

# Commissioner's Manual



Welcome to the NCBBSB website. This pamphlet is designed to make it easier for you to use the different features associated with our league's website. These capabilities will make it easier for you to communicate with and manage your division.

You must first sign in under the "Admin" section of your site. Then select season but no team to get to your commissioner page.

**Note: Field specific help is available on each form by clicking the blue help dots ? to the left of each field.**

**GOOD LUCK!!**

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## LIST View of Registered Players

- 1.) Click on the left page "Registration"
- 2.) Highlight the division you want to see.
- 3.) Select "List" to see player's names, DOB's, and other pieces of information in their registration
- 4.) On next page, keep "Those who: Registered"
- 5.) Do not put dates in the "Between:" & "And:" boxes so that you get all registrants.

Note: the programs show the number of registered players in parentheses.

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## DOWNLOAD FILE of Registered Players & Coaches

- 1.) Follow steps 1 & 2 above
- 2.) Select "Download" to see complete list of players in your division
- 3.) Follow steps 4 & 5 above.
- 4.) Choose "Open" or "Save"

This file shows you more than 60 pieces of information about your players including a.) other sports, b.) whether parent offered to coach/asst coach, and c.) whether they have comments.

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## Look up or Email 1 or more Members

- 1.) Click on the left page entitled "Members"
- 2.) Put in last name to find a player or parent.
- 3.) Select "Find them" at the bottom.

Note: the email is hyperlinked for you to make a quick email.

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## Send Email to "some" Registered Players in your Division

- 1.) Go into LIST function (see 1<sup>st</sup> part of this pamphlet)
- 2.) Check off the players you want to email
- 3.) Select "EMAIL THEM" from below
- 4.) Select GO.
- 5.) Fill in your SUBJECT and message, then SEND

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## Investigate Rostered Players

- 1.) Click on TEAM at the top.
- 2.) Select the SEASON>DIVISION>TEAM to be taken to the team's pages.
- 3.) Click on Roster at the left to be taken to this team's roster.
- 4.) Use passwords: bantam, cub9, cub10, major60, major70, prep13, babe15, srbabe, softball to enter any team in each of the divisions.

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## Upload Photos:

This feature will allow you to upload a photograph from your computer to the "Pictures" section or to create an album. This can be used for game, team or any photo you would like your division to have access to.

1. Select "Pictures" from the menu at the left of the screen
2. Enter a brief description/caption for the photo
3. Use "Browse" to locate the image file to upload on your computer
4. Click "Submit" to confirm photo upload.

Note: Be sure to note here any families that have denied NCBBSB from posting photos of their player(s).

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Note: You must only use last names in your captions describing play!

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Website Tips for Coaches

- 1.) THE SCHEDULES ARE LIVE – Beginning Mon 4/1, every player and parent will receive email reminders for every game and practice on the schedule. There should be one arriving 2 days before the game and another early am before the game. For those parents using the text message function, the same will happen.
- 2.) CANCELLATIONS AND CHANGES – Please get any game/time change approved by your commissioner first, then a field approval from Steve Benko in baseball and Eric Keshin in softball. I or your designator scheduler will post any changes on the website.
- 3.) SUBJECT LINE – To help our parents who have to contend with schedules and changes for multiple children and multiple sports, PLEASE PUT YOUR TEAM NAME IN THE SUBJECT LINE WITH EACH EMAIL BLAST OR NEWS BULLETIN YOU SEND. There are 8 sports organizations in town that use the same web host we do, and all of the emails generated come with the FROM box listed as NOTIFICATION FROM LEAGUE ATHLETICS. Make sure your subject line quickly identifies the origin & purpose of the email.
- 4.) SIGNING IN AS A TEAM MEMBER FIRST – When heading to your team page, always click on TEAM at the top, select your division and team and then click on any page at the left until the sign in box appears. Sign in with your TEAM password to be recognized as a team member. This password protects the family data from being seen by the outside world.  
When you wish to input game scores or create a “news bulletin” for the home page, you must now click on ADMIN and use your name and coach password to be allowed into those functions. This password protects your site from someone adding content you did not approve. Once in as an admin coach, hover over the TEAM>NEWS to be taken to the home page for this team.
- 5.) RECRUITING HELP WITH THE WEBSITE - If you want to hand your “coach” password on to an assistant coach or team manager who is more computer savvy, go ahead. Be sure they download and print the coach manual located on the HEY COACH page of our website. As always, contact me if you have any difficulties accessing or using the website. I would not want a coach to avoid using this great resource simply because they do not want to “bother” someone for help. Call or email me!!!



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Please use these parameters to login to the registration area or member listing page.

Board Password Entry:

Season: Spring 2010

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Division:

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User Name:

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Password:

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If you coach, admin password:

Season: Spring 2010

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Division:

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User Name:

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Password:

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For your player's team:

User Email:

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Password:

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Coach and team passwords will be available after teams are established.  
*For help, email Susan Moran at [suemoran@optonline.net](mailto:suemoran@optonline.net) or call 966-1331 for help.*