2020 Ashland Youth Basketball Website Guide

http://www.ashlandyouthbasketball.com

AYB introduced a new and improved website in 2019. This website is now the communications hub of all AYB functions - including scheduling, scores, standings, league announcements, and registration.

Below are simple instructions to effectively use the website. Some functions are accessible without logging into the site however not all information will be visible. To ensure you are seeing all information you should log into the website.

A. REGISTRATION FOR FIRST TIME USERS

If you are a first-time user of the AYB 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.

Please go to https://tshq.bluesombrero.com/Default.aspx?tabid=2650293. Here you will be provided steps on how to register for the site and how to register your son or daughter for available programs.

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:

- Go to http://www.ashlandyouthbasketball.com
- Click "Login" on upper right of page
- Type your username and password.
- If you do not have or forgot your password:
  o Click Password in "Forgot your Username or Password?"
  o Input your email address and click Send Reset Link. This should be the same address that you input when you registered.
  o An email will be sent to the address you put in. Click the link on that email, and then put in your new password
  o 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 > "Team Directory".
- Under Programs select "In-Town and Travel Basketball 2019/2020".
- Under Division select your Division.
- 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 > "Team Directory".
- Under Programs select "In-Town and Travel Basketball 2019/2020".
- 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 > "Team Directory".
- Under Programs select "In-Town and Travel Basketball 2019/2020".
- Under Division select your Division.
- 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 > "View Standings".
- Under Programs select Under Programs select "In-Town and Travel Basketball 2019/2020".
- Under Schedule select your schedule. For example, "Boys 3/5 In-Town".
- Under Division select your Division.

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. **Note: If after logging in you are on the Home page simply, click "My Account" in the upper right and then the Gear icon.**
- 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 SCORES (Head Coaches only)
- Click "Team Central" tab > "Team Directory".
- Under Programs select "In-Town and Travel Basketball 2019/2020".
- Under Division select your Division.
- 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.
- Click "Save and Post."