

# MYBSA Coach Manual

## Add a New Bulletin

The bulletin should be the primary way to communicate with your team's players and parents. Bulletins are displayed on your team's home page with the newer bulletins displayed at the top of the page. You can optionally email new bulletins to players and parents using the "Broadcast Email" feature.

1. First make sure you are signed in as manager/admin
2. Select "Team" from the menu tabs from the at the top of the page  
Note: You may have to select season, league and team at the top of the page
3. Click on the "Add a New Bulletin" hyperlink
4. Enter information including "Respond To", "Publish Date", and "End Date"  
Note: If no "End Date" is entered the bulletin will remain on your team's page indefinitely
5. Enter the title and write your bulletin.
6. You may choose to have the bulletin emailed by checking the "Email Broadcast" box.  
Select who you would like the bulletin to be mailed to (parents, players or both)
7. Click "Submit" to complete

To edit an existing bulletin, just click on the "Edit" icon  next to the bulletin on your team's page  
To delete an existing bulletin, just click on the "Delete" icon  next to the bulletin on you team's page

Alternatively, you may email your entire team without creating a public message by using the "Email the whole team" link at the bottom of the "Roster" page. This gives you a private alternative to posting a public bulletin.

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## Edit Game Results

This section will allow you to enter or change a score as well as any other information about a game. If your club has set this up, you may also use this form to have results and a brief summary emailed directly to your local newspaper.

1. First make sure you are signed in as manager/admin.
2. Select "Team" from the menu tabs from the at the top of the page  
(you may have to select season, league and team at the top of the page)
3. Select "Results" from the menu pages at the left
4. On the team results page, find the game you wish to edit and click on the "Edit" icon  to the right of the game
5. Enter score or any additional result changes and optionally, game commentary
6. Click submit to confirm changes.

## Edit Player's Statistics

This feature will allow you to enter or edit player's statistics for a particular game. This will let you track players performance and progress throughout the season.

1. First make sure you are signed in as manager/admin.
2. Select "Team" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page)
3. Select results from the menu pages at the left
4. On the team results page, find the game you wish to edit and click on the "Edit Game Statistics" icon  to the right of the game (the icon will be green  if stats have already been entered and black if no stats have been entered thus far)
5. After clicking the icon, you will be presented with a spreadsheet with all players and input fields for all statistical categories across the page. At the top of the page will be tabs for different positions (goalies, players, etc.)
6. Enter any statistical data for each player as appropriate and be sure to check the "ATN" box for all players who attended the game, regardless of whether they had any data reported.
7. Click "Submit" to confirm changes

## Edit Member Information

This feature will allow you to change information about players on your team. This should be used in the case of address, telephone or e-mail changes as well as notes (i.e. left handed) or position changes.

1. First make sure you are signed in as manager/admin
2. Select "Team" from the menu tabs from the at the top of the page  
Note: You may have to select season, league and team at the top of the page
3. Select roster from the menu pages to the left of the screen
4. Find the player whose information you wish to edit and click the "Edit" icon  next to his/her name
5. Edit his/her information  
You will not be able to change the players' date of birth
6. Click submit to confirm changes

You may also edit the parent's information by clicking the parent's name under the player's name on the roster page

## **Post a General Event**

This feature will allow you to post events on your teams "Event Calendar" and "Schedule" page for a specified period of time. This is a great tool for adding an event such as an additional practice, trip or meeting

1. First make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Next, select "General Event" from the menu pages to the left of the screen
4. Fill in the information for your general event  
Note: You must enter a start date and a title. If no end date is entered, the end date will be the same day as the start date
5. Under the recurrence section, you may leave the values blank if this is a one time general event

## **Upload Document**

This feature will allow you to upload a document from your computer to your teams page. This is can be used to post a new playbook, parental permission slip or any document that you would like only your team to have online access to. Your team's document access page is password protected.

1. First, make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Select "Documents" from the menu pages at the left of the screen
4. Enter the name of document as you would like it appear on website
5. Type a brief description
6. Select "Browse" to locate document file on your computer.
7. Make sure your team is selected under the "Available To" list
8. Click "Submit" to confirm upload your document to your team's document page.

## **Upload Photos**

This feature will allow you to upload a photograph from your computer to the "Pictures" section on your team's page. This can be used for game, team or any photo you would like your team to have access to.

1. First, make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Select "Pictures" from the menu at the left of the screen
4. Enter a brief description/caption for the photo
5. Use "Browse" to locate the image file to upload on your computer
6. Click "Submit" to confirm photo upload.