



Quick Start Guide for Head Coaches/Sport Administrator's

1. All Head Coaches must create an account and be in the system before they can be made a Head Coach of a particular team. Click "Create An Account" at the Login page and complete the registration process.
2. Once your account is created, an administrator in the system, usually your Athletic Director, will make you the Head Coach of your sport.
3. When you login, your home page will have options on the left; Store, Announcements, Sports, and Transfers. Click on the "Sports" tab, if your sport is football, then click on "Football" and you will be taken to the Football home page. From here, you will have complete access to manage your various teams within football such as Varsity, JV, Freshmen, etc.
4. Under "Athlete Options" you can view team member injuries and health concerns, as well as print your team roster, and emergency contact lists.
5. At the top, you can click "Create New Team", which is where you can create teams such as Varsity, JV, Freshmen, etc. You will only need to do this once.
6. Under "Admin Options" you can make one of your coaches a "Sport Admin" which means they will have the same access as the Head Coach and are able to manage day to day maintenance as required.
7. Under "Sport Options" you will be able to view required documents for your sport that parents will read and agree to, as well as view current athletes who have registered, and view their progress in the registration process.
8. "ADD ATHLETES TO A TEAM" is where you can now create your team rosters. After clicking on a roster such as Varsity or JV, all students who have completed the registration process (signed docs, turned in physical, paid fees) may now be added to the team. Check the players you want to add, and then click "Add Selected Athletes", and they will be added to that teams roster. You can also add their team number and position when ready.

*Custom emails are only enabled for schools paying an annual subscription fee