



Sometime you know exactly who you would like to have receive your game report through email after a game. Does it make total sense to send your report to the Auburn Newspapers if you are the Herkimer Coach and vice-versa? Coaches or team owners can create Local Media mailing lists

The screenshot shows the Coach Tools interface for the 'Baldwinsville () Bees' team. At the top, there are buttons for 'REQUEST ACCESS TO ANOTHER SPORT' and 'HIDE TEAM INFO'. Below the team name, there are fields for 'Border Color' (black) and 'Background Color' (red). A 'LOCAL MEDIA' button is highlighted with a black arrow and the number '1'. Other buttons include 'SCHEDULE/RESULTS', 'ROSTER', 'ANNOUNCEMENT', 'ADD EVENT', and 'STATS REPORTING'. Below these buttons is a table with columns: DATE, START, OPPONENT, RESULT, LEAGUE, SEEDING. The table content is 'None Entered'.

1. In the Coach Tools Console, click "Local Media".

This screenshot shows the Coach Tools interface after clicking 'LOCAL MEDIA'. The 'LOCAL MEDIA' button is now highlighted. A new 'ADD MEDIA' button has appeared. Below it is a table with columns: MEDIA NAME, MEDIA EMAIL, CONTACT NAME. The table content is 'None Entered'. The number '2' is placed next to the 'ADD MEDIA' button, with an arrow pointing to it.

2. To begin your media lists, click on "Add Media".

## Creating Local Media Mailing Lists

Page 2.

The screenshot shows the Coach Tools interface for Baldwinville Bees. The main page has a header with the HS logo and "Coach Tools" text. Below the header, there are buttons for "REQUEST ACCESS TO ANOTHER SPORT" and "HIDE TEAM INFO". The main content area is titled "Basketball (Boys) (2021-22 Season)" and features a team profile for "Baldwinsville () Bees" with a bee logo, address, and color selection options. A "LOCAL MEDIA" button is visible. A modal window titled "Local Media" is open, showing three input fields: "Media Name", "Media Email", and "Contact Name". A red error message "Red Fields are Required" is displayed below the fields, and "Cancel" and "Save" buttons are at the bottom. An arrow points to the "Contact Name" field.

3

3. You will have a chance to create a Media Name. For example: High School Sport Stats. You can enter the email address of that contact. For example: [pkabel@frontiernet.net](mailto:pkabel@frontiernet.net). And you can enter a Contact Name. For example: Phil Abel. Each "Save" will add to your mailing lists.

There is not one set way to use this feature. This is totally available to the coach or the team owner to set up Local Mailing Lists for game reports and final scores.

Finally:

**Coach Tools** REQUEST ACCESS TO ANOTHER SPORT HIDE TEAM INFO

Field Hockey (2021-22 Season)

**Baldwinsville () Bees**  
29 East Oneida St, Baldwinsville, NY 13027  
Border Color [black] Background Color [red]

HEAD COACH Tessa Ordway  
Tordway@bville.org

COACHES  
ATHLETIC DIRECTOR Chris Campoleita  
MANAGER Gloria Metallo

SCHEDULE/RESULTS ROSTER ANNOUNCEMENT LOCAL MEDIA ADD EVENT STATS REPORTING

	DATE	START	OPPONENT	RESULT	LEAGUE	SEEDING		
[edit]	8/31/2021	2:00 PM	Holland Patent	W, 3-2	[edit]	[email]	[check]	[trash]

4. After your game line scores and final score are entered and saved, and stats from both teams are entered and saved, you will be redirected back to your Coach Tools and Schedule/Results. Click this email icon.

**Coach Tools** REQUEST ACCESS TO ANOTHER SPORT HIDE TEAM INFO

Field Hockey (2021-22 Season)

**Baldwinsville () Bees**  
29 East Oneida St, Baldwinsville, NY 13027  
Border Color [black] Background Color [red]

HEAD COACH Tessa Ordway  
Tordway@bville.org

COACHES  
ATHLETIC DIRECTOR Chris Campoleita  
MANAGER Gloria Metallo

SCHEDULE/RESULTS ROSTER ANNOUNCEMENT LOCAL MEDIA ADD EVENT STATS REPORTING

	DATE	START	OPPONENT	RESULT	LEAGUE	SEEDING		
[edit]	8/31/2021	2:00 PM	Holland Patent	W, 3-2	[edit]	[email]	[check]	[trash]
[edit]	9/3/2021	11:00 AM	V.V.S.	W, 7-0	[edit]	[email]	[check]	[trash]
[edit]	9/4/2021	11:00 AM	Clinton	W, 5-0	[edit]	[email]	[check]	[trash]
[edit]	9/8/2021	7:00 PM	Liverpool		[edit]	[email]	[check]	[trash]
[edit]	9/11/2021	4:30 PM	@Rome Free Academy		[edit]	[email]	[check]	[trash]
[edit]	9/14/2021	5:30 PM	@Cicero-North Syracuse		[edit]	[email]	[check]	[trash]
[edit]	9/16/2021	7:00 PM	Weedsport		[edit]	[email]	[check]	[trash]
[edit]	9/18/2021	2:30 PM	Fairport		[edit]	[email]	[check]	[trash]

**Email Results To Media**

Continuing will send the game results and stats to the media selected. To avoid over emailing media you may want to wait to send until results and stats for both home and away have been entered.

Send to Section Media will send to ALL media outlets defined for the Section.

Send to Local Media will send to ALL media outlets defined for this School.

Cancel Send to Local Media Send to Section Media

## Creating Local Media Mailing Lists

Page 4.

5. This first icon will send your game reports to your Local Media, the media list that you set up and created\*.
  
6. This second icon will send your game reports to the Media lists that are maintained by the Section at the Section III Offices.\*

\*Be sure to always send your game reports to the Syracuse.com newspaper.

NOTE: Think about always including yourself and your email in your local media lists. You will receive the reports and as a verification that your reports did get out properly.

Good luck to everyone in the 2021-2022 School Year

High School Sport Stats