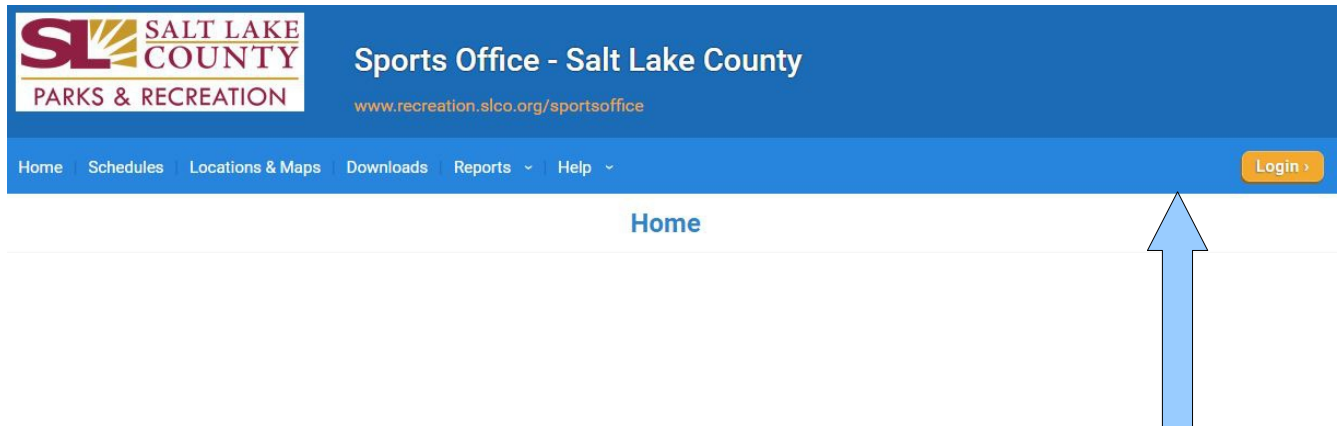




Coaches Log-in & Dashboard

# Registering & Logging In - 1



1 - Click the Login Button

2 – If you have never done so, click “Register as a Coach or Official”. If you have already registered, login using your e-mail address and password you created. If you have registered, but you have forgotten your password, click the “Forgot username or password?” link.

# Registering & Logging In – 2

## Register as a Coach or Official

Enter your email to start the registration process.  
We will send you a confirmation email...

Email Address

Start Registration

1 – Enter the e-mail address which your invitation to register as a coach was sent and received. It must match what is in the system entered by the administrator.

2 – Once you click “Start Registration”, you will be able to customize your profile and choose to receive text message alerts when sent by the administrator(s).

# My Dashboard - 1

## My Dashboard

Upcoming Games		
Tuesday, March 14		
7:30 PM Diamond A	Longhornz APR	Tuesday Men's 12" Elliott's AUsome Test Site
8:30 PM Diamond A	Palm Harbor APR	Tuesday Men's 12" Elliott's AUsome Test Site

[View All Games](#)

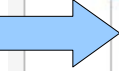
- 1 – View your upcoming games and which leagues you are assigned to.
- 2 – Clicking on your time will give you your team specific schedule. Clicking on your opponent will give you their team specific schedule.
- 3 – Clicking on the League Name will give you the entire league schedule.

# My Dashboard - 2

**My Teams**

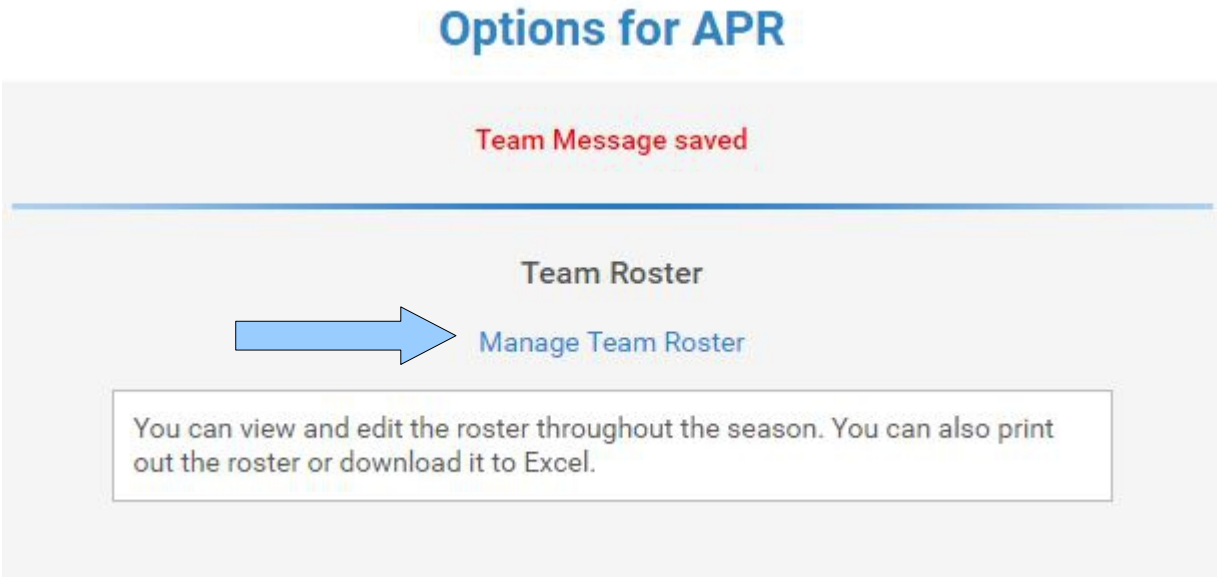
On the Edit Team page you can:

- Edit a Message to be displayed on your Team Schedule page
- View or Edit your Team Roster (depending on league settings)

	Team	League	Season	Organization
 Edit	APR	Tuesday Men's 12"	Softball - Adult - Spring 2017	Elliott's AUsome Test Site
Edit	Team 1	Boys 6th Grade Rec (Training)	Basketball - Youth - Winter 2011-2012	Johnson County Park and Recreation District

1 – Scrolling down, you can now “Edit” your team information. On the Edit Team page, you can Edit a Message to be displayed on your Team Schedule page and View or Edit your Team Roster (depending on league settings).

# My Dashboard – 3 (Team Roster)



1 – Click Manage Team Roster.

2 – On the following page, you will be able to input your Players' Names, Jersey #, Position, Mobile Phone, E-Mail, and anything else the administrators allow you to put in.

# My Dashboard – 4 (Team Roster)

**Tuesday Men's 12"**  
Spring 2017 - Softball - Adult

[Print Roster](#) [Download Excel](#)

[Print Waiver](#) [Record Attendance](#) [Copy Players from an Old Team](#)

[Save Changes](#) [Back](#)

Order By  ▼

	Player Name	Member Number	#	Position	Mobile Phone	Email	
1	<input type="text" value="Van Dubay"/>	<input type="text"/>	<input type="text" value="55"/>	<input type="text" value="LF"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="van@dubay.org"/>	<input type="button" value="✕"/>
2	<input type="text" value="Wes Hanson"/>	<input type="text"/>	<input type="text" value="14"/>	<input type="text" value="2B"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="wes@hanson.org"/>	<input type="button" value="✕"/>
3	<input type="text" value="Elliott Collins"/>	<input type="text"/>	<input type="text" value="24"/>	<input type="text" value="3B"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="elliott@collins.org"/>	<input type="button" value="✕"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✕"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✕"/>

1 – Here, you will find that you can print your roster along with a waiver to sign and turn in. You can download your rosters to Excel and even copy players from your old team if you are returning.

2 – Insert your players and their information. Click Save Changes.

3 – Don't worry if you only see 10 slots to begin, once you've added 10, and click save changes, more will appear. If you build it, they will come...or something.

4 – You may find at a certain point in the season, you may not be able to add to or edit your roster. This is set by the administrator. Lock out dates help prevent people from adding to their roster past a certain date.

# My Dashboard – 5 (Team Message)

**Team Message**

The following message appears at the top of your team's schedule page. Type your message into the text editor and click the Save Message button when you are done. Once you have saved your message, you will see a preview of how the message will be displayed on the team schedule page.

[? Help & Formatting Tips](#)


Background Color:  Set Color Message Width: Large

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

Font Sizes ▾ **B** *I* U [List Icons] [Text Color] [Background Color] [Cut] [Copy] [Paste]

[Link] [Unlink] [Image] [Decrease Indent] [Increase Indent] [Table] [Code] [Undo] [Redo] [Link]

JUDOJUDO



1 – You may want to add a team message which will appear on your team specific schedule page. Be careful though, the admins see everything.

2 – Messages may include information about practice, parties, pictures, meet-ups, etc. Just remember, it's all public to anyone that clicks on your team schedule.



# My Dashboard – 6 (Team Message)

## Message Preview

As displayed at the top of the team schedule



### Update - March 8, 2017

We're going to be hitting balls Sunday at Duck Samford Park (Big Field) at 3:00 PM. We'll probably be out there for a couple of hours. If you don't want your bats being hit, don't bring them. You hit it over, you get it.

And John, nobody cares that you can still hit them out with metal bats. It's 2017 buddy.

1 – See? Now everyone knows about a hitting session...and they know John belongs on some sort of softball magazine for beginners.

I hope you have found this little tutorial helpful...maybe even humorous. Feel free to explore and click around...~~you can't break it.~~

Call or e-mail me if you have questions.

Elliott Collins

214-229-2578

[Elliott@QuickScores.com](mailto:Elliott@QuickScores.com)