# 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.
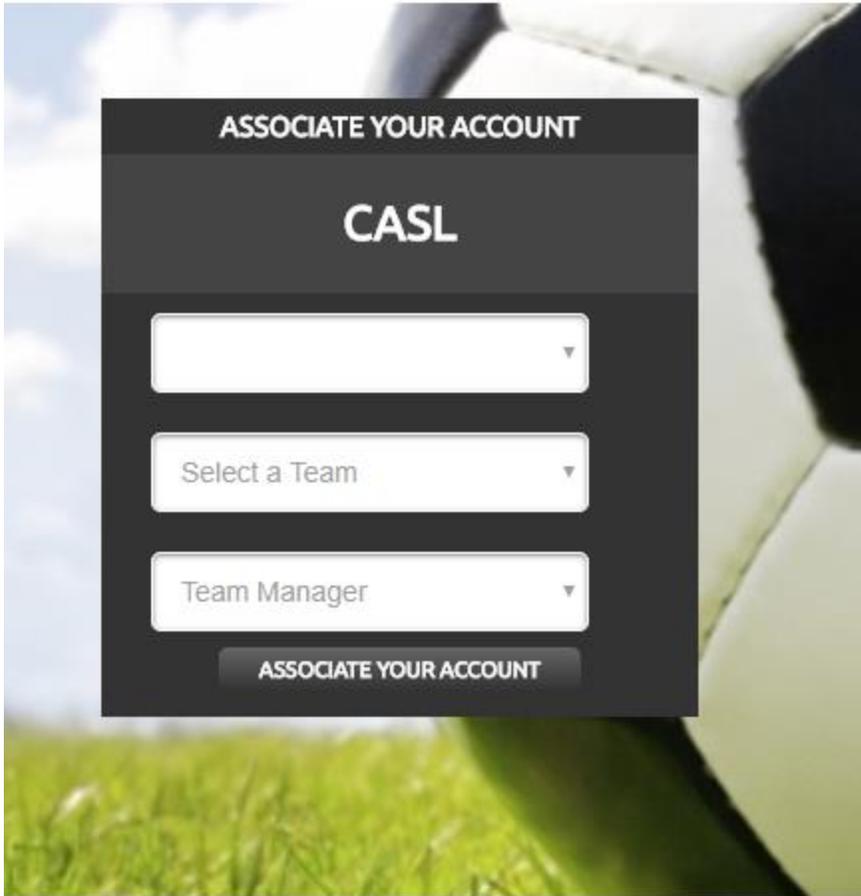
Steps:
1. Anybody who becomes a team manager, coach or assistant coach needs to create an account in www.blendyourgame.com.
2. If the person does not have an account, the first step is to create it.
3. In a new season the first time that a returning coach/manager logins, he/she will encounter this:
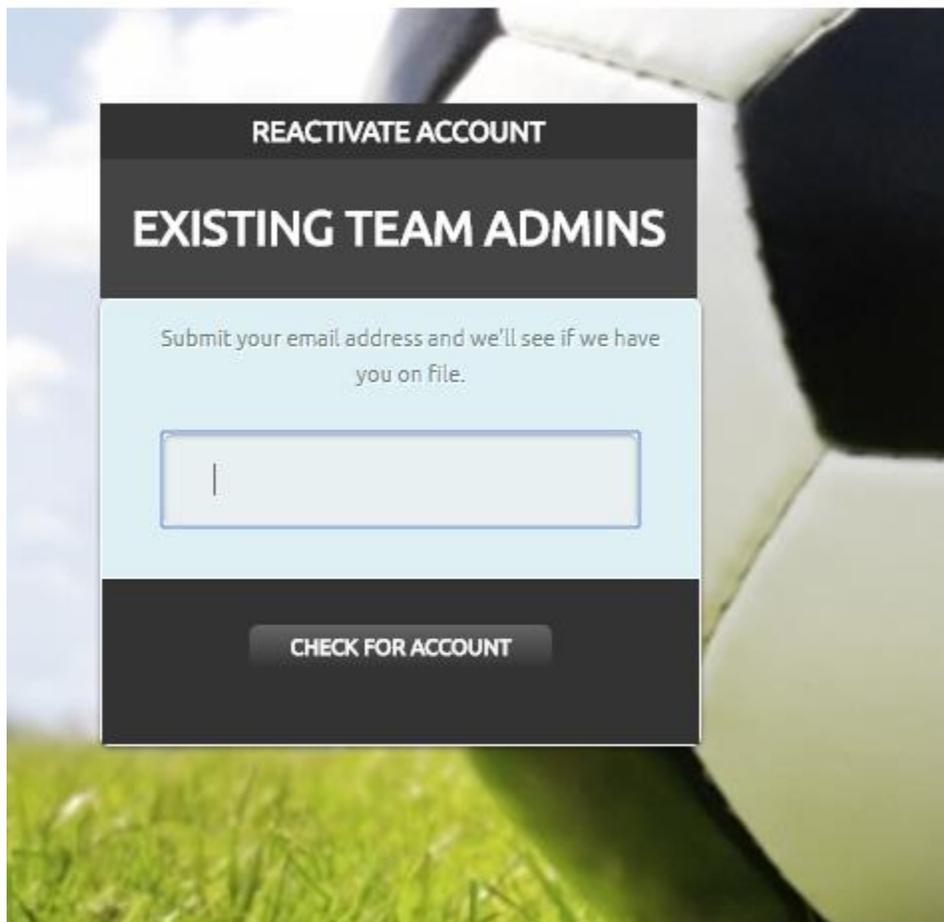
4. If the future coach/manager types his email, he will get this.

Blend

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:

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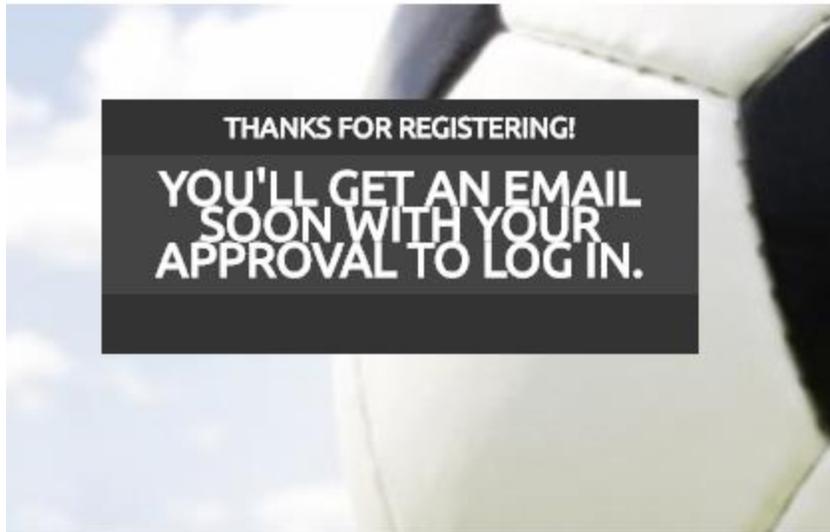
8. At this point the coach/manager needs to contact the Club Administrator and ask him/her to authorize the account to be in the team.

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

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.

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.
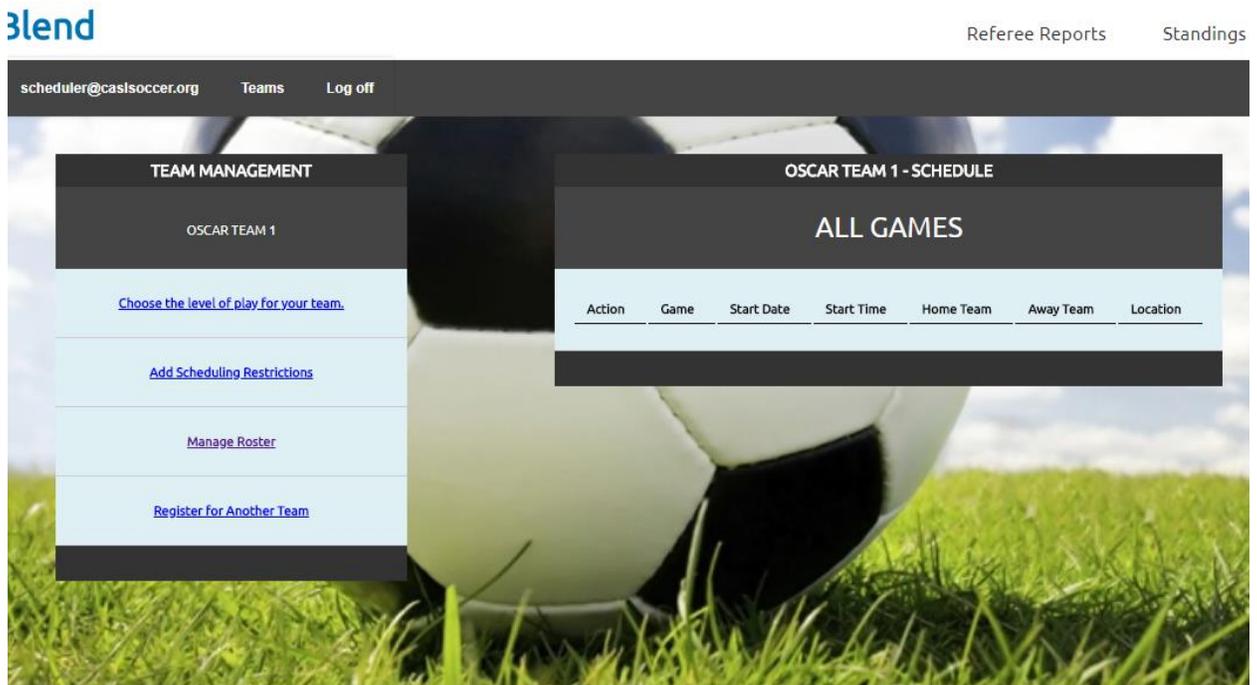14. If you do not want that person to have access to the team, click in "Delete".
15. If the admin successfully activated a coach, he/she will see this screen

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.