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**Step 1:** Go to ASAA365.com and CLICK on the AD’s Coaches Sign Up button.

**Step 2:** CLICK on “Create a SportsEngine Account” and follow the easy steps.

**Step 3:** After you have created a SportsEngine Account please log in and CLICK on “Fill out the Team Page Sign Up Form”.

**Step 4:** Follow the instructions on the Team Page Sign Up Form. AD’s - Be sure to click all the sports you need access to.

**Step 5:** Once the Team Page Sign Up Form is submitted an email will be sent to ASAA staff.

1. ASAA staff will enable your team page edit permissions.
2. A confirmation email will be sent to you.
3. Once you receive this email you will be able to edit your team page/s.
To edit your team page...

LOG INTO YOUR SPORTSENGINE ACCOUNT!

**Step 1:** Log into your SportsEngine Account, select the sport, then classification, then click your team name to access your team page.

Once you are on your team page this is the PUBLIC VIEW of your team page.

**Step 2:** Locate the EYE/GEAR box on the far right side of your browser window. The EYE/GEAR box will show up ONLY on pages you are allowed to edit.

**Step 3:** When you click the EYE/GEAR box you will be in EDIT MODE. Edit mode is visible by the yellow boxes. Clicking the eye/gear will bring you in and out of edit mode.

To edit a “section” click on the gear on the far right side of that section.

To ADD a “page element” click the Add Page Element option at the top of the yellow boxes. There are many options to add to your team page.

**ADD YOUR TEAM PICTURE:** You can add your Team Picture by clicking the “Add Page Element”, and select “Single Photo” OR click the small gear on the “Add Team Photo Here” picture, and replace the photo.
**Step 1:** In edit mode, click on the “GAME SCHEDULE” button. Then on the Game Schedule page, click “Add Game” button in the yellow box.

**Step 2:** In the “Add Game” box select your opponent. Designate your team as the home or visitor. Edit your game date, time, and more! If you are in a Tournament and don’t know your opponent, select TBD. You will be able to add the team name later. NOTE: If you play a team from Out of State please email Isaiah Vreeman (isaiah@asaa.org) so he can add the team.

If you are a team that plays JV’s and C teams make sure to click: “Outside League” = Non-Varsity. Then select “Alaska High School Sports”, then select “League”, team, and season.

**OUTSIDE OF LEAGUE:** Non Varsity Games. Effects your OVERALL record only. This is primarily for the smaller schools playing large school JV’s and C teams.

**Step 3:** The “Standings Overrides” section is where you select if games effect both your overall and conference record, or just your overall record, or not at all.

**DEFINITIONS:**

- **LEAGUE:** Any Varsity Level Game on your schedule no matter the classification. Effects your OVERALL record ONLY.
  - For non conference games chose “Affects League Standings only.

- **DIVISION:** Your Conference Games. Effects your OVERALL & CONFERENCE record.
  - For conference games choose “Affects League and Division Standings”

- **DOES NOT EFFECT STANDINGS:** This is endowment games.

**Step 4:** In the “Venue” box under location you can insert the location of the event or a tournament name you are playing in. For example: “Alaska Prep Shootout - Dimond HS”, “Service HS Tip Off Tournament”, “West Spiketacular Tournament”, etc. This area is also the place you type - ENDOWMENT GAME for those games.
Step 1: Go to your Team Schedule Page.

Step 2: Click the game time (7:30pm or TBD) of the game you would like to edit. You will find the game times in the “Status” column.

Completing steps 1 and 2, you will now be on a specific **INDIVIDUAL GAME PAGE**. Here is where you can edit a game that is already created!

Step 3: Click the small gear, on this page to edit the following:
- **Edit Game Details** Select this option and you can edit:
  - Game Times
  - Home/Visitor
  - Teams (if TBD)
  - Game Location
  - Affects Standings
  - Venue information
  - and more!
- **Delete** - Select “Delete” if you would like to delete this individual game.

Step 4: Click the EDIT STATS button to edit the following things:
- Score By Quarter/Sets etc.
- Add Overtime Quarters/Sets
- Various Team Stats
- Player Stats (only if you have your team roster uploaded into the ASAA365.)
Option 1: After your game is completed you can enter the score via **Quick Score**. Click the QS. Enter the scores and select **FINAL** in “Game Status”. You can mark the game **IN PROGRESS** as well if you want to update during the game.

**Option 2:** Click on the Game Time, this brings you to the Individual Game Page. You can add scores here too.

- **Edit Game Details** - You can edit your game details by clicking the gear. This includes “Venue”, “Standing Overrides” and more.
- **Click Edit Stats** - Enter quarter/set/game scores, team and individual stats if you want.
- **Click Quick Score** - You can Quick Score from here as well.

**ASAA365 Mobile App** - You can also input Quick Scores with the mobile app. Be sure you are logged into your account on the app! Steps are detailed for that are on Page 11.
Step 1: In edit mode, click on the “ROSTER” button. Then on the Roster page, click “Add Player” button in the yellow box.

Step 2: This dialog box will appear. You can create players one by one, or you can import them from an excel spreadsheet. ASAA suggests importing a roster.

Step 3: Download the roster template. Don’t change the “Chosen Fields” names or order. Fill out all the information or just the name and number, up to you. After you have filled out what you would like save your roster, then upload it.

ROSTER TIP | PLAYER POSITIONS: If you put in player positions, please look at the position abbreviations that are pre-set. These are under the “Create New Player” option. The player position field will be blank if you don’t use one of the pre-set position abbreviations.

EDIT NUMBER OF SETS FOR VOLLEYBALL

CREATE NEW GAME BOX: Go to your team’s GAME SCHEDULE and then “Add Game” button in the yellow box.

Step 1: Once you have a CREATE NEW GAME BOX or in EDITING AN EXISTING GAME up to edit go to the REGULATION SETS & OFFICIALS option just underneath the Standing Overrides.

Step 2: Remove sets or change the set numbers for matches in tournaments or pool play that aren’t the regulation 5 set matches. For example: Best of 3 Matches, Two Sets of 30 point games, One set to 30 points, etc. The default for Volleyball Games created are 5 set matches (4 sets to 25 points, and then 5th set to 15 points, win by two).
**LOGGING INTO THE ASAA365 MOBILE APP**

**Step 1:** Download the ASAA365 Mobile App in the Apple App Store or Google Play. Search “ASAA365”. The app is developed by SportsEngine.

**Step 2:** Once you start up the ASAA365 App, tap the “Settings” option. Once you are on the settings page as shown, tap “Account”.

**Step 3:** After selecting the “Account” option, you can now log into your ASAA365 account, or you can create an account.

NOTE: If you create an ASAA365 account on the mobile app you still need to fill out the “Team Page Sign Up Form” from page 2 of this document. If you don’t then ASAA can’t give you permissions to edit your team pages because we won’t know you have made an account.

**FOLLOWING TEAMS ON THE MOBILE APP**

**Step 1:** After logging into your account, tap the “Follow Team” option.

**Step 2:** Search for the teams you would like to follow! You can follow as many teams as you would like for FREE!

**Step 3:** Once you have added your favorite teams, you would like, you are now able to view rosters, schedule/results, standings, and more!

NOTE: Content in the mobile app for teams is populated by the content on ASAA365.com. If coaches/AD’s have rosters, schedules, results and stats, you will also see them on the mobile app!
**ADDING ROSTERS/GAMES ON THE MOBILE APP**

**Step 1:** Tap the “Roster” option within a team you have permission to edit.

**Step 2:** Make sure you are in the 2016-17 season, then tap the “PLUS” symbol.

**Step 3:** Select “New Player” and/or “New Staff” to add players and coaches/staff to your team.

**Step 4:** Now you can add a new player and/or coach to the roster.

**Step 1:** Tap the “Schedule/Results” option within a team that you have permission to edit.

**Step 2:** Make sure you are looking at the 2016-17 season, then tap the “PLUS” symbol.

**Step 3:** Select “New Event” or “New Game” to add games to your team schedule.

**Step 4:** Now this is where you can add games to the schedule. Adding games/contests on ASAA365.com provides for additional information.

**NOTE:** Creating games on ASAA365.com instead of the mobile app will give you more edit options. You will be able to add more information, like neutral locations, tournament names, etc. on the website and not thru the mobile app.
EDITING GAMES/ROSTERS ON THE MOBILE APP

Step 1: Tap the scheduled game that you would like to edit.

Step 2: Once on the game page, tap the “pencil” symbol. This will only show up on games you can edit.

Step 3: Once you have tapped the pencil symbol, you have 3 options, Edit Game, Score Game, or Delete Game.

NOTE: This is the same process for editing your team roster. Just select the “Rosters” option on your team page.

INPUTTING RESULTS FOR GAMES ON MOBILE APP

Step 1: Get to a specific game page.

Step 2: Tap “Score Game”

Step 3: Select either “In Progress” or “Final” and input the score. **PLEASE MAKE SURE FINAL SCORE & TEAMS ARE 100% ACCURATE! FINAL SCORES ARE AUTO TWEETED OUT TO ASAA’S TWITTER ACCOUNT.**
iSCOUT BASKETBALL STATS ON iPAD/iPHONE & HOCKEY SCOREKEEPER ON iPAD

The basketball stat program iScout for iPhone & iPad, is one of the most popular basketball stat programs on the market! It's pace of game scoring interface allows you to capture as much, or as little, of the game as you want. Take stats during your basketball game and live sync it with your basketball team page on ASAA365! iScout is only $9.99! Hockey Scorekeeper for iPad is the most intuitive, integrated and interactive way to score a hockey game. This app is available for purchase in the App Store.

LIVE SCORING/SPORTSENGINE LIVE ON iPAD

Live Scoring/SportsEngine Live syncs to your game pages to provide the ability to track and publish statistics in real-time. Games that are scored using this application will populate live play-by-play details and stats so fans can watch events from multiple games as they occur. **LINK:** Live Scoring User Guide & Instructions

WARNING: ADDING PICTURES & ARTICLES OF COPYRIGHTED CONTENT!

Adding pictures and articles to your team page are great and add a lot to your team pages! However, if you do add pictures and stories, make sure the photos and articles are NOT FROM COPYRIGHTED SOURCES SUCH AS NEWSPAPERS & OTHER MEDIA SOURCES. You can create an article and link it to third party media sources. You are not allowed to post copyrighted content into ASAA365. If the ASAA staff finds or is made aware of copyrighted content on the ASAA365, it will be removed. Consequences could ensue. Questions, please email isaiah@asaa.org.