



## **Online Eligibility Center Users Guide**

Version 2.1 - Revision of 1/21/07

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**Note:**  
This is version 2.1 of the Eligibility Center Help Document, published on Jan. 21, 2007.

This document will be updated as necessary to include new and/or changed features. The most current version is always available for download from the link at the top of the Eligibility Center mainpage.

## **INTRODUCTION**

This document is designed to assist member school athletic department personnel with the use of the CIAC online eligibility system.

The Online Eligibility Center is the primary method of communication between the CIAC and member school athletic departments. All eligibility lists, tournament entry forms, game schedules and results and other paperwork required of member schools must be submitted via the online system.

The system also provides a number of benefits to member schools in terms of accessing a realtime picture of their filing status for all forms, immediate verification that data entered is within CIAC rules and policies.

Schedule and results data entered into the system is provided directly to officials schedulers, media members, parents and other members of the general public; is made accessible for seamless direct incorporation into school, league and media websites; and is available for export in formats that will allow direct import into nearly any scheduling or database program.

We believe that most questions member schools will have regarding the use of the system can be found in this help document. We encourage you to explore the information provided carefully and to keep this document handy when using the system in case any questions arise.

If school personnel have support issues that cannot be resolved via this document, they should feel free to contact the Central Office, either by submitting a "support ticket" via the online eligibility center main page, by e-mailing <elighelp@casciac.org>, or via phone at (203) 250-1111.

# LOGGING IN

To use the eligibility center you must have the username and password assigned to your school by the Central Office. This information is provided to the building principal, and should be given only to personnel who specifically need it. Information submitted using a school's username and password is deemed to have been approved by the principal.

To sign in to the eligibility center, click on the “Member Login” button on the left side of any page on the CAS-CIAC web site ([www.casciac.org](http://www.casciac.org)), then click on the link for the appropriate level Eligibility Center (High School or Middle Level).

When you click on the link you will be prompted to enter your username and password. Be sure to enter them exactly as they were given to you - both the username and password are case-sensitive.

Maintaining the security of the school's username and password is of the utmost importance.

Your web browser will give you the option to save or remember your username and password. Do not choose this option unless you are 100% certain that no one else has access to your computer.

You can request a change of password at any time, and will want to do so if your school has had a change in personnel that has access to the login information.

To request a password change you must submit a “Support Ticket” via the eligibility center (instructions on submitting support tickets can be found in this document).

# ELIGIBILITY CENTER MAINPAGE

After successfully logging into the Eligibility Center you will see a number sections on the mainpage. There are areas that provide you with immediate notification of information, such as important news from the central office, upcoming deadlines and your current day's scheduled events.

There are also a number of options that are used to view and/or enter information. Each of those options will be described in the pages which follow in this document.



**www.casciac.org**  
The Connecticut Association of Schools • Connecticut Interscholastic Athletic Conference

[home page](#)
[casciports.com](#)
[view calendar](#)
[get directions](#)
[eligibility center](#)

**CIAC Online Eligibility Center**  
 Page loaded at: 2007-01-22 09:35:16 Login Name: NewCanaan  
 Help Document (v. 2.1 revised 1/22/07 - 5.3mb .pdf): [Click here to download](#)

**IMPORTANT INFORMATION**

**SPRING SCHEDULE DEADLINE IS FEBRUARY 1ST**  
 The deadline for initial entry of 2007 Spring sports schedules is Thur. Feb. 1 and the conflict resolution deadline is Thur. Feb. 8. All master schedules received from leagues to date have been imported. Any league representative that still wishes to provide master schedules for any sport can download [this excel template](#).

**TONY MOSA RETIRES FROM CENTRAL OFFICE**  
 Tony Mosa has retired after more than twelve years as assistant executive director for CIAC. Former Northwestern Regional principal and CIAC board chair Patricia Llorca has been named as Tony's replacement.

**UPCOMING ELIGIBILITY FORM DEADLINES/KEY DATES**

**Wed., 01/24, 2:00-5:00pm** - Eligibility Review Board

**Fri., 01/26** - Indoor Track Optional Change of Division Due

**Thu., 02/01** - Spring Schedules Initial Entry Deadline

**Mon., 02/05** - Boys/Girls Basketball Officials Forms

**Tue., 02/06, 9:00am** - Indoor Track Roster/Qualifying Marks Due

**View/Submit Sport Specific Forms:**  
 26 Sports are currently active  
[Add Sport](#) [Delete Sport](#)

**Boys Sports**

- **Baseball**  
[\[Show Baseball Options\]](#)
- **Basketball (Boys)**  
[\[Show Boys Basketball Options\]](#)
- **Cross Country (Boys)**  
[\[Show Boys Cross Country Options\]](#)
- **Football**  
[\[Show Football Options\]](#)
- **Golf (Boys)**  
[\[Show Boys Golf Options\]](#)
- **Ice Hockey (Boys)**  
[\[Show Boys Ice Hockey Options\]](#)
- **Indoor Track (Boys)**  
[\[Show Boys Indoor Track Options\]](#)
- **Lacrosse (Boys)**  
[\[Show Boys Lacrosse Options\]](#)
- **Outdoor Track (Boys)**  
[\[Show Boys Outdoor Track Options\]](#)
- **Soccer (Boys)**  
[\[Show Boys Soccer Options\]](#)
- **Swimming (Boys)**  
[\[Show Boys Swimming Options\]](#)
- **Tennis (Boys)**  
[\[Show Boys Tennis Options\]](#)
- **Wrestling**  
[\[Show Wrestling Options\]](#)

**Girls Sports**

- **Basketball (Girls)**  
[\[Show Girls Basketball Options\]](#)
- **Cross Country (Girls)**  
[\[Show Girls Cross Country Options\]](#)
- **Field Hockey**  
[\[Show Field Hockey Options\]](#)
- **Golf (Girls)**  
[\[Show Girls Golf Options\]](#)
- **Gymnastics**  
[\[Show Girls Gymnastics Options\]](#)
- **Indoor Track (Girls)**  
[\[Show Girls Indoor Track Options\]](#)
- **Lacrosse (Girls)**  
[\[Show Girls Lacrosse Options\]](#)
- **Outdoor Track (Girls)**  
[\[Show Girls Outdoor Track Options\]](#)
- **Soccer (Girls)**  
[\[Show Girls Soccer Options\]](#)
- **Softball**  
[\[Show Softball Options\]](#)
- **Swimming (Girls)**  
[\[Show Girls Swimming Options\]](#)
- **Tennis (Girls)**  
[\[Show Girls Tennis Options\]](#)
- **Volleyball (Girls)**  
[\[Show Girls Volleyball Options\]](#)

**Coed Activities**

- **Cheerleading**  
[\[Show Cheerleading Options\]](#)

**Today's Events (2)**

Sport	Opponent	H/A-Facility	Time	Bus
Boys Ice Hockey	Practice	Home - Darien Ice Rink	2:30-4:00pm	
Wrestling	Practice	Home - NCHS Wrestling Room	3-5:15pm	

**Schedules/Results**

- View Schedules  
 Calendar: [\[View\]](#) | List: [\[All\]](#) [\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- View Bus Schedule (HS & MS)  
[\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- Edit Bus Times and Notes (All Sports - HS & MS)  
[\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- View Conflict Report [\[Show Options\]](#)
- Confirm Game Schedules With Opponents [\[Go\]](#)
- Update Schedule Data vs. One Opponent [\[Go\]](#)
- Games With Pending Changes [\[View\]](#)
- Games Opponents Have Marked Cancelled [\[View\]](#)
- E-Mail A Schedule [\[Calendar\]](#) [\[List\]](#)
- Schedules For Non-CIAC Sports [\[Edit/View\]](#)
- Edit Practice Schedules  
 (To edit for one sport, use the option under that sport in the lefthand column)  
[\[All Sports\]](#) [\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- Miscellaneous Events [\[Edit\]](#) [\[View\]](#)
- School Holidays/Closings [\[Edit\]](#) [\[View\]](#)
- 2005-06 Schedule/Results Data: [\[View\]](#)
- Middle Level Schedules/Results Center: [\[Go\]](#)

**Import Schedule Data**  
[\[Show Schedule Import Options\]](#)

**Administrative Actions**

- Support Tickets [\[Open New\]](#) [\[View Open\]](#) [\[View All\]](#)

Ticket#	Opened	Subject	Details
User NewCanaan has no open tickets			

- General School Information [\[Edit\]](#)
- Athletic Information for CAS-CIAC Membership Database [\[Edit\]](#)
- Directions to Sports Sites [\[Edit\]](#)
- Access Codes For Results Entry By Coaches [\[Manage\]](#)
- Certification of Recruiting Compliance [\[Submit\]](#)
- Send A Message To Another School [\[Go\]](#)

**View/Create Reports**

- Form Status For All Sports [\[Fall\]](#) [\[Winter\]](#)
- Facility Report [\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- Coaches List [\[View\]](#)
- Game Workers/Officials  
 Master Names Listing [\[Add/Edit Names\]](#) [\[View By Person\]](#)  
 View/Edit By Event-Print Vouchers [\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- Generate Links to Game Schedules/Results  
[\[Calendar Format\]](#) [\[List Format\]](#)
- Download Schedules to Outlook, iCal and/or PDA [\[Go\]](#)
- Schedules/Results From All Schools [\[View\]](#)
- Win-Loss Records For All Sports  
[\[06-07\]](#) [\[05-06\]](#) [\[04-05\]](#)
- DQ/Penalty Reports For All Teams  
[\[06-07\]](#) [\[05-06\]](#)
- Tab-Delimited Athlete Report  
[\[06-07\]](#) [\[05-06\]](#) [\[04-05\]](#) [\[03-04\]](#)

**Results/Eligibility List Totals:**

- Athlete Counts for NewCanaan:  
 549 Names (486 unique)
- Team-By-Team Eligibility List Counts: [\[View\]](#)

**Miscellaneous Downloads**

- 2006-07 CIAC Handbook [\[Download\]](#)
- 2006-07 Eligibility Rules [\[Download\]](#)
- cascports.com Flyer For Parents' Meetings [\[Download\]](#)
- Cooperative Team Policies and Application [\[Download\]](#)
- Disqualification Policy [\[Download\]](#)
- National Federation Sanctioning Forms [\[Download\]](#)
- National HS Recognition Application [\[Download\]](#)
- Policy on Recruiting [\[Download\]](#)
- Protest Form [\[Download\]](#)
- Transfer Form [\[Download\]](#)

# IMPORTANT NEWS/KEY DATES/DEADLINES

At the top of the screen you will see a section with important news from the central office and a listing of important dates and deadlines which are coming soon. You will want to look at this information regularly to avoid missing any tournament deadlines which could affect your athletes' ability to participate in state tournament competitions.

**CIAC Online Eligibility Center**  
 Page loaded at: 2006-08-12 12:43:07 Login Name: Ridgefield  
 Help Document (currently being revised): [[Click here to download](#)]

## IMPORTANT INFORMATION

### FALL SPORTS TOURNAMENT PACKETS

Tournament packets for 2006 fall sports are available for immediate download from the CIAC online eligibility center (by selecting the tournament packet option under any sport's pulldown menu) or via the direct links below:

- [Football](#)
- [Girls Volleyball](#)
- [Boys/Girls Soccer](#)
- [Boys/Girls X-Country](#)
- [Field Hockey](#)
- [Girls Swimming](#)

## UPCOMING ELIGIBILITY FORM DEADLINES/KEY DATES

- Mon., 08/21** - Football -- First Date for Conditioning Practice
- Wed., 08/23, 8:00am-3:30pm** - New Athletic Directors Workshop
- Thu., 08/24, 8:00am-3:30pm** - New Athletic Directors Workshop
- Sat., 08/26** - First Practice Date - All Fall Sports

# GAMES WITH PENDING CHANGES

Request Submitted	Sport	Opponent	Date	Time	Site	Facility	Submitted By
2006-08-08 10:04:00	V Boys Soccer	Harding	C: 2006-09-25 P: No Change	C: 4:00 p.m. P: No Change	C: Home P: No Change	C: Loeffler Field P: Loeffler Field - Staples	Staples
2006-08-08 09:50:15	JV Boys Soccer	Harding	C: 2006-09-25 P: No Change	C: 4:00 p.m. P: No Change	C: Home P: No Change	C: P: Wakeman Field	Staples
2006-08-08 10:13:53	FR Football	Harding	C: 2006-09-28 P: No Change	C: 3:45 p.m. P: No Change	C: Home P: No Change	C: P: Wakeman Field	Staples
2006-08-11 10:09:26	V Girls Volleyball	Fairfield Warde	C: 2006-10-06 P: 10/05/06	C: 4:00 p.m. P: No Change	C: Away P: No Change	C: Fairfield Warde High School Gymnasium P: No Change	Fairfield Warde [Process]
2006-08-11 10:09:49	JV Girls Volleyball	Fairfield Warde	C: 2006-10-06 P: 10/05/06	C: 5:30 p.m. P: No Change	C: Away P: No Change	C: Fairfield Warde High School Gymnasium P: No Change	Fairfield Warde [Process]

Below the news and key dates you will see a listing of games on your schedules with pending changes. These could be changes your opponents have submitted to you, or changes you have submitted to your opponents. If the change is waiting for action by you there will be a link you can click on to deal with it (see the details on processing change requests later in this document).

Note -- you will not see this section on you mainpage if you do not have any pending changes.

# SPORTS SPECIFIC MENUS

**View/Submit Sport Specific Forms:**  
 26 Sports are currently active  
[\[Add Sport\]](#) [\[Delete Sport\]](#)

## Boys Sports

- **Baseball**  
[\[Show Baseball Options\]](#)
- **Basketball (Boys)**  
[\[Show Boys Basketball Options\]](#)
- **Cross Country (Boys)**  
[\[Show Boys Cross Country Options\]](#)
- **Football**  
[\[Show Football Options\]](#)
- **Golf (Boys)**  
[\[Show Boys Golf Options\]](#)
- **Ice Hockey (Boys)**  
[\[Show Boys Ice Hockey Options\]](#)
- **Indoor Track (Boys)**  
[\[Show Boys Indoor Track Options\]](#)
- **Lacrosse (Boys)**  
[\[Show Boys Lacrosse Options\]](#)
- **Outdoor Track (Boys)**  
[\[Show Boys Outdoor Track Options\]](#)
- **Soccer (Boys)**  
[\[Show Boys Soccer Options\]](#)
- **Swimming (Boys)**  
[\[Show Boys Swimming Options\]](#)
- **Tennis (Boys)**  
[\[Show Boys Tennis Options\]](#)
- **Wrestling**  
[\[Show Wrestling Options\]](#)

## Girls Sports

- **Basketball (Girls)**  
[\[Show Girls Basketball Options\]](#)
- **Cross Country (Girls)**  
[\[Show Girls Cross Country Options\]](#)
- **Field Hockey**  
[\[Show Field Hockey Options\]](#)
- **Golf (Girls)**  
[\[Show Girls Golf Options\]](#)
- **Gymnastics**  
[\[Show Girls Gymnastics Options\]](#)
- **Indoor Track (Girls)**  
[\[Show Girls Indoor Track Options\]](#)
- **Lacrosse (Girls)**  
[\[Show Girls Lacrosse Options\]](#)
- **Outdoor Track (Girls)**  
[\[Show Girls Outdoor Track Options\]](#)
- **Soccer (Girls)**  
[\[Show Girls Soccer Options\]](#)

## Swimming (Girls)

[\[Hide Girls Swimming Options\]](#)

- **Tournament Packet: 2006-07**
- **Eligibility List:**  
 Create/Edit: [Go](#)  
 Import From Last Year: [Go](#)  
 View: [Current Year](#) | ['05-06](#) | ['04-05](#)  
 Export Tab-Delimited: [Current Year](#) | ['05-06](#) | ['04-05](#)
- **Schedule/Results:**  
 Submit: [Varsity](#) | [JV](#)  
 View: [Varsity](#) | [JV](#) | [All Levels](#)  
 Practice Schedule: [Edit](#)  
 Bus Time and Notes: [Edit](#)
- **Entry Form: [Submit](#) | [View](#)**
- **Seeding Sheet: [Submit](#) | [View](#)**
- **Diving Form: [Submit](#) | [View](#)**
- **Selection of Diving Officials: [Submit](#) | [View](#)**
- **Tournament Invoice: [Generate](#)**
- **DNQ/Will Not Participate Form: [Submit](#)**
- **Disqualification Report: [Submit](#) | [View](#)**
- **Forfeiture Form: [Submit](#)**
- **Out-of-State Game Form: [Submit](#)**

#### Boys Sports

- **Baseball**  
[Show Baseball Options]
- **Basketball (Boys)**  
[Show Boys Basketball Options]
- **Cross Country (Boys)**  
[Show Boys Cross Country Options]
- **Football**  
[Show Football Options]
- **Golf (Boys)**  
[Show Boys Golf Options]
- **Ice Hockey (Boys)**  
[Show Boys Ice Hockey Options]
- **Indoor Track (Boys)**  
[Show Boys Indoor Track Options]
- **Lacrosse (Boys)**  
[Show Boys Lacrosse Options]
- **Outdoor Track (Boys)**  
[Show Boys Outdoor Track Options]
- **Soccer (Boys)**  
[Show Boys Soccer Options]
- **Swimming (Boys)**  
[Show Boys Swimming Options]
- **Tennis (Boys)**  
[Show Boys Tennis Options]
- **Wrestling**  
[Show Wrestling Options]

#### Girls Sports

- **Basketball (Girls)**  
[Show Girls Basketball Options]
- **Cross Country (Girls)**  
[Show Girls Cross Country Options]
- **Field Hockey**  
[Show Field Hockey Options]
- **Golf (Girls)**  
[Show Girls Golf Options]
- **Gymnastics**  
[Show Girls Gymnastics Options]
- **Indoor Track (Girls)**  
[Show Girls Indoor Track Options]
- **Lacrosse (Girls)**  
[Show Girls Lacrosse Options]
- **Outdoor Track (Girls)**  
[Show Girls Outdoor Track Options]
- **Soccer (Girls)**  
[Show Girls Soccer Options]
- **Softball**  
[Show Softball Options]
- **Swimming (Girls)**  
[Show Girls Swimming Options]
- **Tennis (Girls)**  
[Show Girls Tennis Options]
- **Volleyball (Girls)**  
[Show Girls Volleyball Options]

#### Coed Activities

- **Cheerleading**  
[Show Cheerleading Options]

On the lefthand side of the mainpage you will see a series of headings with a link to “show options”. There will be one heading for each CIAC sport your school sponsors.

If your school sponsors a sport that you do not see a menu for you can add one by using the “Add Sport” link above the menus. Conversely, if you have a menu listed for a sport you no longer sponsor you can remove it using the “Delete Sport” link. It is important that you keep this sports listing accurate, so that we know which sports teams to expect information will be submitted for.

**IMPORTANT** -- All forms for coop teams must be submitted by the host school. You should not have a heading for a sport if you are part of a coop and not the host school. Games your host school enters for your coops will automatically show on your schedules. If you have a “team of one” that practices with and follows the schedule of another team you need to have a heading for that team and submit all relevant eligibility and entry forms (you do not need to submit schedules for teams of one).

Under each sports’ “show options” link you will see a number of options for submitting and viewing information. There is an option to download the sports’ tournament packet, a .pdf document that contains the tournament regulations and requirements for the sport, along with a listing of forms required and worksheets for collecting the necessary info from coaches to submit the info online.

Options for each sport are different, depending on the info required. All sports require submission of eligibility list and game schedules. Each sport also has the option for submitting an out-of-state game form (required for every out-of-state opponent) and forfeit form (if you are forfeiting to an opponent or receiving a forfeit win from one).

In addition to those options you will see things such as team and or individual tournament entry forms, site forms. There are also options to view any of the forms you can submit, so you can always see exactly what information we have on file for you.

#### ▪ **Swimming (Girls)**

[Hide Girls Swimming Options]

- Tournament Packet: [2006-07](#)
- Eligibility List:  
Create/Edit: [Go](#)  
Import From Last Year: [Go](#)  
View: [Current Year](#) | ['05-06](#) | ['04-05](#)  
Export Tab-Delimited: [Current Year](#) | ['05-06](#) | ['04-05](#)
- Schedule/Results:  
Submit: [Varsity](#) | [JV](#)  
View: [Varsity](#) | [JV](#) | [All Levels](#)  
Practice Schedule: [Edit](#)  
Bus Time and Notes: [Edit](#)
- Entry Form: [Submit](#) | [View](#)
- Seeding Sheet: [Submit](#) | [View](#)
- Diving Form: [Submit](#) | [View](#)
- Selection of Diving Officials: [Submit](#) | [View](#)
- Tournament Invoice: [Generate](#)
- DNQ/Will Not Participate Form: [Submit](#)
- Disqualification Report: [Submit](#) | [View](#)
- Forfeiture Form: [Submit](#)
- Out-of-State Game Form: [Submit](#)

## ELIGIBILITY LISTS

Each school must submit an eligibility list for each CIAC sponsored sport no later than two days after the first allowed competition date for the sport.

Athletes not certified eligible by their appearance on your eligibility list may not participate in any events during the season. You can add or delete names from your lists during the season as appropriate. All such changes are logged.

You will not be able to enter any athlete not on your eligibility list on a tournament roster for post-season competition, as the names available for you to submit are drawn directly from your eligibility form.

Name Last, First Not All Caps	M/F	Birthdate MM/DD/YY	Grade	If transfer student: name of previous school and date last attended	If coop player: name of school attended	Del
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

For each athlete on your form you must enter their name (Last, First - not in all caps), sex (M or F), their birthdate (MM/DD/YY) and grade (numeric - 9, 10, 11 or 12). If the athlete is a transfer student you must list the school they transferred from and the date they last attended. If the team is a COOP team and the athlete does not attend the host school you must list the school attended in the COOP column.

The eligibility list editor allows entry of up to 40 names at one time. If you have more than 40 athletes on a team, save the first 40 then return to the eligibility center and return to the editing form. Each time you return to the form you will have 40 additional lines for entering new athletes.

If you have not entered any athletes for a team, there are two options for importing your initial listing. At the bottom of the eligibility list editor you is a "batch import" box.

To batch import your athletes, copy and past their information from your file into the box below. The athletes should be entered one per line in the format "LastName, FirstName[tab]Sex M/F[tab]Birthdate MM/DD/YY[tab]Grade (9, 10, 11 or 12)[return]. After entering your athletes, click the "batch import" button at the bottom.

To use this batch import feature, export your athletes information from your school database or other file, one per line, into the format "LastName, FirstName[tab]Sex M/F[tab]Birthdate MM/DD/YY[tab]Grade (9, 10, 11 or 12)[return]. Copy and paste that info into the batch import box, then click the batch import button.

Once you have athletes in the system for a team you can no longer use the batch import process. You can edit the athletes you imported and/or add additional athletes using the regular eligibility form editor.

The other way to import athletes is to use the "Import Athletes From Last Year" option on the sports' options. This will provide you with a form that lists all the athletes on your previous year's eligibility list for that team.

### **CIAC Eligibility Form Importer**

The names listed below are those of the 60 athletes included on your last season's Girls Swimming Eligibility List.

To import athletes onto this year's list, enter the correct current grade and check the "Import This Athlete" box next to the name of each athlete you wish to import.

When you are ready to import your athletes, click the "Import Athletes" button at the bottom of the form. If there are no errors in your data you will be taken to the regular editor screen where you can then add new team members.

#### **IMPORTANT:**

This form is only to be used for importing athletes from last year.  
[Click here if you wanted to add athletes that were not on your list last year.](#)

Import This Athlete	Name Lastname,Firstname	M/F	Birthdate	Current Grade	Last Year's Grade	If coop player: name of school attended
<input type="checkbox"/>	Accardi, Andrea	F	12/04/1987	<input type="checkbox"/>	12	
<input type="checkbox"/>	Ames, Maddie	F	04/25/1988	<input type="checkbox"/>	12	
<input type="checkbox"/>	Broder, Stephanie	F	01/13/1988	<input type="checkbox"/>	12	
<input type="checkbox"/>	Demetres, Kim	F	03/15/1988	<input type="checkbox"/>	12	
<input type="checkbox"/>	Lally, Meghan	F	10/13/1988	<input type="checkbox"/>	12	
<input type="checkbox"/>		F	01/24/1988	<input type="checkbox"/>	12	

To import athletes onto this year's list, check the "import this athlete" box for each athlete you want and correct their "current grade" if necessary (the system assumes that each athlete advances a grade per year, so if they were in 10th grade last year they'll be listed as an 11th grader on the form).

After you successfully import the past year's athletes you will be taken to the regular eligibility list editor where you can then add new team members.

# **TOURNAMENT ROSTERS AND ENTRY FORMS**

Include On Roster	#	Name	Height	Weight	Grade
<input type="checkbox"/>	<input type="checkbox"/>	Bouras, George	<input type="text"/>	<input type="text"/>	12
<input type="checkbox"/>	<input type="checkbox"/>	Carlson, Dan	<input type="text"/>	<input type="text"/>	12
<input type="checkbox"/>	<input type="checkbox"/>	Colaninno, Frank	<input type="text"/>	<input type="text"/>	12
<input type="checkbox"/>	<input type="checkbox"/>	Kormas, Dan	<input type="text"/>	<input type="text"/>	12
<input type="checkbox"/>	<input type="checkbox"/>	Legnani, Andrew	<input type="text"/>	<input type="text"/>	12
<input type="checkbox"/>	<input type="checkbox"/>	Mellor, Dave	<input type="text"/>	<input type="text"/>	12

Schools participating in CIAC tournament competition as teams and/or individuals need to submit tournament rosters listing the team members who will be competing.

Requirements for each sport vary and can be found in the tournament packet. For most sports the tournament roster form will give you a list of the names on your eligibility list with checkboxes to mark the athletes who will be included on your roster, and fields for additional info the sport requires such as heights, uniform numbers, etc.

Some important points to keep in mind when submitting rosters or entry forms:

1) You can only submit a roster for a sport one time. Be sure that you include all the names you wish to include. After your roster has been submitted, change requests (additions, deletions, substitutions) must be submitted via a support ticket and require approval of central office personnel.

2) Some sports (such as track, swimming and gymnastics) require the submission of both a tournament roster and a qualifying marks form. The roster must be submitted first, then the qualifying marks can be submitted for the athletes on your roster.

Changes to event entries and qualifying marks can be made at any time up to the entry deadline by returning to the qualifying marks form and making the necessary changes. Additions or deletions to the names of athletes competing can only be made via submission of a support ticket.

3) Be sure to check your entries carefully and correct them as necessary prior to the deadline. All forms have a field at the bottom which will allow you to e-mail a copy of what's being submitted to one or more addresses (such as your coach). You can also view the entries and/or rosters you have on file at any time by using the view link on the sports' expanded options.

Schools have the responsibility for submitting their entries correctly prior to the established deadlines. Do not put your athletes where they cannot compete in an event they have qualified for because they were not entered correctly.

Team: Greenwich  
Town: Greenwich  
Class: LL

Coaches Name:   
Home Phone:

Team Relay Times:		200 Medley Relay: <input type="text"/>
		200 Free Relay: <input type="text"/>
		400 Free Relay: <input type="text"/>
Individual Event Entries:		
Name (Grade):	Qualifying Marks:	Date Attained:
Heath, Keira (12)	200Free: 1:55.73	200Free: 11/5/05
	200IM: <input type="text"/>	200IM: <input type="text"/>
	50Free: <input type="text"/>	50Free: <input type="text"/>
	Diving: <input type="text"/>	Diving: <input type="text"/>
	100Fly: <input type="text"/>	100Fly: <input type="text"/>
	100Free: <input type="text"/>	100Free: <input type="text"/>
	500Free: 5:08.09	500Free: 11/5/05
	100Back: <input type="text"/>	100Back: <input type="text"/>

## **DNQ/WILL NOT PARTICIPATE FORM**

Under each sports' expanded options there is an option to submit a "DNQ/Will Not Participate" form. You should submit this form if you do not wish to participate in that sports CIAC tournament even if you do qualify. You should also submit the form in sports such as track and swimming if you are not going to have any individuals or relay teams qualify for the CIAC tournament. This informs the tournament staff to not be concerned that they do not have an entry form for your school.

## **TOURNAMENT INVOICE**

Some schools require an invoice before generating payment for tournament entry fees. If you need an invoice you can create and print one using the "Generate Tournament Invoice" option on a sports' expanded options.

## **DISQUALIFICATION REPORT**

CIAC rules require the submission of a disqualification report any time a coach or athlete is ejected from an event. In addition, at the end of a team's season you must file a report stating you had no ejections if that is the case. Both of these reports can be handled using the "Submit Disqualification Report" option.

## **FORFEIT FORM**

Whenever a game is forfeited both teams involved (the one forfeiting the game and the one receiving the forfeit win) need to submit a form attesting to the fact. You can submit this form using the "Submit Forfeiture Form" option under the appropriate sports' options.

## **OUT-OF-STATE GAME FORM**

You are required to submit an out of state game form for any contest you will be playing against a non-Connecticut school in any sport. The form requires the date of the game, name and address of the school, and the boys or girls 10-12 enrollment of the school (boys for boys sports, girls for girls sports). The enrollment is used for sports such as football and basketball so the out of state school can be assigned a division for playoff point purposes.

Whenever we receive an out of state game form for a school not already in the options on the schedule form pulldown menus we add the school to that listing immediately.

# SCHEDULES/RESULTS

Today's Events (2)				
Sport	Opponent	H/A-Facility	Time	Bus
Boys Ice Hockey	Practice	Home - Darien Ice Rink	2:30-4:00pm	
Wrestling	Practice	Home - NCHS Wrestling Room	3-5:15pm	

**Schedules/Results**

- View Schedules  
Calendar: [\[View\]](#) | List: [\[All\]](#) [\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- View Bus Schedule (HS & MS)  
[\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- Edit Bus Times and Notes (All Sports - HS & MS)  
[\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- View Conflict Report [\[Show Options\]](#)
- Confirm Game Schedules With Opponents [\[Go\]](#)
- Update Schedule Data vs. One Opponent [\[Go\]](#)
- Games With Pending Changes [\[View\]](#)
- Games Opponents Have Marked Cancelled [\[View\]](#)
- E-Mail A Schedule [\[Calendar\]](#) [\[List\]](#)
- Schedules For Non-CIAC Sports [\[Edit/View\]](#)
- Edit Practice Schedules  
(To edit for one sport, use the option under that sport in the lefthand column)  
[\[All Sports\]](#) [\[Fall\]](#) [\[Winter\]](#) [\[Spring\]](#)
- Miscellaneous Events [\[Edit\]](#) [\[View\]](#)
- School Holidays/Closings [\[Edit\]](#) [\[View\]](#)
- 2005-06 Schedule/Results Data: [\[View\]](#)
- Middle Level Schedules/Results Center: [\[Go\]](#)

**Import Schedule Data**  
[\[Show Schedule Import Options\]](#)

To begin entering your schedule data, choose the “Submit” link under the schedule/results choice under the expanded options menu for the sport. Be sure that you choose the option for the correct level - under most sports menus there are options for Varsity, Junior Varsity and Freshman teams.

- **Schedule/Results:**  
 Submit: [Varsity | JV](#)  
 View: [Varsity | JV | All Levels](#)  
[Edit Practice Schedule](#)  
[Edit Bus Times and Notes](#)

The schedule/results entry screen has sections to enter all the information required for an “Event”. An event is a single game, scrimmage or league tournament contest. If you are playing two games on the same day (i.e. a baseball or softball doubleheader) or a two-day tournament each game should be entered as a separate event.

The schedule/results screen has event spaces to accommodate the maximum number of regular season contests allowed for the sport plus eight additional (for scrimmages

**Event #1:**

Date: 12/06/06 Day: Wed Time: 7:00 p.m. Event Type: Game H/A: Home

**Opponent:** Maloney

**Facility:**

Clear facility for this event  
 (Facility required if you are home team, optional if away)

**Optional Fields:**

Tournament/Event Name:

Alternate directions link to show:

Transportation: Bus Needed?:  Bus Time:

Public Note:

Private Note:

Delete Event #1

and/or league or CIAC post-season tournaments. Each event area is divided into three main sections. The sections are color-coded. Fields or menus with a yellow background are required at the time your initial schedule is submitted. Items in the green section are required at the time results are submitted. Items in the blue section are optional and you need to enter them only if you want them to appear when your schedule/results data is viewed via the password-protected eligibility center, the public areas of the CIAC website, and/or your school or league site (via links you set up using the link generation tool).

Following is a detailed explanation of each field:

**Date** - The date of the event. Must be entered in the format MM/DD/YY (i.e. 09/05/05 or 12/14/06). You can also type them in as 1-1-05 or 1/1/05 and they will be converted to the correct format. The day of week is entered automatically based on the date.

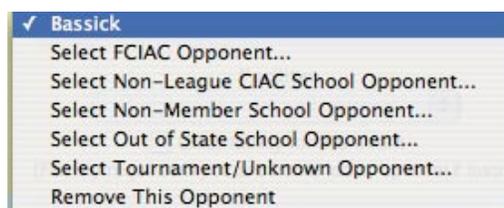
**Time** - The start time of the event. Must be entered in the format H:MM a.m. or HH:MM p.m. (i.e. 10:30 a.m., 12:00 p.m., 3:30 p.m.). You could also type the three examples as 10:30a, 12p and 3:30p and they would be converted to the correct format. If the event time has not been set you may enter "TBA". For doubleheaders, enter the same start time for both games.

**Event Type** - Select the appropriate type from the pulldown menu: "Game" means a regular season game that counts against your CIAC maximum contests limit; "Scrimmage" is a practice contest that does not count in your record or against your contests limit; "Postseason" means a league or CIAC post-season tournament (that is not included in your record for CIAC tournament qualification purposes). If your league has a tournament during the season in which the games count in your regular season record, use the "Game" event type.

**Home/Away** - The site of the event. If the event is at a neutral site, choose "Home" if your team will be the home team.

**Opponent** - The school or schools you will be facing in the event. Depending on the sport, you will have menus allowing you to enter either one or four opponents per event (sports such as golf, gymnastics, cross country, track, etc. allow for multiple opponents in an event).

To set the opponent, choose the appropriate "Select" option from the menu. When you choose that option you will be presented with a menu allowing you to select the appropriate opponent:



The "Out of State Schools" menu includes any non-Connecticut school for which a member school has submitted an out-of-state game form. If the out-of-state opponent you are going to face is not in the list, we will add them as soon as you submit your out-of-state form.

Use the tournament/unknown opponent option if the event is a tournament game and your opponent has not yet been determined, or if the event is an invitational or league tournament. Enter an event name (i.e. Hartford Invitational or CCC Semifinals), the event name will show in the opponent column on your printed/linked schedules.

**Result** - Click the button indicating your team's result. The choices you will have will vary, depending on the sport.

Only use the cancelled button if the event is not going to be played at all. Do not mark a game "cancelled" if it is merely being postponed or changed to a different date and/or time.

**Score** - The final score of the event (i.e. 3-2 or 15-2,15-3,15-5)

**Miscellaneous Result Info** - Certain sports require additional info to be submitted with the score, such as penalty cards for soccer and course rating information for golf.

**Facility** - The name of the facility where the event will be held (i.e. Main Gym, Town Park, Memorial Stadium, etc.). If possible use a specific facility name and not just the name of the school. Required if event is a home event for your school.

**Tournament/Event Name** - Name of tournament or invitational event. Will be used on schedules in opponent column when opponent is set to "Tournament Game - Opponent Not Known".

**Transportation** - Check the box and enter bus time if a bus is required for the event.

**Alternate Directions Link To Show** - This allows you to override the default choice for which school's directions information shows when click on the directions link for this game on a viewed schedule. The defaults are your school for a home game, the opponent for an away game (first opponent for a multi-opponent away event) and no link for an event set as "Tournament - Opponent Not Known".

**Public Note** - Miscellaneous information of your choice (i.e. "Senior Night", "Homecoming", "Admission will be charged"). Can be shown on publicly-viewable schedules.

**Private Note** - Miscellaneous information of your choice (i.e. note for staff). Viewable only on admin version of schedules when logged in with username and password.

**Delete/Clear Event** - The wording on this field will vary depending on whether or not the event has ever been saved in the system. Checking the box will clear all fields for the event. If it has been saved previously it will be deleted when your event information is saved.

## Miscellaneous Information Fields

Season W-L Record (Regular Season games only):	Total Wins: 2	Total Losses: 1	Total Ties: 1
Division:	M		
Coach:	Our Coach		
Coach School Phone:	(203) 123-4567		
Coach Home Phone:	(203) 765-4321		
Coach Cell Phone:	(203) 432-3456		
Coach E-Mail:	coach@school.com		
Field Length:	110		
Field Width:	70		
Field Condition:	Excellent		
List any fields you deem unsafe or unplayable:			
To receive a copy of the information you are submitting via e-mail for your records, enter your address:	ad@school.com, coach@school.com		
<input type="button" value="Save Changes"/>			

After you fill in your event information, you must also complete the miscellaneous information fields at the bottom of the schedule/results screen. These fields will vary from sport to sport, depending on the information required for that sport.

These fields use the same color-coding system as the event fields (yellow required at time of schedule submission; green required when submitting results; blue requested but optional).

**Win-Loss Record** - When submitting any results you must verify your record using the pulldown menus.

This record should only include regular season games (not scrimmages, league tournaments or CIAC tournament contests). You may enter results for these contests, but do not include them in your record.

**Coaches Name/Contact Info** - These fields are very important. We must have accurate contact info for your coaches so that tournament directors, media members, etc. can get in touch with them if necessary.

**Confirmation E-Mail Address** - You can enter one or more e-mail addresses that you would like to have receive e-mailed confirmation copies of the info you are submitting. Multiple addresses should be separated by commas.

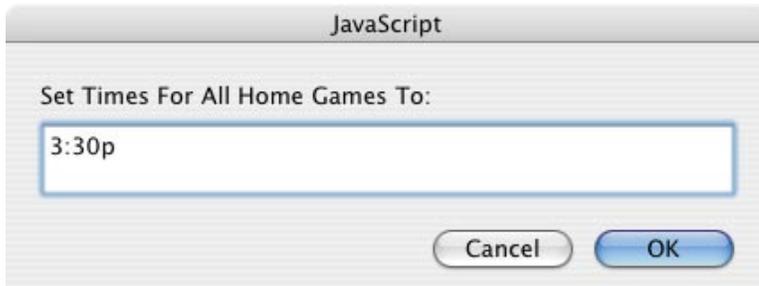
## ADDING CIAC AND/OR NEW ENGLAND TOURNAMENT DATES

On sports where appropriate you will see a link in the lefthand column to add CIAC tournament dates to the schedule. Clicking this link will automatically add all CIAC tournament dates for the sport. For example in swimming the diving championship, qualifying meet, divisional championship and open will be added with the correct dates, times and sites for your specific division. In sports that have New England meets, those will be added as well.

## CHANGING INFORMATION FOR A GROUP OF EVENTS

By using the links on the lefthand column of the schedule entry screen, you can quickly enter or change data for some or all of the events on your schedule.

Clicking on the links will either perform the action noted (i.e. set all game dates ahead one day) or give you a pop-up window to enter the info to set (i.e. time for all home games).



A JavaScript dialog box titled "JavaScript" with a light gray background. The text inside reads "Set Times For All Home Games To:". Below this text is a text input field containing "3:30p". At the bottom of the dialog are two buttons: "Cancel" and "OK".

These links use each event's setting in its H/A pulldown to determine if the game is home or away and if it should be included in the group being changed. Be sure that the H/A option is set correctly for each event before using the change group information links.

Using these links only updates the info in the fields/menus on the form (just as if you had gone to each field and typed in the information). Nothing is saved to the server until you click the "Save Changes" button at the bottom of the form.

These links, when used in conjunction with some of the data import options, allow you to enter schedules quickly.

North Haven Varsity Boys Soccer
Field Color Key:
Required at schedule submission
Required at result submission
Optional

### Change Information For A Group of Games:

- Time for all games (H&A)
- Time for all home games
- Facility for all home games
- Bus time for all away games
- Bus times for all games (H&A)
- Swap home/away for all games
- Set all game dates ahead one day
- Set all game dates back one day

## SYNCING OF SCHEDULES

There are two schedule entry deadlines each season. The first one is the date when schedules need to be posted to the website (for the 2006-07 school year, that date was May 18, 2006 for fall sports, and will be October 2, 2006 for winter sports and February 1, 2007 for spring sports). The second deadline is for resolving conflicts (discrepancies in information between your schedules and those of your opponents. For 2006-07 sports, those dates are May 25, 2006 for fall, October 9, 2006 for winter and February 8, 2007 for spring.

On the final deadline date for a season, your schedules will be “synced” with your opponents. At that point games that do not match up in times and/or facilities will be set to use the info entered by the home team for both schools. These “final” schedules will be provided to officials assignors and media and posted on the CIAC website for viewing by the general public.

Prior to the deadline date you can make changes on your own schedules to gamedates, game times, sites (home/away) and facilities.

Changes can be made to schedules after the second deadline as long as they are in accordance with CIAC rules for the sport (i.e. last date a game can be added to count for tournament qualification). The difference is that following the “final” schedule deadline there is a confirmation process that schools participating in a change must complete to show that they are both in accordance with the change.

## MAKING CHANGES AFTER THE DEADLINE

To make a change to an event after the deadline, start by clicking on the “Change date, time, site or facility” link for the

event on the schedule editing page. This will bring up a schedule change request form you can use to submit your requested change to your opponent. Fill in your requested change(s), then click the “submit request” button to send the request to your opponent.

Schedule Change Request	
<small>Changes to game times, dates or sites following the schedule deadline must be agreed upon by both participating schools. As soon as your opposing A.D. approves the changes you request via the form below updates will be made automatically to both schedules and appropriate notification messages will be sent.</small>	
<b>Item</b>	<b>Change To</b>
<b>Sport:</b>	Girls Volleyball (V)
<b>Participants:</b>	Staples vs. Harding
<b>Date:</b>	<input type="text" value="10/04/06"/> <input type="checkbox"/> Postpone to unknown date
<b>Time:</b>	<input type="text" value="3:45 p.m."/> <input type="checkbox"/> Postpone to unknown time
<b>Home/Away:</b>	<input type="text" value="Staples Home"/>
<b>Facility:</b>	<input type="text" value="Staples Gym"/>
<b>Comment:</b>	<small>This comment is meant to explain your request(s) above, if necessary. Do not just submit a comment without a change request.</small> <input type="text"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

Event #1:			
<b>Date:</b> Tues., 09/12/06	<b>Time:</b> 3:45 p.m.	<b>Event Type:</b> Game	<b>H/A:</b> Home
<a href="#">Change date, time, site and/or facility</a>    <a href="#">Delete/Cancel This Event</a>			

Your opponent will receive an e-mail detailing your requested changes with an “action link” they can click on to process their response to your request.

Schedule Change Request	
Your opponent has requested the following changes be made to this game. To accept this request and have both your schedule and your opponents updated immediately, click the "accept changes" button below. To suggest an alternate change, click the "suggest alternate change" button. To completely clear the change request for this game, click the "delete change request" button. Your opponent will be notified of whatever action you take, if you accept the change your officials assignor will be notified as well if they have registered to receive such information from us.	
Request Initiated: 2006-08-11 10:09:26	
Item	Change To
Sport:	Girls Volleyball (V)
Participants:	Staples vs. Fairfield Warde
Date:	From 10/06/06 to 10/05/06
Time:	4:00 p.m. (No change)
Home/Away:	No change
Facility:	Fairfield Warde High School Gymnasium (No change)
Comment:	<input type="text"/>
<input type="button" value="Accept Above Change(s)"/> <input type="button" value="Suggest Alternate Change(s)"/> <input type="button" value="Delete Change Request"/>	

You have three choices when dealing with a schedule change request from an opponent.

- 1) **Accept The Change** - by clicking this button the requested change(s) will be made immediately to both schedules (yours and your opponents) and e-mail notifications will be sent to the appropriate officials assignor(s) and the members of the media and general public who signed up to receive updates on the involved sport and/or schools.
- 2) **Suggest an Alternative Change** - this will send a message to your opponent with your alternative suggestion. The opponent's message will contain an action link which they can click on to process your request.
- 3) **Delete The Pending Change** - this will remove the pending change from the system and send your opponent a message notifying them of your action.

Important things to keep in mind regarding change requests:

- 1) **Either the home or the away school can initiate a change request** - it does not matter which school initiates the original request, the other school must act upon it.
- 2) **There can only be one pending change request for an event at any time** - once a request is initiated, no new request can be initiated for that event until the receiving school acts on the first request (by accepting it, suggesting an alternative or deleting it). You can request to change multiple things regarding an event on a single request (date, time, site and/or facility).
- 3) **It is important to deal with requests you receive promptly** - this is especially true for requests made on game days due to weather. Schedules are changed and officials assignors, the general public and media are notified only when a change has been accepted.

When a change is pending for an event involving your school you will see it in a number of places. Besides being notified by e-mail you will also see pending changes on your eligibility center mainpage and on the schedule editing page for the team involved.

### Events With Changes Pending (10)

Only the first 5 of your 10 are displayed below.  
[Click here to view the complete list](#)

C: = Current / P: = Pending

Use the "process" links to accept or decline changes, or submit an alternative change.

You will only have a "process" link in the "Submitted By" column for events where your opponent initiated the pending change(s).

Request Submitted	Sport	Opponent	Date	Time	Site	Facility	Submitted By
2006-08-08 10:04:00	V Boys Soccer	Harding	C: 2006-09-25 P: No Change	C: 4:00 p.m. P: No Change	C: Home P: No Change	C: Loeffler Field P: Loeffler Field - Staples	Staples
2006-08-08 09:50:15	JV Boys Soccer	Harding	C: 2006-09-25 P: No Change	C: 4:00 p.m. P: No Change	C: Home P: No Change	C: P: Wakeman Field	Staples
2006-08-08 10:13:53	FR Football	Harding	C: 2006-09-28 P: No Change	C: 3:45 p.m. P: No Change	C: Home P: No Change	C: P: Wakeman Field	Staples
2006-08-11 10:09:26	V Girls Volleyball	Fairfield Warde	C: 2006-10-06 P: 10/05/06	C: 4:00 p.m. P: No Change	C: Away P: No Change	C: Fairfield Warde High School Gymnasium P: No Change	Fairfield Warde [Process]
2006-08-11 10:09:49	JV Girls Volleyball	Fairfield Warde	C: 2006-10-06 P: 10/05/06	C: 5:30 p.m. P: No Change	C: Away P: No Change	C: Fairfield Warde High School Gymnasium P: No Change	Fairfield Warde [Process]

**Event #4:**

Date: 04/05/06 Time: 3:45 p.m. Event Type: Game H/A: Away  
 Act on your opponent's pending change request (detailed below) || [Delete/Cancel This Event](#)

Pending Change Request Details:				
Date/Time Submitted	Change Date To:	Change Time To:	Change Site To:	Change Facility To:
2006-04-06 10:55:18	04/08/06			

Opponent:  Result:  W  L  C Score:

Facility:   Cancelled

**Event #5:**

Date: 04/07/06 Time: 3:45 p.m. Event Type: Game H/A: Away  
 A change request submitted by you is pending, your opponent must act on it || [Delete/Cancel This Event](#)

Pending Change Request Details:				
Date/Time Submitted	Change Date To:	Change Time To:	Change Site To:	Change Facility To:
2006-04-07 12:59:12	04/08/06	1:00 p.m.		

Opponent:  Result:  W  L  C Score:

Facility:   Cancelled

Note that in all cases you will only have the option to act on a change if it (or the last update to it) was submitted by your opponent.

## DELETING/CANCELLING EVENTS AFTER THE DEADLINE

After the deadline marking a game as cancelled will not always immediately delete it. Cancelled events are only deleted after both teams involved mark them cancelled, and only if they are marked cancelled prior to the first allowable competition date. This is important because a game on your schedule will still count against your maximum allowed contests even if it is marked "cancelled".

**Event #1:**

Date: Tues., 09/12/06 Time: 3:45 p.m. Event Type: Game H/A: Home  
 Change date, time, site and/or facility || [Delete/Cancel This Event](#)

To find out exactly what will happen if you mark a game cancelled, click on the link that says "Delete/Cancel" this event. You will be presented with a window that will tell you if your opponent has marked the game cancelled yet. Whenever you mark a game cancelled after the deadline notifications are sent to your opponent, your

assignor and the appropriate mailing lists immediately, the game is just not removed from your schedule (allowing for a replacement to be entered) until your opponent confirms the cancellation by marking it on their schedule.

**Event Cancellation Instructions**

To cancel this game click the "cancelled" button or checkbox in the results area for this event.

When you submit your changes, your opponent, officials assignor (if registered) and anyone who has requested schedule updates on this team will be notified of the cancellation.

Your opponent has not marked this event "cancelled" on their schedule. If you mark this event "cancelled" your opponent will be notified. If they then mark it "cancelled" on their schedule prior to the first date to count for this sport it will be immediately deleted (after notifications are sent) from both your schedule and your opponents when they save their changes. Games cancelled during the season will remain on your schedule but show as cancelled.

[Close This Window](#)

## **NOTIFICATIONS ON ADDITIONS, DELETIONS, TIME OR SITE CHANGES**

Once the final schedule deadline for a season has arrived and the schedules are synced, e-mail notifications will be sent to certain parties every time a change is made to a schedule. Notifications are sent to officials assignors and to anyone who has signed up for updates on the school or sport via the ciacsports.com e-mail lists.

Officials assignors are notified if they have registered with us to receive updates on their schools. When processing a change request the response message you receive will tell you if an assignor was notified. When editing a schedule you can if an assignor will be notified on changes by looking in the lefthand column of the editing screen, where you will see a note telling you if an assignor is registered to receive updates on this team.

**Note --**  
Your officials assignor for Girls Soccer has registered to receive automatic updates on your schedule. Any games added or changed will be automatically emailed to him or her.

**Note --**  
Your officials assignor for Girls Soccer has not registered to receive updates on your schedule. Be sure to inform them yourself of any schedule changes.

If you have assignors that are not registered, feel free to direct them to our office so they may do so.

Updates are sent immediately whenever any of the following actions occur after the final schedule deadline:

- You add a new event to a schedule;
- You cancel an event on a schedule (on cancellations, your opponent will receive a notification that you have marked the event cancelled as well);
- You change the date, time, site or facility on a tournament event or an event vs. an out of state opponent or in state non-member school (those changes do not require the confirmation process that games with member schools do);
- A change request is accepted by a school changing the date, time, site or facility for an event.

## SCHEDULES/RESULTS HEADING

To the right of the sports specific headings you will see the “Schedules/Results heading. Under this heading are a number of options for viewing and working with your schedule data.

## VIEWING TODAY’S EVENTS

The first item under the schedules/results heading is a listing of all the events (games, practices, tournaments, etc.) on your schedules for the current date.

Today's Events (7)

Sport	Opponent	H/A-Facility	Time	Bus
Boys Cross Country	Brien McMahon, Danbury, Fairfield Ludlowe, Harding	Home - RHS Upper Grass Field	3:45	
JV Girls Soccer	Wilton	Away - Allen's Meadows	4:00	2:20 pm
Girls Soccer	Wilton	Away - Kristine Lilly Field	4:00	2:20 pm
FR Girls Soccer	Wilton	Home - Scotland School	4:15	
Girls Cross Country	Brien McMahon, Danbury, Fairfield Ludlowe, Harding	Home - RHS Upper Grass Field	4:45	
JV Field Hockey	Fairfield Ludlowe	Home - Tiger Hollow Stadium	5:15	
Field Hockey	Fairfield Ludlowe	Home - Tiger Hollow Stadium	7:00	

## VIEWING SCHEDULES

The system offers you a host of options for viewing your data and providing it to others. You can print schedules either as monthly calendars or in list view, create links to provide the information via your school’s or league’s website and/or download the information into your scheduling program (Outlook, iCal, etc.) or PDA.

To quickly view the schedule for any team or sport, you can select the option from the sport’s menu in the eligibility center.

Glastonbury 2005-06 Varsity Boys Soccer Schedule						
18 Events Listed						
<a href="#">Change Criteria</a>    <a href="#">Go Back</a>						
Date	Sport	Opponent	H/A-Facility	Time	Result	Note
Fri., 9/2	Boys Soccer	Hotchkiss	Away	4:00 p.m.		Scrimmage
Sat., 9/10	Boys Soccer	Loomis Chaffee School	Away	10:00 a.m.		Scrimmage
Tue., 9/13	Boys Soccer	Bristol Central	Home - Soccer Field #3 <a href="#">[Directions]</a>	4:00 p.m.		
Sat., 9/17	Boys Soccer	E.O. Smith	Away <a href="#">[Directions]</a>	1:00 p.m.		
Tue., 9/20	Boys Soccer	Wethersfield	Away - Cottone Field <a href="#">[Directions]</a>	3:00 p.m.		Game at Cottone Field
Fri., 9/23	Boys Soccer	Newington	Away <a href="#">[Directions]</a>	6:00 p.m.		
Mon., 9/26	Boys Soccer	Hall	Home - Soccer Field #3 <a href="#">[Directions]</a>	4:00 p.m.		
Wed., 9/28	Boys Soccer	Southington	Away <a href="#">[Directions]</a>	4:00 p.m.		
Sat., 10/1	Boys Soccer	Fermi	Home - Soccer Field #3 <a href="#">[Directions]</a>	2:00 p.m.		
Wed., 10/5	Boys Soccer	East Hartford	Home - Soccer Field #3 <a href="#">[Directions]</a>	4:00 p.m.		
Sat., 10/8	Boys Soccer	Simsbury	Home - Soccer Field #3 <a href="#">[Directions]</a>	12:00 p.m.		

You can also view schedules for all your sports by using the links under the Schedules/Results heading on the main eligibility center page.

Glastonbury 2005-06 Athletic Events Schedule					
265 Events Listed					
• Sport(s): All					
• Level(s): All					
Change Criteria    Go Back					
Date	Sport	Opponent	H/A-Facility	Time/Result	Note
Wed., 8/31	Football	Norwich Free Academy	Home - Football Field <a href="#">[Directions]</a>	3:30 p.m.	Scrimmage
Fri., 9/2	Boys Soccer	Hotchkiss	Away	4:00 p.m.	Scrimmage
Sat., 9/3	Girls Soccer	Conard	Away <a href="#">[Directions]</a>	8:00 a.m.	Scrimmage
Tue., 9/6	Girls Volleyball	Hall	Home - Gym <a href="#">[Directions]</a>	4:00 p.m.	Scrimmage
Tue., 9/6	JV Girls Volleyball	Hall	Home - Gym <a href="#">[Directions]</a>	4:00 p.m.	Scrimmage
Tue., 9/6	FR Girls Volleyball	Hall	Home - Gym <a href="#">[Directions]</a>	4:00 p.m.	Scrimmage
Wed., 9/7	FR Girls Soccer	Bloomfield	Home - Soccer Field #13 <a href="#">[Directions]</a>	3:30 p.m.	Scrimmage
Thu., 9/8	Girls Volleyball	Bloomfield	Away <a href="#">[Directions]</a>	3:30 p.m.	Scrimmage
Thu., 9/8	JV Girls Volleyball	Conard	Away - Gym <a href="#">[Directions]</a>	3:30 p.m.	Scrimmage
Thu., 9/8	FR Girls Volleyball	Conard	Away <a href="#">[Directions]</a>	3:30 p.m.	Scrimmage

Southington Athletic Event Calendar						
Denotes Home Event   Denotes Away Event						
September 2006   Home and Away Games   All Sports   All Levels						
All Facilities   Hide Bus Times   Show Practices   Don't Include Middle School Events   Update						
Return to Eligibility Center						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					+G SOC [V] v. Newington (Socin.) 3:30 p.m. +G SOC [JV] v. Newington (Socin.) 3:30 p.m. +G SOC [FR] v. Newington (Socin.) 3:30 p.m. +FR [V] @ Farm 4:00 p.m.	+G SOC [V] East Hartford Janesville TK
3	4	+G SOC [V] @ South Windsor (Socin.) 3:45 p.m. +G SOC [JV] @ South Windsor (Socin.) 3:45 p.m.	6	+G SOC [V] @ Bristol Central (Socin.) 3:30 p.m. +G SOC [JV] @ Bristol Central (Socin.) 3:30 p.m.	7	8
		+B SOC [V] v. Rockville 3:45 p.m. +B SOC [JV] v. Rockville 3:45 p.m. +XC [V] @ Weaver, Plat. Farm 3:45 p.m. +XC [JV] @ Weaver, Plat. Farm 3:45 p.m. +G SOC [V] @ Farm 3:45 p.m. +G SOC [JV] @ Farm 3:45 p.m.	+G VB [V] v. Hall 5:30 p.m. +G SOC [FR] v. Bristol Center 3:40 a.m. +G VB [FR] v. Hall 4:30 p.m. +G SOC [FR] @ Bristol Center 3:40 p.m.	+FR [FR] v. South Windsor 3:45 p.m.	+FR [JV] v. South Windsor 7:00 p.m. +B SOC [V] Windham Involucional TK +B SOC [JV] v. Conard 3:45 p.m. +G SOC [V] @ Windsor 3:45 p.m. +G SWM [V] CCC North Relay 3:45 p.m. +G VB [V] @ South Windsor 3:45 p.m. +G VB [JV] @ South Windsor 5:00 p.m. +G SOC [FR] @ Conard	+G SOC [V] East Hartford Janesville TK
10	11	12	13	14	15	16

On the calendar view schedule home events are shown in one color and away events in another. The home events are also in bold. You can also control the showing or hiding of various types of information by using the pulldown menus at the top. Clicking on a date in the calendar view will bring up the detailed list view for that day. Clicking on an event in the calendar view will bring up the season schedule for that sport in list view.

On any detailed list view schedule, you can customize the information shown by clicking on the “Change Criteria” link near the top. Doing so will give you a number of options to customize the criteria for what is shown on the schedule.

Change Schedule Criteria

School:

**Sport(s):**

To select multiple sports, hold down your "CTRL" key (Windows) or Command key (the one with the Apple on it on a Mac) while clicking each sport you wish to include.

- All Sports
- Band
- Baseball
- Bowling
- Boys Alpine Skiing
- Boys Badminton
- Boys Basketball
- Boys Crew
- Boys Cross Country
- Boys Fencing

Exclude miscellaneous events and holidays

**Home/Away:**

Either Home or Away  Only Home  Only Away

**Level(s):**

Any Level  V  JV  FR  MS

**Opponent:**

**Event Type(s):**

Any Type  Game  Scrimmage  Lg. Tourn.  Practice

**Version For Printing:**

Do not display criteria info or links. (Opens in new window)

Add blank row after each event

**Export For Excel:**

Export File in .csv format for Excel. (Opens in new window)

**Game Date On Or After:**

Any Date

or (M/D/Y):

**Game Date On Or Before:**

Any Date

or (M/D/Y):

**Results:**

Combine Time and Results Columns

Hide Results Column

**Public Note:**

Hide Public Notes Column

**Private Note:**

Show Private Notes Column

Only show events where priv. note contains:

**Facility:**

Only show events where facility is:

**Directions Links:**

Hide Directions Links

**Cancelled Games:**

Do Not Show Cancelled Games

**Bus Information:**

Show Bus Time Column

Only show events where a bus is required

**Show Record:**

Show Regular Season W-L record

**Header Color:**

Change the options as desired, then click on the “Apply Changes” button to regenerate your schedule using the new criteria. The following is an explanation of what each option does:

**Sport** - Determines which sport(s) are included. You can select all sports, or any combination of the sports in the menu. To select multiple sports from the menu, hold down your CTRL key (windows) or Apple key (mac) while clicking on each sport you want to select.

**Exclude miscellaneous events and holidays** - Hides events on your “Miscellaneous Events” and “School Holidays and Closings” schedules, even if “All Sports” is selected.

**Home/Away** - You may choose to show both home and away contests, or limit display to only home or only away.

**Level** - Check the boxes for the level(s) you wish to include.

**Opponent** - Limits display to events vs. one specific opponent.

**Event Types** - Check the boxes for the type(s) of events you wish to include.

**Version For Printing** - You can hide the criteria info and links (such as return to eligibility center, change criteria) that generally show at the top of the page. You can also choose to add a blank row after each event (creating a double-spaced schedule).

**Export For Excel** - This will use the selected criteria and create a .csv file of your data which will open in Microsoft Excel.

**Start Date/End Date** - You can show all dates, or limit the start date, end date or both. If you select a start date or end date, you must choose a month and a year. The day menu is optional. If you don't select a day under the start menu it will assume you wanted the first day of the month. If you don't use a day under the end menu, it will assume you wanted the last day of the month.

**Results** - Checking the "combine times and results columns" box will give you on column with the heading "Time/Result". That column will show the score if one has been entered for a game, and the time if no score has been entered.

The "hide results" box will make it so the results do not show.

**Public Note** - Determines if the "public" note column shows (does by default).

**Private Note** - Determines if the "private" note column shows (does not by default). The "only show events where priv. note contains:" field will allow you to selectively filter data. For example, you could enter "Admission Fee" for the private note on games where admission is charged, then use this criteria field to create a schedule showing only those games.

**Facility** - Limits display to events at one specific facility.

**Directions Links** - Determines if a link that say “show directions” appears by each game site on the list (if visible, clicking on a directions link will bring up the “directions to sports sites” entered by the home school via the eligibility center).

**Cancelled Games** - Hides events marked “cancelled”.

**Bus Information** - Determines if the “bus time” column shows. You may also choose to limit the events displayed to only ones where a bus is required.

**Show Record** - Adds a line in the criteria display section with the current W-L record for regular season games.

**Header Color** - Change the header and link colors from the default (red).

## VIEWING BUS SCHEDULE (HS & MS COMBINED)

The “View Bus Schedule (HS & MS Combined)” link will allow you to quickly generate a schedule to provide to your bus company. The link creates a list view schedule of events for your school and any middle schools you have access to, showing only the events where you have indicated a bus is required.

2006-07 Athletic Events Schedule						
<b>99 Events Listed</b> <ul style="list-style-type: none"> <li>• School(s): East Haven, Mellillo MS</li> <li>• Sport(s): All</li> <li>• Level(s): All</li> <li>• Game Date On Or After: 08-27-2006</li> <li>• Game Date On Or Before: 11-24-2006</li> <li>• Bus Required: Yes</li> </ul> <p style="text-align: center;">   Change Criteria    Go Back   </p>						
Date	Sport (School)	Opponent	H/A-Facility	Time/Result	Bus Time	Note
Sat., 9/2	Girls Volleyball (East Haven)	Naugatuck	Away - Naugatuck HS <a href="#">[Directions]</a>	10:00 a.m.	8:15am	Scrimmage
Tue., 9/5	Girls Volleyball (East Haven)	Seymour	Away - Seymour High School <a href="#">[Directions]</a>	6:00 p.m.	2:10pm	Scrimmage
Wed., 9/6	Girls Soccer (East Haven)	Hamden	Away - HHS Turf Field <a href="#">[Directions]</a>	6:00 p.m.	4:30pm	Scrimmage
Thu., 9/7	Girls Volleyball (East Haven)	Wolcott	Away <a href="#">[Directions]</a>	4:00 p.m.	2pm	Scrimmage
Sat., 9/9	Girls Soccer (East Haven)	Westbrook	Away <a href="#">[Directions]</a>	10:30 a.m.	9:15am	Scrimmage
Tue., 9/12	Boys Soccer (East Haven)	Notre Dame-West Haven	Away - WH Veterans Field <a href="#">[Directions]</a>	3:45 p.m.	2:10pm	
Tue., 9/12	Girls Swimming (East Haven)	Hamden	Away - HHS Pool <a href="#">[Directions]</a>	4:00 p.m.	2:15pm	
Wed., 9/13	JV Boys Soccer (East Haven)	Notre Dame-West Haven	Away - WH Veterans Field <a href="#">[Directions]</a>	3:45 p.m.	2:10pm	
Thu., 9/14	FR Football (East Haven)	Lyman Hall	Away - Lyman Hall <a href="#">[Directions]</a>	3:45 p.m.	2:15pm	
Thu., 9/14	Girls Soccer (East Haven)	North Haven	Away - Memorial Field <a href="#">[Directions]</a>	7:00 p.m.	5:30pm	
Fri., 9/15	JV Girls Soccer (East Haven)	North Haven	Away - Memorial Field <a href="#">[Directions]</a>	3:30 p.m.	2:15pm	
Fri., 9/15	Girls Volleyball (East Haven)	Career Magnet	Away - Career Magnet <a href="#">[Directions]</a>	5:30 p.m.	2:20pm	
Tue., 9/19	Boys Soccer (East Haven)	Derby	Away - Derby -Ryan Athletic Complex <a href="#">[Directions]</a>	6:00 p.m.	4:30pm	
Tue., 9/19	Girls Swimming (East Haven)	Shelton	Away - Shelton Community Center Pool <a href="#">[Directions]</a>	3:30 p.m.	2:00pm	
Wed., 9/20	MS Boys Cross Country (Mellillo MS)	Strong MS, Edison MS, RHAM MS, Adams MS (Scrim.)	Away - Strong MS	3:30 p.m.	2:15pm w/acad	

# CONFLICT REPORT

The conflict report lists conflicts between the fall schedule information on file in the CIAC website for you and your opponents. You can choose to view the report for a season (fall, winter or spring) or for one sport. You will also have your conflict report e-mailed to you when the final schedule deadline for a season is approaching.

View Conflict Report [Hide Options]

<b>Season:</b>	<b>Boys Sports:</b>	<b>Girls Sports:</b>
Fall Sports	Baseball	Basketball
Winter Sports	Basketball	Cross Country
Spring Sports	Cross Country	Golf
	Football	Gymnastics
	Golf	Indoor Track
	Ice Hockey	Lacrosse
	Indoor Track	Outdoor Track
	Lacrosse	Soccer
	Outdoor Track	Softball
	Soccer	Swimming
	Swimming	Tennis

The events which appear on the report are those where there is not an exact match between your schedule and that of your opponent. Conflicts may exist in the date, time, site, opponent(s) or event type.

If you see a contest preceded by [Y] and one preceded by [O] it means that there is some difference between the events on your schedule and your opponents (game time, site and/or date). A contest preceded by [Y] without a corresponding contest preceded by [O] means that the contest is not listed on your opponent's schedule. A contest preceded by [O] without a corresponding contest preceded by [Y] means the contest is on your opponent's schedule but not on yours.

Whose Schedule, Your Opponent, Date, Time, Sport/Level, Southington Home/Away  
 [Y] - Denotes event listed on your schedule  
 [O] - Denotes event listed on opponent's schedule

[O], v. Avon, 2006-10-19, 3:30 p.m., B SOC-FR, Southington is Away  
 [Y], v. Avon, 2006-10-19, 3:45 p.m., B SOC-FR, Southington is Home

Multi-opponent events will not show in the main conflict report. A complete listing of multi-opponent events involving your school follows the main conflict report. If you see an event in the conflict report without the proper corresponding entry, check the multi-opponents event listing to see if you (or your opponents) have listed additional opponents which you (or they) have not.

**MULTI-OPPONENT EVENTS**

- Events with multiple opponents are listed below. All multiple opponent events are listed, not just those with conflicts. Multi-opponent listings will not show in the regular conflict report (above). If you see an event without the proper corresponding entries, it may mean that you or your opponent has the event on their schedule but with only one opponent.

- If you are involved in an event with more than five schools participating you should enter that event as a tournament (set first opponent to "Tournament or Invitational Event", leave all other opponents menus blank, put the name of the tournament and/or the list of participating teams in the box for entering the tournament name).

[O] B XC-V, 2006-09-12, 3:45 p.m., Platt (Away) vs. Weaver, Southington  
 [O] B XC-V, 2006-09-12, 3:45 p.m., Weaver (Home) vs. Platt, Southington  
 [Y] B XC-V, 2006-09-12, 3:45 p.m., Southington (Away) vs. Weaver, Platt, Fermi  
 [O] B XC-V, 2006-09-12, 3:45 p.m., Fermi (Away) vs. Weaver, Platt, Southington

# CONFIRMING GAME SCHEDULES WITH OPPONENTS

To print a school-by-school confirmation report, and/or e-mail confirmation information to some or all of your opponents, click on the “Confirm Game Schedules With Opponents” link. You will then have the option of choosing the time period (season or date range) you wish to confirm info for.

## Send Confirmation Reports To Opponents

There are 18 distinct opponents listed in the fall schedule information you have submitted. To generate printable confirmation reports for and/or send confirmation messages to opponents, enter your introductory message, select which opponents you wish to send to and click the appropriate button at the bottom of the page.

### Introductory Message (you may edit as desired):

Below please find a listing of all games on New Britain fall athletic schedules against your school.

Please review this information carefully and contact me as soon as possible either by phone or e-mail with either any discrepancies you may have or to confirm that you are in agreement.

Thanks.

### Include:

All Opponents (67 events)

or selected opponents:

Bloomfield (3 events)

Bristol Central (1 event)

Bristol Eastern (6 events)

The confirmation window allows you to enter a customized introductory message which will be sent with the schedule data to each opponent you select in the “Include” group.

If you wish, you can just create a report to print without e-mailing the data to your opponents (if you do choose the option to send e-mails, you will still be presented with the report for printing so you can have a copy of what you sent for your own records).

The confirmation report will give you one page for each opponent.

If you picked the option to send e-mails, the opponent’s page will also show the e-mail address the info was sent to, or if we did not have an address on file for the opponent (in which case you could fax a copy of the report page to the opponent).

Confirmation Report Created at 2005-05-16 12:24:22 Notre Dame-West Haven Events vs. Branford				
Date	Sport	Opponent	H/A-Facility	Time
Wed., 10/5	Varsity Boys Cross Country	Career Magnet, Branford, Derby	Away @ Edgewood Park	4:00 p.m.

Confirmation Report Created at 2005-05-16 12:24:22 Notre Dame-West Haven Events vs. Career Magnet				
Date	Sport	Opponent	H/A-Facility	Time
Wed., 10/5	Varsity Boys Cross Country	Career Magnet, Branford, Derby	Away @ Edgewood Park	4:00 p.m.

Confirmation Report Created at 2005-05-16 12:24:22 Notre Dame-West Haven Events vs. Cheshire				
Date	Sport	Opponent	H/A-Facility	Time
Fri., 9/23	Freshman Boys Soccer	Cheshire	Away @ Bartlem Field	3:30 p.m.
Fri., 9/23	Varsity Boys Soccer	Cheshire	Home @ Veterans Park (WH)	6:30 p.m.
Sat., 9/24	JV Boys Soccer	Cheshire	Home @ Veterans Park (WH)	10:00 a.m.
Fri., 10/14	Freshman Boys Soccer	Cheshire	Home @ Veterans Park (WH)	3:30 p.m.
Fri., 10/14	Varsity Boys Soccer	Cheshire	Away @ Cheshire HS	3:45 p.m.
Sat., 10/15	JV Boys Soccer	Cheshire	Away @ Cheshire HS	10:00 a.m.
Thu., 11/10	Freshman Football	Cheshire	Away @ Cheshire HS	3:30 p.m.
Fri., 11/11	Varsity Football	Cheshire	Home @ Veterans Park (WH)	7:00 p.m.
Sat., 11/12	JV Football	Cheshire	Home @ Veterans Park (WH)	10:00 a.m.

# UPDATE SCHEDULE DATA VS. ONE OPPONENT

Many schools have determined that the best way to confirm schedule data is with one opponent at a time. Using the “Update Schedule Data vs. One Opponent” link you can bring up one page with all your events vs. a specific opponent, then work with the other school either via the confirmation or conflict reports or directly on the phone to matchup your data.

## Update Schedule Data From A Confirmation

To bring up all games vs. an opponent for editing, click on the butt

- Amity (1 event)
- Avon (3 events)
- Bloomfield (2 events)
- Bristol Central (6 events)
- Bristol Eastern (3 events)
- Bulkeley (1 event)
- Canton (2 events)
- Conard (11 events)
- E.O. Smith (13 events)
- East Hartford (25 events)
- Enfield (2 events)
- Farmington (5 events)
- Fermi (8 events)
- Hall (17 events)

Note -- this option is only available prior to the final schedule deadline for a season (i.e., after the fall deadline winter events vs. an opponent will show here but not fall). After the deadline changes must be made using the change request process.

The image shows two screenshots of a web form for updating schedule data. The top screenshot is for 'Event #1: Girls Soccer Level: Varsity' vs 'Bristol Central' on 09/13/05 at 3:45 p.m. The bottom screenshot is for 'Event #2: Boys Soccer Level: Varsity' vs 'Bristol Central' on 09/13/05 at 4:00 p.m. Both forms include fields for Date, Time, Event Type, H/A, Facility, and Optional Fields (Tournament/Event Name, Transportation, Public Note, Private Note).

## **GAMES WITH PENDING CHANGES REPORT**

This report will show you all events involving your school that have pending changes which have not been processed. It shows requests submitted by you and your opponents. For events where you need to perform the processing action there is a link for you to do so. The first five pending changes will also show on your eligibility center mainpage, however if you have more than five you can view them all on this report.

## **GAMES OPPONENTS HAVE MARKED CANCELLED REPORT**

This report will show you all games which opponents have marked cancelled against you where you have not marked the corresponding game cancelled on your schedule. Once both schools have marked a game cancelled it will be removed from their schedules (if the cancellation happens prior to the first competition date for that sport).

# E-MAILING SCHEDULE/RESULTS DATA

You can e-mail schedules in calendar or list format directly from the eligibility center. You can choose exactly what data you want to include (sports, date ranges, levels, etc.) in the same way you control what's shown on your links. You also have the option of including a message to go before the schedule.

The messages are sent from your own e-mail address, so people can reply to you just like they could with any normal e-mail you send.

To send a schedule, start by clicking the link for the format you want under the "E-Mail A Schedule" bullet.

Then select the options for the data you wish to include, enter the addresses to send from and send to, the subject and, optionally, the message you want to precede the schedule.

**E-Mail Calendar Schedule**

School:

**Game Types To Show:**  
 Either Home or Away  Only Home

**Starting Month:**

**Limit Sport To:**

**Color #1 (Headers and Home Events):**

**Color #2 (Away Events):**

Click Here To View Data Which Will Be Sent Based On Settings Above

**From Address:**

**To Address (separate multiple addresses with commas):**

**Message Subject:**

**Message to go before schedule (optional):**

**E-Mail A Schedule**

School:

**Sport(s):**  
 Any Sport

<input type="checkbox"/> Baseball	<input type="checkbox"/> Band
<input type="checkbox"/> Boys Basketball	<input type="checkbox"/> Bowling
<input type="checkbox"/> Boys Cross Country	<input type="checkbox"/> Boys Alpine Skiing
<input type="checkbox"/> Football	<input type="checkbox"/> Boys Badminton
<input type="checkbox"/> Boys Golf	<input type="checkbox"/> Boys Crew
<input type="checkbox"/> Ice Hockey	<input type="checkbox"/> Boys Fencing
<input type="checkbox"/> Boys Indoor Track	<input type="checkbox"/> Boys Rugby
<input type="checkbox"/> Boys Lacrosse	<input type="checkbox"/> Boys Sailing
<input type="checkbox"/> Boys Outdoor Track	<input type="checkbox"/> Boys Water Polo
<input type="checkbox"/> Boys Soccer	<input type="checkbox"/> Cheerleading
<input type="checkbox"/> Boys Swimming	<input type="checkbox"/> Chess Team
<input type="checkbox"/> Boys Tennis	<input type="checkbox"/> Chorus
<input type="checkbox"/> Boys Volleyball	<input type="checkbox"/> Co-ed Alpine Skiing
<input type="checkbox"/> Wrestling	<input type="checkbox"/> Co-ed Crew
<input type="checkbox"/> Girls Basketball	<input type="checkbox"/> Co-ed Cross Country Skiing
<input type="checkbox"/> Girls Cross Country	<input type="checkbox"/> Co-ed Fencing
<input type="checkbox"/> Field Hockey	<input type="checkbox"/> Co-ed Rifle
<input type="checkbox"/> Girls Golf	<input type="checkbox"/> Co-ed Wrestling
<input type="checkbox"/> Girls Gymnastics	<input type="checkbox"/> Color Guard
<input type="checkbox"/> Girls Indoor Track	<input type="checkbox"/> Dance Team
<input type="checkbox"/> Girls Lacrosse	<input type="checkbox"/> Debate Team
<input type="checkbox"/> Girls Outdoor Track	<input type="checkbox"/> Drumline
<input type="checkbox"/> Girls Soccer	<input type="checkbox"/> Girls Alpine Skiing
<input type="checkbox"/> Softball	<input type="checkbox"/> Girls Badminton
<input type="checkbox"/> Girls Swimming	<input type="checkbox"/> Girls Crew
<input type="checkbox"/> Girls Tennis	<input type="checkbox"/> Girls Fencing
<input type="checkbox"/> Girls Volleyball	<input type="checkbox"/> Girls Ice Hockey
	<input type="checkbox"/> Girls Water Polo
	<input type="checkbox"/> Math Team
	<input type="checkbox"/> Miscellaneous Events
	<input type="checkbox"/> Pom-Pom
	<input type="checkbox"/> Unified Sports Basketball
	<input type="checkbox"/> Unified Sports Soccer
	<input type="checkbox"/> Unified Sports Track
	<input type="checkbox"/> Unified Sports Volleyball

**Game Date On Or After:**  
 Any Date  
 or (M/D/Y):

**Game Date On Or Before:**  
 Any Date  
 or (M/D/Y):

**Event Type(s):**  
 Any Type  
 Game  Scrimmage  Lg. Tourn.

**Results:**  
 Combine Time and Results Columns  
 Hide Results Column

**Directions:**  
 Hide Directions Links

**Public Note:**  
 Hide Public Notes Column

**Bus Information:**  
 Show Bus Time Column  
 Only show events where a bus is required

**Header Color:**

**Home/Away:**  
 Either Home or Away  Only Home  Only Away

**Level(s):**  
 Any Level  V  JV  FR  MS

Click here to preview data to be sent based on settings above

**From Address:**

**To Address (separate multiple addresses with commas):**

**Message Subject:**

**Message to go before schedule (optional):**

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## **SCHEDULES FOR NON-CIAC SPORTS**

You can enter schedules for non-CIAC sports (i.e. girl's ice hockey, badminton, bowling) and activities (such as cheerleading, band, etc.). This is especially helpful if you need to show these events on your facility and/or bus schedules.

To enter or view schedules for non-CIAC sports or events, use the "Edit/View Schedules For Non-CIAC Sports" link. You will then be presented with a page showing all the available sports options and links to edit or view their schedules. The editing process is basically the same as with CIAC sports, except there is no confirmation process or notification process for changes.

### **Edit/View Schedules/Results for Non-CIAC Sports/Activities 2006-07 School Year**

#### **Miscellaneous Events (1 events on file)**

[Submit/Edit Events](#) || [View Event Schedule](#)

#### **School Holidays and Closings**

[Submit/Edit Events](#) || [View Event Schedule](#)

#### **Non-CIAC Sports/Activities With 2006-07 Events On File**

##### **Cheerleading (5 events on file)**

- [Submit/Edit Schedule/Results \(Varsity\)](#)
- [Submit/Edit Schedule/Results \(JV\)](#)
- [Submit/Edit Schedule/Results \(FR\)](#)
- [Submit/Edit Practice Schedule \(All Levels\)](#)
- [View Schedule/Results \(All Levels\)](#)
- [View Schedule/Results \(Varsity\)](#)
- [View Schedule/Results \(JV\)](#)
- [View Schedule/Results \(FR\)](#)

#### **Non-CIAC Sports/Activities Without 2006-07 Events On File**

##### **Band**

- [Submit/Edit Schedule/Results \(Varsity\)](#)
- [Submit/Edit Schedule/Results \(JV\)](#)
- [Submit/Edit Schedule/Results \(FR\)](#)
- [Submit/Edit Practice Schedule \(All Levels\)](#)
- [View Schedule/Results \(All Levels\)](#)
- [View Schedule/Results \(Varsity\)](#)
- [View Schedule/Results \(JV\)](#)
- [View Schedule/Results \(FR\)](#)

##### **Bowling**

- [Submit/Edit Schedule/Results \(Varsity\)](#)

## **MISCELLANEOUS EVENTS SCHEDULE**

The miscellaneous events schedule, accessible from either the eligibility center mainpage or the Non-CIAC sports and activities page, is designed for entry of miscellaneous school events so they can be included in your bus and/or facility schedules. You can enter any type of events you want - schools have used this to show pep rallies, dances, captains lunches, etc.

## **SCHOOL HOLIDAYS AND CLOSINGS SCHEDULE**

The school holidays and closings schedule allows you to enter these events on your master schedule. The difference between the school holidays and closings schedule and the miscellaneous events one is that the holidays and closings schedule does not require entry of a time.

## ENTERING PRACTICE SCHEDULES

You can enter practices into the system so that they show on your calendar, list view and facility schedules. You can enter practices for one sport at a time (by selecting the “Edit Practice Schedule” option under the sports’ heading) or for a season (using the links on the eligibility center mainpage).

Ridgefield  
Fall Sports  
Practice  
Schedule

The date, time, team, level and facility fields are required, the bus and notes fields are optional.

Unlike game schedules, there are no restrictions on the time format so you may enter things such as “2-4 p.m.” if you want to show the end time, or “following varsity”.

Copy Prev Line	Date Day	Time	Team	Level(s)	Facility	Delete Line
#1	08/21/06 MON	5 pm	Football	FR	Tiger Hollow Stadium	<input type="checkbox"/>
<input type="checkbox"/>		Bus Time:	Public Note:	Private Note:		
#2						<input type="checkbox"/>
<input type="checkbox"/>		Bus Time:	Public Note:	Private Note:		
#3						<input type="checkbox"/>
<input type="checkbox"/>		Bus Time:	Public Note:	Private Note:		
#4						<input type="checkbox"/>
<input type="checkbox"/>		Bus Time:	Public Note:	Private Note:		

When entering practices, the date, time, team, level and facility fields are required. The bus and notes fields are optional.

Unlike game schedules, there are no restrictions on the time format so you may enter things such as “2-4 p.m.” if you want to show the end time, or “following varsity”.

The “copy prev line” checkbox will help you enter multiple practices for the same team quickly, checking it will copy all fields except the date from the line immediately above.

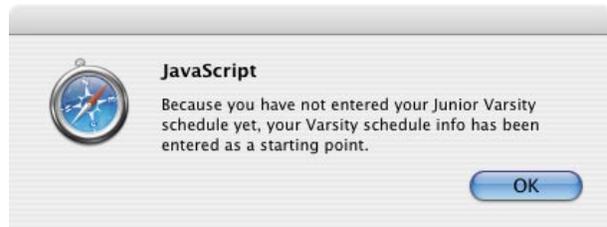
## VIEWING PREVIOUS YEAR SCHEDULES AND RESULTS

You can view and e-mail your schedule and results data from last year via the “View 2005-06 Schedule/Results Data” link under the “Schedules/Results” heading.

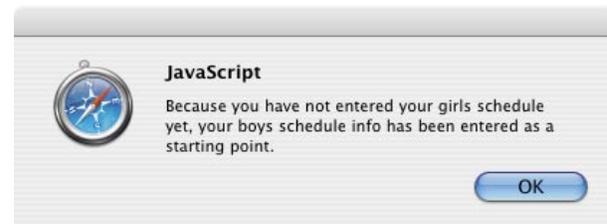
## IMPORTING DATA

The system will also do importing for you in appropriate situations:

- 1) In sports that have multiple levels (Varsity, JV, FR), if you have a varsity schedule on file and you go to submit your JV or Freshman schedule, your varsity opponents, dates and sites will be prefilled into the form as a starting point.



- 2) In sports such as cross country and track where the boys and girls schedules are generally identical, if you have entered your boys schedule and go to submit your girls, your boys info will be prefilled into the form as a starting point (you can also enter the girls first and then go to the boys, as it will work the same way).



<b>North Haven Varsity Boys Soccer</b>
<b>Field Color Key:</b>
Required at schedule submission
Required at result submission
Optional

**Change Information For A Group of Games:**

- Time for all games (H&A)
- Time for all home games
- Facility for all home games
- Bus time for all away games
- Bus times for all games (H&A)
- Swap home/away for all games
- Set all game dates ahead one day
- Set all game dates back one day

This type of importing, in conjunction with the “change information for a group of games” links discussed on the previous page, allows for schedules to be entered with a minimum of effort.

For example, say your league plays varsity football games on Fridays at 3:30, and freshman games on Saturdays at 10:30 a.m. at the opposite site from the varsity.

Once your varsity schedule is in you could bring up your freshman schedule via the import, then click on the options to “set all game dates ahead one day”, “swap home/away for all games”, “set time for all games (H&A)”, “set facility for all home games” and “set bus times for all away games”. Then you would click on the “save changes” button and your schedule would be saved.

With six mouse clicks your schedule would be entered.

The system also provides some additional options for importing data:

- 1) Leagues can provide their master schedules in Excel spreadsheets for import. Any leagues wishing to provide this for their member schools should contact the central office for information on the required format and deadlines.
- 2) By using the menus under the "Import Schedule Data" heading on the main eligibility center page, you can import data (one team at a time) from an Excel spreadsheet, a LeagueMinder export file or a ScheduleStar export file.

#### Import Schedule Data:

- Import Schedule Data From Excel
- Import Schedule Data From LeagueMinder
- Import Schedule Data From ScheduleStar

For detailed help on importing from Excel, LeagueMinder or ScheduleStar, choose the appropriate option in the eligibility center for the type of import you wish to perform. The first screen on the import option gives detailed step-by-step directions.

**Import Schedule Data**

This interface can be used to import game dates, times, sites, facilities and bus times from an Excel file. Opponents can not be imported, you will need to select them for each event after importing your information.

To import, format your Excel data following the directions below, copy and paste it into the "Data To Import" box below the formatting directions, then click the "Import Data" button to continue:

**Formatting Your Excel Data**

Your Excel file must list each event on a separate row, with the following columns:

	1	2	3	4	5	6	7	8	9
1	2005-09-13	6:00 PM	S	A	Seymour Field	2:30 PM			
2	2005-09-16	3:45 PM		A	Watertown	2:30 PM			
3	2005-10-25	6:00 PM		H	Torrington Park				
4	2005-10-27	6:00 PM	L	H	Torrington Park				
5									

**Column #1 - Game Date (Required)**  
Date of event, formatted as YYYY-MM-DD. To change format, select column, in the menus at the top of your screen go to Format --> Cells, click on "Custom" in the "Category" list, then type "YYYY-MM-DD" (without the quotes) in the "Type" field and click the "OK" button to save.

**Column #2 - Game Time (Required)**  
Time of event, in "H:MM AM/PM" format. To change format, select column, in the menus at the top of your screen go to Format --> Cells, click on "Time" in the "Category" list, click on the option that says "1:30 PM" in the "Type" list and click the "OK" button to save.

**Column #3 - Event Type (Required if scrimmage or lg. tourn.)**  
Acceptable entries (all without quotes) are "G" for regular season game, "S" for scrimmage or "L" for post-season league tournament game that does not count towards your record for tournament qualification. If this column is blank, it will be treated as a regular season game.

# ENTERING MIDDLE LEVEL DATA

Schedule and results data can also be entered for middle schools. Usernames and passwords have been created for all middle schools and will be sent to the building principals. In addition, high school A.D.s responsible for scheduling for one or more middle schools have been granted access to those schools in the Middle Level Schedules/Results section. If you do not have access for a middle school for which you are responsible, submit a support ticket requesting that access and we will add it.

## ***To view/edit middle level data:***

1) Sign into the main eligibility center page. If you sign in with a username created for a middle level school, you will be taken directly to the Middle Level Schedules/Results section. If you sign in with a high school username/password, you can click on the link in the Schedules/Results section to go to the Middle Level area.

2) After signing into the middle level schedules/results area, you will see menus and links similar to the main eligibility center. If you are signed in as a high school that has access to more than one middle school, select the middle school you wish to view or edit data for from the menu near the top of the page.

The procedures for entering, confirming and viewing data are similar to those for high school data with the exception of the confirmation process required for making changes to high school schedules after the seasonal deadline. Refer to the various parts of this document for detailed instructions.

The screenshot shows a web browser window with the address bar displaying "http://www.casciac.org/mlelig/eligibility.cgi". The page header features the CIAC logo and the text "www.casciac.org The Connecticut Association of Schools • Connecticut Interscholastic Athletic Conference". Below the header are navigation buttons for "homepage", "ciac mainpage", and "sportscenter". The main content area is titled "CIAC Middle School Schedules/Results Center" and includes a "Page loaded at: 2005-05-16 15:36:31" timestamp. A dropdown menu for "School To View/Edit" is open, showing "Amity MS - Bethany" as the selected option and "Amity MS - Orange" as an alternative. The page is divided into two columns: "Boys Sports" and "Girls Sports", each with a list of sports (Cross Country, Football, Soccer, Field Hockey, Swimming) and a dropdown arrow. To the right, the "Game Schedules/Results:" section contains a list of actions: "View Schedules (2005-06 Data)" with sub-links for "Calendar Format" and "List Format"; "Confirm Game Schedules With Opponents"; "Update Schedule Data vs. One Opponent"; "Generate Links to Game Schedules/Results" with sub-links for "Calendar Format" and "List Format"; "Import Schedule Data From Excel" with a dropdown arrow; "Download Schedules to Outlook, iCal and/or PDA"; and "Return to High School Eligibility Center".

# ADMINISTRATIVE ACTIONS

## Administrative Actions

- Support Tickets [[Open New](#)] [[View Open](#)] [[View All](#)]

Ticket#	Opened	Subject	Details
---------	--------	---------	---------

User NewCanaan has no open tickets

- General School Information [[Edit](#)]
- Athletic Information for CAS-CIAC Membership Database [[Edit](#)]
- Directions to Sports Sites [[Edit](#)]
- Access Codes For Results Entry By Coaches [[Manage](#)]
- Certification of Recruiting Compliance [[Submit](#)]
- Send A Message To Another School [[Go](#)]

# SUPPORT TICKETS

A “support ticket” is the official way in which a school requests changes be made to forms and data which they cannot make on their own. Some examples of changes requiring the submission of a support ticket are:

- Adding or deleting athletes on a tournament roster after the initial submission.
- Making changes after the schedule entry deadline to games on schedules that do not have a corresponding opponents entry.
- Requesting a change to the school’s eligibility center password.

These types of requests may only be submitted via support ticket. This is so your request and our actions are logged in the system, so they can be referred back to if need be.

Support tickets can also be used to request technical support on the use of the online eligibility center. To open a support ticket, click on the “Open New” link under the Support Tickets bullet on the eligibility center mainpage.

### Open New Support Ticket

Use this form to submit tournament roster changes, request assistance and/or report problems with the use of the CIAC Eligibility System. All requests will be replied to within one business day.

Please be as descriptive as possible so we can rectify the situation as quickly as possible. If you are requesting to have players added to a tournament roster be sure to include all required information for the sport (i.e., height, uniform number, etc.).

Type of Request:	Select...
Request/Question:	

When submitting your request include all the information necessary for us to understand and process it. For example, if you are requesting to have an athlete added to a tournament roster include their height and uniform number if required for the sport.

After you submit your request you will receive a copy of it via e-mail. When the request is handled in the office you will receive another e-mail explaining the action taken. You can also see the status of all of your support tickets at any time by using the “View Existing” link under the Support Ticket bullet:

01969	2006-05-30 13:35:29	2006-05-30 14:31:20	FR Field Hockey Schedule Change	<a href="#">View</a>
01950	2006-05-30 07:35:37	2006-05-30 07:50:39	V Softball Schedule Change	<a href="#">View</a>
01785	2006-05-19 13:39:12	2006-05-19 13:59:43	Tournament Roster Change	<a href="#">View</a>
01733	2006-05-12 12:01:01	Open	Schedule Change	<a href="#">View</a>

## **EDITING GENERAL SCHOOL INFORMATION**

It is imperative that you keep the information under the “Edit General School Information” link up to date. The e-mail addresses listed in this section are used for the central office to contact you regarding information due and other official notifications, and for the sending of change requests from your opponents. Other information in this category is used to fill form fields on various entry and tournament forms.

Edit General Information for user Test	
Address:	4321 Test Street
Town:	Testville
Zip Code	43210
Main School Phone:	(203) 272-1111
Main School Fax:	(800) 203-5817
Principal:	TestPrincipal
Principal School Phone:	(860) PrinSchool
Principal Home Phone:	(860) PrinHome
Principal E-Mail:	principal@test.com
Athletic Director	Test AD
Athletic Director School Phone:	(860) ADSchool
Athletic Director Home Phone:	(860) ADHome
Athletic Director Cell Phone:	18001234567
Athletic Director Primary E-Mail:	ad@test.com
A.D. Additional E-Mail #1:	adshome@aol.com
A.D. Additional E-Mail #2:	adsecretary@test.com

Most of the headings on this form should be self-explanatory. You can change this info at any time, please be sure to update it whenever necessary.

It is most important you have a valid e-mail address entered in the “Athletic Director Primary E-Mail” field. You can also fill in the two additional A.D. e-mail fields to get copied at another address on important communications (such as change requests, support ticket responses, etc.). Many A.D.’s list their home e-mail in one of the fields and their secretary’s address in the other.

## **EDITING ATHLETIC INFORMATION FOR MEMBERSHIP DIRECTORY**

Athletic Directors can now make changes directly to their school’s coaching information displayed on the website and in the membership directory (previously this info could only be changed using the principal’s school number and login id).

To edit your coaches names, click on the “Edit Athletic Information for CAS-CIAC Membership Database” link in the “Administrative Actions” section.

## **EDITING DIRECTIONS TO SPORTS SITES**

You can enter or change the driving directions to your school's athletic facilities using the link which says "Edit Directions to Sports Sites".

You can enter as much information as you wish in the form. If you already have a document with your directions in it you can just copy and paste it into the form.

You can include one or more web addresses in your directions and they will be made into live links on the pages where your directions are displayed. This means you can put URLs to GoogleMaps or MapQuest pages for your sites that viewers can click on to get directions. The best way to do this is go to the map site you want, get to the page that has the map to your facility then copy the entire URL from your browser's address bar. When entering URLs, be sure to include the <http://> at the beginning.



The information you enter is available to the general public via directions links on games schedules (yours and opponents), the directions page in the CIAC website and through automatic links when a school is listed as a site in a tournament bracket.

Keeping your information up-to-date will give you a centralized place to direct people looking for directions to any of your sports sites.

## ACCESS CODES FOR RESULTS ENTRY BY COACHES

To create or change access codes for results entry for one or more of your coaches, use the “Manage Access Codes” link.

By entering access codes for one or more sports below, you will be able to have people enter results for games without having to give them your eligibility center username and password. These access codes will only allow people to enter results on schedules created with your eligibility center password, they will not work for access to the eligibility center or for submitting or editing any other online forms.

Sport	Access Code
Baseball	<input type="text"/>
Boys Basketball	<input type="text"/>
Boys Cross Country	<input type="text"/>
Boys Golf	<input type="text"/>

Your access codes must consist of only letters and/or numbers, no spaces or other characters. Illegal characters will be removed when your codes are updated.

For security purposes, you may not use your eligibility center username or password as an access code for any sport. Do not use codes which would be easy to guess, such as your school name, your team nickname, the name of your town, etc. Random combinations of letters and numbers are the safest. You may have multiple access codes for a sport by separating them with commas.



After you create the access code for your coach, they can enter results by using the “Submit Game Results” link at [www.ciacsports.com](http://www.ciacsports.com), or the “Submit Game Results” button under the CIAC (Athletics Division) category on any page of the [casciac.org](http://casciac.org) website.

## CERTIFICATION OF RECRUITING COMPLIANCE FORM

You can create a printable “Certification of Recruiting Compliance” form prefilled with your coaches names by using the “Submit Certification of Recruiting Compliance” link.

This form cannot be submitted directly online because it requires the signature of the principal, the AD and each head coach, however you can save time by downloading the form with the names filled in under this link.

## SEND A MESSAGE TO ONE OR MORE SCHOOLS

To send a message to the athletic director of one or more member schools, select the group of recipients, enter the message subject and the message body you wish to send in the fields below, then click the "Send Message(s)" button.	
[If your e-mail address is not, please edit your information use the "Edit General School Information" option on the main eligibility center page before sending any messages via this system].	
Send Message To:	<input type="text" value="One AD..."/> or <input type="text" value="All Opponents In A Sport..."/> or <input type="checkbox"/> All SCC Schools
Your e-mail address:	
Message subject:	<input type="text"/>
Message body:	<input type="text"/>
<input type="checkbox"/> Check this box if you would like to receive a copy of the message in your e-mail:	
<input type="button" value="Send Message"/>	

You can use the eligibility center to send a message directly to one or more athletic directors. Click on the "Send A Message To Another School" link and you will be taken to a form that will let you send a message to one specific school, all the schools in your league, or all of your opponents in a specific sport.

The messages are sent to the addresses the schools have entered in the system and use the address you have on file under the "General School Information" section for the from and reply-to address.

# VIEW/CREATE REPORTS

## View/Create Reports

- Form Status For All Sports [Fall] [Winter]
- Facility Report [Fall] [Winter] [Spring]
- Coaches List [View]
- Game Workers/Officials
  - Master Names Listing [Add/Edit Names] [View By Person]
  - View/Edit By Event-Print Vouchers [Fall] [Winter] [Spring]
- Generate Links to Game Schedules/Results
  - [Calendar Format] [List Format]
- Download Schedules to Outlook, iCal and/or PDA [Go]
- Schedules/Results From All Schools [View]
- Win-Loss Records For All Sports
  - ['06-07] ['05-06] ['04-05]
- DQ/Penalty Reports For All Teams
  - ['06-07] ['05-06]
- Tab-Delimited Athlete Report
  - ['06-07] ['05-06] ['04-05] ['03-04]

## Results/Eligibility List Totals:

- Athlete Counts for NewCanaan:
  - 549 Names (486 unique)
- Team-By-Team Eligibility List Counts: [View]

# FORM STATUS REPORT

Tournament Form Status Report For Fairfield Ludlowe Report Generated On 2006/08/11 at 12:53:33				
Sport	Division	Eligibility List	Schedule/Result	Other Forms Status
Cross Country (Boys)	L	List Not Submitted (Due two days after first contest)	5 events on varsity schedule (5 games, 0 scrimmages, 0 league or CIAC tourns) Results on file for 0 reg. seas. games (Filing results for this sport is optional)	• Entry List: Tournament Roster Not Submitted (Due Oct. 20)
Cross Country (Girls)	L	List Not Submitted (Due two days after first contest)	5 events on varsity schedule (5 games, 0 scrimmages, 0 league or CIAC tourns) Results on file for 0 reg. seas. games (Filing results for this sport is optional)	• Entry List: Tournament Roster Not Submitted (Due Oct. 20)
Field Hockey	M	List Not Submitted (Due two days after first contest)	17 events on varsity schedule (16 games, 1 scrimmages, 0 league or CIAC tourns) Results on file for 0 reg. seas. games 1st reg. seas. game with no result: 09/12	• Officials Form Not Filed (Due Oct. 23) • Optional Change of Division Form Not Filed (Due Oct. 1) • Site Information Form Not Filed (Due Oct. 1) • Head Injury Surveillance Report Not Filed (Due Dec. 1) • Tournament Roster Not Submitted (Due Oct. 26)
Football	MM	List Not Submitted (Due two days after first contest)	13 events on varsity schedule (10 games, 3 scrimmages, 0 league or CIAC tourns) Results entered by central office	• Tournament Roster Not Submitted (Due Nov. 20)
Soccer (Boys)	L	List Not Submitted (Due two days after first contest)	17 events on varsity schedule (16 games, 1 scrimmages, 0 league or CIAC tourns) Results on file for 0 reg. seas. games 1st reg. seas. game with no result: 09/13	• Officials Form Not Filed (Due Oct. 20) • Optional Change of Division Form Not Filed (Due Jan. 1) • Varsity Penalty Report Not Filed (Due Oct. 27) • Sub-Varsity Penalty Report Not Filed (Due Oct. 27) • Frosh Penalty Report Not Filed (Due Oct. 27) • Tournament Roster Not Submitted (Due Oct. 27)
Soccer (Girls)	L	List Not Submitted (Due two days after first contest)	20 events on varsity schedule (16 games, 4 scrimmages, 0 league or CIAC tourns) Results on file for 0 reg. seas. games 1st reg. seas. game with no result: 09/13	• Officials Form Not Filed (Due Oct. 20) • Optional Change of Division Form Not Filed (Due Jan. 1) • Varsity Penalty Report Not Filed (Due Oct. 27) • Sub-Varsity Penalty Report Not Filed (Due Oct. 27) • Frosh Penalty Report Not Filed (Due Oct. 27) • Tournament Roster Not Submitted (Due Oct. 27)
Swimming (Girls)	L	List Not Submitted (Due two days after first contest)	10 events on varsity schedule (10 games, 0 scrimmages, 0 league or CIAC tourns) Results on file for 0 reg. seas. games (Filing results for this sport is optional)	• Entry List Not Submitted (Due Nov. 6) • Seeding Sheet Not Submitted (Due Nov. 6) • No diving scoresheets filed (Due Nov. 6)
Volleyball (Girls)	L	List Not Submitted (Due two days after first contest)	18 events on varsity schedule (18 games, 0 scrimmages, 0 league or CIAC tourns) Results on file for 0 reg. seas. games 1st reg. seas. game with no result: 09/13	• Officials Form Not Filed (Due Oct. 13) • Optional Change of Division Form Not Filed (Due Oct. 2) • Site Information Form Not Filed (Due Oct. 2) • Tournament Roster Not Submitted (Due Oct. 27)

The tournament form status report is a realtime snapshot of your form submission status for a season.

Accessible via a link for each season (Fall, Winter and Spring) under the Reports heading on the eligibility center mainpage, the report lists each CIAC sport for the season, if you sponsor a team in that sport, the number of athletes on your eligibility list, your schedule status (number of events by type, number of results, first missing result) and your submission status for each other form required for the sport (and the submission deadline for forms not yet submitted).

# FACILITY REPORT/FACILITY CALENDAR

The "Facility Report" shows all your home events for a date range, grouped by facility.

To view the report, click on the link for a season (Fall, Winter or Spring). Initially the report shows data for a selected season, however you can further customize the data by using the "Change Criteria" link to choose any date range, sport(s) and facilities you want included.

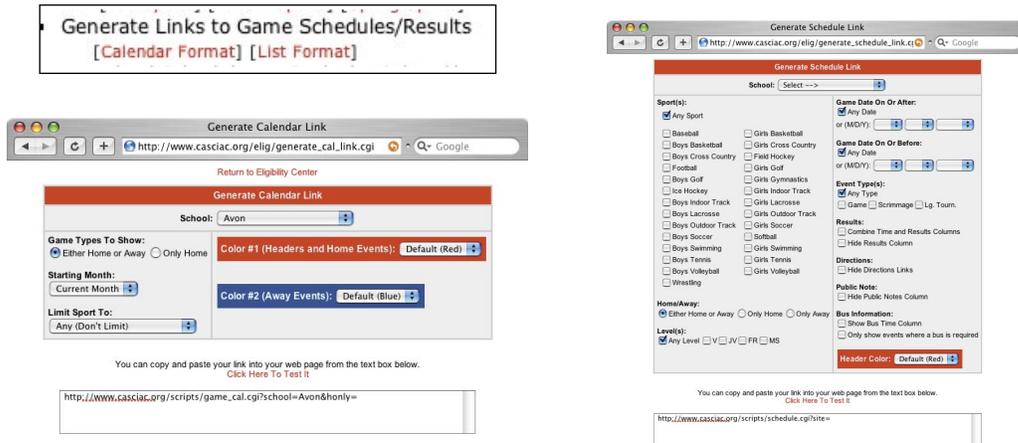
There is also an option on to the calendar-view schedule report to filter by facility, so you can create a calendar for the activities at a facility in a month.

West Haven 2005-06 Facility Report			
<b>106 Events Listed</b> • Sport(s): All • Level(s): All • Home/Away: Home • Game Date On Or After: 03-30-2006 • Game Date On Or Before: 07-19-2006    <a href="#">Change Criteria</a>    <a href="#">Go Back</a>			
BAILEY MIDDLE SCHOOL			
Fri., 4/28	FR Baseball	vs. Xavier	3:45 p.m.
PAINTER PARK			
Thu., 4/6	Boys Tennis	vs. North Haven	3:30 p.m.
Mon., 4/10	Girls Tennis	vs. Sheehan	3:30 p.m.
Wed., 4/12	Boys Tennis	vs. Career Magnet	3:30 p.m.
Mon., 4/17	Boys Tennis	vs. Hillhouse	3:30 p.m.
Wed., 4/19	Girls Tennis	vs. Mercy	3:30 p.m.
Mon., 4/24	Boys Tennis	vs. Notre Dame-West Haven	3:30 p.m.
Wed., 4/26	Girls Tennis	vs. East Haven	3:30 p.m.
Fri., 4/28	Girls Tennis	vs. Jonathan Law	3:30 p.m.
Mon., 5/1	Girls Tennis	vs. Lyman Hall	3:30 p.m.
Wed., 5/3	Girls Tennis	vs. Foran	4:00 p.m.
Fri., 5/5	Boys Tennis	vs. Lyman Hall	3:45 p.m.
Mon., 5/8	Girls Tennis	vs. Sacred Heart Academy	3:30 p.m.
Wed., 5/10	Girls Tennis	vs. Hamden	3:30 p.m.
Fri., 5/12	Boys Tennis	vs. Hamden	3:30 p.m.
Mon., 5/15	Boys Tennis	vs. Xavier	3:30 p.m.
Wed., 5/17	Boys Tennis	vs. Sheehan	3:30 p.m.
Tue., 5/23	Boys Tennis	vs. Fairfield Prep	3:30 p.m.
PAINTER PARK-NOYES FIELD			
Thu., 4/6	JV Baseball	vs. East Haven	3:30 p.m.
Mon., 4/10	FR Baseball	vs. Notre Dame-West Haven	3:30 p.m.
Tue., 4/11	JV Baseball	vs. Notre Dame-West Haven	3:30 p.m.

West Haven Athletic Event Calendar							
April		2006		Home Games		All Sports	
All Levels		✓ Facility - WHHS-Elliott Marnell Track		Hide Bus Times		Update	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2		3		6	7	8	
9		10		13	14	15	
16		17		20	21	22	
23		24		27	28	29	

# GENERATE LINKS TO GAME SCHEDULES/RESULTS

You can generate links to customized versions of your calendar or list view schedules. After generating your link, you can provide it to whomever does your school or league website, e-mail it to anyone, or save it as a favorite (bookmark) so you can return to it whenever you want.



You can select options for what to display in the public links in essentially the same manner as you did for the private versions (discussed on page 23).

In addition you can also format the colors to match your school colors or those being used in your website\*.

As you change the options on the link tool, you'll see the URL (address) change in the box at the bottom. Clicking on the "Click Here To Test It" link will open a new window displaying the currently selected options. When you have your options set the way you want, you can copy the link out of the text box.

The advantage of using links generated here in your website is that they will always show the most current information you have on file. So updating your schedules, scores, etc. in the CIAC site also takes care of updating them for anyone using these links.

\*Web developers - you can substitute any valid three or six character HEXADECIMEL value for any color option in the generated URLs (i.e. C00, 359, DD4, DD42GG). When specifying a value, do not include a leading hash symbol (#).

## DOWNLOADING SCHEDULES TO OUTLOOK OR PDA

You can generate a .csv, .vcs or .ics file from your data which can be imported directly into Outlook, iCal or many PDAs.

Click on the link in the “View/Create Reports” section which says “Download Schedules to Outlook, iCal and/or PDA”. Select the options you want then click on the button to generate the import file. The page you get back with the link to your import file has detailed instructions on how to get the data into your scheduling program.

Generate .vcs File

School: New Canaan

Sport(s):

Any Sport

Baseball  Girls Basketball

Boys Basketball  Girls Cross Country

Boys Cross Country  Field Hockey

Football  Girls Golf

Boys Golf  Girls Gymnastics

Ice Hockey  Girls Indoor Track

Boys Indoor Track  Girls Lacrosse

Boys Lacrosse  Girls Outdoor Track

Boys Outdoor Track  Girls Soccer

Boys Soccer  Softball

Boys Swimming  Girls Swimming

Boys Tennis  Girls Tennis

Boys Volleyball  Girls Volleyball

Wrestling

Game Date On Or After:

Any Date

or (M/D/Y): [ ] [ ] [ ]

Game Date On Or Before:

Any Date

or (M/D/Y): [ ] [ ] [ ]

Event Type(s):

Any Type

Game  Scrimmage  Lg. Tourn.

Home/Away:

Either Home or Away  Only Home  Only Away

Level(s):

Any Level  JV  FR  MS

Generate

Set your criteria for the events you wish to include, then click on the "Generate" button below to create the report for download.

### Download Schedule To Your Desktop or PDA Calendar Program

Select your program: [Outlook](#) | [Palm](#) | [iCal](#) | [Intro](#)

To import your data, click on the link above for the program you are using, then follow the directions provided.

**Note:** Do not import the same file twice. In many calendar tools, importing the file twice will result in duplicates of the events being created. If you wish to re-import the file to update information, delete the old events first.

[Return to Eligibility Center](#)

### Download Schedule Information Into Microsoft Outlook

Select your program: [Outlook](#) | [Palm](#) | [iCal](#) | [Intro](#)

1. Right-click your mouse on [this link](#) and select "Save as" or "Save target as" to download the file to your desktop. Be sure you right-click and download the whole file, if you just click on the link the file will open in Excel.
2. Open Microsoft Outlook.
3. To ensure times are set correctly, go to the "Tools" menu and select "Options". Click on the button that says "Calendar Options...", then click on the button that says "Time Zone...". Be sure you have the correct time zone selected (if you are in Connecticut it should be GMT -0500 Eastern Time U.S. & Canada) and that the option which says "Adjust for daylight savings time" is checked. Then click OK on each of the dialog boxes to save the settings and get back to the main outlook window.
4. Select the menu "File -> Import and Export".
5. Select "Import from another program or file", then click "next".
6. Select "Comma Separated Values (Windows)", then click "next".
7. Click on the "Browse..." button to find the .csv file that you downloaded. In the "options" section select "Do not import duplicate items". Then click "next".
8. Click on "Calendar" under the "Select destination folder:" prompt, then click "next".
8. Click on "finish" and the games within the .csv file will be imported into your Outlook calendar (you can use the "Map Custom Fields" button to customize which fields go where, but you probably do not need to).
9. If you sync your PDA with Outlook, the next time you perform a sync, the game schedule will be transferred to your PDA.

[Return to Eligibility Center](#)

## VIEWING OTHER TEAMS SCHEDULES/RESULTS

Clicking on the “View Other Teams Schedules/Results” link will take you to the [www.ciacsports.com](http://www.ciacsports.com) website, where you can view schedule and results information for any school or team, as well as rankings, standings and more.

## WIN-LOSS RECORDS BY TEAM

This report will show you the won-loss records for each of your teams for the selected year in a team-by-team list.

## DQ/PENALTY REPORT FOR ALL TEAMS

This report shows you a realtime team-by-team listing of your disqualification and penalty report filings for the current school year.

## TAB-DELIMITED ATHLETE REPORT

This report gives a listing of each of your athletes (sport, name, sex, birthdate and grade) for the year chosen in a tab-delimited format that can be imported directly into any text, spreadsheet or database program for further manipulation.

You can create a similar report for one team by choosing the appropriate option under the sports' expanded options.

2005-06 Team Records Status Report For Amity Report Generated On 2006/08/11 at 13:03:19	
Sport	Record For 2005-06 Scores Submitted Number in ( ) Indicates Games on Schedule With No Result
Football	6-3-1 (0)
Field Hockey	6-9-0-1 (0)
Boys Soccer	1-14-1 (0)
Girls Soccer	14-2-0 (0)
Girls Volleyball	9-9 (0)
Boys Basketball	12-8 (0)
Girls Basketball	6-14 (0)
Boys Ice Hockey	14-5-1 (0)
Baseball	18-2 (0)
Softball	18-2 (0)
Boys Lacrosse	8-7-0 (0)
Girls Lacrosse	9-6-0 (0)
Boys Tennis	14-1-0 (0)
Girls Tennis	9-7-0 (0)
Boys Volleyball	13-2-0 (0)

2005-06 Totals	
Sport	Student-Athletes On Eligibility List
Football	87
Girls Outdoor Track	60
Boys Indoor Track	50
Boys Outdoor Track	45
Girls Swimming	42
Girls Soccer	41
Baseball	39
Boys Soccer	39
Girls Indoor Track	39
Girls Volleyball	32
Boys Basketball	31
Girls Basketball	30
Softball	29
Wrestling	26
Girls Golf	22
Boys Golf	17
Boys Swimming	17
Girls Tennis	15
Boys Tennis	14
Boys Cross Country	13
Girls Cross Country	12

## RESULTS/ELIGIBILITY LIST COUNTS

On the mainpage of the eligibility center you will see two "athlete counts" for your school.

The first is the total number of names listed on all your eligibility lists. The second is the total number of unique athletes (if the same student is listed on multiple eligibility lists they are only counted once for this total).

The link for team-by-team eligibility list counts shows your numbers for each year dating back to 2001-02, broken down by team, sex and grade.

Total Count For 21 2005-06 Eligibility Lists			
Grade	Males	Females	Total
9th	108	88	196
10th	113	101	214
11th	71	84	155
12th	86	49	135
Totals	378	322	700

Total Unique Athlete Count For 2005-06			
Grade	Males	Females	Total
9th	75	66	141
10th	87	72	159
11th	58	66	124
12th	72	40	112
Totals	292	244	536

# MISCELLANEOUS DOWNLOADS



## Miscellaneous Downloads

- 2006-07 CIAC Handbook [[Download](#)]
- 2006-07 Eligibility Rules [[Download](#)]
- ciacsports.com Flyer For Parents' Meetings [[Download](#)]
- Cooperative Team Policies and Application [[Download](#)]
- Disqualification Policy [[Download](#)]
- National Federation Sanctioning Forms [[Download](#)]
- National HS Recognition Application [[Download](#)]
- Policy on Recruiting [[Download](#)]
- Protest Form [[Download](#)]
- Transfer Form [[Download](#)]

## **CIACSPORTS.COM FLYER FOR PARENTS MEETINGS**

ciacsports.com is the leading source for information on Connecticut High School sports. Directing your parents to this site, with its schedule links, e-mail lists, PDA downloads and more will help you keep them informed regarding up to the minute changes with a minimum of effort on your part.

The flyer link goes to a two-page .pdf file that you can print out and copy for distribution (just the first page, or both pages if you choose) at your parents meetings or anywhere there will be groups of people interested in staying informed about your events.

## **OTHER FORMS/HANDOUTS AVAILABLE FOR DIRECT DOWNLOAD**

- CIAC Handbook
- CIAC Eligibility Rules
- Cooperative Team Policies and Application
- Disqualification Policy
- National Federation Sanctioning Forms
- National HS Recognition Application
- Policy on Recruiting
- Protest Form
- Transfer Form

# APPENDICES - NEW ADDITIONS



## DAY OF GAME WORKERS AND OFFICIALS

You can use the system to keep track of information on your day of game workers and officials, to record the events they work, print payment vouchers and generate detailed reports on the data. All the options for working with game worker and official information are in the “View/Create Reports” on the eligibility center mainpage.

## ADDING WORKERS/OFFICIALS TO YOUR MASTER LIST

Before you can use associate a person with an event in the system, they need to be added to your master list of game workers. When adding or editing people only the first and last name fields are required, however you can enter the other info (address, phones, SSN) if you want them to show on reports and payment vouchers. You can enter names manually, or you can import names from a tab-delimited list using the import box at the bottom of the editing screen. Unlike eligibility lists, you can always use the import feature even if you already have names in the system. The names you import will just be added on to your existing list.

**Berlin Game Workers**

Show Only Last Names Starting With: Any Letter  
A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

**Note: First and Last Name are only required fields, all others are optional**

Last Name:	First Name:	Address, City, ST Zip:	SSN:
Anderson	Nancy	123 Some Street Cheshire CT 06410	123-45-6789
Home Phone: 123-456-7890		Work Phone: 222-2222	Cell Phone: 555-1212

Once you have names in the system, you can use the “view report by person” option to get a list view report of all your workers, and to view a detailed breakdown of the events they have worked and the amounts they have been paid.

## ATTACHING WORKERS/OFFICIALS TO EVENTS

Once names are on your master list you can then add them to individual events on your game schedules. Use the links for one of the seasons under “View/Edit Event-By-Event Listings-Print Vouchers” to see an overview of your event workers/officials entered for that time period.

Tue., 9/12 JV Boys Soccer vs. Middletown  
3:45 p.m. at Sage Park

[\[Edit Event Workers/Officials\]](#) [\[Print Payment Vouchers\]](#)

Position	Name	Amount
Announcer	Jones, Joe	\$40.00
Clock Operator	Anderson, Nancy	\$40.00
Crowd Control	Hall, Jeff	\$40.00
Game Official	Smith, James	\$49.83
Game Official	Miller, John	\$49.83
Scoreboard Operator	Johnson, Sam	\$40.00
<b>Event Total</b>		<b>\$259.66</b>

For each event you will see a listing of the workers/officials entered with their positions and payment amounts. You will also see a total payment amount for that event. At the top of the report you will see a summary by position and by person, along with a “change criteria” link to fine tune the choice of data to show on the report.

To make changes to the workers/officials for a specific event, use the “Edit Event Workers/Officials” link on that event’s line. You will be taken to a screen where you can add, delete or edit workers for an event. Each person listed for an event needs to have a position, name and a payment amount. When entering payment amounts do not include the dollar sign. If the person is not being paid, enter “0” for the payment amount.

Edit Officials and Game Help			
Sport: Boys Soccer Level: Junior Varsity Date: 09/12/06 Time: 3:45 p.m. Facility: Sage Park Opponent(s): Middletown			
<small>Use the form below to edit event workers for this event. Note -- before a person can be used as an event worker in this system they must be on your master list of workers. You can add people to your master list here.</small>			

Position	Name	Fee	Clear Line
Announcer	Jones, Joe	\$ 40.00	<input type="checkbox"/>
Clock Operator	Anderson, Nancy	\$ 40.00	<input type="checkbox"/>
Crowd Control	Wall, Jeff	\$ 40.00	<input type="checkbox"/>

You can print payment vouchers for workers and officials by using the “Print Payment Vouchers” link on an event’s line on the listing of events. The print voucher screen will print a voucher for each worker/official assigned to an event.

<p style="text-align: center;">ATHLETIC OFFICIALS AND GAME HELP PAYMENT VOUCHER =====</p> <p style="text-align: center;">Nancy Anderson 123 Some Street Cheshire CT 06410</p> <p style="text-align: center;">Clock Operator Junior Varsity Boys Soccer vs. Middletown 09/12/06 at Sage Park Total Fee Due - \$40.00</p>
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Note: You will not see a “Print Payment Vouchers” link on an event’s line unless there are workers associated with that event.