



Team Manger to do check list

(after review of Team Manager Outline)

- Register as team manager: <https://shakopeelacrosse.sportngin.com/register/form/155028693>
- Register on YLM site: www.youthlaxmn.com > Registration > 2022 Association Leader Registration > and register yourself with your SportsEngine login.
- Read Team Manager Outline
 - Have an understanding of how to score & keep time at games
 - Ensure home game score sheets are submitted to YLM
 - Review the form to reschedule a game if necessary
- Send a welcome email to introduce yourself.
Log into Shakopee Lacrosse website → Switch to Edit Mode on your team page → Select the yellow Manage Team tab
- Update web page: (share this page with your team every time you update information to keep all your information in one place without having to search through emails)
 - Roster is preloaded by the association
 - Add team contact information
 - Add fundraising information
 - Add tourney information
 - Post game duties to calendar
 - Post time keeping instructions
 - Add weather policy
 - Add parent duties to home games
- Once game schedule is posted, assign parents to score sheet, and time clock duties, by assigning parents in alphabetical order for home games only
- Update/print off roster as needed to keep the team book updated
- Print off contact sheet as needed to keep team book up to date (this information is updated by parents on their SportsEngine account settings)
- Ensure you have score sheets for home games in your book
find blank scoresheets here: <https://www.shakopeelacrosse.org/page/show/1569056-team-manager>
- Create team cheer cards with Name & Jersey number
- Refer to Team Manager section of Association webpage for documents and links
<https://www.shakopeelacrosse.org/page/show/1569056-team-manager>

General questions or how to's, can be directed to:
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