

Table 1: Revision History

| Date | Developer(s) | Change |
|---------------|---------------------|----------------------|
| April 4, 2025 | Derek Li | Finalized User Guide |
| ... | ... | ... |

User Guide

McMaster GSA Softball

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1 Introduction

The McMaster GSA Softball Platform User Guide provides step-by-step instructions for players to register for the league, join teams, and manage their participation. This guide covers key actions such as viewing schedules, checking game results, and updating player profiles. Whether you're a new player or a returning member, this document will help you navigate the platform with ease.

2 Getting Started: Signing Up

When new users visit the McMaster GSA Softball Platform, they will see the login screen. To create an account, follow these steps:

1. **Go to the Login Page** – Open the platform's website and navigate to the login screen.
2. **Click "Sign Up"** – Below the login fields, select the option to create a new account.
3. **Enter Your Information** – Fill in the required fields:
 - **First Name**
 - **Last Name**
 - **Email Address**
 - **Password**
4. **Log In** – Return to the login page, enter your email and password, and access your account.

3 Overview of Features and Functionality

The platform is designed to provide users with an intuitive, self-service experience, allowing players and commissioners to manage their activities seamlessly. With a user-friendly interface, players can easily register, manage, and modify their teams, while commissioners can efficiently oversee and manage the entire season. Below are the key features and functionalities of the platform.

3.1 User Features

- **Create and Manage Teams:** Players can easily create their own teams by registering through the home page. The registering player automatically becomes the captain of the team. This allows captains to invite new members and coordinate games using the rescheduling system.

- **Join a Team:** Players wishing to join a team must be invited by a team captain. Captains can browse through the list of players and send out invitations to join their team. Once the player accepts the invitation, they will be added to the team's roster. This ensures that only players personally invited by the captain can join a team, keeping the process streamlined and controlled.
- **Leave a Team:** Players can leave a team at any time through the team management page. If a player decides to leave, they can rejoin another team through invitation. The platform ensures that leaving a team does not affect other players or the team's standing.
- **View Team and Season Progress:** Players have access to view their team's progress, upcoming match schedules, and results. Additionally, they can keep track of the overall season standings, which helps players stay informed and motivated throughout the competition.

3.2 Commissioner Features

- **Manage Seasons:** Commissioners have full control over season management. They can open, launch, and archive seasons, manage registered teams and their preferences, and set important deadlines for team registration. These functionalities ensure each season runs smoothly and on schedule.
- **Approve/Reject Team Registrations:** Commissioners can review team registrations to ensure compliance with platform rules and waiver consent. Commissioners can approve teams at their discretion based on whether the team has paid their cash fee and overall eligibility. Commissioners can move teams between divisions if needed, which helps maintain a fair and competitive environment.
- **Create and Manage Announcements:** Commissioners can easily create, update, and remove announcements to keep teams and players informed. Whether it's deadline reminders, rule updates, or general season info, announcements ensure everyone stays in the loop.
- **Intuitive, Easy-to-Use Interface:** The platform is designed for efficiency and ease of use. An intuitive dashboard gives commissioners quick access to team management, registration data, progress tracking, and announcements in just a few clicks.

Overall, the platform empowers players to manage their teams and join or leave as needed, while giving commissioners all the tools required to efficiently manage the season. The ease of use for both players and commissioners ensures that everyone can focus on enjoying the season and the competition, without the platform getting in the way.

4 Player's Manual

4.1 Register Team

Navigate to the home page to register your team for the desired season. The registering player will become the captain of their team. Keep in mind, accounts can only belong on one team per season. Ongoing seasons can also be viewed here.

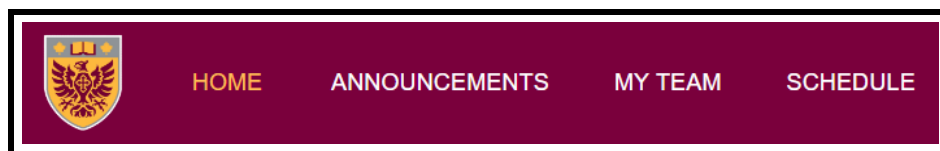


Figure 1: Navigate to home view

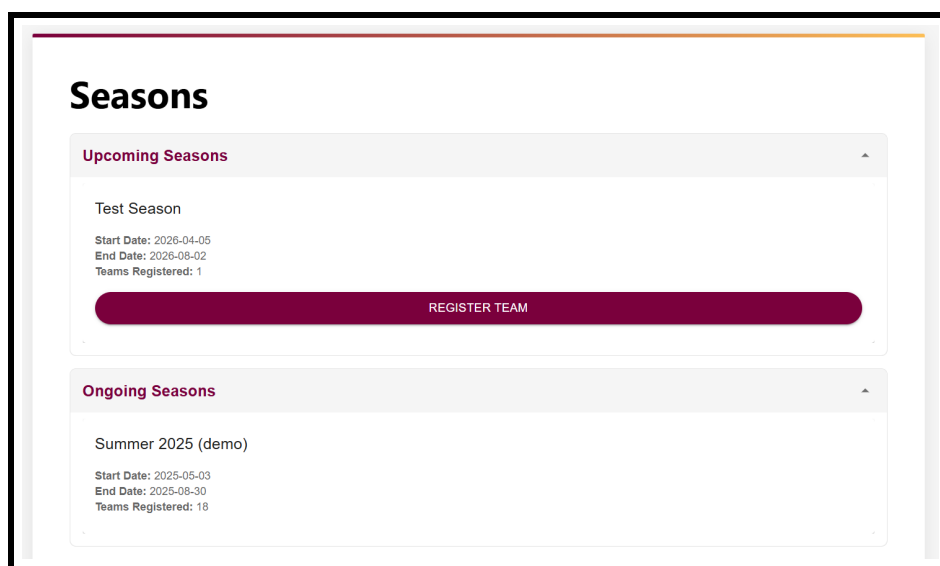


Figure 2: Register team under upcoming seasons

4.2 Accept Team Invite

Players can accept team invites by navigating to the "My Team" page. You will see all team invitations there. Click "Click to Accept" to join the team. Each account can only be on one team per season.



Figure 3: Navigate to my team view

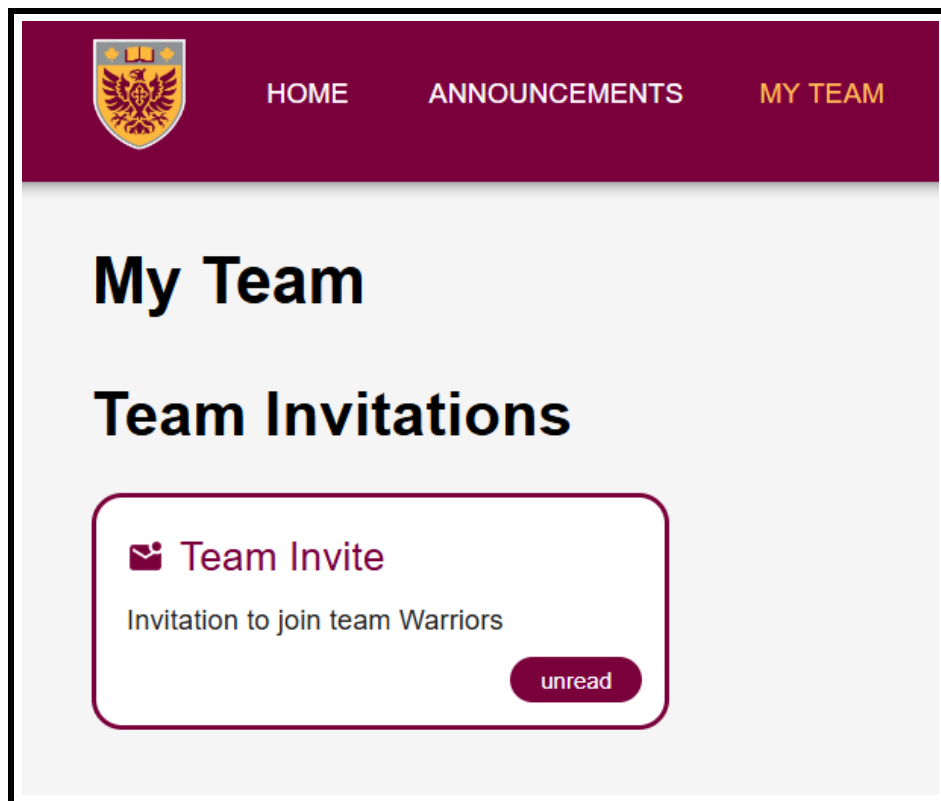


Figure 4: Click to accept team invite

4.3 Team Roster and Contact

Navigate to the "My Team" page and scroll down. Here, the team roster includes the email contact for all your teammates. Phone number is optional.



Figure 5: Navigate to my team view

Roster

| Player | Email | Phone Number |
|--------------------|-----------------------|--------------|
| Player 1 (Captain) | 1@bell.net | |
| D C | dc@bell.net | |
| Cam Reddish | cr@bell.net | |
| Derek Li | derekli33@hotmail.com | 4379851777 |
| Roger Chan | roger@hotmail.com | |
| Marlo Su | marlosu@gmail.com | |
| Ivan Chen | ivan@gmail.com | |
| Jack... | jack... | |

Figure 6: Scroll down to view team roster and information

4.4 Schedule

Navigate to the schedule page to view your games. The schedule page offers multiple views:

- **Weekly Schedule:** Displays games in a weekly format.
- **Team Schedule:** Displays games for your team in a monthly format.
- **League Schedule:** Displays all games in your division in a monthly format.

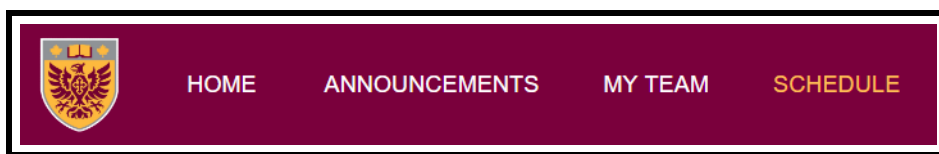


Figure 7: Navigate to Schedule View

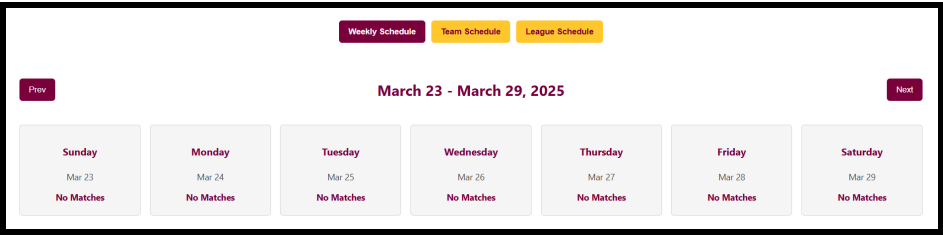


Figure 8: Weekly Schedule View



Figure 9: Team Schedule View

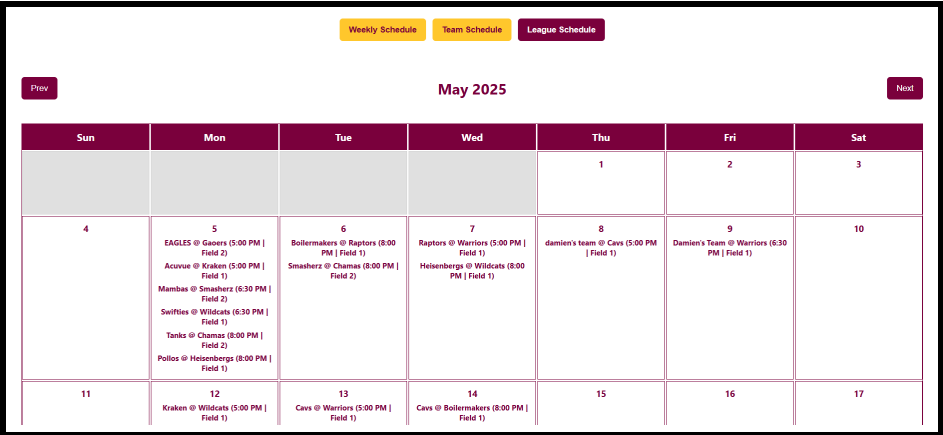


Figure 10: League Schedule View

4.5 Edit Profile

Navigate to the profile page to edit your profile information. Click "Edit" and proceed to make your desired changes. Once you're done, click "Done" to finalize changes.

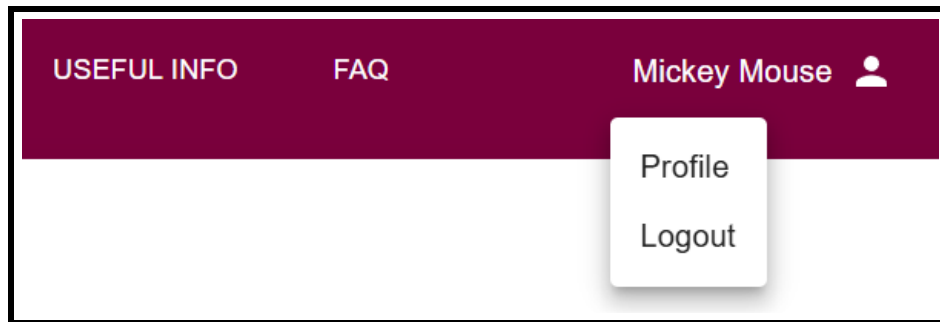


Figure 11: Navigate to profile view

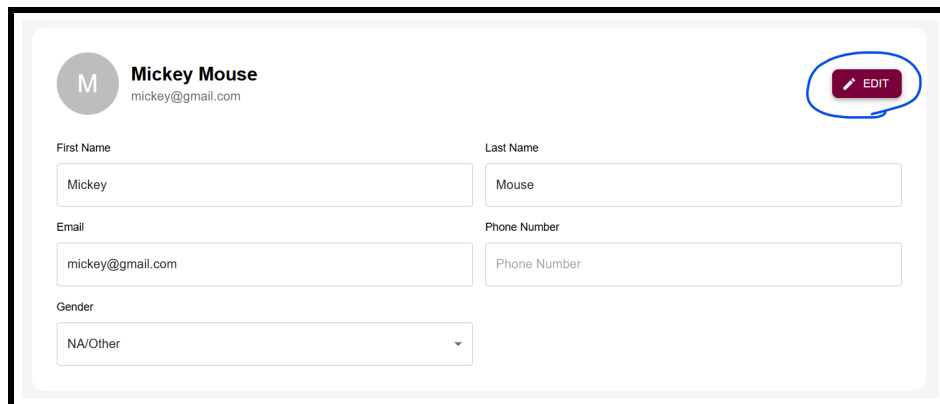
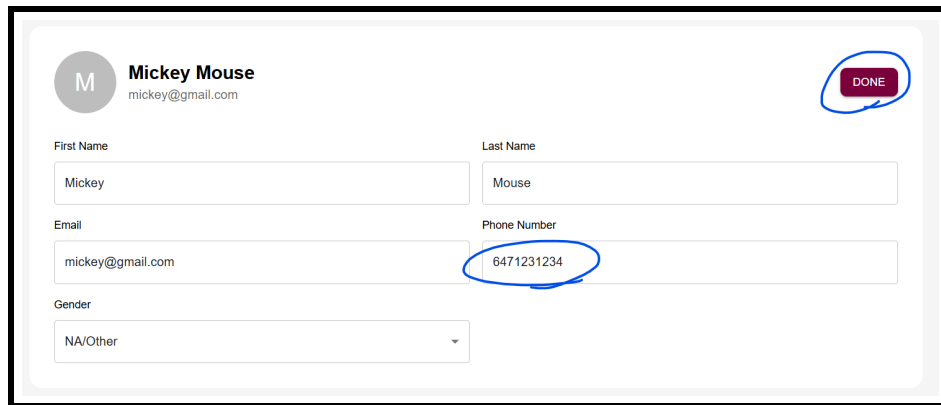


Figure 12: Press edit to enable editing mode



A user profile form for Mickey Mouse. At the top left is a circular profile picture with the letter 'M'. To its right is the name 'Mickey Mouse' and the email 'mickey@gmail.com'. In the top right corner, there is a red 'DONE' button circled in blue. Below the header, there are four input fields: 'First Name' (containing 'Mickey'), 'Last Name' (containing 'Mouse'), 'Email' (containing 'mickey@gmail.com'), and 'Phone Number' (containing '6471231234', which is circled in blue). At the bottom, there is a 'Gender' dropdown menu with 'NA/Other' selected.

Figure 13: Press done to confirm changes

5 Captain's Manual

5.1 Invite Players

Captains can invite players by navigating to the "Invite Players" button located on the "My Team" page. Select "Invite Players" to open the list of players, and click "Invite to Team" to invite them.



Figure 14: Navigate to my team view

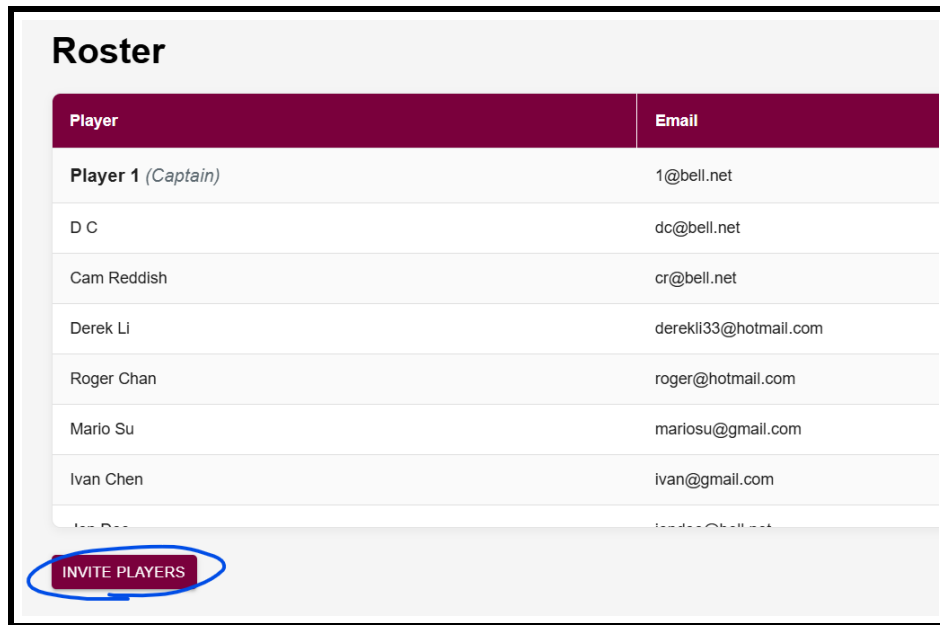


Figure 15: Press invite players underneath the team roster



Figure 16: Press invite to team to invite the following player

5.2 Submit Scores

The captain of the winning team is responsible for submitting the game score. To do so, navigate to the "My Team" page, find the schedule, fill out the scores, and click "Submit Score."



Figure 17: Navigate to my team view

Team Schedule

| Game Info | Teams | Default Loss | Score | Action |
|---|---|---------------------------------------|---|--------|
| Friday 2025-05-09 6:30 PM Field 1 | <div>HOME Warriors</div> <div>AWAY Damien's Team</div> <div>Division Division 1</div> | | 3 - 5 | EDIT |
| Wednesday 2025-05-07 5:00 PM Field 1 | <div>HOME Warriors</div> <div>AWAY Raptors</div> <div>Division Division 1</div> | <input type="checkbox"/> Default Loss | <input type="text"/> - <input type="text"/> | SUBMIT |
| Tuesday 2025-05-13 5:00 PM Field 1 | <div>HOME Warriors</div> <div>AWAY Cavs</div> <div>Division Division 1</div> | <input type="checkbox"/> Default Loss | <input type="text"/> - <input type="text"/> | SUBMIT |

Figure 18: Fill out the score and press submit

5.3 Request to Reschedule Games

Captains are responsible for rescheduling games. Navigate to the schedule page, and select the "Reschedule" button next to the game you wish to reschedule.

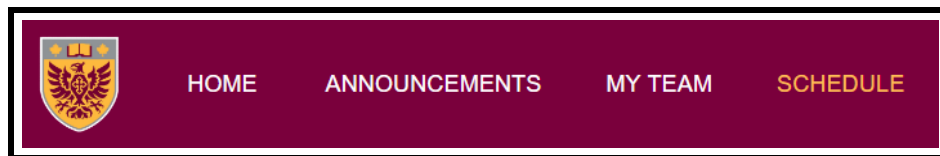


Figure 19: Navigate to schedule view

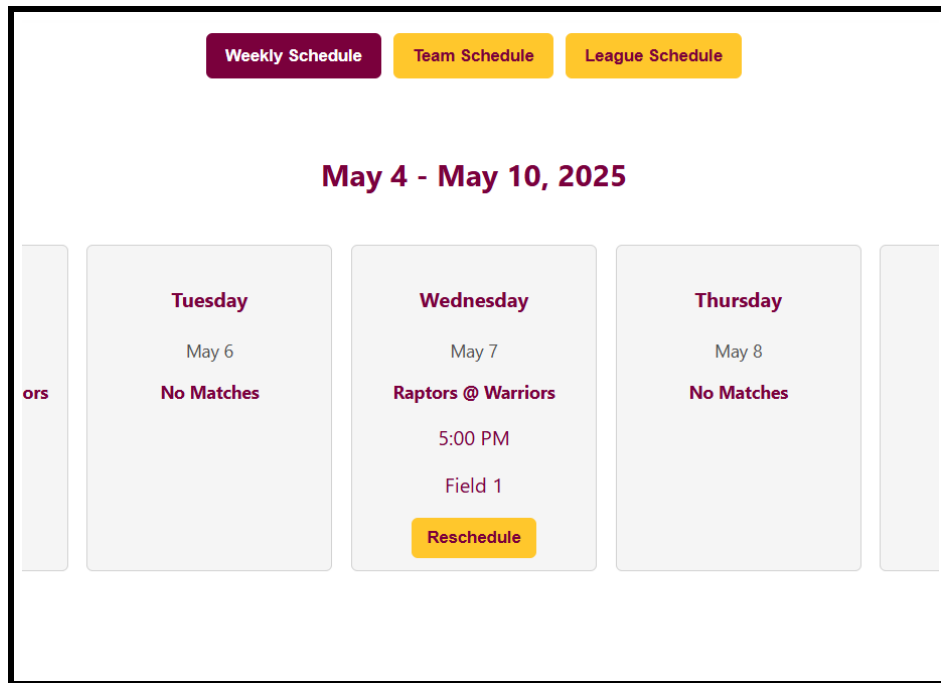


Figure 20: Press reschedule on the game you wish to reschedule

| <div> Weekly Schedule Team Schedule League Schedule </div> | | |
|--|---|-----|
| May 2025 | | |
| Tue | Wed | Thu |
| | | 1 |
| 6 | 7 Raptors @ Warriors 5:00 PM Field 1 Reschedule | 8 |
| 13 Cavs @ Warriors 5:00 PM Field 1 Reschedule | 14 | 15 |

Figure 21: Alternatively, you can also find the reschedule button in other views

Reschedule Slots

Game: vs Raptors

Original Date: 2025-05-07, 5:00 PM, Field 1

Prev

May 4 - May 10, 2025

Next

Monday May 5

5:00 PM | Field 3

6:30 PM | Field 3

8:00 PM | Field 3

9:30 PM | Field 1

9:30 PM | Field 2

9:30 PM | Field 3

Tuesday May 6

5:00 PM | Field 3

6:30 PM | Field 1

6:30 PM | Field 2

6:30 PM | Field 3

8:00 PM | Field 2

8:00 PM | Field 3

9:30 PM | Field 1

9:30 PM | Field 2

9:30 PM | Field 3

Wednesday May 7

5:00 PM | Field 1

5:00 PM | Field 3

6:30 PM | Field 2

6:30 PM | Field 3

8:00 PM | Field 1

8:00 PM | Field 2

8:00 PM | Field 3

9:30 PM | Field 1

9:30 PM | Field 2

9:30 PM | Field 3

Thursday May 8

5:00 PM | Field 1

5:00 PM | Field 2

5:00 PM | Field 3

6:30 PM | Field 1

6:30 PM | Field 2

6:30 PM | Field 3

8:00 PM | Field 1

8:00 PM | Field 2

8:00 PM | Field 3

9:30 PM | Field 1

9:30 PM | Field 2

9:30 PM | Field 3

Friday May 9

5:00 PM | Field 1

5:00 PM | Field 2

5:00 PM | Field 3

6:30 PM | Field 1

6:30 PM | Field 2

6:30 PM | Field 3

8:00 PM | Field 1

8:00 PM | Field 2

8:00 PM | Field 3

9:30 PM | Field 1

9:30 PM | Field 2

9:30 PM | Field 3

Close

Submit

Figure 22: Select the time you would like to reschedule to and click submit

5.4 Respond to Reschedule Requests

Captains can respond to reschedule requests in the "My Team" page under the scheduling notifications section.



Figure 23: Navigate to my team page

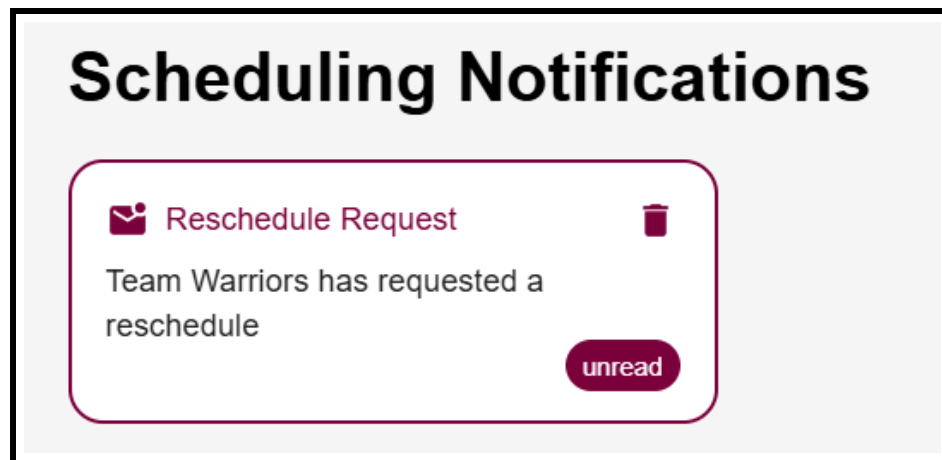


Figure 24: Read reschedule requests under scheduling notifications

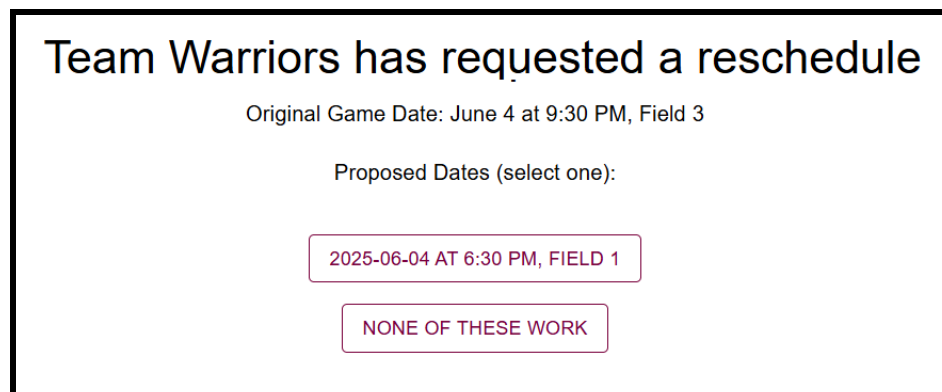


Figure 25: Here, you can view the proposed dates from the other team

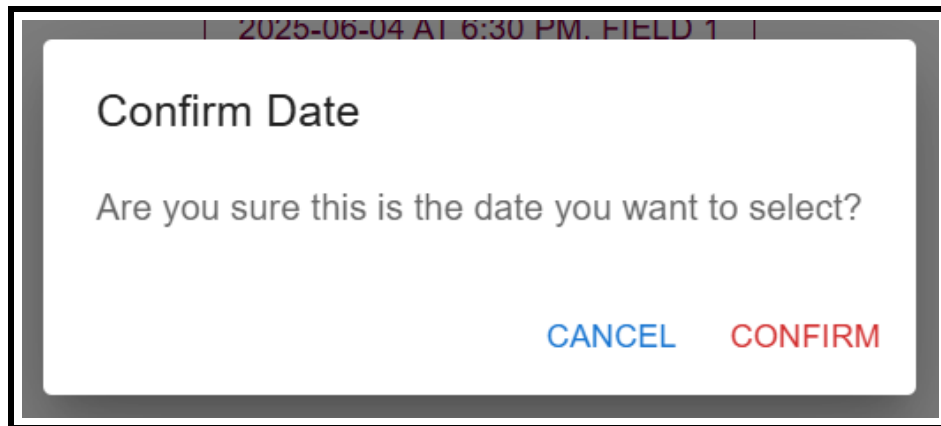


Figure 26: You can accept one of the proposed dates

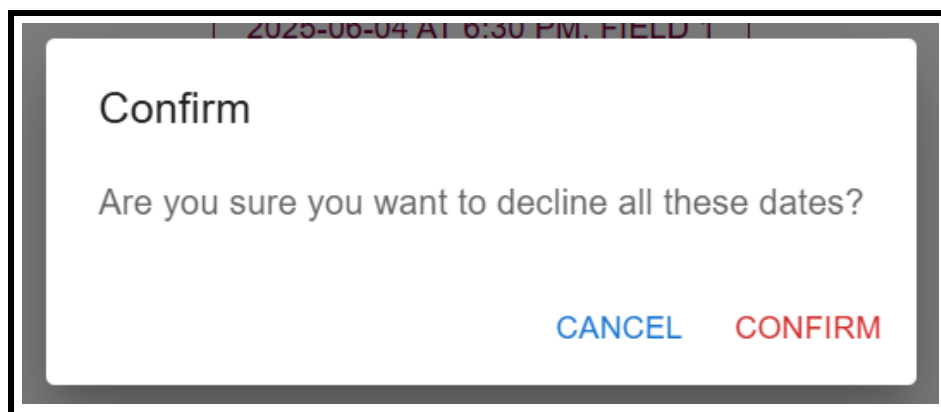


Figure 27: You can also choose to decline all the proposed dates

6 Commissioner's Manual

6.1 Announcements

The commissioner can create, edit, and delete announcements, a form of communication to the users on the platform.

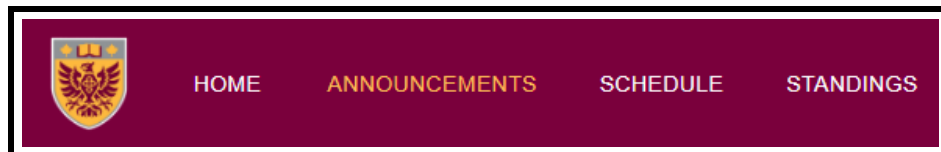


Figure 28: Navigate to the announcements view

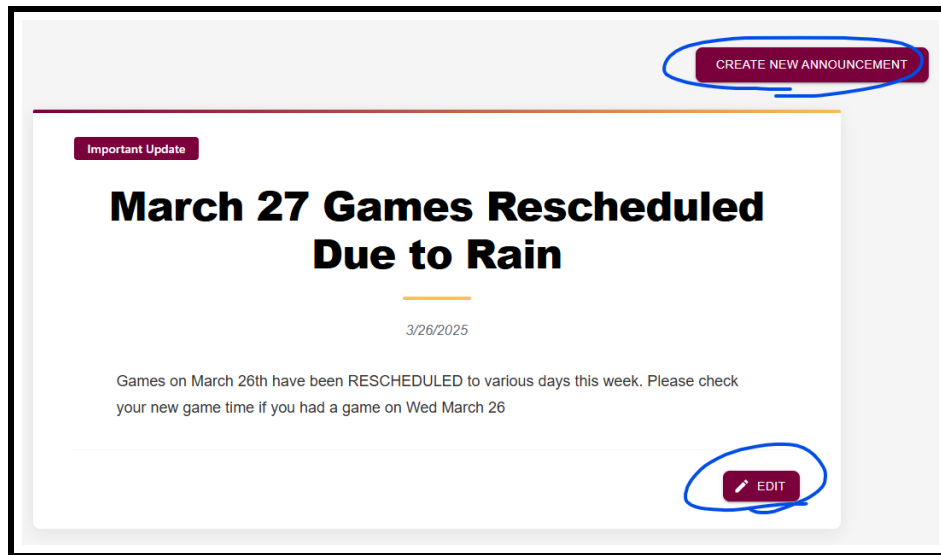
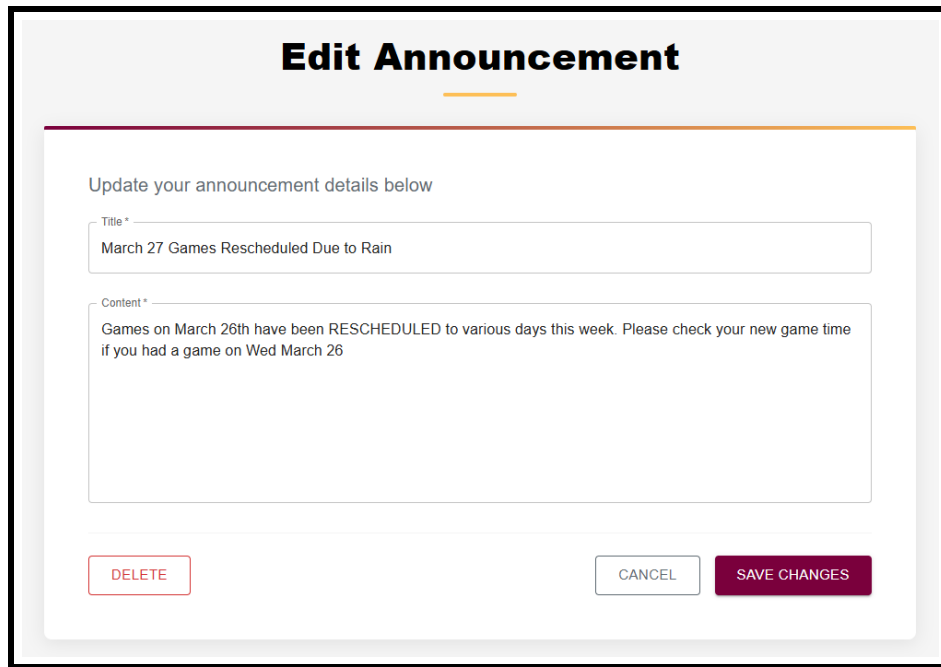


Figure 29: Here, you can create new announcement or edit existing ones

A screenshot of a web interface titled 'Create New Announcement' in bold black text. Below the title is a subtitle 'Share important information with your teams'. There are two input fields: 'Title *' and 'Content *'. The 'Content *' field is a larger text area. At the bottom right, there are two buttons: a light gray 'CANCEL' button and a purple 'CREATE ANNOUNCEMENT' button.

Figure 30: Fill out the announcement and click create announcement

The image shows a web form titled "Edit Announcement" in a bold black font, centered at the top of a light gray box. Below the title is a horizontal line with a yellow segment on the left. The form itself is a white box with a thin purple border. Inside, the text "Update your announcement details below" is in a small, gray font. There are two input fields: the first is labeled "Title *" and contains the text "March 27 Games Rescheduled Due to Rain"; the second is labeled "Content *" and contains the text "Games on March 26th have been RESCHEDULED to various days this week. Please check your new game time if you had a game on Wed March 26". At the bottom of the form are three buttons: a red-outlined "DELETE" button, a white "CANCEL" button, and a solid purple "SAVE CHANGES" button.

Edit Announcement

Update your announcement details below

Title *
March 27 Games Rescheduled Due to Rain

Content *
Games on March 26th have been RESCHEDULED to various days this week. Please check your new game time if you had a game on Wed March 26

DELETE CANCEL SAVE CHANGES

Figure 31: Existing announcements can be deleted or edited

6.2 Manage Seasons

The commissioner can create new seasons and delete seasons that are no longer needed.

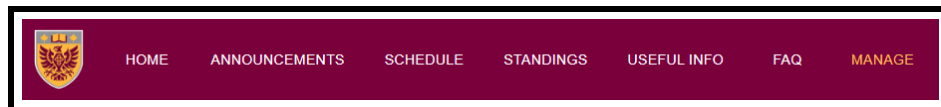


Figure 32: Navigate to the manage view

League Management

MANAGE SEASONS
UPCOMING SEASONS
ONGOING SEASONS
ARCHIVED SEASONS
CONTACT INFO

Create new seasons and delete seasons that are no longer needed.

Create New Season

Season Name *

Start Date *
mm/dd/yyyy

End Date
mm/dd/yyyy

CREATE NEW SEASON

Figure 33: In the manage seasons tab, you can fill out the season name and start date

League Management

MANAGE SEASONS
UPCOMING SEASONS
ONGOING SEASONS
ARCHIVED SEASONS
CONTACT INFO

Create new seasons and delete seasons that are no longer needed.

Create New Season

Season Name *
dummy season

Start Date *
04/22/2025

End Date
08/19/2025

CREATE NEW SEASON

Figure 34: Once filled out, click create new season





| Name | Start Date | End Date | Status | # Teams | Actions |
|--------------------|------------|------------|----------|---------|---|
| Summer 2025 (demo) | 2025-05-04 | 2025-08-31 | ongoing | 18 |  |
| 2024 (demo) | 2024-05-03 | 2024-08-31 | archived | 0 |  |
| 2023 (demo) | 2023-05-03 | 2023-08-31 | archived | 0 |  |
| 2025 Summer Season | 2027-05-02 | 2027-08-29 | upcoming | 0 |  |

Figure 35: You can view all seasons below and choose to delete them if needed

6.3 Upcoming Seasons

The commissioner can manage and launch seasons that are currently open for registration. Seasons will automatically launch on the start date.

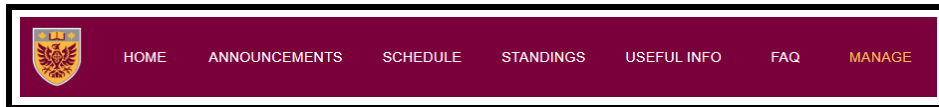


Figure 36: Navigate to the manage view

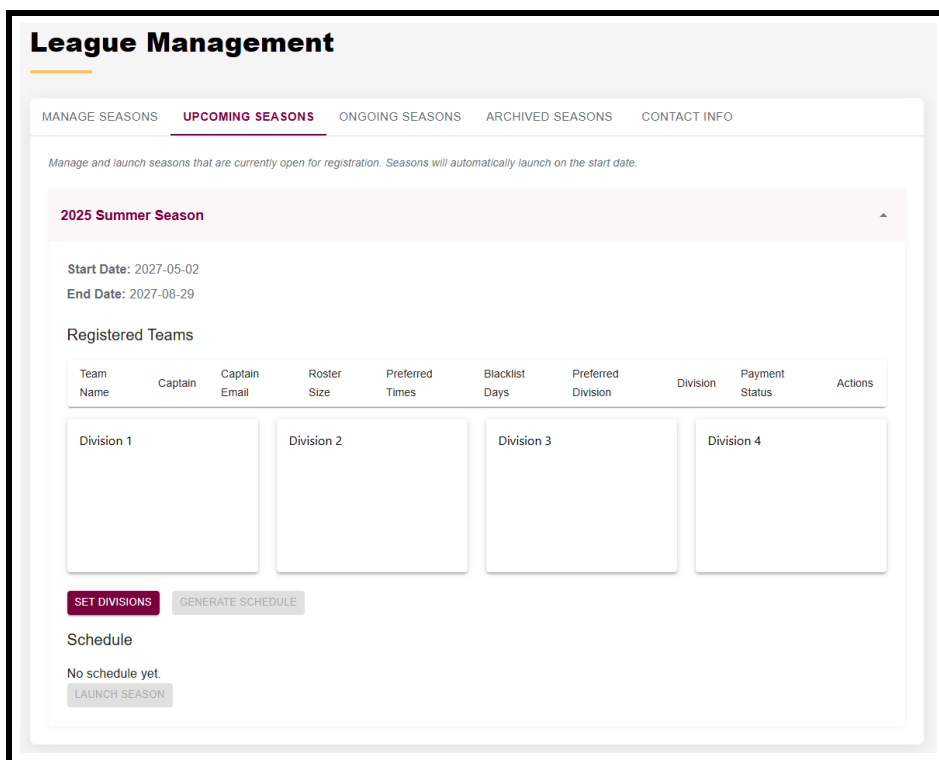


Figure 37: In the upcoming seasons tab, teams can be dragged and moved into other divisions

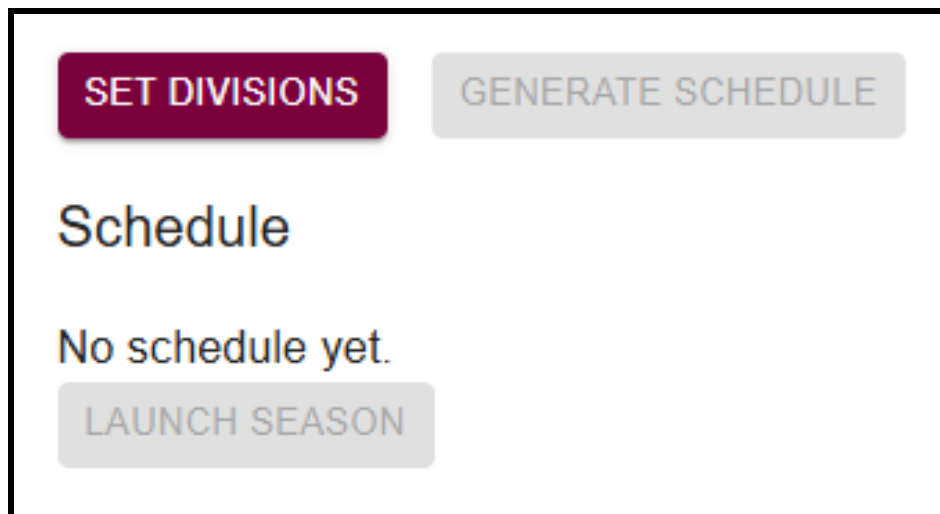


Figure 38: When done, click set division and generate schedule to launch schedule. Select launch season to launch the season with the finalized schedule

6.4 Ongoing Seasons

The commissioner can input scores if needed and view the schedules and results of ongoing seasons. Seasons will be automatically archived after the end date.

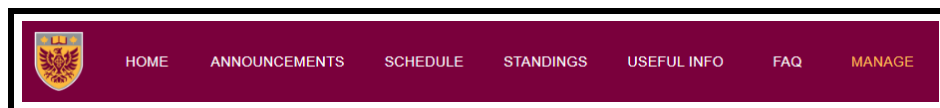


Figure 39: Navigate to the manage view

League Management

MANAGE SEASONS
UPCOMING SEASONS
ONGOING SEASONS
ARCHIVED SEASONS
CONTACT INFO

Input scores and view the schedules and results of ongoing seasons. Seasons will be automatically archived after the end date.

Summer 2025 (demo)

| Game Info | Teams | Default Loss | Score | Action |
|--|---|---------------------------------------|---|--------|
| Monday 2025-05-05 5:00 PM Field 2 | HOME Gaoers AWAY EAGLES Division Division 3 | <input type="checkbox"/> Default Loss | <input type="text"/> - <input type="text"/> | SUBMIT |
| Thursday 2025-05-08 5:00 PM Field 3 | HOME Kraken AWAY Acuvue Division Division 2 | <input type="checkbox"/> Default Loss | <input type="text"/> - <input type="text"/> | SUBMIT |
| Monday 2025-05-05 6:30 PM Field 2 | HOME Smasherz AWAY Mambas Division Division 3 | <input type="checkbox"/> Default Loss | <input type="text"/> - <input type="text"/> | SUBMIT |
| Monday 2025-05-05 6:30 PM Field 1 | HOME Wildcats AWAY Swifties Division Division 2 | <input type="checkbox"/> Default Loss | <input type="text"/> - <input type="text"/> | SUBMIT |
| Monday 2025-05-05 8:00 PM Field 2 | HOME Chamas AWAY Tanks Division Division 3 | <input type="checkbox"/> Default Loss | <input type="text"/> - <input type="text"/> | SUBMIT |
| Monday 2025-05-05 | HOME Heisenbergs AWAY Pollos | <input type="checkbox"/> Default Loss | <input type="text"/> - <input type="text"/> | SUBMIT |

Figure 40: In the ongoing seasons tab, the scores, schedules, and results can be viewed here

Summer 2025 (demo)

| Game Info | Teams | Default Loss | Score | Action |
|--|---|---------------------------------------|---|--------|
| Monday 2025-05-05 5:00 PM Field 2 | HOME Gaoers AWAY EAGLES Division Division 3 | <input type="checkbox"/> Default Loss | <input type="text" value="4"/> - <input type="text" value="5"/> | SUBMIT |

Figure 41: You can change scores here by filling it out and clicking submit

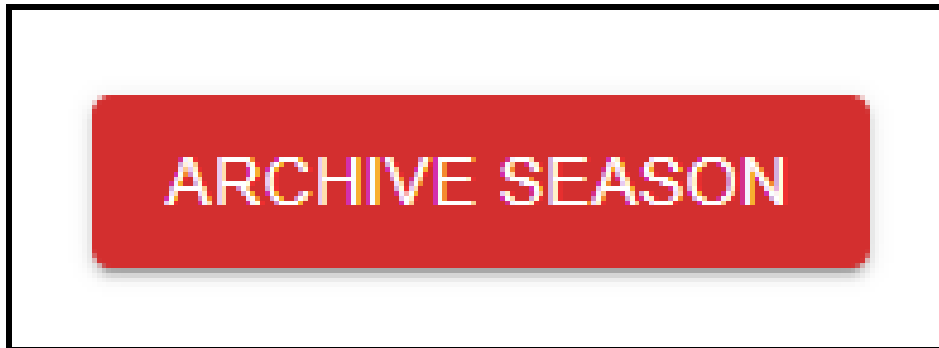


Figure 42: You can also archive the season at the very bottom if needed

6.5 Contact Info

The commissioner can view contact information for team captains across all seasons.

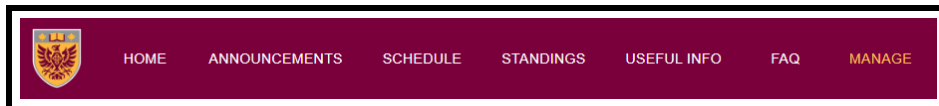


Figure 43: Navigate to the manage view

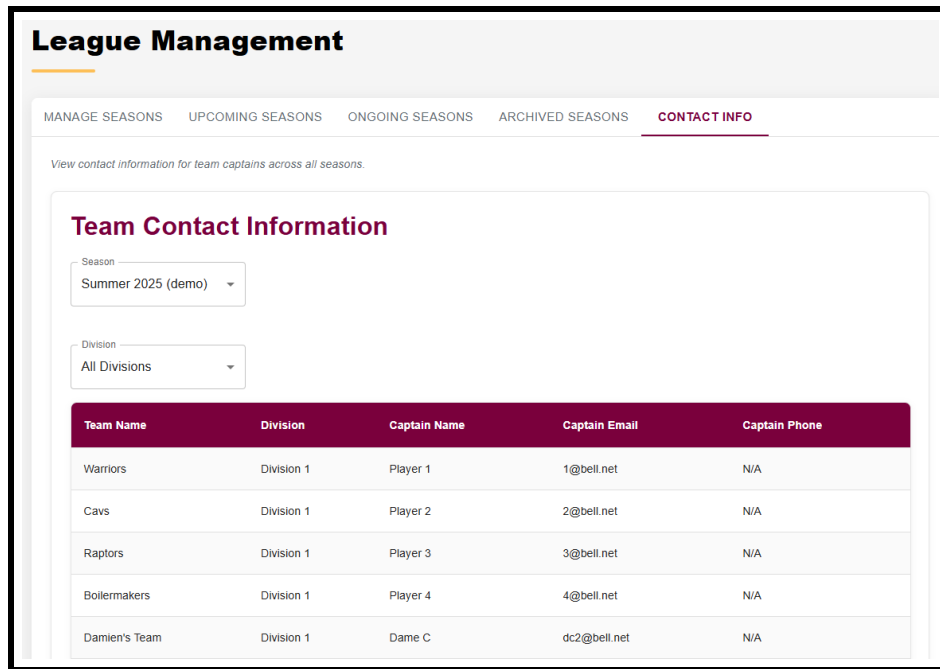


Figure 44: In the contact info tab, the contact information of every team captain can be found

7 FAQ

The website also features an FAQ section that provides easy access to both the Player's Manual and Captain's Manual for quick reference. The section contains clear instructions and the very same visuals included in this user guide.

8 Contact Information

If there are any issues not listed here, please send an email to the commissioner at neasej@mcmaster.com or contact the original team who developed the platform.