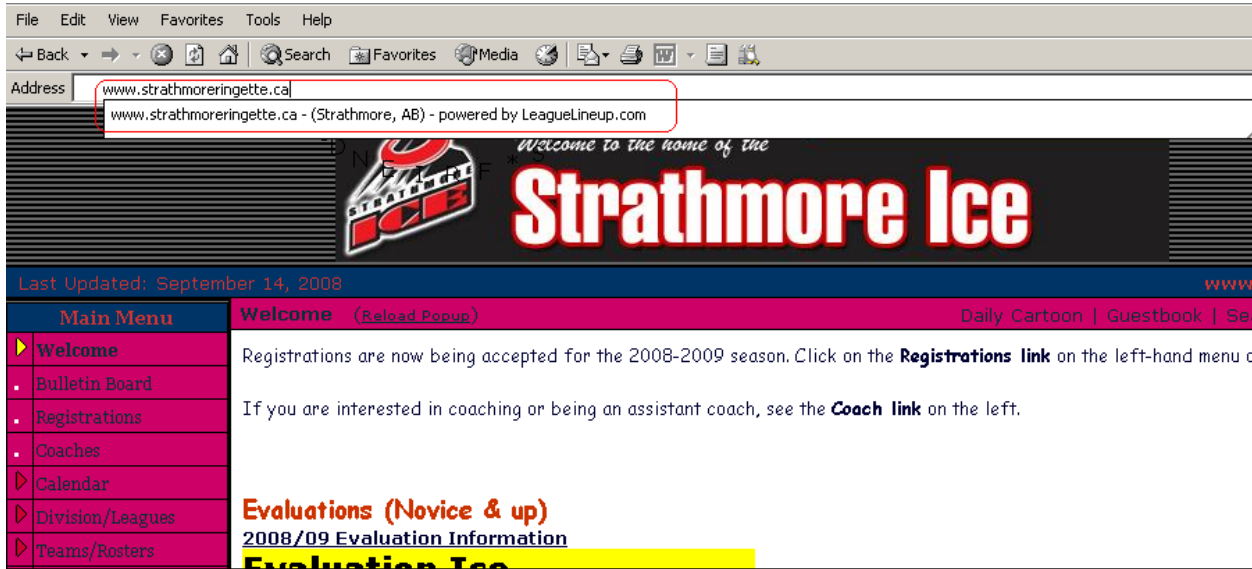


# SMRA Team Manager Game Score Job Aide

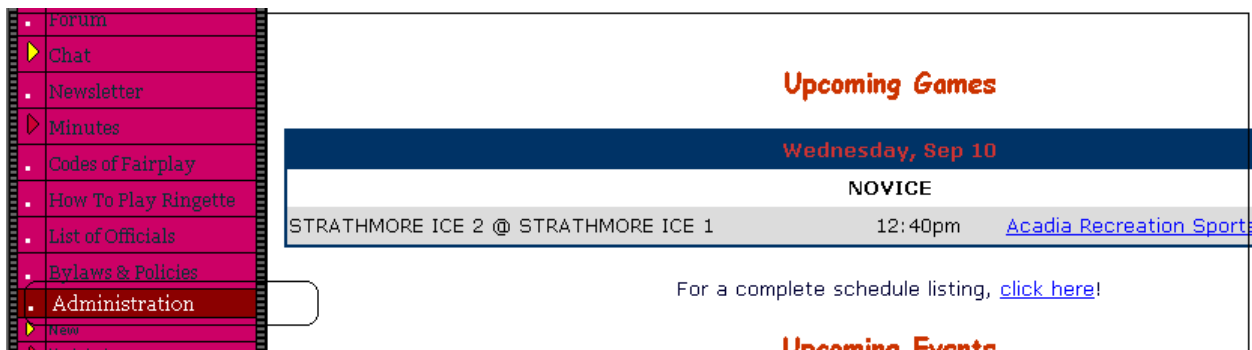
This Job Aide is an *easy to use* tool that will assist you in the process of entering your team scores onto the Strathmore Ringette website.

Step 1: Open your Internet explorer and enter the Strathmore Ringette website address [www.strathmoringette.ca](http://www.strathmoringette.ca)

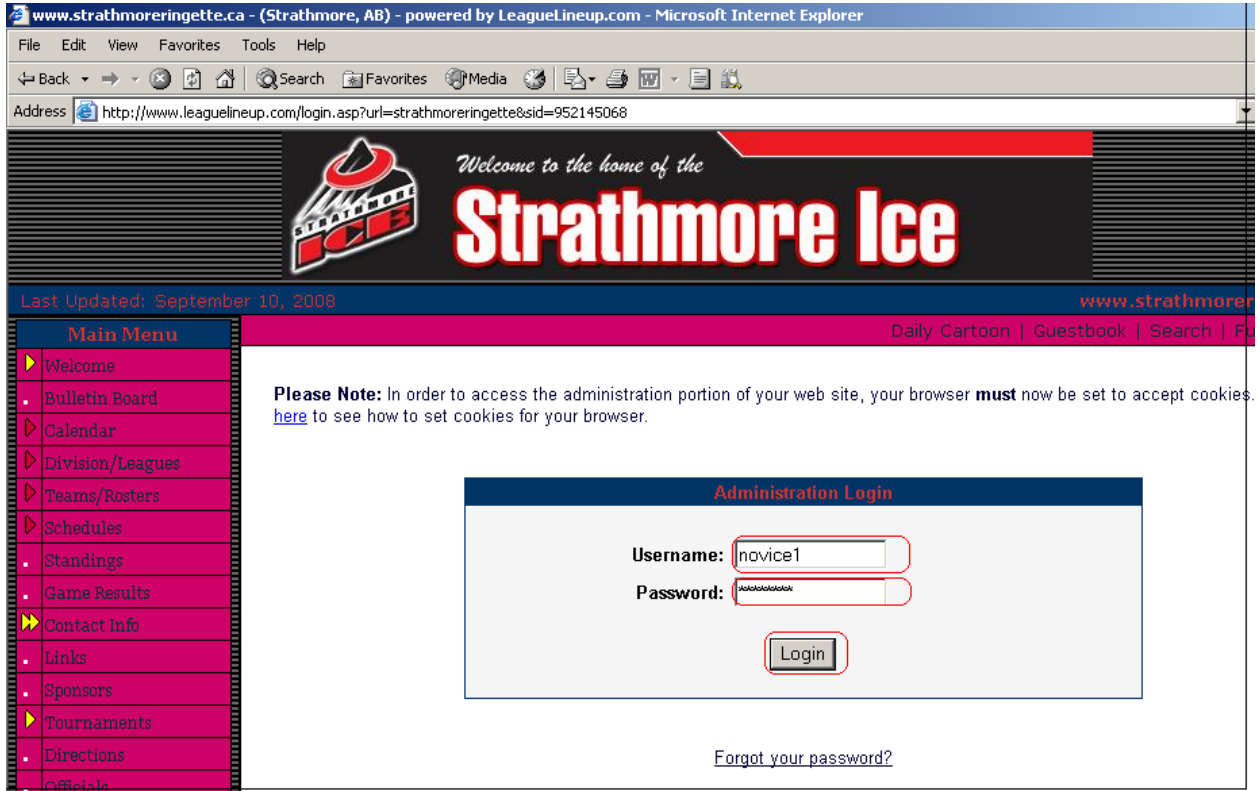


Step 2: On the left sidebar menu you will see the Administration link.

- Click on the Administration Link



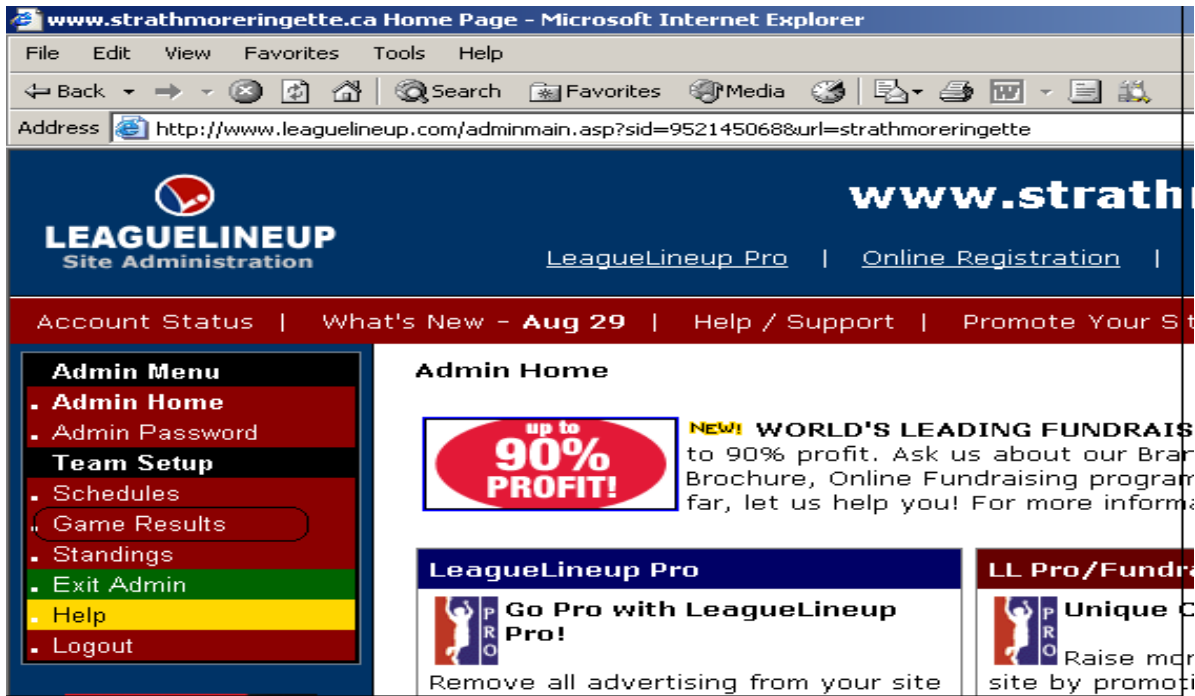
Step 3: The Administration Login Screen will appear.



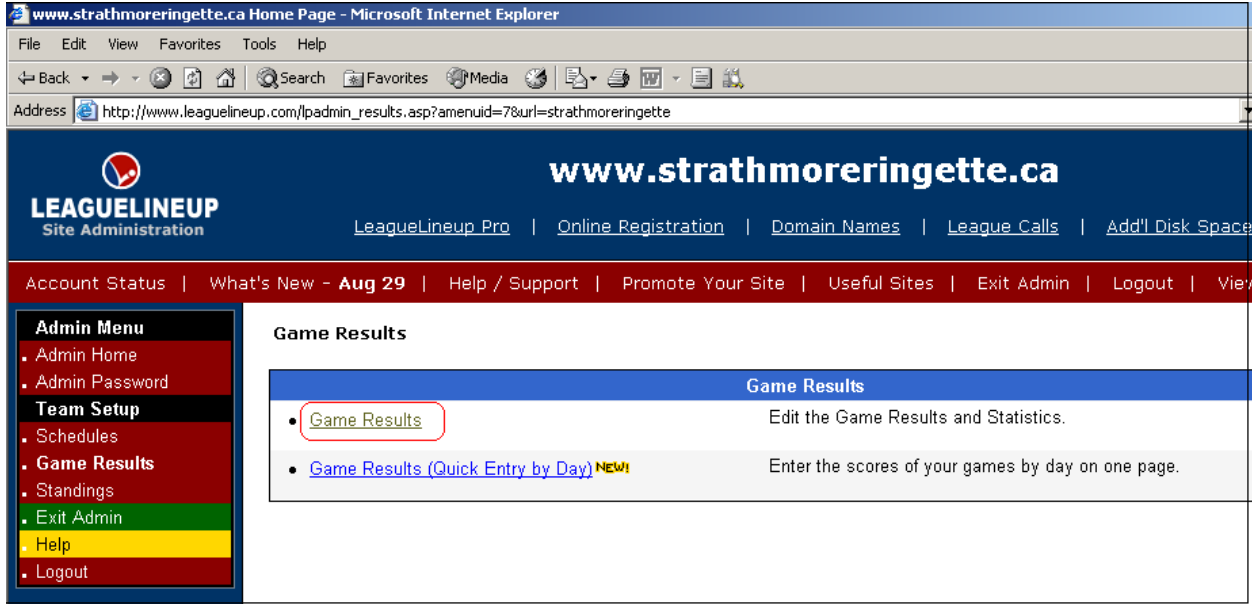
- Enter your Username (Provided to you by the Marketing Director)
- Enter your Password (Provided to you by the Marketing Director)

A new screen will load and appear.

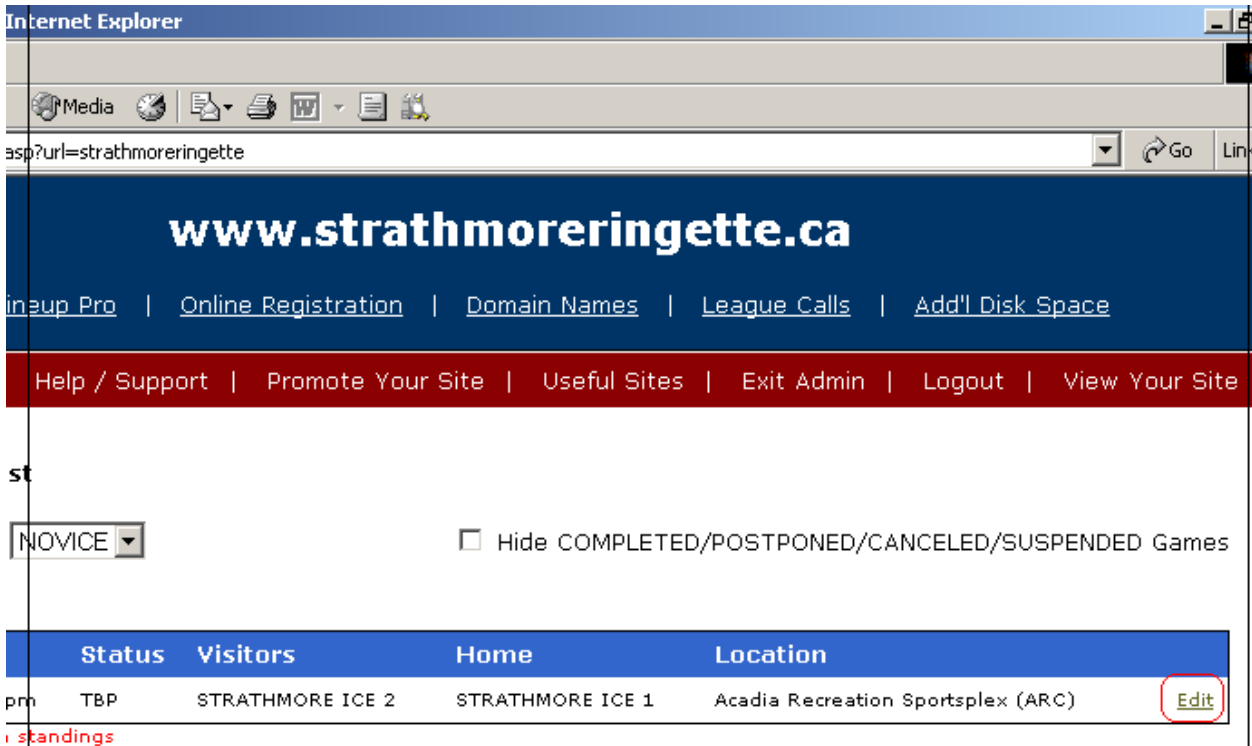
- Click on Game Results.



- Click on new “Game Results” that will appear.



- Click on the word “Edit” beside the game you wish to enter the scores for.



On the screen that will appear (as seen below), you can enter the game information such as:

- Goals per period
- Final score
- Game status
- Periods played

You can also create a catchy headline and write a summary of the game. This can also be the same as the blurb emailed to the Marketing Director for the weekly publication of the *Strathmore Standard*.

The screenshot shows the 'Edit' page for a game between STRATHMORE ICE 2 and STRATHMORE ICE 1 on 9/10/2008 at 12:40:00 PM. The page features a score table with 15 periods and a final score column. The 'Game Status' is set to 'To Be Played' and 'Periods Played' is set to '0'. There are also checkboxes for 'Exclude game from standings', and text input fields for 'Headline' and 'Summary'. The 'Save Changes' and 'Cancel' buttons are at the bottom.

Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	F
STRATHMORE ICE 2																0
STRATHMORE ICE 1																0

- Click “Save Changes” to save the changes you have made.

**Note:** You may want to copy and paste the Summary into an email to send to the Marketing Director for the weekly publication of the *Strathmore Standard* before you save the changes to this page.

- Click “Logout”.

#### Formatting Guidelines for the *Strathmore Standard*:

- When using player’s names, you must use the First and Last name. (Should you submit a story using only partial names, the *Strathmore Standard* will not print it even though the Marketing Director submits it).
- If you are submitting a picture for print (i.e.: your team may have won a medal at a tournament and you’d like to put a picture in the paper), you must identify each person in the photo.
  - I.e.: Back row, left to right, first and last name
- The *Strathmore Standard* has the right to select what they publish. Even though we submit, they may not print it although they are usually quite good at putting everything in.

**Please ensure you have the correct spelling of player’s full names.**