

Understanding Your Account Summary

Coach: If you chose the Coach path, when you login you will see a list of the teams registered on the account during this calendar year.

Coach Admin Main Page

TEAMS SUMMARY

A check of the checkbox selects the Team described in that row for Print or Export. A new Team row is added by clicking the Create Team button.

Print or Export	Team Name	Registration Date	Official Address
<input type="checkbox"/>	test 2007	03/07/2007	test, test, Alabama, 11111
<input type="checkbox"/>	test team	03/06/2007	100, Physics Ave, atln, Alaska, 46204

Select All
Select None

Create TeamExportPrint

You will use the hyperlinks in the Team Name column to access the information for each team.

You can also select teams with the check boxes in the Print or Export column and then hit either the [Print Button](#) or [Export Button](#) at the bottom of the page.

If you select a team and click Print, you will get printer friendly rosters:

Print Team Rosters

test team			123 test street, Indianapolis, Indiana, 46204						
Coach Name		Duty	Address			Phone	Email	Approval Number	BBCS Approval
Coach Head		COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206			317 917 6222	testteam2@ncaa.org	NOT NEEDED	No
Coach Assistant		Assistant	test street, Indianapolis, Indiana, 46204					TEST	No
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
4	test athlete4		2009					test address, test city, Indiana, 46206	444 444 4444
1	test athlete		2009					test address, test city, Indiana, 46201	111 111 1111
2	test athlete2		2008					test address, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010					test address, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011					test address, test city, Illinois, 46207	555 555 5555

If you select Export, a tab-delimited text file will be sent to the e-mail address on the user account. Save this file to your computer and it can then be opened in Microsoft Office products. Instructions on how to open in Excel and Word are available online.

[Open a TXT document in Excel](#)

[Open a TXT document in Word](#)