

## Registration Instructions

Go to the BCSSFA Website <http://www.bchighschoolfootball.com> and click on the appropriate division!

1. Click on **ADMIN LOGIN**

The screenshot shows the BCSSFA website homepage. At the top, there is a navigation bar with the following items: BC SECONDARY SCHOOLS FOOTBALL ASSOCIATION, FIRST, AAA VARSITY (circled in red with an arrow pointing to it), A VARSITY, JUNIOR VARSITY, and GRADE 8. Below this is a secondary navigation bar with: HOME, NEWS, SCHEDULE, SCORES, STANDINGS, STATISTICS, TEAMS, BCHIGHSCHOOLFOOTBALL.COM, and OFFICIAL WEBSITE OF BCSS FOOTBALL. A third navigation bar includes: CALENDAR, PHOTOS, VIDEOS, LOCATION MAPS, DOWNLOADS, LINKS, REMEMBERING, COACHES, PLAYOFFS, and ADMIN LOGIN. The main content area features a scoreboard with columns for SAT. 11/6, FRI. 11/12, and SAT. 11/13. A large banner in the center reads "BCSS AAA/AA Varsity SUBWAY BOWL INTERIOR CHAMPIONS Kelowna Owls". To the right, there are sections for "WATCH LIVE" (BC HIGH SCHOOL FOOTBALL GAME OF THE WEEK) and "VIDEO PLAYER" (TACKLE TALK M...). On the far right, a player profile for Christian Covatta is shown. Red annotations include a circle around the "AAA VARSITY" button and another circle around the "ADMIN LOGIN" link in the top navigation bar.

2. Enter User Name and Password

The screenshot shows the administrator login page on esportdesk.com. The page header includes "esportdesk.com ADMINISTRATOR" and "Monday, April 4, 2022". The main content area is titled "British Columbia High School Football Association" and contains a login form. The form has a "Login as administrator" heading, a "Username" input field, a "Password" input field, a "Forgot password?" link, a "Login" button, and a "User Account" button. The page also features a "Translate" dropdown and a "Help" dropdown in the top right corner.

3. Open **SPORTS** tab then click on **TEAM**
  - a. Check that League is correct
  - b. Check that Year is correct
  - c. Check you are on TEAMS tab
  - d. Check Team is correct
  - e. Click on **Actions** pull down menu
  - f. Select **ADD** a player

The screenshot shows the esportsdesk.com administrator interface. The sidebar on the left has a 'Sports' tab highlighted in red, with a red box around it labeled 'FIRST'. Below it is the 'Team' tab. The main content area has two dropdown menus: the first is labeled 'Grade 8 (League Site)' with a red box and 'SECOND' next to it; the second is labeled '2021 Grade 8 Football' with a red box and 'THIRD' next to it. Below these is a 'Team' section with a 'Teams' tab highlighted in red, labeled 'FOURTH'. To the right of the 'Teams' tab is an 'Actions' dropdown menu, also highlighted in red, with 'Add a Player' highlighted in blue and labeled 'FIFTH'. A blue arrow labeled 'SIXTH' points to the 'Add a Player' option.

#### 4. Enter the following player info

- First and Last Name
- Jersey (Number)
- Position (important for entering stats)
- Height
- Weight
- Date of Birth
- School Name
- Current Grade

**HIT SAVE**

**5. Go back to TEAM PAGE.** Here is where you also can add **COACH'S AND EDIT PLAYERS INFO FRPM LAST YEAR ALLWAY'S REMEMBER TO HIT SAVE BEFORE LEAVING A PAGE!** Click on Personnel tab beside Teams. Make sure there is an email and phone number for the head coach. These will be accessible from the **TEAM CONTACTS** tab beside **Personnel** Tab. **REMEMBER TO HIT SAVE AFTER MAKING ANY CHANGES!**

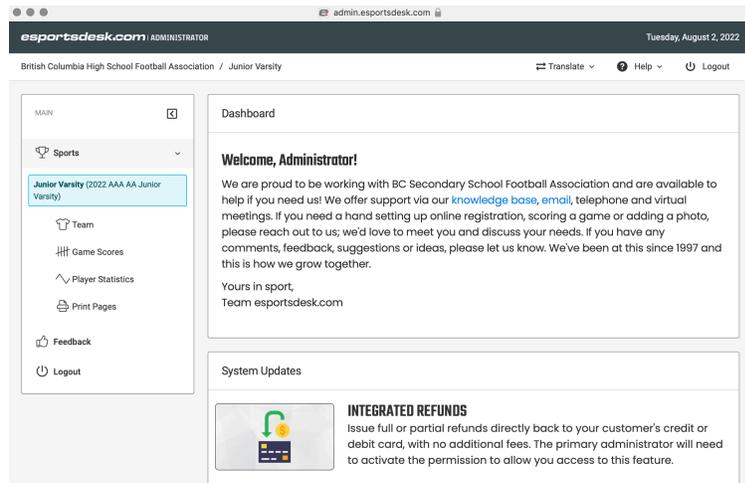
IF YOU DO NOT WANT TO SHARE YOUR EMAIL AND TELEPHONE NUMBER WITH THE OTHER COACH'S ON THE TEAM CONTACTS PLEASE CONTACT ME ([bernie.crump@shaw.ca](mailto:bernie.crump@shaw.ca)) WITH THE INFO AND IT WILL NOT BE SHARED WITH OTHER COACH'S.

BE AWARE THAT AN ANONYMOUS EMAIL TAB WILL BE INCLUDED ON YOUR TEAM PAGE BUT THE SENDER WILL NOT BE ABLE TO SEE THE EMAIL ADDRESS!

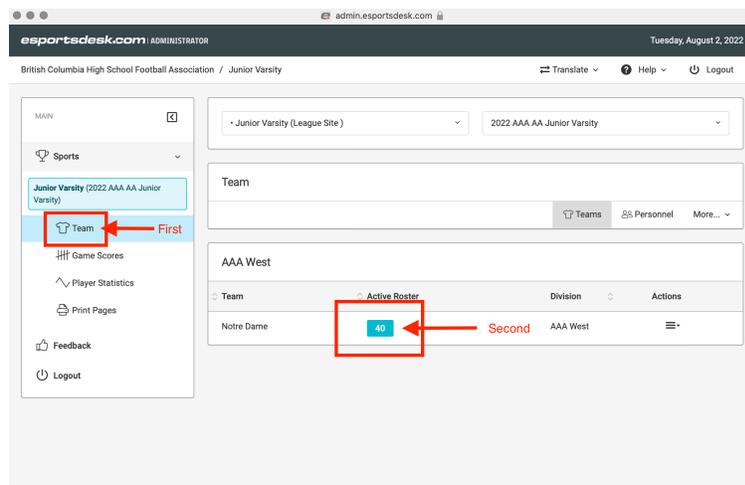
It is necessary to **DELETE GRADUATING PLAYERS** from your Varsity and Junior Varsity rosters!

TO DO THIS:

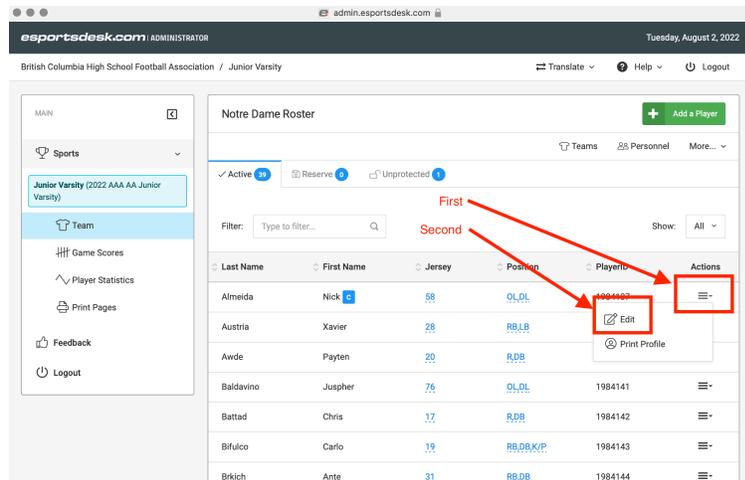
1. Log in to your account **TAP TEAM.**



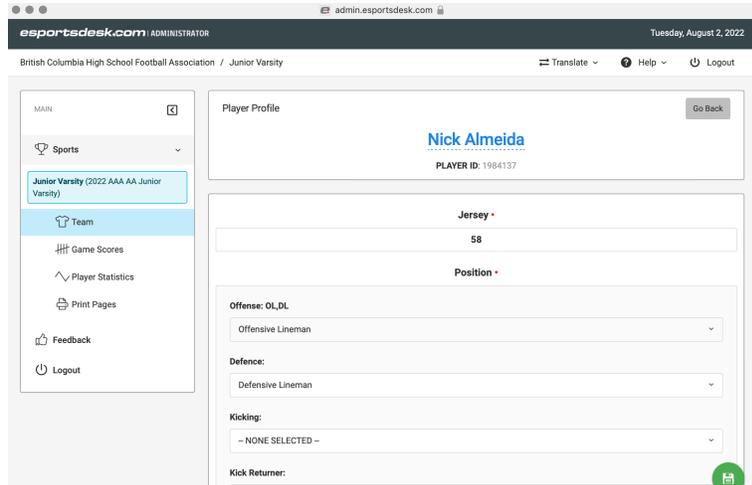
2. Then **BLUE BOX** below **ACTIVE ROSTER**



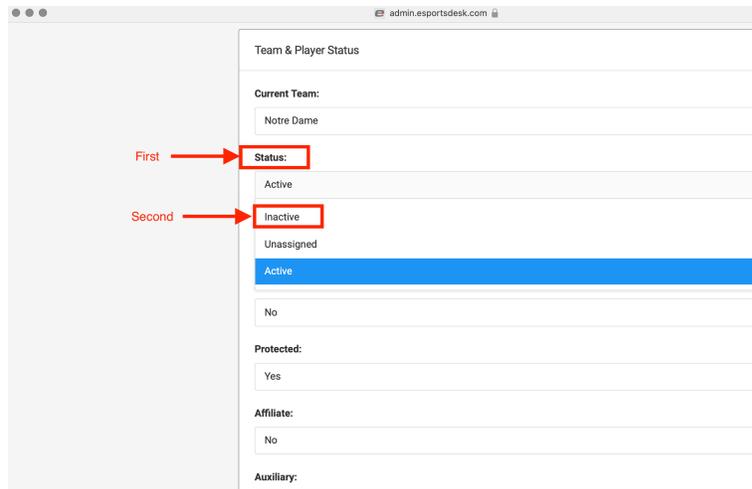
3. Click players **ACTIONS** menu then **EDIT**



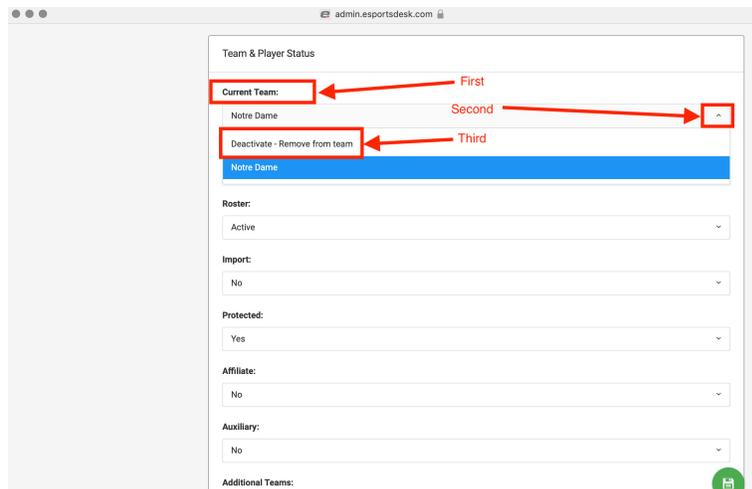
4. You will get this page!



5. Scroll down to **Team & Player Status**. Look for **Status**. Make player 'inactive' under Status



6. Scroll to **Current Team**, click on menu button to right and then **Deactivate- Remove from team**



6. Tap **Save Changes**

