

Coach/Manager's Quick Guide to the Ashbee Website

You will have to be logged in to do anything on our website. To do this click on the Sign In box in the upper right corner.

Enter your email address and your Ashbee password. If you have forgotten your password, you will need to reset it.

To navigate to your team click on **"Team"** on the top ribbon. It will drop down teams – select yours and you will be taken to your Teams' home page.

There are a few key things you can do on this page.

Bulletin Board/Team News

I have created a welcome message. You can now go in and edit that message by clicking on the orange box with the pencil. When that opens up you will have a screen where you can add text. Don't forget to hit **SUBMIT** bottom to make any changes. You will be asked to highlight the "Recipient Team(s)". Yes this is dumb since you are on your team page.

If you want to broadcast to the Team that you have made a change, you can highlight your team, click the "Broadcast message" button and a drop down box will pop up. Usually you will only want to click Parents and Team Members.

You can update this whenever needed, and it's a nice place to post game highlights and other key need to know information.

Schedule

We have already preloaded all practices and games into this system. (Lucky you). If you should have a cancelation or need to reschedule a game or practice – before you do anything – please email ashbeelaxemail@gmail.com – I will be able to tell you where we have an available field. We do have a few extra open field times, but they are first come, first served with priority to games, and then teams.

If you need to modify a specific event click on that orange box with a pencil. If you are modifying a game or practice or canceling – you can again choose to Send Notifications. Its best to Notify Team members and parents if you are moving anything around using this automated system.

You can also add an event by clicking on **"Options"** and select **"Add Event"**. But unless it's a team event not on a field – I would not do this without check with Ashbee Admin.

Rosters

VERY IMPORTANT....All coaches need to bring a copy of our roster to every game. THIS IS A NEW RULE. To do this, you need to click on **"ROSTER"** on the left side of the page. Then you will see **"Options"** on the top right. That will produce a drop down box – one of those links says **"Print Condensed"** – print it and bring it. If you have any subs for a game, they can be hand written in.

The other important thing you can do in rosters is to email the team. Go to the same **"Options"** – and select **"Email Team"**. You can then compose and email – don't forget to hit send.

That is about 99% of what you need to know. Any questions – please email us at ashbeelaxemail@gmail.com and either Kim Short or Pam Arms will get back to you.