

Coach Account Setup Instructions

Buckeye Baseball League 2019

Each team in the Buckeye Baseball League has a Team Page on our website. As a coach, you will provide some basic information about your team on your Team Page. When you schedule a game, you must enter that game's date and time in the online Game Schedule.

Please complete the following instructions to gain access to your Team Page(s) for the 2019 Regular Season.

Some steps are time sensitive! Please read these instructions thoroughly. This will only take a few minutes.

These instructions can also be found online at <http://www.phenomsports.info/coachsetup>

Big Step ONE: Your SportsEngine Account

Do you have already a SportsEngine Account? Let's find out.

- 0. To begin:** find a computer, open a web browser, and go to <http://www.phenomsports.info/>
- 1.** Look at the bottom-left corner of the webpage. You will see a dark gray Login Bar that looks like this:



If there's a username in the "MyUsername" region, then you are currently logged into your SportsEngine account, and you can skip all to **Part 9** now.

HOWEVER, if it says "Login" instead, then you are not logged-in with a SportsEngine account. We will check if you have an account that you can log in with.

- 2.** Go to the SportsEngine log in page: https://user.sportngin.com/users/sign_in
- 3.** Try to log in if you believe you already have an account. You can click on the "Forgot?" box in the password field if you do not remember your password.
- 4.** If you have successfully logged in to a SportsEngine account, please move to **Part 9**. You do not need to worry about account activation. Otherwise, keep reading.
- 5.** If you could not log into a SportsEngine account, we'll create one now.
- 6.** Go to the Account Creation page: https://user.sportngin.com/users/sign_up
- 7.** Enter your information to create your SportsEngine Account.
- 8.** You might be told to check your inbox for a verification email.
VERY IMPORTANT: YOU MUST VIEW THIS EMAIL AND CLICK THE LINK INSIDE! CHECK YOUR JUNK AND SPAM FOLDERS! It might take several hours for the email to arrive.
VERY VERY IMPORTANT: The link in the verification email might **expire** 24 hours after receiving it!
ACT FAST! If the link expires, you have the restart this entire process.

Continued on Next Page →

9. We are almost done. Return to <http://www.phenomsports.info/> and click on "Login" in the dark gray Login Bar (at the bottom left of the page):
Now log in with your newly-created SportsEngine account. After a successful login, you will be redirected back to the Phenom Sports website.

Login Create an Account

sportengine

10. Check the dark gray Login Bar again. Does it say "Connect to this Site" near your username? If it does, you must click on that and follow the directions to "join" the Phenom Sports website.

If you're having difficulties with the SportsEngine account system, please contact the [SportsEngine Help Desk](https://help.sportengine.com/) for assistance with their system. Link: <https://help.sportengine.com/>

Big Step ONE Complete

At this point, we have guaranteed that you have access to a SportsEngine account, and that it is connected with the Phenom Sports website.

You are nearly finished - move to **Big Step TWO** now.

Big Step TWO: Informing Us of Your Teams

Confirm what Team Pages you need to be connected to.

0. **To begin:** find a computer, open a web browser, and go to <http://www.phenomsports.info/>
1. Log in to your SportsEngine account.
2. Fill out the Google Form found at this link: <https://goo.gl/zefFf9>
PLEASE ENSURE THAT YOU HAVE ACTIVATED YOUR SPORTSENGINE ACCOUNT BEFORE DOING THIS!
3. There are 3 pages in the Google Form. Use the Next button to advance sections. Remember to click Submit on the final page!
4. Once you have filled out the form, allow 1-2 business days for us to receive your submission and assign editing permissions. If you requested Team Page Recycling (details in the form), please allow additional time for us to perform recycling per your instructions.

Once you submit the form above, you will have completed the Account Setup procedure for 2019.

WATCH YOUR EMAIL! You still need to complete your Team Page(s) once we have validated your account. You will receive an email once your editing permissions have been assigned (allow 1-2 business days). That email will also contain instructions for building your Team Page(s) and entering your team's information.