



## 2012 Website Tips for Managers and Coaches

Coaches, as you've now completed your draft or assigned your team; your next steps will be team meetings, getting your volunteers, setting up practices and the like. To aid you in management of your team, we've created this small document that explains some of the team oriented features of our website.

In general, you'll find all of the team features such as Roster, Team Mail, Game Schedule, and more under the Team section of the website. Hidden within the Team Staff section are a few little programs that can make things run a bit smoother for you so we'd like to share them now:

### View / Export Rosters

You may or may not have viewed your roster yet, but you may also export those rosters to have a *portable* copy in excel of your roster (great for copy / paste of your team staff email address):

- Login
- Go to Team -> Team Roster
- Change your *Details Export Level* to "Players and Parents/Guardians"
- Click on *Export to Excel*

You will now have an excel version of your roster to help built the team staff, and also add folks to your electronic address book.

### Team Medical Releases

Signed medical releases are required for your team to be able to practice so you'll want to get these printed off as soon as possible, and have them signed at your team meeting. The process is straight forward:

- Login
- Go to Team -> Team Staff -> Team Medical Releases
- Select the team (if you have more than one), then click on Generate Medical Release Forms to download the forms

You will need to be on the latest version of Adobe Reader to print these, and there is a link provided on the page.

### Team Staff Setup

As a Manager you will setup / assign your own team staff including coaches in the website. Final approval of coaches and the requirement for volunteer applications still apply, but with the setup you'll be able to see who is missing either approval or volunteer form and background check.

- Login
- Gather emails for your staff from the roster view (Team -> Team Roster, click on the "+" to see the emails)
- Go to Team -> Team Staff -> Team Staff Assignment
- Select the team (if you have more than one), then the role (e.g. Team Parent), and then put in the email address

Once you've entered everyone you'll see who is already set, and who you need to remind to put in a volunteer form. The board will approve all coaches in the next week, but they do need to have their volunteer form in and background check completed before they can work with the players.



## 2012 Website Tips for Managers and Coaches

### Team Mail

Because of our need to generate email for our sponsors, each team should be using the website email to communicate with their team. Normally you'll have two or more emails per week to keep everyone up to speed with the information for your team.

Along with the staff - any parent can use the email as well to send information to the team if they are coordinating an event or some other team related task.

### Team Event Maintenance

Not sure how teams many used this function last year, but many found it really useful because you can add your practice schedule into the website. This means that the parents will be able to see both practice and games on the website. In addition, any events you add to the website will be passed along in the weekly email reminder.

- Login
- Go to Team -> Team Staff -> Team Event Maintenance
- Create your events (note: you can enter locations in the location pull down for practices and other events)

### Team Jersey Assignment

Once you get your uniforms - you can assign the numbers to the players so that they show up on the roster. Helpful for scorecards and scorekeepers

- Login
- Go to Team -> Team Staff -> Team Jersey Assignment
- Click on Edit to select a uniform number

### Team Game Update

Once our schedule has been finalized, and games are setup. You'll use this area to enter your scores and pitch count (home team). This will then update the games and the division standings. Any discrepancy with game scores or pitch counts should be emailed to your division coordinator.