

Attached is a Coach User Guide for the SportsSignUp Play Team Website function. We are very excited to be able to offer this feature to our coaches and parents, and would like our coaches to keep the following in mind when using Team Website:

1. Coach Access. Each coach must have your own Adult profile under your family account, with your own Login Email and password, to ensure that only authorized coaches have access to the coach features of Team Website. If you have problems accessing your Team Website as a coach, log into your family account, go to Account Settings, edit your own profile, and make sure your primary email shows in the Login Email field, NOT under Alternate Emails (you can specify additional emails if they want, but must have one under Login Email). Once you save the changes, you should get an email from SSUP with a temporary password you can use to login to your own individual coach account and set a permanent password. In future you need to be logged in under this email to access the coach features.
2. Team Usage. Please try to help your team with any questions they have about Team Website – with so many players, we need coaches to be the front line. Anything you can't solve, ask your commissioner. Your commissioner will help you find a solution which you can share with your team members. We are also posting tips on the Team Websites and on the LMLL website – let us know if there's anything incorrect that you note, or you have a suggestion for something to be added.
3. Contact Info. Coaches and parents should make sure to update their contact information in their account (if logged into Team Website, go to upper right "logged in" area, click, and select Sports Illustrated Play Account) by going to Account Settings, clicking on each Adult name, and Editing the contact information, then clicking Save. There should be at least one phone number and one email for each adult, although more can be added. Users can choose whether certain contact info is shared with the team, or only available to LMLL for admin purposes, by checking or unchecking "Share with My Team" next to the item. Contact info is only available to team members, not the public.
4. Access. Some areas of the Team Website are available only to logged in team members, other areas are accessible to the public (you can set items like News articles and Photo Albums to be public or private). Please take care to make sure only appropriate contact is exposed in each. Roster names are publicly available, but only using a single initial with either the first or last name.
5. Scheduling Events. Please **do not schedule Games**; all games will be scheduled centrally by LMLL. You can schedule Practices and Other Events for your team (use Other Event for a scrimmage), but please make sure to **check the Privacy setting** so it is not published on the central LMLL schedule. **Team members must be logged into their accounts to see Private events on your Team Website**. Normal field restrictions apply - just because a Location is listed in the pick list does not mean you can use it. Also, you can set **Attendance Reminders** (for alerts and RSVPs) in Website Settings – Attendance Settings.
6. Email Delays. Emails sent from Team Website don't always go immediately; there can sometimes be a delay of 20-30 minutes or even more depending on system load. So for time-critical messages, it is often better to email directly from your own email account (instead of using Email Team or Team Chat on Team Website), or to use the Team Website Text Team feature (see below re: testing it first for your team – there is not supposed to be a significant system delay with Text Team, if anyone encounters one please report it)
7. Texting. Although Team Website has built in texting capability, make sure that all of your team is willing to receive texts and has set Enable Text Messaging in their Accounts (and included mobile numbers!) before depending on it. Then run a test to make sure everyone is getting your texts.

8. Team Chats. Team chats are not always an effective way to communicate important information. All team members are emailed on the first posting of a chat, but when comments are posted only the original poster is notified by email, not all team members. Therefore, do not expect that team members see information contained in any comment, unless everyone on your team regularly checks the Team Chat section.
9. Scores. Scores should be entered ONLY for our competitive divisions – Green and higher. **Gold and below should not enter scores**. To enter scores: Click on the Results tab on the left menu and click the green Add Score or Update Score button under the game. Once you are finished updating the score, click the green Save Score button.
10. Sponsors. Please do not add or change any sponsor information, unless you are the sponsor (and then change only the info, not where/how displayed). All sponsors are handled centrally by LMLL.
11. Website Settings. Likewise, please do not change any settings affecting the general design of the site, i.e. website colors, site banner, background image. We want all the LMLL teams to have similar-looking pages. You can add a team logo if you'd like, change Menu items, and of course add News Items, Photos and other content.
12. Statistics. The statistics features are disabled.
13. Manage Team Info. Please do NOT change any player names. You can enter jersey numbers and other player data here (added in future) if you'd like. Player ratings and positions will be collected here during/at the end of season (Gold and higher); your commissioner will tell you when you need to enter ratings and positions.
14. Calendar and Mobile Apps. There are SSUPlay apps available in the Google Play and Apple App Stores.
15. Subscribing to Schedule: There is information in the attached guide regarding how to subscribe to your team schedule. See also guidance on your Team Website page or in Team Website Tips on the LMLL website for how to subscribe to your team's schedule using iPhone, Android, Google Calendar, Outlook and other. **Team members must be logged into their accounts BEFORE they subscribe to a calendar in order to include Private events like Practices in the subscription.**
16. Printed Rosters. In the Print Rosters section, COACHES only have access to detailed roster and contact info. Before circulating any team roster including from the Print Roster section to your parents/players, **please make sure it does not have any sensitive personal info such as birth date, medical information, etc.** The roster called Team Roster is most suitable. The roster called Coach Roster contains medical info and should **not** be shared.

We hope you find Team Website a useful and welcome addition to our coaching tools!

Remember, if you have any questions or problems, please contact your commissioner (players/parents should contact their coach).



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INTRODUCTION

This guide is designed to assist coaches/privileged volunteers with using their Team Website.

VOLUNTEER PERMISSIONS

In order for a Coach to have access to a SportsSignUp Play Team Website, the following must occur:

1. The volunteer must be registered for the session/division they are interested in.
2. An administrator of the league must assign the volunteer to the team they will be participating in.
3. An administrator must activate the team. Once this step happens, the volunteer will receive an email letting them know that they may log into their team website and the app.

LOGIN TO YOUR ACCOUNT

To access your team's information, you will use the same account you initially registered yourself with and/or to register your children.

To login:

1. Navigate to your SportsSignUp Play Team Website.
2. In the upper right corner of the webpage, click **Login**.
3. Enter the *Email Address* associated with your SportsSignUp Play Account.
4. Enter your *Password*.
5. Once complete, click **Login**.

NOTE: If you are unsure of your SportsSignUp Play Team Website URL, it can be found in the email that was sent to let you know the team website was available.

If you no longer have access to the email, you may log into your account from the organizations' website. From within your account, to the right of the team you'd like to access, click the Team Website button. You may wish to bookmark the URL for future use.

SPORTSSIGNUP PLAY TEAM WEBSITES FEATURES

Team Chat

Team Chat is a feature that is available ONLY to the members on your team. Anything posted via Team Chat is not visible to the public. Team members will receive an email when a Team Chat is posted.

NOTE: Team chats that are added to the website will NOT be visible in the SportsSignUp Play mobile app and vice versa.

To access Team Chat:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. In the left-hand vertical menu, click **Team Chat**.
3. Read chats that have been posted, or click **+ Add New Chat** to create a new team chat.

News

You have the option to create and display news articles that pertain to your sport or organization directly

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onto your Team Webpage.

To create a news article:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **News**.
3. Click **+ Add News Item**.
4. Fill out form as desired.
5. (Optional) Click **Upload** to upload an article image.
 - To crop image, you can use the + and- symbols to enlarge or shrink. You can also drag image to reposition. Once complete, click the **Crop** icon.
6. Once complete, click **Save**.

Photo Albums

Photo albums give you the ability to create and manage collections of photos within your SportsSignUp Play Team Website.

NOTE: Photo Albums that are added to the website will NOT be visible in the SportsSignUp Play mobile app and vice versa.

Create a Photo Album

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **Photo Albums**.
3. Click **+ Add Photo Album**.
4. Fill out form as desired.
5. Under "Add Photos", drag and drop or upload images.
 - **NOTE:** You can add several images at once in this step.
6. Once complete, click **Save**.

Edit a Photo Album

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Select the *Photo Album* you wish to manage.
3. Click **Edit Album**.
4. Make desired edits.
5. Once complete, click **Save**.

Delete a Photo Album

NOTE: This action cannot be undone.

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Select the *Photo Album* you wish to manage.
3. Click **Delete Album**.
4. Click **Yes, Delete**.

Schedule

Using the Scheduling feature allows coaches to easily:

- Create team schedules.
- Publish schedules for team viewing.

NOTE: Events created by volunteers will be published automatically.

Add Events

NOTE: Games created by volunteers on the Team Website, or mobile app, will not count towards league standings. Opposing teams appear as a write-in or a custom team. In order for a game to count

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towards standings, it must be created by a league administrator.

To add events to your team schedule:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **Schedule**.
3. Click **+ Add Event**.
4. Fill out form as desired.
5. Once complete, click **Save**---or--- if you are adding more than one event, click **Save & New**.

Cancel Events

NOTE: You may only cancel events that you created.

1. Log in to your *Team Website*.
2. Click **Schedule**.
3. Find the event you'd like to cancel on the schedule.
4. Click the down-facing arrow to expand the event.
5. Click **See Full Event Details**.
6. Click **Cancel**.
7. If you'd like to notify the team of the cancellation, keep "Notify Team of Cancellation" selected.
8. If you'd like to enter a message to your Players & Volunteers, you may do so in the "Custom Message to Players & Volunteers" text box.
9. When satisfied, click **Cancel Event**.
10. The event will now show up as canceled on the schedule.

Delete Events

NOTE: You may only delete events that you created.

1. Log in to your *Team Website*.
2. Click **Schedule**.
3. Find the event you'd like to delete on the schedule.
4. Click the down-facing arrow to expand the event.
5. Click **See Full Event Details**.
6. Click **Delete**.
7. If you'd like to notify the team of the deletion, keep "Notify Team of Deletion" selected.
8. If you'd like to enter a message to your Players & Volunteers, you may do so in the "Custom Message to Players & Volunteers" text box.
9. When satisfied, click **Delete Event**.
10. The event will no longer show on the schedule.

Subscribe to Schedule

If you are trying to subscribe using iCal:

1. Log into your *Team Website* from the Web.
2. On the left-hand side of the screen, click **Schedule**.
3. On the right-hand side of the screen, select **iCal**.
4. Click **Subscribe** and follow the onscreen instructions.

If you are trying to subscribe using Google Calendar:

1. Log into your *Team Website* from the Web.
2. On the left-hand side of your *Team Website*, click **Schedule**.
3. On the right-hand side of the screen, click **iCal**.
4. Right-click on **Subscribe**---or--- **long press** if on mobile.
5. Click **Copy Link Address**.

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6. Log in to the main Google Calendar page from your PC. Make sure to use the desktop version if on mobile. ([Calendar.google.com](https://calendar.google.com))
7. On the left-hand side of the screen, click the **drop-down arrow** to the right of "Other Calendars".
8. Select **Add by URL**.
9. Paste the URL- which you previously copied- into the designated area. If this doesn't work, repeat steps 1-3 and try again.
10. Once complete, click **Add Calendar**.

Results

The Results feature allows you to manage your team's game scores.

Score/Update Games

NOTE: Games created by volunteers on the Team Website, or mobile app, will not count towards league standings. Opposing teams appear as a write-in or a custom team. In order for a game to count towards standings, it must be created by a league administrator.

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **Results**.
3. Click **Add/Update Score**.
4. Fill out form as desired.
5. Once complete, click **Save** OR **Save and Update Stats**.
 - To enter stats, after clicking **Save and Update Stats**, fill out desired statistical information and click **Save Changes** once complete.

Delete Game Scores

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **Results**.
3. Click **Update Score**.
4. Click **Delete**.
5. Click **Yes, Delete**.

Standings

The Standings feature shows the standings for your team's division and each active division within your season. Information will be populated when games have been scored.

Roster

Rosters allow you to view all rostered volunteers and players. If you are logged in as a volunteer, you can view their contact information and upload volunteer/player images. Visitors that are not logged into your team website will see only see the public name display set by your league administrator. These options are:

- First Name, Last Initial
- First Initial, Last Name
- Full Name
- Player Number Only

Upload a Volunteer/Player Image

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **Roster**.
3. Select the volunteer/player you wish to manage.
4. Click **Upload**.
5. *Select* and *Edit* photo as desired.

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- To crop image, you can use the + and - symbols to enlarge or shrink. You can also drag image to reposition.
6. Once complete, click the **Crop** icon.

Statistics

The Statistics page displays only your team's stats. To manage your team's stats, you will need to go through the Results page as these are calculated on a per game basis.

Add/Update Stats

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **Results**.
3. Click **Add/Update Score**.
4. Ensure form is filled out as desired.
5. Click **Save and Update Stats**.
6. Enter statistics as desired.
7. Once complete, click **Save Changes**.

Sponsors

The Team Sponsors page allows you to view the League's Sponsors (which cannot be edited by a volunteer) as well as the team sponsors. Volunteers may add or edit their team sponsors.

Add a Team Sponsor

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **Sponsors**.
3. Click **+ Add Sponsor**.
4. Upload a *Sponsor Logo*.
 - To crop image, you can use the + and - symbols to enlarge or shrink. You can also drag image to reposition.
5. Once complete, click the **Crop** icon.
6. Fill out remainder of form fields as desired.
7. Once complete, click **Save**.

Edit a Team Sponsor

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Click **Sponsors**.
3. Under the team sponsor you wish to manage, click **Edit Sponsor**.
4. Make desired edits.
5. Once complete, click **Save**.

More

Any menu items you create under your Website Settings feature will be housed in a drop down menu in this location.

COACH TOOLS

Email Team

Creating and sending emails to your team is easy through the SportsSignUp Play Team Website system. Emails will only be sent to Family Administrators (typically the parents of the player). Family Members (those who have been given access to follow your team) will not receive emails.

NOTE: Any email responses you receive from your team will go to the email associated with your SportsSignUp Play account.

To send email:

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1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools" click **Email Team**.
3. If applicable, choose the desired email address from the drop down menu.
4. (Optional) To deselect particular recipients, click the **Recipients** link.
 - All registered players/volunteers are selected by default.
5. Fill out the *Email Subject*.
6. Fill out the *Email Body*.
 - Utilize any necessary formatting tools from the text editor provided.
7. Once complete, click **Send Email**.

Text Team

Through the SportsSignUp Play Team Website, coaches have the ability to send messages delivered by text (SMS). Sending a text is an ideal way to broadcast time-sensitive information to your team. Texts will only be sent to Family Administrators (typically the parents of the player). Family Members (those who have been given access to follow your team) will not receive texts.

NOTE: In order for your members to receive text messages, they must opt into this service through their own SportsSignUp Play account.

To send text messages:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Text Team**.
3. (Optional) To deselect particular recipients, click the **Recipients** link.
 - All registered players/volunteers are selected by default.
4. Fill out *Text Message* body.
5. Once complete, click **Send Text**.

Custom Page Content

The Custom Page Content feature allows you to create custom content for your website. These pages will be viewable when they are linked to a Menu Item.

Add Custom Content

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Custom Page Content**.
3. Click **+ Add Content**.
4. Fill out form as desired.

NOTE: You can create a Parent Custom Menu Item to house this content under **Website > Menu Settings**.

5. (Optional) Click **Upload** to upload an article image.
 - To crop image, you can use the **+** and **-** symbols to enlarge or shrink. You can also drag image to reposition. Once complete, click the **Crop** icon.
6. Once complete, click **Save**.

Website Settings

General Settings

Under the General Settings tab, you can customize your website address and add a Facebook page and/or Twitter handle to your SportsSignUp Play Team Website's Home page.

To customize website address:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Website Settings**.
3. The "General Settings" tab is selected by default.

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4. In the *Customized Website Address* field, insert your desired text.
 - **NOTE:** There can be no spaces between any text.
5. Once complete, click **Save Changes**.

To add a Facebook page:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Website Settings**.
3. The "General Settings" tab is selected by default.
4. Enter the link to the desired Facebook page in the Facebook Page field.
 - **NOTE:** Personal Facebook profiles cannot be used.
5. Once complete, click **Save Changes**.

To add a Twitter handle:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Website Settings**.
3. The "General Settings" tab is selected by default.
4. Enter the desired Twitter handle in the *Twitter Handle* field.
 - **NOTE:** You do not need to enter any # or @ symbols.
5. Once complete, click **Save Changes**.

Visual Settings

By default, your SportsSignUp Play Team Website Visual Settings are inherited from the League's settings. You can customize your Team Website by uploading a team logo, site banner, and/or background image and by changing your website color scheme.

To upload a team logo/site banner/background image:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Website Settings**.
3. Select the "Visual Settings" tab.
4. Click **Upload** for the desired image setting.
 - To crop image, you can use the + and - symbols to enlarge or shrink. You can also drag image to reposition.
5. Click the **Crop** icon.
6. Once complete, click **Save Changes**.

Color Scheme

There are two ways to update the colors of your website.
Enter the code:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Website Settings**.
3. Select the "Visual Settings" tab.
4. Scroll to the "Website Colors" section of the page.
5. Enter the *color code* for each desired section.
 - After entering a color code, click off of the color pallet to populate the color.
6. Once complete, click **Save Changes**.

Select the color from the color pallet:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Website Settings**.
3. Select the "Visual Settings" tab.
4. Scroll to the "Website Colors" section of the page.

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5. Select the *color field(s)* that you would like to edit.
6. When the color pallet appears, use the “Rainbow Panel” on the right to select your color family.
7. Click and drag the circle within the pallet to save your color code.
8. Once complete, click **Save Changes**.

Menu Settings

Menu Settings allow you to create and manage your custom menu items. Menu items will appear in the More drop down on your left hand side navigation menu. Content for these items can be added in the Custom Page Content page.

To create a custom menu item:

1. Navigate to your SportsSignUp Play Team Website’s Home page.
2. Under “Coach Tools”, click **Website Settings**.
3. Select the “Menu Settings” tab.
4. Add desired/required information and specifications.
5. Under “Menu Type”, ensure “Custom Page” is selected.
6. Select the article you wish to link to this menu item from the “Select Custom Page Content” field.

• **NOTE:** In order for your menu item to appear on your left hand side navigation, an article must be linked to your menu item.

7. Once complete, click **Save Menu Item**.

To create a custom menu item with a link to an external website:

1. Navigate to your SportsSignUp Play Team Website’s Home page.
2. Under “Coach Tools”, click **Website Settings**.
3. Select the “Menu Settings” tab.
4. Add desired/required information and specifications.
5. Under “Menu Type”, select **External URL**.
6. Enter desired *URL* in the “External URL field”.
7. Once complete, click **Save Menu Item**.

To disable a custom menu item:

1. Navigate to your SportsSignUp Play Team Website’s Home page.
2. Under “Coach Tools”, click **Website Settings**.
3. Select the “Menu Settings” tab.
4. In the right hand column, select the menu item that you wish to disable.
5. Under “Show on Side Navigation”, uncheck **Enabled**.
6. Once complete, click **Save Changes**.

NOTE: Only custom menu items can be disabled. Default menu items cannot be disabled. Attendance Settings will allow you to set Attendance Reminders, which send your players’ parents an email asking if their child will be attending any event types that you select.

Event Types are classified as:

- Games
- Practice
- Other Events

NOTE: In order for members to receive these notifications, they must have the Event Reminders feature enabled on their account.

If Attendance Reminders are enabled, you as a coach will also receive Attendance Summaries to aid you in tracking attendance. Attendance Reminders and Summaries are sent with the same frequency:

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Game Reminders:

- 3 days before the game.
- 24 hours prior if game starts before 12PM.
- 12 hours prior if game starts after 12PM.

Practice/Non-Game Event Reminders:

- 24 hours prior if event starts before 12PM.
- 12 hours prior if event starts after 12PM.

To set attendance reminders:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Website Settings > Attendance Settings**.
3. Ensure all desired event types are selected for which you would like to track attendance.
 - By default, all event types are selected.
4. Once complete, click **Save Changes**.

Manage Team Info

If you are required to input information about your players, this can be done through Manage Team Info. Some information that you might need to add could include:

- A player rating.
- Updating weight, if the player is O/L, if they've attended a specific class.
- Inputting the Player's Jersey Number.

NOTE: If you are NOT required to enter information about your players, you will not see this option in your SportsSignUp Play Team Website.

To input player information:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Manage Team Info**.
3. In the row of the desired player to manage, click **Edit**.
4. Once complete, click **Save**.

Print Rosters

Within the Coach Tools, each coach has the ability to print team rosters.

To print team rosters:

1. Navigate to your SportsSignUp Play Team Website's Home page.
2. Under "Coach Tools", click **Print Rosters**.
3. Select the desired *Roster*.