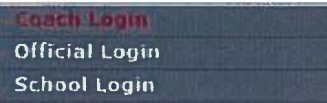


Coaches' Instructions for Online Rating of Officials

You now have the ability to access your team schedule and rate the officials online at <http://section8.nasboces.org/sportspakonline/mainindex.asp>.

1. Navigate to the address listed above. Hover over **LOGIN** and click on **COACH LOGIN** from the drop down menu that appears.



Your **login name** is the *first initial of your first name and your last name*, ie: **John Smith: JSmith** (If your name is longer than ten letters, stop at the tenth letter. The system will not accept user names longer than ten characters.) **The password is boces.**

Only the teams that have you listed as head coach will be accessible to you. Once you rate and save the ratings, you cannot go back and change them. If your Athletic Director has already input ratings, you will not see the games.

2. Across the top of your screen, click **RATINGS**.



When the screen refreshes, choose the sport and level that you are completing ratings for, as well as the range of game dates, from the drop-down menus. Click **SUBMIT**. (Note: it may take a moment for the list of games to load.)

3. A list of criteria for the officials from each game that met your search will appear on screen.

Game	Date	Time	Level	Official	Opponents	Category	Rating	Comment
402177	11/30/2010	4:30 PM	JHB	WALSH, ROBERT	SALK 7 WHITE WOODLAND 7 WHITE	Judgement	<input type="text"/>	<input type="text"/>
402177	11/30/2010	4:30 PM	JHB	CREW, JOHN	SALK 7 WHITE WOODLAND 7 WHITE	Judgement	<input type="text"/>	<input type="text"/>
402177	11/30/2010	4:30 PM	JHB	WALSH, ROBERT	SALK 7 WHITE WOODLAND 7 WHITE	Overall Rating	<input type="text"/>	<input type="text"/>
402177	11/30/2010	4:30 PM	JHB	CREW, JOHN	SALK 7 WHITE WOODLAND 7 WHITE	Overall Rating	<input type="text"/>	<input type="text"/>
402177	11/30/2010	4:30 PM	JHB	WALSH, ROBERT	SALK 7 WHITE WOODLAND 7 WHITE	Rules	<input type="text"/>	<input type="text"/>

4. Enter the rating numbers in the "Rating" column, and any comments in the corresponding "Comment" boxes. *Please note: a rating of 4 or less requires a comment.*

*** After entering it online**, please fax or mail any rating card with a rating of 4 or less to the Section VIII Office so that the respective Official's Association can be notified.

5. Click **SUBMIT** at the bottom of the screen to save your changes.