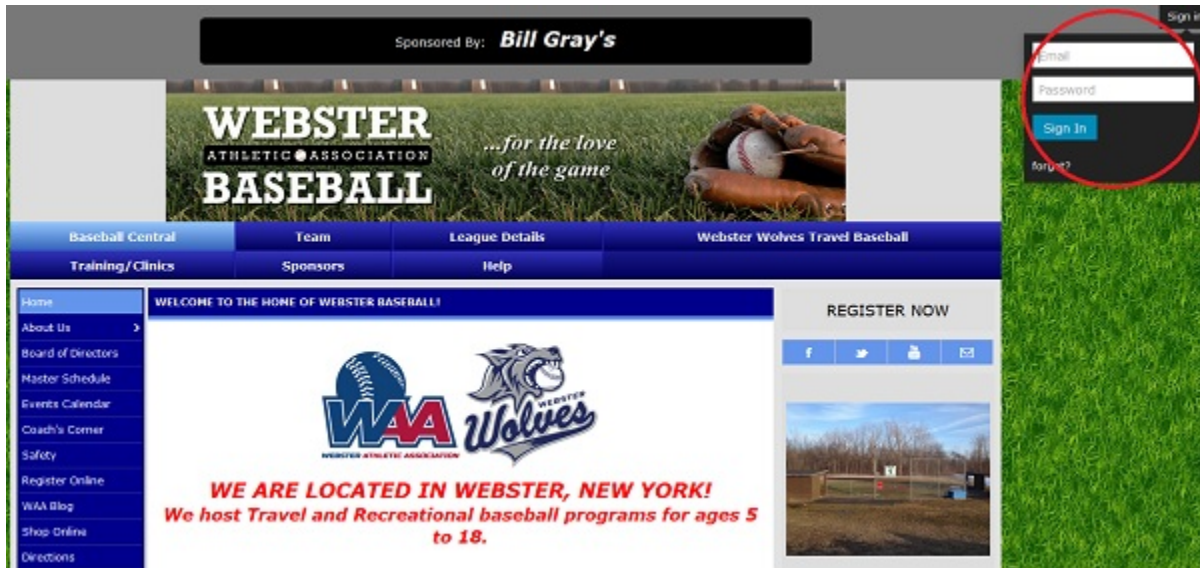


Coaches Cheat Sheet for using our Website

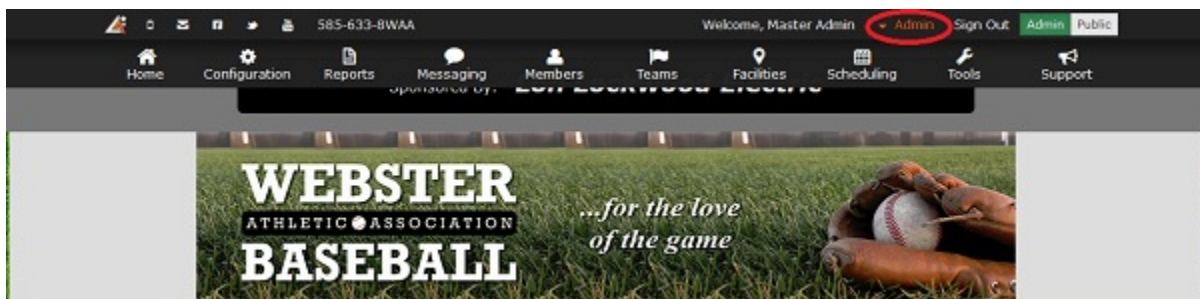
Tips for using features to manage your teams' pages on the website

Login - You must login to access any of the functionality below. Click Sign In in the upper right corner of the home page and use your email address and personal password (the same ones you use to register your child).

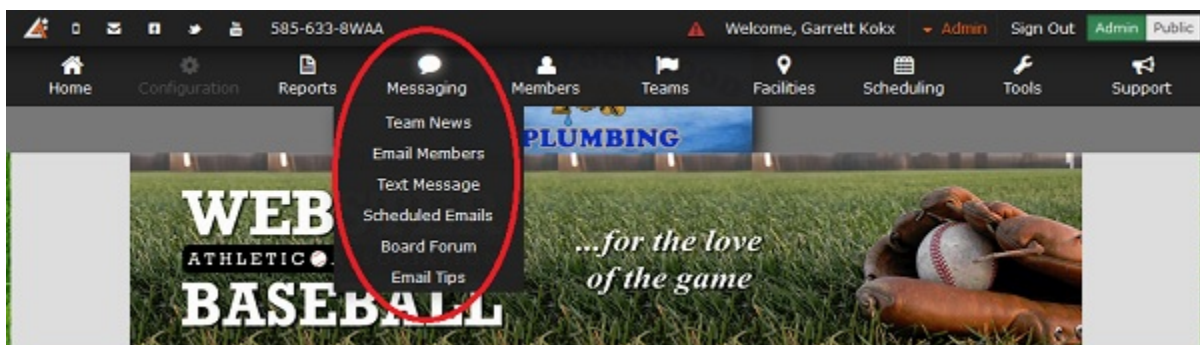
- If you've forgotten your personal password, type in your email address (the one we have in our database for you, AND one that you currently have access to) and click **"forgot?"**. The site will immediately send you an email which will allow you to reset your password. If you need a new email address set up, click Feedback on the home page.



- Once in, click on Admin and the Admin menu will appear



- Hover your mouse over any admin menu category to reveal the options in that category



Communicate with your team's parents and players via e-mail. This allows you to communicate to parents and/or players without maintaining a separate e-mail distribution list. There are two ways to do this:

1. Post a message on your Team's page and optionally e-mail it. This posting will be public and will be saved on your team's page for as long as you want.
 - a. Go to the Admin Menu
 - b. Go to **Messaging>Team News** and fill out all fields
 - c. To also send your posting as an e-mail, click **Broadcast message** at the bottom
2. Send e-mail WITHOUT posting the message publicly on your team's page
 - a. Navigate to your team's roster by going to **Team** in the top menu bar and selecting your league and team. Select **Roster** in the left menu. On the right side of the team bar, click **Options>Email Team**. Fill out your "reply to" email address, the subject line, the message, and click **Send** at the bottom.

Posting Game Results – If your league records game scores, the winning team is expected to post the game score. Doing so will make the results available publicly and update the league standings.

- Go to the Administrative Menu (Administrative Features)
- Go to **Teams>Enter Results**
- Find the game and click the Edit icon to the right of the game. Enter the score and click **Submit**.

Add player statistics including pitch count reports – Only available for specific leagues

- Navigate to your team's pages by going to Teams in the top menu bar and selecting your league and team.
- Select Results in the left menu
- Find the game and click the Statistics icon to the right of the game (the Greek looking letter E). Enter your stats and click Submit.

Edit contact information for your team's parents and players

- Navigate to your team's roster by going to **Team** in the top menu bar and selecting your league and team.
- Select **Roster** in the left menu
- Edit the players info by clicking the yellow **Edit** button under his or her name
- Edit the parent's info by clicking the **Edit** icon parents name to the right of the parent's name
- *Parents can edit their own info by logging into Edit My Account on the home page menu, using their e-mail address and password.*

Post an event for your team's schedule – In most cases, the official game and practice schedules will be loaded and maintained by league officials. However coaches can still enter additional practices or events as desired by doing this.

- Go to the Administrative Menu (Administrative Features)
- Go to **Scheduling>General Events Calendar**
- Click **"Add Event"** just under the Event Calendar bar
- Enter information and submit. The event you post will only appear on your team's schedule along with all of your official practices and games.
- *The Master Schedule, found on the Home Page menu will display ALL teams' practices and games, but will not include these General Events just for your team.*

For more detailed instructions on the above, and more (including uploading photos and documents)

- Go to the Administrative Menu (Administrative Features)
- Select **Support>Coaches Help**