


Coach/Manager Manual


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This manual will explain step by step how you can:

- Add or Edit a team bulletin
- Edit game results
- Edit player statistics

All of the above features will be available to you after you are signed in under the "Admin" section of your site. Also, additional field specific help is available on each form by clicking the help dots  next to each field. Good luck with your team and have a great season!

Add/Edit a team Bulletin:

Bulletins are a great way to communicate with your team's players and parents. Bulletins are displayed on your team's home page with the newer bulletins displayed at the top. You can optionally email bulletins to players and parents using the "Broadcast Email" feature during the edit or creation process.  Quick look

1. First, make sure you are signed in as manager/coach in the top right corner of the site 
2. Next, select your teams from "Teams/Squads", the menu tab at the top of your site.
3. Click on the  button to add a new bulletin.
4. Enter information including "Respond To", "Publish Date", and "End Date". If no "End Date" is entered the bulletin will remain on your team's page indefinitely.
5. You may choose to have the bulletin emailed to everyone on the team by checking the "Email Broadcast" box. Select who you would like the bulletin to be mailed to (parents, players or both)
6. Click "Submit" to save.


To edit an existing bulletin, click on the  "Edit" icon next to the bulletin on your team's page


To delete an existing bulletin, click on the  "Delete" icon next to the bulletin on you team's page

Alternatively, you may email your entire team without creating a bulletin by using the "Email Team" option at the top of the "Roster" page.

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Edit Game Results:



This section will allow you to enter or change a score as well as any other information about a game. If your club has set this up, you may also use this form to have results and a brief summary emailed directly to your local newspaper.  Quick look

1. First make sure you are signed in as manager/admin.
2. Select "Teams/Squads" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page).
3. Select "Results" from the menu pages at the left.
4. On the team results page, find the game you wish to edit and click on the "Edit" icon  to the right of the game.
5. Enter the score or any additional result changes and optionally, game commentary.
6. Click submit to confirm changes.

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Edit Player's Statistics:

This feature will allow you to enter or edit player's statistics for a particular game. This will let you track players performance and progress throughout the season.

1. First make sure you are signed in as manager/coach in the top right corner of the site.
2. Select "Teams/Squads" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page).
3. Select "Results" from the menu pages at the left.
4. On the team results page, find the game you wish to enter stats for and click on the "Graph " icon  to the right of the game (the icon will be green  if stats have already been entered).
5. After clicking the icon, you will be presented with a spreadsheet with all players and input fields for all statistical categories across the page. At the top of the page will be tabs for different positions (goalies, players, etc.).
6. Enter any statistical data for each player as appropriate, and check the "ATN" box for all players who played the game in that position, regardless of whether they had any data reported.
7. Click "Submit" to confirm changes.

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