

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 <u>up-to-date</u> 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, <u>www.epwba.org</u>, 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.

P-12 Green	Wave Winter 2	2017						2	
Team Home	Roster Events	s Files Stats Payments An	nouncements Lir	ks Pictures					
Use this Team Home page. As	Home page to see a a Staff member, yo	i consolidated view of your Team informatio u can click on the other Team tabs to add o	n. All of the items on t r remove Staff or Play	his page are visible to y ers, Team Events, or Te	our Team r eam annou	members, family and friends incements.	s on this Team	I	
Got a question	I? Contact a team S	taff member or click here to contact "Easter	n Prince William Bask	etball Association".					
Announcement	ts				Г	Player	#		
Update on Jers									
Opuate on Jers	eys					Ashton Miles			
I have received a	an update on team j	jerseys. This year we will actually have reve				Ashton Miles Emmanuel Getu			
I have received a informed us that	an update on team j league issued shor	ts are mandatory to wear with your jersey,							
I have received a informed us that	an update on team j league issued shor					Emmanuel Getu			
I have received a informed us that	an update on team j league issued shor	ts are mandatory to wear with your jersey,				Emmanuel Getu Evan Williams			
I have received a informed us that	an update on team j league issued shor	ts are mandatory to wear with your jersey,				Emmanuel Getu Evan Williams Jalen Williams-austin			
I have received a informed us that jerseys within the	an update on team j league issued short e next two weeks. (ts are mandatory to wear with your jersey, (Updated by Atkinson, Marcus)	so please keep that in	n mind. We should have		Emmanuel Getu Evan Williams Jalen Williams-austin John Lyle			
have received a informed us that jerseys within the Date	an update on team j league issued short e next two weeks. (Time	ts are mandatory to wear with your jersey, (Updated by Atkinson, Marcus) Event name Game #1: vs. Tornadoes Volunteers: Family of Matthew	so please keep that in Home/Visitor	n mind. We should have		Emmanuel Getu Evan Williams Jalen Williams-austin John Lyle KIDUS TEFERA			
Date 1/6/2018 (Saturday)	an update on team j league issued shor e next two weeks. (Time 1:00 PM	ts are mandatory to wear with your jersey, (Updated by Atkinson, Marcus) Event name Game #1: vs. Tornadoes Volunteers: Family of Matthew Pokorak will bring Snacks & Drinks	so please keep that in Home/Visitor Visitor	n mind. We should have Results Win 14 - 13		Emmanuel Getu Evan Williams Jalen Williams-austin John Lyle KIDUS TEFERA Matthew Pokorak			
Date 1/6/2018 (Saturday)	an update on team j league issued short e next two weeks. (Time	ts are mandatory to wear with your jersey, (Updated by Atkinson, Marcus) Event name Game #1: vs. Tornadoes Volunteers: Family of Matthew Pokorak will bring Snacks & Drinks Game #2 vs. Commodores	so please keep that in Home/Visitor	n mind. We should have Results Win 14 - 13 Win		Emmanuel Getu Evan Williams Jalen Williams-austin John Lyle KIDUS TEFERA Matthew Pokorak Robel Wolde			
Date 1/6/2018 (Saturday)	an update on team j league issued shor e next two weeks. (Time 1:00 PM	ts are mandatory to wear with your jersey, (Updated by Atkinson, Marcus) Event name Game #1: vs. Tornadoes Volunteers: Family of Matthew Pokorak will bring Snacks & Drinks	so please keep that in Home/Visitor Visitor	n mind. We should have Results Win 14 - 13		Emmanuel Getu Evan Williams Jalen Williams-austin John Lyle KIDUS TEFERA Matthew Pokorak Robel Wolde			
I have received a informed us that jerseys within the Date 1/6/2018 (Saturday) 1/14/2018	an update on team j league issued shor e next two weeks. (Time 1:00 PM	ts are mandatory to wear with your jersey, (Updated by Atkinson, Marcus) Event name Game #1: vs. Tornadoes Volunteers: Family of Matthew Pokorak will bring Snacks & Drinks Game #2 vs. Commodores Volunteers: Parent of Ashton Miles	so please keep that in Home/Visitor Visitor	n mind. We should have Results Win 14 - 13 Win		Emmanuel Getu Evan Williams Jalen Williams-austin John Lyle KIDUS TEFERA Matthew Pokorak Robel Wolde William Thompson			

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

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	P-12 Green	Wave Winter 2	2017						2			'
	Team Home	Roster	Files Stats Payments An	nouncements Lir	ks Pictures							1
			consolidated view of your Team informatio a can click on the other Team tabs to add o					s on this Team				
	Got a question	n? Contact a team St	aff member or click here to contact "Easter	n Prince William Bask	etball Association".							
	Announcemen	ts					Player	#				
	Update on Jers	seys					Ashton Miles					
			erseys. This year we will actually have reverses are mandatory to wear with your jersey.				Emmanuel Getu					
		0	Updated by Atkinson, Marcus)		mind. We should h	ave	Evan Williams					
							Jalen Williams-austin					
	Dete	T	E	Home/Visitor	Bassila		John Lyle					
	Date	Time	Event name		Results		KIDUS TEFERA					
	1/6/2018 (Saturday)	1:00 PM	Game #1: vs. Tornadoes Volunteers: Family of Matthew	Visitor	Win 14 - 13	ľ	Matthew Pokorak					
	(Saturday)		Pokorak will bring Snacks & Drinks		14 - 13		Robel Wolde					
	1/14/2018	6:00 PM	Game #2 vs. Commodores	Home	Win	Ø	William Thompson					
	(Sunday)		Volunteers: Parent of Ashton Miles will be the Clock Operator Family of Ashton Miles will bring Snacks &		24 - 13		Staff					
			Drinks				Marcus Atkinson Coach					
					-							

Team Home Roster	Events Files Stats	Payments Announcements Links Pie	ctures	
As a Staff member, you ca	an click "Add To Roster" to add \$	Staff or Players to your team. After a member has be ber name to view all member information.	en added to your team, you can click the Edit or Dele	ete icons to
make changes to your Ros	ster. You can also click a memb	er name to view all member information.		
Add To Roster F	Print View Player Exp	port		
Staff				
Name	Role(s)	Email Address	Phone	
Marcus Atkinson	Coach	e gmail.com	1 <u>365</u> C 🔊	I
Players				
Players Name	# / Position	Email Address	Phone	
	# / Position	Email Address	Phone	♂ ×
Name	# / Position	Email Address	1 <u>644</u> H	@ × @ ×
Name Miles	# / Position			Z ×
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Name Miles	# / Position		1 <u>644</u> H	Z ×

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

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 E	vents Files Stats Payments Anno	uncements Links Pictures		
As a Staff m		e this page to see the list of team events, or click "		nts which have not already been created f	for the Team. Click
Add Ever	t Manag	e 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	Z ×
12/5/2017 (Tuesday)	6:30 PM	Practice	Practice	Benton Middle School	I 🗙
12/10/2017 (Sunday)	5:00 PM	Practice	Practice	Lake Ridge Middle	I 🗙
12/12/2017 (Tuesday)	7:30 PM	Practice	Practice	Benton Middle School	I 🗙
12/16/2017 (Saturday)	1:00 PM	Practice	Practice	Benton Middle School	I 🗙
1/4/2018 (Thursday)	6:30 PM	Practice, Jerseys Handed Out	Practice	Benton Middle School	I 🗙
1/6/2018 (Saturday)	1:00 PM	Game #1: vs. Tornadoes	Game	Benton Middle School	Z 🗙

How do I see my game schedule?

You will see your games under the same "Events" tab, where they are 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:

Team Home	e Roster E	vents Files Stats Payments Anno	uncements Links Pictures		
As a Staff m the Event N	nember, you can us ame link for event	se this page to see the list of team events, or click "/ details.	Add Event" to create new team even	nts which have not already been created for	r the Team. Click
Add Eve	nt Manaç	e 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	۲ ک
12/5/2017 (Tuesday)	6:30 PM	Practice	Practice	Benton Middle School	۲ ک
12/10/2017 (Sunday)	5:00 PM	Practice	Practice	Lake Ridge Middle	🗶 🔊
12/12/2017 (Tuesday)	7:30 PM	Practice	Practice	Benton Middle School	🗶 کی
12/16/2017 (Saturday)	1:00 PM	Practice	Practice	Benton Middle School	۵ 🗙
1/4/2018 (Thursday)	6:30 PM	Practice, Jerseys Handed Out	Practice	Benton Middle School	۲ ک
1/6/2018 (Saturday)	1:00 PM	Game #1: vs. Tornadoes	Game	Benton Middle School	Z 🗶

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

$\leftarrow \ \ \rightarrow$	🖸 🏠 TeamSideline.com (Completely IT) [US] https://www.teamsideline.com/Team/Events/EventDetailLinked.aspx?d=b6%2bV65cHcCdSbLwNxoJwVkRJpk1MF 🛄 🛧 🏂	Ē	
	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 Select 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:

\rightarrow O	TeamSideline.com (Completely IT) [US] https://www.teamsideline.com/Team.aspx?d=b6%2bV65cHcCfy1YBSD]Wk	Rg%3d%3d	□ ☆	r∕≡	l~
		WITH TEAMSIDELINE.	EVERYONE'S	A WINNE	
	SIDELINE		Send Communica	ation >	
	A Calendar Communications Teams Family & Friends Organizations -				
	Rattlers Winter 2018		(?	
	Team Home Roster Events Files Stats Payments Announcements Links Pictures				
	Use this Team Home page to see a consolidated view of your Team information. All of the items on this page are visible to your Tean Home page. As a Staff member, you can click on the other Team tabs to add or remove Staff or Players, Team Events, or Team ann	n members, family and friend	ds on this Team		
	Home page, As a Stain member, you can click on the other ream table to add on remove Stain or Prayers, ream Events, or ream anne	ouncements.			
	Got a question? Contact a team Staff member or click here to contact "Eastern Prince William Basketball Association".				
	Announcements	Player	#		
	Practice on 12/11 Moved	Aiden Brathwaite			
	The practice that was originally scheduled for 12/11 was moved to 12/10 at 7:45 PM and is currently reflected in the system. (Updated by Atkinson, Marcus)	Collin Swift			
	Welcome to the Rattlers Team Site!	David Bowling			

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:

Send Communication	?	^
Send Communication		
Use this page to email or text a message to specif	fic Team members, the Team staff, or the entire Team.	
Communication Type 🔺	Email Text	
Team ∗	Select	
To ∗	Entire Team	
	○ Staff	
	○ Specific Individual(s)	
From *	Marcus Atkinson narcus@gmail.com)	
Date 🔹	12/7/2018	
Subject *		
Message *	🕸 Times Ne v 16px A v B I U 🗄	
		×

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:

	Send Communication >
🐴 Calendar Communications • Teams • Family & Friends Organizations •	
Rattlers Winter 2018 > Add Announcement	?
Team Home Roster Events Files Stats Payments Announcements Links Pictures	
Use this page to add an announcement. Announcement Name Announcement	
Send Communication Email will be automatically sent to Team Roster.	

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.