

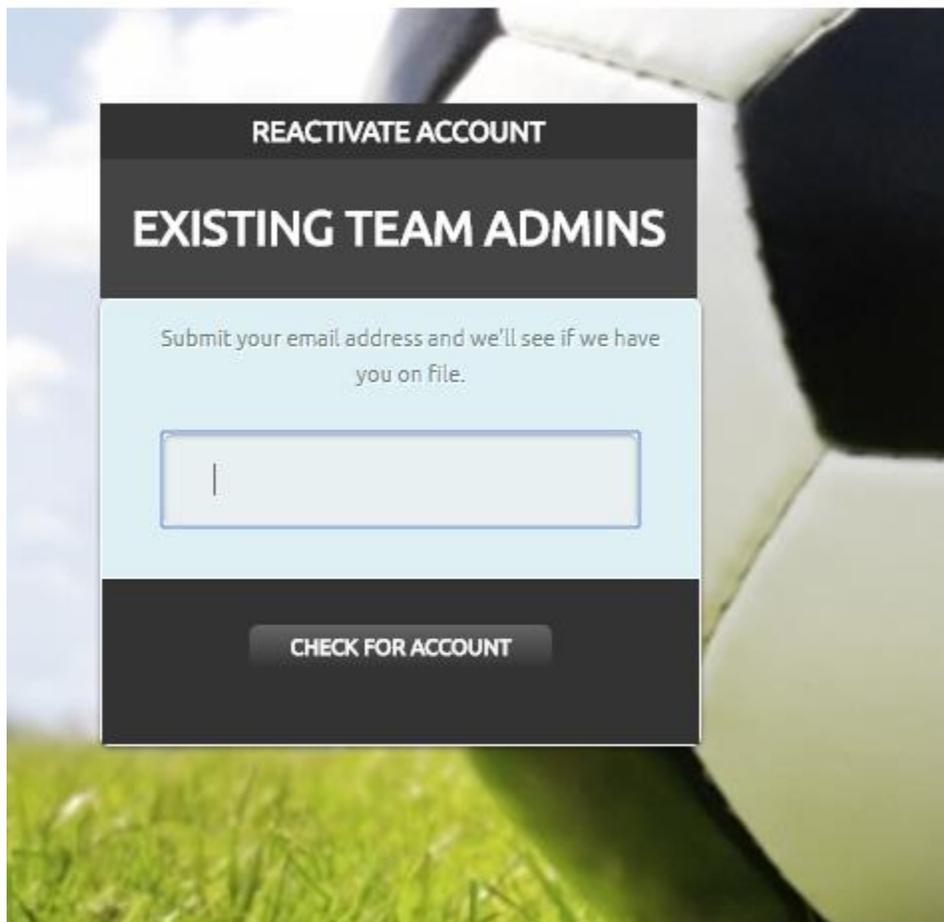
## How to add a coach to a team

To add a coaches or managers to teams is done by a Club Administrator, the scheduler, or the League Director (Scott Dane). We very much prefer this to be done by a Club Administrator because you are the one who really know who should have access to the team and players data.

### Steps:

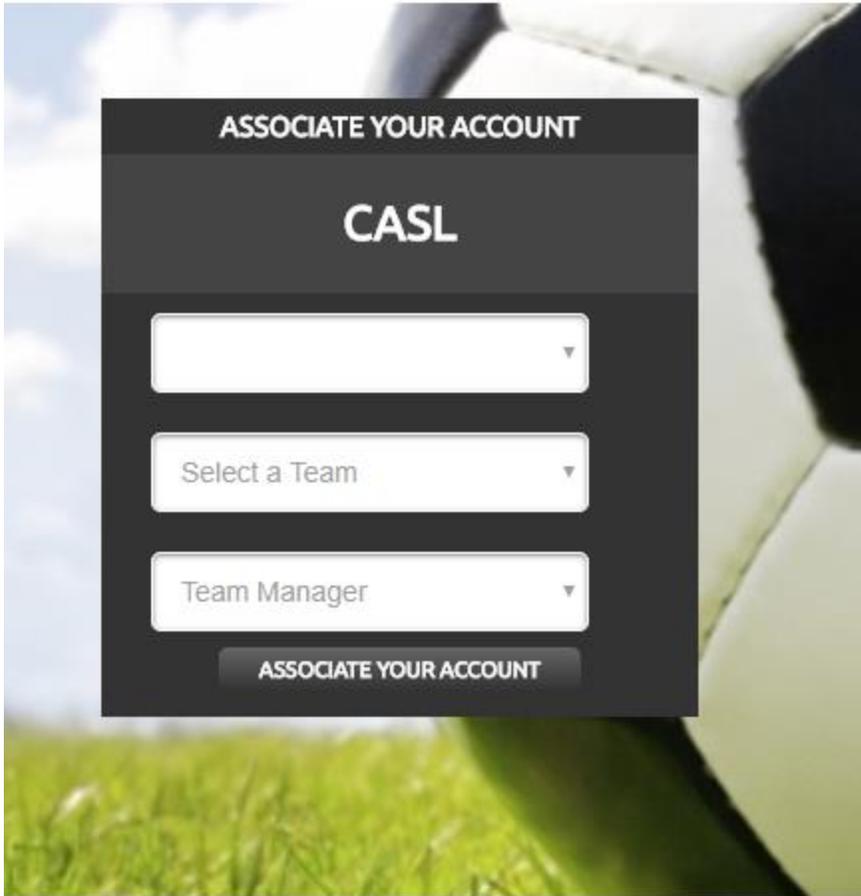
1. Anybody who becomes a team manager, coach or assistant coach needs to create an account in [www.blendyourgame.com](http://www.blendyourgame.com).
2. If the person does not have an account, the first step is to create it.
3. In a new season the first time that a returning coach/manager logs in, he/she will encounter this:

# Blend



4. If the future coach/manager types his email, he will get this.

# Blend



ASSOCIATE YOUR ACCOUNT

CASL

[Empty dropdown menu]

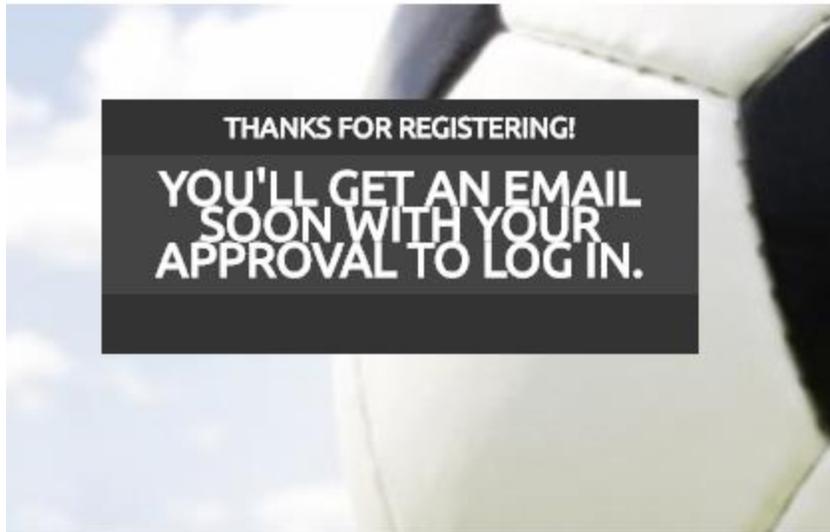
Select a Team

Team Manager

ASSOCIATE YOUR ACCOUNT

5. A new coach will also find the same screen.
6. He/she need to select a Club, a team, and a role in the team. Then click in “Associate your account”.
7. The response will be:

# Blend



8. At this point the coach/manager needs to contact the Club Administrator and ask him/her to authorize the account to be in the team.

9. When the Club Administrator logs in the next time, when he/she lists the club's teams, he/she will see this:

**blend**

The screenshot shows a web interface for 'blend' with a user logged in as 'oscar@msu.edu'. The main content area is titled 'TEAM LISTING' and 'ALL CLUBS'. It features a search bar and a table with columns for 'Age Group', 'Team Name', and 'Current Season'. Two entries are listed: 'U11 - Girls' with team name 'Oscar team 1' and season 'Fall 2018', and 'U11 - Girls' with team name 'Pruebita' and season 'Fall 2018'. The first entry has an orange exclamation mark icon in the first column. Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom, there is a button that says 'ADD AN ADDITIONAL TEAM TO AN AGE GROUP'.

	Age Group	Team Name	Current Season
!	U11 - Girls	<a href="#">Oscar team 1</a>	<a href="#">Fall 2018</a>
+	U11 - Girls	<a href="#">Pruebita</a>	<a href="#">Fall 2018</a>

10. Note the orange exclamation mark. That means that there is pending maintenance to do in that team.

11. Click in the orange icon and you will see this.

The screenshot shows a web application interface with a table of team administrators. At the top, there is a search bar and a dropdown menu set to 'All entries'. Below this is a table with columns for 'Age Group', 'Team Name', and 'Current Season'. The selected row is 'U11 - Girls', 'Oscar team 1', and 'Fall 2018'. A red minus icon is visible in the first column of this row. Below the table, a modal window titled 'TEAM ADMINISTRATORS' is open, displaying 'ALL CLUBS' and a table of administrators.

Admin Name	Mobile Phone	Admin Type	Change Status
<a href="#">Oscar (club admin) Castaneda</a>	<a href="#">(517) 256-9802</a>	TeamAdmin	<a href="#">Inactivate</a>
<a href="#">oscar (coach) Castaneda</a>	<a href="#">(517) 980-4141</a>	TeamAdmin	<a href="#">Activate</a> <a href="#">Delete</a>

12. You can see the new coach, in this example named oscar(coach) Castaneda is waiting to be activated.

13. Click in 'Activate' if you want that person to have access to the team.

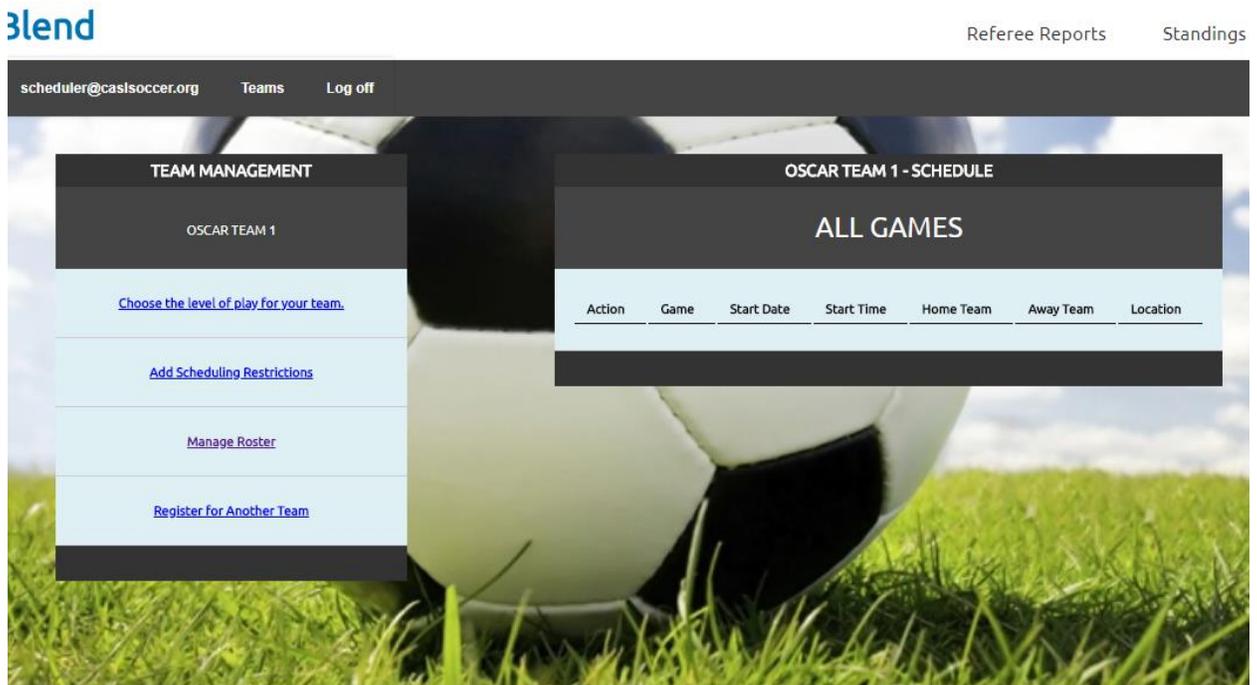
14. If you do not want that person to have access to the team, click in "Delete".

15. If the admin successfully activated a coach, he/she will see this screen

The screenshot shows a confirmation message dialog box overlaid on a background image of a soccer ball on a field. The dialog box contains the text: 'oscar (coach) Castaneda has been confirmed as an Admin for Oscar team 1.' and a green 'OK' button. In the background, there are navigation links: 'Referee Reports', 'Standings and Schedules', and 'Prior Season'.

16. Contact the coach or manager and let them know that you authorized the account.

17. The next time the coach/manager logs in, she/he will get this screen:



18. In that space the coach/manager can work in the team roster, schedule limitations, level of play, etc.
19. A club administrator can deactivate and delete coaches and managers at any time. You as a club leader are the best person to decide who has access to the team information.