



# 2018 Ashland Youth Baseball & Softball / Sparkler Website Guide

<http://www.aybsonline.com/>

AYBS introduced a new and improved website in 2018. This website is now the communications hub of all AYBS and Sparkler Tournament functions - including scheduling, league announcements, and registration.

Starting in 2018, all Sparkler Head Coaches will be registered into the system. This will allow coaches to view team rosters, enter/track pitch counts for pitchers and submit score results.

Below are simple instructions to effectively use the website.

## **A. REGISTRATION FOR FIRST TIME USERS**

If you are a first-time user of the AYBS website you will need to create an account. All management is centralized through this website, so this is the best way to receive game reminders and check scores and standings.

**For Ashland parents of players**, please go to

<http://tshq.bluesombrero.com/Default.aspx?tabid=1310967>. Here you will be provided steps on how to register for the site and how to register your son or daughter for available programs.

**For Sparkler Tournament parents**, you do not need to register for the site to view standings, scores, etc. **Sparkler Head Coaches** will be provided credentials to log into the site to input scores and pitch counts (See Section G).

## **B. INITIAL WEBSITE LOG IN**

To register, enter scores into the website, edit your contact information, or view the full rosters of your team, you will need to log onto the website: **Note: Sparkler parents can skip to Section C.**

- Go to <http://www.aybsonline.com/>
- Click "LOGIN" on upper right of page
- Type your username and password.
- If you do not have or forgot your password:
  - Click Password in "Forgot your Username or Password?"
  - Input your email address and click Send Reset Link. This should be the same address that you input when you registered.
  - An email will be sent to the address you put in. Click the link on that email, and then put in your new password
  - Return to the website and login with your email and new password

- Once logged in, on the left side panel click Home.

### **C. TO VIEW YOUR TEAM'S SCHEDULE**

- Click "Team Central" tab > "Baseball" > "Team Directory". For Sparkler, click "Sparkler Tournament 2018" > "Teams".
- Under Programs select the appropriate program. For example, "2018 AYBS Spring Baseball" or "2018 Summer Competitive Baseball"
- Under Details select your Division. For Sparkler, select "Sparkler".
- Scroll and find your team (you can also enter the name and click Search) and click on "Calendar".
- To print your schedule, click "Print".
- To import the calendar to your favorite calendar program (i.e. "iCal", "Google Calendar", "Microsoft Outlook"), click "Export". Copy the link that displays and then click and follow the instructions for your calendar software

### **D. TO VIEW YOUR TEAM'S ROSTER**

- Click "Team Central" tab > "Baseball" > "Team Directory". For Sparkler, click "Sparkler Tournament 2018" > "Teams".
- Under Programs select the appropriate program. For example, "2018 AYBS Spring Baseball" or "2018 Summer Competitive Baseball".
- Under Details select your Division. For Sparkler, select "Sparkler".
- Scroll and find your team (you can also enter the name and click Search) and click on "Roster".
- To print your schedule, click "Print".
- To assign uniform numbers, click "Edit Roster".
- Add the jersey number for each player in the "No." field.
- Click "Update".

### **E. TO VIEW YOUR TEAM'S GAME RESULTS**

- Click "Team Central" tab > "Baseball" > "Team Directory". For Sparkler, click "Sparkler Tournament 2018" > "Teams".
- Under Programs select the appropriate program. For example, "2018 AYBS Spring Baseball" or "2018 Summer Competitive Baseball"
- Under Details select your Division. For Sparkler, select "Sparkler".
- Scroll and find your team (you can also enter the name and click Search) and click on "Calendar".
- Click "Results".

### **F. TO VIEW THE STANDINGS**

- Click "Team Central" tab > "Baseball" > "View Standings". For Sparkler, click "Sparkler Tournament 2018" > "Standings".
- Under Programs select the appropriate program. For example, "2018 AYBS Spring Baseball" or "2018 Summer Competitive Baseball"

- Under Division select your Division. For Sparkler, select “Sparkler”.
- Under Event select either Regular Season or Playoffs.

#### **G. EDIT CONTACT INFORMATION**

Updating you and your children’s’ contact information, especially email addresses and cell phone numbers, will ensure that you will get all future communications from your coach and the league. Updating the information is simple:

- Log onto the website
- Click the Gear icon (“Edit Account Info”) in the upper right corner.
- Update your relevant information.
- If you wish to receive text messages, select “Yes”. By selecting “Yes” you opt in to potentially receive text messages from your club, if they desire to send. Topics could include weather conditions, game cancellations and upcoming registrations. In order to opt-out of future mobile alerts, text "Stop" to 84483.
- Click “Update”.
- To update your child(s) information, click on “My Account” on the left menu bar.
- Under Participants click the pencil icon next to the participant you want to edit.
- Update the relevant information.
- Click “Update”.

#### **H. INPUT GAME SCORE AND PITCH COUNTS OR INNINGS PITCHED (Head Coaches only)**

- Click “Team Central” tab > “Baseball” > “Team Directory”. For Sparkler, click “Sparkler Tournament 2018” > “Teams”.
- Under Programs select the appropriate program. For example, “2018 AYBS Spring Baseball” or “2018 Summer Competitive Baseball”
- Under Details select your Division. For Sparkler, select “Sparkler”.
- Scroll and find your team (you can also enter the name and click Search) and click on “Calendar”.
- Click “Results”.
- Click “Edit Scores”.
- Input/edit the score. Only the Home Team can enter the score.
- Input your own Pitch Counts. For Sparkler, input your Innings Pitched in the Pitch Count field. You will be able to view the pitch counts or innings pitched of your opponent.
- Click “Save and Post.”