

Dartmouth Youth Soccer – Web Site Procedures for Coaches

As coaches, managers, and team contacts, you are a vital part of our organization. This document will help carry out your duties as such.

Logging in

In order to perform administrative tasks as a coach, you'll first need to login to your site. As a coach, you simply need to login with your email address and personal password that is on your account. You do not need a special or separate password for coach access.

1. Login at the top right corner of your website
To login, enter your email address and personal password on your account. If you do not know your password, follow the password reset instructions.



Accessing your Team's Pages

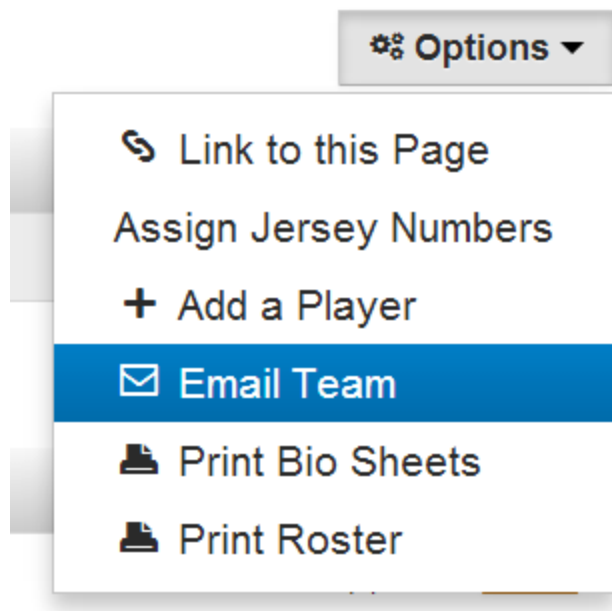
Once logged in, you can access your team's pages by going directly to the Team page on the website. This can be found in the second position on the horizontal navigation bar.

1. Once logged in, hover over the Teams tab.
All teams in the site are housed under the Teams tab. You can find your division > team here.
2. Access team-specific pages.
After selecting your team, the left navigation and Team drop-down now become specific to the team page you are on. Click on any of these pages to access this page specifically for your team.

Coaches & Managers: Email Team

As a coach, manager, or contact, you have the rights to email your team from the Roster page on your site.

1. Once logged in, go to your team's Roster page
2. In the top right corner, select Email Team.



Coaches & Managers: Add News

News Bulletins are a great way to communicate with your team's players and parents. These are displayed on your team's home page with the newer items displayed at the top. You can optionally email bulletins to players and parents using the "Broadcast" feature during the edit or creation process. After logging into our site, select your team from the Team tab.

1. Click the "+" to add a new News Item.
2. Complete the information on the page. Click Submit to save and post.

Coaches & Managers: Add Game or Practice

Games and Practices are obviously those events which take place at a facility and involve a team or multiple teams. When scheduled, these events show up on the team's Schedule and can be used to capture RSVPs.

Games and Practices also have the ability to send out notifications automatically about changes and can also remind people about an upcoming event.

Once logged in, to schedule a practice or game:

1. Navigate to your team's Schedule page.
2. Click options, Add New Event.
3. Complete the event details, and submit to save.

