

# Team Portal Navigation

## Purpose of Team Portal Page:

- Once the master schedule is uploaded on our website, coaches will have the ability to update scores, game times, and game dates using their team portal.
- After each game, coaches are required to sign into their team portal and update the scores of their game. As a result, the standings page will update in real time.

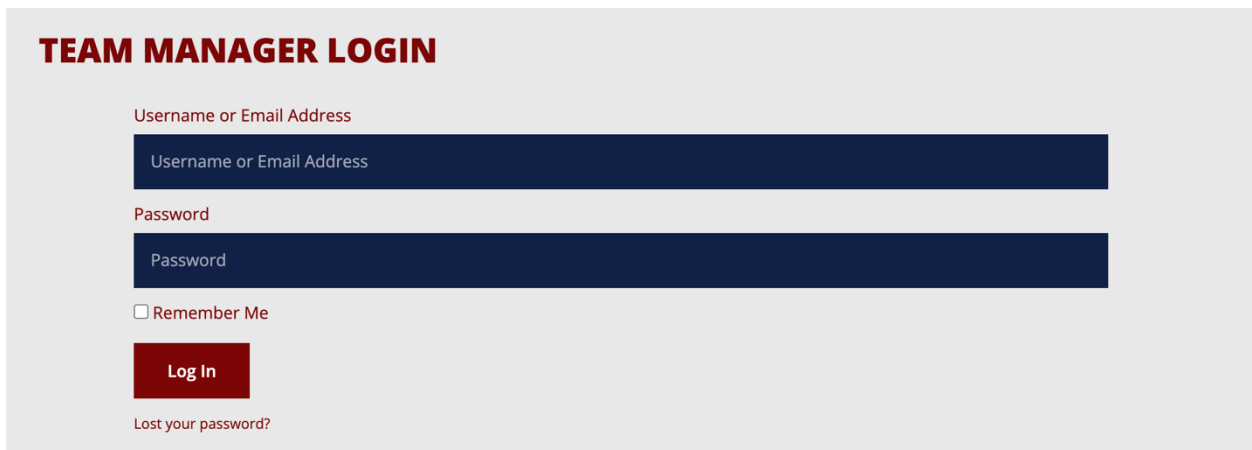
## Where is the team portal located?

- Go to our website, [www.clsunball.com](http://www.clsunball.com)
- Then look to the right side of the home page and click on “manager portal”. Then select “team login”



## How to log into team portal

- To log into your team’s portal, type in your username and password
  - Your username is the email address that you provided on your registration form
  - When logging in for the first time, select “lost your password”. You will then be prompted to type in your email address and select “get new password”. A password reset link will be emailed to you. Once you reset your password, use the new password moving forward.



**TEAM MANAGER LOGIN**

Username or Email Address

Username or Email Address

Password

Password

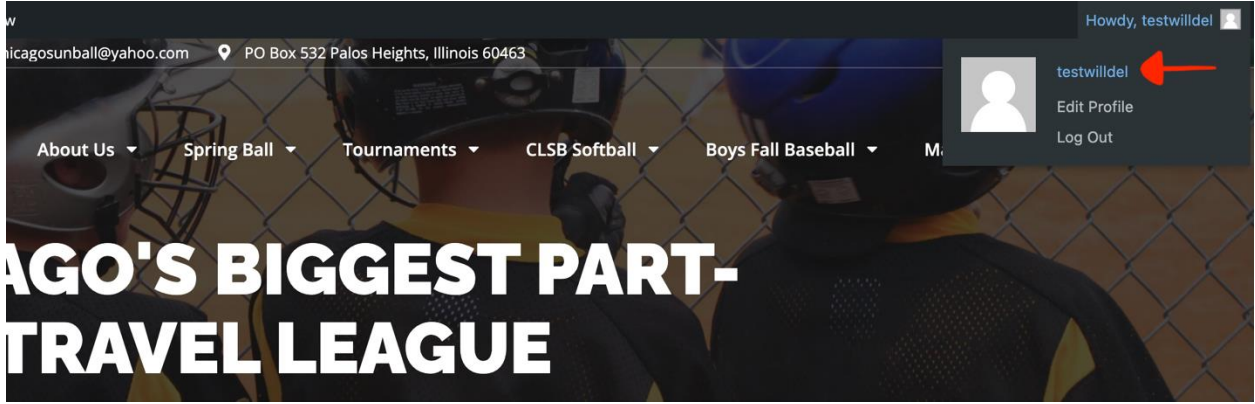
Remember Me

Log In

[Lost your password?](#)

## How do I input game scores and make changes to my schedule?

- Once you are logged into your team portal, click on the top right of the website where it says “Howdy, xxxx”. Then select your username in the drop down menu.



- Look on the left side of the screen and select “events”
- Once “events” is selected, you will see all of the games on your schedule.
- To input game scores, click “edit results” under the “teams” column
- In the event of a future game needing its time, date, or location changed, select “quick edit” in the event column.

A screenshot of a web application interface for managing events. The page title is "Events". On the left is a dark sidebar with navigation options: "Dashboard", "Events" (highlighted), and "Collapse menu". The main content area has a header with "All | Mine | Published | Scheduled" and a search bar. Below the header are several filter buttons: "Bulk actions" (dropdown), "Apply", "All dates" (dropdown), "Show all teams" (dropdown), "Show all leagues" (dropdown), "Show all seasons" (dropdown), "Match Day", and "Filter". A table lists one event. The table has columns: Event, Date, Time, Teams, Venue, Home Team, and Away team. The event is "la grange tigers vs everyone" scheduled for 2022/05/28 at 9:30 am. The teams are Beecher and La Grange. The venue is Hodgkins Park District (Cole Lenzi Field). The home team is La Grange - 202 and the away team is Beecher - 222. Under the "Event" column, there are links for "Quick Edit" (with a red arrow pointing to it) and "Preview". Under the "Teams" column, there is a link for "Edit Results" (with a red arrow pointing to it).