

# WMS ABC Website Instructions for Coaches

## Website Instructions for Coaches:

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# WMS ABC Website Instructions for Coaches

## LOGGING INTO SYSTEM AS A COACH

1. Go to [www.wmsabc.com](http://www.wmsabc.com)
2. Click on the picture of the "LOCK" that is next to all the sport tabs at the top of the screen

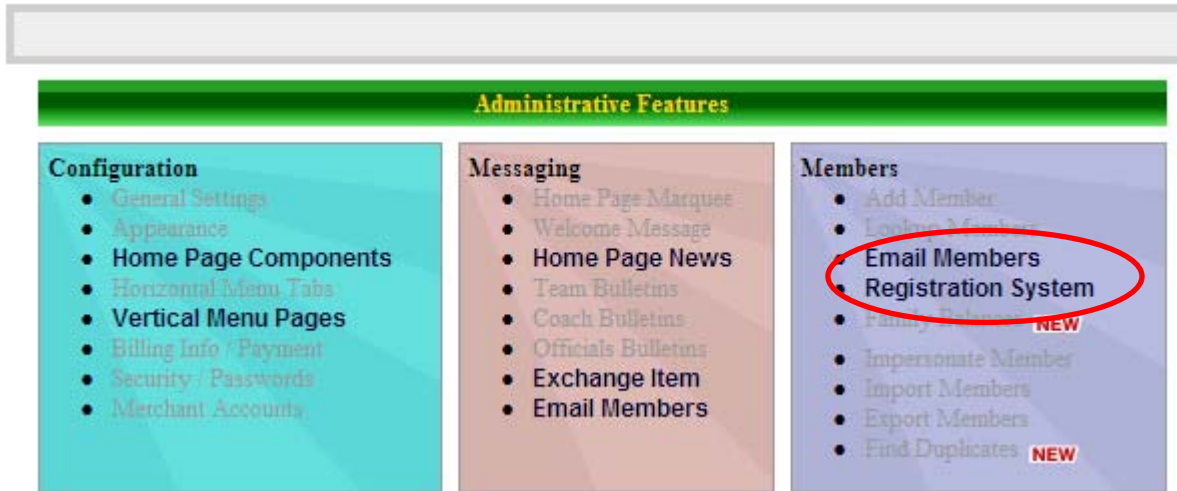


3. This will bring up the username/password screen to enter the administration part of the site. Enter your first and last name for Username, and then the password given to you by the booster club. Click Submit. If you do not know your password, please contact booster club to get it.

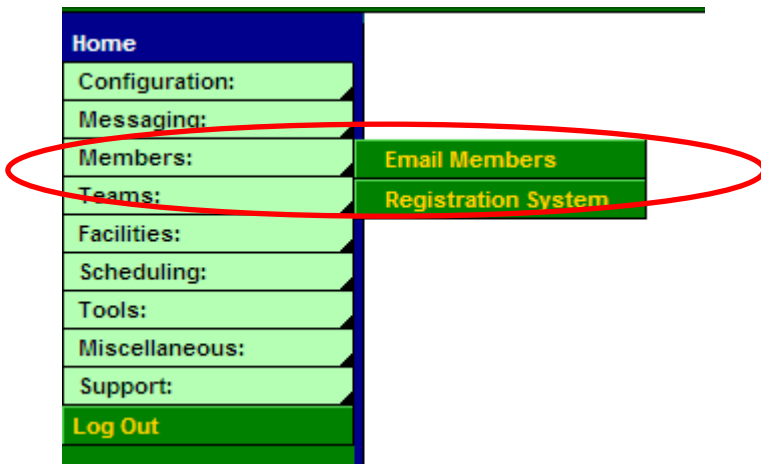
A screenshot of the 'Restricted Area' login form. The form has a green header with the text 'Restricted Area'. Below the header, there are two input fields: 'Your Full Name:' with the text 'jim davis' and 'Password:' with six black dots. At the bottom of the form, there are two buttons: 'Submit' and 'Reset'. The 'Your Full Name:' field, the 'Password:' field, and the 'Submit' button are all circled in red.


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4. The administrative menu will appear – from this menu, coaches will use “Email Members” and “Registration System”



5. These options can also be found by using the left-side menu options – hover over “members” and then you will see Email Members and Registration System as options you can click on.

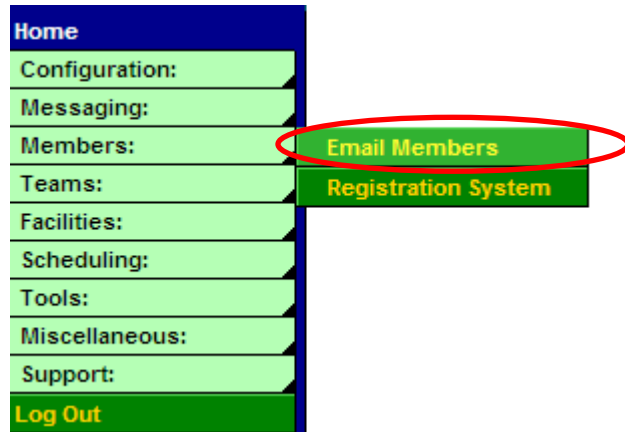


6. All through the website, you will see a blue question mark  - if you are not sure what something means, just click on this and it will give you an explanation.

# WMS ABC Website Instructions for Coaches

## SEND EMAIL TO TEAM

1. From the Administrative Page, go to Members | “Email Members”



2. The form below will appear. Choose who to email by selecting the “registered in Program” (before team is picked) or “Team” (after tryouts are complete and roster has been finalized). Then Click “Find Them”

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**Find Members**

**Report Type:** Send EMail  text message addresses.

**Position(s):** Not Assigned, Coach, Asst Coach, Manager, Referee, Player, Commissioner, Secretary, Team Parent, Treasurer, Vice President

**Teams:** Fall 2010 (dropdown menu)  
Not Assigned, Board, Friends, Inactive, Officials, **WMS**, Cheerleading - 6th Grade, Cheerleading - 7th Grade, Cheerleading - 8th Grade, Cross Country, Dance and Drill, Football - 6th Grade, Football - 7th Grade, Football - 8th Grade, Tennis - Girls, Volleyball

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Type:** All (dropdown)

**Has Email:** All (dropdown)

**Email Addr:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Gender:** All (dropdown)

**Born Between:** \_\_\_\_\_ and \_\_\_\_\_

**In Grade:** \_\_\_\_\_ through \_\_\_\_\_

**Birth Certificate:** All (dropdown)

**Notes:** \_\_\_\_\_

**Modified Since:** \_\_\_\_\_

**In Zip code(s):** \_\_\_\_\_

**Not Registered in Program(s):**  
Spring 2011 Girls Soccer Intent to Participate: 12/1/2010 - 2/11/2011

Who have paid , not paid

Who are waitlisted , not waitlisted

**Find them**

Select the "TEAM" once your team has been rostered and has been setup in the system. This will include coaches, team moms, etc... in addition to the players

Select the "program registration" before your team is finalized. This will email all those families who have players registered to participate or tryout.

3. Fill out the Email with the following information:
  - a. **From Field:** Enter something like "WMS Soccer Coach"
  - b. **Reply To Field:** Enter your email address
  - c. **Subject Field:** Enter the Subject of the message
  - d. **Body of Message:** Enter your message (there are lots of tools to add color, change font and size, etc... )
  - e. Check "**Request Read Acknowledgement from Recipients**" if you want to be sure they received the message
  - f. Click "**SEND**"

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**Email Group**

**From:** Weddington Middle Sch (name that will appear as the sender)

**Reply To:**

**To: \*\*** 46 recipients:  
ccbold@yahoo.com, ccjamison@hotmail.com,  
chuckkeating@mindspring.com,  
clemsongirl2017@yahoo.com, emilyroxx24@yahoo.com,  
carv ohmstede@yahoo.com, cdecouto@gmail.com.

**CC:**

**Subject:**

**Attachments:**    
Use the Browse button to select up to 10 files to upload and attach.

**Message:**

Source [Icons] [B] [I] [U] [ABC]

[A] [A] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

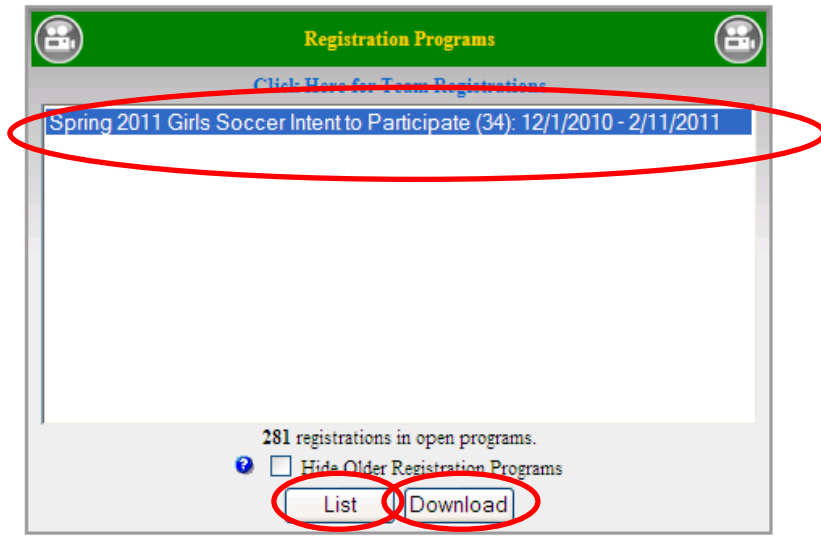
Styles [Format] [Font] [Size]

Request read acknowledgement from recipients. \*\*\*

# WMS ABC Website Instructions for Coaches

## VIEW REGISTRATIONS

1. Click "Registration System" (as shown circled in RED in #4 above). The registration screen will appear. If your security is setup properly, you should see the registration for your sport on the screen with options to "Download" or "List"



2. Click "List" to just view who has registered on the screen. This is what is displayed:

**Spring 2011 Girls Soccer Intent to Participate**

List those that Registered Between  per page: 50 Find Them

Member	DOB	M/F	Gd	Entered	Modified	Cost	Paid	Wait Listed	Grade	PreviousSport	AltPayment	AltPaymentDesc	Physical	PhysicalDate	InsuranceCard	NotarizedInsForm	CheckNoOrCash
1 <input type="checkbox"/>	Ayer, Sarah	10/31/1998	F	12/30/2010		\$0.00	0	<input type="checkbox"/>	6th	No other Sport			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <input type="checkbox"/>	Belcher, Allison	04/30/1998	F	12/15/2010		\$0.00	0	<input type="checkbox"/>	7th	Volleyball			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <input type="checkbox"/>	Davis, Haley	10/26/1998	F	12/16/2010		\$0.00	0	<input type="checkbox"/>	6th	Cross Country			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 <input type="checkbox"/>	Davis, McKenzie	09/05/1996	F	12/16/2010		\$0.00	0	<input type="checkbox"/>	8th	No other Sport			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 <input type="checkbox"/>	DeCouto, Rachel	03/02/1997	F	01/12/2011		\$0.00	0	<input type="checkbox"/>	8th	Volleyball			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 <input type="checkbox"/>	DeCouto, Sarah	07/01/1998	F	01/12/2011		\$0.00	0	<input type="checkbox"/>	7th	No other Sport			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 <input type="checkbox"/>	DiCenzo, Joesphine	08/08/1997	F	12/12/2010	01/24/2011	\$0.00	0	<input type="checkbox"/>	8th	Swimming			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 <input type="checkbox"/>	Esposito, Andrea	06/04/1996	F	12/18/2010		\$0.00	0	<input type="checkbox"/>	8th	No other Sport			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 <input type="checkbox"/>	Greza, Danielle	01/10/1997	F	01/19/2011		\$0.00	0	<input type="checkbox"/>	8th	Volleyball			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 <input type="checkbox"/>	Hilliard, Emily	01/03/1998	F	01/23/2011		\$0.00	0	<input type="checkbox"/>	7th	No other Sport			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 <input type="checkbox"/>	Holder, Liesl	12/23/1998	F	12/06/2010		\$0.00	0	<input type="checkbox"/>	6th	Cross Country			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## WMS ABC Website Instructions for Coaches

3. Click "Download" and it will prompt you for what fields you want to show on the report.
  - a. Click on the "Choose Report" drop-down
  - b. pick the option called "CoachList"
  - c. Click "Save and Download"

The screenshot shows the 'Download Registration Data' interface. The 'Choose Report:' dropdown menu is open, showing options like '10-28 Swimming Registration', '10-28 Wrestling', and 'CoachList'. The 'CoachList' option is highlighted. The 'Save & Download' button is also visible. Red circles and letters 'a', 'b', and 'c' are used to highlight the dropdown arrow, the 'CoachList' option, and the 'Save & Download' button respectively.

**Download Registration Data**

Choose Report: [Default] **a** Save & Download **c**

Save Report As: [Default]

Select those who: Reg 11-5 Swimming

Output: **b** CSV

Available Columns:

- Record ID
- Last Name
- First Name
- Middle Initial
- SerialNo
- Guardian 1 First
- Guardian 1 Last
- Guardian 1 Home
- Guardian 1 Work
- Guardian 1 Cell
- Guardian 1 Email
- Guardian 2 First
- Guardian 2 Last
- Guardian 2 Home
- Guardian 2 Work
- Guardian 2 Cell
- Guardian 2 Email

Include Columns:

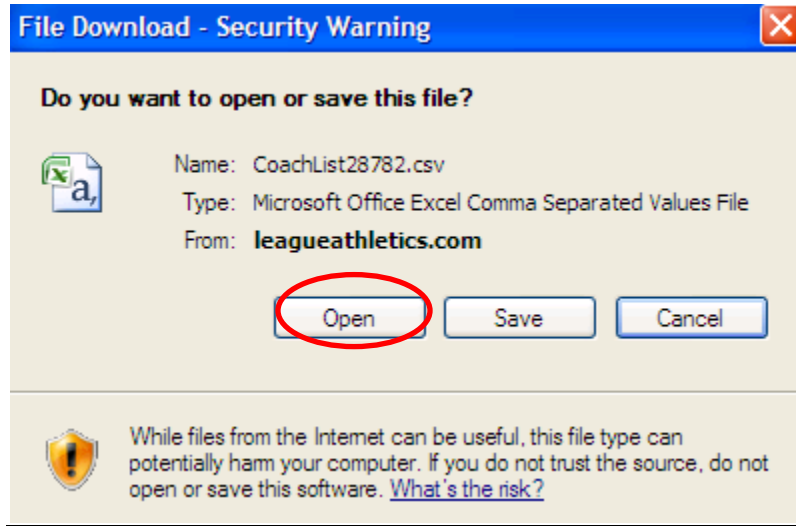
- Record ID
- Name
- Name
- Middle Initial
- SerialNo
- Guardian 1 First
- Guardian 1 Last
- Guardian 1 Home
- Guardian 1 Work
- Guardian 1 Cell
- Guardian 1 Email
- Guardian 2 First
- Guardian 2 Last
- Guardian 2 Home
- Guardian 2 Work
- Guardian 2 Cell
- Guardian 2 Email

Buttons: Add ->, <- Remove, Move Up, Move Down



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4. A box will appear – click “OPEN” and the registration list will open (in Excel if it is on your computer)



# WMS ABC Website Instructions for Coaches

## UPDATE YOUR SPORT WEB PAGES

1. After logging into the administrator screen with your coaches password, click on your SPORT in the upper area of the main webpage to show your top sport page. You will see buttons at the top of your sport pages titled “Properties”, “Edit” and “Delete”
- 2.

The screenshot shows the WMS Wildcats Booster Club website. The header features the club name in large green letters with a blue outline, and the slogan "Go Wildcats!!!!" below it. A green navigation menu contains various sports categories. The "Soccer - Girls" link is highlighted with a blue oval. Below the menu, the "Soccer-Girls" page is displayed, with the "Properties", "Edit", and "Delete" buttons circled in red. The page content includes a sidebar with a logo and navigation options, and a main area with coach information and an FAQ section.

WMSABC Home	Teams	2010 MEDIA GUIDE	Baseball	Cheerleading - Fall	Cross Country
Dance & Drill	Football - 6th Grade	Football - 7th Grade	Football - 8th Grade	Golf	Lacrosse - Boys
Media Guide	Photo Albums	Schedule	Soccer - Boys	<b>Soccer - Girls</b>	Softball
Spirit Wear	Swimming	Tennis - Boys	Tennis - Girls	Volleyball	Wrestling

WEDDINGTON  
WILDCATS

2010 Spring Season  
Spirit Wear  
+ Add page  
 Dropdown Menus  
Visitor #: 153,452

WMS Head Coach:  
WMS Assistant Coach:  
WMS Assistant Coach:

FAQ on Middle School Soccer

1) Is Soccer a Spring Sport or a Fall Sport?  
Soccer for Middle School Players is a Spring sport only

2) What grades are all eligible to tryout for the Middle School Soccer Team?  
6th, 7th and 8th graders are all eligible to tryout for the Team and there is only one WMS Middle School Booster Team

3) Does a player need to attend all tryouts to make the Team?  
No, a player must attend at least one tryout to be evaluated to make the Team. Each tryout players will be evaluated. Their best score for each attended tryout will be used in comparing your player with the best scores of the other players. So the more tryouts attended, the better your chances but you really only have to attend one tryout.

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- By clicking on Properties – you are given options to change the menu name of that page, and reorder it with the other pages in your sport section of the website. You can also set a page expire after a certain period of time so it disappears for the general user on the site (but you can still get to it later if you want).

**Page Properties**

Menu Text: 2010 Spring Season

Page Type: Custom Page Content

Publish On: 8/1/2008

Expires After: (optional)

Password: (leave blank for unrestricted access)

Show flashing **NEW** icon until page is visited.

Place Under: Soccer - Girls

Arrange:

- 2010 Spring Season
- Spirit Wear

Move Up

Move Down

Submit

- By clicking on **Edit** – you are able to add and edit content on the web page you have displayed. When you are finished editing, you can click on the **“Submit”** Button and your changes will be displayed.

# WMS ABC Website Instructions for Coaches

The screenshot displays a web page editor titled "Edit Page Content". The page title is "Soccer - Girls > 2010 Spring Season". The interface includes a top navigation bar, a configuration area for URL, margin, and background, and a main content area with a toolbar and a bottom "Submit" button.

**Annotations:**

- A large red oval highlights the main content area, which contains the text "Soccer-Girls" in green, followed by three lines of green text: "WMS Head Coach:", "WMS Assistant Coach:", and "WMS Assistant Coach:". Below this is a blue link titled "FAQ on Middle School Soccer" and the text "1) Is Soccer is a Spring Sport or a Fall Sport?".
- A red oval highlights the "Submit" button at the bottom left of the editor interface.