



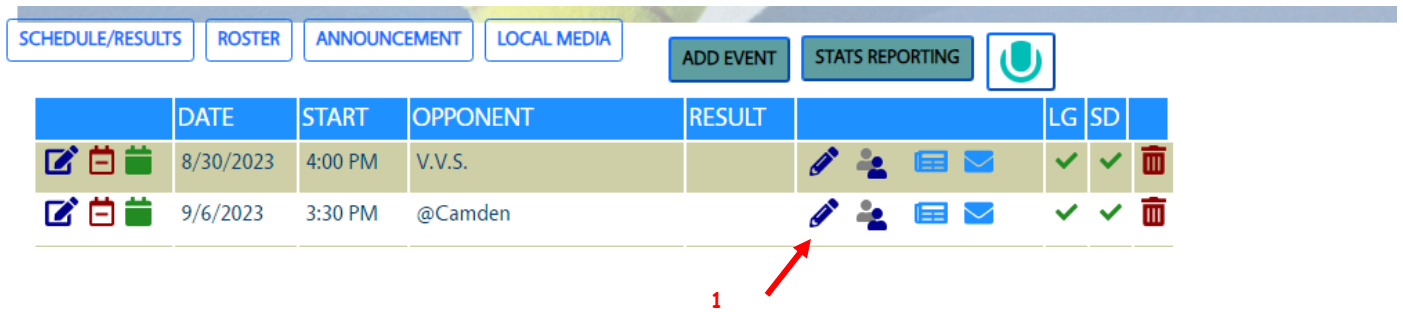
Coaches: #1 for reporting match results will always be to maintain your schedule in your Coach Tools.

To Report Match Results to High School Sport Stats:

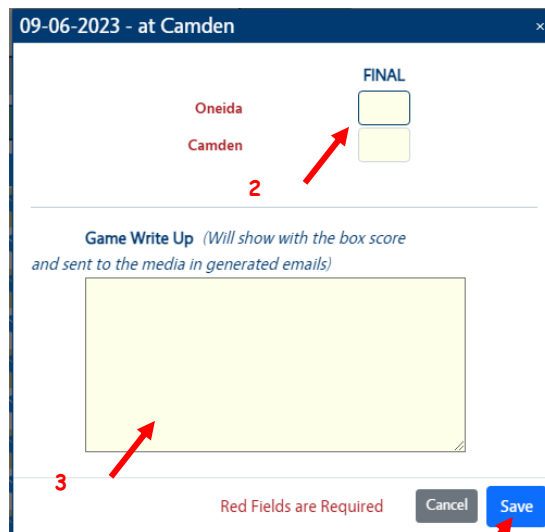
1. Log In to HSSS and open your Coach Tools



Reporting Final Match Scores, Details, and Email Media



2. Click on the Edit "Pencil" to enter your match scores.



2. Enter the Match Score
3. If you should choose to do so, you can write a couple of paragraphs about the match, highlight any milestones for your athletes. The Media may run with what you wrote, or be alerted that a story may be had. These words will be printed in your scoreboard box score.
4. Always SAVE!

Reporting SGLs and DBLs Set Scores

SCHEDULE/RESULTS		ROSTER		ANNOUNCEMENT		LOCAL MEDIA		ADD EVENT		STATS REPORTING			
	DATE	START	OPPONENT	RESULT		LG	SD						
			8/30/2023	4:00 PM	V.V.S.								
			9/6/2023	3:30 PM	@Camden								

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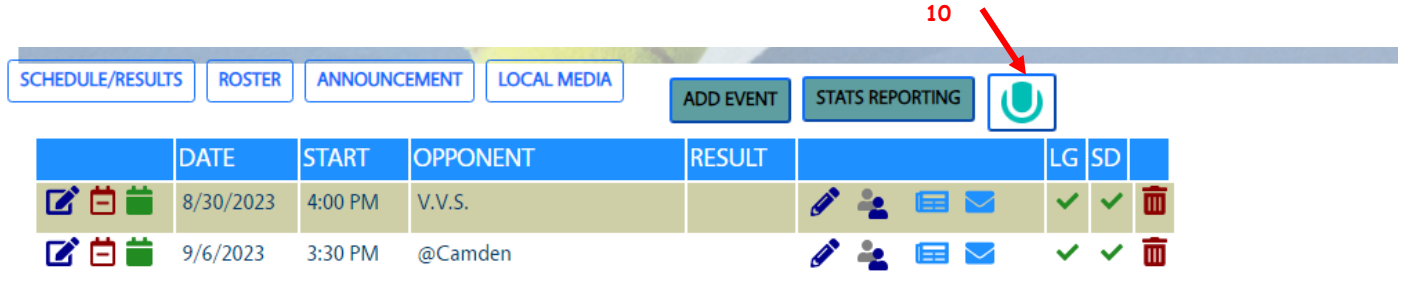
5. Click on the Players Icon

6. Player boxes are linked to your rosters online. Clicking in the box will provide a dropdown of your roster, and you may choose your player. IF a player is not on the roster, you can leave the box blank, enter the blank opponent's scores and the known player's stats will update on their profile page. This can be edited later when the player is added to the roster by the coach.
7. Each set is color-coded. The first "box" on the left is for the set score.
8. The second box on the right is for a set-tie-breaker should that number be necessary. If no tie-breaker, the box is left blank.
9. Always SAVE

Those Steps complete the reporting of the match to HSSS.

Now a complete box score and match report can be emailed to the media. Coaches should agree that one or the other (suggested home coach) enter all match scores, and email the media.

Reporting to UTR.



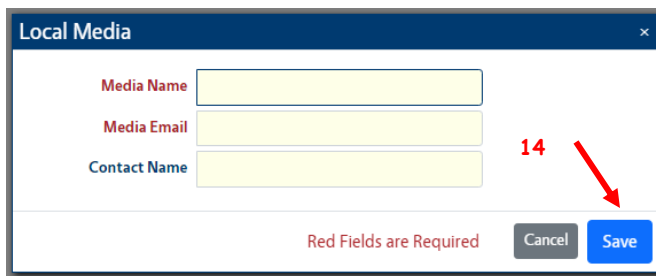
10. Clicking on the Tennis Ball will direct you to the UTR site.

Emailing Your Match Results to the Media:



11. You can edit your contacts for correctness.

12. To manage your email distribution lists, click on LOCAL MEDIA. Your current Local Media list will appear, and you can edit for correctness.



13. You can add and/or edit your LOCAL MEDIA lists.

14. Always SAVE

SCHEDULE/RESULTS		ROSTER		ANNOUNCEMENT		LOCAL MEDIA		ADD EVENT		STATS REPORTING			
	DATE	START	OPPONENT	RESULT		LG	SD						
	8/30/2023	4:00 PM	V.V.S.										
	9/6/2023	3:30 PM	@Camden										

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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.

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16. Clicking on the "Send to Local Media" button will send the game report to your Local Media lists.
17. John Rathbun set up a Sectional Media list. Clicking here will send your report to the entire Section III media lists and put a lot of emails in Inboxes where it might not be necessary

SCHEDULE/RESULTS		ROSTER		ANNOUNCEMENT		LOCAL MEDIA		ADD EVENT		STATS REPORTING			
	DATE	START	OPPONENT	RESULT		LG	SD						
	8/30/2023	4:00 PM	V.V.S.										
	9/6/2023	3:30 PM	@Camden										

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Email Results

Email(s)

Separate multiple emails by a ;

Red Fields are Required

18. This button will allow you to email the game report to specific people. You can email the report to yourself to check on the look and format of your game report.

This report is now complete for setting up and reporting match results. Any other questions can be directed to your chairperson, or you can give HSSS a call to Phil at 585-305-6221 or email me at pkabel@frontiernet.net.

