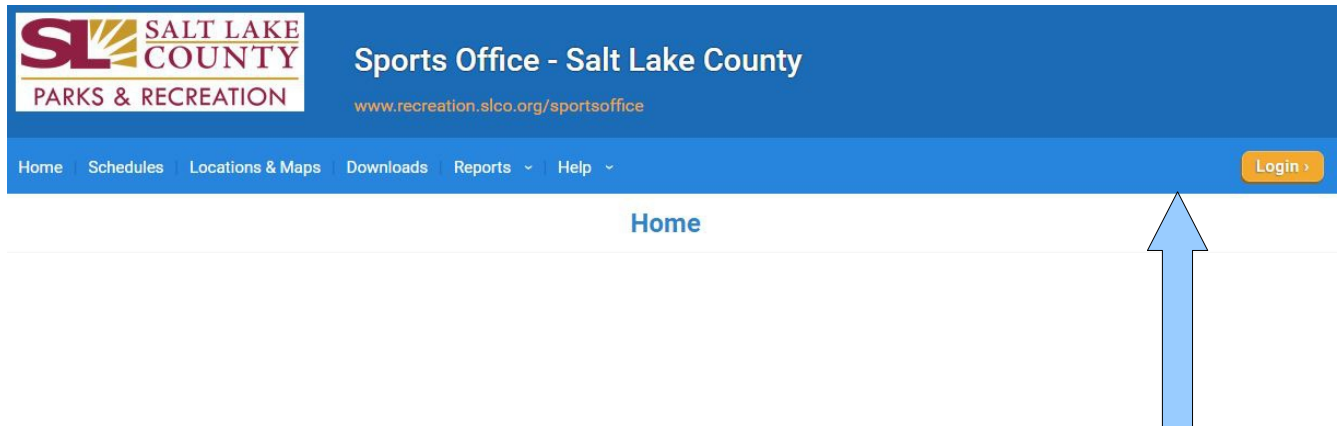# Coaches Log-in & Dashboard

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 local administrator(s).
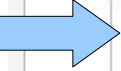
My Dashboard - 1

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

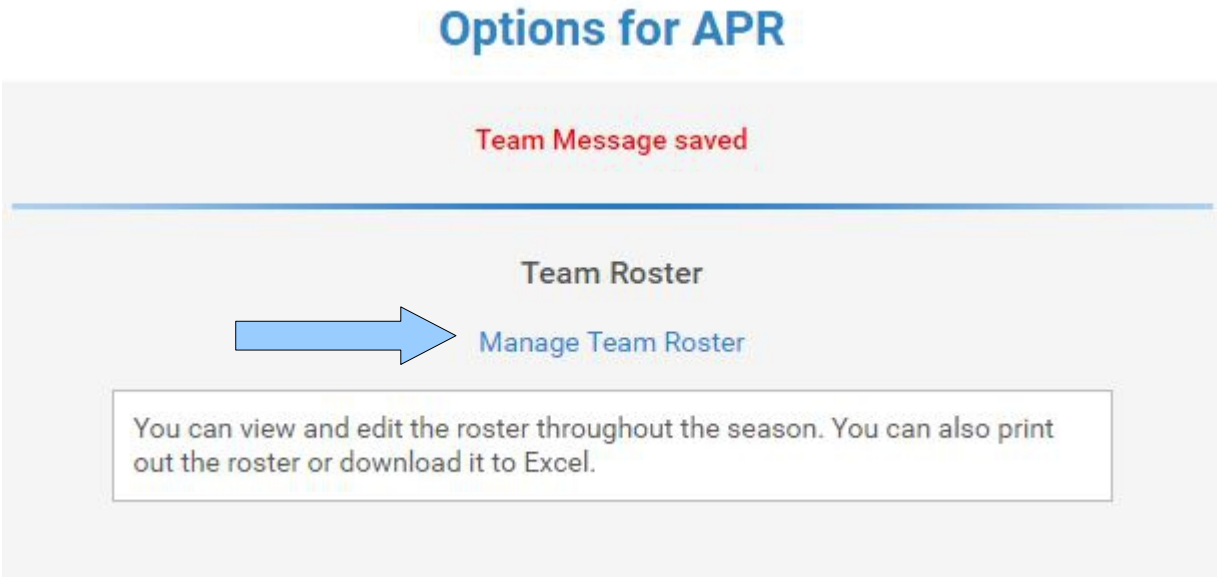1 – Scrolling down, you can now "Edit" your team information. On the Edit Team page, you can Edit a Message to be displayed on your Team Schedule page and View or Edit your Team Roster (depending on league settings).

My Dashboard – 3 (Team Roster)

Options for APR

Team Message saved

Team Roster

Manage Team Roster

You can view and edit the roster throughout the season. You can also print out the roster or download it to Excel.

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 local administrators allow you to put i

My Dashboard – 4 (Team Roster)

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 local administrator. Lock out dates help prevent people from adding to their roster past a certain date.

My Dashboard – 5 (Team Message)

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.

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