

PCFLL LACROSSESHIFT LEAGUE MANAGEMENT HANDBOOK

Rev. 17 September 2022



A. INTRODUCTION

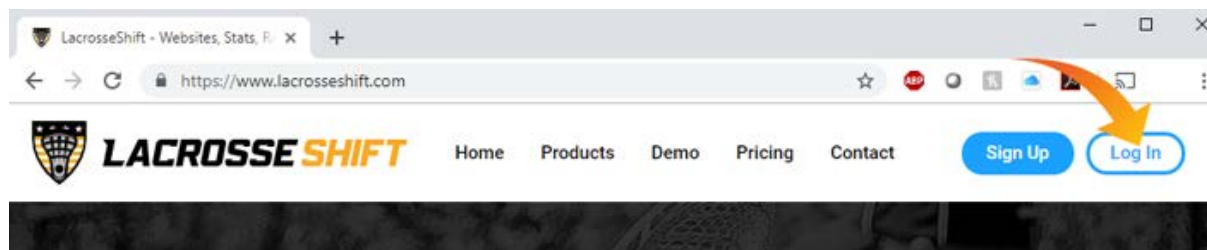
Welcome to the guide on how to enter data into the PCFLL LacrosseShift website. Prior to every season the PCFLL Webmaster will enter the Leagues (Youth U05 to U18 and Women's U08 to U19) the Seasons (i.e. 2022/23 Women's U12) and the Divisions (i.e. WU12).

Unless advised otherwise by the PCFLL, teams from the prior season will be copied over by the Webmaster and then adjusted based on those teams declared prior to the season.

All Commissioners have been granted permission to manage their Leagues on the website. The following are instructions to access the administration side of the website. There are also helpful documents and videos at <https://help.digitalshift.com/>.

B. LOGIN

Navigate to the LacrosseShift admin website (<https://www.lacrosseshift.com/>) and click on the **Log In** button:



In the next window, type in your league-assigned email address* and password:

* For commissioners, the email address is the forwarding address assigned by the League, i.e. `u07@pcfll.bc.ca`, `womens_u12@pcfll.bc.ca`.

If you forget your password, see [Section E](#).

Admin Log In

Manage your website, stats and registrations.

Email address

Password

Login

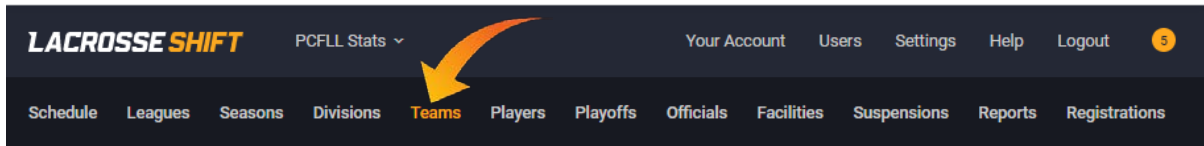
[Forgot your password?](#)

An orange arrow points from the 'Email address' field towards the 'Password' field.

C. PRE-SEASON DATA ENTRY

1. Upload Teams

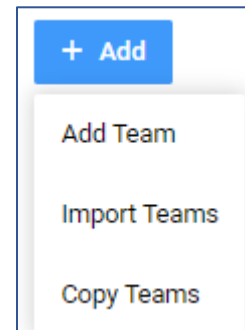
Once logged in, click the **Teams** link:



On the Teams page, first select the League ① and then the Season ②:

Then click the **+ Add** button. In the dropdown menu, you have 3 options:

1. To add a team individually, click on “Add Team” and go to a) Add Team below
2. To add a group of teams from a CSV template, click in “Import Teams” and go to b) Add Group of Teams below
3. “Copy Teams” will be used only by the Webmaster or League Scheduler to copy teams from one season to the next.



a) Add Team

To add individual teams, select “Add Team” from the dropdown menu. The next screen will require the following information:

- **League** – select from the dropdown list in the box
- **Season** – select the current season from the dropdown menu
- **Division** – select from the dropdown menu
- **Team Name** – the official naming of teams for the PCFLL is:

City* Division - Team #**

- * - for Adanacs, use “Adanacs” for city. For combined teams, like Richmond and Vancouver, use “Richmond/Vancouver”
- ** - if the club is fielding multiple teams in one division, enter the team number; if the club is only fielding one team, leave blank

For example:

- for the Ridge Meadows U12 Team #2, the Team Name is “Ridge Meadows U12-2”
- for the only Surrey Women’s U15 team, the Team Name is “Surrey WU15”

- **Team Color** – will be used only by the Webmaster

Then hit either **Save** to finish and exit, or **Save & New** to add another team.

b) Add Group of Teams

To bulk add teams, select “Import Teams” from the dropdown menu. The next screen will require the following information:

- **League** – select from the dropdown list in the box
- **Season** – select the current season from the dropdown menu
- **Import File** – see below for instructions

Do not download the Import Template. Instead, [click here for the PCFL template.](#)

To fill out the PCFL Import Template, simply add the Division name (note, if only one division in league, enter just the league, i.e. U09), and the Team Name using the naming protocol in 1. a) above.

Then save the file, noting the location and file name on your computer.

Then go back to the Import Teams screen, click on **Select File** and navigate to the file location on your computer, select the file and click on the Open button, then click on **Continue**. If there are any errors in the template, they will be listed on the next screen and will need to be remedied.

Press the **Reload Import File** button and repeat the process until the upload is error-free.

Division	Team Name
U18 Tier 1	Adanacs U18-1
U18 Tier 1	Delta U18
U18 Tier 1	Langley U18
U18 Tier 1	Ridge Meadows U18-1
U18 Tier 2	Adanacs U18-2
U18 Tier 2	Burnaby U18
U18 Tier 2	Chilliwack U18
U18 Tier 2	Mission/Valley U18
U18 Tier 2	New Westminster U18
U18 Tier 2	Port Coquitlam U18
U18 Tier 2	Richmond/Vancouver U18
U18 Tier 2	Ridge Meadows U18-2
U18 Tier 2	Surrey U18

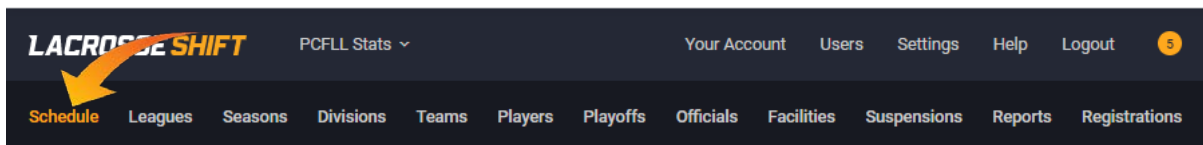
Once error-free, the next screen will say **“Complete - All teams have been imported. A summary of the teams imported is below.”**

Either click on the **New Import** button to import more teams, or on the **Return to Teams** button to exit.

Contact [the webmaster](#) if additional assistance is required, and every time the list of teams is altered on the website.

2. Upload Schedule

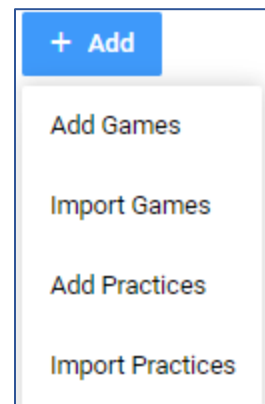
Once logged in, click the **Schedule** link:



On the Schedule page, first select the League ①, then the Season ② and finally the Division ③:

Then click the **+ Add** button. In the dropdown menu, you have 4 options:

1. To add a game individually, click on “Add Games” and go to a) Add Games below
2. To add a group of games from a CSV template, click in “Import Games” and go to b) Add Group of Games below
3. Add Practices – not used
4. Import Practices – not used



a) Add Game

To add individual games, select “Add Games” from the dropdown menu. The next screen will require the **League** – select from the dropdown list in the box

The next screen will ask for the **Season** – select the current season from the dropdown menu which will trigger the **Type** dropdown menu. Select “Regular Season” or “Exhibition”, depending on whether the game is a league game or in-season (as opposed to pre-season) exhibition game not counting in the standings (PCFLL does not use the other game types).

Add Games

League: Women's U12 Season: 2022/23 Women's U12 Type:
 Exhibition
 Regular Season
 Regular Season - Unknown Teams
 Playoffs
 Playoffs - Seeded

The next screen contains a number of rows for game data entry:

League: Women's U12 Season: 2022/23 Women's U12 Type: Regular Season

#	Date *	Time *	Home Team *	Away Team *	Facility	Field	Public Notes

- **#** is the Game Number - the official numbering of games for the PCFLL is:

Session*	Division	Game #
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* - *Tiering Session = “T”, Fall Session = “F”, Winter Session = “W”, Exhibition = “X”*
If the season is not broken down into sessions, leave off

For example:

- for Tiering Session Game #1 in U12 division, the game number is T1201
- for Game #13 in Women’s U15 division, the game number is W1513

- **Date** is the date of the game – select from the pop-up calendar or type-in MMM D, YYYY (*i.e. Sep 1, 2022*)
- **Time** is the time of game start – type-in hour and minutes and select AM or PM from dropdown menu
- **Home Team** and **Away Team** – select teams from the dropdown menus
- **Facility** – select the name of the venue from the dropdown menu
- **Field** – if the Facility has multiple fields, select from the dropdown menu
- **Public Notes** – **do not use**

Then hit either **Save** to finish and exit, or **Save & Add More** to add more games.

b) Add Group of Games

To bulk add teams, select “Import Games” from the dropdown menu. The next screen will require the following information:

- **League** – select from the drop-down list in the box
- **Season** – select the current season from the dropdown menu
- **Import File** – see below for instructions
- **Game Type** – **do not alter**
- **Replace Duplicate Game #** – **check this box**

Import Games

Do not download the Import Template. Instead, [click here for the PCFL template](#).

To fill out the PCFL Import Template, simply add for each game:

- Game Number under “#” using the numbering protocol in 2. a) above
- **Date** in M/D/YYYY format (i.e. September 18, 2022 is 9/18/2022)
- **Time** in H:MM [AM/PM] format
- **Home Team** and **Away Team** following the team name protocol in 1 a) above
- **Facility and Field** – [click here for the list of official names of facilities and fields](#)
- **Game Type** - enter “Regular Season” or “Exhibition”, depending on whether the game is a league game or in-season (as opposed to pre-season) exhibition game not counting in the standings (PCFL does not use the other game types).

#	Date	Time	Home Team	Away Team	Facility	Field	Game Type
T1801	9/18/2022	6:00 PM	Langley U18	Delta U18	Willoughby Community Park	East Turf	Regular Season
T1802	9/18/2022	7:00 PM	Surrey U18	Adanacs U18-2	Newton Athletic Park		Regular Season
T1803	9/18/2022	8:00 PM	Ridge Meadows U18-2	Richmond/Vancouver U18	Telosky Stadium Fields	Morningstar Field 2	Regular Season

Then save the file, noting the location and file name on your computer.

Then go back to the Import Games screen, click on **Select File** and navigate to the file location on your computer, select the file and click on the Open button, then click on **Continue**. If there are any errors in the template, they will be listed on the next screen and will need to be remedied.

Press the **Reload Import File** button and repeat the process until the upload is error-free.

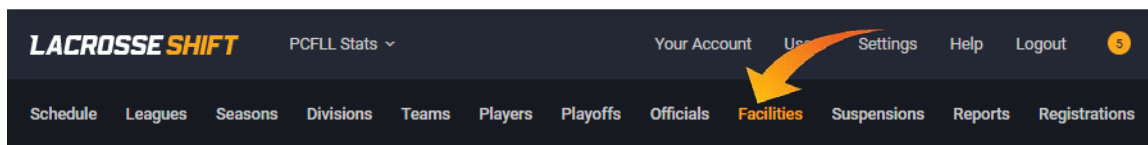
Once error-free, the next screen will say **“Complete - All games have been imported. A summary of the games imported is below.”**

Either click on the **New Import** button to import more games, or on the **Return to Schedule** button to exit.

Contact [the webmaster](#) if additional assistance is required.

3. Add Facilities and/or Fields

a) To add a facility to the database, click on the **Facilities** link:



On the Facilities page, if the facility you are looking at adding is not shown on the list, click the **+ Add** button. The Facility pop-up window will come up:

Here you will need to enter:

- **Name** – Official name of the Facility. Double-check spelling from the municipality's parks website
- **Address** – Street Address, City, Country (Canada) and Post Code; select "British Columbia" from Subregion dropdown menu
- **Timezone** – select "(-08:00) Pacific Time" from dropdown menu

then click the **Save** button.

b) To add a Field to a Facility, on the Facilities page, click on the **Name** of the Facility. The Facility pop-up window will come up:

Click on the **Rinks / Fields** link, which will open a new pop-up window.

Click on the **Add Rink / Field** button.

A new pop-up window will come up for you to enter the official name of the Field. Double-check spelling from the municipality's parks website.

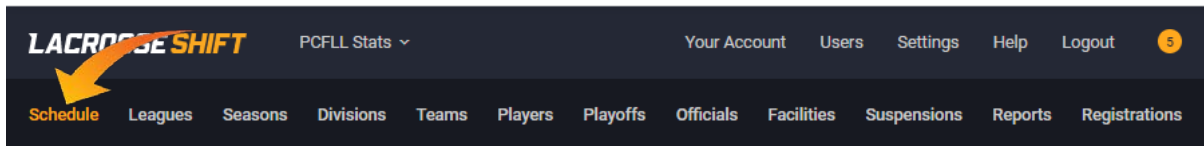
Click the **Save** button to close each pop-up. If you want to add another Field, click the **Save & New** button, and when finished adding Fields, Click the **Save** button to close each pop-up.

Contact [the webmaster](#) if additional assistance is required.

D. DURING SEASON DATA ENTRY

1. Enter Scores

Once logged in, click the **Schedules** link:



On the Schedule page, first select the League ①, then the Season ② and finally the Division ③. The current schedule will open:

<input type="checkbox"/>	#	Date	Home vs Away		Status	Facility	Type	Score	GS	Edit	Delete		
<input type="checkbox"/>	T1802	Sep 18 7:00 pm	Surrey U18 U18 Tier 2	0	Adanacs U18-2 U18 Tier 2	0	● Not Started	Newton Athletic P...	RS	Score	GS	Edit	Delete
<input type="checkbox"/>	T1803	Sep 18 8:00 pm	Ridge Meadows U... U18 Tier 2	0	Richmond/Vanco... U18 Tier 2	0	● Not Started	Telosky Stadium F... Morningstar Field 2	RS	Score	GS	Edit	Delete

Simply enter the score in the boxes to the right of the **Team Names** and change the **Status** of the game to "Final" using the dropdown menu.

- If the game is a TBR or postponed, do not enter the score in the boxes to the right of the **Team Names** and change the **Status** of the game to "Postponed" using the dropdown menu.

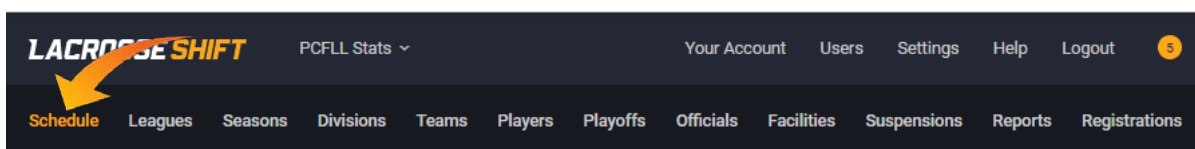
- If the game is cancelled, do not enter the score in the boxes to the right of the **Team Names** and change the **Status** of the game to “Cancelled” using the dropdown menu.
- If either team forfeits, do not enter the score in the boxes to the right of the **Team Names** and change the **Status** of the game to “Home Forfeit” or “Away Forfeit”, depending on which team forfeits, using the dropdown menu. In the event both teams forfeit, change the **Status** of the game to “H&A Forfeit”.
- In the event a game goes into overtime, enter the score in the boxes to the right of the **Team Names** and change the **Status** of the game to “Final - OT” using the dropdown menu.

Do not click on the [Score](#), [GS](#) or [Delete](#) links as they are not used by PCFLL.

The website automatically saves changes.

2. Reschedule Games

Once logged in, click the [Schedules](#) link:



On the Schedule page, first select the League ①, then the Season ② and finally the Division ③. The current schedule will open. Click on the [Edit](#) link on the right side to open a new window:



League	Season	Division	Team
Youth U18	2022/23 U18	U18 Tier 2	All Teams

Schedule [+ Add](#) [Filters](#)

Upcoming Yesterday Today Tomorrow Today Onward Entire Season Custom Range

<input type="checkbox"/>	#	Date	Home vs Away	Score	Status	Facility	Type	Score	GS	Edit	Delete	
<input type="checkbox"/>	T1802	Sep 18 7:00 pm	Surrey U18 U18 Tier 2	0	Adanacs U18-2 U18 Tier 2	0	Not Started	Newton Athletic P...	RS	Score	GS	Edit
<input type="checkbox"/>	T1803	Sep 18 8:00 pm	Ridge Meadows U... U18 Tier 2	0	Richmond/Vanco... U18 Tier 2	0	Not Started	Telosky Stadium F... Morningstar Field 2	RS	Score	GS	Edit

In the new window, you can adjust any of the following fields to reflect the rescheduled game:

- Date/Time
- Home Team
- Away Team
- Facility
- Field
- Highlight (in order to highlight the game as being altered, click on the  , select the gray color  and click the **Apply** button)

Do not change Type, Timezone or Game Page Redirect. Once finished, either click on **Done** or click on **Next Game** to reschedule another game.

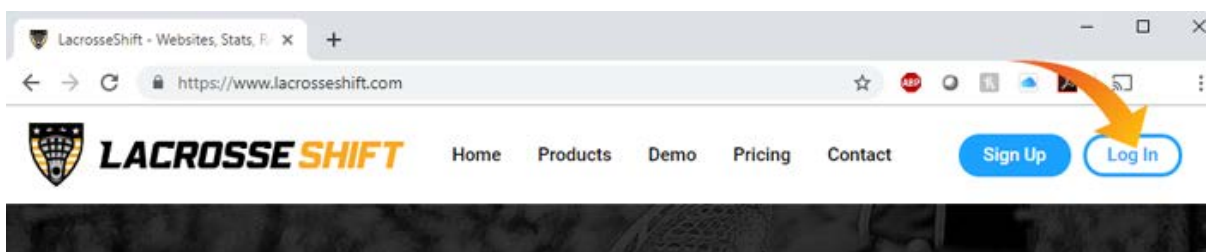
When totally finished, click **Done**. The website automatically saves changes.

Contact [the webmaster](#) if additional assistance is required.

E. FORGOTTEN PASSWORD

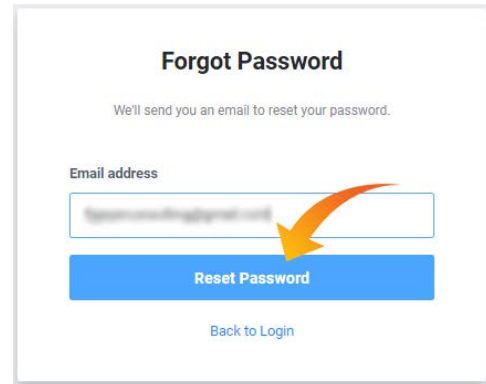
In the event of a forgotten password when trying to log in to the LacrosseShift admin website (<https://www.lacrosseshift.com/>), or if you've been assigned a new login, follow these steps:

Navigate to the LacrosseShift admin website (<https://www.lacrosseshift.com/>) and click on the **Log In** button:



In the next window, type in your assigned email address and click on the **Forgot your password?** link:

Then enter your league-assigned email address in the Email Address box and click on the [Reset Password](#) button:

A screenshot of a web form titled "Forgot Password". Below the title is a sub-header: "We'll send you an email to reset your password." There is a text input field labeled "Email address" containing the placeholder text "yourname@league.com". A large orange arrow points from the input field to a blue button labeled "Reset Password". Below the button is a link that says "Back to Login".

The league-assigned email address will automatically forward the message to your personal email that you advised the league you would like to receive messages. You'll then get an email from LacrosseShift (check your inbox and spam folders) with instructions on how to reset your password.

Contact [the webmaster](#) if additional assistance is required.