

# Game Changer Scorekeeping Process

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## Background

In an effort to reduce operating costs for the league and make scorekeeping easier and consistent in all Divisions, WPGFSA has adopted the use of Game Changer for its scorekeeping needs. The league has provided the use of (2) iPads for scorekeeping and will be kept alongside the PC's used to operate the score boards.

Note: The procedure was written using an Apple device. Your screens may vary slightly if not using an Apple device.

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# Game Changer Scorekeeping Process, Continued

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## Game Changer Process

| Stage | Who  | Does What  | When   |
|-------|--|--|--|
| 1.    | Manager                                    | Creates Game Changer Account.  | After First Manager Meeting.   |
| 2.    | Manager                                    | Emails or texts GC UserId (email address) and password to Division Coordinator and Team Scorekeepers.  | After First Manager Meeting.   |
| 3.    | Manager                                    | Creates Team.  | After First Manager Meeting.   |
| 4.    | Manager                                    | Sets up Team Admins/Scorekeepers.  | After First Manager Meeting.   |
| 5.    | Manager                                    | Creates Team Roster.   | After Draft.   |
| 6.    | Manager/Admin                              | Creates Practice schedule.   | After Draft  |
| 7.    | Manager/Admin                              | Creates Game schedule.   | After Game Schedule released and all Managers have Created their team. |
| 8.    | Manager/Admin                              | Creates Game Lineup.   | After Game Schedule released.  |
| 9.    | Manager/Admin                              | Creates Edits Game Lineup.   | Ready at least 15 mins prior to game time.                             |
| 10.   | Official Scorekeeper<br><b>(Home Team)</b> | Scores Game using manager Game Changer UserID and password.  | Game Day.  |
| 11.   | Official Scorekeeper<br><b>(Home Team)</b> | Prints Official Scorebook and Pitching Innings.  | Immediately after game has completed.                                  |
| 12.   | Manager of each Team                       | Signs Scorebook and Pitching Innings.  | Immediately after game has completed.                                  |
| 13.   | Plate Umpire                               | Signs Scorebook.   | Immediately after game has completed.                                  |
| 14.   | Official Scorekeeper<br><b>(Home Team)</b> | Staples Official Scorebook and pitching innings together to be placed in Division wall pocket in board room to the right of Scoreboard PC shelves. | Immediately after game has completed.                                  |

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# Game Changer Scorekeeping Process, Continued

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## Creating GC Accounts – Managers

Team Managers must follow these steps to create a Game Changer account by the first Managers' Meeting.

| Step                          | Action   |       |         |                               |  |                             |                       |
|-------------------------------|--|-------|---------|-------------------------------|--|-----------------------------|-----------------------|
| 1.                            | <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>You already have a GC Account</td> <td>Email or text your GC UserId (email address) and password to your Division Coordinator and Team Scorekeepers. The division coordinators will only use your password information in the event of a discrepancy or a correction that needs to be made.<br/><br/>No further action needed in this section, Proceed to <a href="#">GC Create Team - Managers</a>.</td> </tr> <tr> <td>You don't have a GC Account</td> <td>Continue with Step 2.</td> </tr> </tbody> </table> | If... | Then... | You already have a GC Account | Email or text your GC UserId (email address) and password to your Division Coordinator and Team Scorekeepers. The division coordinators will only use your password information in the event of a discrepancy or a correction that needs to be made.<br><br>No further action needed in this section, Proceed to <a href="#">GC Create Team - Managers</a> . | You don't have a GC Account | Continue with Step 2. |
| If...                         | Then...  |       |         |                               |  |                             |                       |
| You already have a GC Account | Email or text your GC UserId (email address) and password to your Division Coordinator and Team Scorekeepers. The division coordinators will only use your password information in the event of a discrepancy or a correction that needs to be made.<br><br>No further action needed in this section, Proceed to <a href="#">GC Create Team - Managers</a> .   |       |         |                               |  |                             |                       |
| You don't have a GC Account   | Continue with Step 2.  |       |         |                               |  |                             |                       |
| 2.                            | On an internet ready device, download the Game Changer Application from the Apple Store or Google Store.   |       |         |                               |  |                             |                       |
| 3.                            | Click Sign In.   |       |         |                               |  |                             |                       |
| 4.                            | Click Sign Up. Enter the required information, making note of your password, then click Join for Free.   |       |         |                               |  |                             |                       |
| 5.                            | Email or text your GC UserId (email address) and password to your Division Coordinator and Team Scorekeepers. The division coordinators will only use your password information in the event of a discrepancy or a correction that needs to be made.   |       |         |                               |  |                             |                       |
| 6.                            | Proceed to <a href="#">GC Team Setup - Managers</a> .  |       |         |                               |  |                             |                       |

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# Game Changer Scorekeeping Process, Continued

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**GC Create Team - Managers** Team Managers must follow these steps to create their team in Game Changer.

| Step | Action   |
|------|--|
| 1.   | Log into Game the Changer App, if not done so already.   |
| 2.   | Tap the menu icon in the top left corner of the app.   |
| 3.   | Tap “ + <b>Create Team</b> ”.  |
| 4.   | Tap <b>Softball</b> .  |
| 5.   | For your Team Role, tap <b>Coaching Staff</b> .  |
| 6.   | For Team Gender, tap <b>Female</b> .   |
| 7.   | For Team Type, tap <b>Local League</b> .   |
| 8.   | For Age Group, for all Divisions no matter if a younger division, Tap <b>13-18 Years</b> .   |
| 9.   | For Location:<br>For Postal Code: Type <b>34655</b><br>The remaining fields will auto-populate. Verify those fields are correct.       |
| 10.  | In the upper right corner, tap <b>Next</b> .   |
| 11.  | Under Team Details, Tap <b>National Organization</b> , then tap <b>+Add National Organization</b> . Type <b>Dixie Softball Inc</b> .   |
| 12.  | In the upper right corner, tap <b>Save</b> .   |
| 13.  | For League / Conference, type <b>WPGFSA</b> .  |
| 14.  | For Team Name / Mascot, type <b>20XX WPGFSA - “Your Team Name”</b> .<br>Ex....2018 WPGFSA – Lady Noles <b>XX- denotes current year</b> |
| 15.  | For Division, Type your Division ( <b>Darlings, Angels, Ponytails, Belles/Debs</b> ).  |
| 16.  | For Season, tap the current season, “Spring YYYY” (YYYY = Year). Ex....Spring 20XX <b>XX- denotes current year</b>                     |
| 17.  | In the upper right corner, tap <b>Next</b> .   |
| 18.  | For Stats Set To, tap <b>Public</b> .  |
| 19.  | In the upper right corner, tap <b>Finish</b> .   |
| 20.  | Proceed to <a href="#">GC Admin Setup – Managers</a> .   |

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# Game Changer Scorekeeping Process, Continued

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**GC Admin Setup - Managers**      This section will walk the manager thru on how to set up Admins or Team Scorekeepers. You will need your Admins/Scorekeepers email address.

| Step | Action  |
|------|---|
| 1.   | Log into Game the Changer App, if not done so already.  |
| 2.   | Tap the menu icon in the top left corner of the app.  |
| 3.   | Tap the team you created in the previous section.... “20XX WPGFSA – Team Name”.<br><b>XX- denotes current year</b>  |
| 4.   | On the bottom, tap <b>Team</b> .  |
| 5.   | On the top middle, tap <b>Admins</b> .  |
| 6.   | On the top middle, tap <b>Add Admins</b> .  |
| 7.   | In the upper left, on the “To” line, type the email addresses of both your scorekeepers. Please note, you can only have (3) Admins to the account, (1) of them is you.                  |
| 8.   | When complete, in the upper right corner, tap <b>Add</b> .<br><b>Note:</b> In the event you need to Remove an Admin/Scorekeeper, repeat Steps 1-5, then tap remove to delete the Admin. |
| 9.   | Proceed to <a href="#">GC Create Team Roster – Managers</a> .   |

**GC Create Team Roster – Managers**      This section will walk the manager thru on how to set up the team roster. Please complete directly after Draft.

| Step | Action  |
|------|---|
| 1.   | Log into Game the Changer App, if not done so already.  |
| 2.   | Tap the menu icon in the top left corner of the app.  |
| 3.   | Tap the team you created.... “20XX WPGFSA – Team Name”. <b>XX- denotes current year</b>   |
| 4.   | On the bottom, tap <b>Team</b> .  |
| 5.   | On the top middle, tap <b>Players</b> .   |
| 6.   | In the middle, tap <b>Add your First Player</b> .   |
| 7.   | For the First Name, Type only the first letter of their first name followed by a period.<br>Ex... <b>J</b> .<br><b>Note:</b> If you have sisters with the same first initial, use both first and second letters of their first name. Ex... <b>Ja</b> . If still the same, use the third letter and so on. |
| 8.   | For the Last Name, type their entire last name.   |

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# Game Changer Scorekeeping Process, Continued

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## GC Create Team Roster – Managers, Continued

| Step | Action   |
|------|--|
| 9.   | For the Jersey Number, type their Jersey number.   |
| 10.  | For Bats and Throws, tap the appropriate response (left, both, right).   |
| 11.  | <b>Skip Player Email.</b><br>Note: This is not recommended by WPGFSA. However, if the Players want to be able to view their stats, you can enter their email address if known. |
| 12.  | For Family, tap <b>Add Family Email.</b>   |
| 13.  | Type all family email addresses if known. This will alert the family via email of game schedules, practices, stats, game time changes, etc...                                  |
| 14.  | When complete, in the upper right corner, tap <b>Add.</b>  |
| 15.  | At the bottom, tap <b>Save &amp; Add Another.</b>  |
| 16.  | Repeat steps 7-15 for each player on your roster. When you're on your last player, in the upper right corner, tap <b>Save.</b>   |
| 17.  | Proceed to <a href="#">GC Create Practice Schedule – Managers/Admins.</a>  |

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## GC Create Practice Schedule – Managers/Admins

This section will walk the Manager/Admin thru on how to set up the team Practice schedule. Please complete promptly after your practice schedule is in hand.

| Step | Action  |
|------|---|
| 1.   | Log into Game the Changer App, if not done so already.  |
| 2.   | Tap the menu icon in the top left corner of the app.  |
| 3.   | Tap the team you created.... "20XX WPGFSA – Team Name". <b>XX- denotes current year</b>                             |
| 4.   | On the bottom, tap <b>Schedule.</b>   |
| 5.   | On the top middle, tap <b>Add Your First Event.</b>   |
| 6.   | Tap <b>Practice.</b>  |
| 7.   | For Starts, tap then scroll to the desired date and time of your selection.   |
| 8.   | For Duration, tap then tap the desired duration.  |
| 9.   | For Location, type <b>Oak Ridge Park.</b> Select <b>Oak Ridge Park,</b> then tap <b>Done.</b> Note: If off location |

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# Game Changer Scorekeeping Process, Continued

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## GC Create Practice Schedule – Managers/Admins, continued

| Step | Action   |
|------|--|
| 10.  | For Notes, tap and type any pertinent information, such as Field Number or Batting Cages and any other information you would like to share.<br>Ex... Field Practice – Field 1 or Batting Cages |
| 11.  | Tap the <b>Notify Team Community</b> button if you want to send an email out to the team letting them know of the Practice Game.   |
| 12.  | Tap <b>Save &amp; Add Another Practice</b> .   |
| 13.  | Repeat Steps 7-12 for each Practice on your schedule. When on the last Practice on the schedule, tap Add Practice.   |
| 14.  | Proceed to <a href="#">GC Create Game Schedule – Managers/Admins</a> .   |

## GC Create Game Schedule – Managers/Admins

This section will walk the Manager/Admin thru on how to set up the team Game schedule. Please complete promptly after your game schedule is in hand.

| Step | Action   |
|------|--|
| 1.   | Log into Game the Changer App, if not done so already.   |
| 2.   | Tap the menu icon in the top left corner of the app.   |
| 3.   | Tap the team you created.... “20XX WPGFSA – Team Name”. <b>XX- denotes current year</b>  |
| 4.   | On the bottom, tap <b>Schedule</b> .   |
| 5.   | On the top middle, tap <b>Add Event or Add Your First Event</b> .  |
| 6.   | Tap <b>Game</b> .  |
| 7.   | For Starts, tap then scroll to the desired date and time of your selection.  |
| 8.   | For Game Type, tap and select <b>League</b> .  |
| 9.   | For Opponent, tap and type the name of your opponent in the Find or Create Opponent field. Ex...”20XX WPGFSA – Lady Noles”. <b>XX- denotes current year</b> . Tap <b>Search</b> .<br>If not found, type the Team name ex...Lady Noles. Make sure it is the correct team from our league, not just a random team with the same name. Tap <b>Search</b> .<br>If still not found, type “20XX WPGFSA – (Team Name of your opponent)”, tap “Create 20XX WPGFSA – (Team Name of your opponent)”. <b>XX- denotes current year</b> |

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# Game Changer Scorekeeping Process, Continued

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## GC Create Game Schedule – Managers/Admins, continued

| Step | Action   |
|------|--|
| 10.  | For Home/Away, tap and select <b>Home or Away</b> .  |
| 11.  | For Arrive, tap then tap the desired duration.   |
| 12.  | For Location, type <b>Oak Ridge Park</b> . Select <b>Oak Ridge Park</b> , then tap <b>Done</b> .   |
| 13.  | For Notes, tap and type any pertinent information, such as Field Number or Meet at Batting Cages and any other information you would like to share.<br>Ex.... Field 1 Meet at Batting Cages  |
| 14.  | Tap the <b>Notify Team Community</b> button if you want to send an email out to the team letting them know of the Game.  |
| 15.  | Tap <b>Save &amp; Add Another Game</b> .   |
| 16.  | Repeat Steps 7-15 for each Game on your schedule. When on the last Game on the schedule, tap Add Game.<br>Note: At games, the Home team supplies the Official scorekeeper. If you are away, you will need to have your scorekeeper keep score if you want your stats to be populated. This will not be official. |

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# Game Changer Scorekeeping Process, Continued

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**GC Create a Game Lineup – Managers/Admins**      Creating your lineup for the first time.

| Step | Action  |
|------|---|
| 1.   | Log into Game the Changer App, if not done so already.  |
| 2.   | Tap the menu icon in the top left corner of the app.  |
| 3.   | Tap the team you created.... “20XX WPGFSA – Team Name”. <b>XX- denotes current year</b>   |
| 4.   | On the bottom, tap <b>Team</b> .  |
| 5.   | At the top, tap <b>Lineups</b> .  |
| 6.   | At the top left, tap <b>Unnamed Lineup</b> .  |
| 7.   | Tap <b>Rename Current Lineup</b> .  |
| 8.   | Name the lineup to what you want.<br>Note: This lineup is the only one you need to update prior to each game. This will be the lineup that the scorekeeper will see when scoring a game. If you need to make changes to that lineup, make sure the changes are made prior to game start.  |
| 9.   | Tap <b>Rename</b> .   |
| 10.  | Tap “ <b>Tap to Add Players to Lineup</b> ”.  |
| 11.  | Tap each Player’s that will be active for this game.<br><br>If you need to add a Pool Player who has not played with your team before, Tap <b>Create New Player</b> . For First Name, type first Initial then a period. For Last Name, Type their complete last name. For Jersey number, enter their jersey number. Tap the correct setting for Bats and Throws. Tap Save. Tap the Pool Player’s name to add to lineup. |
| 12.  | Tap <b>Done</b> .   |
| 13.  | Select the position for each player. Select <b>EH</b> for your subs.<br>Note: At the top, the program keeps track of what positions are filled(black) and which need to be filled (red).  |
| 14.  | Once positions are set, Tap <b>Edit Lineup</b> in the upper right.  |
| 15.  | Using the slide bars (3 stacked horizontal lines to the right of the name), drag the player to the desired batting position in the lineup. Complete for all players in the lineup. Once complete, Tap <b>Done</b> . Lineup is now set for your game.  |

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# Game Changer Scorekeeping Process, Continued

**GC Editing Game Lineup – Managers/Admins** We all know as coaches, our lineups change from game to game due to sickness, unavailable players etc.. The steps below will walk you thru how to edit your lineup prior to game time.

| Step  | Action   |       |         |   |   |  |  |
|---|--|-------|---------|---|---|--|--|
| 1.  | Log into Game the Changer App, if not done so already.   |       |         |   |   |  |  |
| 2.  | Tap the menu icon in the top left corner of the app.   |       |         |   |   |  |  |
| 3.  | Tap the team you created.... “20XX WPGFSA – Team Name”. <b>XX-</b> denotes current year  |       |         |   |   |  |  |
| 4.  | On the bottom, tap <b>Team</b> .   |       |         |   |   |  |  |
| 5.  | At the top, tap <b>Lineups</b> .   |       |         |   |   |  |  |
| 6.  | Tap <b>Edit Lineup</b> in the upper right.   |       |         |   |   |  |  |
| 7.  | If you have a player on your lineup that is not playing in this game, tap the <b>red circle with a – sign</b> on the left of the players name, then tap <b>Remove</b> on the right. Repeat for every player that is not playing in this game.  |       |         |   |   |  |  |
| 8.  | Tap <b>Done</b> .  |       |         |   |   |  |  |
| 9.  | At the bottom, tap <b>Add Players from Roster</b> .  |       |         |   |   |  |  |
| 10.   | <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>The player is on your roster (Players on your team that did not play in the previous game) or previously used Pool Players)</td> <td>Tap their name to add them (a check mark will pop up on the right).</td> </tr> <tr> <td>The player is <b>NOT</b> on your roster (ex.. Pool Player)</td> <td> <b>Tap Create New Player.</b> <ul style="list-style-type: none"> <li>• For First Name, Type the first initial and a period ex...<b>J</b>.</li> <li>• For Last Name, Type the entire last name</li> <li>• For Jersey Number, Type their number.</li> <li>• For Bats, tap the appropriate selection</li> <li>• For Throws, tap the appropriate selection</li> <li>• Tap <b>Save</b>.</li> <li>• Tap their name to add them (a check mark will pop up on the right).</li> </ul> </td> </tr> </tbody> </table> | If... | Then... | The player is on your roster (Players on your team that did not play in the previous game) or previously used Pool Players) | Tap their name to add them (a check mark will pop up on the right). | The player is <b>NOT</b> on your roster (ex.. Pool Player) | <b>Tap Create New Player.</b> <ul style="list-style-type: none"> <li>• For First Name, Type the first initial and a period ex...<b>J</b>.</li> <li>• For Last Name, Type the entire last name</li> <li>• For Jersey Number, Type their number.</li> <li>• For Bats, tap the appropriate selection</li> <li>• For Throws, tap the appropriate selection</li> <li>• Tap <b>Save</b>.</li> <li>• Tap their name to add them (a check mark will pop up on the right).</li> </ul> |
| If...   | Then...  |       |         |   |   |  |  |
| The player is on your roster (Players on your team that did not play in the previous game) or previously used Pool Players) | Tap their name to add them (a check mark will pop up on the right).  |       |         |   |   |  |  |
| The player is <b>NOT</b> on your roster (ex.. Pool Player)  | <b>Tap Create New Player.</b> <ul style="list-style-type: none"> <li>• For First Name, Type the first initial and a period ex...<b>J</b>.</li> <li>• For Last Name, Type the entire last name</li> <li>• For Jersey Number, Type their number.</li> <li>• For Bats, tap the appropriate selection</li> <li>• For Throws, tap the appropriate selection</li> <li>• Tap <b>Save</b>.</li> <li>• Tap their name to add them (a check mark will pop up on the right).</li> </ul>   |       |         |   |   |  |  |

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# Game Changer Scorekeeping Process, Continued

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## GC Editing Game Lineup – Managers/Admins, Continued

| Step | Action   |
|------|--|
| 11.  | Tap <b>Done</b> .  |
| 12.  | Select the position for each player. Select <b>EH</b> for your subs.<br>Note: At the top the program keeps track of what positions are filled(black) and which need to be filled (red).  |
| 13.  | Once positions are set, Tap <b>Edit Lineup</b> in the upper right.   |
| 14.  | Using the slide bars (3 stacked horizontal lines to the right of the name), drag the player to the desired batting position in the lineup. Complete for all players in the lineup. Once complete, Tap <b>Done</b> . Lineup is now set for your game. |


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# Game Changer Scorekeeping Process, Continued

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**Official Scorekeeper  
– Printing  
Scorebook &  
Pitching Innings**

| Step | Action  |
|------|---|
| 1.   | Exit the Game Changer App.  |
| 2.   | Open Safari on the iPad.  |
| 3.   | Open <a href="http://www.gc.com">www.gc.com</a> or type the address in the address line at the top.                           |
| 4.   | Sign in with your UserID and Password.  |
| 5.   | Tap on the game that you just scored on the news feed.  |
| 6.   | Tap the <b>Scorebook</b> tab in the middle.   |
| 7.   | Tap the blue “ <b>Printer Friendly Scorebook</b> ” button.  |
| 8.   | For Printer, select any of the two WPGFSA Printers.   |
| 9.   | Leave it at “1 Copy”.   |
| 10.  | For Options, tap, then tap <b>double-sided</b> , then tap <b>Black and White</b> . (Both buttons will be green).              |
| 11.  | Tap <b>Print</b> .  |
| 12.  | Tap the <b>Box Score</b> tab.   |
| 13.  | Tap the share icon in the upper right.<br> |
| 14.  | On the bottom row of icons, slide to the left and tap <b>Print</b> .  |
| 15.  | For Printer, select any of the two WPGFSA Printers.   |
| 16.  | Leave it at “1 Copy”.   |
| 17.  | For Options, tap, then tap <b>double-sided</b> , then tap <b>Black and White</b> . (Both buttons will be green).              |
| 18.  | In the upper right, tap your name or the User’s name you signed it with. Select <b>Sign Out</b> .                             |
| 19.  | Have the Umpire sign the Scorebook Sheet.   |
| 20.  | Have the Manager’s from both Teams initial the pitching innings.  |
| 21.  | Staple both Sheets together and place in the Division Wall Pockets in the Board Room to the right of the Scoreboard PC shelf. |
| 22.  | End of Process.   |

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