

Posting Scores for On-Line Meets

(See Hint at bottom of page before beginning entries)

1. Log into the TMSCA Registration site: www.tmscaonline.org/Application using your **USERNAME** and **PASSWORD**.
2. Go to **View Schools**,
3. Select **Edit** by your school's name
4. Select **Registrations** tab.
5. Select **Enter Scores**. **NOTE:** This option will only appear after the meet entry deadline has passed and the data entry window is opened.
6. Under **Identification**, select the method you want to use (from the pull down menu: **Student Tag, Last Name, etc.**) to choose the student. Choosing Student Tag will be the most efficient. Then under **Event Score to Be Set**, choose the contest, (from the pull-down menu: **MS MATH, MS SCI, MS NS, MS CAL**). You are now ready to enter your scores for the selected contest.
7. Your cursor will be in the **Identification** field. Enter the **Student Tag/ID #**, and hit **Enter** key. The cursor will move to the **Event Score to Set** field. Enter the score, hit **Enter** key. If you are entering Number Sense or Calculator. you are done. You will see the **Student Name, Tag, School Name, Old, New** at the bottom of the page followed by a **green + (+)**. Verify the information. If it is correct, simply hit **Enter** key and the score is entered. Your cursor will return to the Identification field. **NOTE:** For Math and Science only, you will be asked to enter **# Right** and **# Wrong**, before you see the score verification at the bottom of the page. Hit **Enter** key after entering number in each field.
8. Repeat the process until all scores are entered for this contest.
9. Repeat the process starting at #6 for each new event and set of contest scores. **Make sure and re-set the Event Score to Set field when starting to enter scores for the next event/contest.**
10. When all scores are entered, scroll to the top of the Scores page and find the **Validation List** box. Click on **By School**. A list of your students' scores entered will be generated. It may take a minute to generate the report. You can print the list using the Menu bar in the upper right corner and check your data entry.
11. **Correcting Scores:** If you find an error in a student's score, follow the steps in #6 and #7 to re-enter the correct score. The screen that appears at the bottom of the page will now have Old score and New score showing. Choose the **green plus (+)** to accept the new score. A text box will appear that says: "This entry already has a score for it. Do you want to overwrite it with the New one?" Choose **OK**.

HINT: TO PRINT A LIST OF STUDENTS WITH THEIR TAG/ID #'S AND A SPACE TO RECORD SCORES BEFORE STARTING TO ENTER SCORES, scroll to the top of the Scores page and find the **Validation List** box. Click on **By School**. A list of your students will be generated with simply Y's or N's in the score column (no scores). Print the list. You can hand-write your scores on this page and use it when inputting your scores. If there is a Y, the student is entered in the event. Write the score after the letter. If there is an N, you cannot enter a score for the student as they are not entered in the event. Use this sheet to enter your scores.