

1. Go to www.mbgll.org and click on “edit my account.” Sign in with your email address and password. If you forgot your password, click “forgot?” to have it emailed to you.

The screenshot shows the homepage of the Mass Bay Girls Lacrosse League (MBGLL) of GROTON, MA. The navigation menu includes: MBGLL Organization, Member Leagues and Teams, Recreation Program, MBGLL Select, Jamboree, Umpires, Coach's Training, Rules, Blogs & Technology, and US Lacrosse. A sidebar on the left lists various site sections, with "Edit My Account" highlighted in yellow. The main content area features a "Sign in" form with fields for "Email" and "Password", a "forgot?" link, and a "Continue" button. A security notice states: "The information you enter on this website is always secure. Under no circumstances will your information be shared with any third-parties." Links for "Privacy Policy" and "Terms of Use" are also present.

2. Once your profile comes up, you will see the tabs below. Under contact, make sure that your email address is set to “public” so that other coaches are able to view it.

The screenshot shows a horizontal row of tabs: "Contact", "Personal", "Registration", "Security", and "Teams". The "Contact" tab is currently selected and highlighted with a white background and a grey border.

3. Select the Teams Tab. If you do not see the team that you are coaching listed, please select the arrow in the Team drop down box to select your team. If the team that you are coaching is incorrectly listed, please use the drop down box to correct it.

The screenshot shows the "Teams" tab selected. At the top, there are tabs for "Contact", "Personal", "Registration", "Security", and "Teams". Below the tabs, there is a "Team Assignments in Season" section with a dropdown menu set to "Spring 2014". Below this is a table with four columns: "Team", "Position", "New Position", and "No.". The "Team" column has a dropdown menu with "Tester" selected. The "Position" column has a dropdown menu with "NA" selected. The "New Position" and "No." columns are empty text boxes.

Team ?	Position ?	New Position ?	No. ?
Tester	NA		

4. If you do not see a position listed, please select the drop down box under position and highlight/select your position. Also, if your position is listed incorrectly, please use the drop-down box to select the appropriate position.

Thank you very much for helping with this.