

# FCSL.info

## Website Usage Guide

### General Score Reporting Procedures

- Within 24 hours after the end of a swim & dive meet or water polo game, the host club is responsible for entering the competition results into the website.
  - For swim/dive meets, the Dual Meet Score Sheet should be faxed within 24 hours of the end of the meet by the host club to Miral at **888-316-4512** (same as last season). These score sheets will be made available on the website for downloading in PDF format soon after receipt. Please make the writing legible and dark enough to make a readable fax.
  - Upon entry into the website, the scores are also automatically emailed to the respective Swimming, Dive and Water Polo VPs and Coaches Reps.
- Each Club Swim Chair will be given at least two UserIDs to access the “Club Management” section. These can be used by whomever the Swim Chair designates: self, coaches, staff, etc. But, the Swim Chair is ultimately responsible for reporting competition results and the actions of whomever uses their Club’s UserIDs.

### Login and Logout

- **To Login**, first go to <http://www.fcsl.info>
- Click on the “Club Management” link near the bottom of the left-hand-side menu.
- If this is the first time you’ve click on this link, you will be asked to Log in.
- Type in your UserID and password. These are both case-sensitive, e.g., “SWIM” is not the same as “swim”.
- Click the *Log In* button. If successful, you’ll get a link to the *Club Management* page.
- Until you logout, all subsequent clicks on the “Club Management” page will not require login.
- **To Logout**, click the “Logout” link on the left-hand-side menu, or just close your browser.

### **After logging in, you can do the following:**

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| <ul style="list-style-type: none"><li>• Swim/Dive Meets<ul style="list-style-type: none"><li>- Report swim and dive scores</li><li>- Delete a reported result</li><li>- Get meet score sheets</li></ul></li><li>• Water Polo Games<ul style="list-style-type: none"><li>- Report results for your midget, junior and/or senior games</li><li>- Delete game results</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Post Website Messages<ul style="list-style-type: none"><li>- For your division, which just shows up on the Division page</li><li>- For Water Polo, which just shows up on the Water Polo page</li><li>- An Urgent Message, which shows up on all pages in red</li></ul></li><li>• Submit a Swim Referee Evaluation</li><li>• Update Club Info</li></ul> |
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## **Notes to Club Management Functions**

### 1. Reporting swim & dive meet results

- You will have a chance to confirm your entry or deletion before it is recorded.
- To change a reported score, delete it and then report it again.
- After reporting, check your *Division* webpage to make sure your score was recorded correctly.

### 2. Reporting water polo game results

- You will have a chance to confirm your entry or deletion before it is recorded.
- To change a reported score, first delete it and then report it again.
- After reporting, check the *Water Polo Standings* webpage to make sure it was recorded correctly.

### 3. PDF copies of meet score sheets are large files, so downloading could take a while.

### 4. When changing your password, please remember it, as there is no chance to confirm it before it is changed.

### 5. Message Posting

- All messages are automatically time-stamped.
- Urgent messages should only be put up for truly, highly time-sensitive information, such as last-minute event cancellations due to weather.
- Remove your own messages in a timely manner.
- It is OK to remove someone else's message if it has obviously expired.

For help, contact Miral Kim-E at [webmaster@fcsf.info](mailto:webmaster@fcsf.info) or 949-533-0958