

Coach User's Guide



SPORTSSIGNUP

Easy for You. Easy for All.™



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Introduction

This document is intended for coaches using the SportsSignup online registration system. The User's Guide assumes that you have already registered to coach; your organization has used the SportsSignup system to assign you to one or more teams, and has made the teams "visible" to players and coaches by setting the team's access to "Whole Team". The guide will show you how to view all players assigned to your team, how to upload Person ID images, how to email the team, and how to print the team roster. You may also have the capability to print player passes if applicable to your organization.

Access to the TeamWall

After you have been assigned to a team and the team's access has been set by an administrator to "Whole Team", you will receive the following email indicating that you have access to the TeamWall and all of its features:

 **Note:** The variables with "\$" symbols get filled in with **your personal information** when you receive the email

Congratulations, an administrator at \$league.name has assigned \$personFirstName to a \$league.Team

Name: **\$team.teamname**

Assigned Role: **\$RegistrationRole**

[Login to your TeamWall](#) to easily access the following features:

- **View/print your roster:** including the names of parents(s)/guardian(s), phone numbers, emergency contact info, etc. Several different roster printing formats are available
- **Post on Team Chat,** a *private* message board for your team only. It's a great place to converse with your team and keep them informed.
- **Send them an email.** There's no need to keep track of family emails or use other email systems - just compose and send.
- **Send time-sensitive info by Text Message.** With *easyAlert*™, you can send a text message when you make a last minute schedule change, or for other urgent messages. Your message will be delivered instantly to team members that have opted-in to receive texts.

On the go? [Login to TeamWall on your mobile phone](#) (a smartphone and internet connectivity is required)

For more information on how to do all of these useful things, the [Coach Users Guide](#) will help. If you have any questions about your assignment, please contact an administrator at \$league.name

THIS IS A SYSTEM GENERATED EMAIL, PLEASE DO NOT REPLY.

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Log into your Account

Follow the steps below to login to your Account. You will use the same account you initially registered yourself to coach and/or to register your children to access your team's information.

Account Login

Login
Login to your **Dougs Sports** account below.

Email

Password

Log me in automatically


Forgot your password? [Reset Password](#)

Enter your email and password to **Login**

First Time?
If this is your **first time** visiting this site, you must [Create an Account](#)

Team Management

Welcome - Sara & Barry & Coach



View your roster, email/text your Team, manage your schedule, and more.

| <i>Team</i> | <i>Session</i> | |
|------------------------|--------------------------------------|--|
| <u>Red Team</u> | Fall 2013 Hockey (<i>All ages</i>) | <input type="button" value="View TeamWall"/> |

Recent Registrations

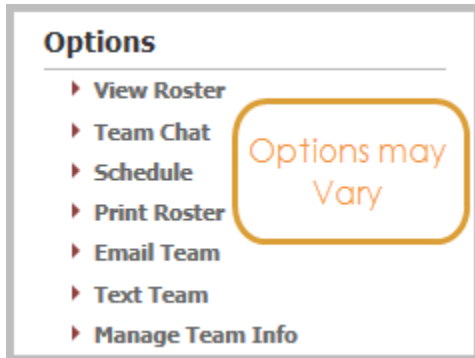
| | | |
|-------|--------------------------------------|---|
| Barry | Fall 2013 Hockey (<i>All ages</i>) | Receipt |
| Sammy | Fall 2013 Hockey (<i>All ages</i>) | Print Forms Receipt |

Click **View TeamWall** to access your team options

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Upon successful login, you will be taken to your account **Home** page. Here, you will see registrations for your child(ren) and for yourself as a coach. Here you can edit your account information such as your email, phone number, and address as needed.

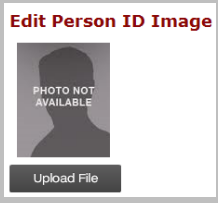
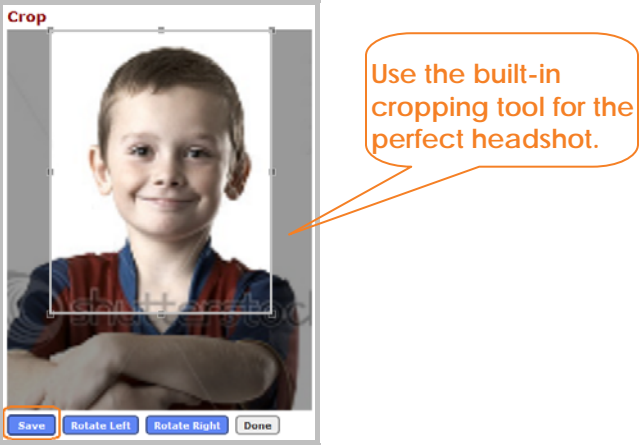
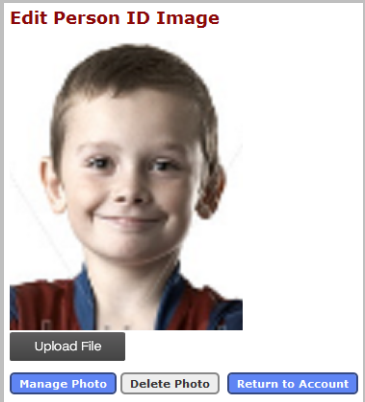
Clicking on the team name brings you to the Team Center. Here you can [View Roster](#) to upload ID images and view the entire team, including any assistant coaches or other helpers. The players name, birth date, gender, parents/guardians, and phone number(s) are shown here for your reference. To [e-mail your team](#), [print the team roster](#), View Team Schedule, or to [print player passes](#) (if applicable), click on the appropriate link.



View Roster-Photo upload for Coaches

SportsSignup's allows coaches to upload images for players and coaches on their team.

| Step | Action |
|------|---|
| 1. | <p>Click View Roster to upload ID Images and to view players and other assigned coaches.</p> |

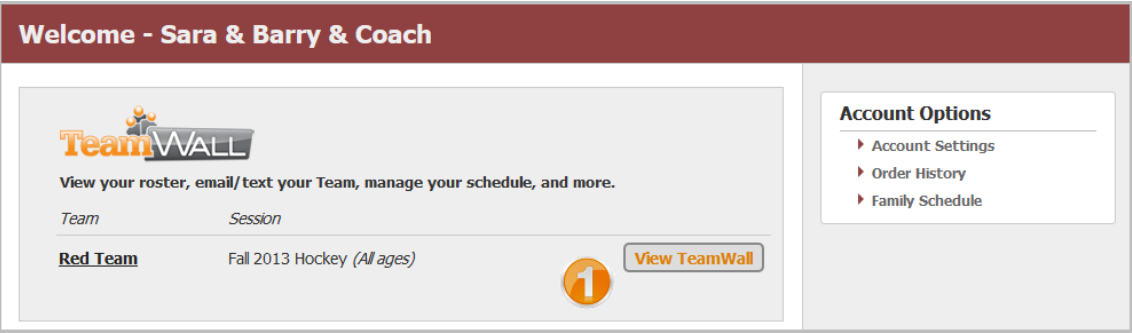
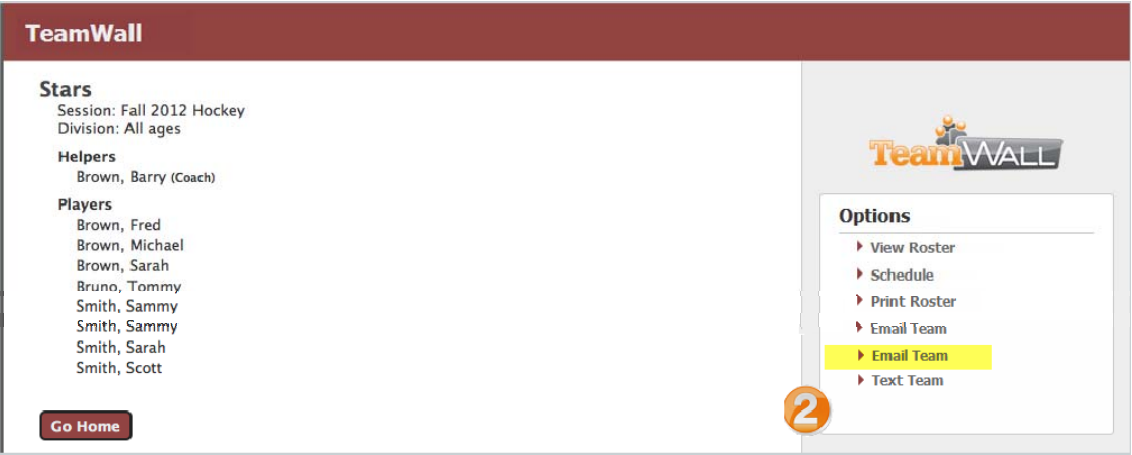
| | |
|----|--|
| 2. | <p>Click “Upload File” button and choose your photo from your files.</p>  <p>Edit Person ID Image</p> <p>PHOTO NOT AVAILABLE</p> <p>Upload File</p> <p> Tip: Headshot photos work best and must be in .jpg, .png or .gif formats.</p> |
| 3. | <p>Adjust the image with the built-in cropping tool and Save.</p>  <p>Crop</p> <p>Use the built-in cropping tool for the perfect headshot.</p> <p>Save Rotate Left Rotate Right Done</p> |
| 5. | <p>Review the results and continue to make changes, delete the image or return to your account.</p>  <p>Edit Person ID Image</p> <p>Upload File</p> <p>Manage Photo Delete Photo Return to Account</p> |

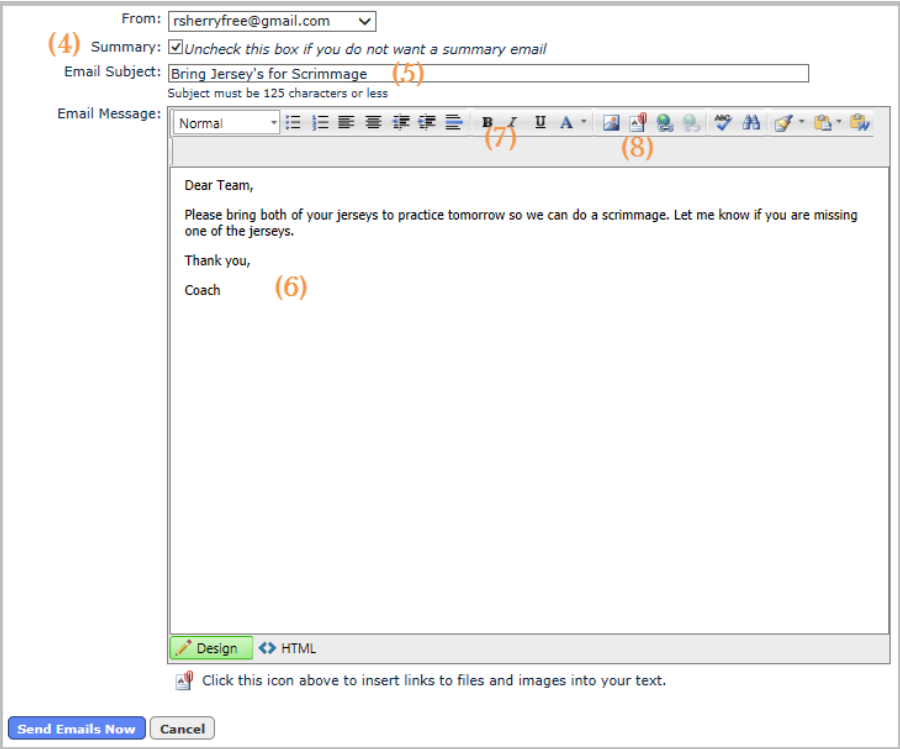



How to Email your Team

Sending an email to your team is easy.

Note: The e-mail will be sent from the email address listed in your account and is sent to all team members as well as rostered helpers.

Follow the steps below to send your e-mail:

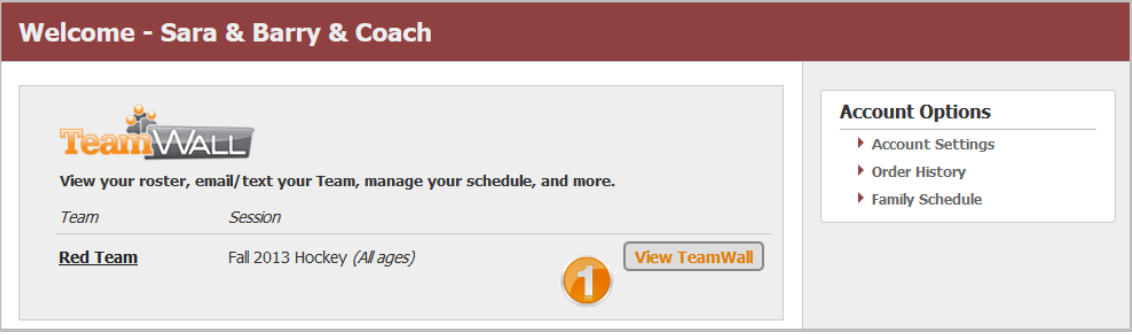
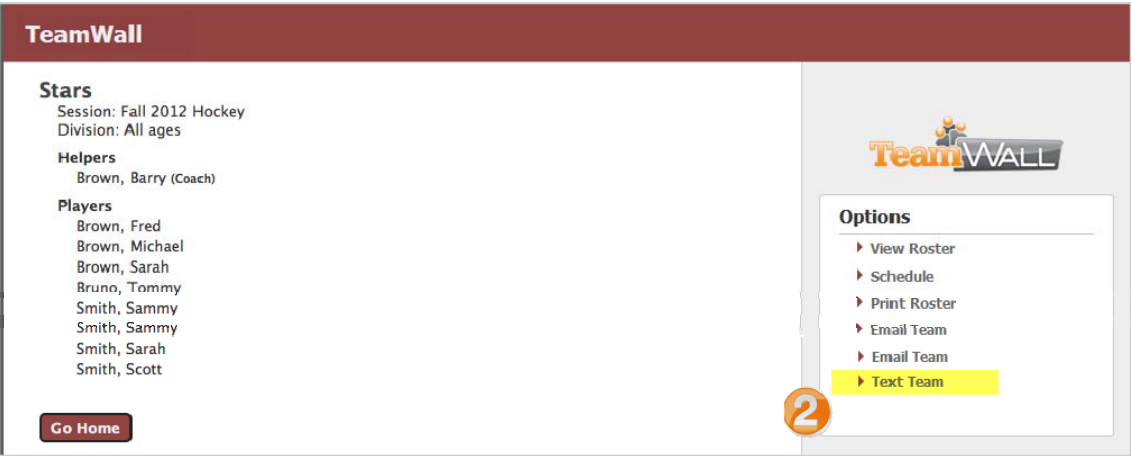
| Step | Action |
|------|--|
| 1 | <p>Coaches will click View TeamWall next to their team name to access the TeamWall</p>  |
| 2 | <p>Click Email Team</p>  |

| | |
|----------|--|
| <p>3</p> | <p>Compose and send <i>email</i>:</p>  |
| <p>4</p> | <p>The Email Summary Checkbox is checked by default. It is recommended that you always receive a summary of the emails sent.</p> <p> Note: The system does not store sent emails or record if or when they are sent</p> |
| <p>5</p> | <p>Enter a Subject for your email.</p> |
| <p>6</p> | <p>Type your email in the Email Message box.</p> |
| <p>7</p> | <p>Utilize any needed formatting tools from the formatting tool bar (bold, bullets, underline, etc.).</p> |
| <p>8</p> | <p>If you would like to add an attachment, click on the red paperclip icon  using the document manager.</p> <p> Tip: Documents are stored in the SportsSignup system and inserted into the body of the email rather than attached to the email. This improves deliverability, decreasing the chance it will be filtered as junk mail.</p> |
| <p>9</p> | <p>Click Send Emails Now</p> |


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How to Send a Text Message (*easyAlert*) to your team:

Once an administrator gives their Team Helpers access to rosters by making their team "Live", coaches can then utilize the TeamWall. The TeamWall includes many useful tools for coaches to view and print their roster, create and manage team schedules and most importantly, easily communicate with their team.

| Step | Action |
|------|--|
| 1 | <p>Coaches will click View TeamWall next to their team name to access the TeamWall</p>  <p>The screenshot shows a 'Welcome - Sara & Barry & Coach' header. Below it is the 'TeamWALL' logo and the text 'View your roster, email/text your Team, manage your schedule, and more.' A table lists the team 'Red Team' for the 'Fall 2013 Hockey (All ages)' session. A 'View TeamWall' button is highlighted with a circled '1'.</p> |
| 2 | <p>Click Text Team</p>  <p>The screenshot shows the 'TeamWall' interface. On the left, it lists 'Stars', 'Helpers' (Brown, Barry (Coach)), and 'Players' (Brown, Fred; Brown, Michael; Brown, Sarah; Bruno, Tommy; Smith, Sammy; Smith, Sammy; Smith, Sarah; Smith, Scott). A 'Go Home' button is at the bottom left. On the right, the 'Options' menu is open, and 'Text Team' is highlighted with a yellow background and a circled '2'.</p> |

3 Compose and Send *easyAlert*- Coaches have the ability to select the entire team or specific individuals



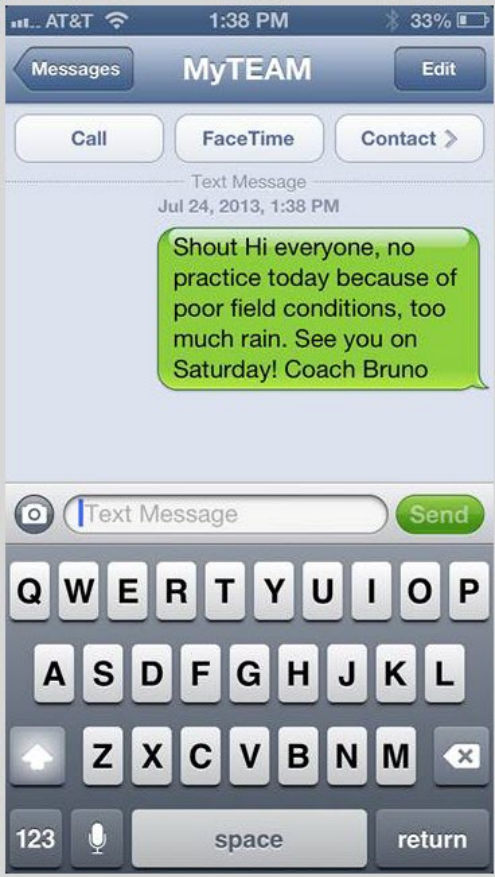
How to send a TeamSHOUT:

If you would like to send an *easyAlert* without having to login to your account, you can do so by sending a TeamSHOUT. TeamSHOUT is an *easyAlert* feature that allows you to easily send an *easyAlert* to your whole team with your phone through text message.

In order to send a TeamSHOUT, the following requirements must be met:

- | Requirements to Send a TeamSHOUT |
|--|
| <ul style="list-style-type: none"> • You must opt-in your mobile phone for <i>easyAlert</i> to send messages by text • You must be registered as a team helper • You must be rostered on a team • Your team's access must be set by an administrator to "Whole Team" • You must start your text message with the word Shout as illustrated below • The message must be less than 140 characters |

To send a TeamSHOUT:

| Step | Action |
|------|---|
| 1 | <p>Compose a text to 698326 (MyTeam) starting with the word Shout</p>  <p>Note: On Android phones, you must text to the number (698326). However, as illustrated above, you can text MyTeam on iPhones</p> |
| 2 | <p>Send the message</p> <p>Note: If you coach multiple teams in the SportsSignup database, you will get a reply text asking which team you are sending the alert to and will require your response to send the message. This means that you can use TeamSHOUT even if you coach multiple teams in different SportsSignup systems</p> |

How to Print your Team Roster

| Step | Action |
|------|---|
| 1 | Click Print Roster |
| 2 | Select the Roster Type <p>Note: Roster Types may vary by organization</p> |
| 3 | Click Print |

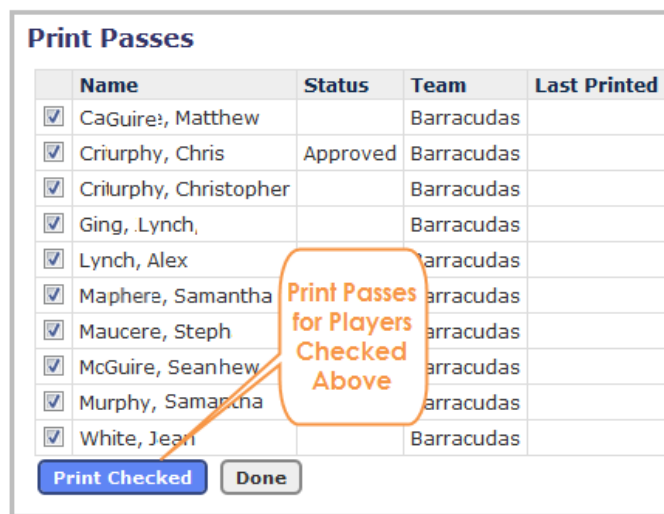
Example of a Coach Roster

| Springfield Soccer Blue Sparks Senior Boys Dec 13, 2010 | | | | | | |
|---|-----------------|---|---|---|------------------------------------|--------------|
| Coaches | | | | | | |
| Sierra, Terrell | Coach | 193 Blackwood St Springfield, MA 01103 | 718-555-3783 (H) sierra@sportssignup.com | | | |
| Felix, Alexandra | Assistant Coach | 151 Lee St Springfield, MA 01103 | 718-555-8686 (H) felix@sportssignup.com | | | |
| Players | | | | | | |
| Name | Age | Parents | Address | Contact | Emergency Contact | Medical Info |
| Britt, Cary (Josh) (M) | 17 | Melina Britt | 26 Buggy Dr Springfield, MA 01103 | 718-555-4125 (H) britt@sportssignup.com | Jesica Hammond 718-555-2821 (H) | |
| Cleary, Jonathon (M) | 18 | Eden and Bonnie Cleary | 293 Will Jones Rd Springfield, MA 01103 | 718-555-6385 (H) cleary@sportssignup.com | Megan Sewell 718-555-2164 (H) | |
| Coyle, Kalvin (M) | 16 | Eli Coyle | 173 Mockingbird Ln Springfield, MA 01103 | 718-555-6270 (H) coyle@sportssignup.com | Tracey Ash 718-555-5473 (H) | |
| Felix, Britton (Ri) (M) | 15 | Alexandra Felix | 151 Lee St Springfield, MA 01103 | 718-555-8686 (H) felix@sportssignup.com | Emilie Tomlin 718-555-4815 (H) | |
| Fortin, Mariano (M) | 14 | Kacie and Mia Fortin | 220 Deer Creek Ln Springfield, MA 01103 | 718-555-1321 (H) fortin@sportssignup.com | Dianna Gandy 718-555-4656 (H) | |
| Grey, Male (M) | 17 | Manen and Ninel Grey | 130 Tanfield Rd | 718-555-1273 (H) | Kawleigh Manning | |

How to Print Player Passes (if applicable)

Some parent organizations allow coaches to print player Passes directly from the system. If you have this capability, you will see a Print Passes option on the View Team page. When you click on Print Passes, you will see a page showing the Print Pass history and options to select those passes you would like to print. To print selected passes, click on the **Print Checked** button in the lower left.

| Step | Action |
|------|---|
| 1 | Click Print Passes |
| 2 | Check the name of the players you would like to print |
| 3 | Click Print Checked |
| 4 | Upon selecting Print, a PDF file is created and displayed that is ready to be printed on card stock. Be sure that your Print Settings are correct so the cards align properly – in the Page Handling section, the “Page Scaling” should be set to NONE, and “Auto-Rotate and Center” should be unchecked. |



Team Schedule Publisher

Using the Team Schedule Publisher allows coaches to easily input their team schedules into the system, and publish for team viewing. Activities like games and practices can be created, and locations can be added. The events will automatically be made available for viewing by team members; however, coaches are presented with the option of emailing registrants regarding events as well as printing the schedule.

Accessing Team Schedule


Your teams schedule is located from inside your account, similar to viewing your team, by clicking the team's name.

| Step | Action |
|------|--------|
| 1 | |
| 2 | |

Using the Team Schedule Publisher

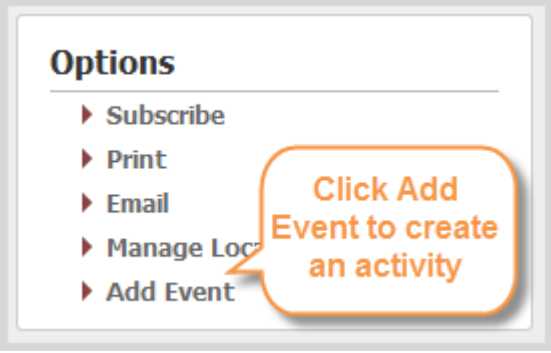
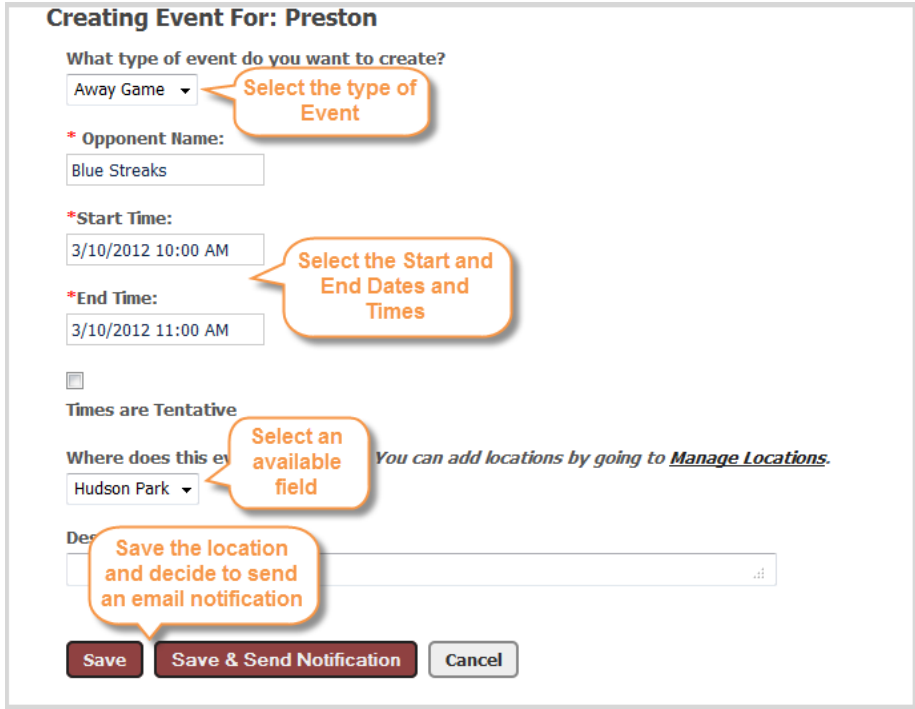
Please refer to the steps below for **creating and managing locations** for your team:

| Step | Action |
|------|--------|
| 1 | |
| 2 | |

| | |
|----------|--|
| <p>3</p> | <p>Create Location: Step 1 of 2</p> <p>Locations are arenas and complexes; they group together fields. You can add fields to this location in step 2.</p> <p>Name and Description</p> <p>What is the name of the location?*</p> <input type="text"/> Name your location here <p>Description:</p> <input type="text"/> Describe your location here <p>Address of Location</p> <p>Street:</p> <input type="text"/> Enter the street address here <p>City:</p> <input type="text"/> <p>State:</p> <input type="text"/> <p>Zip:</p> <input type="text"/> <p>Links</p> <p>Website for location:</p> <input type="text"/> <p>Link to mapping site:</p> <input type="text"/> Link location copy/pasted from map search (i.e. Google, Bing) <p>Save Cancel</p> |
| <p>4</p> | <p>Options</p> <p>▶ Add Field Click to add a field to the location</p> <p> Tip: This is an optional step.</p> |
| <p>5</p> | <p>Add New Field To:</p> <p>Field Name</p> <input type="text"/> Enter the name of this field, court, rink, course, etc. <p>Description</p> <input type="text"/> <p>Save Cancel</p> |

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Once you have added your locations, you can begin **adding and managing events** for your schedule. Here is how to add events:

| Step | Action |
|------|---|
| 1 |  <p>Options</p> <ul style="list-style-type: none"> ▶ Subscribe ▶ Print ▶ Email ▶ Manage Locations ▶ Add Event <p>Click Add Event to create an activity</p> |
| 2 |  <p>Creating Event For: Preston</p> <p>What type of event do you want to create? <input type="text" value="Away Game"/> <i>Select the type of Event</i></p> <p>* Opponent Name: <input type="text" value="Blue Streaks"/></p> <p>* Start Time: <input type="text" value="3/10/2012 10:00 AM"/> <i>Select the Start and End Dates and Times</i></p> <p>* End Time: <input type="text" value="3/10/2012 11:00 AM"/></p> <p><input type="checkbox"/> Times are Tentative</p> <p>Where does this event take place? <input type="text" value="Hudson Park"/> <i>Select an available field</i> <small>You can add locations by going to Manage Locations.</small></p> <p>Do you want to send an email notification? <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Save & Send Notification"/> <input type="button" value="Cancel"/></p> |

Editing Events

When an event is edited, such as altering the location, type, or time, you are once again able to **Save & Send Email Notification** of this change. After making a change to an event, the name of the event is marked with a blue asterisk. Mousing over this asterisk will display exactly when this event was changed.

Schedule For: Preston

| What | When | Where |
|----------------------|---------------------------------------|--|
| Away vs Blue Streaks | Saturday, Mar 10 11:00 AM to 12:00 PM | Hudson Park Edit Delete |

Changes made to events are displayed

This event was changed on Mar 7, 2012 2:20 AM

[Home](#)

Note: If an event is deleted, it will appear on the schedule with a strike through it for **one week** and will be grayed out, so the event cannot be selected.

Schedule For: Preston

| What | When | Where |
|------------------------|---------------------------------------|-------------|
| Away vs Blue Streaks * | Saturday, Mar 10 11:00 AM to 12:00 PM | Hudson Park |

No available options to Edit or Delete

[Home](#)

Note: Coaches do **Not** have the ability to **Edit** or **Delete** events that they did not initially create themselves.

Notifications

Dynamic email notifications, based on the event, can be sent at any time to all registrants on the team or roster. When a schedule is created, edited or if an event needs to be cancelled, subject specific emails can be sent to all members on the roster.

The options to **Email** and **Print** are always available when viewing the schedule for a given team:

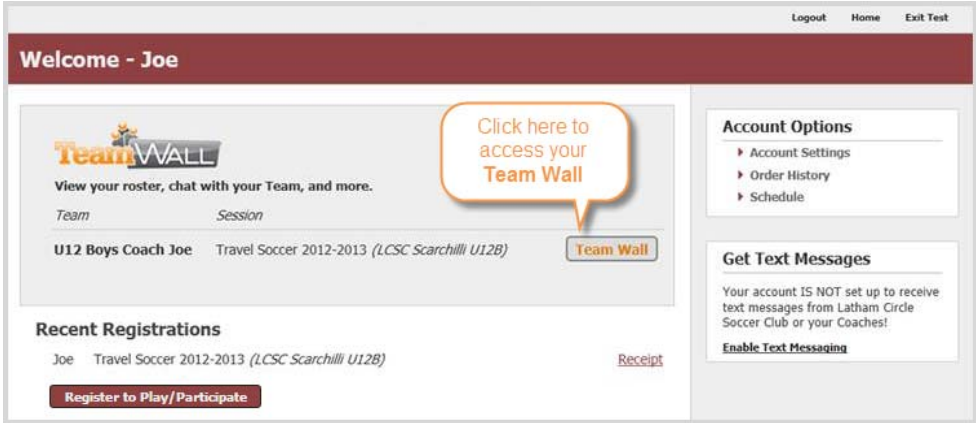
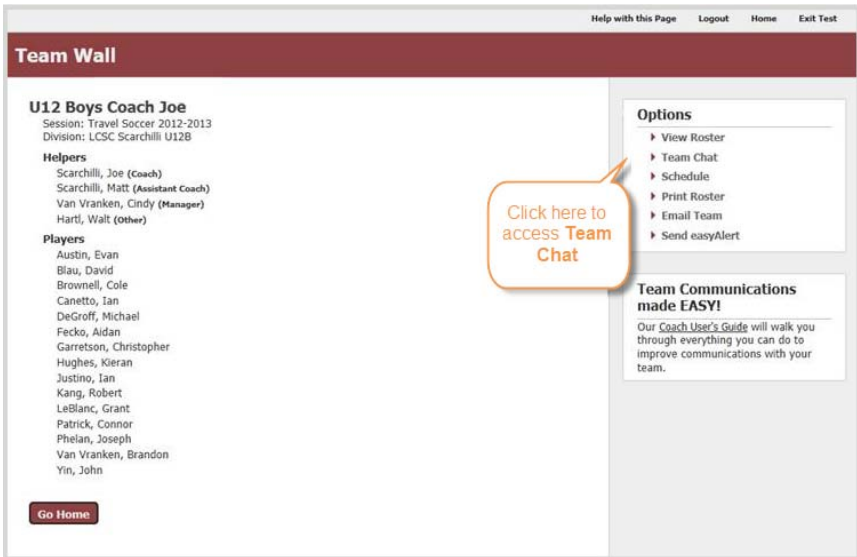
Options

- ▶ Subscribe
- 1.) ▶ Print
- 2.) ▶ Email
- ▶ Manage Locations
- ▶ Add Event

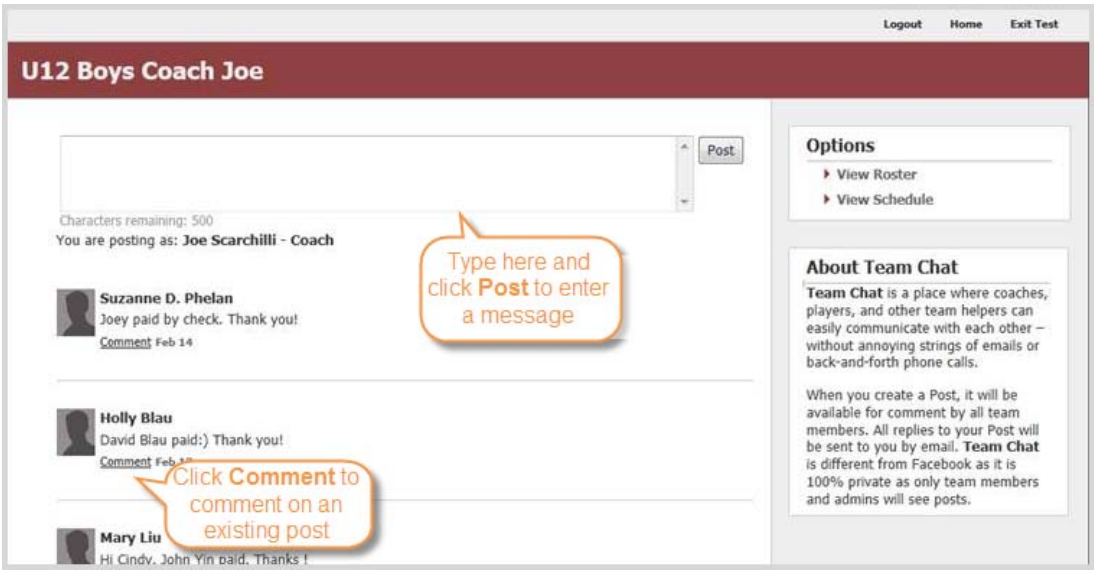
| Action | Result |
|--------|---|
| 1 | Print allows the player or coach to open their teams schedule as a PDF for printing, saving, etc. |
| 2 | Email allows coaches to send a dynamic email to their entire team, reminding that their schedule is available. The email contains a link to their schedule which does not require a login to view. |

Team Chat

The Team Wall is a free service that allows members of Teams to communicate easily with one another. Once your team is available to view on your account, you will be able to create and respond to posts made on the Team Wall.

| Step | Action |
|------|---|
| 1 | <p>From your account page, click on Team Wall to access Team Chat</p>  <p>The screenshot shows a user account page for 'U12 Boys Coach Joe'. A callout bubble points to a 'Team Wall' button. The page includes sections for 'Account Options', 'Get Text Messages', and 'Recent Registrations'.</p> |
| 2 | <p>Choose "Team Chat" from "Options".</p>  <p>The screenshot shows the 'Team Wall' page for 'U12 Boys Coach Joe'. A callout bubble points to the 'Team Chat' option in the 'Options' menu. The page lists 'Helpers' and 'Players'.</p> |

3



U12 Boys Coach Joe

Logout Home Exit Test

Characters remaining: 500
You are posting as: **Joe Scarchilli - Coach**

Suzanne D. Phelan
Joey paid by check. Thank you!
Comment Feb 14

Holly Blau
David Blau paid:) Thank you!
Comment Feb 14

Mary Liu
Hi Cindy. John Yin paid. Thanks!

Options

- ▶ View Roster
- ▶ View Schedule

About Team Chat

Team Chat is a place where coaches, players, and other team helpers can easily communicate with each other – without annoying strings of emails or back-and-forth phone calls.

When you create a Post, it will be available for comment by all team members. All replies to your Post will be sent to you by email. **Team Chat** is different from Facebook as it is 100% private as only team members and admins will see posts.

Note: When you create a Post, it will be available for comment by all team members. All replies to your Post will be sent to you by email. Team Chat is different from Facebook as it is 100% private as only team members and administrators can see posts.

SportsSignup's Privacy Policy and Data Security

At SportsSignup, we understand how important privacy and security are to users. We encourage users to review SportsSignup's policies. If you have questions about SportsSignup's privacy practices please contact us at privacy@sportssignup.com.

- [SportsSignup Privacy Policy](#)
- [SportsSignup Data Security](#)

Getting Help

Additional information can be found by clicking on **"Help"** at the top of the page within the application.