Local Program Technology Guide

January 2018
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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.
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
donahue36@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.

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.

<table>
<thead>
<tr>
<th>Local Program Webpages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
</tr>
<tr>
<td>Artful Dodgers</td>
</tr>
<tr>
<td>Capital Area Cougars</td>
</tr>
<tr>
<td>Concord Golden Eagles</td>
</tr>
<tr>
<td>Connecticut River Special Olympics</td>
</tr>
<tr>
<td>Farmsteads of NE</td>
</tr>
<tr>
<td>Gilman School</td>
</tr>
<tr>
<td>Laconia Lakers</td>
</tr>
<tr>
<td>Merrimack Valley Equestrians</td>
</tr>
<tr>
<td>Spaulding Shooting Stars</td>
</tr>
<tr>
<td>Storming Hawks</td>
</tr>
<tr>
<td>Team Gunstock</td>
</tr>
<tr>
<td>Winnipesaukee Comets</td>
</tr>
<tr>
<td>Winnipesaukee Warriors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Great North Woods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Androscoggin River Athletes</td>
</tr>
<tr>
<td>Arctic Wolves</td>
</tr>
<tr>
<td>Governor Wentworth Regional School District</td>
</tr>
<tr>
<td>Granite State Adaptive</td>
</tr>
<tr>
<td>Groveton Eagles</td>
</tr>
<tr>
<td>Lakeview - School</td>
</tr>
<tr>
<td>Lakeview Adults</td>
</tr>
<tr>
<td>Mt Washington Valley Dolphins</td>
</tr>
<tr>
<td>North Country United</td>
</tr>
<tr>
<td>Team Challenger</td>
</tr>
<tr>
<td>Team Ossipee</td>
</tr>
<tr>
<td>Waterville Valley Coyotes</td>
</tr>
<tr>
<td>White Mountain Special Olympics</td>
</tr>
</tbody>
</table>
The Local Program webpage displays various sections of information.

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.
• 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.
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

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Name</th>
<th>Location</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/15/2012</td>
<td>State Basketball Tournament</td>
<td>Nashua YMCA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/02/2012</td>
<td>Seacoast Regional Swim Meet</td>
<td>Nashua YMCA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/12/2012</td>
<td>Upper Valley Regional Summer Games</td>
<td>Nashua YMCA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/15/2012</td>
<td>State Basketball Tournament</td>
<td>Nashua YMCA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/02/2012</td>
<td>Seacoast Regional Swim Meet</td>
<td>Nashua YMCA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/12/2012</td>
<td>Upper Valley Regional Summer Games</td>
<td>Nashua YMCA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ADD AN EVENT

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

Enter the required information and choose *Save*.

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.

Click Edit.

Update information as necessary.

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: [ ] Filter  [ ] Reset

Click Remove.
Registration

Click *Registration* on the navigation bar.

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

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

### ADD ATHLETE

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

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

**EDIT ATHLETE**

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

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.

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

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

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.

Detailed status for each “red” LPV may be viewed by hovering over the red status square.
ADD LPV
To add a new LPV to the Games, click Add LPV.

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.

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

EDIT LPV
To edit an LPV that is already signed up for the Games, click Edit.
Update the LPVs role and sport(s) as necessary.

- Leave unused sport fields blank.

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*. 
Check the applicable boxes.

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

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.
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.

Registration

<table>
<thead>
<tr>
<th>ATHLETES</th>
<th>LPVS</th>
<th>MEALS</th>
<th>HOUSING</th>
<th>ASSESSMENT</th>
<th>PRACTICES</th>
<th>EXCEPTIONS</th>
<th>SCRATCH</th>
</tr>
</thead>
</table>

Athlete Tab

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

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

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.
Choose any athlete and click Edit.

Choose 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.

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.
Choose Add.

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.

SCRATCH ATHLETE
To remove an athlete from the Games, a sport or an event, click 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.

<table>
<thead>
<tr>
<th>Scratch All Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics:</td>
</tr>
<tr>
<td>Event:</td>
</tr>
<tr>
<td>100m Dash:</td>
</tr>
<tr>
<td>Softball Toss:</td>
</tr>
<tr>
<td>Aquatics:</td>
</tr>
<tr>
<td>Event:</td>
</tr>
<tr>
<td>100m Freestyle:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>ATHLETES</th>
<th>LPVS</th>
<th>MEALS</th>
<th>HOUSING</th>
<th>ASSESSMENT</th>
<th>PRACTICES</th>
<th>EXCEPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Status</td>
<td>Role</td>
<td>Gender</td>
<td>Sport</td>
<td>Edit</td>
</tr>
<tr>
<td>Adascik</td>
<td>Phillip</td>
<td></td>
<td>Coach</td>
<td>Male</td>
<td>Athletics, Bocce</td>
<td></td>
</tr>
<tr>
<td>Adascik</td>
<td>Phillip</td>
<td></td>
<td>Partner</td>
<td>Male</td>
<td>Athletics, Bocce</td>
<td></td>
</tr>
</tbody>
</table>

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

Click *Edit* to update the LPV.

### Table Example:

<table>
<thead>
<tr>
<th>ATHLETES</th>
<th>LPVs</th>
<th>MEALS</th>
<th>HOUSING</th>
<th>ASSESSMENT</th>
<th>PRACTICES</th>
<th>EXCEPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Status</td>
<td>Role</td>
<td>Gender</td>
<td>Sport</td>
<td></td>
</tr>
<tr>
<td>Adamski</td>
<td>Phillip</td>
<td>Coach</td>
<td>Male</td>
<td>Athletics, Bocce</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Adamski</td>
<td>Phillip</td>
<td>Partner</td>
<td>Male</td>
<td>Athletics, Bocce</td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

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*.

### Table Example (Scratch Example):

<table>
<thead>
<tr>
<th>ATHLETES</th>
<th>LPVs</th>
<th>MEALS</th>
<th>HOUSING</th>
<th>ASSESSMENT</th>
<th>PRACTICES</th>
<th>EXCEPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Status</td>
<td>Role</td>
<td>Gender</td>
<td>Sport</td>
<td></td>
</tr>
<tr>
<td>Adamski</td>
<td>Phillip</td>
<td>Coach</td>
<td>Male</td>
<td>Athletics, Bocce</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Adamski</td>
<td>Phillip</td>
<td>Partner</td>
<td>Male</td>
<td>Athletics, Bocce</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Adamski</td>
<td>Scratch</td>
<td>Partner</td>
<td>Male</td>
<td>Athletics, Bocce</td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

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 Options:

- **Scratch All Events:**
  - Athletics:
    - Event:
      - 100m Dash:
    - Softball Toss:
  - Aquatics:
    - Event:
      - 100m Freestyle:

Choose *Save* when complete or choose *Cancel* to undo.
Meals Tab
Click on the meals tab to view your meals summary.

<table>
<thead>
<tr>
<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Day</th>
<th># Beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>0</td>
</tr>
<tr>
<td>Wednesday</td>
<td>0</td>
</tr>
</tbody>
</table>

The number of beds per night is calculated from the Rooming List.
**ROOMING LIST**
Click on Rooming List to create or update room assignments.

Choose Add Room.

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

Repeat room addition and roommate selection as needed.
Choose Save when complete or choose Cancel to undo.
Assessment Tab
Click on the assessment tab to view assessment summary for the games.

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.

**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.
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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Gender</th>
<th>DOB</th>
<th>Role</th>
<th>Sport</th>
<th>Event</th>
<th>Score</th>
<th>Scratch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson</td>
<td>Andy</td>
<td>Male</td>
<td>01/01/1980</td>
<td>Athlete</td>
<td>Basketball</td>
<td>Team Golf</td>
<td>80</td>
<td>Scratch</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Golf</td>
<td>100m Freestyle</td>
<td>55.43</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Aquatics</td>
<td>Shot Put</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Summer Games</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Bronson</td>
<td>Deity</td>
<td>Female</td>
<td>02/01/1981</td>
<td>Coach</td>
<td>Bowling</td>
<td>Candlepin</td>
<td>32.1</td>
<td>Scratch</td>
</tr>
<tr>
<td>Charlton</td>
<td>Carl</td>
<td>Male</td>
<td>03/01/1985</td>
<td>Athlete</td>
<td>Aquatics</td>
<td>100m Freestyle</td>
<td>15.15.15</td>
<td>Scratch</td>
</tr>
<tr>
<td>Dindrick</td>
<td>Dennis</td>
<td>Female</td>
<td>14/09/1988</td>
<td>Partner</td>
<td>Bowling</td>
<td>Candlepin</td>
<td>20.5</td>
<td></td>
</tr>
</tbody>
</table>

**Update Qualifying Score**

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Gender</th>
<th>DOB</th>
<th>Role</th>
<th>Sport</th>
<th>Event</th>
<th>Score</th>
<th>Scratch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson</td>
<td>Andy</td>
<td>Male</td>
<td>01/01/1980</td>
<td>Athlete</td>
<td>Basketball</td>
<td>Team Golf</td>
<td>80</td>
<td>Scratch</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Golf</td>
<td>100m Freestyle</td>
<td>55.43</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Aquatics</td>
<td>Shot Put</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Summer Games</td>
<td></td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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.

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.

**Add Practice**

Click **Add Practice**.

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

Edit practice
Click Edit.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/15/2012</td>
<td>4 p.m.</td>
<td>Bowling Alley Address</td>
<td>Occurred</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>5 p.m.</td>
<td>Basketball Gym</td>
<td>Canceled</td>
</tr>
<tr>
<td>05/12/2012</td>
<td>2 p.m.</td>
<td>Golf Course</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Update the date/time, location, address, city and status of the practice as necessary.
Choose Save when complete or choose Cancel to undo.
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.

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
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.

The 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Donor</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/8/2012</td>
<td>Boutwell's Bowling Center 188 Bowl</td>
<td></td>
<td>$355.00</td>
<td></td>
<td>$9,312.45</td>
</tr>
<tr>
<td>10/22/2012</td>
<td>Individual Donations</td>
<td>Christine King</td>
<td>$0.00</td>
<td>$143.00</td>
<td>$9,867.45</td>
</tr>
<tr>
<td>10/3/2012</td>
<td>Individual Donations</td>
<td>John Helfrich</td>
<td>$0.00</td>
<td>$100.00</td>
<td>$9,664.45</td>
</tr>
<tr>
<td>10/13/2012</td>
<td>Individual Donations</td>
<td>Christine King</td>
<td>$0.00</td>
<td>$120.00</td>
<td>$9,784.45</td>
</tr>
<tr>
<td>9/27/2012</td>
<td>Christine King 09/2012 Bowling Pract</td>
<td></td>
<td>$92.50</td>
<td></td>
<td>$9,504.45</td>
</tr>
</tbody>
</table>
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.
PART 1 - AGON

Athlete Information

Click Athlete Info on the navigation bar.

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

Click view to see the athlete's information.
LPV Information

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

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

Click *view* to see the LPVs information.
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!