

## Instructions for Submitting Match Results and Statistics

- 1) Go to the PADA League Republic Site: <http://pada.leaguerepublic.com>
- 2) Click the red "Login" button at the top-middle of the screen.
- 3) Enter the team administrator's Username and Password and click "Next".  
(If you don't remember your username or password, contact the League Director.)

### The "My Account" Page Appears –

- 4) Click on the red "Go" button to the right of "The Portland Area Dart Association"

### The "Admin Home" Page Appears –

- 5) Click on the grey "Results/Stats" button in the middle of the page.

### The "Team Admin Results Entry" Page Appears –

- 6) Select your team link (Do not enter any team match points yet).

### The "Statistics For" Page for Your Team and Match Date Appears –

- 7) Enter all the statistics for your team members using the extra "Sub" players as needed for singles results only (substitutes do not get highlights or sportsman votes).
  - ▶ For highlights such as 180's, 7, 8, or 9 Counts, White Horses and Dead Eyes – enter the number of each hit during the match, e.g., enter "1" if a 180 was hit not "180".
  - ▶ Sportsman votes are entered as a total per person.
  - ▶ For highlights such as High Score, High On and High Out, enter the actual score, e.g. enter "140" or "121" (not "1" or "2").
  - ▶ PLEASE NOTE, first enter all of the games won by each individual and then select "Update Stats for Players" at the bottom of the page. Then enter all of the player statistics and select "Update Stats for Players" again. High On, High Out and High Score highlights must be entered individually. If a player has more than one of the same type of highlight, enter one at a time, selecting "Update Stats for Players" after each entry, until all of the highlights have been recorded.
- 8) **Make sure you have hit the grey "Update Stats for Players" button at the bottom-middle of the screen to save your entries!** Then, select the grey "Back" button at the bottom of the page once all of the statistics for your team have been recorded.

### The "Team Admin Results Entry" Page Reappears –

- 9) Select the link of the team you played against and repeat steps 7 and 8 for them.

### Once you are back at the "Team Admin Results Entry" Page –

- 10) Make sure that the newly displayed singles totals are correct and mirror each other (e.g., if one team went 7 and 5 in 501 Singles, then the other team should have gone 5 and 7 in 501 Singles).
- 11) Enter the total points won for each team (make sure that these add up to the correct total for your division: 37 for AA, 33 for A, 29 for B, 25 for C or 17 for Doubles).
- 12) Put the full name of each substitute used in the Match Notes along with "Home" or "Away" to indicate which team they played for. Remember to add their singles results to help verify that the overall totals are accurate.
- 13) Select the grey "Process" button at the bottom of the page and you're done!