

MARSHFIELD YOUTH BASKETBALL

Recreational League Coordinators

Assigning Team Rosters & Schedules

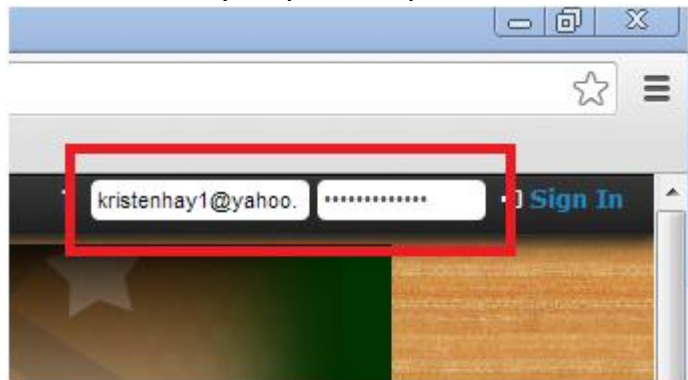
Keith Hay

10/28/2013

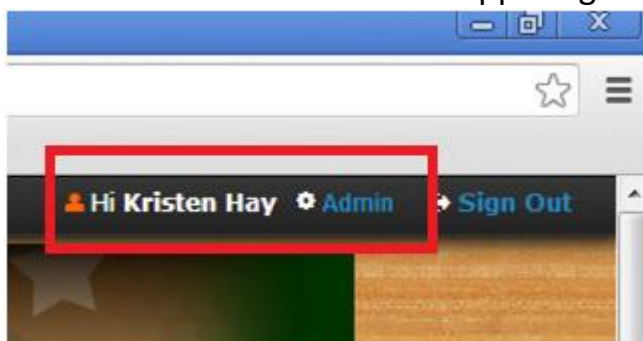
Assign Rosters

1. Go to the Marshfield Youth Basketball website (<http://www.marshfielddyouthbasketball.com>) and logon using your E-mail address and the League Coordinator password in the upper right corner.

NOTE: Keith Hay to provide password



2. Click the **Admin** button in the upper right corner



3. Click the **Assign Rosters** link in the Teams section on the Admin screen



4. a. Select the appropriate **Season**
- b. Select a **Team**
- c. Select the appropriate **Registration Program**
- d. Uncheck the box "Assign jersey numbers from previous team"
- e. Click **Submit**

Select Team & Participants

Help [?](#)

Select a Team

Recreational 2012/2013 Season

Bobcats

Select Participants

Currently Unassigned in Season

Member Type

All

Gender

Any

Use the League Age Calculator

Born between



and



(MM/DD/YYYY)

Between grades

and

for school year

2013-2014

Registered in

Recreational Program Boys 1st & 2nd Grade 9/15/2013 - 12/1/2013

Assign jersey numbers from previous team

Notes Contains

Submit

Reset

5. Leave the Registration Criteria screen blank and click **Submit**

Registration Criteria

Optionally choose additional selection criteria from registration. Leave blank to select all registrants.

Question:

Answer: Equals, Contains, Doesn't Contain:

And, Or:

Question:

Answer: Equals, Contains, Doesn't Contain:

And, Or:

Question:

Answer: Equals, Contains, Doesn't Contain:

- Simply click the player's name in the list of **Eligible Members** on the right to add them to the team
 - To remove a player from a team, simply click the player's name in the left column to return them back to the Eligible Members

NOTE: Continue this process until all players are assigned a team.

Assign Teams

Bobcats	
1	Hay, Ryan

Save Roster

Eligible Members
Bates, Dean
Behan, Sean
Bernstein, Abel
Brilliant, Jake
Carey, William
Cavanagh, George
Cregan, Owen
Delaney, Aidan
Ellwood, Matthew
Emond, Bradey
Faith, Jackson
Ferris, Jack
Keif, Michael
Kennedy, Ian
Knapp, Riley

Create Schedules

1. From the Admin screen, click **Add Game or Practice** from the Scheduling section



2. a. Enter the **Date**
b. **Start/End** times
c. Select the facility name from the **Location** dropdown list
d. Select **Game** from the Category dropdown list

Details

Date TBD for min. to ?

Location ?

Category

Status ID (optional)

Arbiter ID (optional)

- e. Select the correct **Season** and **Teams (Home/Away)**
Teams

Season Link to tournament bracket

Teams

Outside Opponent Define Other

- f. Type an Event Note (optional) such as "Court #2"
g. Uncheck all checkboxes to Send Notices
h. Click the **Submit** button

Options

Event Note 

- Send notices to
- Team Managers
 - Team members and their parents
 - Officials

Heads-up! Teams MUST be set to "Live" for notices to be sent

NOTE: This will need to be completed for every game

Assign Coaches/Asst. Coaches

1. From the Admin screen, click **Lookup Members** from the Members section



2.
 - a. Type parent's last name
 - b. Change Member Type to **Parent**
 - c. Select the correct registration at the bottom of page
 - e. Click **Find Members**

Report Type ?

First Name =

Last Name =

ID ?

Member Type ?

Has Email ?

Email =

Email Status

Phone =

Gender

Born Between and ?

In Grade(s) to ?

Birth Certificate

Rating Between and

Notes =

Modified Since

In Zip(s)

Registered in ?

Recreational Program Boys 3rd & 4th Grade: 9/15/2013 - 12/1/2013

Recreational Program Boys 5th & 6th Grade: 9/15/2013 - 12/1/2013

Recreational Program Boys 7th & 8th Grade: 9/15/2013 - 12/1/2013


Recreational Program Boys High School: 9/15/2013 - 12/1/2013









- Position =
- Not Assigned
 - Coach
 - Asst Coach
 - Manager
 - Referee
 - Player
 - C
 - C-F
 - Development Coordinator
 - Equipment Coordinator
 - F
 - F-C
 - F-G
 - G
 - G-F
 - Gym Coordinator
 - President
 - Rec Program Advisor
 - Registrar/Database
 - Secretary
 - Travel & Rec Program Advisor
 - Treasurer
 - Vice President
 - Webmaster

- Assigned to Team(s)
-
- Not Assigned
 - Board
 - Friends
 - Inactive
 - Officials
 - *Boys 1st & 2nd Grade
 - *Boys 3rd & 4th Grade
 - *Boys 5th & 6th Grade
 - *Boys 7th & 8th Grade
 - *Boys High School (9-12)
 - *Girls 1st & 2nd Grade
 - *Girls 3rd & 4th Grade
 - *Girls 5th & 6th Grade
 - *Senior Girls (7-12)
 - *Travel Boys Coastal Prep League
 - Boys 4th Grade CPL
 - Boys 5th Grade CPL
 - *Travel Boys Cranberry League
 - Boys 6th Grade CL
 - Boys 7th Grade CL
 - Boys 8th Grade CL
 - *Travel Boys Kingston League
 - Boys 4th Grade Kingston
 - Boys 5th Grade Kingston
 - Boys 6th Grade Kingston
 - Boys 7th Grade Kingston
 - Boys 8th Grade Kingston
 - *Travel Boys South Shore League
 - Boys 6th Grade SSL
 - Boys 7th Grade SSL

Paid Not paid Waitlisted Not waitlisted

3. Click the parent's name

Member Directory + Add member Help 

	Name	Address	City	State	Zip	Phone	Email	
	*Hay, Keith	14 Longview Terr	Marshfield	MA	02050	781-834-5474	keith.hay@talbots.com	
	*Hay, Kristen	14 Longview Terrace	Marshfield	MA	02050	781-834-5474	kristenhay1@yahoo.com	
	*Hayes, Jennifer	841 Ocean Street	Marshfield	MA	02050	781-837-0755	hazey200@verizon.net	
	*Hayes, Paul	841 Ocean Street	Marshfield	MA	02050	781-837-0755	bdhazey1@verizon.net	

4 of 4 members
* denotes a Parent

4.
 - a. Click the **Teams** tab
 - b. Make sure the correct registration is selected (eg. Recreational 2013/2014 Season)
 - c. Select the Team name
 - d. Select **Coach** or **Asst Coach**
 - e. Click **Submit**



Keith MI Hay ?

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Contact Personal Registration Security **Teams**

Team Assignments in Season **Recreational 2013/2014 Season** ?

Team ?	Position ?	New Position ?	No. ?
Board	Webmaster		6
Bobcats	Coach		
Not Assigned	NA		