

Coach's Score Reporting Instructions

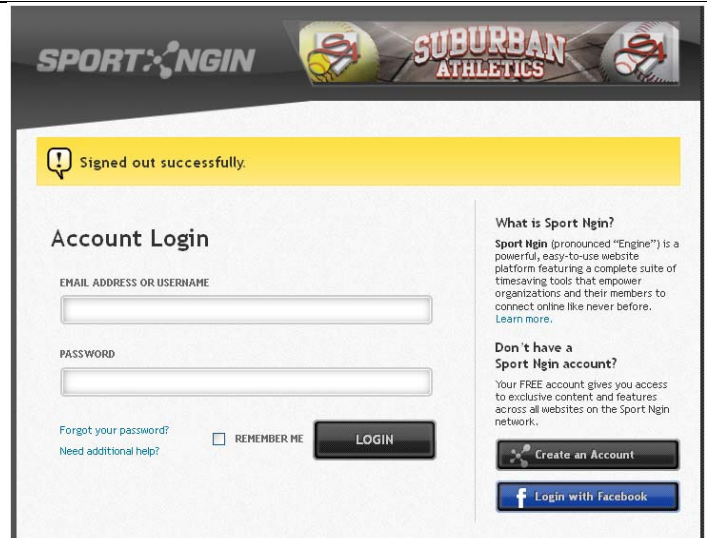
The winning coach should log in after every game to enter the score.

Navigate to www.suburbanathletics.com homepage and click **Login** in the upper left hand corner.



Log into site using the website login you registered your child with:
i.e. myusername, mypassword

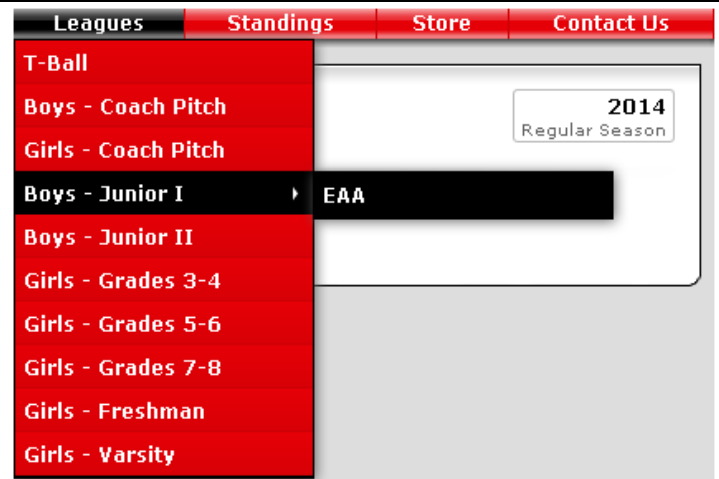
If you have forgotten your login, click on the 'forgot your password' link.



Once logged in, click on **Leagues** and select the league you are coaching in.

Your team should now be available to be selected

NOTE: If you do not see your team you need to request permission. Send an email to Curt Weber (found on Suburban Board link).



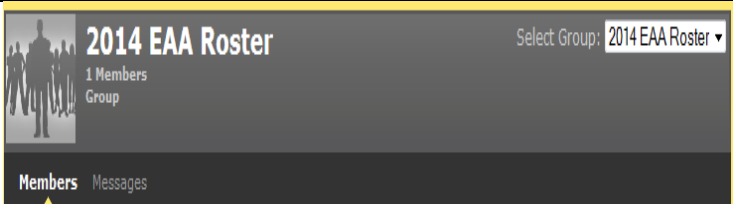
Once you are on your team's page, you have the ability to edit/change content here. To enter your roster, you must click **Edit Mode** near the upper right hand corner.



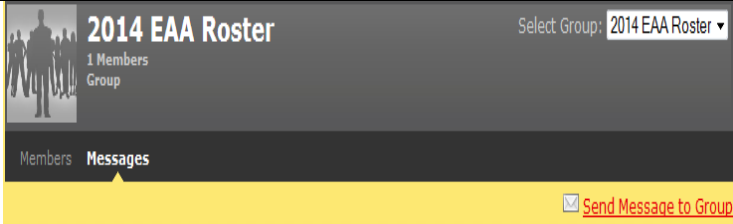
Once you are in **Edit Mode**, click on Admin and then **Groups**.



Confirm that the group selection is set to **2014 Roster** for your team.



Click on **Messages** and then **Send Message to Group**.



You will then be prompted to select your message recipients, either a selected few or all members of the roster. If you chose **Selected** you will be presented with our search tool.



Upon hitting **select members** you will be brought to the text editor and can then compose and send your message to the Ngin account profiles associated with the players on your team roster.