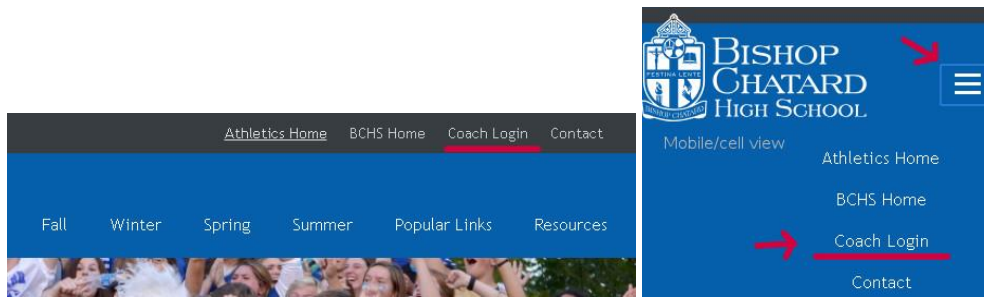


## Coach/Score Reporting Directions

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Go to [bishopchatardathletics.org](http://bishopchatardathletics.org). Use the 'Coach Login' link: [bishopchatardathletics.org/login](http://bishopchatardathletics.org/login)



**LOGIN PASSCODES:** The coach handbook passcode is gotrojancoaches. The score reporting is gotrojans. PLEASE guard the score reporting password. It has direct access to the data in the site and is very powerful.

**VERY IMPORTANT: ALWAYS LOGOUT after you are finished**

### ENTER SCORE

1. Click in the **'CHOOSE YOUR SPORT'** box to choose your sport. **BOY/GIRL** choice may then appear if the sport has both. Make that choice as needed.
2. Click the **"SHOW COMPETITIONS"** button. You will then see:
  - In the 'Scores Awaiting Entry' area on the top of the page, you'll see all the games for your sport that don't have scores yet.
  - Click the **"EDIT"** link next to the correct contest to add your score. Watch out that you have the correct level for the contest: Varsity, JV or Freshman.
3. **WRONG DATE:** you can change that while you edit by clicking 'rescheduled' and entering the correct date. (Note: Scores with date changes may not appear immediately on the front page.)
4. **IT'S A TOURNEY** – multiple contests can be added in the same entry if the contest was originally setup as a tourney. You'll see a blue button in the area to add multiple opponents.
5. **CAN'T FIND YOUR CONTEST** ( in either the top, "Scores Awaiting Entry" area or the bottom, "Scores Submitted" area)? Use the 'Add contest not listed' link towards the top to enter a new contest.
6. Fill in the scores, recaps, etc. as desired and **CLICK SUBMIT.**
7. **LOOK AT YOUR ENTRY -- OOPS, I GOOFED:** Towards the bottom, in the 'Scores Submitted' area, you can see the data you've entered. Use the 'Edit' link to make a change in a score/recap.
8. **ALWAYS LOGOUT.**

### WHERE YOU'LL SEE YOUR RESULTS AFTER YOU SUBMIT THEM

**IMMEDIATELY:** The score (not including the recap) that you submitted will appear on the front page, in the 'Recent Scores' tab. Scores come in by date played, not by date submitted. Your submission is automatically emailed to Athletics, the website, Tracy (for the yearbook) and the Conference contact as previously.

**AFTER OUR APPROVAL:** The score and recap will appear on the individual sport page in the scorecard area (We'll get to this within the day or two).

- If you are adding a contest that isn't in the list but doesn't have a result yet, it will appear immediately on the individual sport scorecard.

**\*\*ALWAYS LOGOUT AFTER YOU ARE FINISHED\*\***