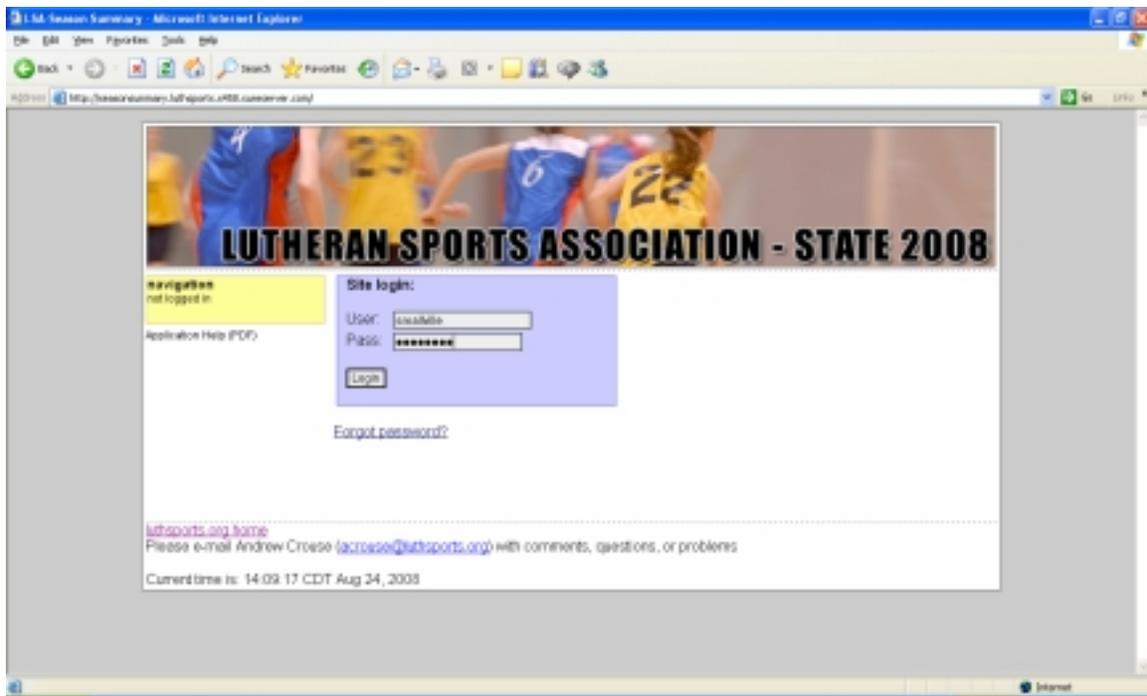


This document will help coaches and schools with the new and improved application process for STATE 2008/2009 Grade School Events. The application site is used to apply for Cross Country, Volleyball, and Basketball. Track uses a different system for application. For more information about STATE 2008/2009 events, go to our website at www.luthsports.org. The pictures in this guide will be the same or similar to what is on the website, but the LSA reserves the right to make changes to the website. Please note, this document has been revised from last year's help document.

Each school will get a letter from the LSA a few months before each event. It will have a username and password unique to your school. Only one username and password per school will be allowed. If you lose your password, you must e-mail acrouse@luthsports.org for a new one.

Login Page



For the purposes of this guide, the school name is Smallville Trinity. The first time you login with your username and password, you will be asked to make changes to your school information. Please make changes, and hit "Save". You will be able to make changes later if you wish.

Home Page

The Home Page will give an introductory to the application process. On the left hand side there is a box named "Navigation". There will be options to enter information for each event. You may enter information at any time up until the deadline for each event. For all events must fill out a team and staff roster in order to apply.

School Information

This information is not required for application to STATE 2008. This page will, however, allow you to update information about your school. Some of this information such as principal, athletic director and enrollment will be published in the program book. If you wish to make a change, place your cursor in the desired box and make the change. To save your changes, click the "Save Changes" button. Please note the password is a field that can be changed. If you wish to change your password, it may be done here. The password will change the next time someone logs in with the same username. You cannot change the username.

The screenshot shows a web browser window displaying the "Lutheran Sports Association - Season Summary" page for Trinity Lutheran School. The page includes a navigation menu on the left, a "school information" section with a "save changes" button, and a table of school details. A pink message bar indicates that the school information update was saved.

navigation

- home
- school information
- team roster
- staff roster
- schedules and results
- conference standings
- league

select sport

- 07-08 Boys' Basketball
- 07-08 Girls' Basketball
- 07-08 Cheerleading

TRINITY LUTHERAN SCHOOL (no/athlete) 07-08 Boys' Basketball

school information

-- school information update saved

Please verify your school's information below. If you make changes, remember to click the "save changes" button. Once your information is updated, please move to filling out your team's [roster](#) or [season summary](#).

school	TRINITY LUTHERAN SCHOOL
address	201 Grand Oaks Highway Road
city	Grainville
state	IL
zip	60080
county	DeWitt
school phone	708-238-7000
school fax	708-238-7001
principal email	100
principal number	3

LSA Season Summary - Microsoft Internet Explorer

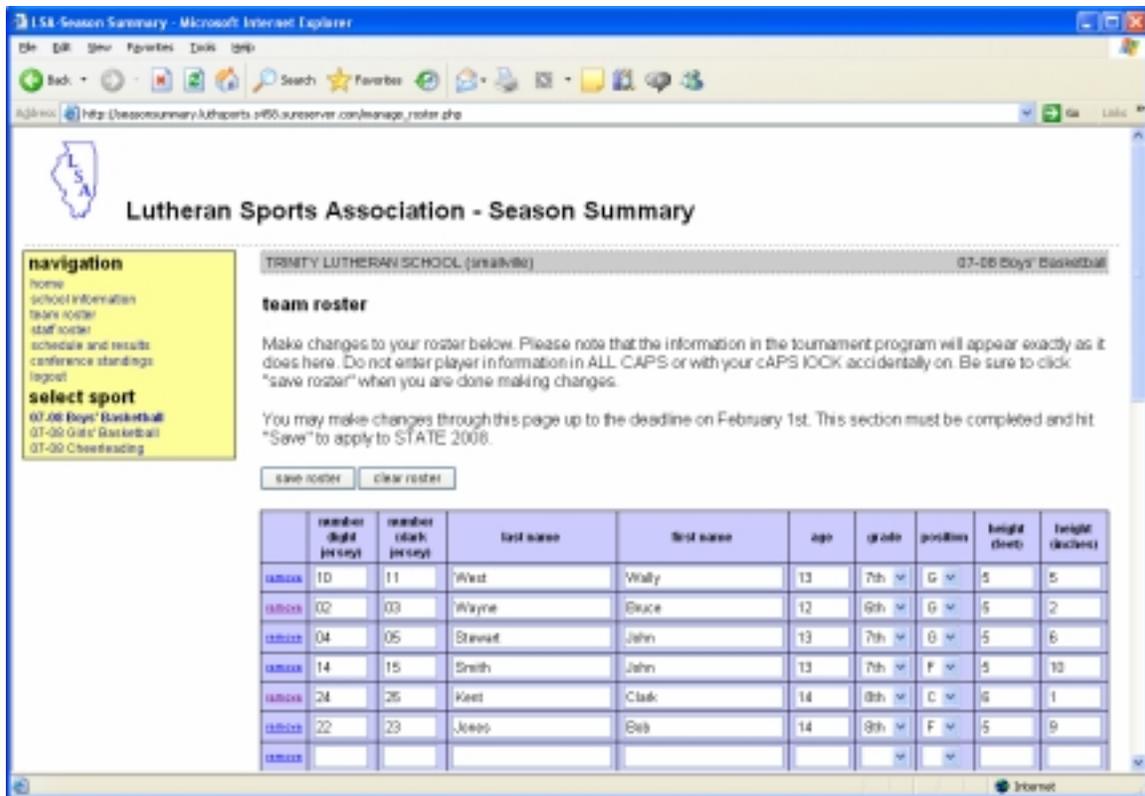
Address: http://seasonsummary.luthsports.org/sureserver.com/manage_school.php?mg_list=53

zip	60000
county	Dupage
school phone	123/456-7890
school fax	234/567-8901
K-8 enrollment	100
preschool enrollment	3
principal	Jonathan Kent
principal phone	345/678-90
athletic director	Lex Luthor
athletic director phone	456/789-01
team nickname	Supermen
team colors	Red & Blue
league	IND
e-mail	acrouse@luthsports.org
website	www.luthsports.org
user name	smallville
password	aquaman

save changes

Team Roster (All Events)

This page must be filled out by the application deadline. You may type in as many roster slots as needed. Please include all of the information such as age, grade and height. Please note the names are filled out last name then first name. You may make changes at any time to the roster before the deadline. To remove a participant, click the “Remove” button by the participant. To add a new roster member, just add information to the next line. After changes have been made, hit the “Save Changes” button.



Sideline Cheerleader Roster (Basketball Only)

This information is optional. If your team will have cheerleaders on the sidelines during the game, enter this information for the program book. Entering information into this page will NOT enter your cheerleaders into the Cheerleading Competition.

Staff Roster (All Events)

This information is required for application by the deadline. Simply enter the coaches, assistant coaches, statistician, and team manager information. This information is crucial for the LSA to communicate with coaches.

Schedule and Results (Basketball and Volleyball)

This information is required for application to STATE 2008/2009 by the deadline. Scores can be entered at any time during the season. Games that have not been played should be entered, and can be updated after the game is done. In the example below, Smallville Trinity has a 3 and 2 record with two more games to play. In order to enter a new game, type in the date and school and type of game (conference, non-conference or tournament) into the "add new event" section. If the game has not been played, leave the result and score blank. If you are playing in a tournament, please note the tournament and your place at the end of the tournament.

We highly encourage a school to enter their schedule for basketball and volleyball early.

USA Season Summary - Microsoft Internet Explorer

http://www.usasummary.litports.org/season_results.php

TRINITY LUTHERAN SCHOOL (smainville) 07-08 Boys' Basketball

navigation

- home
- school information
- team roster
- staff roster
- schedule and results
- conference standings
- login!

select sport

- 07-08 Boys' Basketball
- 07-08 Girls' Basketball
- 07-08 Cheerleading

schedule and results

Scores may be updated up until STATE 2008. Please enter your full schedule, including games that have not been played. This section must be completed and hit "Save" to apply to STATE 2008. Changes can be made until the deadline of February 1st.

add a new event

	date	opponent	game type	result	scores	notes (include tournament name or if OT)
example:	12/10/2007	Hometown Zion Lutheran	Non-conference	W	72-68	Triple OT
<input type="button" value="save"/>	<input type="text"/>	<input type="text"/>	Conference	<input type="text"/>	<input type="text"/>	<input type="text"/>

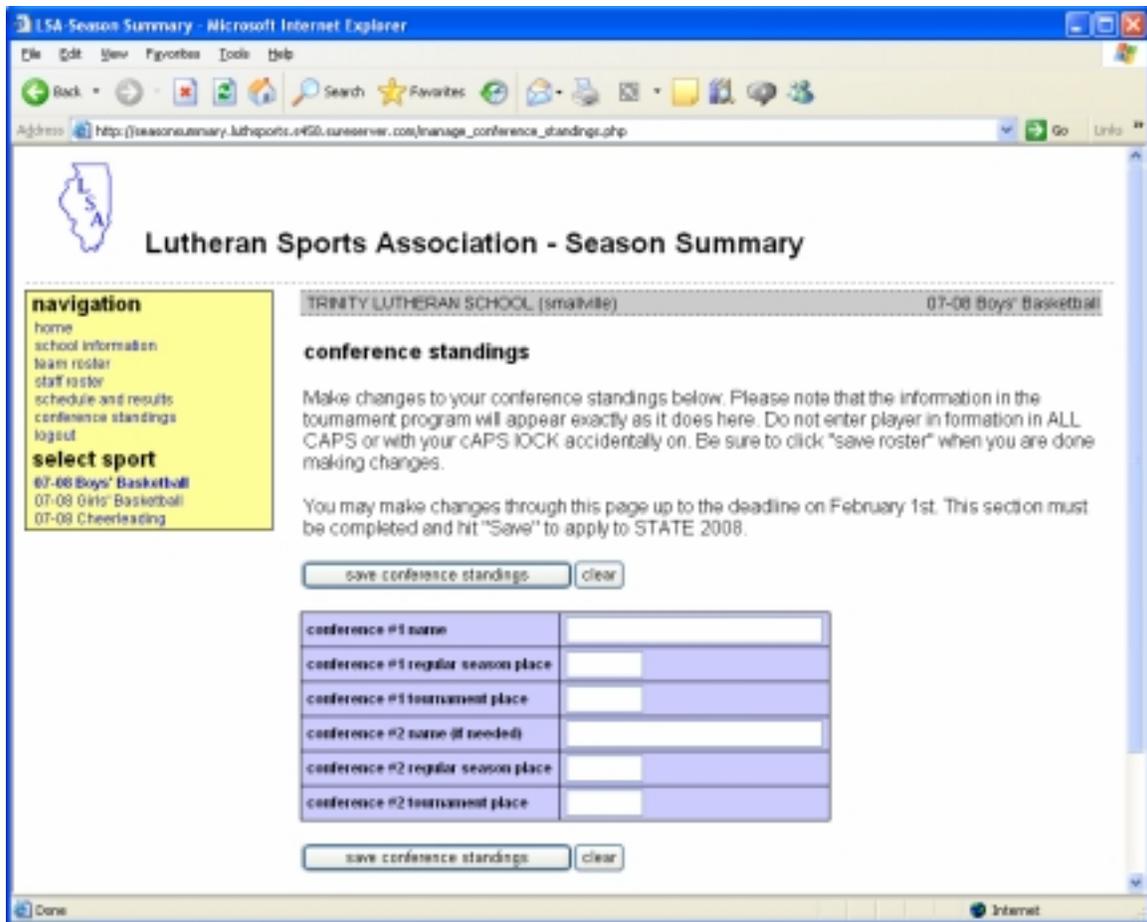
saved events

edit delete	date	opponent	game type	result	scores	notes
edit delete	02-12-2008	Digella Trinity	Conference			
edit delete	01-12-2008	Central City St. Peter	Non-Conference			
edit delete	12-04-2007	Metropolis Immanuel	Tournament	L	40-34	Immanuel Metropolis Tourney 2nd Place
edit delete	12-03-2007	Medunville St. John	Tournament	W	40-32	Immanuel Metropolis Tourney
edit delete	12-03-2007	Zion Lutheran	Tournament	W	50-35	Immanuel Metropolis Tourney
edit delete	11-28-2007	Smallville Junior High	Non-Conference	L	65-52	Overtime
edit delete	11-15-2007	Pleasantville Zion	Non-Conference	W	50-23	

Overall record: 3-2

Conference Standings (Basketball and Volleyball)

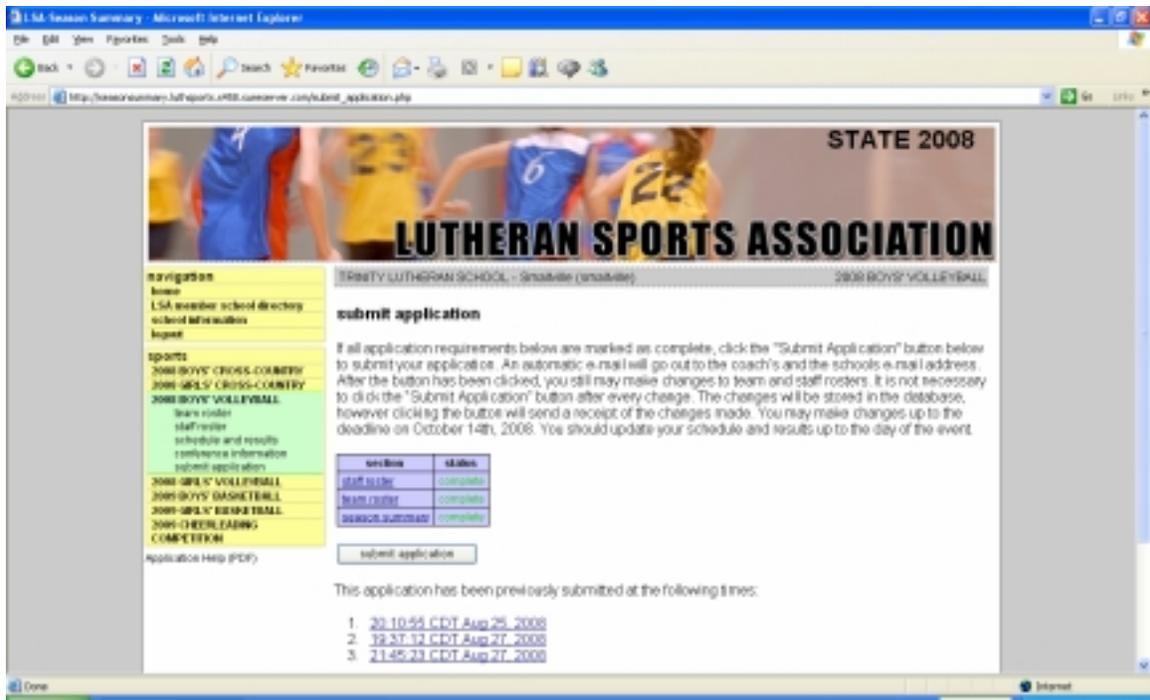
This page must be filled out if your school belongs to a conference. If not, this section may be skipped. This information is important to the selection committee for basketball, and this information will be posted in the program book. A few schools belong to two different conferences which is why there are extra boxes for a second conference.



Applying to STATE 2008/2009 (Changes from last year)

In order to apply for an event you must go to the section named "Submit Application" under the sport for which you wish to apply. This is a change from last year. Just hitting the "Save Changes" button on the required sections, will NOT submit an application. You must hit the "Submit Application" button as shown on the next page. A minimal amount of information must be entered into the staff roster, team roster, and schedule and results pages before the button can be clicked. After the submit button has been clicked, the school and coach will receive an e-mail with a receipt of the changes. If you have already submitted your application, and make changes afterwards, it is not necessary to submit again. However, if you want a receipt of the changes made, you can hit the "Submit Application" multiple times. Either way, once "Save Changes" is clicked, the changes are updated in our database.

Please note the application deadlines in your school mailing for every event. Deadlines will also be posted on the LSA Web site, www.luthsports.org. Do not wait for the last minute to apply. If your school is on the fence about applying for an event, APPLY. It is much easier to "un-apply" than it is to apply after the deadline. The only case late applications are accepted is to get a certain amount of teams for pool play in Volleyball.



Logout

When you are done, please log out. You do not automatically log out if you close your browser.

Troubleshooting

While great care was taken to make this new site a reality, it is new, and problems may arise. This section may grow with issues and fixes as we get more feedback.

Q: I lost my username and password, Help!

A: Your mailing contains your school's unique password. Your mailing will be sent to your school's principal. Please alert your principal to save this letter for you if you are a coach or athletic director. If your mailing is lost, you must e-mail acrouse@luthsports.org for a new password. The LSA may require further proof of identity through the school before giving out a new password.

Q: My username and password worked the first time, but it doesn't work now!

A: More than likely, someone at your school changed your password. You will have to get the new password from them. It is also possible you tried to change the password, and did not hit "Save Changes". If so, try the old password. Also remember, passwords are case-sensitive.

Q: To whom should I give my password to at my school?

A: Whomever you wish, however, the more people that have the password, the higher the probability of someone making accidental changes. It is also possible for two people on different computers to log in at the same time. This can cause problems as well.

Q: Will my password from last year work?

A: No, passwords are refreshed every year. You may change your password after the initial login.

Q: Why do I have to use a different password and have to go to a different page for Track?

A: The program that seeds the heats and lanes for track is a second party program by Kompasport. That program works in conjunction with the FAT system at track.

Q: My rosters/results for Boys/Girls/Cheerleading have disappeared!

A: In the "Navigation" box, make sure the desired event is bold. If not, click the event and the roster/results will appear. The other possibility is changes were not "Saved". If changes were never saved, or "Cleared", the LSA cannot get them back. They will have to be retyped. If problem persists, e-mail acrouse@luthsports.org.

Q: I didn't get an automatic e-mail after I applied. Help!

A: An automatic e-mail will be sent to the school and head coach. Please check to make sure e-mail addresses are up to date and entered correctly. If problems persist, check your spam filter. If the e-mail doesn't make it to an e-mail address, it may be possible the e-mail cannot just get through (it is unlikely, but not impossible). Go to the Submit Application portion of the desired event and click on the time stamp (the time stamp will only show up if the "Submit Application" button is clicked). The information being sent by e-mail will pop up and may be printed out.

Q: Our school co-ops with another school, which password do I use? Do I have to apply twice?

A: If two schools co-op, pick one school's username and password and apply. E-mail jkroll@luthsports.org with your intention to apply to STATE 2008/2009 with co-op schools. You do not have to apply twice.