



sPortability Manual

The OGLA Website is located at www.oregonlax.com/ghs. League news will be posted on this site as well as the Reference Binder for future reference.

Registration and game scheduling will be handled online this year using sPortability. You will find a link to our **League Administration Site** on www.oregonlax.com/ghs or you can go directly to www.sportability.com/ogla. All communications from the league will be handled through sPortability. Please be sure to keep your team's contact info up to date so that your team gets the notifications from the league. Please use the **Game Schedule Worksheet** below to work out your scheduling details prior to registering online.

All teams must register online for the 2007 season no later than Dec 15, 2006. When you register you will need to provide the following information:

- Team Info
- Team Rep's Info
- Roster Information (you can add this later if you don't have available now)
- Home Field
- Scheduling Info
- Holiday Scheduling Info
- Credit Card Information

League Administration – Registration Intro Page

The screenshot shows a web browser window titled "sPortability - Registration - Mozilla Firefox". The address bar shows the URL "https://secure.sportability.com/spx/Registration/Reg1b.asp?LgID=10539". The page content includes a navigation menu on the left with links for Privacy Policy, Security Info, sPortReg Account, Troubleshooting, Tech Support, and Home. The main content area contains the following text:

The registration process is very simple: first you will read and acknowledge any online notices posted by Oregon Girls Lacrosse Association. Then you will be asked to fill out a series of short forms which ask information requested and required by Oregon Girls Lacrosse Association. Here is a complete summary of the information you will be asked for:

- 1. Team Info**
Team Name, Preferences
- 2. Team Rep's Info**
Name, Address, Email, Phone
- 3. Roster Information (up to 25 players)**
Name, Phone, Email, Jersey#
- 4. Home Field(s)**
Name and location of home fields
- 5. Scheduling Info**
Your team's general scheduling availability
- 6. Holiday Scheduling Info**
Your team's scheduling availability during Spring Break

At the end of the process, there will be an option to register another participant with the same basic information for this or any other Oregon Girls Lacrosse Association league.

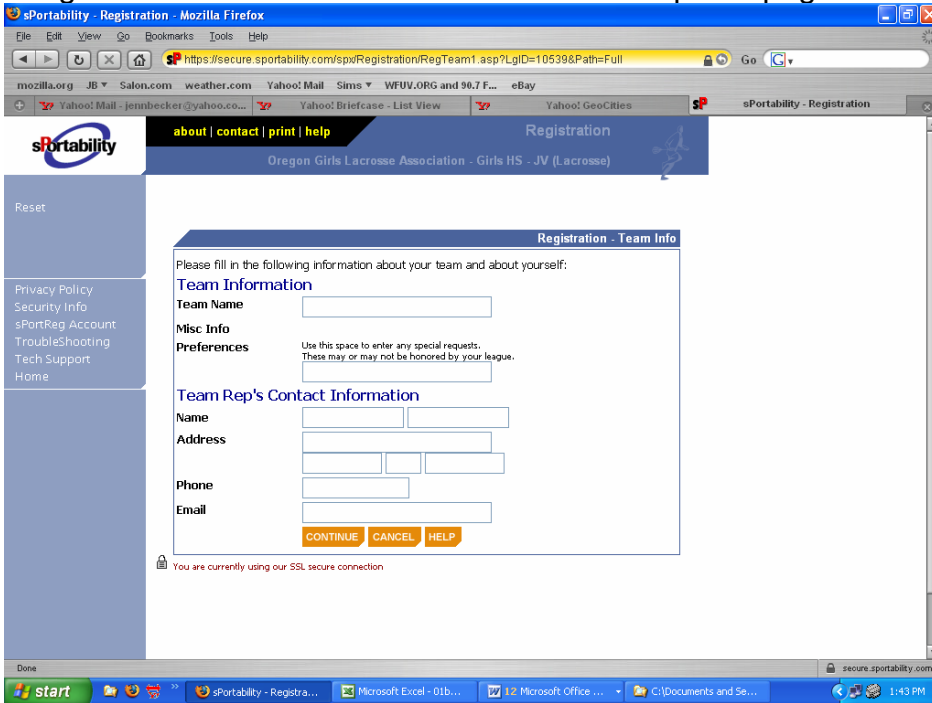
The information belongs to Oregon Girls Lacrosse Association, and sPortability does not use, sell or distribute any information you provide for any reason. Please view our Privacy Policy if you have any questions.

Furthermore, the entire registration process is handled via a secure connection. Our servers use SSL 128-bit encryption to ensure the privacy and security of your information. Please view our Security Information if you have any questions.

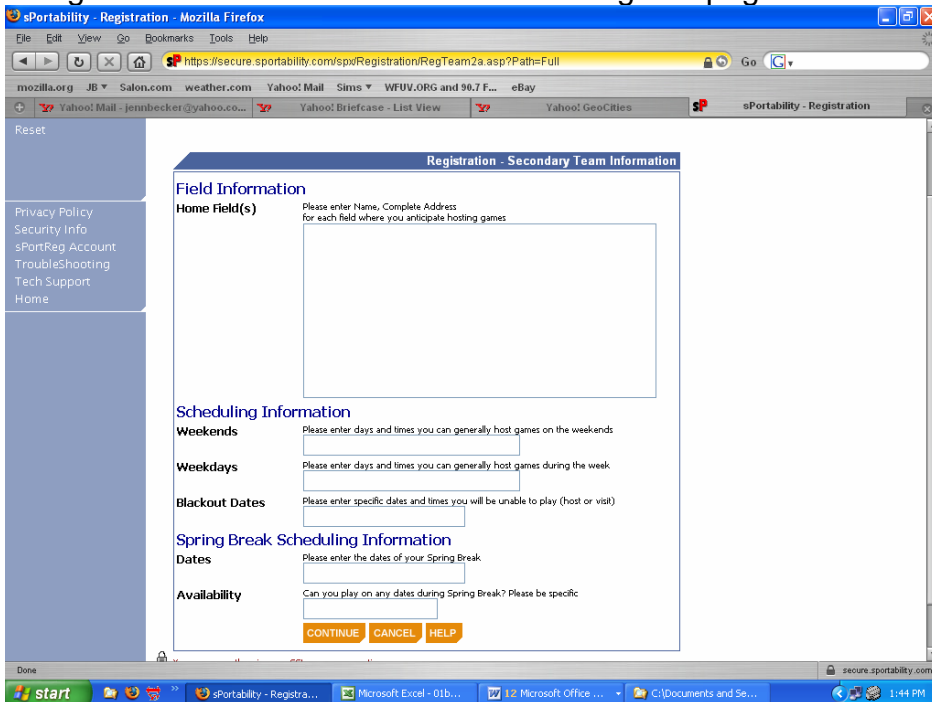
At the bottom of the page, there are "CONTINUE" and "CANCEL" buttons. The footer includes copyright information for 1998-2005 and a note about the SSL secure connection.



League Administration – Team Info & Team Rep Info page



League Administration – Field & Scheduling Info page





**OGLA Handbook
Reference Binder
sPortability Manual**

The League Administration site will contain the following info:

- Message Board that will have notices & messages from the OGLA Board of Directors
- Schedules
- Team Rosters & Stats
- Standings



GAME SCHEDULE WORKSHEET

Please use this form to work out your scheduling details before registering online with sPortability.

Approximate time the sun sets		
March Week 2 – 7:11 PM (DST)	April Week 1 – 7: 38 PM	May Week 1 – 8:14 PM
March Week 3 – 7:20 PM	April Week 2 – 7:47 PM	May Week 2 – 8:23 PM
March Week 4 –7:29 PM	April Week 3 – 7:56 PM	May Week 3 – 8:32 PM
	April Week 4 – 8:14 PM	May Week 4 – 8:40 PM
		May Week 5 – 8:47 PM

Game time for Varsity after to daylight savings _____

Game time for JV after to daylight savings _____

- A minimum 30 minutes between games

**You may submit more detailed game time starts per week if desired, but the above game times must be submitted at a minimum.

** OGLA prefers JV and Varsity games played back-to-back

Name of field you will play at (primary) _____

Turf or grass _____

Lights (Y or N) _____

Provide directions if they are not already on www.oregonlax.com

Name of field you will play at (secondary, if any) _____

Turf or grass _____

Lights (Y or N) _____

Provide directions if they are not already on www.oregonlax.com



Dates that your school is UNABLE to host a HOME game

Dates that your team UNABLE to play a home or away game

(note: games MAY be scheduled on weekends, so be sure to list weekend conflict dates too)

Prom date _____

SAT date(s) _____

Spring break _____

Other days the school is off (that your team will not want to have a game)

Other conflict dates (NHS induction, band concerts, talent shows, awards nights, etc)

**** Note that the more conflict dates listed, will increase the likelihood of back-to-back games.**

Home team jersey color (light color) _____

Away team jersey color (dark color) _____

Varsity Coach Name and Contact Info:

Junior Varsity Coach Name and Contact Info:

Parent Rep name and contact info:

School Mascot:



Entering Rosters

Instructions for entering rosters:


1. Go to www.sportability.com/ogla and click "Admin Login" in the bottom navigation.
2. Sign in with your ClubKeeper account info
3. Click "Roster" in left navigation.
4. Click "Add New Player" at the bottom of the page.
5. Enter player info.
6. Click "Save".

Reporting Game Scores & Stats

All game scores must be reported in sPortability. Both teams are responsible for entering game scores.

Instructions for entering game scores:

7. Go to www.sportability.com/ogla
8. Sign in with your TeamKeeper account
9. At the bottom of your TeamKeeper page (the first page you see after you log in), there will be an alert that lets you know you have a game that needs a score.
10. Click the icon next to the game indicated.
11. Enter the game score on the "Edit this game" screen.
12. Click "Save".

***Note: If there is no alert on the main screen for a score, simply click "Schedule" in the left nav to see your full schedule. Click the blue pencil () icon next to a game and enter the score.

BOTH TEAMS MUST ENTER THE GAME SCORE BEFORE THE SCORE WILL BE CONSIDERED OFFICIAL. Once the score is verified, the score will be published to the site. Should the scores entered by both teams not match, Jenn Becker will be notified by the web site. She will contact the Home Team to resolve the discrepancy. The HOME TEAM scorebook is considered the game's official record and should be signed by both referees before they leave the field.

Instructions for entering stats:

** Be sure your roster is entered prior to attempting to enter any stats.

BEFORE THE GAME:


1. Log in to the league web site with the ClubKeeper account.
2. Click "Schedule" from the left navigation.
3. Click the blue icon next to your next game.



4. Click the blue icon next to the “Lacrosse” scoresheet on the right side of the “Edit this game” screen.
5. Print this scoresheet and take to your game. This scoresheet is generated for each game and details the stats that OGLA will be tracking for this year.

AFTER THE GAME SCORE HAS BEEN PUBLISHED:

1. Go to www.sportability.com/ogla
2. Sign in with your ClubKeeper account
3. At the bottom of your ClubKeeper page (the first page you see after you log in), there will be an alert that lets you know you have a game that needs stats.
4. Click the icon next to the game indicated.
5. Enter each player’s stats.
6. Click “Save”.

*****Note:** If there is no alert on the main screen for a score, simply click “Statistics” in the left nav to see your full schedule. Click the blue pencil () icon next to a game and enter the stats.