



SoftballTracker.com / BaseballTacker.com
User Manual

Version 1.1

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1. **Accounts**

To become a member of SBT or BBT you must create an account. Accounts give you the ability to join a team or to create your own team. All players should create an account to benefit from all the features.

1.1. **Create Account**

Creating an account is simple. Visit www.softballtracker.com or www.baseballtracker.com and click "Create Account" on the left navigation bar. On the create account form, all fields are required. Most fields are self explanatory, but below are a few notes.

User Name – Your username must only be alphanumeric characters. This means only letters or numbers. No spaces or symbols. The username must be between 5 and 15 characters long.

Password – Your password is similar to user name. Password and confirm password must be identical.

Security Words – Enter the two security words shown in the white box. This is a security measure to keep unwanted traffic away.

When you finish creating an account, you will be emailed shortly after to verify your email address.

1.2. **Verifying Your Email Address**

There are two ways to start the email verification process. The first is done automatically after you create an account for the first time. The second is by clicking on the "Verify Email Address" link under your email address in the "My Profile" section. Once the account is created or the link is clicked, check your email and open up the email. Click the link inside email. If the link is not highlighted (not clickable), copy and paste the link into your browser. When you click on the link, it will take you to the SoftballTracker.com website. Log into the site. After you log in, there will be a message saying the email was verified successfully.

1.3. **My Profile Section**

The "My Profile" link is located at the top right hand of the site on every page after you logged in successfully. Click this link to edit any personal information.

1.3.1. **Change User Name**

Click the "Change User Name" link under your user name to edit your

username.

1.3.2. **Change Email Address**

When you change your email address, you must re-verify your email address. Click on the “Verify Email Address” link under your email address to begin the email verification process. An email will be sent to the email address you provided. See the section above on information about verifying your email address.

1.3.3. **Associated Teams**

This list shows all teams you are associated with as a player. To associate yourself with a team see section 1-D below.

2. **Teams**

When you have a valid account with SoftballTracker, you have the ability to create and manage a team. Each team comes with a team website. If you create four teams, you have four team websites. The following will assist you in creating and managing a team and team website. You can only create one team with the basic account, but you can manage multiple teams with a Pro account. See “Upgrading to Pro” for more information.

2.1. **Team Management**

After logging into SoftballTracker.com click the “Administrator” link on the top navigation bar. Now click the “My Teams” link on the left navigation bar. This will bring up your teams list. All the teams you create and manage will be listed here.

2.1.1. **Creating a Team**

Click the “Add New Team” button. Fill in all fields of the form and click the “Save” button at the bottom of the page.

Note: Statistics Settings are statistics you would like to track as well as how many innings are played in your game. This affects pitching statistics like ERA.

2.1.2. **Editing a Team**

Click the “edit” link on the same row as the team you want to edit in the team list.

2.1.3. **Deleting a Team**

Click the “delete” link next to the team you wish to delete. Once a team is deleted, all information is deleted and not recoverable. Please proceed with caution.

2.1.4. **Adding a Team Logo**

Team Logos can be uploaded after the team has been created. In other words, create a new team and click save. Now go back and edit the team. You will now see a link "View/Upload Logo". Team logos must be less than 50KB and be 100 x 100 pixels for best resolution.

2.1.5. **Joining a League**

Joining a league is only available when editing a team. In other words, create a new team and click "Save". Now go back and edit the team. You will now see a link "Set League" See the "How Leagues Work" section for more information about leagues.

2.1.6. **Team Website**

After a team is created, you will notice a column "Team Website" in the team list. This will be the link for you team website. You can distribute this link to your teammates. Each and every team will have their own team website with a different link.

2.2. **Rosters**

Once logged into SoftballTracker.com click the "Administrator" link on the top navigation bar. Now click the "Roster" link on the left navigation bar. This brings you to the Roster List. The roster list contains a list of players on your team.

2.2.1. **Adding Players**

Click the "Add New Player" button at the top or bottom of the roster list. Fill in all the fields and click the "Add Player" button to create the player.

Note: Inactive players will not show up when creating new statistics, but will show up in historical statistics.

2.2.2. **Editing Players**

In the roster list, click the "Edit Player" link on the row of the player you want to edit. Make your desired changes and click "Save"

2.2.3. **Deleting Players**

In the roster list, click the "Edit Player" link next to the player you want to delete. Scroll to the bottom of the page and click "Delete". Click OK on the confirmation box.

2.2.4. **Uploading Player Photos**

Player photos can be uploaded after the player has been created. In other words, create a new player and click "Add Player". Now go back and edit the player. You will now see a link "View/Upload Picture". Player photos must be less than 50KB and be 100 x 100 pixels for best

resolution.

2.3. **Seasons**

Once logged into SoftballTracker.com click the “Administrator” link on the top navigation bar. Now click the “Seasons” link on the left navigation bar. This brings you to the Season List.

2.3.1. **Adding Seasons**

At the season list, click the “Add New Season” button. Fill in all the fields and click the “Add Season” button to create the season.

2.3.2. **Editing Seasons**

In the season list, click the “Edit Season” link next to the season you want to edit. Change the desired fields and click “Save”

2.3.3. **Deleting Seasons**

In the season list, click the “Edit Season” link next to the season you want to delete. Scroll to the bottom of the page and click the “Delete” button. Click OK at the confirmation box.

Note: All games and stats associated with the season will also be deleted. Please delete with caution.

2.4. **Opponents**

Opponents are a list of teams that you will be playing games against. Once logged into SoftballTracker.com click the “Administrator” link on the top navigation bar. Now click the “Opponents” link on the left navigation bar. This brings you to the Opponents List.

2.4.1. **Adding Opponents**

At the opponents list, Click the “Add New Opponent” button. Fill in all the fields and click the “Add Opponent” button to create the opponent.

2.4.2. **Editing Opponents**

At the opponents list, click the “Edit/Delete” link next to the opponent you want to edit. Edit the desired fields and then click “Save”

2.4.3. **Deleting Opponents**

At the opponents list, click the “Edit/Delete” link next to the opponents you want to delete. Scroll to the bottom of the page and click the “Delete” button. Click the “OK” button at the confirmation window.

Note: You cannot delete opponents if you have games created with them

as the opponent. You must delete the games first.

2.5. **Fields**

Fields will be the field locations you will be playing your games. Once logged into SoftballTracker.com click the “Administrator” link on the top navigation bar. Now click the “Fields” link on the left navigation bar. This will bring you to the Field List

2.5.1. **Adding Fields**

At the field list, Click the “Add New Field” button. Fill in all the fields and click the “save” button to create the Field.

2.5.2. **Editing Fields**

At the field list, click the “Edit/Delete” link next to the field you want to edit. Edit the desired fields then click the “Save” button.

2.5.3. **Deleting Fields**

At the field list, click the “Edit/Delete” link next to the field you want to delete. Scroll to the bottom of the page and click the “Delete” button. Click “OK” at the confirmation box.

Note: You cannot delete fields if you have games created with that as the field. You must delete the games first.

2.6. **Games**

Once logged into SoftballTracker.com click the “Administrator” link on the top navigation bar. Now click the “Games” link on the left navigation bar. This will bring you to the game list. If you have multiple active seasons, there will be a drop down in the table header that shows all seasons. Select the season you wish to view.

2.6.1. **Adding Games**

At the games list, Click the “Add New Game” button.

You can add up to 10 games at once. Simply select the number of games to add next to the “Number of games to add:” and click “GO”

Fill in all the fields for each game.

Game status is where you specify between Normal, Rain Out or Forfeit.

If you don't see a opponent or a field in the drop down, click the “New” button next the the field or opponent drop down. Enter a name and click “Add Field” or “Add Opponent”.

Click the “Add” button at the bottom of the page to create the game.

2.6.2. **Editing Games**

At the games list, click the “Edit” link next to the game you want to edit. Edit the desired fields and click “Update”

2.6.3. **Deleting Games**

At the games list, click the “Edit” link next to the game you want to delete. Scroll to the bottom of the page and click the “Delete” button. Click “OK” at the confirmation box.

Note: All statistics will be deleted as well when you delete a game.

2.6.4. **Submitting Lineups**

Lineups can be submitted anytime before the game is played. Lineups are displayed on the team website. To submit a lineup, click the “View” link in the “Stats/Lineup” column next to the game in the games list. Select the players and positions only and leave all other fields as they are on the form. Click Submit.

2.6.5. **Printing Score Sheets**

After you have created a lineups for a game, click the “Print” link under the “Print Score Sheets” column on the row of the game. This will print out score sheet page to record your stats.

2.6.6. **Submitting Scores and Statistics**

Once the game has been played, click the “Statistics/Lineup” link next to the game in the games list. Fill in the opponents Runs, Hits and Errors as they are not updated automatically. Your runs hits and errors will be filled in automatically after you fill in all the individual player statistics. Once you are complete click Submit.

2.6.7. **Sending Game Reminders**

Game reminders are sent to your players via email. The email will include a link to confirm the players attendance (see Player Attendance). The easiest way to send a reminder is to click the “Email” link in the “Email Reminder” column on the row of the game in the games list. This will bring up the “Send Team Email” form. You will notice that the game is selected in the “Include Game Reminder/Confirmation?”. For more information about sending team emails, see the section in this help file “Sending Team Emails”.

2.6.8. **Game Confirmations**

When you send out Game Reminders, there is a link inside the email that the player can click on to submit whether he or she will be attending the game. The player must have an active account with SoftballTracker.com.

2.6.9. **Game Attendance**

When players receive the Game Reminder and click the link to confirm their attendance, you can check all the responses. You can also manually record players attendance if the player does not have an email. Click "Attendance" on the same row as the game in the games list. At the bottom of the "Game Attendance" page, you have a player list. Select the player and click either "Yes" if the player is playing, click "No" if the player can't play, click "Remove" to remove the response all together.

2.7. **Player Fees**

The Player Fees section of the administrator allows team captains to track of what players owe each season. Click the "Administrator" link on the top navigation and then click "Player Fees" on the left navigation bar. On the Player Fees page, select a season you wish to track fees. Next select all the players that will be responsible for paying fees. Now enter the Season/League fee, Equipment Fee (if necessary), and Miscellaneous Fee (if necessary). These three fields will be added up to give you a total season/league fee. If you have a team sponsor, enter an amount in the Sponsor Amount. Your Team Fee is the Total Season Fee minus the Sponsor Amount. The Team Fee will be divided among the total number of players to show how much each player owes. This will show in the Fee column on the player list.

2.8. **Calendar Events**

The calendar events section allows you to post important events. This information will show up on the team calendar on the web page. Click the "Administrator" link on the top navigation bar and then click "Calendar Events" on the left navigation bar.

2.9. **Page Colors**

The Page Color section allows you to set the colors of your website. Page colors are uniquely set for each team you manage. To edit your page colors, click the "Administrator" link on the top navigation bar and then click "Page Colors" on the left navigation bar. You can select predefined color scheme by using the Color Scheme select box or pick your own colors for each part of the page. Click on the "Pick" button to bring up a color swatch.

2.10. **Photo Gallery**

Upload team photos or any photos you wish to share with your team. These

photos will be visible on your team website. To upload photos, click the “Administrator” link on the top navigation bar and then click “Photo Gallery” on the left navigation bar.

2.10.1. Uploading Photos

On the photo gallery page, scroll to the bottom. Click the browse button in the Upload Photos box. This brings up a window to select the image file you wish to upload and click OK or Open. Once back at the Upload Image box, click the “Upload” button. This may take several minutes depending on the file size. The file must be a .gif or .jpg and under 200KB in size.

2.10.2. Adding Descriptions

Photo descriptions can be added after the photo has been uploaded. Click the “Update” button. Under the photo you will see a description text field. Enter your description and click save.

2.10.3. Deleting Comments

When uploading photos, your teammates can post comments to them on the team website. To remove old or inappropriate comments, click the “Update” button next to the photo. At the bottom of the page you will see all the comments. Put a check in the box or boxes next to the comment you want to delete. Then click the “Delete Checked Comments” button.

2.10.4. Deleting Photos

To remove old photos, click the “Delete” button next. Click “OK” on the popup confirmation box.

2.11. Email Team

The “Email Team” section allows you to send out emails to the players on your roster. To send emails to your team, click the “Administrator” link on the top navigation bar and then click “Email Team” on the left navigation bar. This brings up the “Send Team Email” form.

Send To – Select which players you wish to receive the email. Use the drop down to select Full Time Players on Active Roster, Full Time and Reserve Players on Active Roster, Reserve Players on the Active Roster, All on Active and Inactive Roster, and Select Players from List Below. If you chose the last option “Select Players from List Below”, pick the names you wish to receive the email.

Include Game Reminder/Confirmation – If you wish to include a game reminder and confirmation at the bottom of the email, select the game in the select box. For more information on Game Reminders/Confirmations, see the section above

about Game Reminders

2.12. **Message Board**

On the team website, your teammates have the ability to post to the message board. To remove old or inappropriate posts, click the “Administrator” link on the top navigation bar and then click “Message Board” on the left navigation bar. Put a check in the box or boxes next to the comment you want to delete. Then click the “Delete Checked” button.

3. **Leagues**

When you have a valid account with SoftballTracker, you have the ability to create and manage a leagues or join your team to a league. Leagues will link teams that are in the same league. You can only create one league with the basic account, but you can manage multiple leagues with a Pro account. See “Upgrading to Pro” for more information.

3.1. **League Management**

After logging into SoftballTracker.com click the “Administrator” link on the top navigation bar. Now click the “My Leagues” link on the left navigation bar. This will bring up your league list. All the leagues you create and manage will be listed here.

3.1.1. **Creating a League**

Click the “Add New League” button. Fill in all fields of the form and click the “Save” button at the bottom of the page.

Note: The description text area will be displayed on the home league screen.

3.1.2. **Editing a League**

Click the “edit” link on the same row as the league you want to edit in the league list.

3.1.3. **Deleting a League**

Click the “delete” link next to the league you wish to delete. Once a league is deleted, all information is deleted and not recoverable. Please proceed with caution.

3.1.4. **League Website**

After a league is created, you will notice a column “League Website” in the league list. This will be the link for you league website. You can distribute this link to teams in your league. Teams use this link to join the league and view

league information.

3.2. **Divisions**

You can separate your league into divisions. For example, Upper Division and Lower Division or Red Division and Blue Division. You will assign teams to their respective divisions. Separate standings, schedules and statistics will be kept for each division. To view division in a league, click “Divisions” in the “Administrator” on the left navigation bar. This will bring you to the League Divisions List.

3.2.1. **Creating Divisions**

Click the “Add New Division” button on the League Division List. Enter a division name and click “Add”

3.2.2. **Editing Divisions**

On the League Division List, click the “Edit/Delete” link on the same row as the division you want to edit. Edit the division and click “Save”

3.2.3. **Deleting Divisions**

On the League Division List, click the “Edit/Delete” link on the same row as the division you want to delete. Click the “Delete” button. Press OK on the confirmation box.

3.3. **Teams**

Create all teams in your league. These teams will be used later when you create schedules and statistics.

3.3.1. **Creating Teams**

Click the “Add New Team” button on the League Team List. Enter a team name and select a division. Click “Add”

3.3.2. **Editing Teams**

On the League Team List, click the “Edit/Delete” link on the same row as the team you want to edit. Edit the team and click “Save”

3.3.3. **Deleting Teams**

On the League Team List, click the “Edit/Delete” link on the same row as the team you want to delete. Click the “Delete” button. Press OK on the confirmation box.

3.4. **Fields**

Create all field locations in your league. These leagues will be used later when you

create schedules and statistics.

3.4.1. **Creating Fields**

Click the “Add New Field” button on the League Field List. Enter a field name. Click “Add”

3.4.2. **Editing Teams**

On the League Field List, click the “Edit/Delete” link on the same row as the field you want to edit. Edit the field and click “Save”

3.4.3. **Deleting Fields**

On the League Field List, click the “Edit/Delete” link on the same row as the field you want to delete. Click the “Delete” button. Press OK on the confirmation box.

3.5. **Seasons**

Create a new season for every season you want to track statistics. Once a season is created, you will be able to create a schedule.

Active Season will be displayed on the left navigation bar on the league page.

Non Active Season will be displayed under the league Season History link on the left navigation bar.

3.5.1. **Creating Seasons**

Click the “Add New Season” button on the League Season List. Enter a season name and select whether it is an active season. Click “Add”

3.5.2. **Editing Seasons**

On the League Season List, click the “Edit/Delete” link on the same row as the season you want to edit. Edit the field and click “Save”

3.5.3. **Deleting Seasons**

On the League Season List, click the “Edit/Delete” link on the same row as the season you want to delete. Click the “Delete” button. Press OK on the confirmation box.

3.6. **Schedules**

You will see a “Schedule” link for every season you create in the “League Season List”. Click the “Schedule” link on the same row of the season you want to manage a schedule.

3.6.1. **Adding Games**

From the “League Schedule List”, click “Add New Game”. You can add up to 10

games at once. Select the number of games you want to add from the drop down and click go. For each game you are adding, select the date and time, division, field, home and away teams. If the game has past, enter the runs, hits, and errors for the games.

3.6.2. **Editing Games**

From the "League Schedule List" click "Edit/Delete" link in the row for the game you want to edit. Edit the desired fields and click "Update".

3.6.3. **Deleting Games**

From the "League Schedule List" click "Edit/Delete" link in the row for the game you want to delete. Click the "Delete" button at the bottom of the form. Click OK on the confirmation box.

3.7. **League Message Board**

On the league website, players from all teams in the league have the ability to post to the league message board. To remove old or inappropriate posts, click the "Messages" link on row of the league where the message resides. Put a check in the box or boxes next to the comment you want to delete. Then click the "Delete Checked" button.

3.8. **Join League Requests**

When teams request to join your league, you have to approve or deny the request. To approve or deny the join requests, click "Linked Teams" link on the left navigation bar. Select the box or boxes next to the teams you wish to approve or remove. Click the "Approve Selected" or "Remove Selected" button.

3.9. **Joining Leagues**

To join a league, navigate to a league website by either searching for it or by clicking on a link that your league administrator sends you. In the top right hand corner of the league home page, you will see a "Link My Team" link. Click on that link to begin the join process. The league administrator has to approve your request. Once your team is approved, you will see additional league links on the left navigation bar on your team website. It will add a "League Home" link as well as links to all other teams in your league. League Membership will also put a league message board on the the home screen of your team website.