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To: Athletic Directors and Head Volleyball Coaches  
From: Cindy Simmons, Assistant Executive Director  
Subject: OSAA ScoreCenter Reminders for Volleyball Tournaments

The OSAA ScoreCenter is all set for its second year and ready for the inputting of schedules. This memo is intended to provide instructions regarding the OSAA ScoreCenter and volleyball tournament play.

Remember that the school hosting the tournament is not responsible for inputting all the matches and results from the tournament. Each school is ultimately responsible for making sure their own schedule and match results are accurate following the conclusion of all tournaments.

Please contact Cindy Simmons ([cindys@osaa.org](mailto:cindys@osaa.org)) or Peter Weber ([peterw@osaa.org](mailto:peterw@osaa.org)) in the OSAA office if you have questions regarding any of this information. Best of luck throughout the rest of the season!

NOTE: Athletic Directors and Coaches must have registered for an account and be logged into the system to make any additions or changes, including submitting scores. For information, download ScoreCenter instructions at [osaa.org/scorecenter/osaascorecenterinstructions.pdf](http://osaa.org/scorecenter/osaascorecenterinstructions.pdf).

#### 1. **ADDING A TOURNAMENT TO YOUR SCHEDULE**

<http://osaa.org/scorecenter/>

- a. Click on the Manage Schools link on the top right of the main OSAA ScoreCenter page. Scroll down to the header Varsity Teams and click on Varsity Volleyball.
  - 1) 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.)
  - 2) 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. If you don't know the time, please leave the time field blank.
    - 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. Please do not put in the name of the host school as your opponent as this will make it appear that you are playing a contest against that school.
    - 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 Tournament is selected as the contest category, 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.

## **2. POSSIBLE SCENARIOS FOR YOUR SCHOOL AT A TOURNAMENT** <http://w3.osaa.org/scorecenter/vb/11-12/games/list>

NOTE: Please do not add any pool play matches or pool play results to the OSAA ScoreCenter. Only bracketed and/or round robin play using 2 out of 3 or 3 out of 5 sets should be added.

### **a. Team fails to advance out of pool play**

- 1) Go back in to your schedule through the Manage Schools link, click on this tournament and select Remove Contest.

### **b. Team advances out of pool play to play one match**

- 1) Go back in to your team's schedule through the Manage Schools link and click on this tournament.
  - a) Add the name of the school you played in the Opponent field.  
NOTE: Remember to remove the neutral site tag if you played the host team at its own facility or if you are the host team playing at your own facility.
  - b) Click on the Scoring tab at the top of the window. (NOTE: The Scoring tab will not appear until the contest's scheduled start time)
  - c) Fill in the overall match result (2-1, 3-0, etc.) and then type in the individual set scores below. Click Save.

### **c. Team advances out of pool play to play more than one match**

- 1) Go back in to your team's schedule through the Manage Schools link and click on this tournament.
  - a) Add the name of the school you played in the Opponent field.  
NOTE: Remember to remove the neutral site tag if you played the host team at its own facility or if you are the host team playing at your own facility.
  - b) Follow the instructions listed above under **ADDING A TOURNAMENT TO YOUR SCHEDULE** to add all additional bracketed matches your team played in the tournament.
  - c) Click on the Scoring tab at the top of the window. (NOTE: The Scoring tab will not appear until the contest's scheduled start time)
  - d) Fill in the overall match result (2-1, 3-0, etc.) and then type in the individual set scores below. Click Save.