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[www.clubsoftball.org](http://www.clubsoftball.org)

## NCSA TEAM MANAGER INSTRUCTIONS

The NCSA website enables team managers to login directly to the site and make changes on behalf of their team directly. Such changes include: changing the team's logo image; changing the team's contact email; changing the team's external website link; uploading player stats for each game played; and adding the day, start time, field name, and address for all home games. Additionally the team manager is able to log in and view the players awaiting approval to be added to the team roster as well as those who have already been approved.

### IMPORTANT NOTE:

It is important that team managers logging in to the website be sure that the content that they upload is appropriate and accurate. Use of foul language or knowingly uploading false statistics can result in the team being placed on probation by the NCSA.

We have experienced some school email servers blocking our emails to school issued email addresses. We recommend using a personal email such as gmail, yahoo, or Hotmail so that your account confirmation reaches you.

Here are the steps to begin accessing the CollClubSports Management Portal IF YOU DO NOT ALREADY HAVE LOGIN CREDENTIALS. IF YOU DO, PLEASE PROCEED TO STEP 2:

STEP 1: Send an email to [Lacie.Lautner@collclubsports.com](mailto:Lacie.Lautner@collclubsports.com) with the subject line "NCSA Team Manager Login Request". In the body of the email simply list the first and last name of the team's designated team manager who will be in charge of accessing the NCSA Site Manager, their position with the team (example Head Coach, President, Vice President, Statistician, etc), and school team name. A Username and Password will be emailed to you shortly.

Example:

Send	To...	<a href="mailto:Lacie.Lautner@CollClubSports.com">'Lacie.Lautner@CollClubSports.com'</a>
	Cc...	
	Bcc...	
Subject		NCSA Team Manager Login Request

Melanie Tunkey  
President  
Penn State University



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STEP 2: In the email you receive you will find your username and password as well as a link to login. You can use this link or you can access the ColClubSports Management Portal by going to <https://div2.clubsoftball.org/> then clicking on the LOGIN button in the top right hand side.



Login       

LEAGUE INFO POSTSEASON SPRING TRAINING CONTACT SPONSORS SHOP DIVISIONS

STEP 3: On the ColClubSports Management Portal screen, go to “Existing User/Returning Player Login” and enter your email/username and password. Notice the forgot password button underneath for future reference.

## Colclubsports Management Portal

Welcome to the ColClubSports Management Portal.

**INSTRUCTIONS:**

PLAYERS – If this your first time accessing the ColClubSports Management Portal, CLICK the 1st TIME I directly to the EXISTING USER/RETURNING PLAYER LOGIN.

LEAGUE ADMIN, CONFERENCE COORDINATORS, TEAM MANAGERS, OR RETURNING PLAYERS - Looking PLAYER LOGIN to gain access.

### Existing User/Returning Player Login

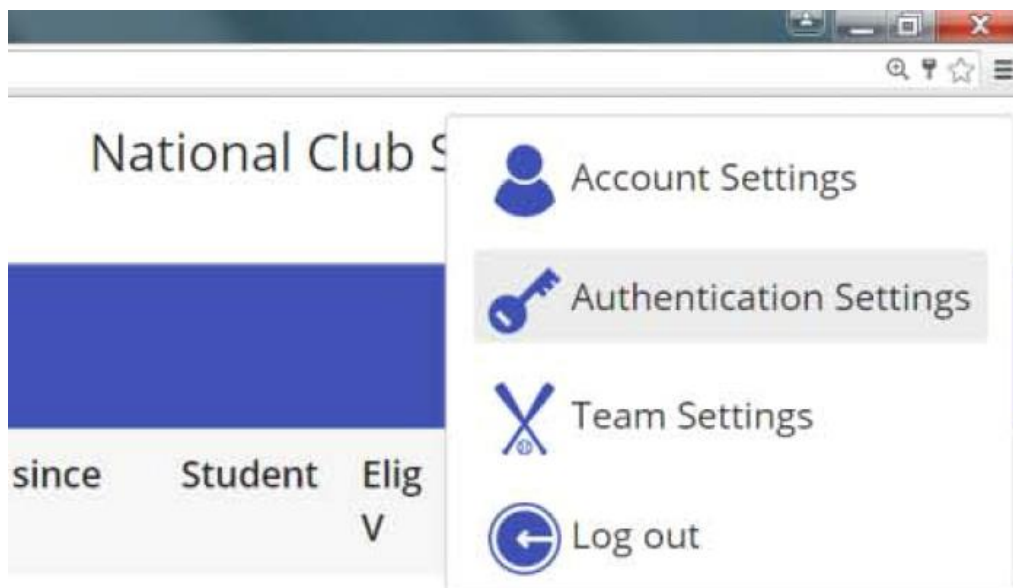
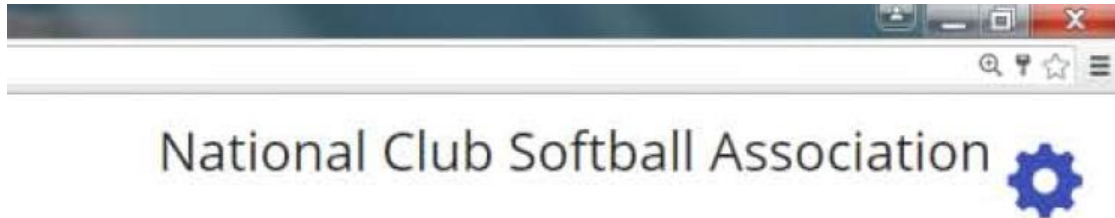
E-mail

Password

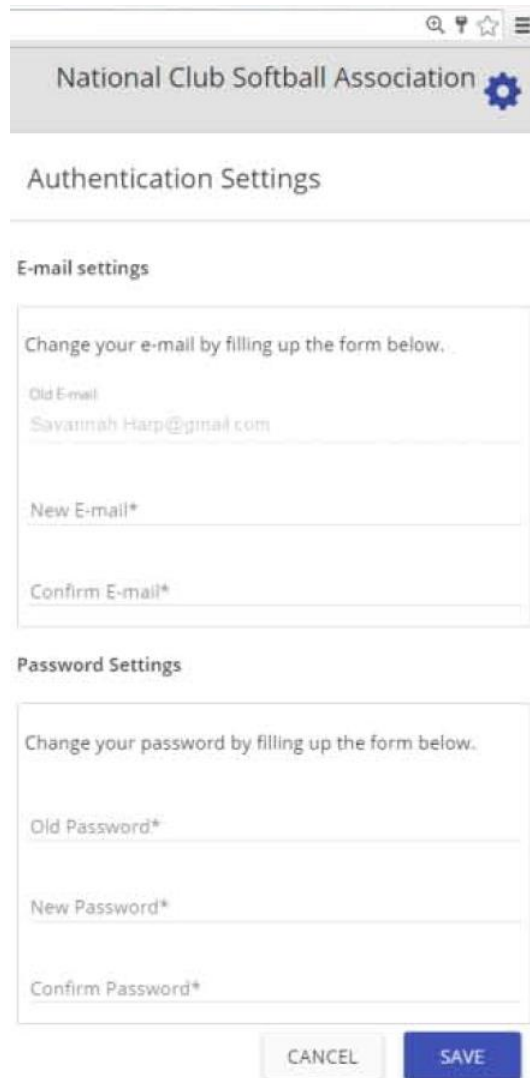
Remember e-mail

[FORGOT PASSWORD?](#)

STEP 4: Once in, click on the Gear in the top right corner. Then click on Authentication Settings.



STEP 5: From here you can change your username/email if needed and you can change your password to something a bit easier to remember than the auto generated one you were originally sent. Don't forget to hit SAVE after making any changes.



National Club Softball Association

### Authentication Settings

#### E-mail settings

Change your e-mail by filling up the form below.

Old E-mail  
Savannah Harp@gmail.com

New E-mail\*

Confirm E-mail\*

#### Password Settings

Change your password by filling up the form below.

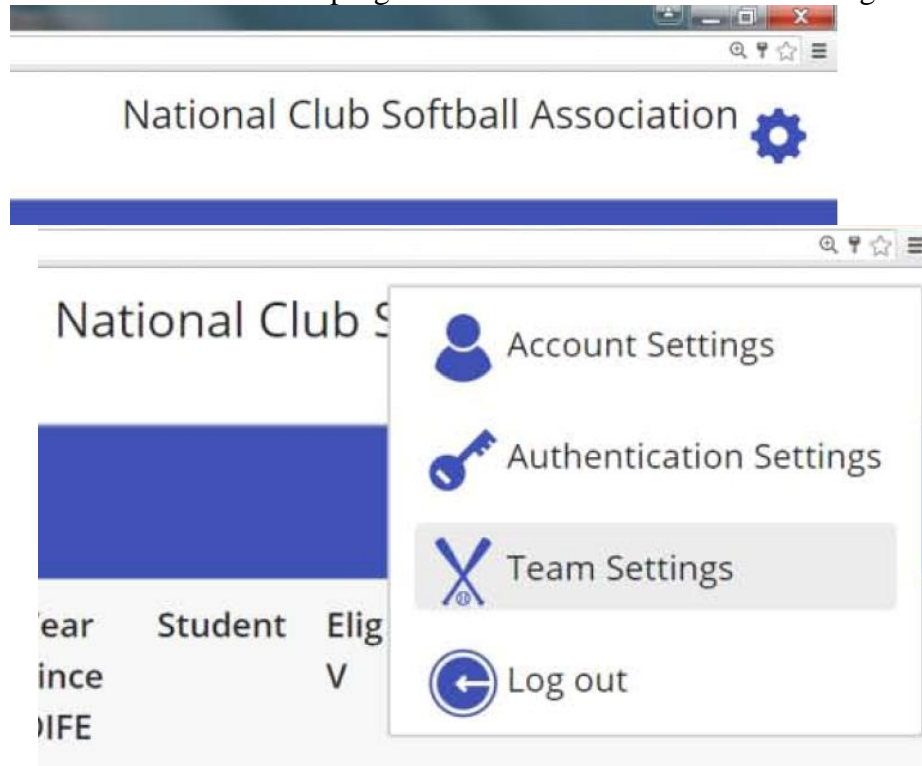
Old Password\*

New Password\*

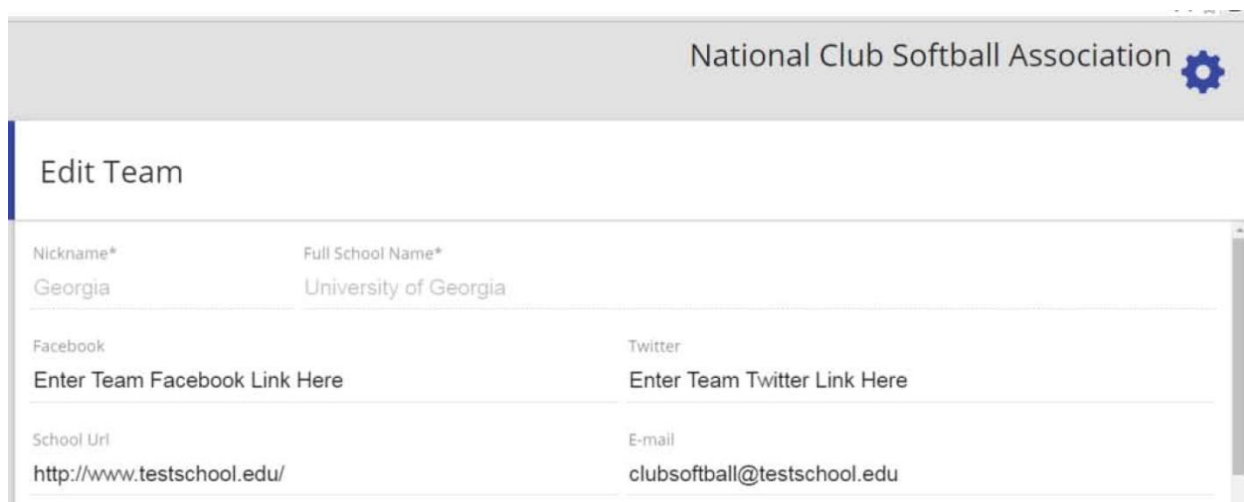
Confirm Password\*

CANCEL SAVE

STEP 6: Again, click on the Gear in the top right corner. Then click on Team Settings.



STEP 7: From here you can add/change your team's Facebook and/or Twitter links, team email address, or edit your school's website url. These contact/social media links will appear on your team page on the front end of the NCSA website. Don't forget to hit SAVE at the bottom after making any changes.

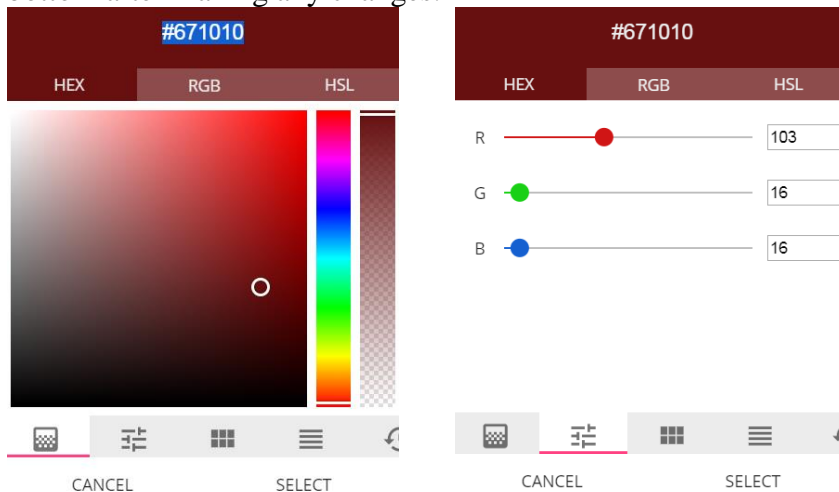


National Club Softball Association	
Edit Team	
Nickname*	Full School Name*
Georgia	University of Georgia
Facebook	Twitter
Enter Team Facebook Link Here	Enter Team Twitter Link Here
School Url	E-mail
http://www.testschool.edu/	clubsoftball@testschool.edu

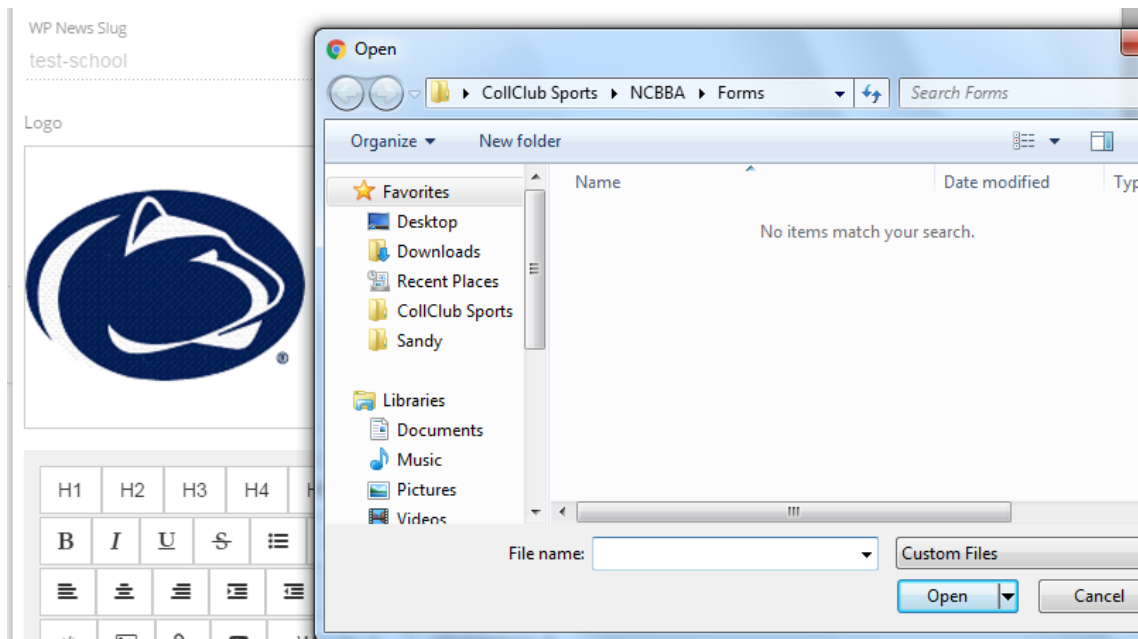
**STEP 8:** Every team has their own team page on the NCSA website, you can control the main color of your team page so that it appropriately matches your school's colors. To start simply click on the dot under "Team Color".



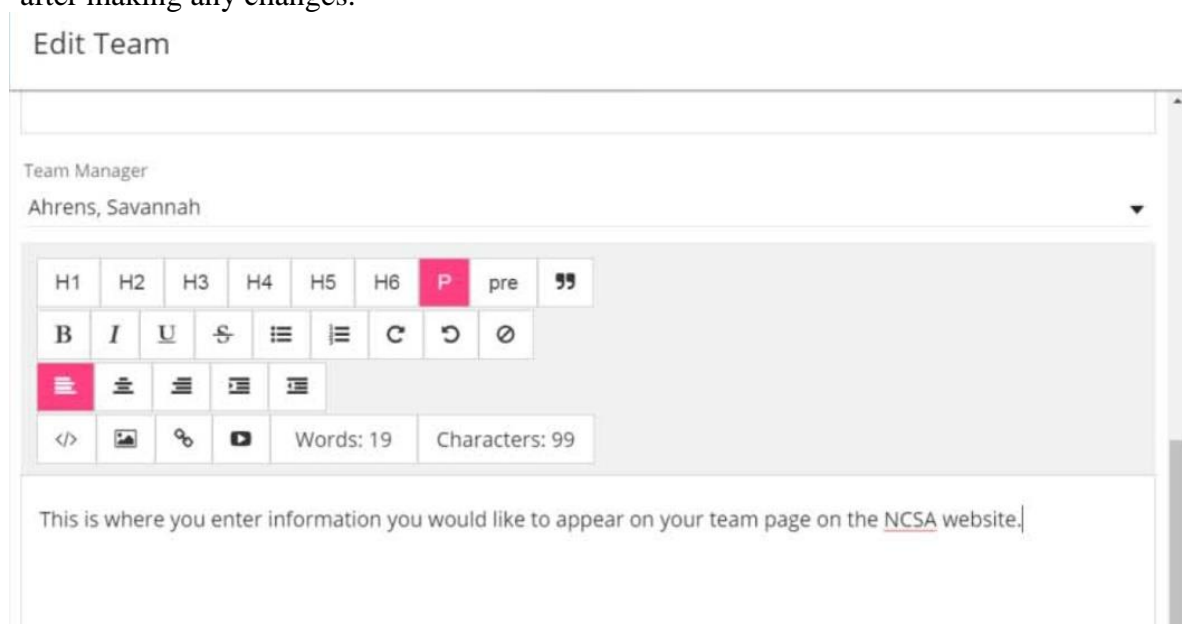
A box will open up that will allow you to drag to the color you feel matches your school colors best. If you know your school color RGB color code, you can set your website color to exactly match your school colors by clicking on the 3 broken lines above "CANCEL", then plug in the RGB color code for you school color and click SELECT. Don't forget to hit SAVE at the bottom after making any changes.



**STEP 9:** Additionally, on this page you can change your school's logo that is linked to your team on the front end of the NCSA website. To change the logo, simply click on the logo that is currently there and browser window open prompting you to upload another logo. **KEEP IN MIND:** For best results use a high resolution version of your logo and it should be dimensionally **SQUARE** or else it will appear skewed on the website. Don't for get to hit SAVE at the bottom after making any changes.



**STEP 10:** Additionally, on this page you can scroll down and get to a section where you can control the content on your specific team page on the front end of the NCSA website. There are editing options that allow you edit text, upload links, post video, or pictures. This is great for customizing your team page with perhaps a team picture, highlight video, announcements about tryouts, or perhaps even promoting a team sponsor. Don't forget to hit SAVE at the bottom after making any changes.



**STEP 11:** **This step is VERY IMPORTANT.** You'll notice there is an auto generated "Team Code" listed on the right hand side of this menu. This Team Code is specific for your team, and must be referenced by your players when they complete the online player registration. Before any of your players can become eligible to compete in the NCSA, they must first complete the online player registration. Player registration instructions will be sent separately. When they begin the process of completing their player registration, they will be asked to enter a Team Code which they will need to get from you. When your Team Code is entered during the player registration process, this is what tells the database that the player is registering to eventually be added to your team's roster as opposed to a different team in the NCSA. So make sure you let all of your players know what your team code is prior to them completing their player registration. If at any time you feel your team code has been compromised and needs to be changed, simply click on the two pink arrows to the right and the system will auto generate a new team code for you.

Team Code

Bulld5200





Below are further instructions on how you can use the CollClubSports Management Portal to control other aspects of the NCSA website:

## ROSTER

Dashboard	Roster
Roster	First Name Last Name Last 4 Social Pro Age at Enroll Year since DIFE Student Elig V Elig C Elig T Gender Last Updated
Registration Queue	
Player of Week	
Game	

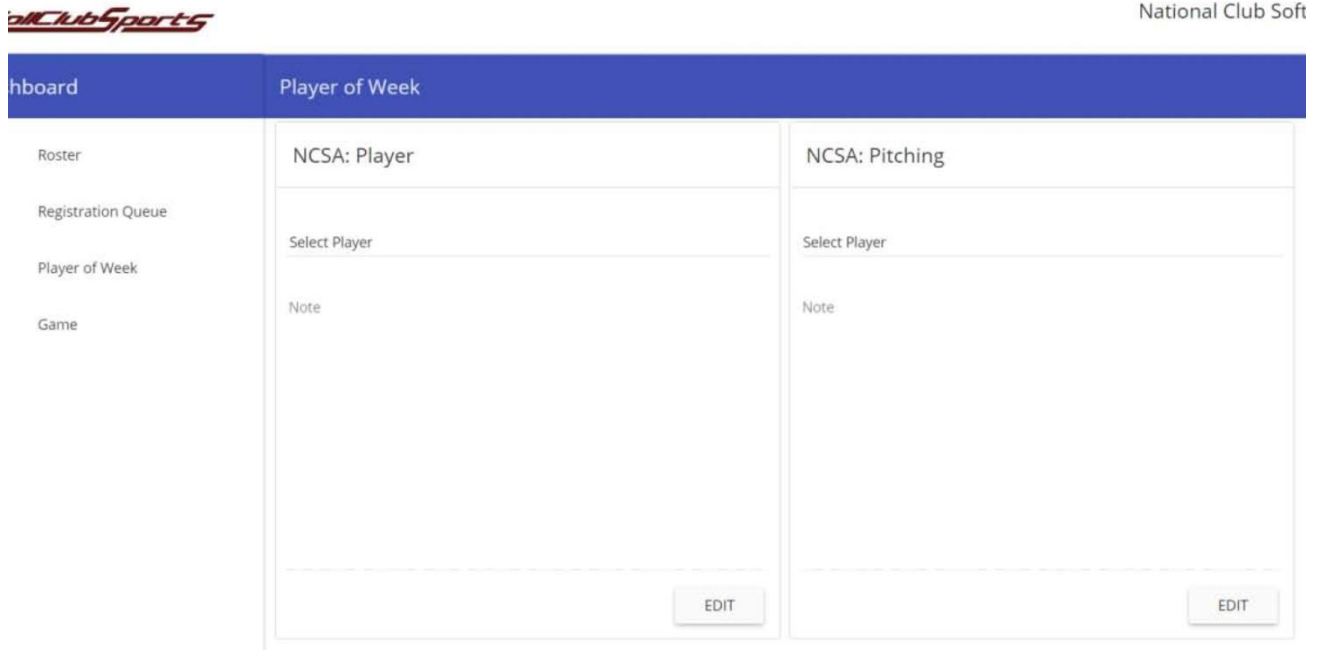
- This tab will display a list of the players currently on your eligible NCSA roster. The players on this list are the only players currently eligible to compete in any NCSA-sanctioned softball games. Only the players on this Roster list show up on the front end of the NCSA website on your official roster. Additionally, only the players on this list are eligible for selection as player of the week and only these players are able to have stats recorded for them.
- Players get on this list by completing the online player registration and then being approved by the NCSA front office as being academically eligible to compete via the Academic Eligibility Letter.

## REGISTRATION QUEUE

Dashboard	Registration Queue
Roster	First Name Last Name Last 4 Social Pro Age at Enroll Year since DIFE Student Elig V Elig C Elig T Gender Last Updated
Registration Queue	
Player of Week	
Game	

- This tab will display a list of the players currently awaiting approval by the NCSA front office as being academically eligible to compete. This may be because their name has not yet been included on an Academic Eligibility Letter sent to the NCSA or perhaps they have recently registered and the NCSA has yet to process their eligibility clearance. The players on this list are NOT yet eligible to compete in any NCSA-sanctioned softball games.
- If a player has red text to the right of their name, it means they are not eligible to compete in the NCSA for that particular reason.
- Players get on this list by completing the online player registration.

## PLAYER OF THE WEEK




- This tab enables you select up to two players at a time (one player and one pitcher) from your Roster and have them displayed on your specific team page on the front end of the NCSA website.
- Simply click on EDIT, and then select the player you want to honor from the drop down list. In the notes section, add a description of what she did that week to be the team's player of the week. It's good to mention how many games the player competed in that week, who the opponent(s) were and including stats is encouraged. Then simply click SAVE.
- It is important to get your team player/pitcher of the week selected and posted to no later than midnight each Monday night because every Tuesday the NCSA looks at all the team players of the week posted on the NCSA website and from that group selects the conference player/pitcher of the week honorees. Likewise each Wednesday, the NCSA selects the National Player/Pitcher of the week winners. Thus it's important to not only post your team player/pitcher of the week on time but also to "sell" your player's performance by posting a meaningful description of their performance for that week.

## GAME

Dashboard	Game						
Roster	Week	Game	Visiting Team	Score	Home Team	Score	Last Updated
Registration Queue	Week 1	Game 1	Gonzaga		TEST SCHOOL		10/28/15 8:57 PM
Player of Week	Week 3	Game 1	TEST SCHOOL		Texas		11/2/15 1:52 AM
Game	Week 9	Game 1	TEST SCHOOL		Tennessee Tech		11/2/15 1:53 AM

- This tab enables you to upload game stats for your players and upload game logistics such as day of game, start time, and venue/field name and address for your home games and away games where your opponent is not a member of the NCSA. Please note that you do not have access to upload game location details for games where you are the visitor and the home team is another member of the NCSA. In this case, they have access as home team to upload these details.
- To upload game details or stats for a game, simply click on the game which you want to upload content for.

National Club Softball Association 

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Edit Game Notes

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**Test Team vs Georgia**

Game 1: Week 2 09/19/2016 - 09/25/2016

Venue Name  
Enter Venue Here

Venue Address  
Enter Address Here

Saturday ▼

Official Start Time  
1:00pm

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GAME STATS

- Simply enter the name of the venue/field where the game is being played, the street address, pick the day of the game from the drop down, and select the start time and hit SAVE.
- Or click on GAME STATS to move to the stat entry page for that game.

Game Stats

Test Team vs Georgia

Game 1: Week 2 09/19/2016 - 09/25/2016

OFFENSIVE STATS

PITCHING STATS

Select Player  Game Played

AB	R	H	2B	3B	HR	RBI	BB
0	0	0	0	0	0	0	0
IBB	SO	SB	CS	SAC-F	SAC-B	HBP	
0	0	0	0	0	0	0	

UPDATE

First Name	Last Name	Game Played	AB	R	H	2B	3B	HR	RBI	BB	IBB	SO	SB	CS	SAC-F	SAC-B	HBP	Last Updated
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BACK

CANCEL

- Select the first player on your roster from the drop down list that you want to upload stats for that game. Check the box that she played in that game, then toggle up and down the number/stats for that specific game. Then click UPDATE. The site will calculate the totals and percentages for you. These stats will display on the front end of the NCSA website under the players bio, your team stats page, your specific team page, and the league leaders stats page.
- Then select the next player from the drop down that you want to enter stats for that game.
- After you have finished entering all player stats for that game, click the BACK button so that you can move on to the next game you want to enter stats for.

Thank you for taking the time to learn how to use the CollClubSports Management Portal. Please save these instructions should you need to reference them in the future or need to pass them along to future officers. By taking advantage of the full functionality of the NCSA website you help the NCSA to be the best collegiate softball organization it can!