**How to enter golf box scores in online database**

Here are directions for the new way to report box scores to the Northeast Ohio Media Group, which represents The Plain Dealer, cleveland.com and Sun News. Questions? Call 216-999-4107 (phone generally answered daytime and after 8:30 p.m. Mon-Sat).

Our new policy is all box scores (duals, tris, tournaments…) need to be entered directly into our online database by teams. Coaches should feel free to designate somebody on staff or a manager/trusted student to put in the box score shortly after every match.

You can enter in as much or as little as you’d like. At minimum we would like the score. Ideally, provide score and some game notes with first and last names for daily roundup.

**You’ll need your school’s username/password to get in the database. Your athletic director has the info, or call 216-999-4107 or email** [**kdavis@cleveland.com**](mailto:kdavis@cleveland.com)**.**

**Step 1:** When match ends, access online database at www.ohiohssports.com/reporter

Log in by entering your school’s username and password, which give you access to your school only. **Note: Username/password are case-sensitive. If you need your school username and password, e-mail** [**kdavis@cleveland.com**](mailto:kdavis@cleveland.com) **or call 216-999-4107.**

**Step 2:** Under Advanced Tools/Shortcuts at right, click on “Create a New Game.” Select sport from dropdown (**be careful to select correct gender!**) and type away and home schools. Click on school name when it appears in autocompleter to save time/avoid creating duplicate school.No need to change date; it defaults to present date/time. Click “Save.” On next screen, type 9 or 18 for number of holes then click “Save.” At final popup screen, click “Report on the Game” to access box score.

**If match had more than two teams, here’s how to add teams:** After you click save on creating game, the same popup screen appears. Click “View Game Details.” In top section titled “Game Teams”, click “Add Teams” tab on left. Click it again to get more blank boxes. Enter all schools, one per box. Then, click save changes on right. To access box score, look for orange box at left and click link that says “1-page Reporting.”

**Step 3:** At upper left, make sure the sport, year and schools for the match are correct.

**ENTER THE SCORES:** Denote the total team strokes for each school. Under “Finish”, you must also use the toggle to designate 1st, 2nd, etc. Be sure to check the box that says “Check here if this game is final.” If not, the system will not register the game as being over. **Be sure to click “Save” after each step.**

**PLAYER STATS:** Enter all individual’s scores. There is a separate form/section for each team. Type player’s first and last name in box. (Use proper capitalization, as how you enter the name is how it will appear. For example: Pat Smith). **If you get an alert about a possible duplication and it’s the same player, click on existing player instead of adding a duplicate player.** Then enter player’s 9- or 18-hole score and overall place. Ignore notes box in this section. No need to enter hole-by-hole scores in the detail tab, but you may do that if you wish. **Be sure to click “Save” after each step.**

**GAME NOTEBOOK:** Read directions and examples of what to include. **This info is really helpful and is used for highlights to include in the daily roundup article.**

**YOUR CONTACT INFO:** Leave your name and a cell phone number so we can call you if we have questions. If you need to reach us, call 216-999-4107.

**How to enter tennis box scores in online database**

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Our new policy is all box scores (duals, tournaments…) need to be entered directly into our online database by teams. Coaches should feel free to designate somebody on staff or a manager/trusted student to put in the box score shortly after every match.

You can enter in as much or as little as you’d like. At minimum we would like the score. Ideally, provide score and some game notes with first and last names for daily roundup.

**You’ll need your school’s username/password to get in the database. Your athletic director has the info, or call 216-999-4107 or email** [**kdavis@cleveland.com**](mailto:kdavis@cleveland.com)**.**

**Step 1:** When match ends, access online database at www.ohiohssports.com/reporter

Log in by entering your school’s username and password, which give you access to your school only. **Note: Username/password are case-sensitive. If you need your school username and password, e-mail** [**kdavis@cleveland.com**](mailto:kdavis@cleveland.com) **or call 216-999-4107.**

**Step 2:** Under Advanced Tools/Shortcuts at right, click on “Create a New Game.” Select sport from dropdown (**be careful to select correct gender!**) and type away and home schools. Click on school name when it appears in autocompleter to save time/avoid creating duplicate school.No need to change date; it defaults to present date/time. Click “Save.” At popup screen, click “Report on the Game” to access box score.

**If match had more than two teams, here’s how to add teams:** After you click save on creating game, the same popup screen appears. Click “View Game Details.” In top section titled “Game Teams”, click “Add Teams” tab on left. Click it again to get more blank boxes. Enter all schools, one per box. Then, click save changes on right. To access box score, look for orange box at left and click link that says “1-page Reporting.”

**Step 3:** At upper left, make sure the sport, year and schools for the match are correct.

**OVERALL SCORES:** Denote how many matches each school won. Under “Finish”, you must also use the toggle to designate 1st, 2nd, etc. Be sure to check the box that says “Check here if this game is final.” If not, the system will not register the game as being over. **Be sure to click “Save” after each step.**

**ENTER THE SCORES:** This is where you enter results of the three singles and two doubles matches. Ignore Match No. at left. Under Players, type player’s full name in box. (Use proper capitalization, as how you enter the name is how it will appear. For example: Pat Smith). **If you get an alert about a possible duplication and it’s the same player, click on existing player instead of adding a duplicate player.** Once names are added for a match, enter the score for each game, using tie-breaker as needed. Under the “Winner” label, check the box for which player won the match. The dropdown option at right is for forfeit, default or if the opponent retired.

For doubles, be sure to only enter one name per box. Ignore the third doubles match.

**Be sure to click “Save” after each step.**

**GAME NOTEBOOK:** Read directions and examples of what to include. **This info is really helpful and is used for highlights to include in the daily roundup article.**

**YOUR CONTACT INFO:** Leave your name and a cell phone number so we can call you if we have questions. If you need to reach us, call 216-999-4107.