

# Coaches Guide to the Bedford Youth Football Bulldogs Website

**WWW.BEDFORDBULLDOGS.ORG**

Our website runs on the SportsEngine platform, a robust and powerful platform that allows you to easily communicate messages, practices, and games to your parents. With the ability to send emails and texts, as well as loading events to the site calendar, the site allows you to keep your parents informed without having to maintain your own distribution list, worrying about adding spouses, or constantly sending times and locations for your team's events.

Below you'll find information on the most common things you'll need to do as a head coach. Please note that you will not be able to do any of the things below until I set you up as an administrator of your team, so please email [communications@bedfordbulldogs.org](mailto:communications@bedfordbulldogs.org) and let me know you want to use the website for communication as soon as you can.

Many coaches opt to have a team parent serve as the 'team website person' for the season. If this is something you want to do, just let me know who this team parent is so I can add give them the correct permissions.

## **FAQ**

### **How do I load the roster for my team?**

Actually, you don't have to. Each player roster is loaded at the start of each season for you. If a child is added late, or one drops, please let me know so that we can adjust your roster.

### **How do I add assistant coaches to my team roster?**

You will be responsible for adding your assistant coaches to your roster, especially if you have an assistant coach who is not a parent of a child on your team, or for things like student demonstrators. The easiest way to add assistant coaches to your roster is to email names and email addresses for your coaches to [communications@bedfordbulldogs.org](mailto:communications@bedfordbulldogs.org).

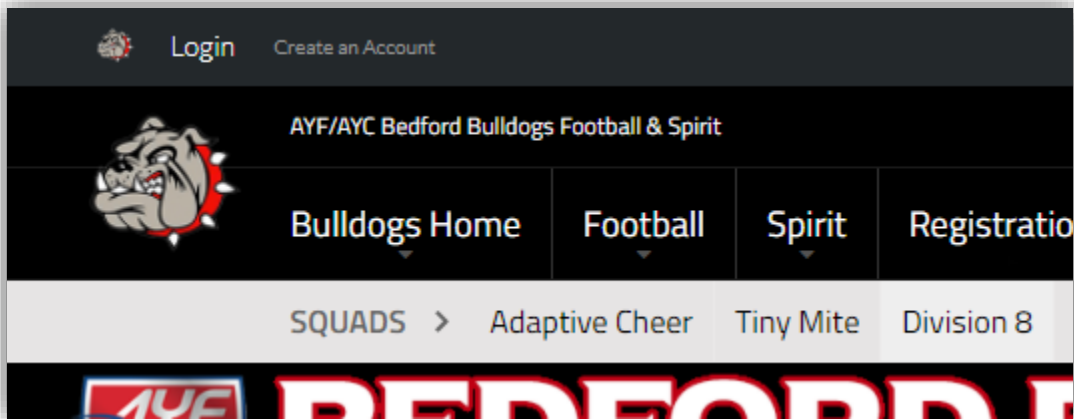
### **How do I get a login for the [bedfordbulldogs.org](http://bedfordbulldogs.org) website?**

If you have a child in the program, you created one at the start of the year when you e-signed our code of conduct. If you don't have a child in the program, you will be sent an invitation to become a member of our website. Please email [communications@bedfordbulldogs.org](mailto:communications@bedfordbulldogs.org) if you did not receive one.

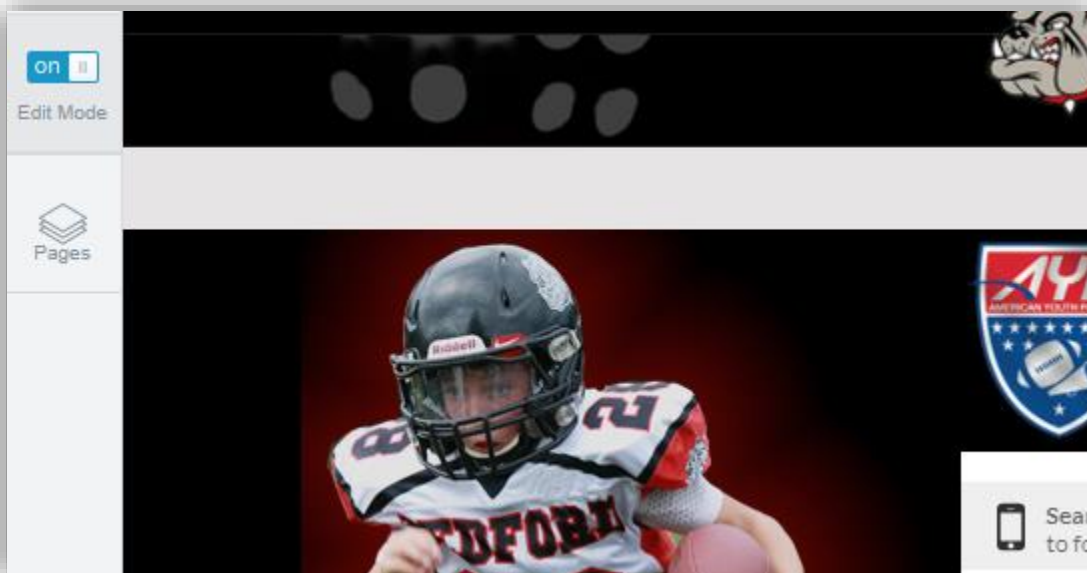
### **How do I email my team from a laptop or computer?**

To access the TeamCenter from your team page on a laptop or computer, you do the following:

1. Login to your team website using the account you previously setup.

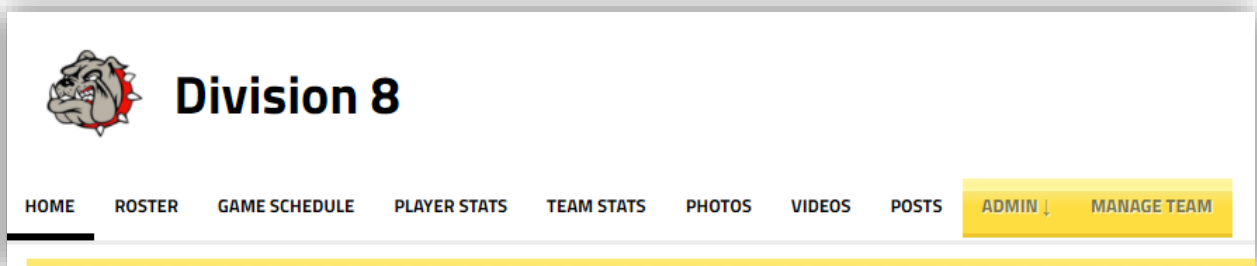


2. Navigate to your team page.
3. Switch to Edit Mode (top left of the page, toggles between Edit Mode On and Edit Mode Off).

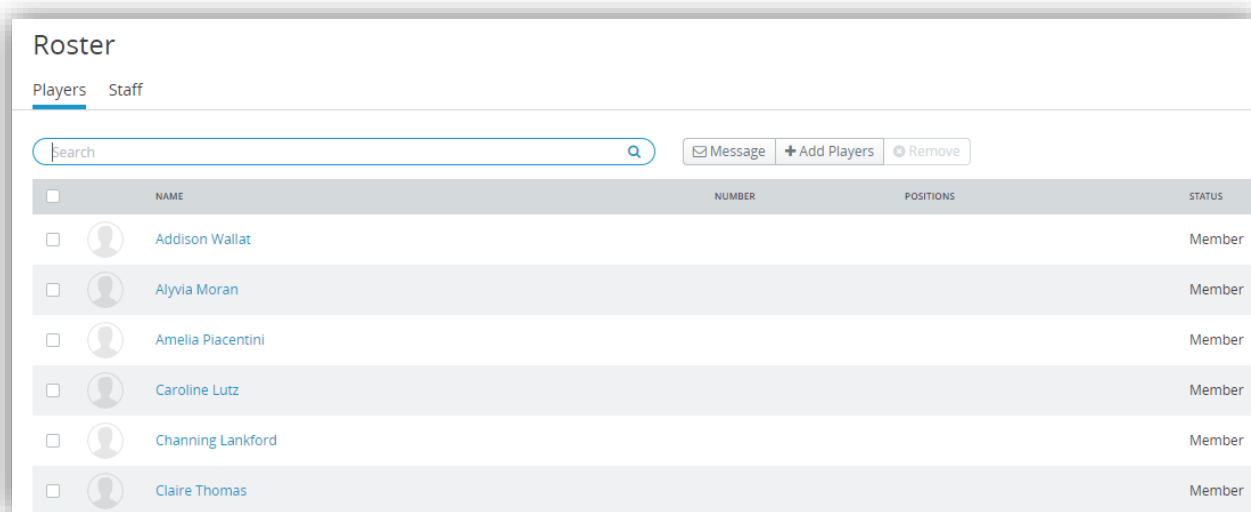


You will know you are in Edit Mode On when the page has yellow borders around everything.

4. On the right side of your team page, click Manage Team.



The TeamCenter web page will open and you will see your rostered players.

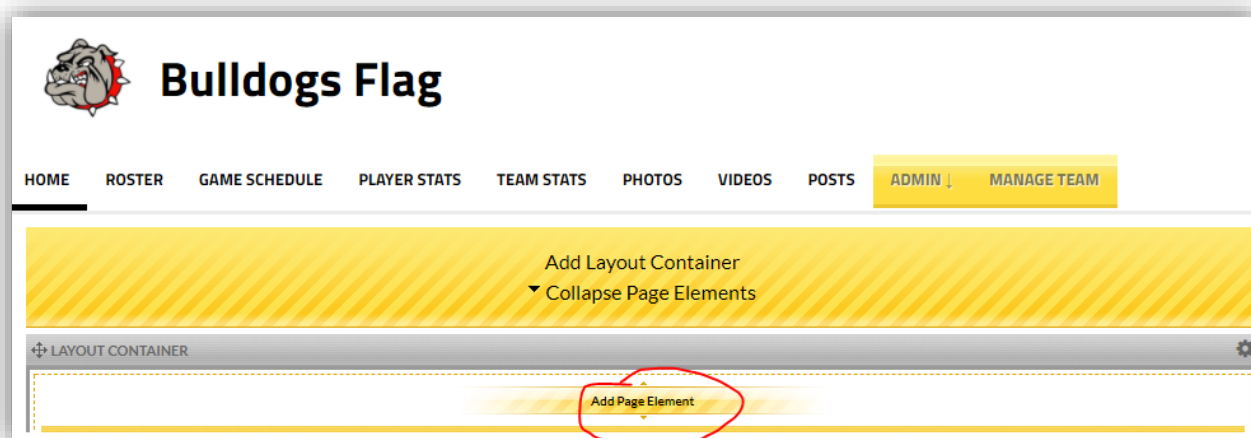


5. On the Roster tab, click the Message button on the top of either Roster page.
6. Enter the recipient's name or choose the name from the drop-down list. You can message the entire team, selected members, or all staff by choosing All Players or All Staff from the drop-down list. Click both to message all team members. After you type in your Subject and Message, click Send. Depending on their messaging preferences, parents on your team will receive an email, a text message, or both.

### How do I attach a document to a message sent through Team Center?

There is no ability to attach a file to a TeamCenter email. The easiest way to send a document is to post it to your team page, then send a link to the document.

1. Login to the site and navigate to your team page. Toggle into Edit Mode On in the top left.
2. Click 'Add Page Element'




3. Select 'Document'


ADD NEW PAGE ELEMENT

CLOSE


Choose a Page Element from the list below:



**TEXT BLOCK**  
Perfect for adding subtitles and general text to your page. Use the formatting options to customize the display and add links. You can also add an image to your Text Block.



**SINGLE PHOTO**  
Upload a single photo or image to display on your page.



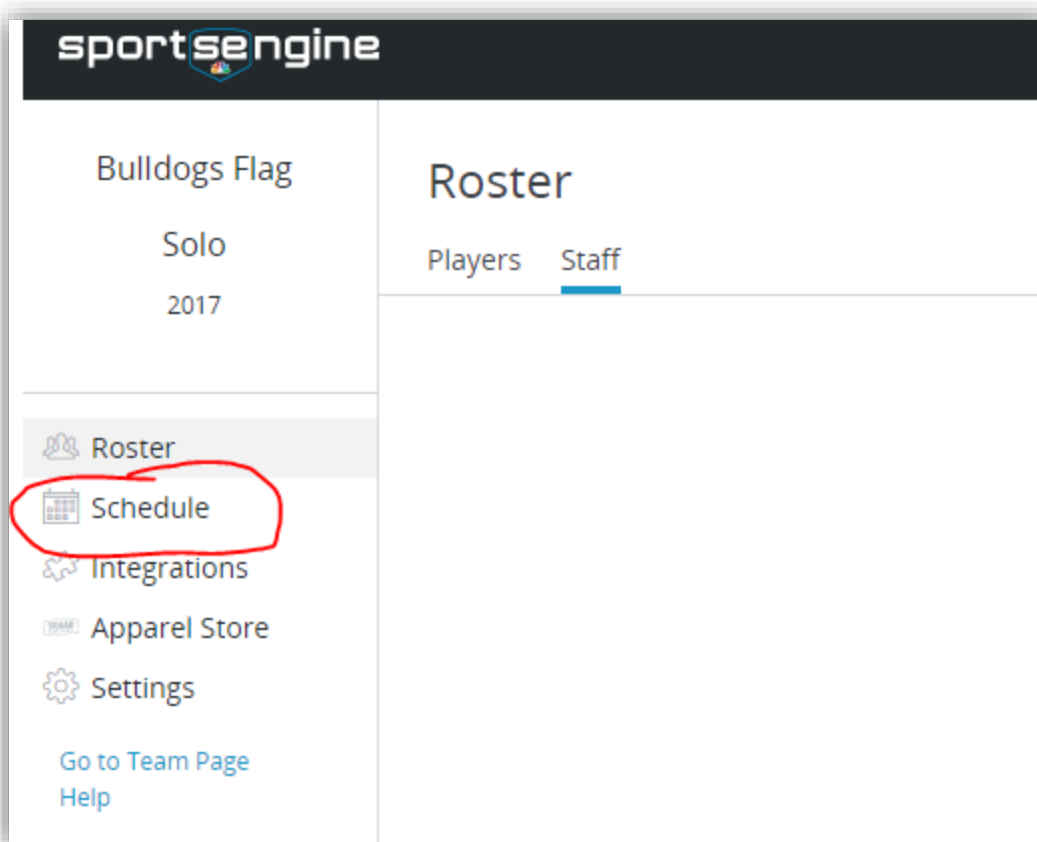
**DOCUMENT**  
Upload a document to your page. Users can then easily download this file in its original format. The document will also be accessible from the Document Finder Page (if applicable to your website) found on the top horizontal menu bar.

4. Give your document a name, browse to find it on your machine, and click 'Create this page element'. SportsEngine will upload the file and place it on your team page.
5. Depending on your browser, you can right click on the document and copy link address. Paste the address into your email and your parents can access it.

### How do I add events to my team calendar?

For recurring events like practices or stunting clinics, email a full list of days, times, and locations to [communications@bedfordbulldogs.org](mailto:communications@bedfordbulldogs.org). I will create an import file and publish your recurring events to the website.

1. To add games, team parties, walk-throughs, or other one-off events, please follow the instructions above to get into your team's TeamCenter.
2. Once there, click on 'Schedule'.



3. The Schedule page will show any existing events on your team's calendar.

Bulldogs Flag

Solo

2017

Roster

Schedule

Integrations

Apparel Store

Settings

Go to Team Page

Help

Schedule

EventsCalendarRSVPs

<>August 2017All Events▼+ New Event+ New Game👤 Invite🗑 Delete

EVENT	DATE	TIME	LOCATION
<input type="checkbox"/> Bulldogs Flag Practice	Aug 8	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 9	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 10	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 15	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 16	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 17	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 22	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 23	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 24	5:45 pm EDT	McAfee Farm Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 29	5:45 pm EDT	Chubbuck Rd Field
<input type="checkbox"/> Bulldogs Flag Practice	Aug 31	5:45 pm EDT	Chubbuck Rd Field

4. **Football teams only:** To add a game, click '+ New Game' and enter in the date, time, opponent, and location. You can optionally add a Google Maps link to the game field, which is helpful for parents accessing the game info on their phone on the day of the game. IMPORTANT – by default, everyone on your roster will receive an email notifying them of the new event. Uncheck this to suppress the email.
- For non-game events, and for all cheer events:** To add an event, click '+ New Event'. Enter in all the relevant information. IMPORTANT – by default, everyone on your roster

will receive an email notifying them of the new event. Uncheck this to suppress the email.