



Team Manger to do check list

(after review of Team Manager Outline)

- Register as team manager: <https://shakopeelascrosse.sportngin.com/register/form/497905081>
- Read Team Manager Outline
 - Have an understanding of how to score & keep time at games
 - Ensure game scores are submitted to MSLax
 - 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)
 - Update roster to read First Name Last Initial
 - Add team contact information
 - Add tourney information
 - Post game duties to calendar
 - Add parent duties to home games
- (Optional) Create team cheer cards with Name & Jersey number
- Prior to each home game, make sure parents are signed up to do field set-up, time/score keeping and field tear-down. If not, you will need to assign.
- 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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