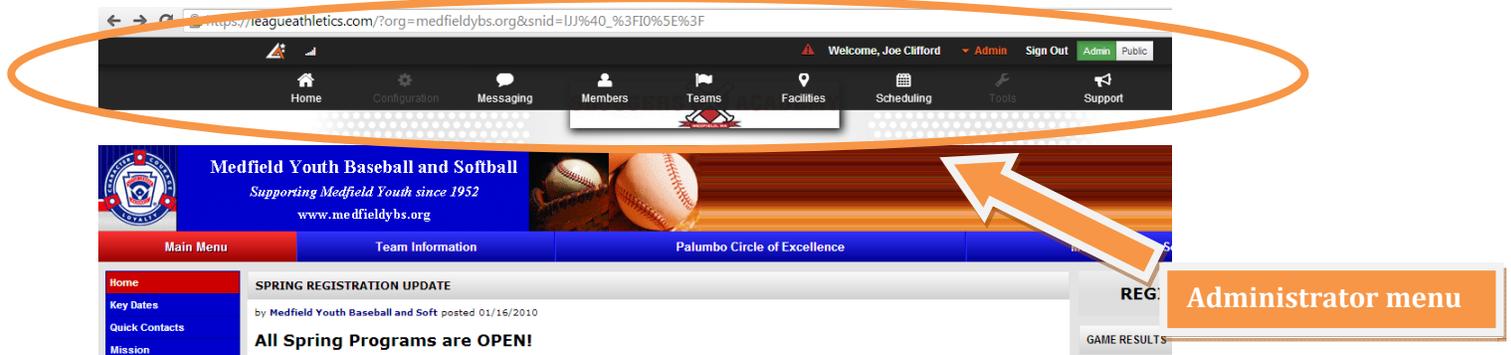


Website Cheat Sheet for MYB/S Head Coaches

medfieldybs.org

1) How do I log in?

Once coaches are assigned for a team, the head coach will be assigned website administrator rights. After these rights have been established, log into the site (button on top right of **medfieldybs.org**) with your username (your email address) and password. Clicking the red **Admin** at top right corner of page will reveal a special administrative menu.

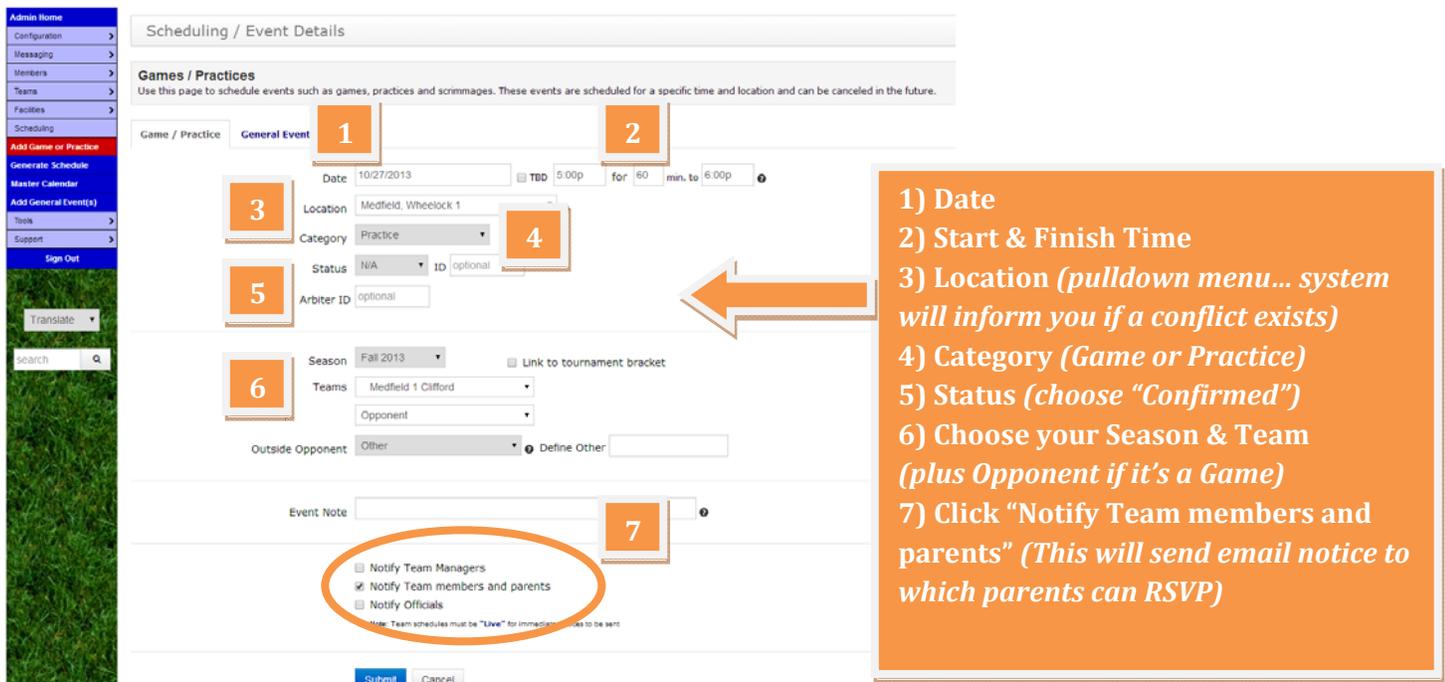


2) Do I need to enter the entire game schedule for my team?

No, the schedule for your team will be entered before the season starts by the league coordinator. Rosters for each team will also be entered by the coordinator once drafts have occurred.

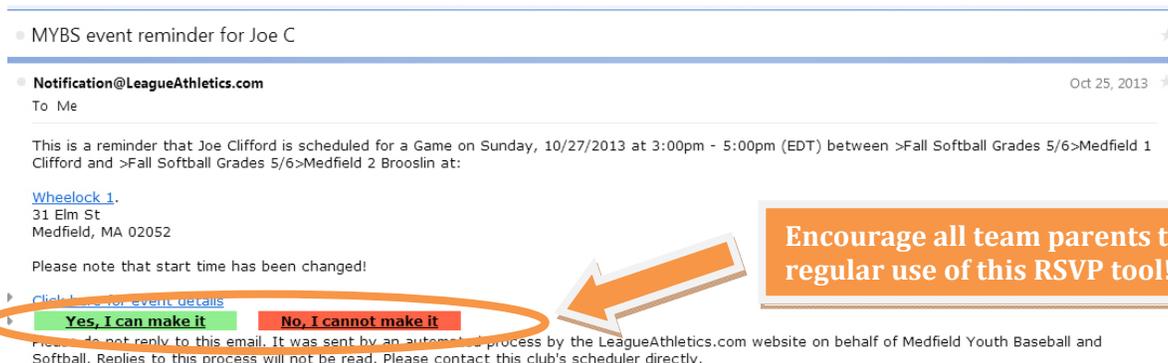
3) How do I schedule a practice or a new/rescheduled game?

On the administrative menu, scroll to "Scheduling" and select "Add Game or Practice".



4) How do parents get Reminders and how can they RSVP for upcoming games/practices?

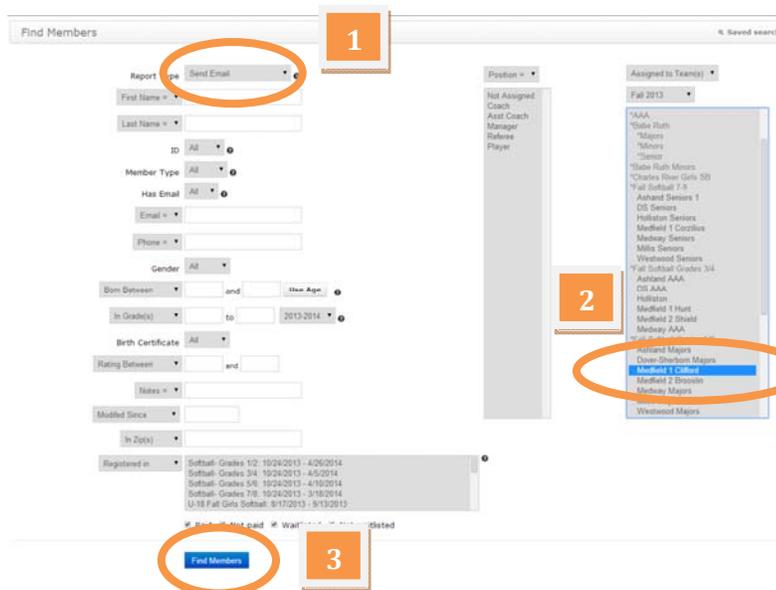
When you schedule a game or practice (see question #3), be sure to click the “Notify Team members and parents” check-box. The Notification@LeagueAthletics system will automatically send an email reminder to parents which includes links for “Yes I will attend” or “No, I will not attend.”



Encourage all team parents to make regular use of this RSVP tool!

5) How do I use the website to email team parents?

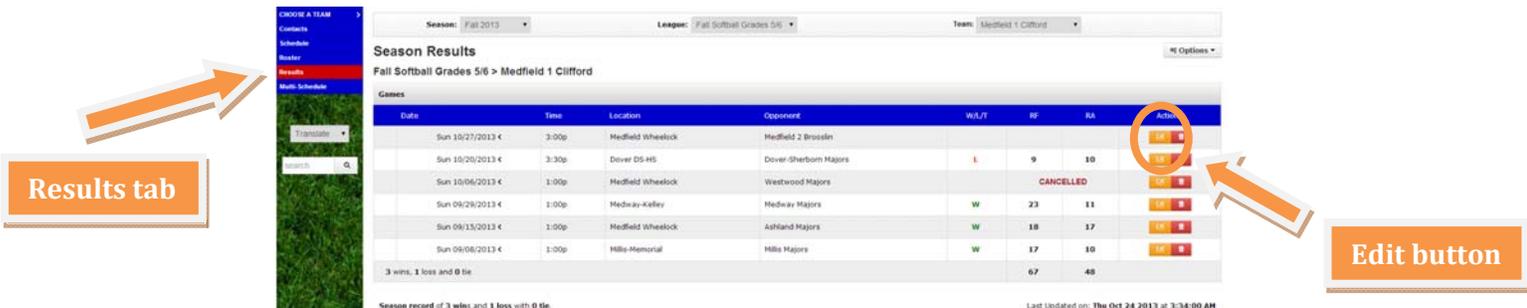
On administrative menu, scroll to “Messaging” and select “Email Members”.



1) Select “Send Email”
2) Pick your team
3) Click “Find Members” blue button.
That will load a “Compose Message” screen. Note that you can schedule your email to be sent at a later time if that’s your preference.

6) How do I enter a game result on the website?

Go to your team page and click on the “Results” tab in the left menu. Then, click on the orange “edit” icon in the rightmost column of the game in question. There you can enter the result.



7) How do I indicate on the website that a game is cancelled?

Go to your team page and click on the “Schedule” tab in the left menu. Then, click on the orange “edit” icon in the rightmost column of the game in question. Go to “Status” and select “Cancelled.” You can add special notes, if needed, in the “Event Note” field.

8) How do I access information about players/parents (contact numbers, willing volunteers, allergies, special requests, etc.)?

On the administrative menu, scroll to “Members” and select “Export Members.”

The screenshot shows the 'Find Members' form with the following fields and callouts:

- 1**: Report Type dropdown menu set to 'Download Data'.
- 2**: Registered in dropdown menu showing options like 'Soccer - Grades 12: 10/24/2013 - 4/26/2014'.
- 3**: Find Members button.

- 1) Select “Download Data”
- 2) Pick the appropriate program
- 3) Click “Find Members” blue button. On next screen that appears, click “Save & Download” blue button.

This will load an Excel csv file onto your computer containing all the data for your families. There’s a ton of info in these spreadsheet... especially useful for coaches are “Cell Phone”, “Medical Conditions”, and “Interest in Volunteering” columns .

9) Who do I contact with website issues?

You can contact Joe Clifford
(cliffordj@verizon.net or 617-955-9967).

Expectations of MYB/S head coaches re: website & communications

- keep your team page updated w/upcoming game/practice status & completed game results.
- email your team parents on a regular basis in advance of games and practices.
- do your best to communicate weather cancellation decisions as soon as possible (*coaches might want to set up team’s email list on their cell phones...because website’s email tool is not too smartphone-friendly*).
- reinforce to parents the importance of them alerting you re: attendance/non-attendance.
- keep a list of parent cell phone numbers readily accessible at any game or practice.

Expectations of MYB/S parents re: website & communications

- check your team page regularly for updates.
- inform your coach if you’re not receiving team emails.
- RSVP consistently and in a timely fashion re: game & practice attendance--**especially** if your child is not able to attend.
- don’t harass coach with day-of-game inquiries on questionable weather days; coach will do his/her best to email cancellation decisions to parents as soon as possible.