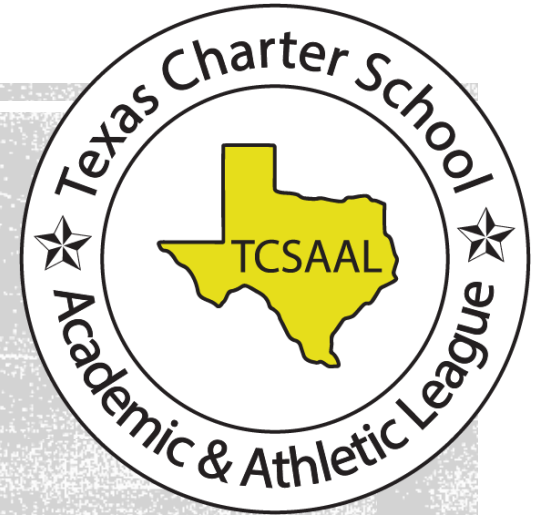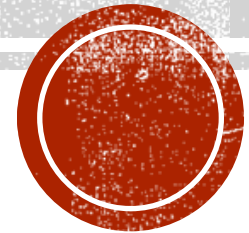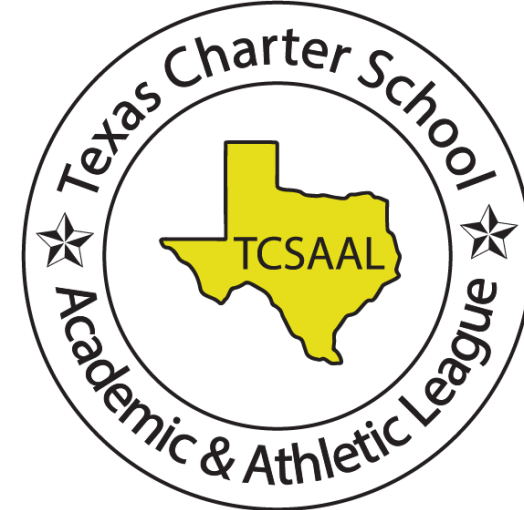# HOW TO NAVIGATE YOUR TCSAAL RSPORTZ COACH ACCOUNT

2020 TCSAAL Coaches Conference – October 9, 2020
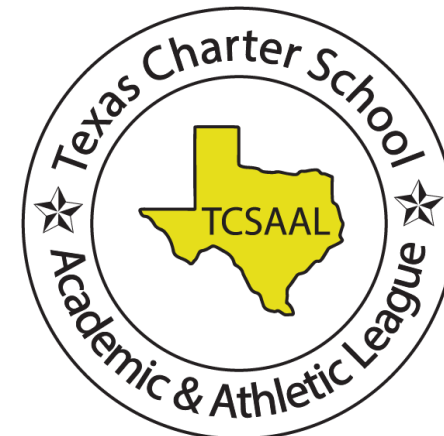
WHAT IS RSPORTZ?

- www.texascharter.rsportz.com

- RSportz is our website partner that helps to bring you everything you need to know for all of your athletic teams
  - Game Schedules & Results
  - Team Rosters & Statistics

- The Website also contains…
  - TCSAAL Handbook
  - TCSAAL Rules & Documents for All Activities
  - Playoff Information for All Activities
  - Archived Seasons and Results
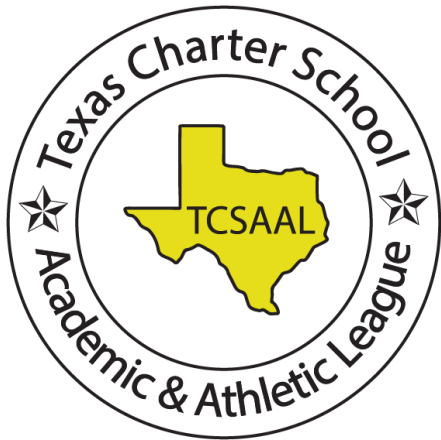 - TCSAAL News and Announcements

HOW DO I GET STARTED?

- TCSAAL Assigns the Athletic Director or Primary Contact to each Team

- Automated Notification Emails
  - Account Creation – create a password, personalize your account
  - Each Time You Are Added to a Team – notified each time you are added to a new team

- Once assigned to your team, you can add/edit all of the following:
  - Additional Coaches/Staff – Head & Assistant Coaches, etc.
  - Scorekeepers – in order to submit scores after each game
  - Student-Athletes (Names, Numbers, Positions, etc)
  - Campus/Team Logo – show off your school spirit!
  - Team Colors – communicate with your opponents!
  - Game Results – keep the rest of the region up to date!

ADDING STAFF TO YOUR TEAM

- From your Dashboard, click 'Manage Team & Roster' underneath the team you wish to add a Staff Member to.

- On the next page you will see the 'Roster Additions Panel' (see image)

- Click the bubble next to 'Staff' and enter their email address. Click OK.

- Blank Fields will appear to enter their information and to select their role for the team.

- Videographers should be given the role "Other Staff"

ADDING STUDENT-ATHLETES TO YOUR TEAM

- From your Dashboard, click 'Manage Team & Roster' underneath the team you wish to add a Student-Athlete to.

- On the next page you will see the 'Roster Additions Panel' (see image)

- Click the bubble next to 'Youth Athlete' and enter their email address (see next slide for more information) Click OK.

RSPORTZ REQUIRES AN EMAIL ADDRESS FOR ALL ADDITIONS TO YOUR ROSTER (PLAYERS, COACHES, ETC.)
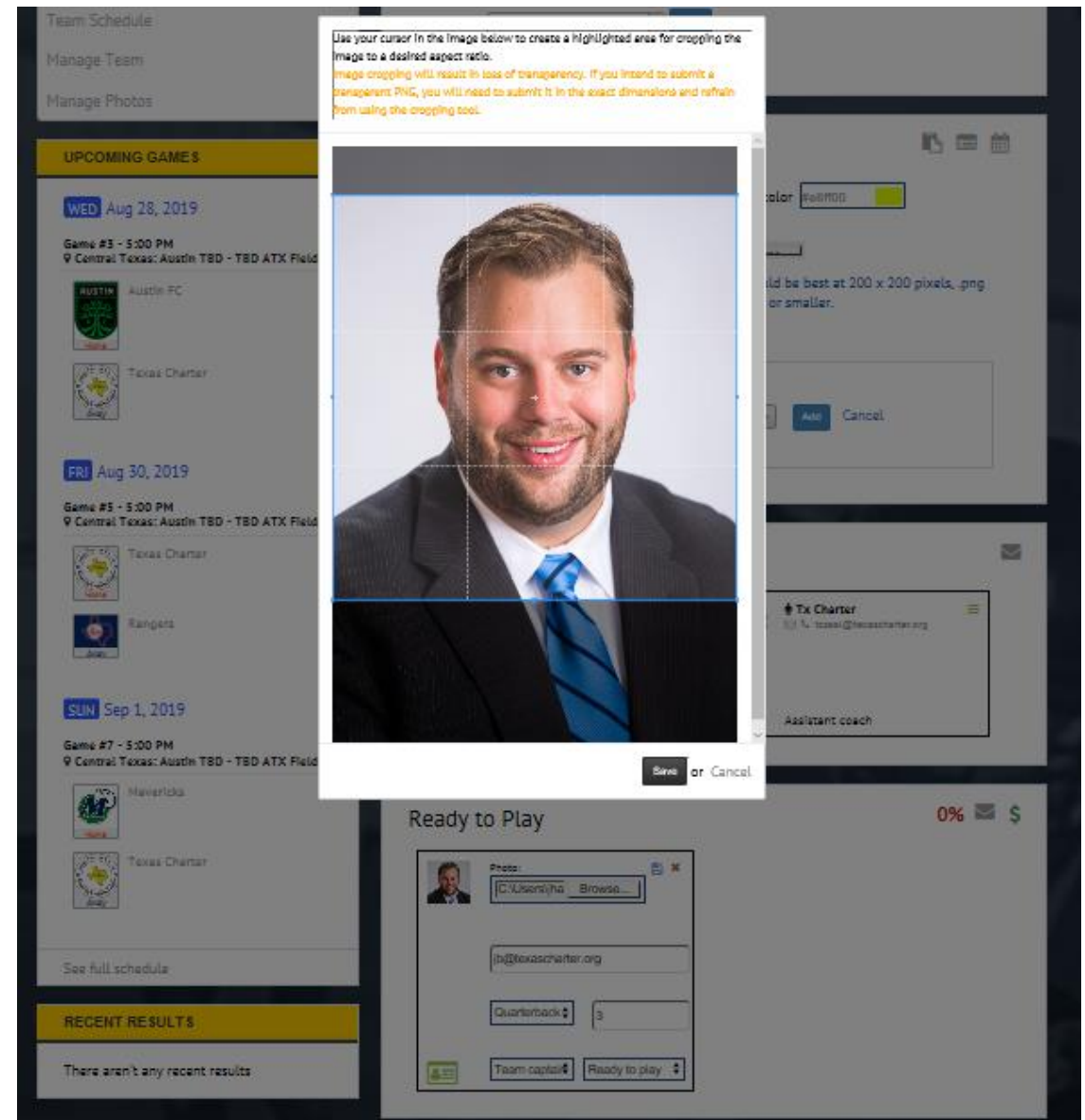
- If you have email addresses for your student-athletes:
  - Enter the email address for the student, Click OK.
  - Blank Fields appear to enter the student's and their parent's information.
  - You can also add a position, role and jersey number for each student-athlete.
  - Click 'Add to Roster' and repeat for each student-athlete.

- If you do **<u>NOT</u>** have email addresses for your student-athletes
  - You can use a correctly formatted, but non-functional email address.
  - Must be unique for each student-athlete.
  - If you are utilizing this method, we recommend using the students name and your campus name in their "email address"
  - Example: johndoe@intelligence.edu

STUDENT IMAGES

- Beginning in 19-20 School Year, TCSAAL mandates that each participant have an image uploaded to the RSportz roster.

- This should be a headshot, clearly showing the features of the participant's face.

- Once player/coach is added through "Roster Additions" you can add a picture to their account through your Team Dashboard (seen to the right).

- Click Top-Right Corner of the Person you are looking to edit, add picture through "Browse" and click the Save Icon.

ADDING SCOREKEEPERS TO YOUR TEAM

- Scorekeepers are not added by TCSAAL. They must be added by the Primary Contact/AD to each team.

- From your Dashboard, click 'Manage Team & Roster' underneath the team you wish to add a Scorekeeper to.

- On the next page you will see the 'Team Spirit Panel' (see image)

- Click the Blue (+) Sign next to 'Add' and blank fields will appear to enter your scorekeeper's information.

FINISHED PRODUCT

REPORTING GAME SCORES

- You must have Scorekeeper access for each team (see slide 10) before you can report scores.

- In the top right corner of any page, you will see your name displayed (if logged in).
  - Click your name and you should have three options (see top image)

- Click 'Score Texas Charter…' and you will be taken to page (shown in bottom right image).

- Find the game you wish to score, and click the button to the right of that game, then click 'Score.' (bottom right image)

REPORTING GAME SCORES

- Your next page will look similar to the top right image. Click "Scores Only"

- All sports have different scoring methods (quarters, sets, etc.) but all follow the same instructions.

- Scroll down to the bottom of the page to find the blank box score (bottom right image) and insert the score (quarter-by-quarter, set-by-set, etc.) for the appropriate teams.

- After you've ensured the result is correct, click 'Save & Finalize.'
  - Some sports have "Save" & "Finalize" as two different steps.
  - Finalizing the score publishes it to the website immediately and reflects in the division standings as well.

REPORTING, SAVING & FINALIZING SCORES

STEP 1: Enter scores for the appropriate team in their respective quarter, set, etc. After verifying total points on far right, click "Save Scores."

STEP 2: FINALIZE

STEP 3: After finalization, you will see the " Team declared winner on Date & Time that the score was submitted"

QUESTIONS?

Please email any questions to Jordan Hatch, centraltx@texascharter.org