
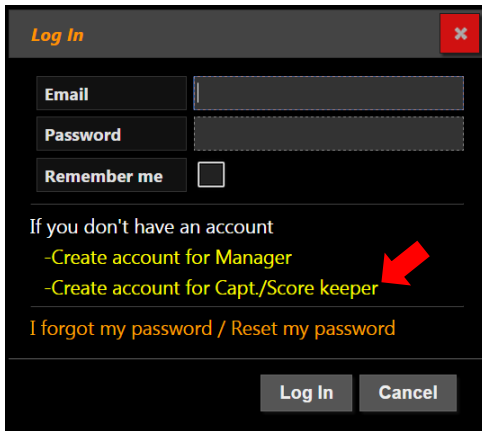




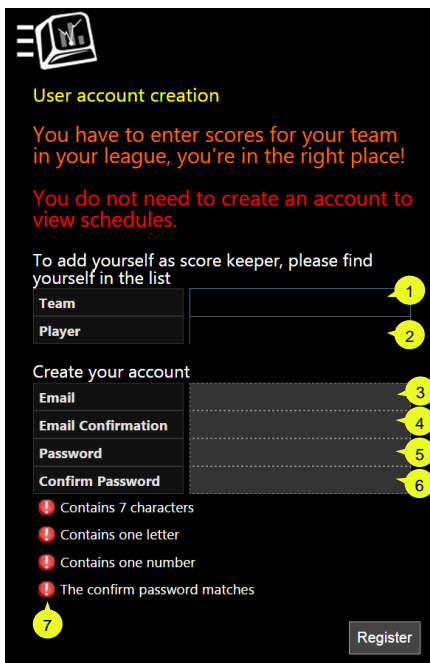
Create login account for scorekeeper

Each scorekeeper needs to have a “login name” and “password”.

1. Go on www.CompuSport.us and select your league.
2. From your league, click on “Log in” on the top right corner 
3. If you do not have an account, click on “Create account for Capt. /Score keeper”.



4. Fill up the information



1. Select your team.
2. Select your name.
3. Type your email.
4. Confirm the email address.
5. Type a password, verify the red dots to make sure it contain all the information needed.
6. Confirm the password.
7. Each red dot should be green to register

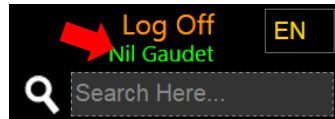
You will receive an email to confirm your account. Click on the link to activate. If you haven't received an email, check your Junk E-mail.

Your league operator will receive an email to confirm you have an account. He has to accept you before you can enter scores.



If you already have an account:

1. Find your league, click on **Log In** **EN** enter your email and password to log in.



2. Click on your name.

3. Then you can fill up the following information

Score Keeper

To add yourself as score keeper, please find yourself in the list

Team 1

Player 2

Add me as score keeper of that team 3

Change Account First Name / Last Name

First Name	Nil
Last Name	Gaudet

Change

This system keeps the status of some control to allow a better experience. The drop-down list, menus and column width retain the last state selected by the user. If you want to reset to default, you can use the option below.

Reset user data




1. Choose your team
2. Choose your name
3. Use this button if you need to be score keeper for more than one team

That information will be managed by the league manager on the CompuSport system.





How scorekeeping works



The **home team's scorekeeper** will have to fill up the score sheet after each match, on the system. Only one captain enters the score sheets, the opponent captain has to accept or reject.

- Log in
- Find your League
- Click on Waiting Score Sheets  **Waiting Score Sheets** (*Manage > Schedules | Charts > Waiting Score Sheets*)
- Find your match and click on it once to select.
- Click on  **Score** and fill the blank spaces.
 - Fill the Ero, 8 on Break, Table Run, for all games.
 - You can save and go back on the page if you want to complete it later.
 - When you are done, click on 

The **visitor team's scorekeeper** will click on the link received by email,

- Log in and then click on the match you want, then click on the  button at the top.

This scoresheet will have a “yellow flag” to its status  “Waiting for approval”

 - If the results are good, click on 
 - If you accept the scoresheet, the first Captain will receive a confirmation email and the stats will be automatically updated.
 - If there is something wrong, click on 
 - You will have to write the reason for rejection.

A screenshot of a dialog box titled "Reason for rejection" with a close button (X) in the top right corner. The text inside says "Please, explain why you rejected the score sheet." Below the text is a large, empty text area with a vertical scrollbar. At the bottom of the dialog box are two buttons: "Save" and "Cancel".

- At this time, an email will be sent to the other scorekeeper and the league manager to show them the reason.
- The first Captain (Score Keeper) will have to “Send for approval” again.
- Unless the league manager has set it to receive the rejections and deal with them themselves. If so, the first approval will be by the visitor team scorekeeper and the second would be the league manager.

When all approbations are done, this result will be included in the league stats.



Email Examples:

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This is an automated Message from CompuSport System.

League: COLORADO

The User Dave Bahor (BIG BROTHER) has entered the score of the game against CRAZY TEAM played on 09/15/2013 06:00 PM.

**You must log in and check the score sheet.
You will then have to accept or reject the score sheet.**

.....
This is an automated Message from CompuSport System.

League: COLORADO

The User Bob Pine (CRAZY TEAM) **has rejected** the score of the game against BIG BROTHER played on 09/15/2013 06:00 PM.

Reasons: John did a Ero on Second Round

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This is an automated Message from CompuSport System.

League: COLORADO

The User Bob Pine (CRAZY TEAM) **has accepted** the score of the game against BIG BROTHER played on 09/15/2013 06:00 PM.
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