

Entering Games on INGLA – 2020 Season

Things to Remember:

1. Head Coaches only will be entering team schedules (Varsity & JV)
2. **Enter Home Games only.** Your away games will be entered by the HOME team.
3. It is important to have as much information as possible:
 - a. LOCATION
 - b. DATE & TIME
 - c. CATEGORY – Varsity/Junior Varsity/Scrimmage/etc
 - d. TEAMS – make sure the HOME team is FIRST and the away team is SECOND
4. If you see a team/field is GREYED out then you will need to check your date and/or time you selected. This means there is a conflict with your event.
5. If you are hosting multiple games on your field with other teams – you are required to input those games as well – even if you are not participating in those respective events. If it is on your field, you are responsible for all aspects of that game in the system.
6. If your field location is not listed on the website – you will need to email Ashley Grant and John Sherman to ensure that they are added to the INGLA and Arbiter Websites. Do not enter the location yourself.
7. Guides for game times are as follows:
 - a. JV = 60 minutes,
 - b. Varsity = 90 minutes,
 - c. Time between games = 15-20 minutes maximum.

Coaches Step-by-Step Instructions

1. Log into the website.
2. Click on TEAM
3. Select your team – Varsity, JV 1, JV 2 etc. (The should year default to the 2020 season)
4. Once you have selected which team you are updating – on the LEFT hand side you will see multiple side tabs – (Contacts, Schedule, Roster, etc) CLICK ON SCHEDULE
5. On the right hand side of your team name – Click on OPTIONS – ADD EVENT
6. Enter the HOME games as mentioned above with all the correct information.
7. After submitting a game, go back to Step 5 and follow for all your home games. Follow all steps for your other teams.

If you are having issues with entering games – please email Kaylen Coleson and she will be able to assist you with the events.

inglacommunications@gmail.com

INGirlsLaxRef@gmail.com