



Coach's Team Site Starter Guide

What is a Team Site?

It is your team's personal website that has all of your team's information including your roster, parent contact information, your team's schedule, and league-wide news.

Why is my Team Site important to me?

- The Team Site is a one stop shop for all of your team-related information
- It has the most up-to-date schedule for our league
- It gives you the ability to directly contact parents
- It allows you to send out automated reminders of practices or games, with the ability to RSVP to determine who is coming
- You can upload documents, share links and share pictures

How do I access my Team Site?

Go to our website, www.epwba.org, and click 'Sign In' on the upper right hand corner. Use the same login information that you have registered with as a coach to access your account.

Is my schedule on my Team Site accurate?

Yes. When there are changes made to your schedule, we will alert you and your schedule will be updated in the system, which also updates it on your Team Site.

What if I decide to print out my schedule for myself and parents to have a copy?

Although it is great for us to share information with parents, printing out a schedule gets away from the purpose of the website. We still want coaches and parents to go onto the Team Site, especially when schedule changes are announced. The most important thing is that you continue to encourage parents to use the Team Site. When changes are made to the schedule, Vince (or Darrell/Marcus) will send out an email about changes to the schedule. The information discussed will then be available for everyone to have on their Team Site. We would still encourage you to contact them directly after those changes are announced so that they will know that it has changed on your Team Site. Doing this would ensure that they are up-to-date on the schedule changes, but that they also have access to the same information that you have.

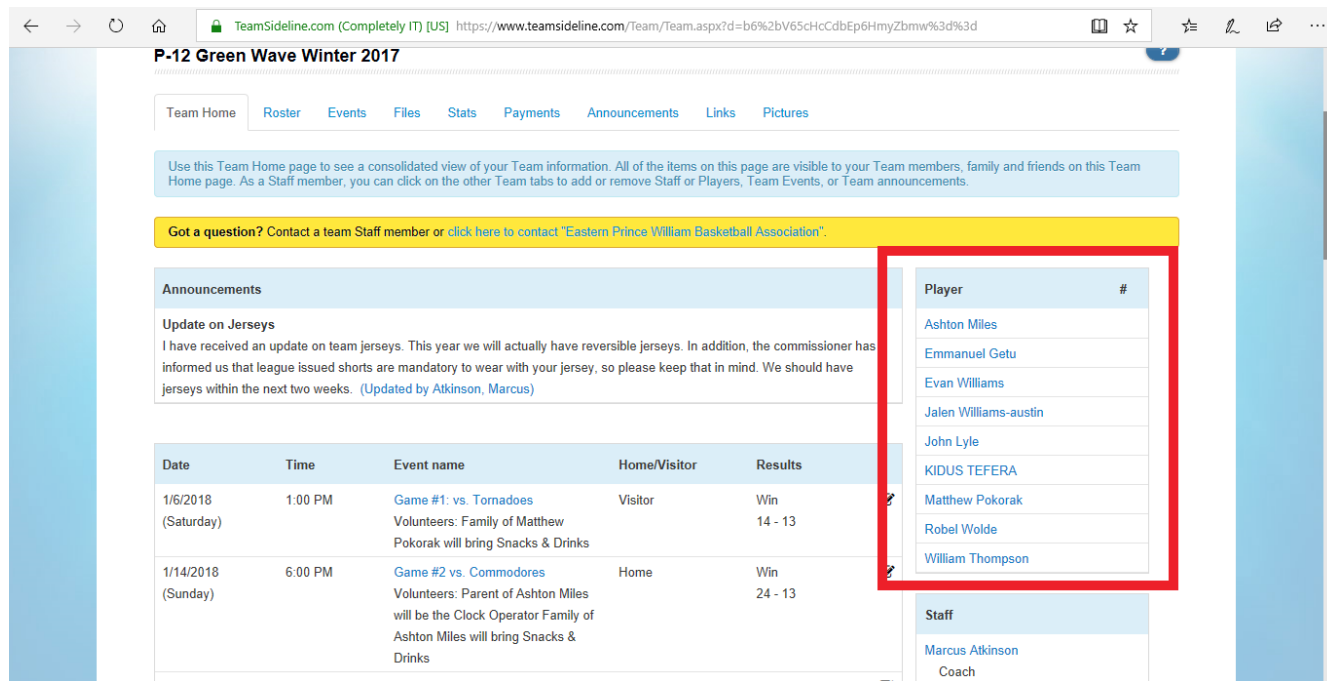
How do I see my Team Site?

Once you login, you should see a list in the middle of the screen with your teams that you either currently coach, previously coach or a team that you have a child on that you are not coaching. Select the link for the team you are coaching.

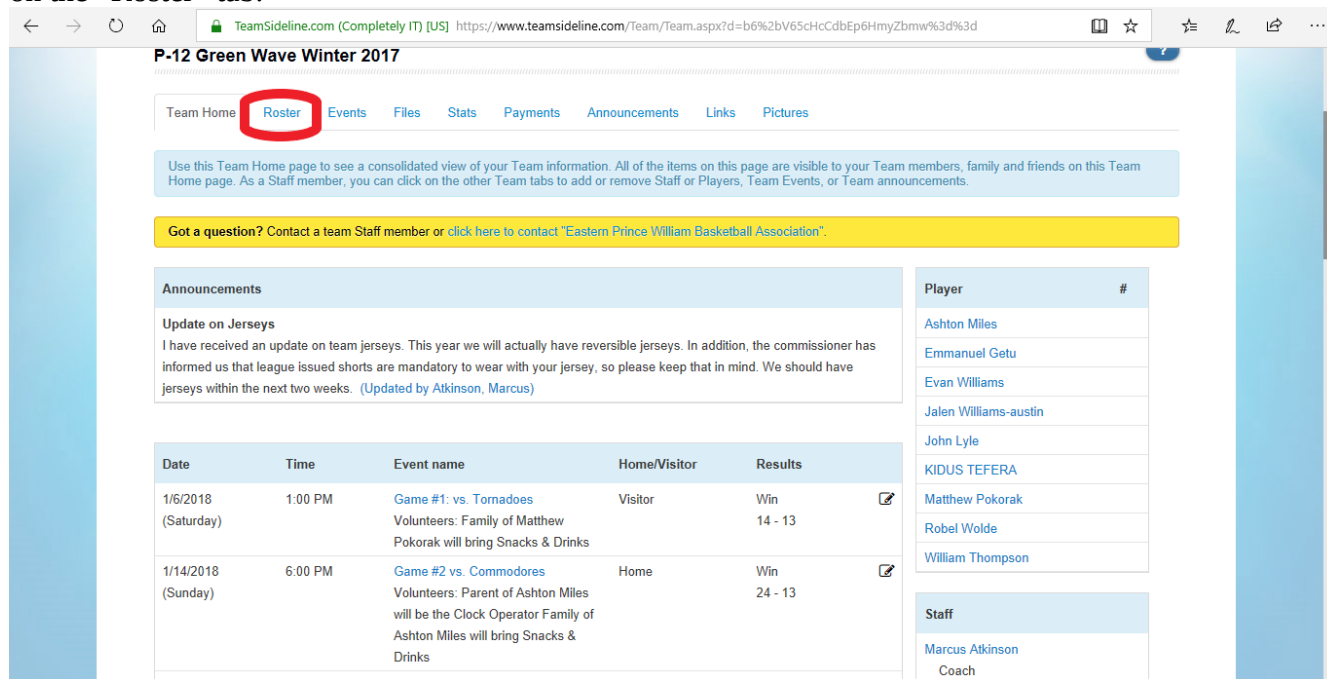
Now that you are logged in to your Team Site, let's walk through some basic functions:

How do I see my roster?

When you first go to your Team Site, you will see the list of players on your team on the roster on the right side outlined in red in this picture below.



If you want to see an expanded view of your roster, with parent names and contact information, click on the "Roster" tab.



Once you are click on the “Roster” tab, you will see an expanded view of your roster.

The screenshot shows a web browser window with the URL <https://www.teamsideline.com/Team/Members.aspx?d=b6%2bV65cHcCdbEp6HmyZbmw%3d%3d>. The page has a navigation menu with tabs: Team Home, Roster, Events, Files, Stats, Payments, Announcements, Links, and Pictures. The Roster tab is active.

A blue informational box states: "As a Staff member, you can click 'Add To Roster' to add Staff or Players to your team. After a member has been added to your team, you can click the Edit or Delete icons to make changes to your Roster. You can also click a member name to view all member information."

Below the box are three buttons: "Add To Roster", "Print View", and "Player Export".

The "Staff" section contains a table with the following data:

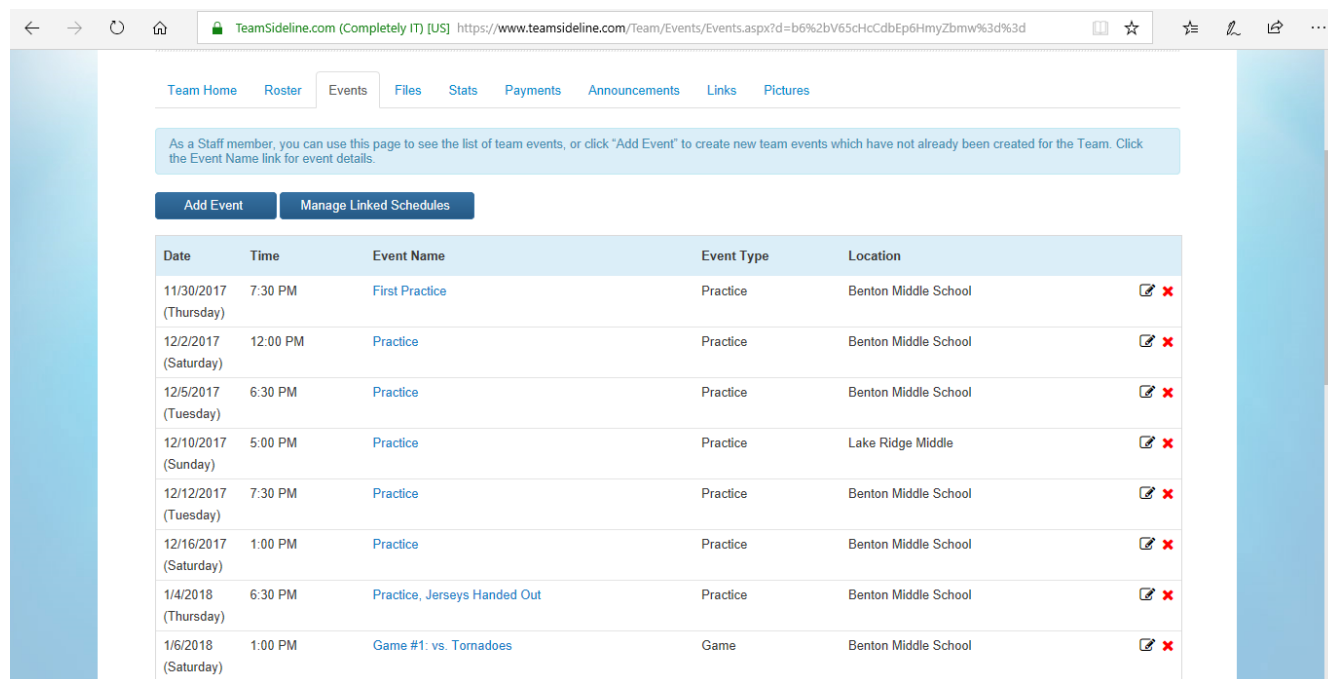
Name	Role(s)	Email Address	Phone
Marcus Atkinson	Coach	m.atkinson@gmail.com	365 C

The "Players" section contains a table with the following data:

Name	# / Position	Email Address	Phone
Miles			
		miles@teamsideline.net	1644 H
			1442 C
Getu			
Dirso		dirso@teamsideline.com	7336
			4814
Wiggins			
Wiggins		wiggins@teamsideline.com	9847

How do I see my practice schedule?

















If you click on “Events” you will see all events league-related and team-related. This link also allows you to access your practice schedule. All of your practices are listed as “Practice” for Event Type.



Team Home Roster **Events** Files Stats Payments Announcements Links Pictures

As a Staff member, you can use this page to see the list of team events, or click "Add Event" to create new team events which have not already been created for the Team. Click the Event Name link for event details.

[Add Event](#) [Manage Linked Schedules](#)

Date	Time	Event Name	Event Type	Location	
11/30/2017 (Thursday)	7:30 PM	First Practice	Practice	Benton Middle School	 
12/2/2017 (Saturday)	12:00 PM	Practice	Practice	Benton Middle School	 
12/5/2017 (Tuesday)	6:30 PM	Practice	Practice	Benton Middle School	 
12/10/2017 (Sunday)	5:00 PM	Practice	Practice	Lake Ridge Middle	 
12/12/2017 (Tuesday)	7:30 PM	Practice	Practice	Benton Middle School	 
12/16/2017 (Saturday)	1:00 PM	Practice	Practice	Benton Middle School	 
1/4/2018 (Thursday)	6:30 PM	Practice, Jerseys Handed Out	Practice	Benton Middle School	 
1/6/2018 (Saturday)	1:00 PM	Game #1: vs. Tornados	Game	Benton Middle School	 

How do I see my game schedule?

You will see your games under the same “Events” tab, where they are listed as “Game” for ‘Event Type’.

How do I setup event reminders?
















On the right side of each of the events is an edit box circled in the picture below:

TeamSideline.com (Completely IT) [US] https://www.teamsideline.com/Team/Events/Events.aspx?d=b6%2bV65cHcCdbEp6HmyZbmw%3d%3d

Team Home Roster **Events** Files Stats Payments Announcements Links Pictures

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Add Event Manage Linked Schedules

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On the next screen you will have the ability to set up your reminder.

TeamSideline.com (Completely IT) [US] https://www.teamsideline.com/Team/Events/EventDetailLinked.aspx?d=b6%2bV65cHcCdSblWnxoJwVkiRjpk1Mf

Rattlers Winter 2018 > Edit Event

Team Home Roster **Events** Files Stats Payments Announcements Links Pictures

This event has been created by your league. You can only edit the following fields.

Event or Opponent * Practice

Event Date * 12/10/2018 7:45 PM

Meet Time Meet... prior to event.

Reminder Yes, send email reminder days before event.
 Also add an attendance poll to this reminder.

Staff Notes

Displays on Reminder Emails and Team Home page. Can be used to track Snack Owners, Drivers, etc.

Save Cancel

You can decide how much time before the event you want everyone to meet. For instance, if you want players to show up 20 minutes before the game, you can set that for "Meet Time".

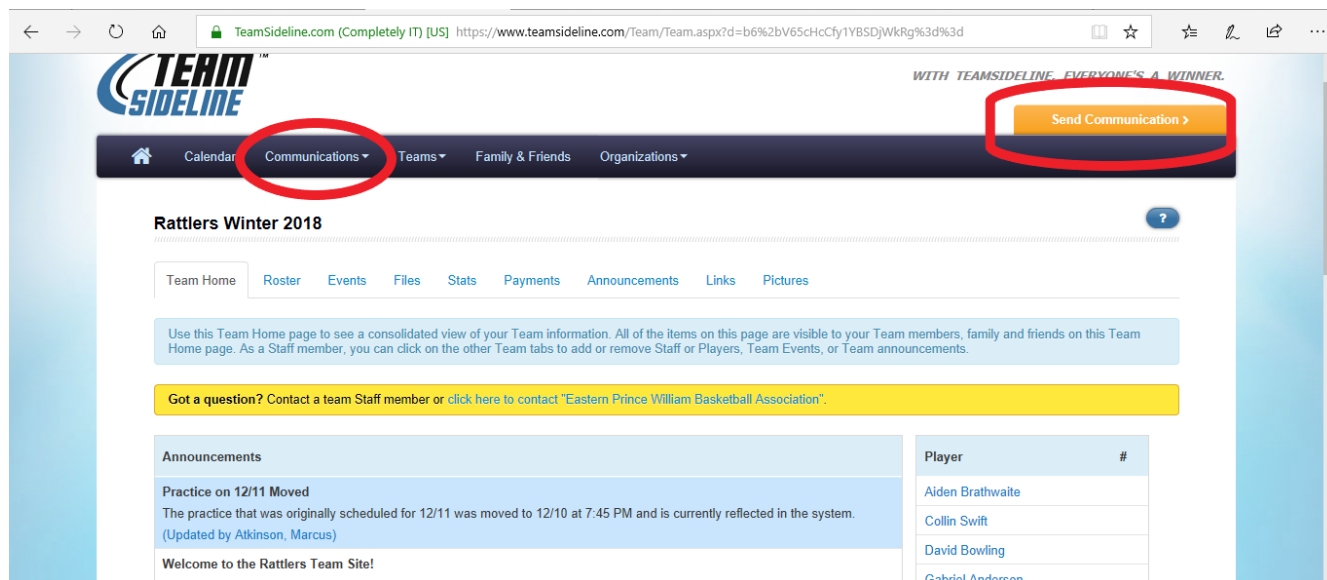
How soon do you want the reminder to go out? You can decide how many days in advance you want your reminder to go out. Make sure you click the checkbox next to "Yes...."

Do you want to know who's coming? You can attach an attendance poll so that you can get an idea of how many players you will have available. Click the checkbox next to "Also...."

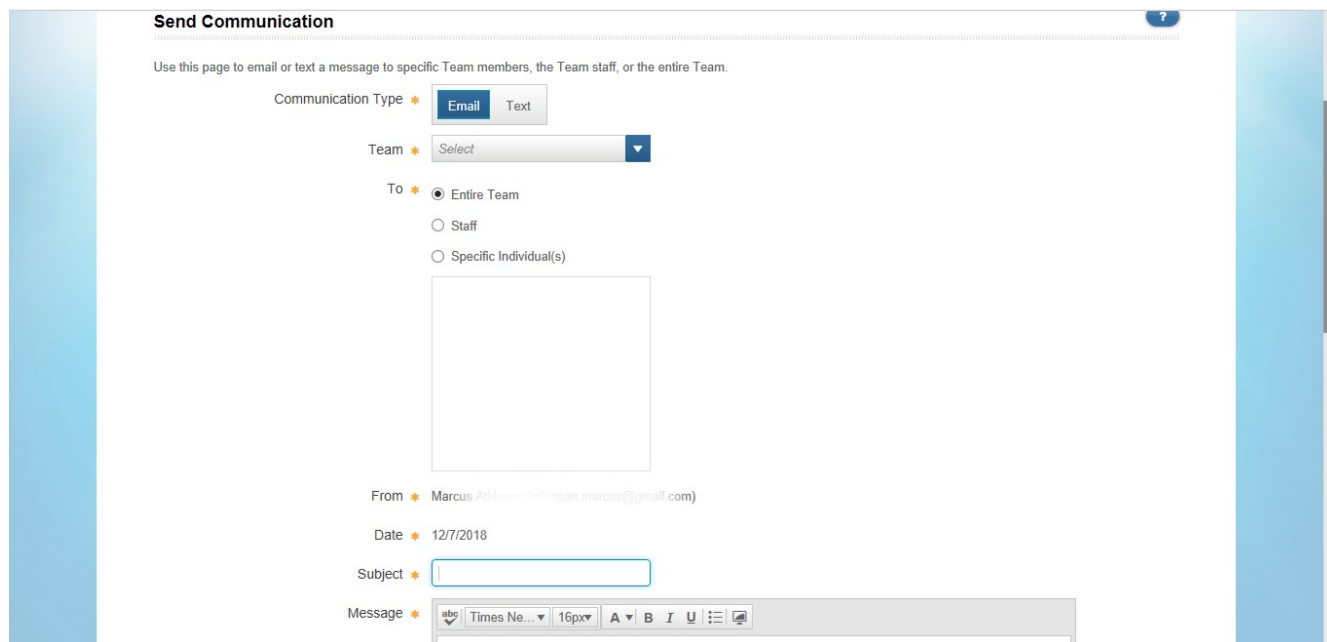
After you have made all your changes, you can click the “Save” button. You will have to do this for each event that you want to have a reminder or an Attendance poll for.

How do I send messages to the parents or staff of my team?

To send a message through the system, there are two different ways to get to the Communication system as highlighted in the picture below:



If you use the “Communications” tab, you have to click “Send Communication” on the submenu. On the next screen, you can see the follow screen:



Keep in mind that this is a general communication page, so you have the ability to send messages to any team that you are affiliated with either as a coach (present or past) or as a parent. To send an email, next to “Team” select the team that you want to send the communication to.

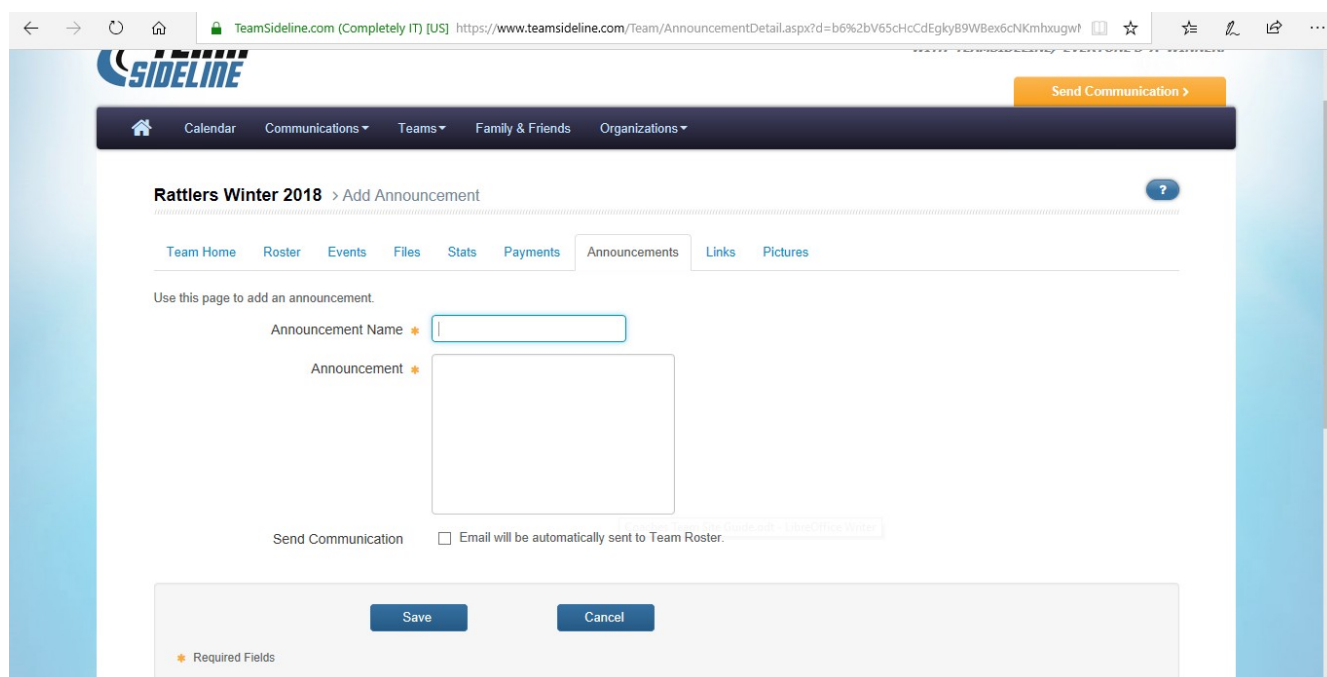
You can send the communication to the entire roster of parents, to certain individuals or to just your staff. You would use the “To” section to decide who you want your message to go to.

Finally in the “Message” box type your email, you can also attach a file in the section after that. Press the “Send” button and your message will go out to your recipients. Those who receive your message have the ability to reply, and the reply will automatically go to the email account that is associated with your account.

How do I make an announcement to all the parents?

Would you like the ability to tell parents something really important? With the Announcement tab, you have the ability to make an announcement that sends out an automated email, but it also places your announcement on the front page of your Team Site, so parents will see it. Your announcement could be as simple as changes to practice schedule, reminders of what jersey to wear for the big game on Saturday or maybe you’re looking for someone to bring snacks in. Whatever the case maybe, you have the ability to add an announcement specifically for your team.

To get started, click on the ‘Announcement’ tab. Once on that page you can click on “Add Announcement”. Your next page should look like the image below:



On this page, you add your announcement name, what you want to announce and then you can decide if you want to send it out as an email in addition to adding it to the front page of the Team Site. To send an email out, simply click on the check box next to “Email....”

Conclusion

This guide is to simply get you started on the basics of your Team Site. Please take the time to learn how to use these basic features. As you get more comfortable with the system, you can also add much more to your Team Site.