**How to Assign Coaches to Teams**

**Roles: Commissioners, Coaches**

**Reason: Need to Add coaches to team(s)**

1. Log In
2. Select the red Admin option at the top of the screen
3. Select **Teams**
4. Select **Assign Rosters**
5. Assign coaches one team at a time, as follows:
	1. Select the Season from the dropdown (Spring 2018)
	2. Select the **Division** and **Team** from the dropdown
	3. Select **Parents Only** and **Currently Unassigned in Season**
	4. Ignore the rest of the search criteria!
6. Select **Search** to search the parent/coach registration list.
7. Select the coach(es) from the list of eligible members listed. They will be added to the Roster on the left of your screen.
8. Select the **Save Roster** button.
9. Select the **Position** drop down, and select Coach, Asst Coach, etc.
10. Select Save.
11. Repeat as necessary for each team.

