## **How to contact a Coach or Administrator of the Opposing Team**

\*Only Coaches and Administrators that are listed on the UYSA roster can access Administrator information for the opposing team.

To access the information for an Opposing Coach or Administrator:

- 1. Log into your UYSA Account
- 2. Click on the "Teams" tab underneath your family's information
- 3. Click on the "Tournament & Schedule Apps" tab
- 4. Click on the "Schedules/Game Scoring" option on the far right hand side.
- 5. In the schedule scroll down to the specific game with the opponent you are trying to contact.
- 6. Click on the name of the team in the schedule. (The contact information for the opposing team's Coaches and Administrators will pop up in a separate box.)

<sup>\*</sup>If you are contacting the other team about a reschedule. Please make sure you send an email to EVERYONE listed as "Team Contacts"