

**SPORTSSIGNUP**<sup>®</sup>  
*Easy for You. Easy for All.*

## Coach User's Guide



## Table of Contents

<b>Introduction .....</b>	<b>3</b>
Access to the TeamWALL.....	3
Log into your Account.....	4
Team Management.....	5
<b>Team Chat .....</b>	<b>6</b>
<i>How to Create and Send Email to your Team.....</i>	<i>7</i>
<i>How to Send an easyAlert:.....</i>	<i>9</i>
<i>How to send a Team Shout .....</i>	<i>10</i>
<i>How to Setup Notification Settings.....</i>	<i>11</i>
<i>View Roster-Photo upload for Coaches.....</i>	<i>12</i>
<i>How to Print your Team Roster .....</i>	<i>13</i>
<i>How to Print Player Passes (if applicable).....</i>	<i>13</i>
<b>Event Scheduling .....</b>	<b>14</b>
Accessing Game Schedules.....	14
Using the Team Schedule.....	15
<b>Manage Team Info .....</b>	<b>16</b>
<b>SportsSignup's Privacy Policy and Data Security.....</b>	<b>17</b>
<b>Getting Help .....</b>	<b>17</b>

## Coach User's Guide

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### Introduction

This document is intended to help coaches manage their teams using the SportsSignup online registration system.

In order for the features in this document to apply, you must be registered as a volunteer in the SportsSignup System, and be assigned to at least one team which has been given access to the TeamWALL.

### Access to the TeamWALL

Once you have been assigned to a team, and the team access has been set by an administrator, you will receive the following email:

Congratulations, an administrator at Springfield Football has assigned Grace to a Team:

Team Name: **Minor**

Assigned Role: **Coach**

[Login to your TeamWALL](#) to easily access the following features:

- **View/print your roster:** including the names of parents(s)/guardian(s), phone numbers, emergency contact info, etc. Several different roster printing formats are available
- **Post on Team Chat,** a *private* message board for your team only. It's a great place to converse with your team and keep them informed.
- **Send them an email.** There's no need to keep track of family emails or use other email systems - just compose and send.
- **Send time-sensitive info by Text Message.** With easyAlert™, you can send a text message when you make a last minute schedule change, or for other urgent messages. Your message will be delivered instantly to team members that have opted-in to receive texts.

On the go? [Login to TeamWALL on your mobile phone](#) (a smartphone and internet connectivity is required)

For more information on how to do all of these useful things, the [Coach Users Guide](#) will help. If you have any questions about your assignment, please contact an administrator at Springfield Football.

**THIS IS A SYSTEM GENERATED EMAIL, PLEASE DO NOT REPLY**

## Coach User's Guide

### Log into your Account

Follow the steps below to login to your Account. You will use the same account you initially registered yourself to coach and/or to register your children to access your team's information.

## Login

### Login

Email

Password

[Forgot your password? Reset Password](#)

### First Time?

If this is your **first time** visiting this site, you must [Create an Account](#)

### Team Management

### Welcome - Grace

**View your roster, email/text your Team, manage your schedule, and more.**

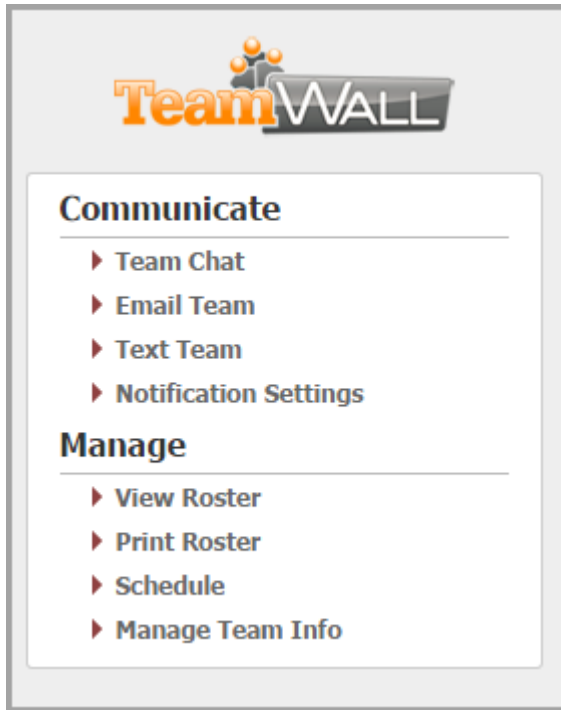
<i>Team</i>	<i>Session</i>	
<b>Minor</b>	Baseball 2014 ( <i>Minor</i> )	<a href="#">View TeamWALL</a>

#### Recent Registrations

Smith	Baseball 2014 ( <i>Minor</i> )	<a href="#">Receipt</a>
Grace	Baseball 2014 ( <i>Minor</i> )	<a href="#">Receipt</a>

Upon successful login, you will be taken to your account **Home** page. Click **View TeamWALL**. Here you can [View Roster](#) to upload ID images and view the entire team, including any assistant coaches or other helpers. The players name, birth date, gender, parents/guardians, and phone number(s) are shown here for your reference. To use Team Chat, [e-mail your team](#), [print the team roster](#), View Team Schedule, or to [print player passes](#) (if applicable), click on the appropriate link.

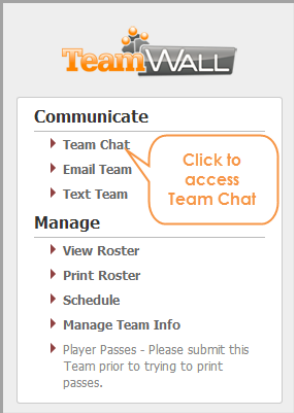
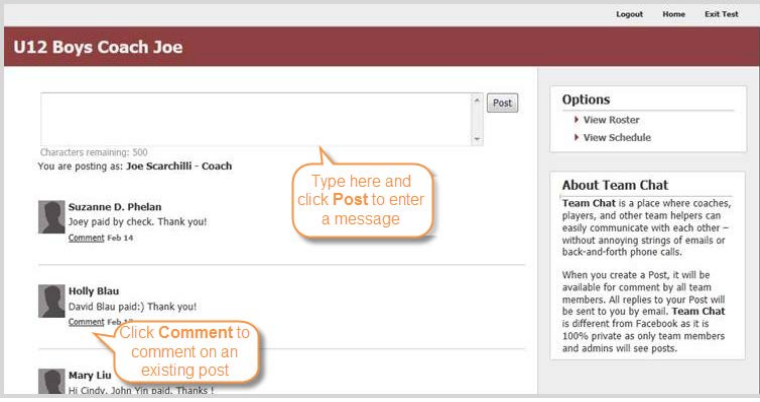
## Coach User's Guide



### Team Chat

The TeamWALL is a free service that allows members of Teams to communicate easily with one another. Once your team is available to view on your account, you will be able to create and respond to posts made on the Team Wall.



Step	Action
1	<p>From your account page, click on <b>TeamWALL</b> to access Team Chat</p> <p>The screenshot shows a 'Welcome - Grace' header. Below it is the TeamWALL logo and a description: 'View your roster, email/text your Team, manage your schedule, and more.' There is a table with columns 'Team' and 'Session'. The first row shows 'Minor' for 'Baseball 2014 (Minor)' with a 'View TeamWALL' button. Below this is a 'Recent Registrations' section with a table listing 'Smith' and 'Grace' for 'Baseball 2014 (Minor)', each with a 'Receipt' link. A callout box points to the 'View TeamWALL' button with the text 'Click here to access TeamWALL'.</p>

<p>2</p>	<p>Choose "Team Chat" from "Options".</p> 
<p>3</p>	 <p><b>Note:</b> When you create a post, it will be available for comment by all team members. All replies to your Post will be sent to you by email. Team Chat is private and only team members and administrators can see posts.</p>

## How to Create and Send Email to your Team

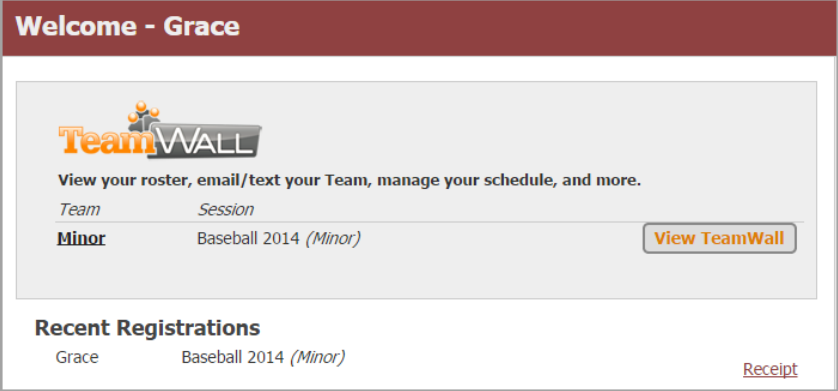
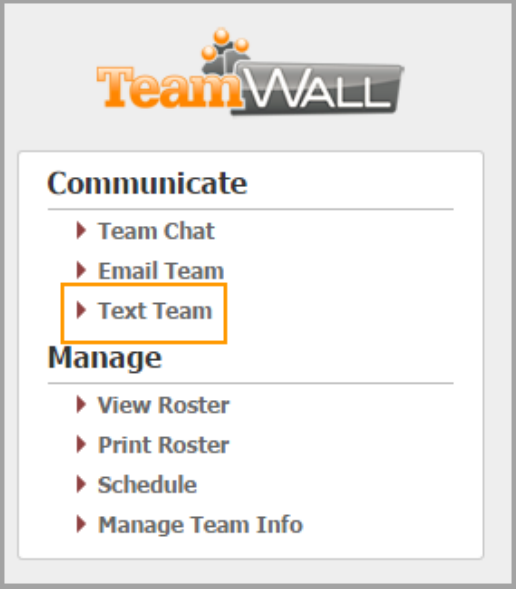
Creating an e-mail to your team is easy. The e-mail replies from your recipients will go to the email that you use specify. Follow the steps below to send your e-mail.

## Coach User's Guide

Step	Action
1	If there is more than one email address attached to your account, you may choose which email you would like to use from the drop down.
2	Enter a Subject for your email.
3	Type your email in the Email Message box.
4	Utilize any needed formatting tools from the formatting tool bar (bold, bullets, underline, etc.).
5	<p>If you would like to add an attachment, click on the Insert/Edit File icon  and attach a file using the document manager.</p> <p> <b>Tip:</b> Documents are stored in the SportsSignup system and inserted into the body of the email rather than attached to the email. This improves deliverability, decreasing the chance it will be filtered as junk mail.</p>
6	Choose who you would like the emails to be sent to, and click <b>Send Emails Now</b>



## How to Send an easyAlert:

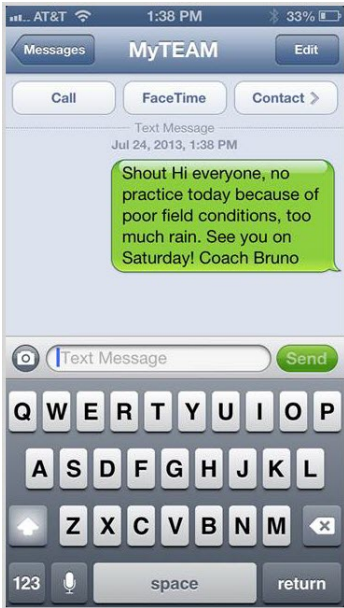
Step	Action
1	<p>Coaches will click View TeamWall next to their team name to access the TeamWall</p> 
2	<p>Select "Text Team"</p> 
3	<p>Compose and Send easyAlert- Coaches have the ability to select the entire team or specific individuals. Team members that have opted-in to text messaging will receive a text while those that have not will receive an email.</p>

## How to send a Team Shout

If you would like to send an easyAlert without having to login to your account, you can do so by sending a TeamShout. TeamShout is an easyAlert feature that allows you to easily send an easyAlert to your whole team with your phone through text message.

In order to send a TeamShout, the following requirements must be met:

Requirements to Send a TeamShout
<ul style="list-style-type: none"> <li>• You must opt-in your mobile phone for easyAlert to send messages by text</li> <li>• You must be registered as a team volunteer , in a role with "Team Communicator" privilege</li> <li>• You must be on a team roster</li> <li>• Your team's access must be set by an administrator to "Whole Team"</li> <li>• You must start your text message with the word <b>Shout</b> as illustrated below</li> <li>• The message must be less than 140 characters</li> </ul>

Step	Action
1	<p>Compose a text to 698326 (MyTeam) starting with the word <b>Shout</b></p>  <p><b>Note:</b> On Android phones, you must text to the number (628326). However, as illustrated above, you can text MyTeam on iPhones</p>
2	<p>Send the message</p> <p><b>Note:</b> If you coach multiple teams in the SportsSignup database, you will get a reply text asking which team you are sending the alert to and will require your response to send the message.</p>

## Coach User's Guide

### How to Setup Notification Settings

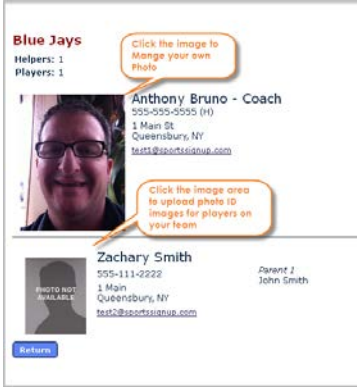




Using Notifications will help you see who will be attending games/practices/other events, and it will also help your parents remember when your scheduled events are, so everyone is on the same page. It works directly with your Team Schedule, so you will need that set up before anyone will be able to receive notifications.

Step	Action
1	Click <b>Notification Settings</b>
2	<p>Attendance Notifications will send your parents an email asking if their child will be attending the event that you check. You are also able to set up when you would like to receive the Attendance Summary, to see who will and will not be attending your event.</p> <p>Parents will also be sent a Email Reminder a certain number of hours before the event.</p> <div data-bbox="332 779 1427 1635" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Notification Settings</b></p> <p><b>Send Automatic Attendance Notifications</b> This feature lets you know who is coming to the Game/Practice/Other Events The system will send an Email to your Team 7 days, 3 days and 24 hours before an Event. It will ONLY send Emails to those who have not yet entered their availability. (<a href="#">View Sample Email</a>)</p> <p><b>Attendance Notifications for:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Games</li> <li><input type="checkbox"/> Practice</li> <li><input type="checkbox"/> Other Events</li> </ul> <p><input checked="" type="checkbox"/> Send me an Attendance Summary Email <input type="text" value="8"/> hours before each Event</p> <p><b>Send Automatic Email Reminders</b> The system will automatically send an Email reminder to your entire Team before each Event. (<a href="#">View Sample Email</a>)</p> <p><b>Send Email Reminders for:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Games: <input type="text" value="8"/> hours before each Game</li> <li><input checked="" type="checkbox"/> Practices: <input type="text" value="8"/> hours before each Practice</li> <li><input type="checkbox"/> Other Events: <input type="text" value="24"/> hours before each Other Event</li> </ul> <p style="text-align: center;"><input type="button" value="Save Notification Settings"/></p> </div>
3	Click <b>Save Notification Settings</b>


## Coach User's Guide

### View Roster-Photo upload for Coaches

SportsSignup allows coaches to upload images for players and coaches on their team.

Step	Action
1.	<p>Click <b>View Roster</b> to upload ID Images and to view players and other assigned coaches.</p> 
2.	<p>Click <b>“Upload File”</b> button and choose your photo from your files.</p>  <p> Tip: Headshot photos work best and must be in .jpg, .png or .gif formats.</p>
3.	<p>Adjust the image with the built-in cropping tool and <b>Save</b>.</p> 
5.	<p>Review the results and continue to make changes, delete the image or return to your account.</p> 

## How to Print your Team Roster

Step	Action
1	Click <b>Print Roster</b>
2	Select the Roster Type  <p><b>Note:</b> Roster Types may vary by organization</p>
3	Click <b>Print</b>

Example of a Coach Roster

### Springfield Soccer

#### Blue Sparks Senior Boys

Dec 13, 2010

Coaches					
Sierra, Terrell	Coach	193 Blackwood St Springfield, MA 01103	718-555-3783 (H) sierra@sportssignup.com		
Felix, Alexandra	Assistant Coach	151 Lee St Springfield, MA 01103	718-555-8686 (H) felix@sportssignup.com		

Players						
Name	Age	Parents	Address	Contact	Emergency Contact	Medical Info
Britt, Cary (Josh) (M)	17	Melina Britt	26 Buggy Dr Springfield, MA 01103	718-555-4125 (H) britt@sportssignup.com	Jessica Hammond 718-555-2821 (H)	
Cleary, Jonathon (M)	18	Eden and Bonnie Cleary	293 Will Jones Rd Springfield, MA 01103	718-555-6385 (H) cleary@sportssignup.com	Megan Sewell 718-555-2164 (H)	
Coyle, Kalvin (M)	16	Eli Coyle	173 Mockingbird Ln Springfield, MA 01103	718-555-8270 (H) coyle@sportssignup.com	Tracey Ash 718-555-5473 (H)	
Felix, Britton (R) (M)	15	Alexandra Felix	151 Lee St Springfield, MA 01103	718-555-8686 (H) felix@sportssignup.com	Emilie Tomlin 718-555-4815 (H)	
Fortin, Mariano (M)	14	Kacie and Mia Fortin	220 Deer Creek Ln Springfield, MA 01103	718-555-1321 (H) fortin@sportssignup.com	Dianna Gandy 718-555-4666 (H)	
Grev, Mala (M)	17	Maren and Ninel Grev	130 Tanfield Rd	718-555-1273 (H)	Kawleish Manning	

## How to Print Player Passes (if applicable)

If you have this capability, you will see a Print Passes option on the View Team page. When you click on Print Passes, you will see a page showing the Print Pass history and options to select those passes you would like to print. To print selected passes, click on the **Print Checked** button in the lower left.

Step	Action
1	Click <b>Print Passes</b>
2	Check the name of the players you would like to print
3	Click <b>Print Checked</b>
4	Upon selecting Print, a PDF file is created and displayed that is ready to be printed on card stock. Be sure that your Print Settings are correct so the cards align properly – in the Page Handling section, the “Page Scaling” should be set to NONE, and “Auto-Rotate and Center” should be unchecked.

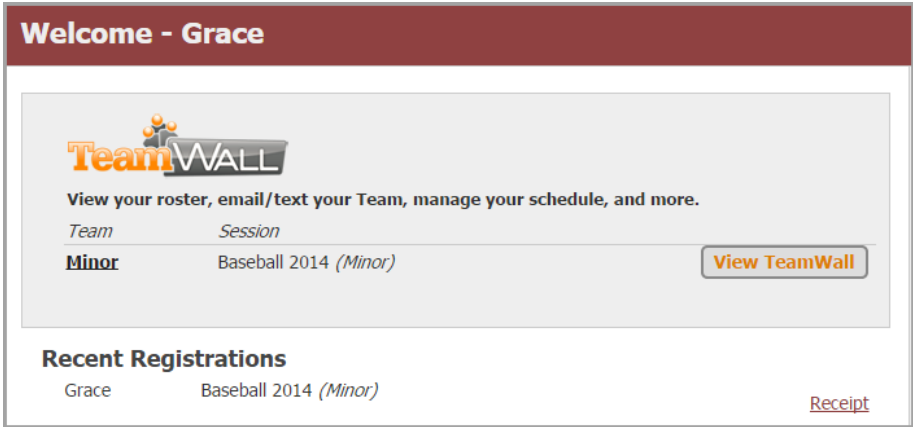
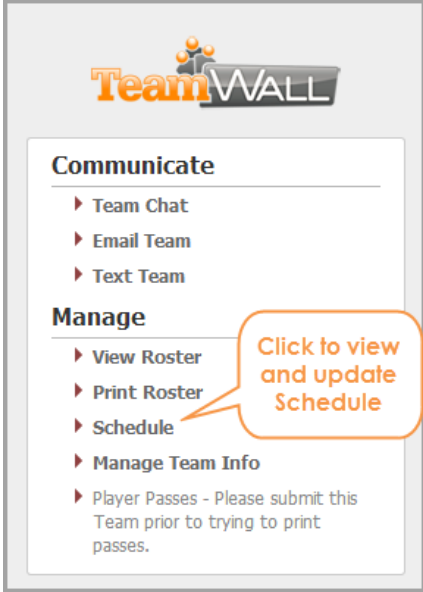
## Coach User's Guide

### Event Scheduling

Using Automatic Game Scheduling allows coaches to easily input their team schedules into the system, and publish for team viewing. The events will automatically be made available for viewing by team members; however, coaches are presented with the option of emailing registrants regarding events as well as printing the schedule.

### Accessing Game Schedules

Your game schedule is located from inside your account, similar to viewing your team, by clicking the team's name.

Step	Action
1	
2	

## Using the Team Schedule

Step	Action
1	
2	

## Manage Team Info

If you are required to input information about your players, such as a player rating, or to update weight, if the player is O/L, if they've attended a specific class or even, or even to input the players Jersey Number, you can do so through Manage Team Info.

Please note that if you are not required to enter information about your players, you will not see this option in your TeamWALL.

Step	Action																																								
1	Click on <b>Manage Team Info</b> in your TeamWALL																																								
2	<p>Input the Data, and then click <b>Done</b>.</p> <div data-bbox="295 646 1299 1224" style="border: 1px solid gray; padding: 10px;"> <p>Manage Team Info - Minor</p> <p style="text-align: center; color: orange;">Fill in the information for your players, then click Done to save.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">First Name</th> <th style="width: 20%;">Last Name</th> <th style="width: 40%;">Elementary School</th> <th style="width: 20%;">Jersey#</th> </tr> </thead> <tbody> <tr> <td>David</td> <td>Abromaitis</td> <td><input type="text" value="Gordon Creek"/></td> <td><input type="text" value="13"/></td> </tr> <tr> <td>Jeff</td> <td>Fisher</td> <td><input type="text" value="Saratoga"/></td> <td><input type="text" value="12"/></td> </tr> <tr> <td>Smith</td> <td>Martino</td> <td><input type="text" value="St. Mary's"/></td> <td><input type="text" value="11"/></td> </tr> <tr> <td>Dave</td> <td>Smith</td> <td><input type="text" value="St. Clements"/></td> <td><input type="text" value="9"/></td> </tr> <tr> <td>Dave</td> <td>Smith</td> <td><input type="text" value="Malta Ave"/></td> <td><input type="text" value="10"/></td> </tr> <tr> <td>Dave</td> <td>Smith</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Dave</td> <td>Smith</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Dave</td> <td>Smith</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Billy</td> <td>Yorkins</td> <td><input type="text" value="54637"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>9 Items</p> <p><input type="button" value="Done"/> <input type="button" value="Cancel"/></p> </div>	First Name	Last Name	Elementary School	Jersey#	David	Abromaitis	<input type="text" value="Gordon Creek"/>	<input type="text" value="13"/>	Jeff	Fisher	<input type="text" value="Saratoga"/>	<input type="text" value="12"/>	Smith	Martino	<input type="text" value="St. Mary's"/>	<input type="text" value="11"/>	Dave	Smith	<input type="text" value="St. Clements"/>	<input type="text" value="9"/>	Dave	Smith	<input type="text" value="Malta Ave"/>	<input type="text" value="10"/>	Dave	Smith	<input type="text"/>	<input type="text"/>	Dave	Smith	<input type="text"/>	<input type="text"/>	Dave	Smith	<input type="text"/>	<input type="text"/>	Billy	Yorkins	<input type="text" value="54637"/>	<input type="text"/>
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### SportsSignup's Privacy Policy and Data Security

At SportsSignup, we understand how important privacy and security are to users. We encourage users to review SportsSignup's policies. If you have questions about SportsSignup's privacy practices please contact us at [privacy@sportssignup.com](mailto:privacy@sportssignup.com).

- [SportsSignup Privacy Policy](#)
- [SportsSignup Data Security](#)

### Getting Help

Additional information can be found by clicking on "Help" at the top of the page within the application.

Resources	Descriptions
<b>Online Support</b>	Knowledge Base search of over 400 references and FAQ's
My Support	The ticket tool for any tickets you submitted to the Support Center
Feedback Forum	Form to submit any recommendations or ideas about how to improve SportsSignup site.
Feature Updates	A list of the latest features added to the system.
Tips & Tricks	SportSignup blog that highlights best practices and tips about the system.
Additional Services	Overview of the other products and services available from SportsSignup.