COMPUSPORT DIRECTIONS

All teams MUST appoint a score keeper. Teams can have more than one score keeper. **If team is using a new score keeper that has not registered with Compusport from past seasons, this person will need to create an account in Compusport.** *Please see instructions below.*
If a past score keeper has a new email address you can change email address in Compusport under log-in area. If you have forgotten your password you can reset password in log-in area.

Match needs to be entered into Compusport within 24 hours of completion of match.
Either home or visiting score keeper can enter match. Please communicate with the opposing team on who will be entering match. If a score keeper starts the score sheet, that score keeper must complete the score sheet, as it locks the other team out till it is completed and sent for approval.

Once the match is entered it will be sent for approval to the opposing team.
Opposing team then has 24 hours to validate score sheet.

All scores need to have been entered and approved within 48 hours of the match.

Score keepers to enter or verify scores go to **http://compusport.us** choose the Music Service logo, then follow the instructions below.

Also please send your white original paper score sheet along with league money in pre-stamped envelope, just in case we need to make any corrections.

PRINTABLE STADINGS: Will be available on www.musicservice.com website or you can print from the Compusport site under reporting.

- If using smart phone or tablet make sure in desktop version (not mobile version) of Compusport to log-in and enter scores. Can also use app feature to fill in score sheet.

- A team that starts to fill out anything on score sheet must be the team that finishes score sheet. Once a score keeper enters any information, it will lock out opposing team to make any updates or changes.

- If entering a new player not in system, both first and last name MUST be entered.

- "Total modificator" box should always be blank, do not enter anything into that box.

- Here is the general rule about handicaps within Music Service leagues: "New players with no average will come in as a 7 average when figuring handicap unless that specific league's rules state otherwise. It is teams responsibility to make sure they are using the correct averages. It is both captains responsibility to make sure handicap and lineup are correct. **Once play starts, handicap can not be adjusted.**" Whatever handicap you have used during match (even if incorrect) must be the averages you report in Compusport.

- If the paper copy of score has been added incorrectly and round total or points change due to miscalculations, Compusport will not allow incorrect addition and will correct points and round wins. Even if both teams have signed the paper copy of score sheet the score sheet will be corrected with the correct scores. As teams should not lose or gain round wins or points due to bad math.

- When entering scores there will be an option to register feats: "ERO" stands for Eight Ball Run Out

- If a score sheet has to be denied, make sure to keep the reply polite and detailed with exactly what is incorrect. League office does receive a copy of rejection emails, so remember good sportsmanship.

- If score sheet has not been accepted by opposing team after 72 hours (3 days) that the match has been played, the league office will accept the score sheet.

FREE Compusport App: There is no cost for downloading the CompuSport App. Can follow teams/players (like tournaments). The app is available on: App Store (Iphone/Ipad), Windows Store (windows phone), and Google play (Android phones).
League office recommends all score keepers download app. And enter scores during match on the app feature.

Since the schedules are done at the beginning of the season, will not receive notifications on schedule unless a match is moved (date/bar). Example matches on a position night receive notification of location of match, if following yourself or your team with the app feature.
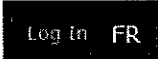
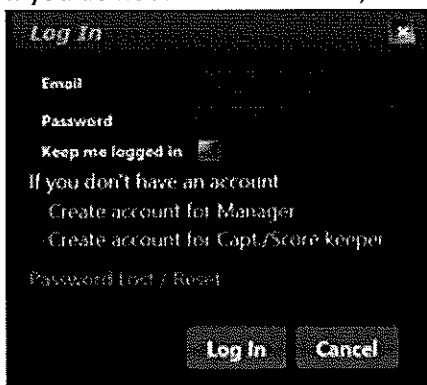**Compatibility: Compusport is now web based and works on all systems.**
However, Internet explorer 8, which is still available on Windows XP is no longer supported (for security reason). If have an old computer with Windows XP, use Google Chrome.

Score keeping by players after each match

With Compusport league system, each team can enter the score directly online. Each team will have to choose a score keeper.

Each scorekeeper needs to have a "login name" and a "password".

1.   Go on www.CompuSport.us and select your league

2.   Click on "Log in" on the top right corner [Log in FR]
3.   If you do not have an account, click on **"Create account for Capt. /Score keeper"**.

4.   Fill in information

User account creation

You are a tournament manager or you have to enter scores for your team in your league, you're in the right place!

Please find yourself in the list

League	BMW Summer League
Team	LEO'S JUST SHOOT
Player	CLEMENTE GUTIERREZ

Create your account
Email
Email Confirmation
Password
Confirm Password

Register

- Find yourself in the list
  - #Find your team
  - Select your name
- When your name is selected,
  - Type your email
  - Choose a password
  - Confirm your password

You will receive an email to confirm your account. Click on the link to activate. If you haven't received an email, check Junk E-mail.

Your league operator will receive an email to confirm you have an account. He has to accept you before you can enter scores.

The either home or visitor team's scorekeeper will have to fill up the score sheet after each match, on the system. Only one score keeper enters the score sheets, the opponent score keeper has to accept or reject.

- Find the score sheet to fill up, there are two different ways to find those matches

  - Calendar *(Manage > Schedules | Charts > Calendar)*
  - Waiting Score Sheets *(Manage > Schedules | Charts > Waiting Score Sheets)*
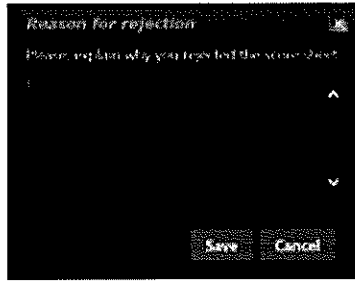- Click on the match to select it

- Click on Score and fill the blank spaces. When this score sheet is filled up, save it.
  - Fill the Ero, 8 on Break, Table Run, for all games
  - You can save and go back on the page if you want to complete later
  - When you have finished, click on Send for Approval
- The opposing scorekeeper will have to be logged by the same way. After that, he will be able to approve or reject the score sheet. This score sheet will have a "yellow flag" to its status
  - If the results are good, he should click on Accept
    - If he accept the score sheet, the first Captain will receive a confirmation email and the stats will be automatically updated
  - If there is something wrong Reject
    - He will have to write the reason for rejection.

- At this time, an email will be sent to the other scorekeeper and the league manager to show them the reason.
- If a score sheet has to be denied, make sure to keep the reply polite and detailed with exactly what is incorrect. League office does receive a copy of all rejection emails, so remember good sportsmanship.

The first Score Keeper will have to "Send for approval" again.

When all approbations are done, this result will be included in the league stats.

Email Example:

This is an automated Message from CompuSport System.

League: COLORADO

The User Dave Bahor (BIG BROTHER) has entered the score of the game against CRAZY TEAM played on 09/15/2013 06:00 PM.

You must log in and check the score sheet.
You will then have to accept or reject the score sheet. ■■■

This is an automated Message from CompuSport System.

League: COLORADO

The User Bob Pine (CRAZY TEAM) has rejected the score of the game against BIG BROTHER played on 09/15/2013 06:00 PM.

Reasons: John did a Ero on Second Round ■■

This is an automated Message from CompuSport System.

League: COLORADO

The User Bob Pine (CRAZY TEAM) has accepted the score of the game against BIG BROTHER played on 09/15/2013 06:00 PM ■■