

MGHCA.com Instructions for Coaches and Team Managers



Getting Started:

Logging in with an Existing NGIN Account:

- If you already have an NGIN account from last season or from another NGIN website, **Login** using that same Username and Password. Then click on the "Join This Site's Network" link in the grey Menu panel to the left side of the Home Page. Then send an email to **Tim Morris** (morrisgang@msn.com) letting him know your account has been added to the MGHCA website and that you'd like access to your team page for this season.

Creating a New Account:

- If you do not already have an account for the web site, please click on the "**Create an Account**" link in the upper left corner of the page.
- Enter a unique Username and Password for yourself (please write this down and keep track of it) and click "Sign Up".
- Follow the steps to "**Activate**" your account.
- You will then need to send an email **Tim Morris** (morrisgang@msn.com) with MGHCA.
- Send a brief message letting him know that you have signed up on the site – include your name, school, position with the team and contact number.
- Once approved, you will then be granted permission to access your team's home page(s) on the web site. The team pages are found under the "**Team**" section of the site.
- After permission has been granted, you will receive a confirmation reply. Then you can login, go to your team's page and begin editing the content, i.e. Roster, Game Schedule and eventually Game Results.
- **The Home Teams will be responsible for entering games to the schedule and game results.** Tournament Games and Results will be entered and managed by the Tournament Host.

Editing Your Team Page:

- When logged in and on to your team's home page, you will see the "**Edit Mode**" tab in the upper right corner. Click into "**Edit Mode**".
- **Content tab**: use the "**Add Page Element**" to edit or add Text, Photos, Documents, Events, News Articles, Links, Contact Info, Videos, etc. to your team's page.
- **Permissions tab**: invite other members of your staff or volunteer parents to create an account on the site as you did on the previous page. Use the "**Add Profile**" tool to grant editing permission to those members and have them assist you with maintaining your team page.
- You may also "**Add New Pages**" under your team's main page section to organize additional content. You can change the Page Status of a page from **Public** to **Private** to **Disabled**.
- If you'd like to update your team's logo or you team colors, click on the "Options" tab and then "Edit Page Details". Then click on **Sports Management** link. Or click over into the **Admin Control Panel** in the upper right. Then click on the **Website Tools** Tab and the **Sports Management** link. Click on the **Edit Team** link to the right.

Viewing Last Season's Content:

- On every team page, you will see a Season drop-down tool in the upper right. It will be set for the current season. Click and select "**More Options**" to display the previous season or seasons.
- If you have content on last year's team page that you'd like moved to the current season's page, click on the "Move" tool in the header bar of the Layout Container or the individual Page Element and select this year's team page to move the content.

Entering Your Home Games on the Schedule:

- On your Team Page, click over into **Edit Mode**, click on **Game Schedule**, and then **Add Game**. As Home teams should be entering their games, you should not need to adjust the "Home" setting for your team (Team 1). Select the visiting team ("Team 2"), Game Time and Location. Click "**Create Game**".
- **Note**: You will only be able to select the "**MGHCA Teams**" option for Team 2 as this league website is not "networked" with any other league sites. Therefore, you can ignore the "Outside League" option. If your team is playing a team outside the state/league, look for them listed in the MGHCA Teams list. If they are not in the list, please send an email to **NGIN** (ken.mcginley@tstmedia.com) and we will add them to the list and make them available.
- **Note**: For the "**Standings Options**" drop-down, you will not need to adjust this setting. Leave it set to "**Affects league and division standings**".

Entering Your Roster:

- On your Team Page, click over into **Edit Mode**, click on **Roster** and then **Create New Player**. Enter the player's information including name, email address (optional), position, number and graduation year. Click "**Save Player**".

Enter Game Results:

- As with entering the Game Schedule, the Home Team is responsible for entering Results.
- Refer to the next page on "**How to score a game with Sport NGIN Live**".

Adding "Widgets" to your Team Page:

- Widgets are summaries of information taken from your Roster, Game Schedule, Statistics and Standings tools. Adding Widgets to your team's home page will help engage your fans by displaying important information easily for them to find.
- On your team page, click on one of the tab at the top:
 - **Roster**
 - **Game Schedule**
 - **Statistics**
 - **Standings**
- In **Edit Mode** under each tab, you will see a "**Create Widget**" link. Click on that and select the various options available.
- Once you've created a Widget, go to your team page and click "**Add Page Element**". Scroll down towards the bottom of the Page Element menu and find the **NGIN Widget** element.
- The Widgets you've created will be available in this list. Select the Widget you'd like to add and it will be placed in that spot – displaying the information your selected, i.e. roster list, game highlight summary, team points leader, standings table.

Support:

- If you need any help with any of the system's features or Page Elements, the first step you can take is to visit the **SPORT NGIN Knowledgebase** (<http://support.ngin.com>) to search for articles and helpful information.
- If you are unable to find the answer there, please contact **NGIN Support** (support@tstmedia.com)
- Your question or issue will be addressed in a timely manner.
- You are also welcome to contact your site's **administrator** (morrisgang@msn.com) or call TST Media directly at 612-379-1030 ext 3.

How to Score a Game with Sport NGIN Live:



- Navigate to your team page, go into Edit Mode and then click on the Game Schedule. Now click on the "Scheduled" link for the game that you wish to score.
- You will be required to download and open the **Sport NGIN Live** software. Using this application will allow you to enter "Play Actions" of the game.
- **Sport NGIN Live can be used live as the game is played or scored after the fact from a score sheet.**
- Please note that the initial download process includes an installation of Adobe Air.
- Once installation is complete, use your existing website username and password to log in.
- The program will then sync, which will take a couple of minutes
- Once logged in, confirm that you see the schedule and the game you wish to score. Claim that game to proceed.
- Note that if you are scoring a game "Live" and the facility does not have internet access, sync the game before and you can use the application "Offline". When you have internet access available, re-sync the Live Scoring app and the results will update the website immediately. If you do have internet access during the game, the results will post on the website instantaneously.
- Back to scoring a game...You will then be asked to confirm the game info, including Referees.
- You will then be asked to select the players that will be playing in that game.
- Then, when you are at the Game Input screen, you will simply move through the game by "action". If a goal is scored, click Goal on the side of the team that scored and then follow the prompts. The same goes for a penalty. Shots can be tracked individually or by period (see additional instructions below regarding entering shots).

Scoring Shots on Goal:

- Shots can be scored as they happen (one-by-one for each team).
- Or at the end of the period, click the "Shot" button once for each team. Then look down to the play actions list in the middle and click on "Edit" to the right of the shot. Then you can enter the total shot quantity for the period, enter the time as 00:00 and credit the goalie.
- You can then toggle to the next period and continue scoring.

Overtime or Shootout:

- You may add another period for the overtime near the place where you toggle to the next period. Score the OT just like a period.

After the Game:

- At the end of the game, you can click to Submit Game tab up on top. Here you will be asked to choose the Game Winning Goal, the Winning Goalie and the Losing Goalie. You may also enter Referee notes.
- At this time, you should also click to Print Scoresheet. This will then pull up in a browser window. You may then print that sheet, save it as a PDF or just save it as a web page. You can then use that score sheet anyway you wish.
- Please type your own name into the referee sign-off as the official scorer.
- You will now submit the game. This may take 3–5 minutes. You are now done and the website has been updated with your data.
- A score sheet is also available for viewing or printing from the website.

Once a game has been submitted, anyone with Team Owner permission can edit a game marked as FINAL using the Live Scoring application.

If you need any assistance, please contact support@tstmedia.com

Thank you and have a great season!

SPORT:NGIN