



where varsity meets velocity

Athletic Directors' User Guide

Step 1: Logging In

Please go to www.varvee.com to log-in. At the top right hand side of the screen, find **Coach Sign In** and enter your log-in email address and password. If you do not have your password, leave the email and password fields blank, and click **Sign In**. You will now be taken to a new page where you may enter your email address to get a temporary password.

If you are a new AD, need to be added to the system, or need any other help, please contact us at info@varvee.com.

Step 2: Manage School Information

Logging in brings you to your School Page, from which you can edit school information, manage teams, and add/edit/delete users.

VarVee has already entered your school's contact information. Please review it to make sure it is up-to-date.

To change the **address, logo, primary contact, website, alternate contact, division, or conference**, click **Edit**.

To add your school logo click **Click to Change** next to the logo. The logo must be 140x140 and the file must be saved as a .png or a .jpg.

Make sure to update your school's default division and conference. Scroll through the drop-down bars at the bottom of the section until you find your conference and division.

Once you have finished your edits, click **Submit**.

Step 3: Managing Teams & Users

We have pre-loaded many of your teams. Please review your teams and make sure they are in the correct division and conference. Add or delete any incorrect teams and be sure to assign them to the appropriate divisions and conferences.

Teams (Alphabetical)				ADD NEW TEAM		
Year	Sport	Class	League	Add Coach	Edit Team	Delete Team
2010	Kent Denver Varsity Baseball	3A	Metropolitan	Add Coach	Edit Team	Delete Team
	Head Coach Bill Boatman			Edit Coach	Delete Coach	
2010	Kent Denver Varsity Basketball (Boys)	3A	Metropolitan	Add Coach	Edit Team	Delete Team
	Head Coach Todd Schayes			Edit Coach	Delete Coach	
2010	Kent Denver Varsity Basketball (Girls)	3A	Metropolitan	Add Coach	Edit Team	Delete Team
	Head Coach Andre A. Morton			Edit Coach	Delete Coach	
2010	Kent Denver Varsity Field Hockey (Girls)	5A	Unassigned	Add Coach	Edit Team	Delete Team
	Head Coach Kathy James			Edit Coach	Delete Coach	
2010	Kent Denver Varsity Football (Boys)	2A	Colorado	Add Coach	Edit Team	Delete Team
	Head Coach Scott Yates			Edit Coach	Delete Coach	
2010	Kent Denver Varsity Golf (Boys)	3A	Metropolitan	Add Coach	Edit Team	Delete Team
	Head Coach Bob Austin			Edit Coach	Delete Coach	
2010	Kent Denver Varsity Golf (Girls)	4A	Metro West	Add Coach	Edit Team	Delete Team
2010	Kent Denver Varsity Ice Hockey (Boys)	5A	Foothills	Add Coach	Edit Team	Delete Team
	Head Coach Dave Labbett			Edit Coach	Delete Coach	
2010	Kent Denver Varsity Lacrosse (Boys)	5A	Front Range	Add Coach	Edit Team	Delete Team
	Manager Chip Horne			Edit Coach	Delete Coach	
	Head Coach Tom Graesser			Edit Coach	Delete Coach	

If you wish to add a new team, click **Add New Team**, and enter the team's **year, sport, varsity level, division, conference**.

To edit any information for an existing team, click **Edit Team**.

To add or edit Coaches, click **Edit Coach**.

To add a coach, input **name, phone number, title** (Head Coach, Assistant Coach, or Manager), and **email address**. They will immediately receive an email with their login information.

Adding your Coaches is an quick and easy process. It is also the most crucial, so please do not delay in adding your coaches in order for them to familiarize themselves with the system.



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Step 4: Managing Team Schedules

It is also extremely important to input the team schedule. The AD, the head coach, or the team manager must add the team schedule prior to the start of the season.

Team Schedule					NEW GAME
Date/Time	Opponent	Result	Statistics	Location	
Mar, 6th	Smoky Hill	W33-0	Review/Edit		
Mar, 13th	@Monarch	W7-5	Review/Edit	Baseball Field	
Mar, 17th	Gateway	W5-0	Review/Edit		
Wed, Apr 2nd, 4:00 PM	@Highlands Ranch		Enter Stats		Schedule Change Delete
Wed, Apr 2nd, 4:00 PM	Highlands Ranch		Enter Stats		Schedule Change Delete

To add an event to a team's schedule, go to the Team Page. In the Team Schedule section click **New Game**. (Note: The event box will be consistent with the sport, thus for sports with meets or tournaments it will read **New Meet** or **New Tournament**.)

Team Schedule					NEW GAME
Create a New Event					
CLOSE					
June 2010					
Your team is: Home					
Opponent: Teams in Your Class & League...					
Location:					
Date: / /					
Start: 4 : 00 : PM					
Save Event					

In the Create Event window select whether your team is **home** or **away**, your **opponent**, **location**, **date**, **time**. To add JV games or tournaments, enter your opponent as TBA by selecting "Cannot Find Opponent..." in the **Opponent dropdown** list and type in "TBA".

Once you have entered all of the available information, click **Save Event**.

As the AD you have access to every team's schedule. If you input your teams' schedules, please have your coaches review them to ensure accuracy. For more information, contact us at info@varvee.com.

Step 5: Selecting Default Media Outlets

As AD, you can choose default media outlets to receive the game results from every team at your school. Do this by selecting "Choose Media Outlets for All Teams." In addition, your coaches will be able to select media outlets specific to their teams.

Kent Denver		edit
4000 E. Quincy Ave. Englewood, CO 80113		
Primary Contact: Scott Yates, AD Phone: (303) 770-7660 Fax: (303) 770-4778		
Website: http://www.kentdenver.org Alt Phone: (303) 770-7660		
Default Division: 3A Default Conference: Metropolitan		
		Choose Media Outlets for All Teams

To add media recipients, select **Choose Media Outlets For All Teams** under your school logo.

Then, click the box next to the desired media outlet's name.

Step 6: Controlling Stats & Data

As the Athletic Director for your School, you are able to edit and input stats and data for any game of any sport at your school. If you add your coaches, however, then you won't have to. Adding your coaches allows them to enter the stats for each of their games.

At www.varvee.com, your coaches will find User Guides for each of their respective sports. Please encourage your coaches to familiarize themselves with the VarVee system, as it will expedite the reporting process once the season starts.

Welcome to VarVee! The gateway to capturing, organizing, and distributing your stats online.