

SCOREBOARD QUICK START GUIDE – TEAM ADMINISTRATION

As per Article 12, Section 10, Item 10.1, it is the responsibility of the home team to report all scores following each competition in any team sport by logging onto the new WebSyncSM site (www.dakstats.com/websync).

The home team has 4 hours to input the score following the game. If any technical problems occur which hinder the uploading of the score, the home team must contact the CCAA Coordinator of Marketing and Media Relations.

Here is a reminder of the step-by-step process to input results:

1. Visit www.dakstats.com/websync and click **Canadian Colleges Athletic Association**.
2. Click **Member Login** at the top of the screen.



Figure 1: Member Log In

3. Type in your username and password that are both case sensitive.

NOTE: If you require your username and password, please contact the CCAA Coordinator of Marketing and Media Relations.



Figure 2: Username and Password

4. Upon logging into the system, select and click the team sport for which you need to report the scores on the main **School Administration** page.

5. Click **Edit Schedules/Scores** below the appropriate sport.

Step 1. Click **Edit Schedules/Scores** (Figure 9).



Figure 9: Edit Schedules and Scores

- Select game(s) and enter information for each competition. The only numbers you are required to enter are **"Our Score"** and **"Opponent Score"**.
- You must also ensure to change the **"Status"** to **Finished**.
- Similarly, you must verify that **"Game Type"** is set to **Conference** for all regular season games.
- For volleyball, enter individual set scores.

NOTE: You must enter **"Our Score"** and **"Opponent Score"** and change **"Status"** to **Finished** before clicking **"Set Scores"**.

Once the individual set scores are entered in **Edit Game Scores** page, click **Save** and you will automatically return to **Edit Schedules/Scores** page.

- Each institution has the ability to **add/delete a competition** and/or **modify the existing schedule**.
 - *To add a competition*, enter the number of games on your schedule and click **Add competition** located at the bottom of the page. Enter information for each competition. When finished, click **Save**.
 - *To delete a competition*, check the box in the **Delete** column for the game(s) you want to remove. When finished, click **Save**.
 - *To modify a competition*, alter game(s) information (ie. time, date, etc.) and click **Save** when finished.

6. When finished entering game scores and results and/or updating schedule, click **Save**.
7. Click **Log Off** at the top of the screen. Upon logging out of the system, the Schedule, Scoreboard and Standings will then be updated accordingly.

Note: In the event of a tie in **Total Points**, the **Standings** may be skewed. While it may only differ slightly, each conference has a different tie-breaking procedure. Consequently, DakStats has done its best to program minimum tie-breakers which are applicable to all

conferences. However, due to the complex nature of the various procedures, certain steps were not programmable.

To ensure complete accuracy, the CCAA will monitor the Standings and made any necessary modifications manually **each Monday morning**, while also watching closely throughout the week.

For those institutions that wish to *edit team information, manage headshots and edit rosters*, please see below:

1. **Editing Team Information** - Here you can change your team information (contact email, website, etc.) as well as your team logo. Please make sure to click the **Save** at the bottom of the page when you are finished.

- On the main **School Administration** page, click **Edit Team and Sponsor Information** below the appropriate sport.

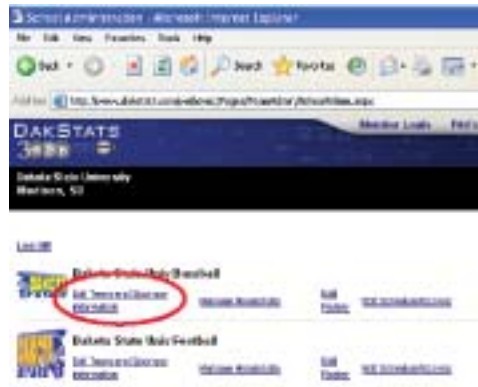


Figure 3: Edit Team and Sponsor Information

- **Team Information** – Here you can enter Team Information and you can also change the Team Page Background Colour as well as the Team Page Text Colour by clicking **Select New** button by each.



Figure 4: Edit Team Information

Team Logo – Click the **Browse** button under the Team Logo heading and browse to the location you have a logo saved. Click **Open**. NOTE: Your logo must be formatted at 72 dots per inch (dpi) and should be 60 x 60 pixels.



Figure 5: Edit Team Logo

- On the main **School Administration** page, click **Manage Headshots** below the appropriate sport.
- On the Manage Headshots page, click the **Browse**. Browse to the location your headshots are saved and select the appropriate headshot for the player. Click **Open**. Repeat this step for each player. When finished, click **Save**.
- NOTE: Recommended head shot dimensions are 60 x 60 pixels and no more than 200KB.



Figure 7: Manage Headshots

- On the main **School Administration** page, click **Edit Rosters** below the appropriate sport.
- At the bottom of the page next to Add Rows button, enter the number of players on your team and click **Add Rows**.
- Enter information for each player. When finished, click **Save**.