WIAA Score Entry – Regular Season and Tournament Contests

Last Revised: August 19, 2022

All results for tournament and regular season contests can now be entered directly on the WIAA School Directory using the 'Report Scores' form. We are now collecting scores for all team sports and ask that you use this form and process to provide our office this information on a timely basis.

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Informational Notes

An Administrator of each member school (Athletic Director, Assistant AD, AD Secretary, etc) is able to add users capable of entering scores for their respective sports and teams within their school. All Admins for the school listed on the '**Admins**' tab are able to provide scores either with the '**Report Score'** form or using the Schedule page(s).

The following roles can enter scores for sports and teams they are associated with inside the '**Coaches**' tab of the School Directory:

- Coach, Assistant Coach, and Statistician

It is suggested you create a shortcut to the Report Scores page. As it is mobile responsive it can easily be accessed on any device. A Login is required and you may be asked for it from time to time depending on your web browser when you first attempt to access this page.

The listing that will appear by default will be all contests that require a score for your primary organization that are either today or in the past and is only for the current school year. Submitted scores can be viewed by selected the option to view them:

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1. Open the 'Report Scores' form in **ONE** of the following ways:
   - From a saved shortcut on your mobile (or other) device
   - Click '**Schools**' | '**Report Scores**' on the WIAA website: https://www.wiaawi.org
   - Open the School Directory website: https://schools.wiaawi.org and select '**Forms**' | '**Report Scores**' from the menu:
   - **Or use this direct link: https://schools.wiaawi.org/Scores/Entry/RecentGames**

Once you have opened the form it will display all games a score is required for that you can enter for your Primary School. If desired, you can select a different school if you are setup to provide scores for more than one member school, filter sport seasons, types of contests, and show previously submitted results.

2. The list of contests a score is needed for will display. Click the '**Red Trophy**' button to open the score entry form.

Note: The details of the contest cannot currently be changed on the score reporting form. If a change is needed a School Administrator must provide it on the Schedule. If you need to remove a score open the entry with the '**Red Trophy**' icon and delete the score entry. You can the re-enter a score.

3. Provide the result of the contest and click the '**Save**' button.

CONTEST RESULT

Provide the results of the contest (score) and click 'Save' to submit

CONTEST DETAILS

SportSeason	**Contest Type**
2020-2021 Football	Regular Season
Date (Time)	**Location**
9/11/2020 8:00:00 PM	@Wisconsin Rapids Lincoln
Home Team	**Away Team**
Wisconsin Rapids Lincoln	Kimberly
Conference Game	
No	

SCORE / RESULT

Select the Winning Team

-Select One-

Losing Team

Select a Winning Team

Winning Score

Losing Score

OT

☐

Forfeit

☐

[🖫 Save] [✕ Close]

After the score has been submitted a message will appear on screen telling you the result was saved successfully. The game will be removed from the list and can only be seen by selecting the '**Show Submitted Games?**' checkbox

When the list is empty you have submitted all required scores which your login will allow.

Optional - Make changes to Tournament Contests Dates & Times or Location

All tournament contests are created automatically by the WIAA Bracket system as scores or seed forms are submitted. You cannot create Tournament contests. Unless the game has been 'locked' by the WIAA Office, the schedule page provides for changes to the game location and date/time of the contest to be updated by you. Only a School's Athletic Director, Assistant AD, or AD Secretary can perform this function.
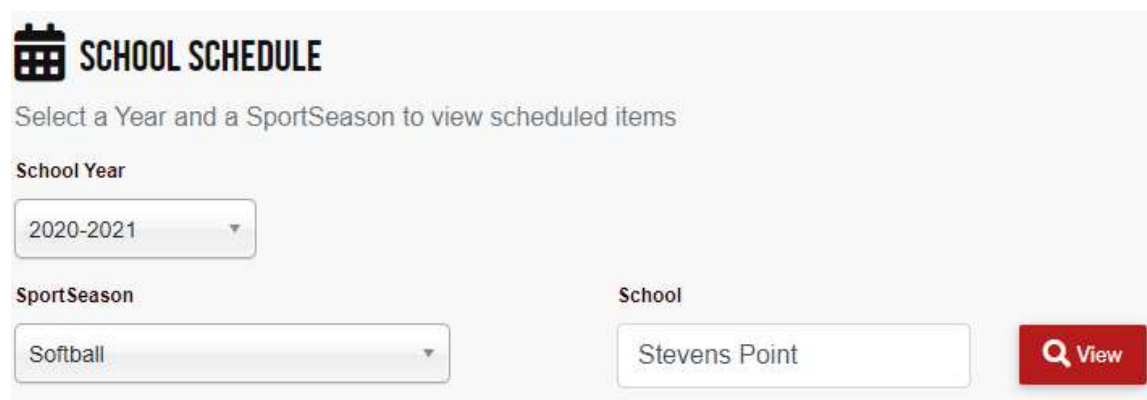
4. Either open the WIAA website: https://www.wiaawi.org , login, and select '**Schools**' | '**Manage Your School Profile'** from the main menu.

   ### *Or*

   Open the WIAA School Directory site: https://schools.wiaawi.org , login, and select '**Schools**' | '**Manage School**' from the main menu.

   Alternatively, you can select '**Schools**' | '**Schedules**' from the main window after logging in. This is helpful if you wish to view other school's schedules or have multiple schools to manage.

5. Once inside the school you wish to manage click the '**Schedules**' tab

6. Select a '**School Year'**, '**SportSeason**', and click the '**View**' button

7. Locate the game you wish to edit and click the 'Pencil' icon to open the 'Tournament Contest Details' form

8. Make the changes to contest and click the 'Save' button to return to the schedule list.

The game will now display the changes. The Bracket will reflect this update within the next ten minutes as they update every ten minutes with schedule and score entries.

Add a New Game – Score Entry

If you are unable to locate a contest to provide a result for you can now add one to your 'Report Scores' list and provide a score.

Note: This will also place the game on your school schedule so please ensure the contest is not already present.