



Oregon School Activities Association  
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To: Athletic Directors and Varsity Basketball Coaches  
From: Peter Weber, Assistant Executive Director  
Subject: OSAA ScoreCenter – 2011-12 Winter Reminders

Thank you to everyone who has played a role in the success of the OSAA ScoreCenter. This memo outlines a few reminders as we approach winter break and the start of 2012. Please contact Peter Weber ([peterw@osaa.org](mailto:peterw@osaa.org) or 503.682.6722 x231) in the OSAA office if you have questions regarding any of this information. Best of luck throughout the rest of the season!

#### 1. REVIEWING YOUR TEAM'S SCHEDULE & RESULTS

This is vital as each school is responsible for making sure its schedule and results are accurate. The results appearing on your team page are being used to create the rankings that will determine placement on the OSAA brackets. Make sure that all of your contests appear correctly. Remember to check home/away designation, especially for tournaments.

#### 2. MANAGING OUT OF STATE RECORDS

- a. Schools are required to update the record of out of state opponents through their editing window on a weekly basis. When entering the out of state opponent's record, you must remove the result of the contest(s) played against your school. This will treat these out of state opponents equitably as this is automatically done for contests vs. Oregon teams. Only regular season results should be used for out of state opponents; state playoff results shall not be included.
- b. The OSAA has created an Out of State Opponent Form that schools may use in gathering Athletic Director and Coach contact information for these teams. This memo is intended to provide instructions regarding managing records for out of state opponents: <http://osaa.org/scorecenter/ManagingOutOfStateRecordsInstructionsScoreCenter.pdf>

#### 3. INPUTTING TOURNAMENT INFORMATION

- a. Schools hosting tournaments are only able to add games and submit scores for games their team actually plays in. If your team plays in a tournament, please make sure that the results are entered into the system in a timely manner. If you've entered your scores from a tournament but still receive an email alert the next day, most often the issue is that your schedule still has a game listed vs. TBD at the tournament. Simply click on the game in your editing window and select Remove Contest.
- b. When the tournament button is selected for a game, the game is automatically marked as being at a neutral site. If you are hosting a tournament at your gym, you will need to unmark the neutral site box for games your team plays. Whether the game is home/neutral/away is a factor in the ranking system and should be reviewed to make sure it is accurate, especially for tournament play.
- c. If you are hosting a tournament, we encourage you to email the bracket to [peterw@osaa.org](mailto:peterw@osaa.org) in advance. That way, we can help make sure that all of the games are inputted with the correct tournament name, neutral designation, etc.

#### 4. CREATING/PRINTING ROSTERS FOR YOUR TEAM & OPPONENTS

More and more schools (and some entire leagues) are entering their rosters, team photos and team information in to the OSAA ScoreCenter. A printable roster that includes the above information, plus your school logo, is available once this information is entered. All schools are encouraged to enter their team rosters during the regular season and use this functionality to print opponents' rosters for game programs. **NOTE:** This same process will be used for OSAA State Championship souvenir programs.

#### 5. SUBMITTING SCORES BY 10PM EACH NIGHT

We encourage schools to keep doing a great job of getting scores in by 10pm the night of the game. We know it can be difficult, especially when your teams are at tournaments or when games run long, but the response has been well received by statewide media and fans alike. Thanks for all of your continued efforts.