

# Sports Engine Data Input Instructions

[www.ohiohighschoolacrossecoachesassociation.com](http://www.ohiohighschoolacrossecoachesassociation.com)

From search engine- <https://www.ohiohighschoolacrossecoachesassociation.com/>

**Login-** Username & Password

Top Left- **Edit**

Top Right- **OHSAA Boys Lacrosse**

From Drop Down Box- **Choose Your Region**

Then-**Choose Your Team**

**You are now on Your Team Page: Click on EDIT MODE (on left side)**

## Game Schedule

**Select** Game Schedule

**Add Game**

**Team 1 is YOUR team**

From the drop down box- **Select YOUR team**

From box to right- **Select Home or Away**

**Team 2 is your OPPONENT**

**If Team 2 is WITHIN your Region**

Use drop down box to select your opponent

**If Team 2 is OUTSIDE your Region**

Select **Outside League**

**Site-** OHSLCA (only option)

**Association/League-** Select the Region your opponent is in

**Team-** Select your opponent

**If your opponent is NOT in the OHSAA**

**Custom Opponent**

**New Custom Team-** Write in your opponent's school

**Game time-** Select Date & Time

**Venue- Location-** List name of HOME school or location of field

**Create Game**

Once game is created, it will populate your schedule on your Team page AND will populate the game on your opponent's Team page.

# Players or Coaches

From top bar- Select Roster

Select Coaches

Add Coach

Create New Coach

Coach Profile- First Name

Coach Profile- Last Name

Coach Title

Save Coach

From top bar- Select Roster

Select Players

Add Player

Create New Player

Player Profile- First Name

Player Profile- Last Name

Jersey Number (Can be added at a later date)

Position- Select Position from the list available. **Please Only Use:**

A (Attackman)

M (Midfield)

D (Defense)

LSM (Long Stick Midfield)

G (Goalie)

FOS (Face Off Specialist)

Grad Year- 2019, 2020, 2021, 2022

Save Player

## **Super Helpful Videos**

### **Adding games to a team page:**

[https://sportngin.desk.com/customer/en/portal/articles/619532-adding-games-to-a-team-page?b\\_id=15976](https://sportngin.desk.com/customer/en/portal/articles/619532-adding-games-to-a-team-page?b_id=15976)

### **Add logo to team page:**

[https://sportngin.desk.com/customer/en/portal/articles/1536687-how-do-i-add-a-logo-to-a-team-page-?b\\_id=15976](https://sportngin.desk.com/customer/en/portal/articles/1536687-how-do-i-add-a-logo-to-a-team-page-?b_id=15976)

### **How to add Page Elements (pictures, documents) to team page:**

[https://sportngin.desk.com/customer/en/portal/articles/1895550-page-elements?b\\_id=15976](https://sportngin.desk.com/customer/en/portal/articles/1895550-page-elements?b_id=15976)

### **Team Management Guide:**

<https://sportsengine.elevio.help/en/articles/193>

### **Add or Remove Players or Staff from Your Team Roster:**

<https://sportsengine.elevio.help/en/articles/819>

### **Edit the Profile of a Player on Your Team:**

<https://sportsengine.elevio.help/en/articles/195>

### **Schedule Games and Events in TeamCenter:**

<https://sportsengine.elevio.help/en/articles/196>