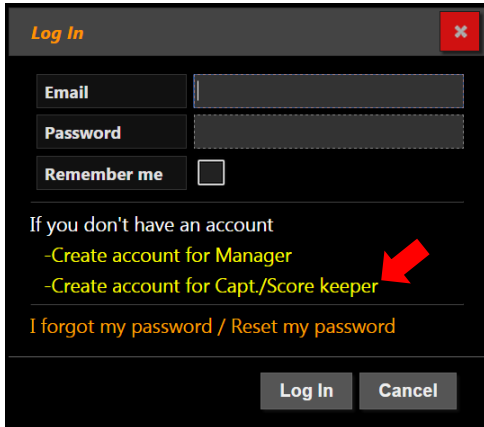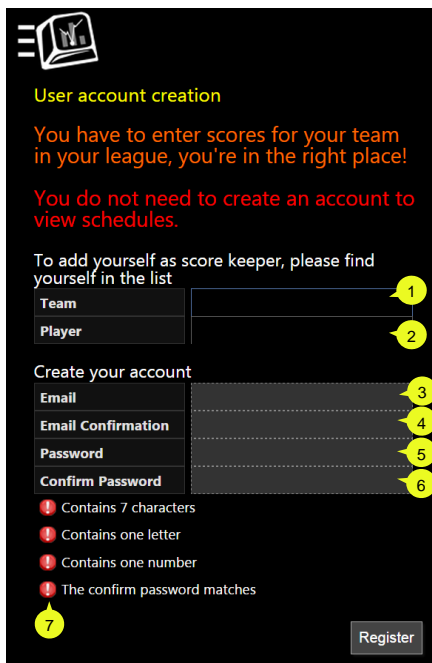## Creating login account for scorekeeper

Each scorekeeper needs to have a "login name" and a "password".

1. Go on www.CompuSport.us and select your league.

2. From your league, click on "Log in" on the top right corner **Log In** **EN**

3. If you do not have an account, click on "**Create account for Capt. /Score keeper**".

4. Fill up the information

1. Select your team.
2. Select your name.
3. Type your email.
4. Confirm the email address.
5. Type a password, verify the red dots to make sure it contain all the information needed.
6. Confirm the password.
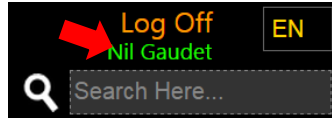7. Each red dot should be green to register

You will receive an email to confirm your account. Click on the link to activate. If you haven't received an email, check your Junk E-mail.

Your league operator will receive an email to confirm you have an account. He has to accept you before you can enter scores.

If you already have an account:

1. Find your league, click on **Log In** **EN** enter your email and password to log in.

2. Click on your name.

3. Then you can fill up the following information

1. Choose your team
2. Choose your name
3. Use this button if you need to be score keeper for more than one team

That information will be managed by the league manager on the CompuSport system.

How scorekeeping works

The home team's scorekeeper will have to fill up the score sheet after each match, on the system. Only one captain enters the score sheets, the opponent captain just has to accept or reject.

- Find your scoresheet, there are two different ways to find those matches:

  - *(Manage > Schedules | Charts > Calendar)*
  - *(Manage > Schedules | Charts > Waiting Score Sheets)*
- Click on the match to select it.

- Click on and fill the blank spaces. When this score sheet is filled up, save it.
  - Fill the Ero, 8 on Break, Table Run, for all games
  - You can save and go back on the page if you want to complete later
  - When you have finished, click on
- The visitor's scorekeeper will have to be logged in. After that, he will be able to approve or reject the scoresheet. This scoresheet will have a "yellow flag" to its status
  - If the results are good, he should click on
    - If he accepts the scoresheet, the first Captain will receive a confirmation email and the stats will be automatically updated
  - If there is something wrong, click on
    - He will have to write the reason for rejection.

    - At this time, an email will be sent to the other scorekeeper and the league manager to show them the reason.

The first Captain (Score Keeper) will have to "Send for approval" again.

It's the choice of the league manager if he wants a double approbation. The first one is the other scorekeeper; the second would be the league manager.

When all approbations are done, this result will be included in the league stats.

Email Example:

■ ■

This is an automated Message from CompuSport System.

League: COLORADO

The User Dave Bahor (BIG BROTHER) has entered the score of the game against CRAZY TEAM played on 09/15/2013 06:00 PM.

You must log in and check the score sheet.
You will then have to accept or reject the score sheet.
■ ■

This is an automated Message from CompuSport System.
League: COLORADO

The User Bob Pine (CRAZY TEAM) has rejected the score of the game against BIG BROTHER played on 09/15/2013 06:00 PM.

Reasons: John did a Ero on Second Round
■ ■

This is an automated Message from CompuSport System.

League: COLORADO

The User Bob Pine (CRAZY TEAM) has accepted the score of the game against BIG BROTHER played on 09/15/2013 06:00 PM.
■ ■