Register My Athlete for Coaches

Step 1 - Create an Account and Get Assigned as a Coach in the system

1. If your school administration has created an account for you, you will receive and email with login instructions. Use those instructions and skip step 2
2. Click Create an Account
    a. Fill out personal account info
    b. Mark that you are a Coach Managing MY TEAMS
    c. OR an Administrator Managing STUDENTS
    d. Search your state and type the name of your school
    e. Submit

3. You will have a PENDING button until that Coach or Admin role is approved

4. A School Admin will assign you a coaching role to a sport(s) (Admins - to assign coach roles click Navigation > Settings > Administrators/Staff)

5. Once your role is approved, login and click your Coach button

Step 2 - Manage your Team(s)

1. After you have logged in, click on the Navigation button on the left side of the screen
2. The sport(s) you coach will be listed. Click on the sport
3. In the lower left quadrant of the page you will see blue numbers to the right of Total Registrations, Complete Registrations, etc. Click the blue number to the right of Total Registrations see a list of everyone who has begun registering for the sport.
4. Click on a name to see that athlete's Registration Checklist. Here you can see what needs to be done to complete the registration.
5. Only athletes with completed Registrations can be added to a roster.

6. To add athletes to a roster, click on the Team (upper right quadrant of the page). Click Manage Roster button and then Add Athletes to Roster. Only athletes with completed registrations will appear so they can be added to the roster.
7. Back on the sport page, with the Registration numbers and team names, up above the Team names is a + icon. Use the + to add new teams, to which you can then add athletes to create a roster.
8. You can email a team after a roster has been created by clicking on that team, then click Options > Email Team
9. To print emergency contact info, click on a team, click Options, and click Emergency Contact Info
10. Please click on the Need Help? Button on the left side of the screen for answers to many Frequently Asked Questions.