

# GCCYS 2016-2017 Coach Portal Guide

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## Your Portal

This document will describe the features of the Greater Cincinnati Catholic Youth Sports (GCCYS) 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 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 GCCYS 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 Game Scores
- Communicate with League Personnel and your Team
- View Team Schedule and Division Standings
- View Team Roster
- Manage your Notification Subscriptions

## 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 roster information.

**NEW April 2016!** Coaches can now choose the leagues they want to follow on their portal by editing their account (click button below). If you are coaching teams in multiple leagues during multiple seasons, you may not wish to view information for the teams you coaches in seasons that have been completed.

[Change League Settings](#)

	Team	League	Division	Record	
<a href="#">Edit</a>	All Saints Zang 5B	Spring Boys Volleyball	5B VB Balanced	18-12-0	<a href="#">Roster</a>
<a href="#">Edit</a>	All Saints Zang 8B	Spring Boys Volleyball	8B VB Silver	10-20-0	<a href="#">Roster</a>
<a href="#">Edit</a>	Card Pac Mcarty 6B	Winter Boys Basketball	6B Level 3	5-6-0	<a href="#">Roster</a>

## 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](#)

## Coach and Parent Info

**All coaches and assistant coaches** must complete the **NFHS Concussion Training** course before their respective season begins. As a coach, after you have completed the free, on-line training course, you can edit your GCCYS account and specify the course completion date by clicking on the My Account quick link on the home page of the GCCYS web site. This training is valid for up to 3 years upon completion of the course so if you have already completed the course in the past 3 years, you should simply enter your course completion date. In order to take the course, you must first register yourself and create an account on the NFHS web site. You will then be able to take the course.

[Verify Concussion Training](#)

[NFHS Concussion in Sports Course](#)

[NFHS Account Registration](#)

## 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/match scores within 24 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 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.

<a href="#">05/12/2016</a>	Card Pac Dean 6B	Score
<a href="#">05/20/2016</a>	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 basketball and 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 GCCYS 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 roster information.













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[Change League Settings](#)

	Team	League	Division	Record	
<a href="#">Edit</a>	All Saints Zang 5B	Spring Boys Volleyball	5B VB Balanced	18-12-0	
<a href="#">Edit</a>	All Saints Zang 8B	Spring Boys Volleyball	8B VB Silver	10-20-0	
<a href="#">Edit</a>	Card Pac Mcarty 6B	Winter Boys Basketball	6B Level 3	5-6-0	

- **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

### 6th Grade Boys Level 3

Team ?	Record	PCT	PF ?	PA ?
 Nativity Gagnon 6B	10 - 3	0.769	31.54	24.46
 St. Peter in Chains Belden 6B	10 - 4	0.714	38.00	32.29
 St. Nicholas Sears 6B	9 - 2	0.818	39.00	25.18
 St. Vivian Brenner 6B	9 - 2	0.818	41.45	28.00
 Mother Teresa Edwards 6B	8 - 3	0.727	35.45	26.45
Sts. Peter and Paul Nash 6B	8 - 5	0.615	37.38	34.31
 St. Columban Geier 6B	6 - 8	0.429	26.14	30.93
 Cardinal Pacelli McCarty 6B	5 - 6	0.455	30.36	29.55
 St. Susanna Muenchen 6B	5 - 7	0.417	20.83	32.00
 Immaculate Heart Jones 6B BB	4 - 7	0.364	30.55	34.73
 Guardian Angels Conley 6B	4 - 10	0.286	25.71	34.64
 Sacred Heart Maher 6B	3 - 8	0.273	28.27	31.45
 St. Veronica Dolan 6B	1 - 11	0.083	22.75	34.58

- 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, parish, 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.

Please note that per the GCCYS Steering Committee, coordinators will be responsible for creating and maintaining on-line rosters.

Coaches, please note that beginning on 1/12/16, a change was made to the web site to start associating liability waivers to rostered players whenever a new player is added to a roster or when a new liability waiver is submitted by a parent. Therefore, you will see a new field below (Liability Waiver Date) which will show the date a parent filled out the liability waiver for that player. Please note that any waivers filled out before 1/12/16 will not be associated to players so this new functionality will only be somewhat helpful for the winter leagues but will be a much better way to cross-check players and waivers for spring boys volleyball as well as leagues for the 2016-2017 school year.

### All Saints Zang 8B

<input type="checkbox"/> ?	Jersey # Name	Parish ?	School ?	Email	Cell Phone	Home Phone	Date of Birth	Liability Waiver Date ?
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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

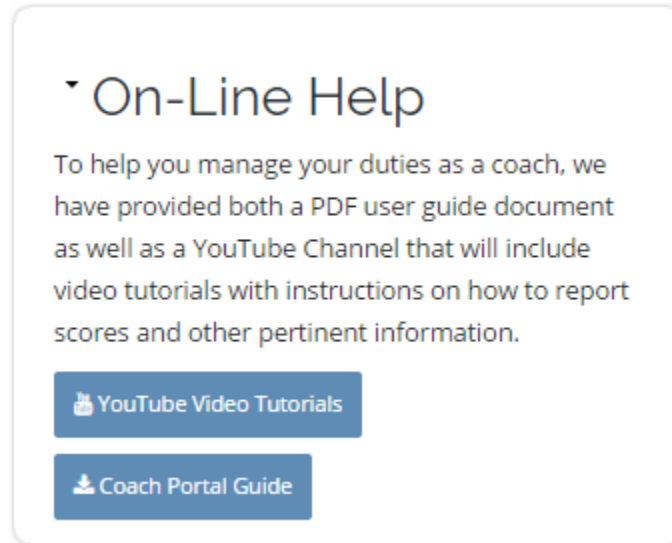
Please note that games that are marked as **RESCHEDULED**, indicate that the game is to take place at the location and time shown. It also indicates that either the location or the time has been changed from the originally scheduled location and time. Games marked as **POSTPONED**, are games that could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

#### Cardinal Pacelli McCarty 6B

Game Date		Opponent	Location	Status	Game Type
12/05/2015 - 3:00pm	W 32-8	St. Susanna Muenchen 6B	Cardinal Pacelli	completed	league
12/12/2015 - 10:00am	L 16-32	St. Nicholas Sears 6B	St. Nicholas Academy	completed	league
12/19/2015 - 9:00am	W 40-20	St. Columban Geier 6B	Cardinal Pacelli	completed	league
12/20/2015 - 1:00pm	W 39-28	St. Veronica Dolan 6B	St. Veronica	completed	league
01/02/2016 - 11:00am	L 31-44	St. Vivian Brenner 6B	Cardinal Pacelli	completed	league
01/09/2016 - 1:00pm	W 47-40	St. Peter in Chains Belden 6B	St. Xavier HS - Aux Gym	completed	league
01/17/2016 - 5:00pm	L 24-33	Mother Teresa Edwards 6B	Roger Bacon HS - Fogarty Gym	completed	league
01/23/2016 - 4:00pm	L 23-41	Immaculate Heart Jones 6B BB	Cardinal Pacelli	<b>completed</b>	league
01/24/2016 - 3:00pm	L 22-23	Nativity Gagnon 6B	Nativity School - Main Gym	completed	league
01/31/2016 - 1:00pm	W 33-23	Sacred Heart Maher 6B	St. Xavier HS - Aux Gym	completed	league
02/13/2016 - 1:00pm	L 27-33	St. Francis De Sales (WH) North 6B	Guardian Angels New Gym (PC)	completed	tournament

## On-Line Help

The On-Line Help block located towards the top of the portal in the right-hand column provide coaches with on-line help via a new YouTube Channel and this 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.



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

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**

1. St. Margaret of York Walters 5B

### **Active Notifications**

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

### **Tourney Bracket Updates**

3G Group B  
3G VB Group B  
4G Group A  
5G Group A  
5G VB Group A

### **Portal Notification Leagues (coordinators only)**

Winter Boys Basketball  
Spring Boys Volleyball  
Fall Girls Basketball  
Fall Girls Volleyball

[Edit Subscriptions](#)