



How to Report Scores

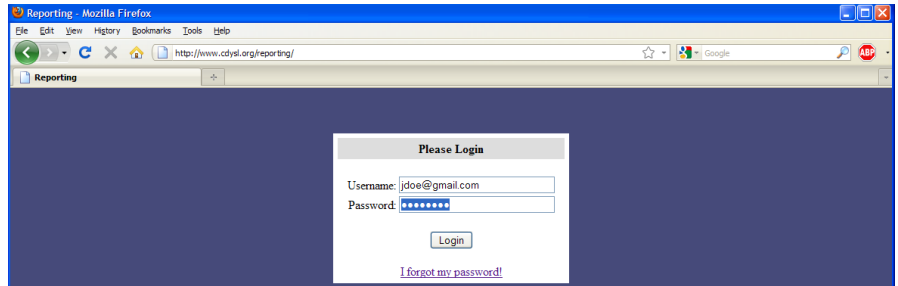
Score Reporters were identified on team commitment forms and verified at Mandatory Coaches meetings in March - Only ONE person (ONE email account) per team is authorized to report scores.

If you have NOT set up your CDYSL Game Reporting Account refer to “**Setting Up Your CDYSL On-line Reporting Account**” instructions on the CDYSL Website <http://cdysl.org/scores.asp> for more information

1. **Open your web browser** (Internet Explorer, Firefox, etc.) and enter <http://www.cdysl.org/reporting/>

OR

Click on the **report a score** links from the **Games menu - Score/Standings** links on the CDYSL home page at (www.cdysl.org) .



Reminder: Your username is the email address that was provided on the team commitment form. Your initial password is your last name (lower case). (if you've already logged in, you were prompted to change your password.)

2. **Login to your account with your email address and current password**

Game No.	Date	Day	Time	Field	Home Team	Reported	Away Team	Reported	Confirm	Options
U12GSRED - HLB - Coach										
958	04/29/09	WED	6:30 PM	Zenner Road	NYB	Score 2-2	HLB	Score 3-2	<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>
960	05/03/09	SUN	5:45 PM	Maahwyck Park	HLB	Score 3-1	CM		<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>
963	05/06/09	WED	6:30 PM	Maahwyck Park	HLB	Score 4-3	NYB	Score 4-3	<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>
965	05/13/09	WED	6:30 PM	Maahwyck Park	HLB	Score 1-1	CS		<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>
975	05/31/09	SUN	5:45 PM	RYSC Fields	ROC		HLB	Score 4-2	<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>
976	06/03/09	WED	6:30 PM	George Helt Soccer Complex	HFB		HLB	Score 1-2	<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>
980	06/07/09	SUN	5:45 PM	Maahwyck Park	HLB		ROC		<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>
982	06/10/09	WED	6:30 PM	Lansing Park	CS		HLB		<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>
984	06/14/09	SUN	5:45 PM	Cambridge Central School	CM		HLB		<input type="button" value="Confirm"/>	<input type="button" value="Report Score"/> <input type="button" value="Reschedule"/>

At the “HomePage”

A list of all games (all teams) your account is authorized to reschedule or report scores for. Each line displays the game #, date, location and teams (If you coach or report scores for multiple teams, the games will be grouped by division/team).

REMINDER: If Report Score or Reschedule option is dimmed you are not authorized to handle that function for your team

To report a score, click **Report Score** to get to the “Score Report” screen.

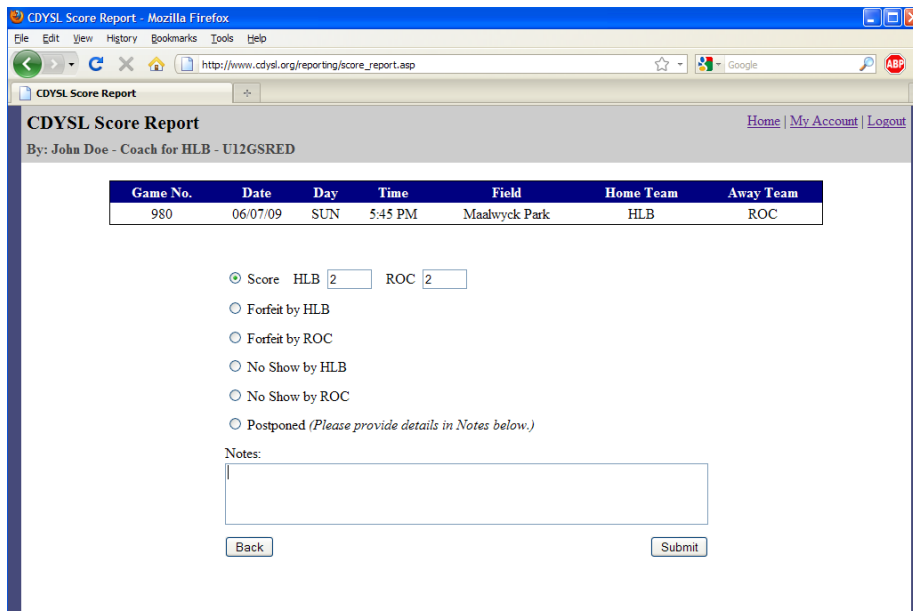
If the other team has already entered the score, you can click **Confirm** if you agree with their report. If you dispute their reported score, click **Report Score** to open the “Score Report” screen.

The "Score Report" screen displays information about the game at the top. This includes the game #, date, time, location and teams.

Fill in the appropriate fields to report the score. If the game was not played for some reason (forfeit, no show, etc.) ; indicate the reason the game was not played.

Enter in any notes about the game. These notes are not displayed to the opposing team, they are only displayed to the office staff.

Click **Submit** to submit the score.

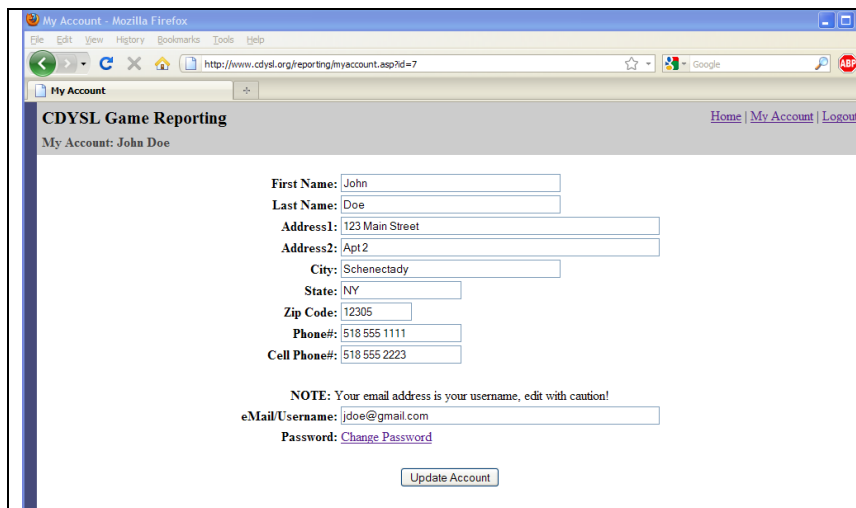
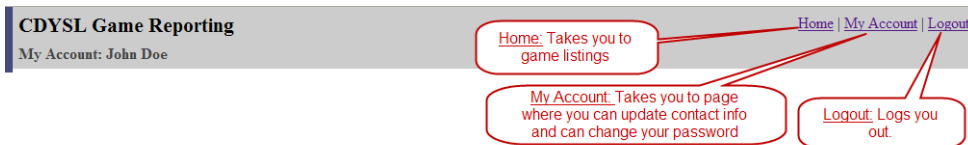


975	05/31/09	SUN	5:45 PM	RYSC Fields	ROC	HLB	Score 4-2
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980	06/07/09	SUN	5:45 PM	Maalwyck Park	HLB	Score 2-2	ROC

After you click Submit, you will be taken back to the "Home" page.

You will be able to see what was reported by each team.

Along the top of the screen are links for the "Home" page, "My Account" and "Logout".



The "My Account" screen allows you to update your contact information or change your password.

WARNING: If you change your email address it becomes your new username

Click the **Logout** link when you are done reporting any scores.