

CPYVL 2016-2017 Coach Portal Guide



Contents

- Your Portal.....3
- Report Game Score.....4
- My Teams7
- Team Schedule8
- On-Line Help.....9
- Subscriptions9

Your Portal

This document will describe the features of the Cincinnati Premier Youth Volleyball League (CPYVL) Coach Portal. Coaches are granted special access to the league web site that allows them to report game scores, view detailed roster information, subscribe to notifications about their team, and communicate with other coaches and coordinators.

The Coach Portal shown on the next page is an example of what coaches will see when they initially login to their coach level account on the website. There are several different tiles or blocks that either provide instruction or provide information that will be useful to coaches as they manage their teams throughout the season.

Each of the blocks is collapsible by clicking on the caret to the left of the block title. Throughout the season the league may insert or remove blocks from the portal. The remainder of this document will provide an overview of each of the blocks. In general, hovering over links, icons, and question marks will display a tooltip with information about what can be done by clicking on that icon or link.

If you would prefer to be directed to the GCCYS home page upon login, you can edit your account and change the **Login Redirect to Portal** setting.

Here are a few things to keep in mind as you navigate your season:

1. The only task that is mandatory for coaches is to report your match score. While it is incumbent upon the winning coach to report the score, invariably there are always several coaches that do not wish to do this. If you are the losing coach and see that a score has not been reported, please help us out and report the score!
2. All match reschedules must be approved by both the league as well as the coordinators for both teams involved in the game. Please do not try to arrange your own matches. The league is here to work with your coordinators to find gym time as well as to have referees assigned to your matches.
3. In addition to your Coach Portal, you also have access to a Subscriber Portal which gives you information about teams from a non-coach perspective. You are automatically subscribed to teams that you are coaching but if you have a son or daughter that plays on a team that you are not coaching, you can edit your account and subscribe to other teams as well. All of the portals can be accessed from the main menu on the web site from the Portal menu.
4. The league will do everything in its power to reschedule matches that are postponed due to weather. We will work diligently with your coordinator to do what we can in regards to rescheduling.
5. If your parents would like access to the Subscriber Portal or would like to receive updates regarding match reschedules or postponements, and league announcements, please encourage them to create an account on our web site and subscribe to your team.

Coach Backus Portal



Doug, welcome to your CPYVL Coach Portal! We hope this page will help you better navigate all of your off-court needs during the upcoming season. Each of the following sections of your dashboard are collapsible for ease of viewing and tool tips are available by hovering over links. On this page you will be able to do the following:

- Report Match Scores
- Communicate with League Personnel and your Team
- View Team Schedule and Division Standings
- View Team Roster
- Manage your Notification Subscriptions

Conduct and Liability

As a head coach, you are responsible for submitting a code of conduct form before your first league game. Your coordinator is able to track and view these code of conduct form submissions from their portal. Two links are available below to allow you to submit a form electronically and to also print out a copy of the code of conduct for your own records. Please note that the league will only accept forms that are submitted electronically. The printable version is available for your use only.

[View/Submit Form](#)

[Print COC](#)

All of your parents must fill out and submit an on-line **Liability Waiver** for each of their children participating in the CPYVL. Information is available on the front page of the web site.

[CPYVL Liability Waiver](#)

On-Line Help

To help you manage your duties as a coach, we have provided both a PDF user guide document as well as a YouTube Channel that will include video tutorials with instructions on how to report scores and other pertinent information.

[YouTube Video Tutorials](#)

[Coach Portal Guide](#)

Subscriptions

You can choose to "follow" teams through out the season and subscribe to notifications regarding these teams.

Team Subscriptions

Active Notifications

League Announcements (Email)

Game Changes (Email)

Game Changes (SMS)

Report Game Score Reminder (Email)

Tourney Bracket Updates

Portal Notification Leagues (coordinators only)

Fall 2016 Girls Volleyball

[Edit Subscriptions](#)

Report Game Score

A block will be located in the upper right hand corner of the portal that will display games that were scheduled to be played before the current date but that do not have a game score logged. The coach of the winning team should report match scores within 48 hours of the completion of the match. After 3 days, the coach of the losing team can report the score if they would like.

Report Game Score

Scores for the following games have not yet been reported. If the winning coach has not reported the final score within 48 hours, we would ask that the coach of the losing team please report the score. If the game ends in a tie, the home team coach should report the score.

05/12/2016	Card Pac Dean 6B	Score
05/20/2016	SMOY Porta 4B	Score

Clicking on the **Score** button will direct the coach to the Report Game Score form which will be pre-filled with information about the teams involved in the game/match. The coach should enter the score(s) for the home and away team, mark the game as completed and enter any notes about the game that they would like to communicate to the league. Once all information has been entered, the coach should click the **Submit Score** button at the bottom of the page.

If a team won due to a forfeit, the coach should enter the game scores as a 2-0 win in all 3 games of a volleyball match.

Home Team *

St. Margaret of York Porta 4B

Away Team *

St. Columban Geselbracht 4B

Home Score Game #1 *

Away Score Game #1 *

Home Score Game #2 *

Away Score Game #2 *

Home Score Game #3 *

Away Score Game #3 *

Game Status *

- completed
- forfeited

Mark game as completed unless it is a forfeit. Score forfeits as 2-0 for the winning team in all 3 games.

Game Notes

enter a brief note about the game if you would like to communicate positive or negative feedback



Submit Score

My Teams

This block will display all teams that you coach in the CPYVL and include information such as the team name, league, playing division, and the team record. There are also icons that you can click on that will allow you to view and maintain the following information about your team: view division standings, view your team roster, and edit team information.













My Teams

A quick snapshot of the teams you coach. You can click on the record to view division standings or click on the edit or roster buttons to edit basic team information and view/edit roster information. Roster editing is only available if your organization makes it available and only before the roster freeze deadline.

	Team	Division	Record	
Edit	Glendale Oliver 5B	5B-Rec	10-1-0	
Edit	Glendale Oliver 8B	8B-Rec	13-0-0	

- **View Standings** – clicking on the team record will allow a coach to view the division standings for the team in question that are available to the general public as shown below

5B-Rec Central

Team	Record	PCT	PF ?	PA ?
 Springdale Brooks 5B	12 - 2	0.857	25.36	15.21
 Glendale Oliver 5B	10 - 1	0.909	27.91	15.27
 Lakota Shock Key 5B	10 - 3	0.769	23.31	18.08
 Wyoming Harness 5B	7 - 5	0.583	22.67	17.67
 Sycamore Delsignore 5B	6 - 5	0.545	22.64	24.73
 Middletown Lee 5B	5 - 5	0.500	26.70	22.20
 Sycamore Roselli 5B	5 - 8	0.385	24.62	25.23
Woodlawn Mann 5B	4 - 3	0.571	17.71	7.86
 Midwest Elite Morris 5B	4 - 7	0.364	17.55	18.45
 Middletown Burg 5B	3 - 6	0.333	19.44	16.89
 Finneytown Mackzum 5B	3 - 7	0.300	17.40	22.60
 Forest Park Hines 5 rec	2 - 8	0.200	11.40	27.50
 Cincinnati Christian Rouse 5B	2 - 9	0.182	10.27	24.09

- **View Team Roster** – clicking on the player icon will take a coach to a page which displays information about all of the players on their team including player name, jersey number, school, email, cell phone, home phone, date of birth, and the data the player’s parent or guardian filled out a Liability Waiver. In addition, coaches can email specific players on their roster or the entire team by clicking the check box to the left players to be included in the email and then clicking on the Send e-mail button on the bottom of the page.

Team Schedule

This block will display a comprehensive list of all games on your schedule for all teams that you coach. You can click on the opponent to open up a tab in your browser where you can view all information about your opponent including contact information, schedule, and statistics. Clicking on the gym will take you to a page where you can view address information, driving directions, and a Google map of the gym location. A button labeled “Score” will be displayed to the right of each game that will allow coaches to report the score of a game that has already taken place as well as allow the editing of an existing score within 14 days of the game being played.

Coach Team Schedule

Please note that games that are marked as **RESCHEDULED**, indicate that the game is to take place at the location and time shown. It also indicates that either the location or the time has been changed from the originally scheduled location and time. Games marked as **POSTPONED**, are games that could not be played as scheduled but will likely be rescheduled for a future date.

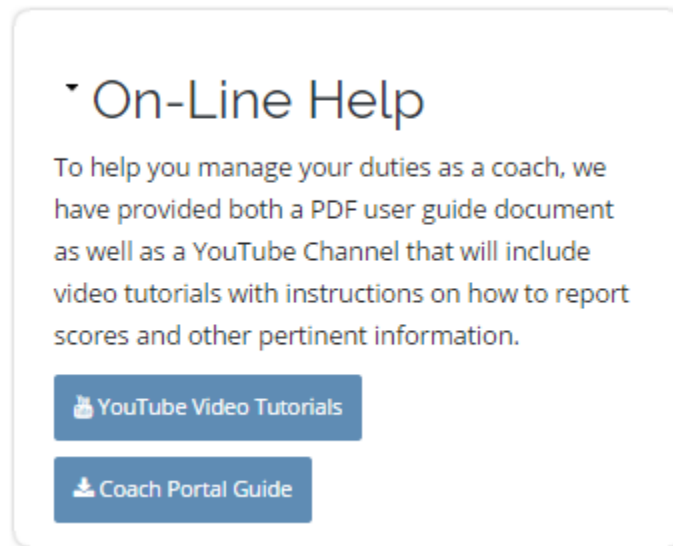
If viewing this schedule from your portal, [CLICK HERE](#) to be re-directed to a printable version of your schedule

Glendale Oliver 5B

Game Date	Opponent	Location	Status	Game Type
12/05/2015 - 1:00pm	W 20-11 Middletown Burg 5B	Wade E Miller Gym	completed	league
12/12/2015 - 9:00am	W 23-15 Finneytown Mackzum 5B	Glendale Elementary	completed	league
12/19/2015 - 11:00am	W 36-4 Hamilton Hendershot 5B	Hamilton Freshman School	completed	league
01/08/2016 - 7:00pm	W 32-19 Middletown Lee 5B	Glendale Elementary	completed	league
01/15/2016 - 7:00pm	W 27-15 Midwest Elite Morris 5B	Glendale Elementary	completed	league
01/23/2016 - 10:00am	W 18-17 Wyoming Harness 5B	Wyoming Recreation Center	completed	league
01/29/2016 - 7:00pm	W 24-21 Springdale Brooks 5B	Glendale Elementary	completed	league
02/05/2016 - 6:00pm	W 36-25 Sycamore Roselli 5B	Glendale Elementary	completed	league
02/12/2016 - 7:00pm	W 24-6 Cincinnati Christian Rouse 5B	Glendale Elementary	completed	league
02/19/2016 - 7:00pm	W 40-7 Forest Park Hines 5 rec	Glendale Elementary	completed	league
02/27/2016 - 3:30pm	L 27-28 Hilltop Tye 5B	Springdale Community Center - Gym 2	completed	tournament

On-Line Help

The On-Line Help block located towards the top of the portal in the right-hand column provides coaches with on-line help via a new YouTube Channel and a Coach Portal Guide. The YouTube channel will contain video tutorials for coordinators and coaches on a variety of topics including Score Reporting. More tutorials will be added to the channel later in 2016.



Subscriptions

This block will display all teams that you have subscribed to as well as the notifications you indicated you would like to receive. These items are not all relevant to coaches per se, but if you also have a child that plays in the league on another team you may have interest in following that team or receiving notifications.

If you choose to subscribe to a team, you will have access to a Subscriber Portal which will have information about your team's upcoming games, coach information, and team schedule all on a single page.

The following notifications are also available to web site subscribers:

Team-Based Subscriptions

- Game Changes – receive email and/or text message updates regarding game schedule changes
- Tournament Game Scores – receive emails and/or text messages with tournament game results

League-Based Subscriptions

- League Announcements – receive announcements posted by the league via email.

Coach-Only Subscriptions

- Report Game Score Reminder – receive an email with a score reporting link for games that have been completed on the previous day but a score has not been logged.

▾ Subscriptions

You can choose to "follow" teams through out the season and subscribe to notifications regarding these teams.

Team Subscriptions

Active Notifications

- League Announcements (Email)
- Game Changes (Email)
- Game Changes (SMS)
- Report Game Score Reminder (Email)

Tourney Bracket Updates

Portal Notification Leagues (coordinators only)

- Fall 2016 Girls Volleyball

[Edit Subscriptions](#)