

# CSA Coach Documentation

## Entering Team Match Scores

### Overall steps record a match score:

1. Logon to the website with your U.S. SQUASH username and password
2. Go to your team's page
3. Confirm Match is scheduled
4. Enter Match Results
5. Correcting a Match Result

### 1. Logging in to [www.ussquash.com](http://www.ussquash.com)

- Coaches must be logged in to the site in order to enter scores. All coaches should already have accounts on the U.S. SQUASH system.
- Go to [www.ussquash.com](http://www.ussquash.com). Scroll over the "My Account" link on the right side of the page, and click on "Logon".
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the "forgot your password" link to have a new one emailed to you.
- If you have further problems with logging in to your account, please contact [membership@ussquash.com](mailto:membership@ussquash.com) for assistance.

### 2. Finding your League and Team on the Site

- Scroll over the "Play Squash" link in the middle of the page. On the menu that appears, click on the link for "leagues".
- Select the CSA league from the link provided.
- To go to your team's page, click on the appropriate division, and then on your team's name.
- In order to manage your team's roster, you must be listed on the team page as a coach or assistant coach. If you are not, please contact U.S. SQUASH to be added as a coach/captain for the team.
  - Note- If your team is not listed on the site, please contact U.S. SQUASH to be added.
- Direct links to bookmark for the CSA leagues:
  - Men's:  
[http://modules.ussquash.com/ssm/pages/serve.asp?myurl=modules.ussquash.com/ssm/pages/leagues/League\\_Information.asp%3Faction=league&a=3&leagueid=867](http://modules.ussquash.com/ssm/pages/serve.asp?myurl=modules.ussquash.com/ssm/pages/leagues/League_Information.asp%3Faction=league&a=3&leagueid=867)
  - Women's:  
[http://modules.ussquash.com/ssm/pages/serve.asp?myurl=modules.ussquash.com/ssm/pages/leagues/League\\_Information.asp%3Faction=league&a=3&leagueid=868](http://modules.ussquash.com/ssm/pages/serve.asp?myurl=modules.ussquash.com/ssm/pages/leagues/League_Information.asp%3Faction=league&a=3&leagueid=868)
  - To bookmark your individual team page, right-click on the team name from the above links and select "bookmark this page".

### 3. Confirm the Match is Scheduled

- Once at your team's page, check to make sure the match is on your schedule.

Racquet				
League: <a href="#">Division A</a>				
Home Facility: <a href="#">Racquet Club Of Philadelphia</a>				
<b>Matches Played/ Scheduled</b>				
Status	Match date/ Result	Time	Opposing Team	Site
<a href="#">Change</a> <a href="#">Confirm</a>	<a href="#">09/25/12</a>	06:30pm	<a href="#">Philly Cricket</a>	Away
<a href="#">Change</a> <a href="#">Confirm</a>	<a href="#">10/02/12</a>	06:30pm	<a href="#">Penn</a>	Away

- If the match is not on your team's schedule, a coach can add the match themselves. Click on "edit schedule" on the top of your league page, and then the link to add a new match. Enter the required information and submit the match; it will now be available for score entry.
  - Note: the "Round" drop-down menu on the add match screen should always be left as "Local".

#### 4. Enter the Match Results

- From the team page, click on the "Record" button next to the match that is to be entered. This will take you to the match entry screen

<a href="#">Change</a> <a href="#">Confirm</a>	<a href="#">11/13/12</a>	06:30pm	<a href="#">Philly Cricket</a>	Home	Won 3-0	-	-
<a href="#">Change</a> <a href="#">Confirm</a>	<a href="#">11/20/12</a>	06:30pm	<a href="#">Penn</a>	Home	Won 3-0	-	-
<a href="#">Record</a>	<a href="#">11/27/12</a>	06:30pm	<a href="#">Philly Country</a>	Home	-	<a href="#">Add</a>	
<a href="#">Record</a>	<a href="#">12/04/12</a>	06:30pm	<a href="#">HVCC</a>	Home	-	<a href="#">Add</a>	

- Entering Results:

<b># 1 Singles</b>							
Status:	Completed						
Winner	<div style="display: flex; justify-content: space-between;"> <span>Match Winner</span> <span>Player Names</span> </div>						
<input checked="" type="radio"/>	Racquet		game 1	game 2	game 3	game 4	game 5
<input type="radio"/>	Philly Country				Game Scores		

- First select the "status" for each match. If a match was played, select "completed". For default and retired matches, see below.
- Select the Players names from the drop down boxes. If a player's name is missing, see below.
- Select the winning player by selecting the radio button to the left of the players' names.
- Enter in the COMPLETE scores for each match, including points.

- Once data entry is complete, select “Submit” at the bottom of the page.
- Match not played
  - If neither team fields players for a particular number, select “Double Default” as the status, and “default” for the name of each player.
- Default and Retired Matches
  - Default Matches:
    - Select “Default” as the status
    - Enter the winning player’s name, and select “default” as the player for the opposing team
    - Select the winning player as the winner
    - Enter in 11-0, 11-0, 11-0 as the score of a defaulted match.
  - Retired Matches (injury or default occurs during the match itself):
    - Select “Retired” as the status
    - Enter both players’ names
    - Select the winning player as the winner
    - Enter scores up to the point of the stoppage of the match
- Players not listed on roster
  - If the missing player is on your team’s roster, you must add them to your roster before entering the scores of a match.
  - If trying to enter a match and a player is not listed on the opposing team’s roster, use the following method:
    - When entering scores, select “not on roster” as the player name
    - Enter the match as described above.
- If an error occurs:
  - If an error message is given, read the provided matches and correct the match entry of the appropriate matches.
  - **\*\*If you click on “submit” and all the data is wiped out without saving, this is a rare error that can be corrected. BEFORE CLICKING ANYTHING ELSE, Simply click the “back” button on your browser, which will bring up the players and scores again. From there, click on the “submit” button again, and the scores should go in properly. We apologize for this occasional error, and will continue to try to rectify the situation.**

## 5. Editing Match Results prior to match confirmation

- A coach may edit match results prior to the other captain confirming the results of a match. To do this, they follow the same steps as entering a match, but instead of entering the whole match again, they will just edit the erroneous data.
  - When on the team page, click on “change” instead of “record” in order to make edits to a previously entered match.
- Once a scorecard has been confirmed in the system, please contact U.S. SQUASH if you need to make any changes to the match, as after that point captains are no longer allowed to do so.