

NAFHA - Web Admin Procedures

- Team reps must ensure that the Registrar has the complete team roster so it can be entered on the web site. If team rosters are incomplete the results for games cannot be entered properly.
- Team reps are responsible for updating their team information on the website.
- Team reps are responsible for ensuring the results of their home games are entered on the website in a timely manner.

Procedure for Updating Team Information

1. Click on the 'Login' link under the banner on the right side of the home page.
2. Any team contact (as listed on the website) can enter their email in the 'Forgot My Password' section of the Login Page and press "Email My Password" to get sent their username and password.
3. Enter the username and password in the 'Enter NAFHA Admin Area' section of the login page.
4. You will be taken to a menu page with options to 'Update Teams' or 'Update Results'.
5. Click on 'Update Teams' option.
6. Click the 'Edit' link under the Team column and follow instructions to add your team contact information.
7. Press the Save button to save changes.
8. Click the logout link to logout of Admin area.

Procedure for Updating Game Results

1. Login to the Admin area as per instructions above.
2. Click on 'Update Results'
3. Enter Search criteria to filter schedule selection if desired.
4. Click the Edit button on the game you wish to enter results for.
5. Update the status and the game score and save
6. Enter the individual results (goals and penalties) and save
7. Click the logout link to logout of Admin area.