

## Steps for Entering Scores and Stats

1. Sign into either your AD or coaches account here:  
<http://gicaasportsreport.com/admin/>
2. Once you are signed in, look at the menu on the left and select “Enter Scores”
3. Then you will select the sport in which you are wanting to update
4. Once you select the sport, it will pull up the schedule for you
5. Choose “Edit Score” for the game you are wanting to update
6. Enter in the score and before you exit the screen, please make sure you choose WIN, LOOSE OR TIE, then hit enter.
7. Please make sure the last step above is done. Without this step, your stats will not be updated or correct.
8. Scores & States must be entered within 36 hours of the game