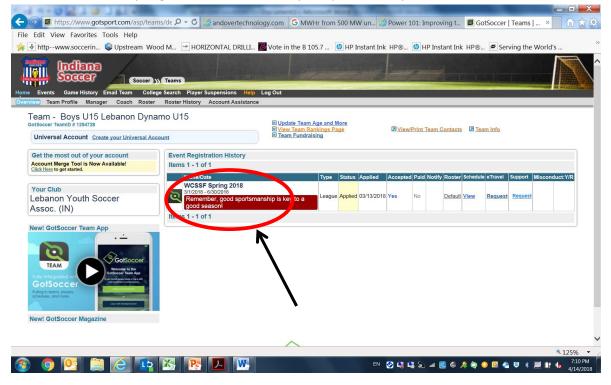
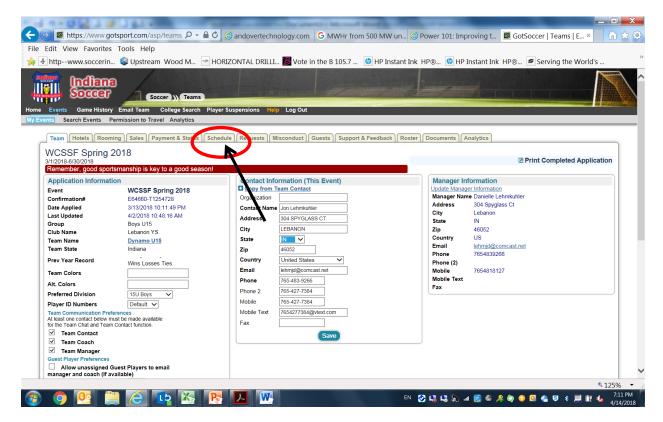
Login to your team account (login and password given to you at the coaches' meeting)

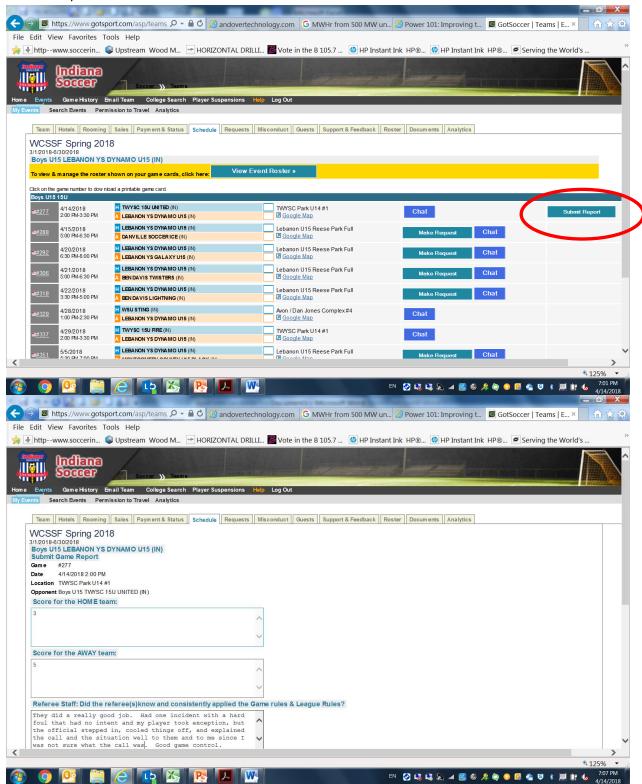
Click on the WCSSF Spring 2018 text and it will open up access to your team schedule.



Click on the "Schedule" tab and you will see your schedule for the season.

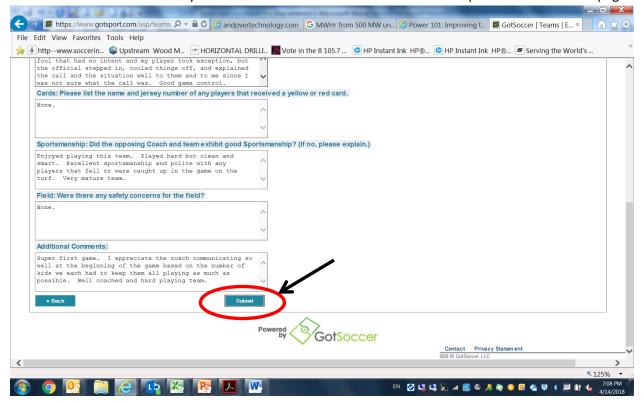


You will see your schedule. Any game completed will show "Submit Report" and any game not yet played will show the "Chat" tab and the "Make a Request" tab. If you need to reschedule or propose a date and time for a rainout, you can click that "Make Request" tab. For the post-game report, click on "Submit report".



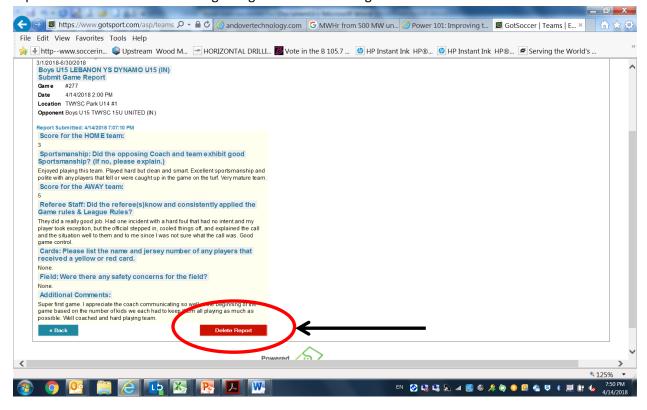
As you fill out the report, put in any details you feel are necessary or if there were any issues with the game. If you have compliments, please also include those. Saying good things is as important as saying anything bad.

Click the submit button when you are finished. It should now show "View Report" in the schedule page.



You can check the report by going back to your schedule and clicking on the "View Report" tab. It will open up your report, but you cannot make any changes to it. If everything is showing in the report as you submitted it, you should be okay on the report being completed. When the other team's coach submits their report, you will then see the final score in the boxes for that game. If you do not, send a note to the WCSSF so that they are aware and they can help you with making sure the report is submitted.

If you want to change something or missed something in your game notes, you will need to delete the report and start over from the beginning. You cannot change individual sections on their own:



Only click on "Delete Report" if you want to change something. If you click on that, the entire report will be deleted and you will have to start from the beginning and nothing will be saved or submitted. You are asked to fill out the post-game report within 24 hrs of completing the game. That is so you have good memory of the game and so that the league can see any issues or items that need addressing. If you have any open or uncompleted game reports, it will mean that you will not be allowed to play in the end of season tournament. It takes less than 5 minutes, so please complete your game reports. There is also a resource to show you how to do that in the WCSSF website www.wcssf.org. There are also any other resources there as well to assist with coaching responsibilities.