

## **QuikStats Management Instructions For Girls Golf**

Inputting statistics for girls golf is an easy process and should not take more than a couple of minutes to complete after each of your matches.

As we begin the season, there are some start-up items that will need to be completed before you're able to begin entering statistics. Hopefully, these step-by-step instructions will help you get started.

### **1. Logging into the system**

1. Go to the golf section of the IGHSAU web site and click on the link to Quik Stats.
2. Click on the link for **School Login**
3. Select your school from the drop down list and enter your password. Your athletic director should have your school's QuikStats password. Please see them to get your password.

### **2. Entering your schedule (this should be completed before the first competition)**

1. Once logged in (see step 1 above):
2. Click on Girls Golf.
3. This will take you to the Schedule management screen.
4. Fill out the form for each competition that you have scheduled throughout the season.
5. There are three fields listed for each competition as listed below
  1. Home/Away – Indicates whether the competition is held at Home, Away, or Neutral location.
  2. Date – Indicates the date the competition is to be held. When you enter this field you can either manually enter the date in the form mm/dd/yyyy or you can select the date from the calendar popup.
  3. Location – This is the location of the competition. This can include the city/state and the golf course

6. Once you have filled out your schedule make sure you hit the Save Schedule button (you may want to click this button periodically, so you don't accidentally lose your work).

### 3. **Entering your roster (this should be completed before the first competition)**

1. Once you have logged in (step 1) and entered your schedule (step 2) you can now enter your roster
2. From the schedule screen you will see a link at the top that says **Roster**. Click on that link
3. Fill out the form for all of the athletes competing on your team and then click **Save**

### 4. **Entering Results/Stats**

1. Once the season begins, you must enter the results and stats for the competitions as soon as possible.
2. From the schedule screen (step 2) you will notice a link Enter Results/Stats next to the left of each competition (this link will only show up for competitions with dates in the past), click on this link next to the competition you want to enter results for.
3. Fill out the form and click the Save button.

*Note – you are not required to enter zeros if there are no stats for a particular player. The system automatically fills in the zeros. In the event you accidentally fill in a space with, for example, a letter instead of a number, the system will highlight the error in red and the system will not allow you to submit your statistics until the error is corrected.*

### 5. **Viewing results/stats on the public pages**

1. Go to the [www.ighsau.org](http://www.ighsau.org) web site and click on the link to Quik Stats
2. Under Girls click on your sports link.

Coaches are also expected to have statistics updated through the postseason. Failure to submit statistics could result in sanctions against the head coach.

If you have any questions, girls coaches are asked to email [Jason Eslinger](mailto:Jason.Eslinger@ighsau.org) at the Iowa Girls High School Athletic Union at [jasoneslinger@ighsau.org](mailto:jasoneslinger@ighsau.org)