

CPYBL 2016-2017 Coach Portal Guide



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Your Portal

This document will describe the features of the Cincinnati Premier Youth Basketball League (CPYBL) Coach Portal. Coaches are granted special access to the league web site that allows them to report game scores, view detailed roster information (update rosters as approved by certain organizations), 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 CPYBL 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 game 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 game 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 games. The league is here to work with your coordinators to find gym time as well as to have referees assigned to your games.
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 games 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 game 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 CPYBL Coach Dashboard! 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 Game Scores
- Communicate with League Personnel and your Team
- View Team Schedule and Division Standings
- View and Edit 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 CPYBL. Information is available on the front page of the web site.

[CPYBL Liability Waiver](#)

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

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](#)

League Updates

Coaches, thank you for your service during the 2015-2016 season. Your coordinators will be meeting with the league in the off season to determine potential rules, conduct, and policy changes that are in the best interest of the majority of our member communities.

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 game scores within 48 hours of the completion of the game. 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 3 days, 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.

02/20/2016

Kings Hicks 6G

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. 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, please choose “forfeited” for the game status and enter the game scores as a 2-0 win.

Home Team *

Indian Hill Zimmerman 6G

Home Score *

0

Away Team *

Kings Hicks 6G

Away Score *

0

Game Status *

- completed
 forfeited

IF GAME IS A FORFEIT, please change the status to “forfeited” and mark the game score as 2-0 for the winning team. In addition, please indicate if the losing team was a “no-show” for the game, meaning the winning team was at the gym and the losing team never showed up and did not contact the winning team.

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 CPYBL 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/Edit Team Roster** – clicking on the player icon will take you to your team roster page which displays limited information about the players on your team. Your player roster information is submitted to the league via your organization. As a coach, you can add and edit player information if your organization has enabled this functionality. All information is required by the league with the exception of phone numbers and email address. However if an email addresses is entered, coaches can email their players from the web site. Clicking on the edit icon on the far right of the page will allow you to edit the player record. You can also send an email to one or more players by clicking the check box on the left side of the page and filling out the player email form that is then displayed.

Please note that your organization has opted to disable roster editing for coaches. If you require any changes to your roster, please notify your coordinator.

Indian Hill Zimmerman 6G

Jersey #	Name	School	Grade	Email	Cell Phone	Home Phone	Date of Birth
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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.

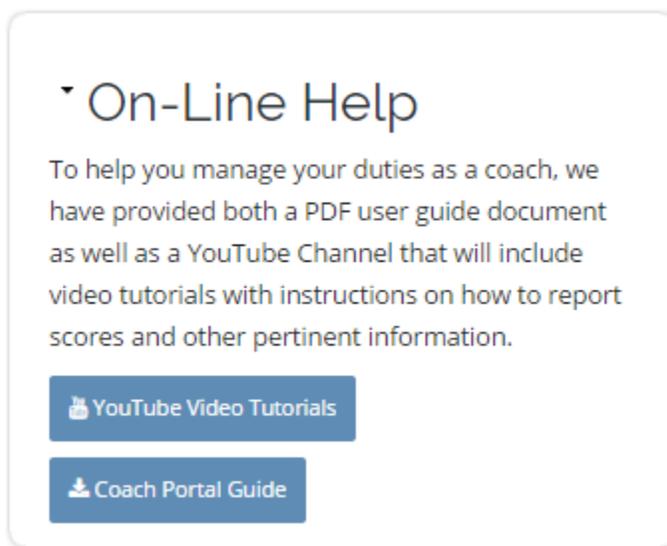
If viewing this schedule from your portal, [CLICK HERE](#) to be re-directed to a printable version of your schedule

Indian Hill Zimmerman 6G

Game Date	Opponent	Location	Status	Game Type
12/05/2015 - 11:00am	L 24-26 Forest Hills Goetz 6G	Indian Hill Middle School	completed	league
12/06/2015 - 1:00pm	L 11-24 Lakota Shock Broz 6G	Indian Hill Middle School	completed	league
12/12/2015 - 10:00am	L 12-15 Fairfield Warriors Dattilo 6G	Fairfield Intermediate School	completed	league
12/13/2015 - 1:00pm	W 25-18 Oak Hills Yates 6G	Indian Hill Middle School	completed	league
12/19/2015 - 2:00pm	W 29-22 Lakota Shock O'Brien 6G	Indian Hill Middle School	completed	league
12/20/2015 - 2:00pm	L 21-35 Sycamore Riley 6G	Sycamore Junior High - Main Gym	completed	league
01/09/2016 - 2:00pm	L 22-43 Lakota Shock Stanley 6G	Indian Hill Elementary	completed	league
01/15/2016 - 7:30pm	L 19-37 Lebanon Hathaway 6G	Indian Hill Middle School	completed	league
01/16/2016 - 11:00am	L 22-32 Loveland Yeager 6G	Indian Hill Middle School	completed	league
01/17/2016 - 2:00pm	L 9-23 Harrison Coyle 6G	William Henry Harrison High School - Old Gym	completed	league
01/23/2016 - 10:00am	W 23-12 Forest Hills Goetz 6G	Sands Montessori Elementary	completed	league
01/24/2016 - 2:00pm	L 16-27 Lakota Shock Broz 6G	Indian Hill Middle School	completed	league
01/30/2016 - 6:00pm	L 14-21 Oak Hills Yates 6G	Delhi Middle School - Main Gym	completed	league
01/31/2016 - 1:00pm	W 19-11 Fairfield Warriors Dattilo 6G	Indian Hill Middle School	completed	league
02/06/2016 - 5:10pm	L 25-31 Lebanon Hathaway 6G	Donovan Elementary	completed	league
02/07/2016 - 1:00pm	L 23-25 Loveland Yeager 6G	Indian Hill Middle School	completed	league
02/13/2016 - 11:00am	L 17-46 Lakota Shock Stanley 6G	Indian Hill Middle School	completed	league
02/14/2016 - 1:00pm	L 36-37 Harrison Coyle 6G	William Henry Harrison High School - Old Gym	completed	league
02/20/2016 - 11:00am	vs Kings Hicks 6G	Indian Hill Middle School	scheduled	league Score
02/21/2016 - 3:00pm	L 19-30 Sycamore Riley 6G	Sycamore Junior High - Main Gym	completed	league
02/27/2016 - 9:00am	W 28-23 Loveland Yeager 6G	Sycamore Junior High - Main Gym	completed	tournament
02/27/2016 - 2:00pm	L 29-37 Lakota Shock Stanley 6G	Sycamore Junior High - Main Gym	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 (note these will also be available via subscribing to our Twitter @CPYBL)

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

1. Indian Hill Kapetanovic 5B

Active Notifications

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

[Edit Subscriptions](#)