



Brookfield Soccer Club

Website Instructions for Coaches and Team Managers

To login as Team Manager and navigate to your Team page:

- Go to www.brookfieldsoccer.org and login to the site by clicking on the 'Padlock' icon in the top right corner of the home page. You can also login using a small pop-up login window by placing your mouse pointer over the BSC logo in the top left corner of the home page.
- Enter your full name (first name, space, last name) and your assigned password. If you don't have a password yet or don't remember it, send an email to the BSC Website Administrator at webmaster@brookfieldsoccer.org to get one.
- Click on the Team button on the top menu bar on the website.
- On the next page, Select:
 - **Season:** <select the current season>
 - **League:** Travel
 - **Team:** <select your team name>

Below is a list of useful functions that you can utilize on your team page. If you have any questions regarding the use of the site, please send an email to webmaster@brookfieldsoccer.org.

Player Information Packets:

Before the start of the season, player information packets (emergency contact info, doctor/medical info, etc.) will be e-mailed to each head coach. We will no longer be storing these documents within your team site. If you have not received your Player Information Packet by the start of the season, please send an email to webmaster@brookfieldsoccer.org.

Be sure to review this information carefully and print a copy to have with you at all practices and games so that you have your players' medical and emergency contact information easily accessible.

Each packet contains sensitive personal information so do not share with anyone.

Access your team roster:

- Login as Team Manager and navigate to your Team page (instructions above).
- Click on the Roster button on the left side menu.
- Since you are logged in as Team Manager, you can see your detailed roster (all others will see only first name and last initial of all players).
- To see a player's email address, click on that player's name in the roster.
- Click on the 'Printable Version' link at the top of the page for a Printer-friendly version of your Roster.
- Click on the 'CJSA Roster' link to print your roster in CJSA format.

Email your team:

- Login as Team Manager and navigate to your Team Roster page (instructions above) .
- There are 'Email the team' links at the top and bottom of the page that will allow you to email the entire team. Once you click on the 'Email the team' link, a form will be displayed on the next page that will allow you to compose and send an email. It is very much like any email program, but see below for some special instructions for certain fields:
 - 'From:' - Enter your name here. It will be shown to the recipients as the sender of the email.
 - 'Reply To:' - Enter your email address here. If someone replies to your email, the reply will be sent to the address you enter here. An email confirmation will also be sent to this address containing a list of all recipients and your email text.
 - 'To:' - The email addresses of your team members have been populated here. Each recipient will only see his/her email address when receiving the email.
 - 'Attachments:' - You can click the 'Browse' button to attach a file from your computer to the email.
 - 'Message:' - Enter your email message here. Use the toolbar to format your message, much like you would in Microsoft Word.
- Click the 'Submit' button at the bottom to send your email.

Note: To see an individual player's email address, click on that player's name on the Team Roster page.

Enter your game schedule:

Note: One major advantage of entering your schedule online is that an email reminder will automatically be sent to the entire team the day before the event.

- Login as Team Manager and navigate to your Team page (instructions above)
- Click on the Schedule button on the left side menu.
- Click on the 'New Game' link on the Schedule page.
- Enter your game information on the form that comes up. Most of the information is self-explanatory. If you click on the small question mark icon next to any field, a help file will pop-up with instructions about that specific field. Some tips when entering your event:
 - Make sure **YOUR** team is selected in the 'Team:' field.
 - The Opponent field will only list other teams within our club. To enter a team from outside the club, use the 'Outside:' field. If your opponent is not listed there, enter their name in the 'Other:' field next to the 'Outside:' field.
 - The 'Note:' field is useful for entering instructions for the parents/players, such as when to arrive at the game, what color to wear, etc. This information will be included in the reminder email that is sent out the day before the event.
 - **IMPORTANT: In the 'Send Notices To:' section, if these boxes are checked, your entire team will receive an email notice that you have added or modified this event.** It is strongly suggested that you do not check these boxes when initially entering your schedule. You can email the team after the schedule has been entered to let them know they can view the schedule on the site. These checkboxes do NOT affect the reminder emails that are sent out the day before an event - reminder emails will always be sent out the day before an event.

Enter your practice schedule:

Keep in mind that if you add practices to your online schedule, email reminders will be sent to the team the day before each practice! Some people may find this useful, but others may not.

- Login as Team Manager using the Padlock icon on the home page (or click on the Padlock icon if you have already logged in).
- Click on the 'Recurring Games' link in the 'Scheduling' box on the 'Administrative Features' page.
- You will be presented with a similar form as for adding a new single game/practice to your schedule, with the option of having the event repeat every so many days/weeks/months during a specified date range.
- So to schedule your practice every Monday evening from 4:30p to 6:00p starting on April 6, you would select 'Every 1 Week', 'Date Range: 04/06/2009 to 06/21/2008', 'Time: 4:30p to 6:00p' along with the remaining details (your team name, field location, etc.). Do the same for your second practice each week and your practice schedule is done.