

POSTING RESULTS/RAINOUTS on WEBSITE:

All Captains will complete the score sheet as usual, and use it to exchange lineups on site, and record and verify scores. After the match, keep the completed score sheet in the Captain's Binder for your records.

Captains will use the website to report all HOME and AWAY match results. Directly after each match, the captain will log into "Captain's Court". In the "Team Captain Services" box, and under **Post Results**, click on match date just completed. You will be prompted for your contact information and then to input results on a line-by-line basis for the match. For subs, the system will not accept a sub's name if it is not spelled exactly as it is shown on the roster. The system checks that subs are valid, and will automatically total your points for the match. After entering all seven lines, please review the information on the final screen and then confirm the results. (Click the "back" button if information is not correct.) You will be given a confirmation number. **Keep this confirmation number throughout the season** and write it on the original score sheet from the match in case a problem arises.

The second captain to access the match results will see the information already input by the opposing captain, and be asked to confirm those results. If all information is correct, verify the results by clicking "Approve Results". Points for both teams will be posted to the standings. If you disagree with entries by the original captain, indicate that you have corrections by clicking "Deny Results". You will be allowed to input/change the information which differs from that previously input. After submitting your version of the results and are shown the confirmation number (**again, keep confirmation number for your records**), an email will be sent to the opposing captain and the League Chairperson, informing them a discrepancy exists. The two captains should then discuss the match results, and once the results are agreed upon, the League Chairperson will go into the system and confirm the final results.

Both Home and Away captains are responsible for reporting match results. The first captain to go into the system will input the scores, and the second captain will do the verification. If the second captain does not confirm or correct match results within 72 hours of the match, the match results will be deemed accurate, and the results will post to each team's standings as entered. If results are not reported by either captain within 72 hours of the match, including weekends, a one point penalty will be incurred for both teams.

In the event of a rainout, it is the home captain's responsibility to post the new play date. Go to "Captain's Court". In the "Team Captain Services" box and under "Post Results" click on the match date to be rescheduled. Next to "Purpose", click on the arrow and scroll to "Reschedule Match". It will prompt you to enter the new date of the match. If the entire match was a rainout, click the circle to "reschedule entire match". If the match has been rained out after play has begun, again click the "reschedule entire match" circle and post the date that the last individual match is scheduled to play. (this is easier than entering all the individual lines and dates.) **Captains must wait until all seven lines have completed play before inputting results.**

In the event that a captain cannot attend a match, she has 3 options.

If she will have internet access, a teammate can phone the captain the scores, to input as usual.

She can give her login/password to a trusted teammate, to input the scores for the team. After, she can go to the captain's court to change her password to make it more secure.

She can trust the opposing captain to input the scores correctly and let the 72 hour confirmation rule automatically confirm the results.