-blocks-digs-assists). Rosters are listed below to ensure correct spelling for Players' names.
 Sample: McKean (kills-aces-blocks-digs-assists): Smith 7-2-3-0-0, Jones 6-1-0-2-2, Brown 0-4-0-9-23 etc.
 Dickinson: (kills-aces-blocks-digs-assists): Thomas 6-2-0-1-0, etc.
 Click on SAVE SCORES when finished. Line Scores and scoring summary will be sent to all Media that your AD has selected. The News Journal needs this information before 10:30pm.

Individual Stats:
 Dickinson(kills-aces-blocks-digs-assists):
 Hodgson (kills-aces-blocks-digs-assists):

Highlights:

| Hodgson Vo Tech | | | Dickinson HS | | |
|-----------------|-----------------------|----------|--------------|-------------------|----------|
| # | Name | Position | # | Name | Position |
| 1 | Napolski, Danielle | P | 4 | Adams, Taylor | |
| 2 | Moore, Kiana | P/M | 5 | Baker, Joanna | |
| 3 | Jubb, Stephanie | DSL | 6 | Fontes, Britney | |
| 4 | King, Charlee | P/L | 7 | Torres, Diana | |
| 5 | Tickle, Mary | P/M/OH | 8 | Chirney, Allison | |
| 6 | Greene, Zuri | P/M | 9 | Thompson, Briana | |
| 7 | Cunningham, Brianna | M | 11 | Sutton, Shanice | |
| 8 | Ziemba, Kendra | DS/LP | 13 | Todd, Grace | |
| 9 | Garber, Katie | S | 17 | Murray, Cassidy | |
| 10 | Della-Monica, Fabiana | S/M | 20 | Ragan, Emily | |
| 11 | Flournoy, Aubrey | OH/S | 21 | Savitskaya, Yana | |
| 12 | Coleman, Jordan | M/OH/P | 22 | Barrera, Carolina | |
| 13 | Wilson, Kwaynecla | L/DS | 23 | Pearce, Bria | |
| 14 | Bianco, Savannah | DS/LP | | | |
| 15 | Flemings, Brianna | P/OH/M | | | |
| 16 | Richmond, India | M/P | | | |
| 18 | Edler, Mackenzie | L/DS | | | |
| 19 | Colteryahn, Alexys | S/OH/L | | | |
| | Baskerville, Vash'ti | | | | |
| | Veasey, Taylor | | | | |

Additional Highlights:

Posting Scores Notes

- Both Coaches and Athletic Directors have access to Post Scores
- Emails automatically get sent to Media once score have been posted
 - News Journal, DE State News, Dover Post, WBOC, etc.
- News Journal requires scores to be posted by 10:30 PM to make it into the printed paper
- Scores drive the Standings and Tournament committee reports, so it is critical that they are entered in a timely manner. Also, many people depend on the website to find out the score, and especially the highlights. Posting accurate stats gives positive recognition to student athletes.
- Final numerical score must be posted , do not post W or L. For forfeit, use score 1-0.

4. Eligibility & Rosters

4a. Sending Student File to Websites4Sports to upload to Sports Website Database

Download and create an Excel or CSV file of student population listing from the school database system (Public schools use eSchool, others use BlackBoard, Whipple, etc). The file is then sent to Websites4Sports@gmail.com for loading on the school sports system.

When the student list has been loaded, the AD will:

1. Make Student Eligible for sports the student chooses to play
2. Add Eligible Players to Various Rosters.
3. Edit Rosters (Add jersey numbers, positions, etc.—coaches can also add this information)

4b. Editing Physical Date & Eligibilities

1. AD Manager, Eligibility Rosters, “Add/Edit Student”
2. Use “Student Search” to find the student
 - a. To view all the students in the database, leave all search boxes blank and Click on “Search”.
 - b. To view certain grades, select grade and “Search”
 - c. To view all the students with last name starting with “B”, put B in “Last Name” and click on “Search”
 - d. You can also enter partial last names (Fish would show all Fishers, Fishman, etc)
 - e. You can also select first names (Fred would give you all the Freds in the school)
3. Click “Edit Eligibility” next to the students name
4. Select the Sports that the student is eligible
 - a. Note: Only gender specific sports are initially displayed. To view all sports regardless of gender, click “Show All Sports”. Ex. A female football player.
5. Click “Save & Search”

Student Search

First Name:
 Last Name:
 Grade:
 Eligible Sport:
 Status:

| Name | Gender | Grade | Last Physical | Birthdate | Student | Eligibility |
|---------------|--------|-------|---------------|-----------|---------------------------------------|----------------------------------|
| Rutter, Brian | M | | | 1/1/1996 | Edit Student/Physical | Edit Eligibility |

Edit Athlete Eligibility

| Student Information | | Eligibility Information | | | |
|---------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------|-----------------|
| Name: | Brian Rutter | <input type="button" value="Save & Search"/> <input type="button" value="Save & View Athlete Detail"/> <input type="button" value="Cancel"/> | | | |
| Student ID: | | <input type="checkbox"/> Show All Sports | | | |
| Gender: | M | Season | Sport | Eligibility Status | Comments |
| Birthdate: | 1/1/1996 (16yr 9mo) | Fall | Cheerleading - Fall | | |
| Entry Date: | 9/1/2012 | | Crew-Fall-Boys | | |
| Grad Year: | | | Cross Country - Boys | | |
| Transfer: | | | Football | Eligible HS | |
| Choice: | N | | Marching Band | | |
| Foreign Exchange: | N | | Soccer - Boys | | |
| Foreign Court Approved: | N | Winter | Basketball - Boys | | |
| Last Physical Date: | | | Cheerleading - Competition | | |
| First Entry Into Grade 9: | | | Cheerleading - Winter | | |
| First Entry Into Middle School: | | | Ice Hockey | | |
| Comments: | | | | | |

Edit Student Information – Add Physical Date and Other Data (Optional)

It is recommended that the date that players have had their sports physicals be entered in their file. Reports can be generated indicating who is missing a physical if this information is up to date. School Nurses, Trainers or Wellness center staff can be setup with access to enter this data.

| | | | |
|----------------------------|--------------------------------------|----------------------------|------------------------------|
| Add Student | Save & Edit Eligibility | Save & Add Another | Save & Search |
| | Save & View Athlete Detail | Save & Return to Prev Page | Cancel |
| Student Information | | | Athletics Information |
| First Name: | | | Current Eligibilities |
| Last Name:* | | | |
| Gender:* | ▼ | | |
| Birthdate:* | [Calendar Icon] | | |
| Height: | | | |
| Weight: | | | |
| Student ID: | | | |
| School Information | | | |
| Entry Date:* | [Calendar Icon] | | |
| Grade: | ▼ | | |
| Last Physical Date: | [Calendar Icon] | | |
| Medical Notes for Coaches: | | | |
| Entry Into Grade 9 Date: | [Calendar Icon] (High School Only) | | |
| Entry Into Middle School: | [Calendar Icon] (Middle School Only) | | |
| Transfer Student: | | | |

4c. Adding Eligible Students to Rosters

1. Select Sports Team from left side of page
2. Select Roster level on top bar (V, JV, or Fr)
3. Click on “Add Students to Roster”
4. Click “Check All on this Page” to select all students to be included on Roster or select boxes in front of names you want to add to this roster.
 - a. Players can be added to more than one Roster (V, JV,Fr).
5. Click “Add Selected Students to Roster”

| | | | | | |
|-----------------------------|------------------------------|-------------------------|----------------------------------------|------------------------------------|-------------------------|
| Schedule-JV | *Schedule-Fr | Coaches | >Roster | *Roster - JV | Team Ph |
| Field Hockey - Roster | | | | | |
| Season | 2010/2011 | Go | Add Students to Roster | Add Roster Details | |

Eligible Students

School Year: 2009/2010 ▼

Sport: Field Hockey ▼

Level: Varsity ▼

Check All on this page

| Varsity | Name | Grade | Birthdate | Last Physical |
|--------------------------|-----------------|-------|------------|---------------|
| <input type="checkbox"/> | Conrardy, Mary | 11 | 2/27/1993 | 7/25/2009 |
| <input type="checkbox"/> | Quigley, Martha | 9 | 11/12/1993 | |

Total: 2

Check here to select all players for roster
 or
 Click on boxes to add to roster

Edit Roster

Note: Coaches with logins also have the ability to edit roster details.

Coaches cannot add students to rosters.

Having correct rosters is important because this information goes directly into the DIAA Tournament Programs.

1. Select Sports Team from left side of page
2. Select Roster level on top bar (V, JV, or Fr)
3. Click "Add Roster Details"
4. Edit Jersey numbers
 - a. (#H is home number, #A –is away number, fill in only if different from home#
5. Position (QB,F,3B, etc.)
6. Height and weight if appropriate for sport
7. Default is player, change to manager, if required
8. Click "Save Roster Changes"



Bulk Edit Roster

School Year: 2009/2010
Sport: Field Hockey
Level: Varsity

Save Roster Changes Cancel

Fill in fields, then Click on "Save Roster Changes" when finished

| Name | Grade | # H | # A | Position | H | V | Player Type |
|---------------------------------|-------|-----|-----|----------|---|---|-----------------------------------------------------------------------|
| Contrary, Mary | 11 | | | | | | <input checked="" type="radio"/> Player <input type="radio"/> Manager |
| Quigley, Martha | 9 | | | | | | <input checked="" type="radio"/> Player <input type="radio"/> Manager |

Total: 2

4d. Sending Eligibilities to DIAA

You can email the PDF reports to your principal, and have the principal forward the reports to DIAA as "Approved"

4e. Team Photos

Email your Team photos to websites4sports@gmail.com. It is important to send your Team photos as soon as they are available, as they are also used in the DIAA tournament programs.

5. Roster Reports

Eligibility/Rosters

1. [Add/Edit Student](#)
2. [Students With Physicals Report](#)
3. [Eligibility Listing Report](#)
4. [Roster Listing - Any School](#)
5. [Athletes on a Roster Without a Physical](#)
6. [Athlete Participation Summary](#)
7. [School Athlete History & Awards Report](#)
8. [Print Certificates](#)

6. Coaches

Overview: Coaches get setup in 2 areas

1. All coaches should be added to the website "Coaches" page. This information is also used for the DIAA Tournament Programs.
2. Head Coach should also be added with a login to post scores

6a. Setting up coaches on website

1. From the Coach listing page click "Add Coach"
2. Enter information to be displayed on website/Select # for "Sort Order", i.e., #1-Head, #2-Asst., etc.
3. Click Save
 - a. If you have Coach photos – Email them to websites4sports@gmail.com

Add Coach

Save Cancel

Sport:*

First Name:*

Last Name:*

Title for Website:*

Coach Type(s) For Roster:*

V - Head Coach JV - Head Coach Fr - Head Coach

V - Assistant Coach JV - Assistant Coach Fr - Assistant Coach

V - Statistician JV - Statistician Fr - Statistician

V - Volunteer Coach JV - Volunteer Coach Fr - Volunteer Coach

V - Band Director JV - Band Director Fr - Band Director

School Phone:

Email:

Website Sort Order:

Save Cancel

RamsSports.com
Dickinson High School - Sports Schedules, Results, Rosters & Photos

Football Coaches

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| | | |
| Donovan Alderman Head Coach donovan_alderman@dhsdickinson.k12.de.us | John Norton Assistant Coach john_norton@dhsdickinson.k12.de.us | Oaklyn Crumpler Assistant Coach oaklyn_crumpler@dhsdickinson.k12.de.us |
| LaTonya Ford Asst. Coach latonya_ford@dhsdickinson.k12.de.us | Steve Brown Asst. Coach steve_brown@dhsdickinson.k12.de.us | Maurice Huff Asst. Coach maurice_huff@dhsdickinson.k12.de.us |
| John Nelson Asst. Coach john_nelson@dhsdickinson.k12.de.us | Duane Manson Asst. Coach duane_manson@dhsdickinson.k12.de.us | Ty Bruton Asst. Coach ty_bruton@dhsdickinson.k12.de.us |
| Kevin Mitchell Asst. Coach kevin_mitchell@dhsdickinson.k12.de.us | | |

Edit coach website listing

1. From the Coach listing page click the Edit pencil icon next to the coach to edit
2. Enter information to be displayed on website
3. Click Save

6b. Setting up coach logins

(To Post Scores, Edit "Team Info" pages, and Edit Roster Jersey Numbers and Positions)

- Go to "AD Manager" and from the "Coaches" menu--click on "Add/Edit Coach Logins".
- A list of your coaches with website access will be displayed.
- Click "Add New User"
- Enter Email, Name, and Choose Access Level.
- Click "Save" at the bottom of the page
 - An email will be automatically sent to new users with a temporary password and login instructions.
 - If a coach already has access, but they can't remember their password, have them click on "Forgot your password" link on the Login Page for a new one.
 - Team Info – Have coaches keep information up-to-date and use the year for all postings



| |
|--------------------|
| AD Manager |
| Tournament Manager |
| >Home |
| Admission Fees |
| Boosters |
| Bus Stops |
| Fall |
| Football |
| CheerLeaders |
| Cross Country |
| Field Hockey |
| Soccer - Boys |

User Add

Setup user account to allow Coach access:
Post Scores, Edit "Team Info" pages, and Edit Roster Jersey Numbers and Positions.
An email will be automatically sent to new users with a temporary password and login instructions.

Email Address/Username:* joecoach@aol.com

First Name:* Joe

Last Name:* Coach

Access Level:*

Baseball Coach Wrestling Coach

Basketball - Boys Coach MS - Baseball Coach

Basketball - Girls Coach MS - Basketball - Boys Coach

Cheerleading - Fall Coach MS - Basketball - Girls Coach

Removing coach logins

- Go to "AD Manager" and from the "Coaches" menu--click on "Add/Edit Coach Logins"
- A list of your coaches with website access will be displayed.
- Click on the name of the user you want to delete
- Click the "Delete" button at the bottom of the page

7. Tournament Reports

The reports that the DIAA Tournament Committees use are available under the Tournament menu in the AD Manager. Each of the sports has its own calculations for tournament seeds. It is important to remember that the numbers on this report are dynamic, and as scores are reported, the calculations get updated in real time.

Sample Tournament Points Report for Baseball:

Tournament Points Report

School Year: 2011/2012

Sport: Spring - Baseball

Level: Varsity

| Spring - Baseball 10/2/2012 | | | | Overall | | | | | Points Computation | | | | | Out of State | |
|-----------------------------|------------------|---------------------|------|---------|-----|---------------|-------------------|-------------|--------------------|----------------|-----------------|-----------------|--------------|--------------|--------------|
| Rank | School | Conference | Wins | Losses | Tie | #Games Scored | #Games Not Scored | Total Games | Win Percentage | Points For Win | Points For Play | Points For Play | Points Total | | Points Index |
| 1 | Concord HS | Blue Hen - Flight A | 17 | 1 | 0 | 18 | 0 | 18 | 0.944 | 51 | 9 | 6 | 66 | 3.667 | 0 |
| 2 | St. Mark's HS | Non-Conference | 15 | 3 | 0 | 18 | 0 | 18 | 0.833 | 45 | 10 | 7 | 62 | 3.444 | 0 |
| 3 | Sussex Tech | Henlopen North | 14 | 4 | 0 | 18 | 0 | 18 | 0.778 | 42 | 13 | 5 | 60 | 3.333 | 0 |
| 4 | St. Elizabeth HS | Catholic | 14 | 5 | 0 | 19 | 0 | 19 | 0.737 | 42 | 12 | 9 | 63 | 3.316 | 0 |
| 5 | Hodgson Vo Tech | Blue Hen - Flight B | 15 | 2 | 0 | 17 | 0 | 17 | 0.882 | 45 | 7 | 4 | 56 | 3.294 | 0 |
| 6 | Caesar Rodney HS | Henlopen North | 14 | 4 | 0 | 18 | 0 | 18 | 0.778 | 42 | 12 | 5 | 59 | 3.278 | 0 |
| 6 | Salesianum HS | Non-Conference | 13 | 5 | 0 | 18 | 1 | 19 | 0.722 | 39 | 12 | 8 | 59 | 3.278 | 6 |
| 8 | Charter School | Blue Hen - Flight A | 15 | 3 | 0 | 18 | 0 | 18 | 0.833 | 45 | 8 | 4 | 57 | 3.167 | 0 |
| 9 | Catavel Academy | Non-Conference | 9 | 9 | 0 | 18 | 0 | 18 | 0.500 | 27 | 16 | 12 | 55 | 3.056 | 4 |

Tournaments


- [Win Percentage Report - Overall](#)
- [Win Percentage Report - Conference](#)
- [View Out of State Schools Final Records](#)
- [Tournament Points Worksheet](#)
- [Tournament Points Calculation Report](#)
- [State Tournament Brackets](#)

8. Sports Boosters Page

We have an option for Booster clubs to have a “Booster Info” page on the Sports Website. There is no additional charge for this. Boosters can include their officers, meeting dates, and membership forms.

In addition, many School Sports Boosters groups choose to advertise in the DIAA Tournament Programs with “Spirit Ads”. Below are a few samples. Contact websites4sports@gmail.com for more information.

**Congratulations State Tournament Teams
and Good Luck Spartans!**



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CONGRATULATIONS STATE TOURNAMENT TEAMS!
Good Luck to the Charter Force!



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www.charterschool.org

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**Congratulations To All The
Tournament Teams From The
Sussex Tech Family of Teams!**

**The Cape Henlopen Girls' Lacrosse Boosters, Family, and Friends
would like to congratulate the Cape Girls' Lacrosse Team
on a great 2012 season.**

GOOD LUCK IN THE TOURNAMENT - GO Cape !



To our Seniors: Kelly, Lexi, Teenie, Jackie, Jenna, Erin, and Gina

To our Seniors, we wish you the best in your future!

