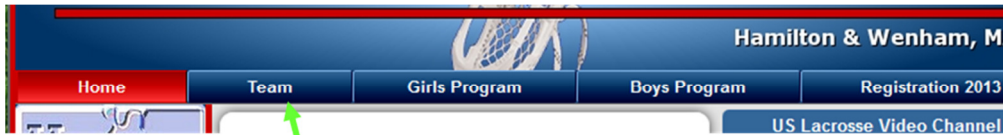


Coaches: How to Cancel or Change a Practice

The HWLax.org website allows coaches to easily cancel or change practices, which automatically notifies all parents, players, and coaches of the change(s). The instructions are as follows:

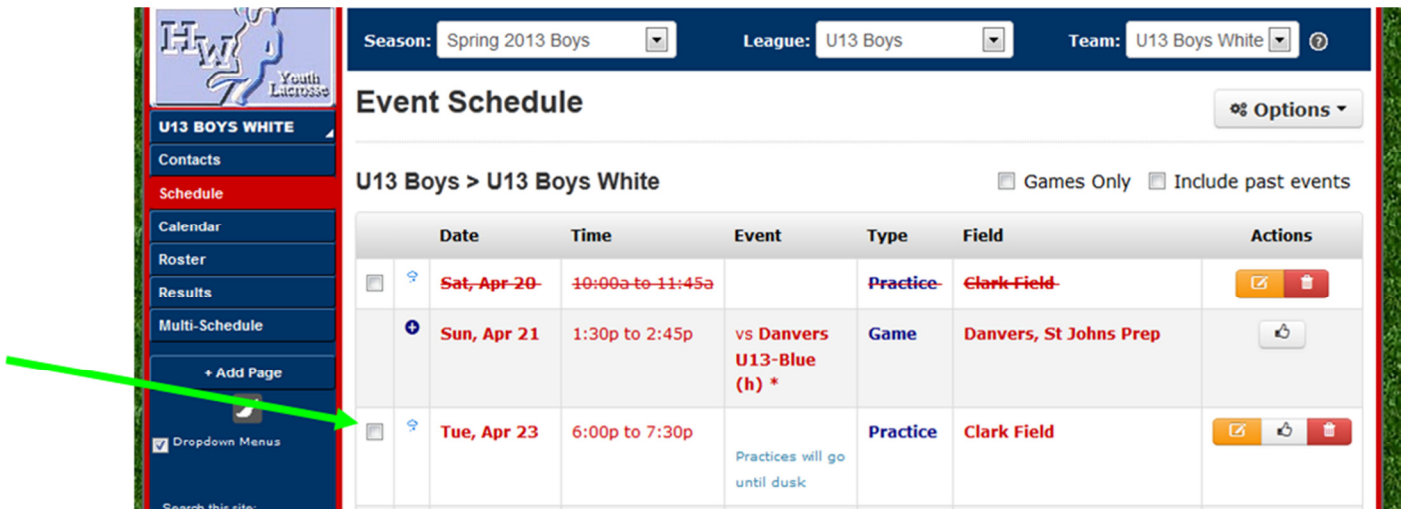
- 1.) Go to the website hwilax.org
- 2.) Log in to your account (if you don't know how to do this, see the bottom of this guide)
- 3.) From the horizontal menu bar at the top, select the your team from the "Team" drop-down button



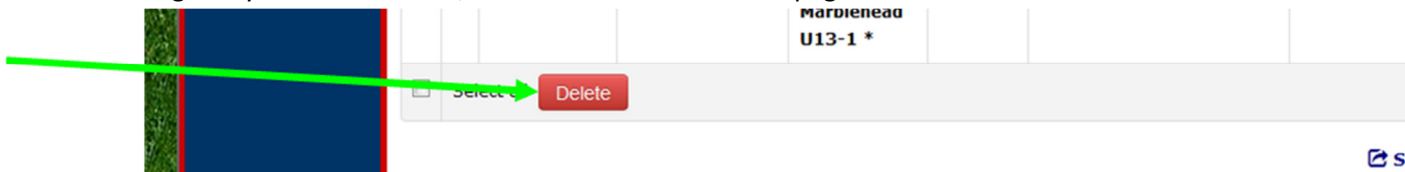
- 4.) Once your team is shown (see below), you select the "Schedule" button from the left-hand vertical menu



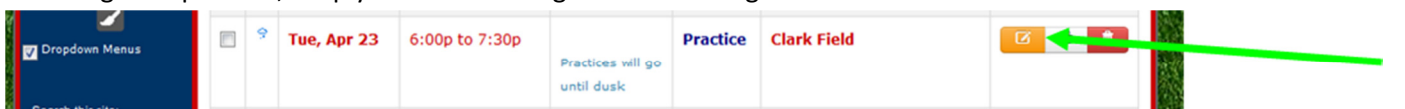
- 5.) Next, select the practice that you want to change by clicking on the "check box" next to it:



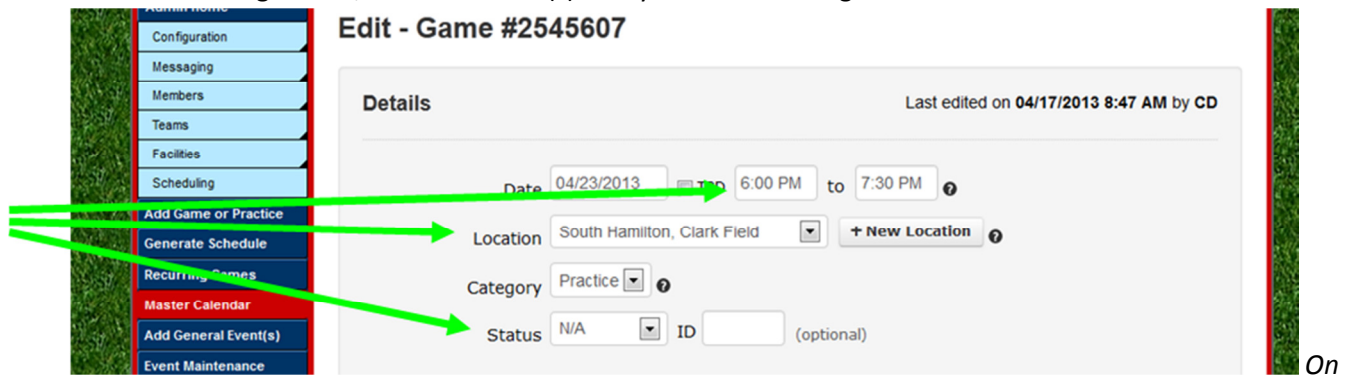
- 6.) To cancel the game you have selected, scroll to the bottom of the page and click on the "Delete" button:



- 7.) To change the practice, simply select the orange icon on the right hand side:

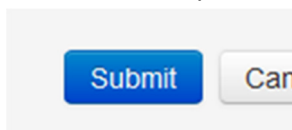


8.) Then on the following screen, select the item(s) that you wish to change:



Note: on this screen, in addition to changing the time / location, you can cancel or confirm the game using the "Status" drop-down menu

9.) Be sure to save your changes by clicking the "Submit" button at the bottom of the screen

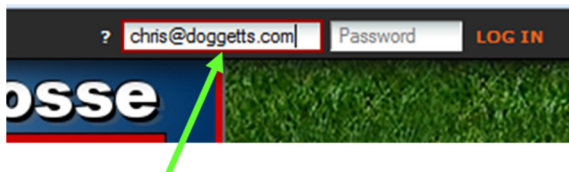


How To Sign Into Your Account

1. Click the "LOG IN" button at the top right-hand side of the home page



2. You will be prompted to log in using your email address and your password



3. If you have forgotten your password, leave it blank and click the "LOG IN" link on the right. The system will email you a link to reset your password.