# pleasantville ayso Blue sombrero guide :Game Reports

## Introduction

In Summer 2017 AYSO nationally adopted the blue sombrero product to act as a registration/team management/ admin portal. As of fall 2017 there are still a number of non-intuitive functions in that portal and a series of how to guides is being produced to help users navigate the noise.

This document focuses on Game Reports

## basic Information

Team Volunteers need to be enabled by RC to Post Game reports by doing the following :

Go to Team Central -> Team Directory



Select **"Manage Teams"**

Scroll to the bottom of the window that pops up and toggle this setting to **Yes** :



The recommendation is to leave System Automatically Posts Scores as checked.

Make sure to hit **update** before leaving the screen.

This should update for all divisions

## Inputting Scores

For Coaches to Enter scores do the following :

1. Navigate to your **Team Site**
2. Select the **Calendar** view



1. Now Click on Results – this will bring you to a screen like the following :



Click **Edit Scores** & enter the score as well as any details around scorers or player notes then scroll to the bottom and hit :



This will Save and post the score

## Referee Notes

Many regions want their referees to be able to amend scores and provide feedback. The easiest way to do this is to do the following :

1. Grant your referees "Scores Admin" rights. ***Common -> roles -> Scores Admin -> Manage Users***You need to find each user individually and add them to the role \*
2. Now next time they login they will see :

3. When They click on Schedules and Select "**Scores**"
This will give them access to the system to enter scores for each game , By Division
4. The Screen is slightly different to the Coaches View in that a "Scores Admin" can see the following:



At this point in Time Area 3T does not require the population of the Sportsmanship or Volunteer Points

\* It may be easier to create a generic login for Referees and assign the right to the generic login