



Team League Captain Documentation

Entering Team Match Scores

Overall steps record a match score:

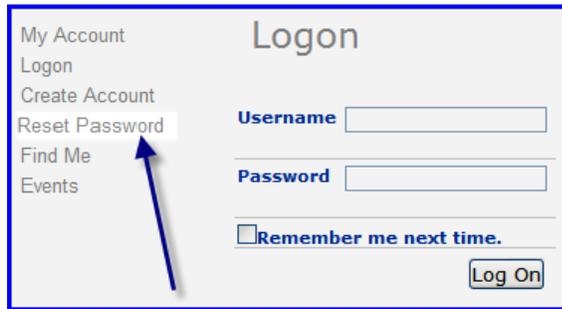
1. Logon to the website with your U.S. SQUASH username and password
2. Go to your team's page
3. Confirm Match is scheduled
4. Enter Match Results

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1. Logging in to www.ussquash.com

- Coaches must be logged in to the site in order to enter scores. If you are not sure if you have an account on the U.S. SQUASH website, you can check by searching for yourself by last name in the top right corner of our website where it says "Player Search".
 - If you cannot find that you have an active account, please create one by clicking on the "LOGON" button, then clicking "Create Account" and following the steps. Once you have an account in the system, please contact your league administrator or leagues@ussquash.com to be added as a coach/captain for your team.
- Go to www.ussquash.com. Click on "Logon" on the top left of the U.S. Squash page.
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the "reset password" button to have a new one emailed to you.



- If you have further problems with logging in to your account, please contact membership@ussquash.com for assistance.

2. Finding your League and Team on the Site

- From the www.ussquash.com site, click on the “Team Leagues” link on the right side of the next page. From there, scroll to the appropriate District and select your current league.
- To go to your team’s page, click on the appropriate division, and then on your team’s name.
- In order to manage your team’s roster, you must be listed on the team page as a captain or co-captain. If you are not, please contact your league administrator to be added as a coach/captain for the team.
 - Note- If your team is not listed on the site, please contact your league administrator to be added.

3. Confirm the Match is Scheduled

- Once at your team’s page, check to make sure the match is on your schedule.

League: CSA Men	Web Address: No Link Subm
Home Facility: College Squash Association-CSA	Team Number: 3213 (for us

Matches Played/ Scheduled						Download 'scheduled' matches to Outlook
Status	Match date/ Result	Opposing Team	Site	Outcome	Lineup	
Record	09/26/09	Purdue	Away	-	Add	
Record	11/14/09	Northwestern	Away	-	Add	
Record	11/14/09	Notre Dame	NW	-	Add	
Record	01/17/10	Washington	Away	-	Add	

Legend: **Conflict:** Scheduling conflicts, **Adjust:** penalties, extra points etc., **Round:** Playof

- If the match is not on your team’s schedule, please contact your league administrator to have it added.

4. Enter the Match Results

- From the team page, click on the “Record” button next to the match that is to be entered. This will take you to the match entry screen

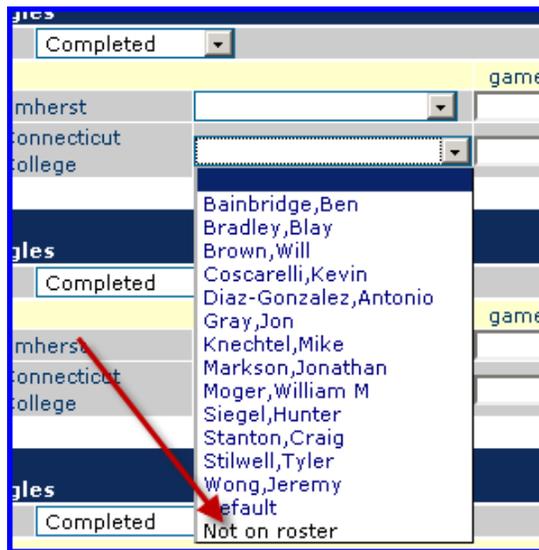
Matches Played/ Scheduled			Download
Status	Match date/ Result	Opposing Team	
Record	09/26/09	Purdue	
Record	11/14/09	Northwestern	
Record	11/14/09	Notre Dame	
Record	01/17/10	Washington	

Legend: **Conflict:** Scheduling conflicts, **Adjust:** pe

- Entering Results:

The screenshot shows a web form for entering match results. It is divided into two sections: '# 1 Singles' and '# 2 Singles'. Each section has a 'Status' dropdown menu (currently set to 'Completed') and a 'Winner' section. The 'Winner' section includes a radio button, a dropdown menu for the winning player (e.g., 'Purdue'), and a dropdown menu for the losing player (e.g., 'Illinois'). To the right of these are five columns for 'game 1' through 'game 5', each with a text input field for scores. Yellow callout boxes with red arrows point to the 'Status' dropdown, the winning player dropdown, the losing player dropdown, and the game score input fields. A fourth callout points to the radio button next to the winning player's name.

- First select the “status” for each match. If a match was played, select “completed”. For default and retired matches, see below.
 - Select the Players names from the drop down boxes. If a player’s name is missing, see below.
 - Select the winning player by selecting the radio button to the left of the players’ names.
 - Enter in the COMPLETE scores for each match, including points.
 - Once data entry is complete, select “Submit” at the bottom of the page.
- Match not played
 - If neither team fields players for a particular number, select “Double Default” as the status, and “default” for the name of each player.
- Default and Retired Matches
 - Default Matches:
 - Select “Default” as the status
 - Enter the winning player’s name, and select “default” as the player for the opposing team
 - Select the winning player as the winner
 - Enter in 11-0, 11-0, 11-0 as the score of a defaulted match, or 9-0, 9-0, 9-0 if HIHO scoring is being used.
 - Retired Matches (injury or default occurs during the match itself):
 - Select “Retired” as the status
 - Enter both players’ names
 - Select the winning player as the winner
 - Enter scores up to the point of the stoppage of the match
- Players not listed on roster
 - If the missing player is on your team’s roster, you must add them to your roster before entering the scores of a match.
 - If trying to enter a match and a player is not listed on the opposing team’s roster, use the following method:
 - When entering scores, select “not on roster” as the player name



- Enter the match as described above.
- If an error occurs:
 - If an error message is given, read the provided matches and correct the match entry of the appropriate matches.
 - **If you click on “submit” and all the data is wiped out without saving, this is a rare error that can be corrected. BEFORE CLICKING ANYTHING ELSE, Simply click the “back” button on your browser, which will bring up the players and scores again. From there, click on the “submit” button again, and the scores should go in properly. We apologize for this occasional error, and will continue to try to rectify the situation.

5. Editing Match Results prior to match entry

- A captain may edit match results prior to the other coach confirming the results of a match. To do this, they follow the same steps as entering a match, but instead of entering the whole match again, they will just edit the erroneous data
- Once a scorecard has been confirmed in the system, please contact the league administrator if you need to make any changes to the match.