



M-ALL Team Manager/Coach League Athletics Handbook

Gary Wiseman, Updated March 11, 2015

Overview:

This Handbook is designed to provide M-ALL Managers and Coaches a short form manual in the use of the League Athletics tool for team management. More extensive on-line training is available here:

- Link to the on-line [Coaches/Managers guide](#).
- Link to the on-line [parent user guide](#).

Common Team Manager/Coach Tasks:

The following tasks can be executed after logging in to the site and accessing your team's home page:

- **Email team:**
 - Click Roster tab, then Options Menu and Email Team
 - Modify From and Reply To as appropriate
 - Type the message and click send

For first time coaches: a template introductory team email is attached in Appendix 1 – feel free to use/modify as you choose!
- **Print Player Bio Sheets:** Bio Sheets provide important player information (e.g. insurance information, medical issues, etc.) that parents entered when they registered their player. This information is CONFIDENTIAL to the player and the coaching staff. The Player Bio Sheet also contains Parent Volunteer signup info (e.g. Team Parent, PCA Parent, etc.). Player Bio Sheets can be accessed for your team as follows:
 - For individual players, click the player's name and the Bio Sheet will pop up.
 - To print Bio Sheets for the entire roster: Click Roster tab, then Options menu, Print Player Bio Sheets.
 - M-ALL recommends that the Team Manager should print a copy of the Bio Sheet for each player and place in a binder to be kept with the team at all times.
- **Assign jersey numbers for entire team:**
 - Click Roster tab, Options Menu, Assign Jersey numbers
- **Post a bulletin on the team home page:**
 - You may post customized team welcome messages, team updates, etc. on your team home page. Click the green + symbol to the right of the "Welcome" banner to begin creating your message. Note that the bulletin will disappear after the Expiration Date – so please be sure to set this date appropriately.
 - Pictures, including team logos, can be embedded in the page using either the Featured Image button, or in the body of the text using the embedded picture button.
 - Checking the "Broadcast Message" box prior to Submit will send the bulletin via email to all team members.
- **Schedule, change or cancel an event (practice, team meeting, etc.):**
 - Click Team Schedule tab, then Options menu, Add Event
 - Enter Date, Time, Location, Category (e.g. Practice), Teams (e.g. your team) and an Event Note if appropriate.
 - Select or de-select notifications, e.g. Team Managers and/or Team Parents and Players and Click Submit to schedule the event.



- There are two ways to cancel an event: 1) Click the red X – this will DELETE the event, removing all record from the schedule; 2) Click the yellow Edit box and select “Cancelled” in the Status box – this will leave a record of the event on the schedule, but showing as “Cancelled”.
- **Team managers may NOT schedule or reschedule games – only Commissioners or the League Scheduler has these rights.**
- **Post a Snack Schedule, Team Dinner Schedule, etc.:**
 - **Unfortunately, there is no standard form or tab for parent-driven signup schedules.**
 - A snack schedule, team dinner assignment, etc. can be communicated by using Event Note for each game (e.g. in Event Note type “Snack = Mr. Baseball Parent”).
 - Alternatively, teams can develop and post a separate schedule document. A good way to do this is to add a tab called Snack Schedule, Team Dinner Schedule, etc. and post or upload it there. A closely related technique is to develop a google doc where parents can volunteer, and post a link to that doc either on the team home page or on a separate schedule page.
 - To add a new page to your team site, click “Add Page” at the bottom of the left menu. Enter Page Name (e.g. “Snack Schedule”) and Page Type as “Blank Page”. Enter Publish On dates – note, the page will disappear at the end of the publish date range! Place Under tab is “Team”. From the “Teams” pull down menu select the team name. Click “Continue” to enter the page editing tab – enter the doc, post a link to external doc (e.g. Google doc), etc. and click Submit to add the page.
- **NEW FOR 2015: Parents can modify their personal data directly from the Team Roster tab**
 - Players (parents) and coaches can now modify their personal/profile data directly from the roster tab, including adding photos to their profiles!
 - Click Roster tab.
 - Coaches: Mouse-over the player or coach and a yellow Edit button will appear in the upper right corner. Click Edit – will bring up a multi-tab Profile sheet.
 - Players: Click yellow Edit button under the player’s name.
 - Parents: Click Edit next to the parent’s name.
- **Commonly Requested Modifications to Player and/or Parent Profiles:**
 - **Upload a photo:** On the Contact tab, click the small pen symbol lower left corner.
 - **Add an email address (e.g. grandparent, nanny, etc.):** On the Contact tab, email box you may add additional emails for the player using commas to separate, e.g. player@gmail.com, grandma@gmail.com, etc.
 - **Set or Change Reminders for Games and Practices:** check boxes on the Contact tab.
 - **Change Password:** On the Security tab.
- **Assign Team Roles:**
 - **Add an Assistant Coach (aka third coach):** Click the Edit button next to the parent’s name. Navigate to the Teams tab. Your teams name should be showing in the Teams column – if not, use the pull down menu to select your team. Next to it, in the Positions column, use the pull down menu to select Assistant Coach and click Submit. **IMPORTANT NOTE:** All Assistant Coaches must be approved by the M-ALL Board and undergo a Background Check – please notify your Commissioner when adding Assistant Coaches.
 - **Assign Team Roles/Positions.** There are four standard team roles or “Positions”:
 - **Team Parent:** Catch-all role, often including social coordinator, dinners, snacks, etc.
 - **Fields Crew Manager:** Organize and manage parents who help set-up and tear-down field.
 - **PCA Parent:** Be the PCA “culture keeper” on the sidelines and in the stands.
 - **Snack Coordinator:** Assign and manage team snacks, dinners, etc.



Add a parent to a team role by mousing over and clicking Edit next to the name in the Roster Tab. Click the Teams tab. In the Team column, use the pull-down menu to select your team. In the Position Column, use the pull-down menu to select one of the roles above. **DO NOT TYPE IN A NEW POSITION!** Entering a number in the Number column can be used to order the Positions on the Contacts tab. For example, enter 1 for Manager, 2 for Coach, 3 for Assistant Coaches, 4 for Team Parent, etc.

- **Add Parents/Guardians and link to player.** Example: only one parent/guardian entered his information during registration, and now the family wants to add a second parent/guardian to the roster.
 - **If the Parent/Guardian is already in the M-ALL database:** go to the Player name and click the Edit button. Select Personal tab and under Guardians can select from the pull down menu.
 - **If the Parent/Guardian is NOT in the M-ALL database:** Have the parent/guardian go to the M-ALL website and click the **Join Our Email List** tab on the left menu. Once the person is registered, he/she may be selected from the pull down menu on the Personal tab as above.
 - **Only two parents/guardians are enabled per player.** To add additional email addresses for notifications (e.g. caregivers, grandparents, etc.), use the **Add an email** technique described above.
- **Access the RSVP (attendance) system:**

Parents should be “trained” to RSVP to events - games, practices, etc. – indicating their intent to attend or not attend. Coaches use the same system to check attendance.

There are two ways for parents/players to indicate attendance:

 - **Via “one-click” from the RSVP Email.** RSVP Emails for all events are automatically sent out 48 hours prior to the event to all team members who have checked the boxes to receive them.
 - **Access the RSVP list for each event:** Next to each event, the right-most button in the Actions column is used to RSVP to the event. Click the “thumbs up” or “thumbs down” button to move a player or coach from the “No Response” to the “Attending” or “Not Attending” column.
 - **Request RSVPs:** The RSVP system can be used to send RSVP email requests at any time (e.g. PRIOR to the automatic 48 hours). Click the right-most button in the Actions column next to the event. In the “No Response” column, click the letter symbol to Resend RSVP. This action will send an RSVP email request to all players in the column.
- **Multi-player Schedules:**
 - Families with players on more than one team can build multi-player schedules.
 - Click Multi-schedule, then choose the teams (via check box) to see their schedules simultaneously.
- **Calendar sync (Outlook, Google)**
 - On the Schedule Tab, Click Options pull down menu, then Calendar Feed.
 - The web call address for the team’s schedule is shown on the top of this menu – this link may be cut-paste into various calendar programs (Google, Outlook, etc.).
- **Upload Team Rosters into IScore Baseball**

Many M-ALL teams are using IScore Baseball to record and manage game stats. There is a simple process for transferring League Athletics Rosters into IScore Baseball. (Note: as of February 2015, the procedure described on the IScore website does NOT work correctly – IScore says they are only supporting the “Discover Team” process as follows):

 - 1) First time users need to register the program and establish data link with IScore. If you’ve already done this, skip to step 2).
 - In IScore: Options > Register; put in your email address, you'll get an email reply. Set up and IScore password using the url in the email.



- In IScore: Options > Admin Website > Create; this gives you a username/password/url, write these down. Log into the IScore Central web site using your browser to verify the credentials work: <http://my.iscorecentral.com>
- 2) Load Teams from League Athletics Into IScore:
 - IScore: Team Manager > Discover Team > League Athletics.
 - Log in to Leagues Athletics using the following settings:
 - Organization: m-all.org
 - Username: your M-ALL login in email
 - Password: your M-ALL password
 - Click Login > Season (e.g. 2015 Spring).
 - Click any of the teams whose roster you would like to Import and click Import (upper right corner on ipad app)
 - Player numbers will be imported along with player names...so you might want to wait to load rosters until all the teams have entered their player numbers.
- **Enter Game Results (Majors, Minors and AAA; Game Results not enabled for TBall, Coach Pitch, A & AA)**

After every game, one member of the coaching staff must enter the game results. The WINNING TEAM is responsible for entering the score.

 - Log in and navigate to team home page. Click Results Tab.
 - Click the yellow button next to the completed game and complete the score. Event comments is used to record a game summary that will appear on BOTH teams home pages.
 - Confirm the officials who umpired the game were as assigned. **This record will be used to pay the officials, so please check to confirm the umpires are correct.**
 - Click the center button under Actions to enter game stats (pitchers and pitch count). When filling in the pitch counts from the game results page, there is a check box column labeled "PC Met" (short for "pitch count limit met"). Checking this box indicates that, despite appearing to have exceeded the limit, the pitch count is rolled-back to the limit or threshold. Here are some examples:
 - Pitcher with 25 pitches and PC Met checked - assumed to have pitched 20, no rest day required, player is available next day.
 - Pitcher with 25 pitches and PC Met NOT checked - one day rest required.
 - 10 yr old pitched 80 pitches and PC Met checked - this situation is allowed, pitch count assumed to be 75 - 4 days rest required.
 - Check the Pitchers Report to confirm the data entry and to determine the pitcher's next available outing.
 - Team Results and Division Standings are automatically updated. Game Result Summaries can be found by clicking the blue circle "i" for each game in the Results Tab.
 - Email reminders will be sent 36 hours after every game for which results are required.
- **Parent Opt-Out/Security:**
 - Parents can choose to "opt-out" of certain features of the LA tool. They do this by editing their account information by clicking the Edit button next to their names in the Player Roster. The opt-out is available for parents/guardians individually and/or for players by editing their individual information.
 - Default Roster Security settings for all teams are as follows:
 - Player names: Name and jersey only are visible to public; Full contact info is visible to team only; Player bio sheet with full registration data is available to team manager only.



- Coaches and Managers: Contact info is available to public on Team Home Page if set to “Public”. Change privacy to “Roster” to enable team visibility only.
- Potential Parent/Player Opt-Outs include:
 - Team Roster: Completely remove players from public roster by selecting **Private** in the Name/Address pull-down menu. Parents and/or Players will “go-dark” on both public and team rosters when this setting is selected.
 - Enable/disable text messages (for reminders).
 - Enable/disable email reminders via the check boxes at bottom of page. NOTE: selecting the “do not email” checkbox will COMPLETELY REMOVE the address from all email communications from M-ALL and is NOT RECOMMENDED.
 - Game and Practice Reminders (see “RSVP System” above).



Appendix 1 - Team Intro Letter Template

Hello All,

Welcome to the 2014 (**ENTER DIVISION HERE**) Season!!! I am very excited to notify you that your son/daughter is on the (**enter team name**) in (**enter division**) this season. I know most of you and look forward to meeting the new families as we get rolling on our season. Coach **asst. #1**, Coach **asst. #2** and I are really going to make this a great learning experience and focus on a lot of baseball development this season.

Many of you may know my style by now but for those who don't, in a nut shell here are my goals for the season:

- Have fun
- Develop leadership skills
- Develop baseball skills
- Learn and grow as a person
- Enjoy the game
- Sportsmanship
- Play Aggressively with a positive attitude
- Have fun, have fun, have fun!

With that said, the season is obviously getting underway so I would like to express some expectations for us all. Here's a checklist of sorts for you to review so you understand what **asst #1**, **asst. #2** and I expect of our players and families; and a list of what you can expect from us as a coaches.

WHAT WE EXPECT FROM OUR PLAYERS

- * to be on time for all practices and games,
- * to always do their best,
- * to share team duties,
- * to be cooperative,
- * to respect themselves and others,
- * to have a positive mental attitude,
- * to always be positive with teammates,
- * to accept that they'll make mistakes, but to keep their emotions in check and stay focused,
- * to accept that winning or losing graciously with respect is an important part of any sport and life.

WHAT WE EXPECT FROM FAMILY MEMBERS/PARENTS

- * to come and cheer all the players on and make them feel important,
- * to allow us, the coaches, to run the team,
- * to recognize that we coaches will make mistakes, just like the players,
- * to set a good example of respect for the players, the coaches, and the umpires by not yelling out negative comments and by being good sports,
- * to call me privately if you have a concern, and never question our leadership in front of the players,



- * to offer help when needed or when asked
- * to accept team assignments willingly.

WHAT YOU CAN EXPECT FROM US

- * to be on time for all practices and games,
- * to be as fair as practical on playing time,
- * to do our best to teach the fundamentals of baseball, fundamentals starts with "fun",
- * to be positive and respectful of each individual player,
- * to set reasonable expectations for the season, effort is more important than outcome,
- * to teach the value of winning and losing graciously and with respect,
- * to be open to ideas, suggestions, or help,
- * to set a good example of respect for the players, the fans, and the umpires by handling confrontations in a dignified manner.

The last thing we'll be working on is assigning volunteer duties that each family signed up for during the registration process. We will be sending out an email assigning team parents and field crew parents in the near future [or direct parents to the team site]. Please understand that we need as much help as possible, your efforts and assistance will truly help your child have a better season and learn more about the importance of the game... families can "play" together"!!

We plan to have our first practice on **DATE/TIME/LOCATION** (include any important details or direct parents to the team site). Please make sure your child is dressed in proper baseball items, baseball pants, cleats, glove and hat (it is also best to get an athletic supporter and protective cup). I look forward to getting together with all of you soon. In the meantime if you have any questions please feel free to contact me at the information listed below.

Coach Mike

Team contact info is on the team site

ENTER ALL COACHES CONTACT INFO HERE:

Name / email / cell phone

Name / email / cell phone

Name / email / cell phone