



## Info for using New Goalline Website

First of All, if you have not already done so, be sure to put the Goalline App on your phone and let your Players and Parents know about this feature. When you go on the App you are able to follow your team and have Schedule at your finger tips. Here is how it works: If coaching Charlottetown Rural Senior AAA Womens Volleyball, on the App do search for Charlottetown Rural and a number of teams will start to appear and then select the one that says Charlottetown Rural Senior AAA Women Volleyball and make sure it says PEI School Athletic Association. That simple!

### GOALLINE WEBSITE

**Logging In:** You should have received an E-Mail from Goalline if you are set up in system.

**Change Password:** After you have logged in once using the Password that was sent to you, you can Log Out and then you can go to Log In again, put in your Username and hit Forgot Password. You will receive an E-Mail where you can set a New Password that is easier for you to remember.

When you Log In, you should have a Team Menu for the Team you are Coaching. If it is not the correct Team, please let your Athletic Director know.

**Logging In From Phone:** Go to the Website, on the Menu scroll down to View Full Site. When the Full Site comes up, you use it the same as you would off the Computer and start by Logging In.

### RESULTS

The most important Feature you will be using is for the Home Team to input the Results. These should be done as soon as possible after the Game is completed. Under your Team Menu go to the Statistics section.

---

**STATISTICS TOOLS** game results and outcomes

Report Game Score for:

<b>2018-19 - Regular Season Schedule</b> Report stats for games in this schedule	View Accumulated Red/Yellow Cards Reports on red/yellow cards per player
---	---

---

**Click on 2020-21 Regular Season Schedule.** Select the Game and hit Report. Please note: Volleyball – Only Report the scores of the Sets that count. Soccer and Field Hockey – Put Scores only and hit Submit Game Report.

## PRACTICES

**SCHEDULES** schedules, games and practices

2018-19 Season

**Regular Season Schedule Tools - This is the Active Schedule [?]**

<b>Add-Edit-Delete Games</b> Alter your schedule one game at a time	<b>Edit Schedule Details</b> Change configurable options for this schedule	<b>Generate Schedule</b> Generate a game schedule from time slots entered into the site	<b>Conferences Setup</b> Group your teams by conference standings and league leaders
<b>Add-Edit-Delete Practices</b> Schedule Practices for your teams	<b>Claim Available Practice Time</b> Pick up an extra practice from times that have been put up for grabs	<b>Venue Time Summaries</b> View game and practice time summaries for your teams	<b>Upload Schedule File</b> Import a comma separated list of games into your schedule
<b>Add-Edit-Delete Venues</b> Manage the venues where games and practices can be booked	<b>View Master Schedule</b> Search for, and view all games and practices on your site	<b>Manage Schedules</b> Add a new schedule or remove an empty one	<b>Manage Seasons</b> Add a new season, edit an existing one, or remove an empty one

You can input your **Team Practices** by using the button under **Schedules**.

## NEWS STORY

COMMUNICATION TEAM ADMIN **SCHEDULES** STATISTICS FAVORITES

<b>News Articles</b> Post news articles to your team's news feed	<b>Manage Files</b> Upload files to be linked from news articles, events, webpages, and more	<b>Send Email Announcement</b> Email your members	<b>Events</b> Post upcoming events to your team's calendar
<b>Create Webpage</b> Add a webpage to this team's menu	<b>Manage Webpages</b> Edit, remove, and re-order the created webpages in this team's menu	<b>Advertisements</b> Add sponsors to your website	<b>User Email Settings</b> Configure system email sent from your account. From name, email address, signature, ...

You can add an article about your team whether a recap of a Game, upcoming team event, etc. You can also include a Photo with this article.

## TEAM ROSTER and PHOTO

**TEAM ADMIN** rosters, coaches, opponent teams

<b>Add-Edit-Delete Players / Parents</b> View your roster, make changes, and add players or parents	<b>Edit Player Info Displayed</b> Toggle information shown on public pages for players on this team	<b>Add-Edit-Delete Coaches / Managers</b> Create a new coach or edit a coach that is on your team	<b>Edit Coach Info Displayed</b> Toggle information shown on public pages for coaches on this team
<b>Add-Edit-Delete Teams</b> Edit teams available to schedule games against	<b>Move Teams</b> Move teams between leagues within this site	<b>Add-Edit-Delete Team Photo</b> Set the photo that appears on the public side on your roster page	<b>Add-Edit-Delete Tryouts</b> Post tryout information, edit existing tryout listings
<b>Add-Edit-Delete Skills Sessions</b> Post skills session information, edit or remove your old skills session listings	<b>Export Team List</b> View, print or export your roster	<b>Import Teams</b> Import a comma separated values (.csv file) list of teams to this league	<b>Team Attendance</b> Check on your team's attendance changes to existing records

You can discuss with your Athletic Director if you want to use the feature of putting your Team Roster on your Team site. You will need Player DOB to create them in the system, it does not show to the Public. You will also have to put in their # and Position. You can also upload a Team Photo if you want.

If you have any difficulty in getting the Results in, please let your Athletic Director know. Hopefully this info helps and the new website becomes a very valuable tool for Coaches, Players and Parents!