

FCSL.info

Website Usage Guide 2015

General Score Reporting Procedures

- **Within 24 hours** after the end of a swim & dive dual meet or water polo game, the host club is responsible for entering the competition results into the website.
- Swim Chairs often delegate this duty to their Swim Coach.
 - Upon input into the website, the scores are also automatically emailed to the respective Swimming, Dive and Water Polo VPs and Coaches Reps.
 - Please scan/email Dual Meet Score Sheets within 24 hours of the end of the meet from the host club to **entries@fcsl.info** Other teams in your Division are entitled to see your score-sheets.
 - These score sheets may be made available on the website for downloading in PDF format after receipt. Please make sure the writing is legible and dark enough to make readable before scanning.
- Each Club Swim Chair is given at least **two User IDs** 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 User IDs.
- New Swim Chair or Swim coach? Please ask the webmaster if you do not have the I.D’s.

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 User ID 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:	
<ul style="list-style-type: none"> • Swim/Dive Meets <ul style="list-style-type: none"> - Report swim and dive scores - Delete a reported result - Get meet score sheets • Water Polo Games <ul style="list-style-type: none"> - Report results for your midget, junior and/or senior games - Delete game results • Submit a Referee Evaluation <ul style="list-style-type: none"> - For Swim, Dive, & Water Polo Referees 	<ul style="list-style-type: none"> • Post Website Messages – <ul style="list-style-type: none"> - For your Division (only shows up on the Division page) - For Water Polo (only shows up on the Water Polo page) - An Urgent Message (shows up on all pages in red) • Update Club Info <ul style="list-style-type: none"> - List of phone numbers and email address for all Chairs and Coaches and more. - Add a new position or delete one by clicking on the link in the green highlighted line. - Please update promptly! • Place Job Ad for your FCSL Club

Notes on 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. The webmaster can obtain it if you cannot find it.
- 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 Webmaster or entries@fcsl.info