# QUIK STAT IOWA
## Bowling Stats/Results Management Instructions

1. **Logging into the system**
   1. Go to the bowling section of either the www.iahsaa.org web site or the www.ighsau.org web site and click on the link to QUIK STATS IOWA – RESULTS/STATS MANAGEMENT
   2. Click on the link for School Login
   3. Select your school from the drop down list and enter 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 Bowling under either Boys or Girls accordingly
   3. This will take you to the Schedule management screen
   4. Fill out the form for each competition that you have scheduled through out the season
   5. There are four 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 facility name
      4. Opponent – This is your opponent for that competition.
         1. The drop down list will contain all Iowa schools competing in bowling this year. If the drop down list does not contain the school you are competing against and it is an Iowa school please contact the association and we will get it added.
         2. If the school you are competing against is not in the drop down list and it is not a school within Iowa (i.e. a border state), then click on the Opp Not Listed link next to the drop down and you can manually type in the name of the opponent.
         3. If a competition has more than one opponent (i.e. a triangular), then click on the List More Opponents link below the drop down list and select the additional opponents there.
   6. Once you have filled out your schedule make sure you hit the Save Schedule button (you may want to click this button periodically, just 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 bowling team
   4. There are four fields listed
      1. First Name
      2. Last Name
      3. Year
      4. Note – Note is optional and may be left blank.
      5. Once you have entered your roster click on the Save Roster button.

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 all of the fields on this form (including your opponents Total Score).
   4. Click the Save Results/Stats button.
   5. Once you have clicked the Save Results/Stats button, the system will compare your entered Total Score against the systems computed score based on your individual games and baker games. If the two scores do not match the system will give you a warning and ask your to correct. This is done as a cross check to make sure the information was entered correctly.


5. **Viewing results/stats on the public pages**
   1. Go to the bowling section of either the www.iahsaa.org web site or the www.ighsau.org web site and click on the link to QUIK STATS IOWA – RESULTS/STATS MANAGEMENT
   2. Under either Boys or Girls click on the Bowling link.
   3. This page will show you the Team Standings and you can click on the link for Individual Standings to see that report.