



Oregon School Activities Association  
25200 SW Parkway Avenue, Suite 1  
Wilsonville, OR 97070  
503.682.6722 fax: 503.682.0960 [www.osaa.org](http://www.osaa.org)



## OSAA ScoreCenter Instructions

[www.osaa.org/scorecenter/](http://www.osaa.org/scorecenter/)

### 1. SIGN UP / REGISTER FOR AN ACCOUNT

[w3.osaa.org/account/logon](http://w3.osaa.org/account/logon)

- a. If you are a coach or a school administrator, you must create an account and attach yourself to a school in order to edit schedules, rosters, submit scores, etc. Setting up an account only takes a few seconds.
  - 1) Click Log On at the top right part of the OSAA ScoreCenter website (or use the link above).
  - 2) Under Sign Up, click Register for an account.
  - 3) Type in a user name for your account. A user name should be one word only (jsmith, pjones, etc.).
  - 4) Type in your email address.
  - 5) Type in a password. The password is determined by you but must be a minimum of 5 characters.
  - 6) Confirm your password and click Register.

### 2. ATTACH YOURSELF TO A SCHOOL

[w3.osaa.org/account/schools](http://w3.osaa.org/account/schools)

- a. **Administrators:** To associate yourself with a school, you must enter the school's Administrator School Key. This Administrator School Key allows administrators full access to manage their school's information:
  - 1) Required Forms – School Information, Participation Surveys, Seasonal Preselections
  - 2) Optional Awards – Dairy Farmers Academic All-State Program
  - 3) Varsity Teams Schedules, Rosters, Results – Football, Volleyball, Boys Soccer, Girls Soccer, Boys Basketball, Girls Basketball, Baseball, Softball
- b. **Coaches:** To associate yourself with a school, you must enter the school's Coach School Key. You must obtain the Coach School Key from your Athletic Director (first 4 characters of the Administrator School Key). This Coach School Key allows coaches partial access to manage your school's information:
  - 1) Varsity Teams Schedules, Rosters, Results – Football, Volleyball, Boys Soccer, Girls Soccer, Boys Basketball, Girls Basketball, Baseball, Softball

#### Need your School Key?

If we already have your email address in our database, we can send the School Key to you. School Keys can only be sent to an email address that we have on file at the OSAA. If you are not in our database, or cannot get the School Key from someone in your school that is in our database, please contact the OSAA at 503.682.6722 or [info@osaa.org](mailto:info@osaa.org).

### 3. EDIT SCHEDULE

- 1) From the Manage Schools page, click on the School Team whose schedule you want to edit.
- 2) Click on Add Contest to add a contest to this School Team's schedule. (NOTE: Please do not input jamborees or volleyball tournament pool play matches.)
- 3) In the New Contest window, complete all the information about the contest you are creating.
  - a) STATUS – This defaults to Scheduled when adding a contest. Postponed and Cancelled are also located here.
  - b) DATE & TIME – Use the drop arrows to select date and time. NOTE: Your default time zone is tied to your computer's settings. If it shows the wrong time zone, check your computer's date and time properties to verify your settings.
  - c) OPPONENT - Type the first few letters of your opponent and then select from the drop arrows.
    - ◆ OUT OF STATE/COUNTRY TEAMS – Default is Oregon; select others by using the drop arrow.
    - ◆ NON-VARSITY TEAMS – Default is Varsity; select sub-varsity, alumni, etc. using the drop arrow.
    - ◆ OPPONENT NOT KNOWN – Leave blank when you don't know your opponent. You'll need to come back and fill this in with the name of your opponent once it is known.
  - d) HOME TEAM – Mark if you are the designated home team. If not, leave blank.

- e) ADDITIONAL – Mark if being played at a neutral site and/or if it is an Endowment contest. If not, leave blank.
- f) CATEGORY – Select the best fit among the choices: League, Non-League, League Playoff, Tournament, 6A-5A-4A Play-In, or State Playoff.
- g) TOURNAMENT – Please type the name of the tournament in this field. You can use the drop down menu to see tournaments that have already been added for this sport.  
NOTE: If the contest is part of a tournament, it will automatically be marked as being played at a neutral site. If you are hosting a tournament at your home facility, you will need to unmark the neutral site field only if the contest will be played at your home facility (or your opponent’s home facility).
- h) LOCATION – Type the location of the contest when it’s being held at a site located away from either school’s campus (i.e. Hillsboro Stadium for Century football). Leave this field blank for contests played at either school’s campus.
- i) SAVE – Click Save. Once the contest has been created it will appear on each team’s schedule.
- j) REMOVE CONTEST – Clicking on this button will remove a contest completely from the system.

#### 4. **SUBMIT A SCORE FOR A COMPLETED CONTEST**

- a. There are two ways to submit a score for a completed contest.
  - 1) From the Games Listing, click on Submit Score for the contest score you want to submit.
    - a) FINAL SCORE – Add the final score for each team in the contest.
    - b) OVERTIME – Type if there were any overtimes contested or extra innings (i.e. 2OT, 9 inn, etc.)
    - c) NOTES – Use this for simple box score, statistical leaders, scoring summary, etc.
    - d) PERIOD/SET/INNING SCORING – Use to show scoring by period/set/inning, etc. Use the Add Period Button for OT.
    - e) SAVE – Click Save to submit the score for this contest.
    - f) REMOVE CONTEST – Clicking on this button will remove a contest completely from the system.
  - 2) From the Manage Schools page, click on the School Team whose contest score you want to submit. (NOTE: This feature will not work on a web-enabled mobile phone.)
    - a) In the Schedule tab, click on the contest to be scored.
    - b) In the Edit Contest window, click on the Scoring tab.  
(NOTE: The Scoring tab will not appear until the contest’s scheduled start time)
    - c) FINAL SCORE – Add the final score for each team in the contest.
    - d) OVERTIME – Type if there were any overtimes contested or extra innings (i.e. 2OT, 9 inn, etc.)
    - e) NOTES – Use this for simple box score, statistical leaders, scoring summary, etc.
    - f) PERIOD/SET/INNING SCORING – Use to show scoring by period/set/inning, etc. Use the Add Period Button for OT.
    - g) SAVE – Click Save to submit the score for this contest.
    - h) REMOVE CONTEST – Clicking on this button will remove a contest completely from the system.

#### 5. **EDIT ROSTER** (NOTE: This feature is strongly recommended but optional until the state championships.)

- 1) From the Manage Schools page, click on the School Team whose roster you want to edit.
- 2) Click on the Roster tab to edit this School Team’s roster.
- 3) Click on Add Student to add a student to this School Team’s roster.
- 4) Complete all the information about the student you are adding.
  - a) NAME – Type the student’s name. (i.e. Steve Walker)
  - b) NUMBER – Type the student’s home number. Click alternate number to add a visitor number.
  - c) POSITION – Type the student’s primary position. Click alternate position to add a position.
  - d) HEIGHT – Type the student’s height in feet and inches.
  - e) GRADE – Type the student’s year in school using numbers (9, 10, 11, 12), rather than letters (FR, SO, JR, SR).
  - f) SAVE – Click Save to add this student to your roster.
  - g) REMOVE PLAYER – Clicking on this button will remove a player from your roster.

#### 6. **EDIT PHOTO** (NOTE: This feature is strongly recommended but optional until the state championships.)

- 1) From the Manage Schools page, click on the School Team whose photo you want to edit.
- 2) Click on the Photo tab to edit this School Team’s photo.

- 3) Click on Add Photo to add a photo for this School Team.

## **7. EDIT TEAM INFORMATION**

(NOTE: This feature is strongly recommended but optional until the state championships.)

- 1) From the Manage Schools page, click on the School Team whose team information you want to edit.
- 2) Click on the Team Information tab to edit this School Team's information.
- 3) Team Information is automatically generated from the OSAA database using your School Information, except for Assistant Coaches and Managers. Changing any automatically generated information here does not update that same information in the OSAA database.
  - a) ASSISTANT COACHES – Type the name of all assistant coaches. (i.e. Steve Walker)
  - b) MANAGER – Type the name of all managers. (i.e. Steve Walker)
  - c) SAVE – Click Save to save your changes.