

## ICL SPORTS WEBSITE REPORTING PROCEDURES (DODGEBALL)

Reporting of wins, losses and/or scores to ICL Web Manager: ([www.iclsports.org](http://www.iclsports.org))

- 1) Internet reporting is the primary means of reporting scores/wins/losses.
- 2) Win/Lose or Tie, coaches and/or a designated team representative **will** submit a report within 48 hours of the games played.
- 3) Phone calls are acceptable. Call (360) 456-0341. Ok to leave a message.

Process for reporting:

- 1) Type in [www.iclsports.org](http://www.iclsports.org) on your internet browser address line or if saved as a favorite, click on that hyperlink. Open the website up to the homepage.
- 2) On the left side of the homepage, click on the Dodgeball hyperlink button.
- 3) After opening up the Dodgeball homepage, scroll down until you find the hyperlink button called "Report Games".
- 4) Click on that button. This will take you to the Report Wins-Losses report web page.
- 5) Fill in all the blanks using the pull downs and or by typing in the required information on the report form.
- 6) After completion of providing all the information necessary on the report page, click on the "Submit" button at the bottom of the page. **Only click once to submit your report.**
- 7) You will get a confirmation message that will inform you that you have sent the information entered to the Web Manager.
- 8) If any information was entered in error prior to sending it to the Web Manager, you can click on the "Reset" button and all the previously entered information will be deleted. Repeat steps 5-7 to re-submit.
- 9) All reports will be sent to the Web Manager for updates to the ICL Standings Sheet. Updates to this sheet will be finalized NLT (Not Later Than) Sunday PM if not sooner. A copy of the ICL Standings will be placed on the website and possibly sent to the Olympian Newspaper for publishing.
- 10) Reminder: **PLEASE** submit accurate and timely reports.