

RAMONA PONY BASEBALL

HOW TO Submit Game Highlights

A Step-by-step Tutorial

2008



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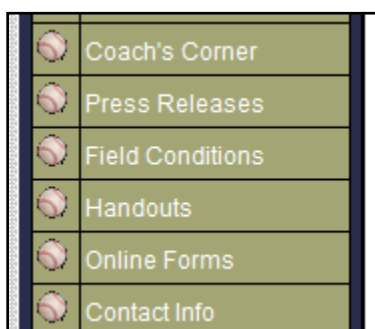
REVISION	DATE	DESCRIPTION	AUTHOR
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PURPOSE

The purpose of this document is to provide scorekeepers and managers with a step-by-step tutorial describing how to enter Game Highlights on the league website. Game Highlights must be submitted no later than Sunday evening to be eligible for submission to the Ramona Sentinel.

PROCEDURE

1. Navigate your web browser to <http://www.ramonabaseball.com/>.
2. Click on the link labeled "Online Forms"



3. Navigate down the page and click on the link labeled "Weekly Game Highlights Report"

 A screenshot of a website page. On the left is a dark blue sidebar with a 'Links' section containing a 'Join Our E-Mail List' button with a 'Click Here' link, and a 'powered by LeagueLineup' logo. The main content area has a white background and contains text about equipment and sponsors. At the bottom, there is a green footer bar with the text 'Ramona PONY Baseball'.

how they may be able to improve.

- **Used Equipment Advertisement**
Our young players grow quickly. Many players grow out of perfectly good equipment. Don't let good used equipment sit in your garage. Registered players can post their used equipment to ramonabaseball.com for free for up to 30 days. Use this online form to create and submit your advertisement. All advertisements are subject to approval.
- **Sponsor Form**
Thank you for your interest in sponsoring Ramona Baseball. The support of our sponsors make it possible to provide nearly 500 youth baseball players from our local community with an opportunity to learn baseball and life lessons.
- **Weekly Game Highlights Report**
Game highlights should be reported to the league by the scorekeeper no later than noon on the Monday following weekend games. The information from this report will be submitted to the Ramona Sentinel.

Ramona PONY Baseball

4. Complete the form fields. If you are the official scorekeeper, submit highlights for both teams. If you are the visiting scorekeeper, complete as much of the form as possible.

Weekly Game Highlights Report

Submit your game highlights online by completing the form below. The form should be completed by the Official Scorekeeper, but both scorekeepers are welcome to submit their comments. The information from this form will be submitted to the Ramona Sentinel.

! Your Name:

! Your Title:

! Division:

! Field:

! Date Played:

HOME TEAM STATISTICS

! Team Name:

! Score:

Hits:

Home Team Game Highlights

5. When finished, press the button at the bottom of the page labeled “Submit”. Your highlights will be sent to the Head Scorekeeper via e-mail. The Head Scorekeeper will compile the highlights and submit them to the Ramona Sentinel late Sunday evening.

Frequently Asked Questions

Q: What is the deadline for submitting game highlights?

A: The Ramona Sentinel needs game highlights submitted by Sunday evening to be eligible for Thursday’s paper run. Please submit game highlights by 4:00 p.m. on Sunday evening.

Q: What if I am not the official scorekeeper and don’t have game highlights for the home team?

A: Although game highlights are the responsibility of the official scorekeeper, the visiting scorekeeper can submit game highlights. The visiting team scorekeeper should have an unofficial book that closely resembles the official book. Please complete as much of the highlights form as possible to ensure both teams are recognized in the newspaper.

Q: Where do I enter team statistics and game results for the website?

A: Game highlights and game results/statistics are entered differently. Game results and team statistics are entered from the Administrator section of the website. You should have received instructions and a login name to enter game results and statistics.