



Local Program Technology Guide

January 2018





Contents

Part 1 - Agon

GETTING STARTED (3)

- Login
- Getting Around
- Local Program Homepage
- Logout

WEB PAGE (7)

- Page
- Editing the Page

CALENDAR OF EVENTS (12)

- Add an Event
- Edit an Event
- Remove an Event

REGISTRATION (16)

- Intent to Participate
- Registration
- Scratch
- Confirmation
- Practice Tracking

REPORTS (40)

- Athlete Compliance Report
- LPV Compliance Report
- Net Funds Report
- Email List

ATHLETE INFORMATION (44)

LPV INFORMATION (45)

Part 2 – Google (46)



Part 1 - AGON

Getting Started

LOGIN

Local Program Coordinators should determine who can access the Local Program (LP) section of the website.

- Open your internet browser and navigate to agon.sonh.org. Alternatively, you can navigate to sonh.org, and then select *Athletes, Families & Local Programs*, then *Local Programs* then *Local Program Coordinator Login*.



- Enter your username and password then choose *Submit*.

Password

There is personal information contained in the site that cannot be made available to the general public.

Your Local Program password must be kept in the strictest of confidence.

PART 1 - AGON



Each Local Program's password will be automatically updated annually. Your Local Program will be given its password each year during the Volunteer Leadership Weekend.

If you ever need to update your password or are concerned that your password has been compromised, contact the Administrative Assistant as soon as possible.

LOGOUT

When you are done using your site, click the *Logout* button on the navigation bar.





GETTING AROUND

Whenever you are logged into the LP Website, there will be a navigation bar at the top of the screen with eight options. We will explain each option in further detail throughout this guide.



The left side of the screen will display basic information about your program (to ensure that you are correctly logged in) and a button to email the SONH office.

**LOCAL PROGRAM
INFORMATION**
Manchester
Greater Manchester
David Donahue
603-315-8927
ddonahue36@comcast.net

If you need assistance or
have a problem to report,
please email us.

[Email SONH](#)



LOCAL PROGRAM HOMEPAGE

You may access the homepage at any time when you are logged into the site by clicking the *Home* button on the navigation bar.



The Homepage will display current information from SONH that applies only to Local Program Coordinators.

Items on this page may include:

- Information that was previously included in Local Program communications
- Schedule updates
- Registration reminders



Web Page

Your Local Program has a web page on sonh.org.

Whenever posting to your page, remember that all information is public.

PAGE

To view the publically available page for your Local Program, go to sonh.org. Select *Athletes, Families & Local Programs* then *Local Program Webpages* then your Local Program.

Athletes, Families & Local Programs

[Agon Log-In](#)

[Athlete Eligibility](#)

[Athlete Leadership
Programs](#)

[Healthy Athletes
Program](#)

[Local Program
Coordinator's Manual](#)

[Local Program
Webpages](#)

Local Program Webpages

Click on a Local Program below to view their webpage.

Central

[Artful Dodgers](#)

[Capital Area Cougars](#)

[Concord Golden Eagles](#)

[Connecticut River Special Olympics](#)

[Farmsteads of NE](#)

[Gilmanton School](#)

[Laconia Lakers](#)

[Merrimack Valley Equestrians](#)

[Spaulding Shooting Stars](#)

[Storming Hawks](#)

[Team Gunstock](#)

[Winnepesaukee Comets](#)

[Winnepesaukee Warriors](#)

Great North Woods

[Androscoggin River Athletes](#)

[Arctic Wolves](#)

[Governor Wentworth Regional School District](#)

[Granite State Adaptive](#)

[Groveton Eagles](#)

[Lakeview - School](#)

[Lakeview Adults](#)

[Mt Washington Valley Dolphins](#)

[North Country United](#)

[Team Challenger](#)

[Team Ossipee](#)

[Waterville Valley Coyotes](#)

[White Mountain Special Olympics](#)

PART 1 - AGON



The Local Program webpage displays various sections of information.

Welcome!

PLUS Pride

We provide sports training and athletic competition to adults with intellectual disabilities. We compete in basketball, soccer, track and field, softball, volleyball, bowling, snowshoeing, and cross-country skiing. We are always looking for volunteers! Please contact Leni Hodgins @ (603) 889-0652 ext. 124 or via email at lhodgins@pluscompany.org if you would like to volunteer!

Images

Calendar

November 2012						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Volunteer Job Board

PLUS Pride is always looking for volunteers! If you would like to join our team of over 100 athletes and volunteers, please contact Leni at The PLUS Company. We are also looking for new team members for our Penguin Plunge team!

Contact PLUS Pride

PLUS Pride
Contact Name: Leni Hodgins
Phone: 603.889.0652
Fax: 603.880.8938
Email: lhodgins@pluscompany.com

Description

The description section is an open text area that can be used in a number of ways.

The Local Program Coordinator (LPC) can use it as a tool to describe their program to the general public. This may help a potential athlete join their program.

The LPC may also use this section to communicate with members of their team. Athletes and LPVs can use the page as a resource if, for example, a practice is cancelled.

EXAMPLES

- The Rochester Raiders program is open to children and adults with intellectual disabilities ages 8 and up. We offer sports training and competition opportunities for our athletes in the following sports: athletics, aquatics, alpine skiing, basketball, bocce, bowling (candlepin and ten pin), cross-country skiing, equestrian, floor hockey, golf, snowboarding, soccer and softball.
- Team Gunstock provides opportunities to Special Olympics athletes ages 8 and up in the sport of Alpine Skiing. We hold practices at Gunstock Mountain Resort every Thursday beginning in January. To find out how to become involved as an athlete or coach, please contact Ann Keller at rmh32495@comcast.net.

PART 1 - AGON



- The Special Olympics New Hampshire Epping Blue Devils program offers children and adults with intellectual disabilities a place to live out the mission of Special Olympics by competing in Olympic-type sports. By doing so, our athletes experience joy and the sharing of gifts with the community.
- We offer training and competition opportunities throughout the year in a number of sports and welcome new athletes and volunteers to our program.
- The Derry Recreation Timberwolves compete year-round in sports including Bowling, Basketball, Cross Country Skiing, Snowshoeing, Track & Field, Bocce, Swimming, and Golf. Athletes are of post-high school age and live in the Derry area.
- Tonight's practice (10/22 at 6 pm) has been cancelled. If you have questions, call Susie at 624-1250.

Images

Each program may include three images on their page.

When selecting an image, think about the story it is telling. Showing an athlete competing and smiling often tells the best story. Also ensure that the athlete is wearing the appropriate attire for the sport and is practicing good technique.

Calendar

The calendar of events contains two sets of data. All items listed on the main SONH calendar of events will be listed in orange. Your events will be listed in the color theme selected (gray in this example).

Click on any highlighted date to view a description of the event(s).

Volunteer Job Board

The volunteer job board is an open text area that can be used to notify volunteers of upcoming needs.

EXAMPLES

- We are seeking volunteers to help coach athletes in our soccer program. We currently have 2 teams. One team is athletes ages 12-21 and the other team is athletes ages 22 and older.
- We are looking for a person with alpine skiing experience to help coach our ski program. We hold practices every Tuesday from 4pm-6pm – please contact us for more information.
- We currently have a need for a Technology Coordinator. The volunteer job includes signing athletes and LPV's up for competitions as well as making sure everyone involved with the program has all of the necessary forms on file in order to participate.

Contact Information

Contact information is automatically displayed based on the Local Program Coordinator's information. Please contact the SONH office to update any of the information.



EDITING THE LOCAL PROGRAM'S WEBPAGE

Choose *Web Page* from the navigation bar to update your Local Program's webpage.



From there you are able to update your web page (excluding the calendar which is addressed in Section 3).

When you have completed your updates choose *Save* and the changes will be published to the live web page.

Description

Type the information you would like displayed into this text box.

Image

Browse for the image that you would like included in, from left to right, image 1, image 2 and image 3.

Enter a caption for each image in the Alt Text fields. This caption will be displayed when the user hovers over the image.

PART 1 - AGON



Volunteer Job Board

Type the information you would like displayed into this text box.

Theme

Select the color theme for your page (red, purple, green or gray).



Calendar of Events

Your Local Program has a calendar of events that is accessible to the public through your Local Program page (see section 2 for details).

Choose *Calendar of Events* from the navigation bar to edit your Calendar of Events.



A list of your existing events is displayed.

Edit Your Calendar of Events

Event Name Filter: [Filter](#) [Reset](#)

[Add Event](#)

Event Date	Event Name	Location	
03/15/2012	State Basketball Tournament	Nashua YMCA	Edit Remove
04/02/2012	Seacoast Regional Swim Meet	Nashua YMCA	Edit Remove
05/12/2012	Upper Valley Regional Summer Games	Nashua YMCA	Edit Remove
03/15/2012	State Basketball Tournament	Nashua YMCA	Edit Remove
04/02/2012	Seacoast Regional Swim Meet	Nashua YMCA	Edit Remove
05/12/2012	Upper Valley Regional Summer Games	Nashua YMCA	Edit Remove

[Add Event](#)



ADD AN EVENT

Click *Add Event* to add a new event to your calendar.

The screenshot shows a calendar interface with a green header bar containing an 'Event Name Filter' input field and 'Filter' and 'Reset' buttons. Below the header, a table lists events. The 'Add Event' button is circled in red.

Event Date	Event Name	Location	
6/1/2011	Single Day Event	LASKILASEJ	Edit Scratch
6/20/2011	Another Test	Manchester	Edit Scratch
9/20/2011	Testing	Testing	Edit Scratch
11/16/2012	testings	123 Test Street Manchester, NH 03103	Edit Scratch
9/15/2011	testings	asdf	Edit Scratch

Enter the required information and choose *Save*.

The screenshot shows the 'Add Event to Calendar' form. It includes a note: 'Please note that all fields marked * are required.' The form has the following fields:

- Event Date*: A date picker with a dropdown arrow.
- Event End Date*: A date picker with a dropdown arrow.
- Title*: A text input field.
- Location*: A text input field.
- Contact*: A text input field.
- Description*: A text input field.

At the bottom, there are 'Save' and 'Cancel' buttons.

Title, location, contact and description will be displayed when a user clicks on the date in the calendar of your Local Program page.



EDIT AN EVENT

Locate the event that you would like to edit by scrolling through the list or using the filter.

Event Name Filter:	<input type="text"/>	<input type="button" value="Filter"/>	<input type="button" value="Reset"/>
--------------------	----------------------	---------------------------------------	--------------------------------------

Click *Edit*.

Event Date	Event Name	Location	
03/15/2012	<u>State Basketball Tournament</u>	Nashua YMCA	<u>Edit</u> <u>Remove</u>

Update information as necessary.

Event Date:*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Event End Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Title:*	<input type="text"/>
Location:*	<input type="text"/>
Contact:	<input type="text"/>
Description:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Choose *Save*.



REMOVE AN EVENT

Locate the event that you would like to remove by scrolling through the list or using the filter.

Event Name Filter:	<input type="text"/>	<input type="button" value="Filter"/>	<input type="button" value="Reset"/>
--------------------	----------------------	---------------------------------------	--------------------------------------

Click *Remove*.

Event Date	Event Name	Location	
03/15/2012	State Basketball Tournament	Nashua YMCA	Edit Remove



Registration

Click *Registration* on the navigation bar.



Once logged into the registration section, you will see a list of all open Games.

Register/Edit Event

Welcome, Manchester

	Event Date	Event Name	Region	# of Athletes	# of LPVs	Assessment
<input type="radio"/>	3/4/2012	State Winter Games		25	26	\$6,040.00
<input type="radio"/>	3/17/2012	Unified Basketball Assessment Tournament		12	3	\$0.00
<input type="radio"/>	3/18/2012	Traditional Basketball Assessment Tournament		9	2	\$0.00
<input type="radio"/>	5/31/2012	Summer Games		39	29	\$6,034.00
<input type="radio"/>	8/7/2012	State Unified Golf		12	0	\$568.00
<input type="radio"/>	10/27/2012	State Bowling Tournament		28	7	\$1,600.00

Select the games that you are registering for and choose the appropriate blue button. Note that only some buttons will be available, based on the date of the Games.

Register/Edit Event

Welcome, Manchester

	Event Date	Event Name	Region	# of Athletes	# of LPVs	Assessment
<input type="radio"/>	3/4/2012	State Winter Games		25	26	\$6,040.00
<input type="radio"/>	3/17/2012	Unified Basketball Assessment Tournament		12	3	\$0.00
<input type="radio"/>	3/18/2012	Traditional Basketball Assessment Tournament		9	2	\$0.00
<input checked="" type="radio"/>	5/31/2012	Summer Games		39	29	\$6,034.00
<input type="radio"/>	8/7/2012	State Unified Golf		12	0	\$568.00
<input type="radio"/>	10/27/2012	State Bowling Tournament		28	7	\$1,600.00

PART 1 - AGON



For further instructions, please proceed to the appropriate section of the User's Guide:

- Intent to Participate
- Registration
- Scratch
- Confirmation
- Practice Tracking



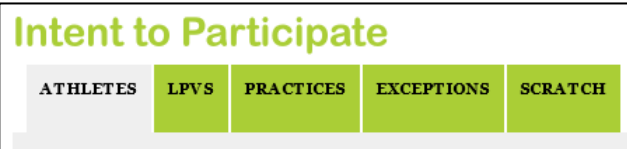
INTENT TO PARTICIPATE

During the Intent to Participate phase of registration, users must enter all athletes with their sport(s) and LPVs with their role and sport (if applicable).

No athlete or LPV may be added to a Games after intent closes and registration opens.

All athletes and LPVs must be compliant by the end of the intent period.

The Intent to Participate screen contains five tabs. Don't forget to review all tabs when completing your Intent to Participate.



Athlete Tab

Click on the athletes tab to view all athletes currently signed up for the Games. Athletes who participated in the games the previous year will already be on your Intent to Participate list.

ATHLETES

LPVS

PRACTICES

EXCEPTIONS

Add Athlete

Last Name	First Name	Status	Gender	DOB	Sport	Edit Scratch
Baker	Timothy	<div></div>	Male		Athletics, Bocce	Edit Scratch
Banks	Kaitlyn	<div></div>	Female		Athletics, Bocce	Edit Scratch
Barlow	Jessica	<div></div>	Female		Athletics, Bocce	Edit Scratch
Barry	Gregory	<div></div>	Male		Athletics, Bocce	Edit Scratch
Bauer	Michael	<div></div>	Male		Athletics, Bocce	Edit Scratch
Beauregard	Alivia	<div></div>	Female		Athletics, Bocce	Edit Scratch
Barriman	Taron	<div></div>	Male		Athletics, Bocce	Edit Scratch

PART 1 - AGON



Detailed status for each “red” athlete may be viewed by hovering over the red status square.

Status	Gender	DOB	Sport
	Male	9/23/1989	Athletics, Bocce

Alert!
Need application for participation.
Application expired

ADD ATHLETE

To add a new athlete to the Games, click *Add Athlete*.

ATHLETES **LPVS** **PRACTICES** **EXCEPTIONS**

Add Athlete

Last Name	First Name	Status	Gender	DOB	Sport	Edit Scratch
Baker	Timothy		Male		Athletics, Bocce	Edit Scratch
Banks	Kaitlyn		Female		Athletics, Bocce	Edit Scratch

Choose the athlete name, sport(s) and “new athlete” status.

- All athletes with an application/medical dated within four years that are registered to your Local Program will be listed in the athlete drop down. If your athlete is not listed, please contact the office.
- Select the sport(s) in which the athlete will participate. Leave unused sport fields blank. For State Games, only sports that do not require area competition will be selectable.
- Choose new status based on guidelines for determining new athlete.

Add an Athlete

Please note that all fields marked * are required.

Athlete:*

Sport 1:

Sport 2:

Sport 3:

Sport 4:

Sport 5:

New:* ☐ Yes ☒ No

Save **Cancel**

PART 1 - AGON



Choose *Save* when complete or choose *Cancel* to undo the addition.

Save

Cancel

EDIT ATHLETE

To edit an athlete that is already signed up for the Games, click *Edit*.

ATHLETES						
LPVS PRACTICES EXCEPTIONS						
Add Athlete						
Last Name	First Name	Status	Gender	DOB	Sport	Edit / Scratch
Baker	Timothy	<input checked="" type="checkbox"/>	Male		Athletics, Bocce	Edit / Scratch
Banks	Kaitlyn	<input checked="" type="checkbox"/>	Female		Athletics, Bocce	Edit / Scratch
Barlow	Jessica	<input type="checkbox"/>	Female		Athletics, Bocce	Edit / Scratch
Brown	Chloe	<input checked="" type="checkbox"/>	Male		Athletics, Bocce	Edit / Scratch

Update the athlete's sport(s) and new status as necessary.

- Change the sport(s) in which the athlete will participate. Leave unused sport fields blank.
- Choose new status based on guidelines for determining new athlete in the LPCM.

Edit an Athlete

Please note that all fields marked * are required.

Baker, Timothy

Current Sport

Sport 1: Athletics

Sport 2:

Sport 3:

Sport 4:

Sport 5:

New:*

Change To:

NO CHANGE

Bocce

☐ Yes ☒ No

Save

Cancel

Choose *Save* when complete or choose *Cancel* to undo the change.

Save

Cancel

PART 1 - AGON



SCRATCH ATHLETE

To remove an athlete from the Games or a sport, click *Scratch*.

ATHLETES						
LPVS						
PRACTICES						
EXCEPTIONS						
Add Athlete						
Last Name	First Name	Status	Gender	DOB	Sport	Edit Scratch
Baker	Timothy		Male		Athletics, Bocce	Edit Scratch
Banks	Kaitlyn		Female		Athletics, Bocce	Edit Scratch

Check the applicable boxes.

- Scratch all Events will scratch the athlete from the Games.
- Choose a single sport(s) to remove previously selected sports.

Scratch All Events: ☐

Athletics: ☐

Aquatics: ☐

Choose *Save* when complete or choose *Cancel* to undo.

LPV Tab

Click on the LPVs tab to view all LPVs currently signed up for the Games.

Intent to Participate							
ATHLETES							
LPVS							
PRACTICES							
EXCEPTIONS							
Add LPV							
Last Name	First Name	Status	Gender	DOB	Role	Sport	Edit Scratch
Adaszuk	Phillip		Male		Coach	Athletics, Bocce	Edit Scratch
Adaszuk	Phillip		Male		Partner	Athletics, Bocce	Edit Scratch
Amrein	Sarah		Female		Partner	Athletics, Bocce	Edit Scratch
Azmi	Yasmine		Female		Partner	Bocce	Edit Scratch

Detailed status for each “red” LPV may be viewed by hovering over the red status square.

PART 1 - AGON



Status	Gender	DOB	Role	Sport
				hl
				hl
				hl
				cc

Alert!
Need LPV Application; Need Protective Behaviors; Need Unified Partner Consent

ADD LPV

To add a new LPV to the Games, click *Add LPV*.

ATHLETES **LPVS** **PRACTICES** **EXCEPTIONS**

Add LPV

Last Name	First Name	Status	Gender	DOB	Role	Sport	Edit Scratch
Adaszuk	Phillip		Male		Coach	Athletics, Bocce	Edit Scratch
Adaszuk	Phillip		Male		Partner	Athletics, Bocce	Edit Scratch

Choose the LPV name, role and sport(s).

- All LPVs with an application date within four years that are registered to your Local Program will be listed in the LPV drop down. If your LPV is not listed, please contact the office.
- Select the role of the volunteer.
- Select the sport(s) in which the LPV will participate (if applicable). Leave unused sport fields blank. For State Games, only sports that do not require area competition will be selectable.

Add an LPV

Please note that all fields marked * are required.

LPV:

Coll, Monica

Role:

Coach

Sport 1:

Athletics

Save

Cancel

Choose *Save* when complete or choose *Cancel* to undo the addition.

Save

Cancel

EDIT LPV

To edit an LPV that is already signed up for the Games, click *Edit*.

PART 1 - AGON



ATHLETES LPVS PRACTICES EXCEPTIONS							
Add LPV							
Last Name	First Name	Status	Gender	DOB	Role	Sport	Edit Scratch
Adasczik	Phillip	■	Male		Coach	Athletics, Bocce	Edit Scratch
Adasczik	Phillip	■	Male		Partner	Athletics, Bocce	Edit Scratch
Amrein	Sarah	■	Female		Partner	Athletics, Bocce	Edit Scratch

Update the LPVs role and sport(s) as necessary.

- Leave unused sport fields blank.

Edit a LPV

Please note that all fields marked * are required.

Archie, Linda

Role:

Choose *Save* when complete or choose *Cancel* to undo the change.

SCRATCH LPV

To remove an LPV from the Games or a sport, click *Scratch*.

ATHLETES LPVS PRACTICES EXCEPTIONS							
Add LPV							
Last Name	First Name	Status	Gender	DOB	Role	Sport	Edit Scratch
Adasczik	Phillip	■	Male		Coach	Athletics, Bocce	Edit Scratch
Adasczik	Phillip	■	Male		Partner	Athletics, Bocce	Edit Scratch
Amrein	Sarah	■	Female		Partner	Athletics, Bocce	Edit Scratch

PART 1 - AGON



Check the applicable boxes.

- Scratch all Events will scratch the LPV from the Games.
- Choose a single sport(s) to remove previously selected sports.

Scratch All Events: ☐
Athletics: ☐
Aquatics: ☐

Choose *Save* when complete or choose *Cancel* to undo.

Practice Tab

See Practice Section on page 38 for detailed instructions.

Exceptions Tab

Click on the exceptions tab to view a list of all athletes and LPVs that are signed up for these Games and not compliant.

Intent to Participate

ATHLETES **LPVS** **PRACTICES** **EXCEPTIONS**

Last Name	First Name	Exception
Conway	Elizabeth	Need Protective Behaviors

ATHLETES **LPVS** **PRACTICES** **EXCEPTIONS** **SCRATCH**

Last Name	First Name	Gender	DOB	Role	Sport	Event	Score	Scratch
Baker	Timothy	Male	9/23/1989	Athlete	Athletics	100M Run	00:51.12	<u>Scratch</u>



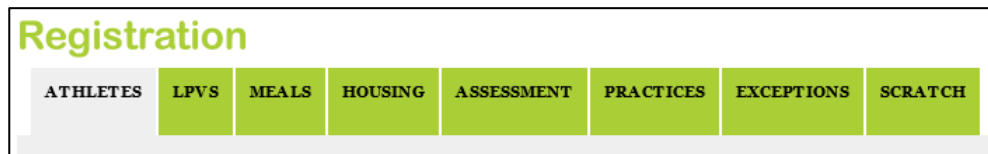
REGISTRATION

During the Registration phase, users must enter specific event information (event, level, qualifying score and team) as well as meals and housing information (if applicable).

No event may be added after registration closes and scratch opens.

Meals and housing information may not be updated after registration closes and scratch opens.




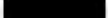
The Registration screen contains eight tabs. Don't forget to review all tabs when completing your Registration.



Athlete Tab

Click on the Athletes tab to view a list of the athletes registered for the Games.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS
----------	------	-------	---------	------------	-----------	------------

Last Name	First Name	Status	Gender	DOB	Wheelchair	Site	New	
Baker	Timothy		Male		No		No	Edit Scratch
Banks	Kaitlyn		Female		No		No	Edit Scratch

Detailed status for each "red" athlete may be viewed by hovering over the red status square.

Status	Gender	DOB	Wheelchair	Site
■	Male	9/23/1989	No	
■				
■				
■				
■	Female	3/6/2001	No	

Alert!
Need application for participation.
Application expired

ADD TEAMS

To set up teams for traditional or unified team events, first create the team(s) and then associate each athlete with the correct team using the edit athlete instructions.

PART 1 - AGON



Choose any athlete and click *Edit*.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS		
Last Name	First Name	Status	Gender	DOB	Wheelchair	Site	New	
Baker	Timothy	<input checked="" type="checkbox"/>	Male		No		No	Edit / Scratch
Banks	Kaitlyn	<input checked="" type="checkbox"/>	Female		No		No	Edit / Scratch

Choose *Add Team*.

Edit Athlete

Please note that all fields marked * are required.

Arndorfer, Charles

New: ☐

[Add Team](#)

Select the sport and event. Enter the team name. Choose save.

Repeat for each team.

EDIT ATHLETE

Click *Edit* to update an athlete.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS		
Last Name	First Name	Status	Gender	DOB	Wheelchair	Site	New	
Baker	Timothy	<input checked="" type="checkbox"/>	Male		No		No	Edit / Scratch
Banks	Kaitlyn	<input checked="" type="checkbox"/>	Female		No		No	Edit / Scratch

Their current registration will show above the line. You can add or edit their new status, event, level, team and qualifying score on this screen.

- New status must be selected based on the guidelines outlined in the LPCM.

PART 1 - AGON



Choose *Add*.

Edit Athlete

Please note that all fields marked * are required.

Arndorfer, Charles

Sex: Yes

Rate: Regular

Sport: Candle Pin Bowling

Event: Bumper Singles

Level: No ramp

Team:

Score: 58.2

Buttons: Save, Cancel, Add (circled in red)

Select the sport, event, level (if applicable), team that was previously set up (if applicable) and qualifying score.

Choose delete for the entry above the line that you would like to remove.

Now you will see the new entry above the line and the old entry will be gone. Add or delete additional lines as necessary so that all entries above the line are accurate.

If there is only one entry above the line and you want to delete it, you must first add the new event before you delete the old event. If you delete the old event first, you will scratch the athlete from the games.

Choose *Save* when complete or choose *Cancel* to undo.

Buttons: Save, Cancel

SCRATCH ATHLETE

To remove an athlete from the Games, a sport or an event, click *Scratch*.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS		
Last Name	First Name	Status	Gender	DOB	Wheelchair	Site	New	Edit Scratch
Baker	Timothy	<input checked="" type="checkbox"/>	Male	9/2	No		No	Edit Scratch
Banks	Kaitlyn	<input checked="" type="checkbox"/>	Female	9/1	No		No	Edit Scratch

PART 1 - AGON



Check the applicable boxes.

- *Scratch all Events* will scratch the athlete from the games.
- Choose a single sport(s) to remove sport and all events in that sport.
- Choose an event to remove only the specific event

Scratch All Events: ☐

Athletics: ☐

Event:

100m Dash: ☐

Softball Toss: ☐

Aquatics: ☐

Event:

100m Freestyle: ☐

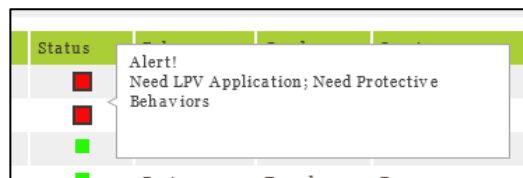
Choose *Save* when complete or choose *Cancel* to undo.

LPV Tab

Click on the LPVs tab to view a list of the LPVs signed up for the games.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS
Last Name	First Name	Status	Role	Gender	Sport	
Adaszczik	Phillip		Coach	Male	Athletics, Bocce	Edit Scratch
Adaszczik	Phillip		Partner	Male	Athletics, Bocce	Edit Scratch

Detailed status for each “red” LPV may be viewed by hovering over the red status square.



PART 1 - AGON



EDIT LPV

Click *Edit* to update the LPV.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS
Last Name	First Name	Status	Role	Gender	Sport	
Adasczik	Phillip		Coach	Male	Athletics, Bocce	Edit Scratch
Adasczik	Phillip		Partner	Male	Athletics, Bocce	Edit Scratch
Imagin	Carah		Partner	Female	Athletics, Bocce	Edit Scratch

If the LPV is a unified partner, event, level, team and qualifying score using the same instructions as for editing an athlete.

SCRATCH LPV

To remove an LPV from the games, a sport or an event, click *Scratch*.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS
Last Name	First Name	Status	Role	Gender	Sport	
Adasczik	Phillip		Coach	Male	Athletics, Bocce	Edit Scratch
Adasczik	Phillip		Partner	Male	Athletics, Bocce	Edit Scratch
Imagin	Carah		Partner	Female	Athletics, Bocce	Edit Scratch

Check the applicable boxes.

- *Scratch all Events* will scratch the athlete/LPV from the Games.
- Choose a single sport(s) to remove sport and all events in that sport.
- Choose an event to remove only the specific event

Scratch All Events: ☐

Athletics: ☐

Event:

100m Dash: ☐

Softball Toss: ☐

Aquatics: ☐

Event:

100m Freestyle: ☐

Choose *Save* when complete or choose *Cancel* to undo.

PART 1 - AGON



Save

Cancel

Meals Tab

Click on the meals tab to view your meals summary.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS
Day		Breakfast		Lunch		Dinner
Monday		1				
Tuesday		1				

To change the number of meals, click on a number of meals. Then type in the updated number of meals needed.

Housing Tab

Click on the housing tab to view your housing summary.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS
Day				# Beds		
Monday				0		
Tuesday				0		
Wednesday				0		

The number of beds per night is calculated from the Rooming List.

PART 1 - AGON



ROOMING LIST

Click on *Rooming List* to create or update room assignments.

The screenshot shows a top navigation bar with tabs: ATHLETES, LPV'S, MEALS, HOUSING, ASSESSMENT, PRACTICES, and EXCEPTIONS. Below this is a table with two columns: 'Day' and '# Beds'. The table lists days from Monday to Sunday, each with a corresponding number of beds (0). At the bottom of the page, a blue button labeled 'Rooming List' is circled in red.

Day	# Beds
Monday	0
Tuesday	0
Wednesday	0
Thursday	0
Friday	0
Saturday	0
Sunday	0

Choose Add Room.

The screenshot shows a page titled 'Rooming List' in green. Below the title is a blue button labeled 'Add Room'.

Use drop down menus to select roommates and nights. All athletes and LPVs registered for the event are selectable.

The screenshot shows the 'Rooming List' page with a note: 'Please note that all fields marked * are required.' Below this, there are two sections: 'Room 1' and 'Room 2'. Each section contains two columns of athlete names and room numbers, each with a dropdown menu. Below each name is a row of checkboxes for 'Sun:', 'Mon:', and 'Tue:'.
Room 1:
Paine, Joseph 03/2 [dropdown]
Sun: ☒ Mon: ☐ Tue: ☐
Duehart, Nathaniel 10 [dropdown]
Sun: ☒ Mon: ☒ Tue: ☐
Room 2:
Moury, Dina 0 [dropdown]
Sun: ☒ Mon: ☒ Tue: ☐
[empty dropdown]
Sun: ☐ Mon: ☐ Tue: ☐
Donahue, David 0 [dropdown]
Sun: ☒ Mon: ☒ Tue: ☐
Moury, Derek 0 [dropdown]
Sun: ☒ Mon: ☒ Tue: ☐
Hamel, Holly 12 [dropdown]
Sun: ☒ Mon: ☒ Tue: ☐
[empty dropdown]
Sun: ☐ Mon: ☐ Tue: ☐

Repeat room addition and roommate selection as needed.

Choose *Save* when complete or choose *Cancel* to undo.

PART 1 - AGON



Save

Cancel

Assessment Tab

Click on the assessment tab to view assessment summary for the games.

Registration

ATHLETES LPVS MEALS HOUSING **ASSESSMENT** PRACTICES EXCEPTIONS

Assessment Summary

2012 State Winter Games Assessment = \$6040.00
71 people x \$80.00 = \$4080.00
8 new athletes x (\$80.00) = (\$640.00)

2012 State Winter Games Housing Assessment = \$2600.00
104 beds for one night X \$25.00 = \$2600.00

The number of people is calculated based on the information provided in the athlete, LPV, meals and housing tabs.

New status is entered during registration. LPCs should refer to the LPCM for guidelines on how to determine if an athlete or LPV should be marked as new.

If more meals are requested than the number of people registered for any meal, additional meals are added to the assessment.

Practice Tab

See Practice Section on page 38 for detailed instructions.



Exceptions Tab

Click on the exceptions tab to view a list of all athletes and LPVs that are not compliant for the games.

Registration

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS
----------	------	-------	---------	------------	-----------	------------

Last Name	First Name	Exception
Donegan	Kate	Need Protective Behaviors
Fagan	Jaime	Need Protective Behaviors
Moury	Dina	Need Protective Behaviors
Rice	Lorelie	Need application for participation.
Ryan	Deena	Need Protective Behaviors

Scratch Tab

Click on the scratch tab in State Games to view a list of all athletes and LPVs that are signed up for events that are transferred from Area Games. Update times or scratch events for these athletes.

ATHLETES	LPVS	MEALS	HOUSING	ASSESSMENT	PRACTICES	EXCEPTIONS	SCRATCH	
Last Name	First Name	Gender	DOB	Role	Sport	Event	Score	Scratch
Baker	Timothy	Male	9/23/1989	Athlete	Athletics	100M Run	00.51.12 	Scratch



SCRATCH

During the Scratch phase of registration, users may update qualifying scores and remove athletes, LPVs, and/or their events.

Qualifying scores may not be updated after the scratch date.

Local Programs will be assessed for all athletes and LPVs signed up on the scratch date.

The scratch screen contains a list of athletes and LPVs signed up for the event.

Scratch								
If you don't see your athlete's name, please contact our office.								
Last Name	First Name	Gender	DOB	Role	Sport	Event	Score	Scratch
Anderson	Andy	Male	01/01/1980	Athlete	Basketball	Team Golf	80	Scratch
					Golf	100m Freestyle	25.45.85	
					Aquatics	Shot Put	25	
					Summer Games			
Bronson	Betty	Female	02/01/1981	Coach	Bowling	Candlepin	525	Scratch
Charlton	Carl	Male	03/01/1985	Athlete	Aquatics	100m Freestyle	15.15.15	Scratch
Deadrick	Deanna	Female	14/05/1988	Partner	Bowling	Candlepin	255	Scratch

Update Qualifying Score

To update a qualifying score, click on the score that you would like to update.

Last Name	First Name	Gender	DOB	Role	Sport	Event	Score	Scratch
Anderson	Andy	Male	01/01/1980	Athlete	Basketball	Team Golf	80	Scratch
					Golf	100m Freestyle	25.45.85	
					Aquatics	Shot Put	25	
					Summer Games			

To change the qualifying score, click on the score to be changed. Then type in the updated score.

PART 1 - AGON



Scratch

Click *Scratch* for the athlete or LPV that you would like to update.

Last Name	First Name	Gender	DOB	Role	Sport	Event	Score	Scratch
Anderson	Andy	Male	01/01/1980	Athlete	Basketball	Team Golf	80	<u>Scratch</u>
					Golf	100m Freestyle	25.45.85	
					Aquatics	Shot Put	25	
					Summer Games			

Check the applicable boxes.

- *Scratch all Events* will scratch the athlete/LPV from the games.
- Choose a single sport(s) to remove sport and all events in that sport.
- Choose an event to remove only the specific event

Scratch All Events: ☐

Athletics: ☐

Event:

100m Dash: ☐

Softball Toss: ☐

Aquatics: ☐

Event:

100m Freestyle: ☐

Choose *Save* when complete or choose *Cancel* to undo.



CONFIRMATION

During the Confirmation section of registration, users may view athletes and LPVs signed up for the games.

No changes may be made during confirmation.

The confirmation screen contains a list of athletes and LPVs signed up for the event.

Confirmation							
If you don't see your athlete's name, please contact our office.							
Last Name	First Name	Status	Sport	Event	Level	Team	Score
Barry	Gregory	■	Candle Pin Bowling	Singles			21
Bishop	Monica	■	Candle Pin Bowling	Singles			21
Bosse	Jacob	■	Candle Pin Bowling	Singles			65
Conroy	Joshua	■	Candle Pin Bowling	Singles			74
Covill	Jesse	■	Candle Pin Bowling	Singles			21
Cudworth	Justin	■	Candle Pin Bowling	Singles			87
Demers	Benjamin	■	Candle Pin Bowling	Singles			21
Eberhard	Naomi	■	Candle Pin Bowling	Singles			87
Edwards	Katherine	■	Candle Pin Bowling	Singles			54
Filteau	Bryan	■	Candle Pin Bowling	Singles			54
Gallien	Melissa	■	Candle Pin Bowling	Singles			54

If you have scratches to share with SONH during this stage of the registration process, please email them to us using the Email SONH button.



PRACTICE TRACKING

The Practice tracking section of registration allows users to add, edit and update their practice schedule.

This feature should be used only for state games. Practices prior to area games should be tracked in the corresponding state games.

The practice tracking screen contains a list of previously entered practices.

Practice Tracking

10 Practices have been held

[Add Practice](#)

Date	Time	Location	Status	
03/15/2012	4 p.m.	Bowling Alley Address	Occured	Edit
04/02/2012	5 p.m.	Basketball Gym	Canceled	Edit
05/12/2012	2 p.m.	Golf Course	Pending	Edit
03/15/2012	3 p.m.	Swimming Pool	Occured	Edit
04/02/2012	1 p.m.	Track Field	Canceled	Edit
05/12/2012	10 a.m.	Basketball Gym	Pending	Edit

Add Practice

Click *Add Practice*.

[Add Practice](#)

Date	Time	Location	Status	
03/15/2012	4 p.m.	Bowling Alley Address	Occured	Edit
04/02/2012	5 p.m.	Basketball Gym	Canceled	Edit
05/12/2012	2 p.m.	Golf Course	Pending	Edit

Enter the date/time, location, address, city and status of the practice.

PART 1 - AGON



Add | Edit Practice

Please note that all fields marked * are required.

Date/Time: / / @ :

Address 1:

Address 2:

City:

State:

Zip:

Status:

Sport*:

Save

Cancel

Choose *Save* when complete or choose *Cancel* to undo.

Save

Cancel

Edit practice

Click *Edit*.

Add Practice				
Date	Time	Location	Status	
03/15/2012	4 p.m.	Bowling Alley Address	Occured	Edit
04/02/2012	5 p.m.	Basketball Gym	Canceled	Edit
05/12/2012	2 p.m.	Golf Course	Pending	Edit

Update the date/time, location, address, city and status of the practice as necessary.

PART 1 - AGON



Add | Edit Practice

Please note that all fields marked * are required.

Date/Time:	<input type="text"/> <input type="text"/> / <input type="text"/> / <input type="text"/> @ <input type="text"/> : <input type="text"/> <input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> ▼
Zip:	<input type="text"/>
Status:	<input type="text"/> ▼
Sport:*	<input type="text"/> ▼

Save

Cancel

Choose *Save* when complete or choose *Cancel* to undo.

Save

Cancel



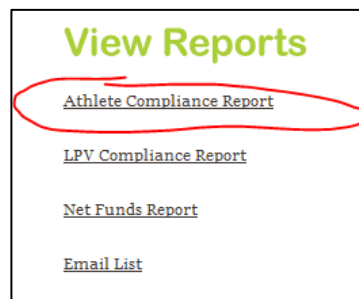
Reports

Click *Reports* on the navigation bar.



ATHLETE COMPLIANCE REPORT

Choose *Athlete Compliance Report* from the report list.



The list shows each athlete associated with your Local Program that has submitted an Application for Participation signed within four years from the current date.

Athlete Compliance Report				
Last Name	First Name	Age	Expiration Date	Status
Abraham	Adam	33	4/19/2013	Yellow
Ainsworth	AmberLeigh	16	3/8/2015	Green
Ashford	Wesley	14	3/4/2012	Red
Barakat	Amir	22	5/28/2012	Red
Barry	Jayden	9	2/22/2015	Green
Bartlett	Tina	41	8/23/2015	Green
Batten	Daniel	33	9/13/2015	Green
Beliveau	Melissa	27	4/22/2013	Yellow

The Status column shows:

- Green for athletes in compliance
- Yellow for athletes who are currently in compliance but will expire within six months
- Red for athletes whose applications have expired



LPV COMPLIANCE REPORT

Choose *LPV Compliance Report* from the report list.



The list shows each LPV associated with your Local Program that has submitted an LPV Application signed within four years from the current date.

Last Name	First Name	Age	LPV Application Expiration	Protective Behavior Expiration	Partner	Status
Archie	Linda	112	1/13/2014	11/19/2015	No	Green
Ashford	Arnold	61	1/23/2013		No	Red
Auger	Chelsea	21	7/13/2014	6/29/2014	Yes	Green
Baidito	Haley	20	2/23/2013		No	Red
Banach	Rachel	21	2/12/2015	2/19/2014	Yes	Green
Barczak	Jared	19	1/5/2013	1/10/2013	Yes	Yellow

Status column shows:

- Green for LPVs in compliance
- Yellow for LPVs who are currently in compliance but will expire within six months
- Red for LPVs who are not in compliance



NET FUNDS REPORT

Choose *Net Funds Report* from the report list.



The default report will show all financial transactions for the last 30 days. To use the date filter, enter from and to dates then choose *Filter*.

Net Funds Report					
<div> <div>From: 8/29/2012</div> <div>To: 11/29/2012</div> <div>Filter</div> <div>RESET</div> </div>					
Date	Transaction	Donor	Debit	Credit	Balance
11/8/2012	Boutwell's Bowling Center 188 Bowli		\$555.00	\$0.00	\$9,312.45
10/22/2012	Individual Donations	Christine King	\$0.00	\$143.00	\$9,867.45
10/3/2012	Individual Donations	John Helfrich	\$0.00	\$100.00	\$9,604.45
10/3/2012	Individual Donations	Christine King	\$0.00	\$120.00	\$9,724.45
9/27/2012	Christine King 092012 Bowling Pract		\$92.50	\$0.00	\$9,504.45



EMAIL LIST

Choose *Email List* from the report list.



The email list will display all email addresses for athletes and LPVs associated with your Local Program.

Last Name	First Name	Role	Email Address
Anderson	Andy	Athlete	KungFuKing@gmail.com
Bronson	Betty	Volunteer	LionTamer@gmail.com
Charlton	Carl	Athlete	Radical@gmail.com
Deadrick	Deanna	Volunteer	DeannaBanana27@gmail.com
Foster	Frank	Athlete	IceCreamYum55@yahoo.com
Gunderson	Greg	Volunteer	CallMeGuns@comcast.net



Athlete Information

Click *Athlete Info* on the navigation bar.



A list of the athletes associated with your program is displayed.

If you don't see your athlete's name, please contact our office.

Last Name	First Name	Gender	DOB	
Anderson	Andy	Male	01/01/1980	View
Bronson	Betty	Female	02/01/1981	View
Charlton	Carl	Male	03/01/1985	View
Deadrick	Deanna	Female	14/05/1988	View
Foster	Frank	Male	05/15/1975	View
Gunderson	Greg	Male	07/25/1966	View

Click view to see the athlete's information.

Pam Langille

Gender: Female

DOB: [REDACTED]

Address: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Email: [REDACTED]

T-Shirt Size: [REDACTED]

Application Expiration: 5/2/2013

Event Participation

Year	Games	Sport	Event	Score	Place
2012	State Basketball Tournament	Unified Basketball			
2012	Summer Games	Athletics			
2012	State Winter Games	Cross Country Skiing			
2012	Regional Summer Games	Athletics			
2012	Regional Winter Games	Cross Country Skiing			
2012	Unified Basketball Assessment Tournament	Unified Basketball			
2011	State Bowling Tournament	Candle Pin Bowling			
2011	Summer Games	Athletics			



LPV Information

Click *Local Program Volunteer Info* on the navigation bar.



A list of the LPVs associated with your program is displayed.

If you don't see your volunteer's name, please contact our office.

Last Name	First Name	Gender	DOB	View
Anderson	Andy	Male	01/01/1980	View
Bronson	Betty	Female	02/01/1981	View
Charlton	Carl	Male	03/01/1985	View
Deadrick	Deanna	Female	14/05/1988	View
Foster	Frank	Male	05/15/1975	View
Gunderson	Greg	Male	07/25/1966	View

Click view to see the LPVs information.

Sue By

Gender: Female

DOB: [Redacted]

Address: [Redacted]

Home Phone: [Redacted]

Cell Phone: [Redacted]

Email: [Redacted]

T-Shirt Size: [Redacted]

Application Expiration: 10/9/2014

Protective Behaviors Expiration: 4/1/2014

Trainings

Date	Course	Location
4/2/2011	Protective Behaviors	Online
12/3/2009	Athletics	Volunteer Leadership Weekend
12/7/2008	Finance	Coaches College
12/6/2008	ALPs	Coaches College
6/12/2008	Protective Behaviors	Online
12/10/2005	Rookie School	Coaches College

Events

Year	Games	Role	Sport	Event	Score	Place
2012	Regional Winter Games	Coach				
2012	State Winter Games	Coach				
2012	Unified Basketball Assessment Tournament	Coach				
2012	Summer Games	LP Volunteer				
2012	State Basketball Tournament	Coach				



Part 2 - Google

Each Local Program has a google drive folder that contains copies of all athlete and LPV applications (social security numbers are redacted).

To access the folder:

- Let us know what your Gmail address is and we will send you a link to access a google drive folder.
- If you don't have a Gmail account, not to worry! We will send you a customized link to your folder that you can use to access your athlete and LPV applications.

Download the google drive app (or bookmark the link to your folder) on your smartphone and you'll have access to all of your program's information on the go!