

## Coaches Cheat Sheet for using our Website

### Tips for using features to manage your teams' pages on the website

**Login** - You must login to access any of the functionality below. Use your personal password which is the same one you use to register your child.

- If you've forgotten your personal password, go to **Edit My Account** on our home page, **type in your email address and click Sign In**. The site will immediately send your password to you via email. Make sure you use an email address that we have in our database for you, AND one that you currently have access to.

- Once you have your personal password, click Login at the very to right corner of the website

- Then, enter your email address and password and click Login

- Once in, click on Administer and the Admin menu will appear

**Communicate with your team's parents and players via e-mail. This allows you to communicate to parents and/or players without maintaining a separate e-mail distribution list. There are two ways to do this:**

1. Post a message on your Team's page and optionally e-mail it. This posting will be public and will be saved on your team's page for as long as you want.
  - a. Go to the Administrative Menu (Administrative Features)
  - b. Go to **Messaging>Team Bulletin** and fill out all fields
  - c. To also send your posting as an e-mail, click **Email Broadcast** at the bottom
2. Send e-mail WITHOUT posting the message publicly on your team's page
  - a. Navigate to your team's roster by going to **Teams** in the top menu bar and selecting your league and team. Select **Roster** in the left menu and click **Send Email** button in the upper right corner above the roster.

**Post Game Results – If your league records game scores, the winning team is expected to post their game score. Doing so will make the results available publicly and update the league standings.**

- Go to the Administrative Menu (Administrative Features)
- Go to **Teams>Enter Game Results**
- Find the game and click the Edit icon to the right of the game. Enter the score and click **Submit**.

**Add player statistics including pitch count reports – Only available for specific leagues**

- Go to the Administrative Menu (Administrative Features)
- Go to **Teams>Enter Game Results**
- Find the game and click the **Statistics icon** to the right of the game (the Greek letter). Enter your stats and click **Submit**.

**Edit contact information for your team's parents and players**

- Navigate to your team's roster by going to **Teams** in the top menu bar and selecting your league and team.
- Select **Roster** in the left menu
- Edit the players info by clicking the **Edit icon** to the left of his or her name
- Edit the parent's info by clicking the parents name under the players name
- *Parents can edit their own info by logging into Edit My Account on the home page menu, using their e-mail and password.*

**Post an event for your team's schedule – In most cases, the official game and practice schedules will be loaded and maintained by league officials. However coaches can still enter additional practices or events as desired.**

- Go to the Administrative Menu (Administrative Features)
- Go to **Scheduling>Add General Event(s)**
- Enter information and submit. The event you post will only appear on your team's schedule along with all of your official practices and games.
- *The Master Schedule, found on the Home Page menu will display ALL teams' practices and games, including your team's*

**For more detailed instructions on the above, and more (including uploading photos and documents)**

- Go to the Administrative Menu (Administrative Features)
- Select **Support>Manager's Manual**