



**Comprehensive Assessment Program for Soccer**

# **Users Set-up Guide**

Updated as of August 6, 2008

This program was developed by and is the exclusive property of:

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## **Welcome to the Comprehensive Assessment Program for Soccer, CAPS.**

The CAPS program consists of basic assessment tools that are soccer specific: Skills competition, Fitness competition, 1 vs 1 competition and a coach's subjective evaluation. These tools allow players, coaches and parents to receive immediate feed back on a variety of **Objective** activities. The objective data is used to help players identify strengths and weaknesses, set and measure goals, and help coaches to accurately compare players within specific, teams or groups. Using the objective data the program ranks players within teams and groups and provide a percentile score for each activity based on a player's results within their appropriate age and gender group. In addition the program calculates a unique **CAPScore™** for each player for both the Skills and Fitness modules. The **CAPScore™** can be used for player comparisons similar to the academic community's SAT score.

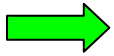
CAPS was designed to provide maximum flexibility and ease of use for an organization or a coach. Players can be assessed all at once or individually. Coaches can use all of the assessment activities or only the ones that they feel are appropriate. Team or group assessments can be completed all in one day or they can be completed over several days, or weeks. Once the assessments are completed players can view and track their results and progress online. This individual information becomes a powerful motivating factor for players of all ages and gender.

The CAPS data enhances and supports already established player evaluation procedures. Coaches can use the data to help clarify and substantiate player evaluation and reviews. Making it easier for players and parents to understand and accept a coach's observations and recommendations.

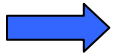
The user's Set-up Guide will help first time users easily set the program up for player assessments. CAPS is a web-based program and does not require any special programs or technical knowledge to use effectively. However, should you have any problems or difficulty with the Set-up or procedure please feel free to contact us at:

**Advanced Building Technologies, Inc.**  
**561-745-3009**  
**capscore@bellsouth.net**

## Legend:



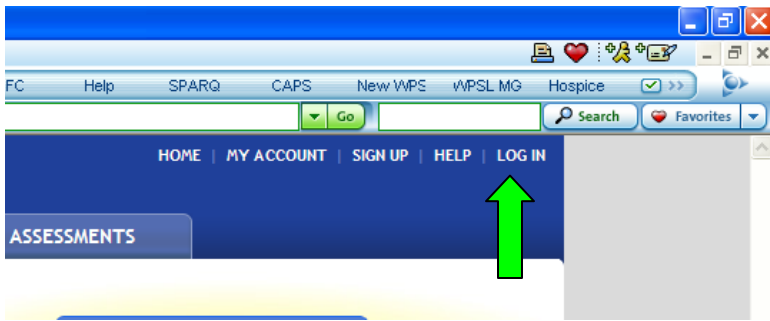
Green arrow indicates to click on item



Blue arrow indicates to enter data

## Logging in

Go to the CAPS web address at <http://capscore.org/> click on “Log In”



and the Log In page will appear. Enter your e-mail address and password and click on the Log In button.



### USER LOGIN

EMAIL

PASSWORD

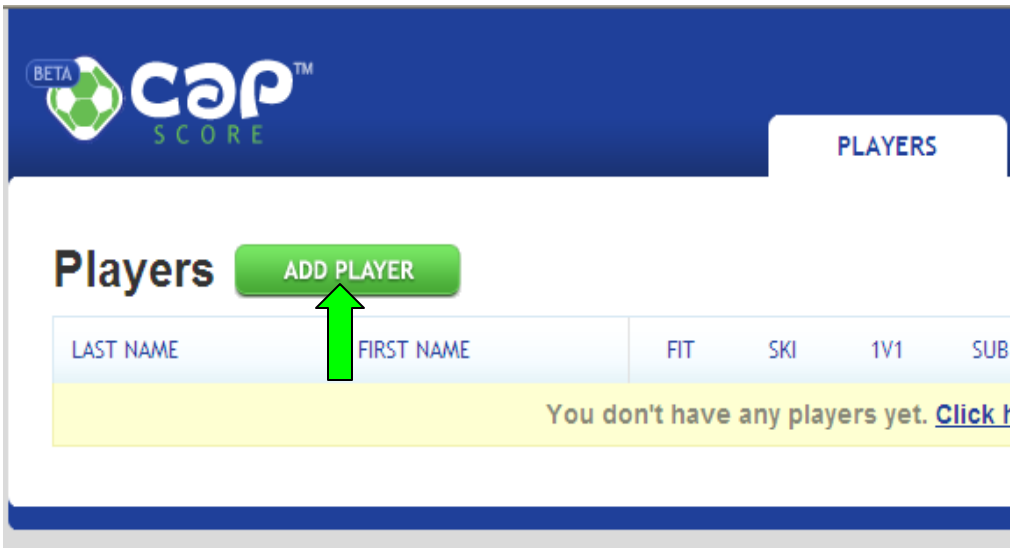
[Forgot Password?](#)

LOGIN

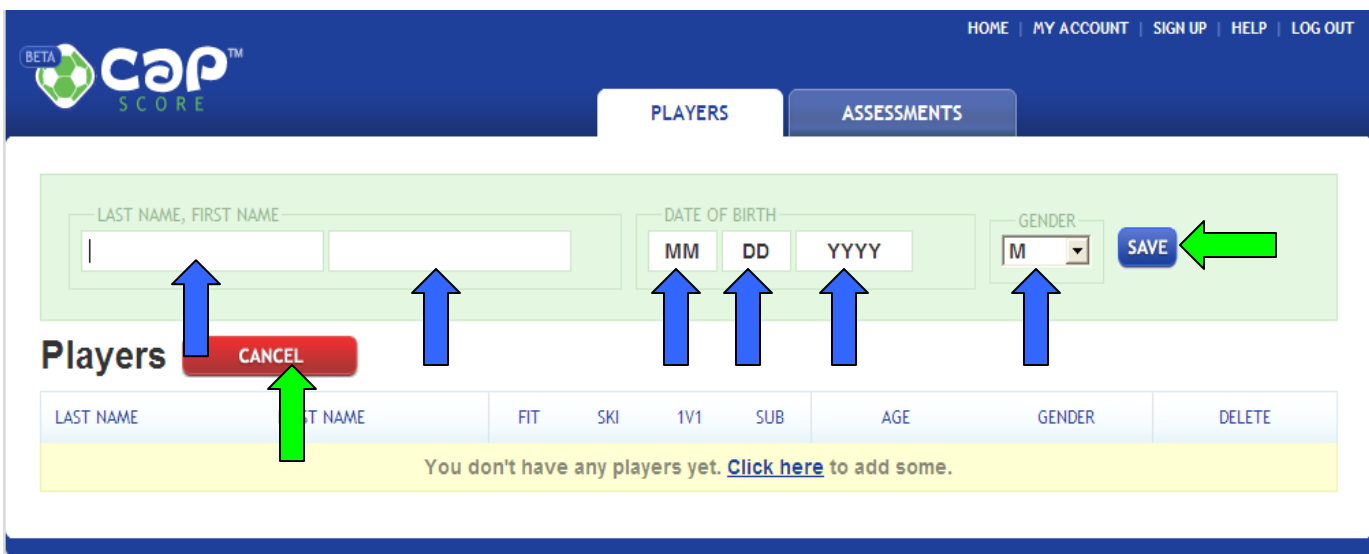
An empty Player screen will appear.

## Entering Players

Open the PLAYER tab and click on the ADD PLAYER button and the Player information bar will appear.



Enter the player's Last name, First name, Date of birth and gender then click on Save  
The program will add and display the player information in the player list area.



Continue entering until all of your players have been entered. Once you have finished entering all of your players click on the red cancel button. Note you can always come back to this screen and enter more players. If you have made a spelling error or entered any incorrect data you need to delete the player and re-enter the information with the corrections.

## Creating an Assessment

Click on the **ASSESSMENT** tab and the blank assessment screen will appear.

A message appears and a message tells you that you do not have any assessments yet and to “Click here” The new Assessment screen will appear.

Enter the name of your assessment for example “Fall pre-season 2008” then check the assessment **ACTIVITIES** that you want to include. The list is on the right side of the page. A check mark will appear in the box next to the modules that have been selected. Next select the players that you want to participate in the assessment from the Player list below the Assessment Name box. A check mark will appear in the box next to the players that have been selected. When you have finished selecting

the players click on the save button to create the Assessment. **Note** you need to select at least 2 players to use the 1 vs 1 module. A new screen will appear with the updated list of Assessments.

**Assessments** ADD ASSESSMENT

ASSESSMENT (PLAYERS)	FIT	SKI	1V1	SUB	FORMS	EDIT	REPORTS	DELETE	FINALIZE
<a href="#">Fall Pre-Season 2008 (2)</a>	●	●	●	●					

**Assessments Finalized**

You don't have any finalized assessments yet.

The list shows the Assessment name and the number of players that have been selected. To the right of the Assessment name is a box that indicates what modules have been selected for the Assessment. Modules selected will have a green dot under their abbreviation. To work on an Assessment Click on the assessment name and the Assessment details box will appear.

[Back to Assessments List](#)

**Fall Pre-Season 2008** MANAGE PLAYERS

[View](#) [Forms](#) [Edit](#) [Reports](#) [Finalize](#)

Fitness Skills 1v1 Subjective

**HINT:** Click the column headers to sort / Click the table body to toggle Data and Rank view

NAME	AVG. RANK	AGILITY RUN	FORTY YARD SPRINT	RECOVERY RUN	CORE STRENGTH	LEG STRENGTH
<b>Jim, Jones</b>	1.0	-	-	-	-	-
<b>John, Jones</b>	1.0	-	-	-	-	-
<i>Maximum</i>		-	-	-	-	-
<i>Average</i>		0:00.00	0:00.00	0:00.00	0.00	0.00
<i>Minimum</i>		-	-	-	-	-

## Creating Assessment Forms

The Assessment forms are used to collect the data while conducting an Assessment. There are two types of forms used to collect data. The first is the individual player form that is used to collect data for the Skills, Fitness and Subjective assessment. To create this form click on the PDF file labeled FORMS. Note you need the Adobe reader to view, save or print the form.

The screenshot shows the CAP Score website interface. At the top, there is a navigation bar with the CAP Score logo (including a 'BETA' tag) on the left and links for HOME, MY ACCOUNT, SIGN UP, HELP, and LOG OUT on the right. Below the logo, there are two tabs: PLAYERS and ASSESSMENTS. A green link 'Back to Assessments List' is visible. The main content area is titled 'Fall Pre-Season 2008' with a green 'MANAGE PLAYERS' button. Below this is a horizontal menu with buttons for View, Forms, Edit, Reports, and Finalize. The 'Forms' button is highlighted. Underneath, the section 'Assessment Forms' is displayed, with the text 'Printable forms available for this assessment:'. A light gray box contains two PDF icons: one labeled 'Forms' and another labeled '1v1'. A large green arrow points to the 'Forms' PDF icon. At the bottom of the page, a note states: '\* You'll need a PDF capable program such as [Adobe Acrobat](#) to view and/or print these'.

We recommend that you save this form to your computer for future use. When you are ready to conduct the Assessment print a form for each player and a few extras for back up. Enter the date and the player's name. The right hand side of the form has sample data that will help your staff enter the data in the correct format. Note for Assessment Activity Set-Up and Procedures see the CAPS Procedures Manual which can be found on the HELP tab.

DATE: \_\_\_\_\_

PLAYER NAME: \_\_\_\_\_



### FITNESS

<b>AGILITY RUN</b>		<b>CORE STRENGTH</b>	
Minutes	Seconds	Push Ups	Sit Ups
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>40-Yard Sprint</b>		<b>LEG STRENGTH</b>	
Seconds (1)	Seconds (2)	Forward	Side-to-Side
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Recovery Run</b>			
Seconds (1)	Seconds (2)		
<input type="text"/>	<input type="text"/>		

### SKILLS

<b>TIGHT DRIBBLING</b>		<b>DISTANCE DRIBBLING</b>		
Seconds (1)	Penalties (1)	Minutes	Seconds	Penalties
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Seconds (2)	Penalties (2)	<b>PASSING</b>		
<input type="text"/>	<input type="text"/>	Passes (Left)	Seconds (Left)	
Seconds (3)	Penalties (3)	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	Passes (Right)	Seconds (Right)	
<b>JUGGLING</b>		<input type="text"/>	<input type="text"/>	
Head (1)	Head (2)	<b>SHOOTING</b>		
<input type="text"/>	<input type="text"/>	Goals (Left)	Seconds (Left)	
Thighs (1)	Thighs (2)	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	Goals (R)	Seconds (R)	
Feet (1)	Feet (2)	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>			

### SUBJECTIVE

<b>GAMES &amp; PRACTICES</b>		<b>ALL ACTIVITIES</b>	
Communication	Vision	Attitude	Commitment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mental Toughness			
<input type="text"/>			
<b>SPEED IN GAMES</b>			
Tactical	Technical		
<input type="text"/>	<input type="text"/>		

### FITNESS

<b>AGILITY RUN</b>		<b>CORE STRENGTH</b>	
Minutes	Seconds	Push Ups	Sit Ups
1	10.12	22	40
<b>40-Yard Sprint</b>		<b>LEG STRENGTH</b>	
Seconds (1)	Seconds (2)	Forward	Side-to-Side
4.87	5.11	14	12
<b>Recovery Run</b>			
Seconds (1)	Seconds (2)		
33.77	33.81		

### SKILLS

<b>TIGHT DRIBBLING</b>		<b>DISTANCE DRIBBLING</b>		
Seconds (1)	Penalties (1)	Minutes	Seconds	Penalties
8.32	2	1	23.21	8
Seconds (2)	Penalties (2)	<b>PASSING</b>		
9.02	5	Passes (Left)	Seconds (Left)	
Seconds (3)	Penalties (3)	<input type="text"/>	<input type="text"/>	
7.94	1	Passes (Right)	Seconds (Right)	
<b>JUGGLING</b>		<input type="text"/>	<input type="text"/>	
Head (1)	Head (2)	<b>SHOOTING</b>		
13	14	Goals (Left)	Seconds (Left)	
Thighs (1)	Thighs (2)	<input type="text"/>	<input type="text"/>	
17	15	Goals (R)	Seconds (R)	
Feet (1)	Feet (2)	<input type="text"/>	<input type="text"/>	
10	16	<input type="text"/>	<input type="text"/>	

### SUBJECTIVE RANGES

- 4.25 to 5.00 **Exceptional**
- 3.50 to 4.24 **High**
- 2.75 to 3.49 **Above average**
- 2.25 to 2.74 **Average**
- 1.50 to 2.24 **Below average**
- 0.75 to 1.49 **Low**
- 0.00 to 0.74 **Unacceptable**



To create the 1 vs 1 form repeat the same procedure as above. The 1 vs 1 PDF file will appear. Print out the form and any extras necessary to collect the game scores. Note if you have a SCORER for each field print a form for each SCORER.

DATE: \_\_\_\_\_



<b>FIELD 1</b> <input type="text"/> John, Jones <input type="text"/> Jim, Jones	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>REST</b>	<b>REST</b>	<b>REST</b>	<b>REST</b>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>
<b>FIELD 1</b> <input type="text"/> <input type="text"/>	<b>FIELD 2</b> <input type="text"/> <input type="text"/>	<b>FIELD 3</b> <input type="text"/> <input type="text"/>	<b>FIELD 4</b> <input type="text"/> <input type="text"/>

Once the assessment data has been collected log onto the web site again and open the Assessment tab. The Assessment list will appear and you can open the Fall Pre-Season 2008 assessment. The Assessment detail screen will appear, click on the EDIT tab and the edit page will appear.

ETA **cap**™  
SCORE

HOME | MY ACCOUNT | SIGN UP | HELP | LOG

PLAYERS ASSESSMENTS

Back to Assessments List

## Fall Pre-Season 2008 MANAGE PLAYERS

View Forms Edit Reports Finalize

Fitness Skills 1v1 Subjective

**Jim, Jones** Save

AGILITY RUN  
Min Sec  
CORE STRENGTH  
Push Ups Sit Ups  
40-YARD SPRINT  
Sec (1) Sec (2)  
LEG STRENGTH  
Forward Side/Side  
RECOVERY RUN  
Sec (1) Sec (2)

**John, Jones** Save

AGILITY RUN  
Min Sec  
CORE STRENGTH  
Push Ups Sit Ups  
40-YARD SPRINT  
Sec (1) Sec (2)  
LEG STRENGTH  
Forward Side/Side  
RECOVERY RUN  
Sec (1) Sec (2)

### Entering data

Begin entering the data for each player. Follow the examples on the data entry form to make sure the data is entered in the correct format. At any time during this process you can click on the SAVE button to save the data. You must save the data before you move to another page or log out of the program.

### Editing data

After you have entered all the data check the data against the data entry forms to make additions or corrections follow the same procedure as above. Remember to click on save before you leave the page to save the new data.

## Viewing data

Once all of the data has been entered you can view the data in a new condensed format. After you have logged on, select the Assessment tab then select the Assessment that you wish to view the assessment View detail page will appear.

HOME | MY ACCOUNT | SIGN UP | HELP | LOG OUT

BETA cap™  
SCORE

PLAYERS ASSESSMENTS

[Back to Assessments List](#)

November2007 [MANAGE PLAYERS](#)

[View](#) [Forms](#) [Edit](#) [Reports](#) [Finalize](#)

[Fitness](#) [Skills](#) [1v1](#) [Subjective](#)

**HINT:** Click the column headers to sort / Click the table body to toggle Data and Rank view

NAME	AVG. RANK	AGILITY RUN	FORTY YARD SPRINT	RECOVERY RUN	CORE STRENGTH	LEG STRENGTH
Alpha, Player	2.4	0:56.25	0:05.50	1:13.10	56	98
Beta, Player	3.8	1:02.35	0:05.98	1:19.79	39	60
Charlie, Player	1.6	0:53.25	0:04.99	1:07.78	69	97
Delta, Player	2.2	1:09.45	0:05.37	1:13.66	95	134
Maximum		1:09.45	0:05.98	1:19.79	95	134
Average		1:00.33	0:05.46	1:13.58	64.75	97.25
Minimum		0:53.25	0:04.99	1:07.78	39	60

The detail view page shows the summarized data for all of the players selected for the assessment. You can toggle between the data and the players rank for each activity by clicking anywhere in the data area. The rankings will appear.

[Back to Assessments List](#)

November2007 MANAGE PLAYERS

View Forms Edit Reports Finalize

Fitness Skills 1v1 Subjective

HINT: Click the column headers to sort / Click the table body to toggle Data and Rank view

NAME	AVG. RANK	AGILITY RUN	FORTY YARD SPRINT	RECOVERY RUN	CORE STRENGTH	LEG STRENGTH
Alpha, Player	2.4	2	3	2	3	2
Beta, Player	3.8	3	4	4	4	4
Charlie, Player	1.6	1	1	1	2	3
Delta, Player	2.2	4	2	3	1	1
Maximum		-	-	-	-	-
Average		-	-	-	-	-
Minimum		-	-	-	-	-

In addition each of the columns can be sort sequentially by clicking on the title in blue.

The data will be re-sequenced and displayed in the same format. Both data pages and Rank pages can be viewed in this manor.

[Back to Assessments List](#)

November2007 MANAGE PLAYERS

View Forms Edit Reports Finalize

Fitness Skills 1v1 Subjective

HINT: Click the column headers to sort / Click the table body to toggle Data and Rank view

NAME	AVG. RANK	AGILITY RUN	FORTY YARD SPRINT	RECOVERY RUN	CORE STRENGTH	LEG STRENGTH
Charlie, Player	1.6	1	1	1	2	3
Delta, Player	2.2	4	2	3	1	1
Alpha, Player	2.4	2	3	2	3	2
Beta, Player	3.8	3	4	4	4	4
Maximum		-	-	-	-	-
Average		-	-	-	-	-
Minimum		-	-	-	-	-

# Producing report

To produce the CAPScore report click the Reports tab.



The screenshot shows the CAPScore website interface. At the top, there is a dark blue header with the CAPScore logo on the left and navigation links (HOME, MY ACCOUNT, SIGN UP, HELP, LOG OUT) on the right. Below the header, there are two tabs: PLAYERS and ASSESSMENTS, with ASSESSMENTS being the active tab. A link "Back to Assessments List" is visible. The main content area shows the month "November 2007" and a "MANAGE PLAYERS" button. Below this is a navigation bar with icons for View, Forms, Edit, Reports, and Finalize. The Reports icon is highlighted. Underneath, a section titled "Assessment Reports" contains a large green arrow pointing to a PDF icon labeled "Reports". A note at the bottom states: "\* You'll need a PDF capable program such as [Adobe Acrobat](#) to view and/or print these".

Click on the Reports PDF icon and the reports for all players will be produced. You can save or print the reports.

ASSESSMENT: November2007

PLAYER: Player Alpha



**SKILLS - AVG. RANK: 1.0 of 4 / CAP Score: N/A**

	Team Data	%
<b>DISTANCE DRIBBLING (Fastest)</b> Rank: 1 Time: NA Penalties: NA Adjusted: NA	Average: 0 High / Low: NA / NA	NA
<b>TIGHT DRIBBLING (Fastest)</b> Rank: 1 Time: NA Penalties: NA Adjusted: NA	Average: 0 High / Low: NA / NA	NA
<b>JUGGLING (Highest)</b> Rank: 1 Head: NA Thighs: NA Feet: NA Average: NA	Average: 0 High / Low: 0 / 0	NA
<b>PASSING (Rate)</b> Rank: 1 Left: NA Right: NA Total: NA	Average: 0 High / Low: 0 / 0	NA
<b>SHOOTING (Rate)</b> Rank: 1 Left: NA Right: NA Total: NA	Average: 0 High / Low: 0 / 0	NA

**FITNESS - AVG. RANK: 2.4 of 4 / CAP Score: 460**

	Team Data	%
<b>AGILITY RUN (Fastest)</b> Rank: 2 Time: 0:56.25	Average: 60 High / Low: 69.45 / 53.25	66
<b>RECOVERY RUN (Fastest)</b> Rank: 2 Time: 1:13.10	Average: 73 High / Low: 79.79 / 67.78	10
<b>40 YARD SPRINT (Fastest)</b> Rank: 3 Time: 0:05.50	Average: 5.46 High / Low: 5.98 / 4.99	58
<b>CORE STRENGTH</b> Rank: 3 Push Ups: 21 Sit Ups: 35 Total: 56	Average: 64 High / Low: 95 / 39	43
<b>LEG STRENGTH</b> Rank: 2 Forward: 45 Sideways: 53 Total: 98	Average: 97 High / Low: 134 / 60	57

**ONE VS ONE - RANKED: 2 of 4**

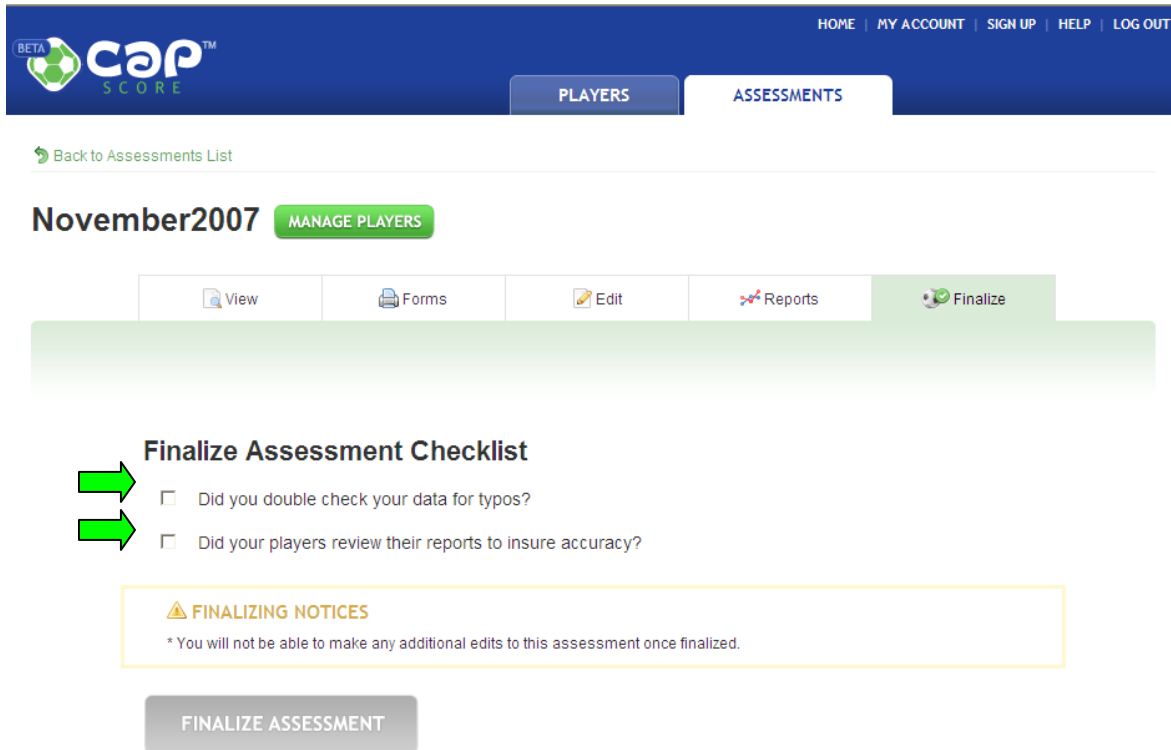
	Rank	Result	Tm. Avg.	Hi / Lo
Wins	2	1		
Losses	1	1		
Draws	2	1		
Shutouts	1	1		
Goals For	2	6		8 / 3
Goals Against	3	7		7 / 2
Points	2	10.5		7 / 2

**SUBJECTIVE - AVG. RANK: 1.0 of 4**

	Rank	Rating	Tm. Avg.	Hi / Lo
Attitude	1	NA	0	NA / NA
Commitment	1	NA	0	NA / NA
Discipline	1	NA	0	NA / NA
Communication	1	NA	0	NA / NA
Vision	1	NA	0	NA / NA
Technical	1	NA	0	NA / NA
Tactical	1	NA	0	NA / NA
M. Toughness	1	NA	0	NA / NA

## Finalizing an assessment

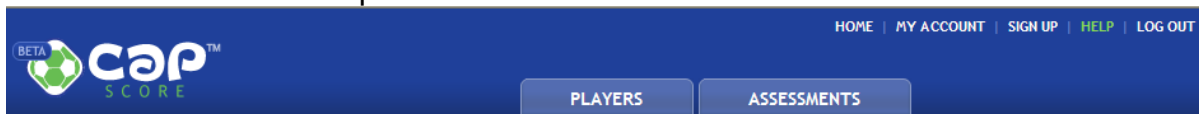
Once all of the data has been entered and check the Assessment can be Finalized. Finalizing an Assessment will lock in the data. Once an Assessment is finalized it may not be changed. The program will ask you to verify that the data has been entered correctly and you are sure you want to Finalize the Assessment.



The screenshot shows the CAP Score interface for finalizing an assessment. At the top, there is a navigation bar with the CAP Score logo (labeled 'BETA') and links for HOME, MY ACCOUNT, SIGN UP, HELP, and LOG OUT. Below the navigation bar, there are two tabs: PLAYERS and ASSESSMENTS. A link 'Back to Assessments List' is visible. The main content area is titled 'November 2007' and includes a 'MANAGE PLAYERS' button. A toolbar contains buttons for View, Forms, Edit, Reports, and Finalize. A 'Finalize Assessment Checklist' section contains two items, each with a checkbox and a green arrow pointing to it: 'Did you double check your data for typos?' and 'Did your players review their reports to insure accuracy?'. Below the checklist is a yellow box with a warning icon and the text 'FINALIZING NOTICES' and '\* You will not be able to make any additional edits to this assessment once finalized.' At the bottom of the checklist area is a 'FINALIZE ASSESSMENT' button.

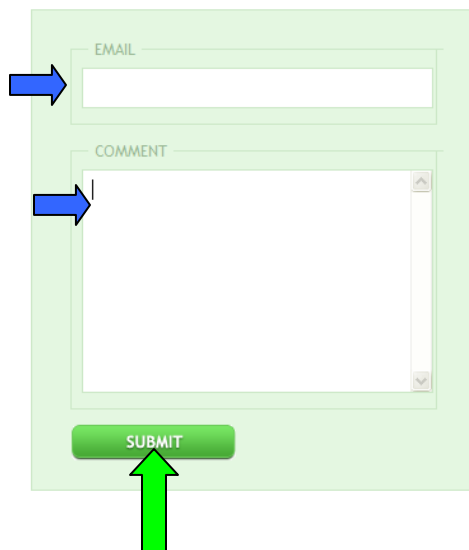
## Technical Assistance

For technical assistance please use the HELP tab or call us at 561-745-3009



The screenshot shows the CAP Score interface with the HELP tab highlighted in the navigation bar. The navigation bar includes the CAP Score logo (labeled 'BETA') and links for HOME, MY ACCOUNT, SIGN UP, HELP, and LOG OUT. Below the navigation bar, there are two tabs: PLAYERS and ASSESSMENTS.

### CONTACT US



The contact form consists of an 'EMAIL' input field, a 'COMMENT' text area, and a 'SUBMIT' button. Blue arrows point to the email and comment fields, and a green arrow points to the submit button.

You can find lots of answers in our CAP Score user manual.

[DOWNLOAD MANUAL](#)