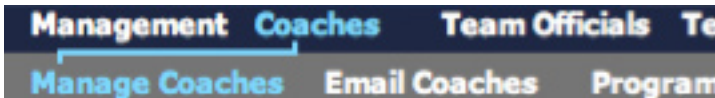


*****Support Tip*****

For Board Members who need to complete a Background Check you must create a Team Official account for them and set it to OTHER (explained on the next page). Provide the Board Member with the username and password to the Official account and have them fill out the VDF form.

Creating Coach and/or Team Official Accounts

To create Coaches or Team Officials click on the **COACH** or **TEAM OFFICIAL** link in the dark blue menu bar under the **CLUB/HOME ASSOCIATION** tab.



NOTE - States may enforce their risk management policy. If they do, a club cannot add a coach to a team until they have received risk management approval from the state.

1. In both cases you will see a link that says **Create Coach Profile** or **Create Team Official Profile** depending on the link you clicked. The example below assumes you clicked the Coaches link and want to enter a profile for a coach. Instructions apply to both.



2. The next step is to enter the coach's information. You **MUST** fill out the information that is circled in red.
 - **Full legal name**
 - **State Registered** - This is very important if your state uses our system. They may need to complete a VDF before being placed on a team (pg. 22).
 - **Primary** and or **Assistant Coach** (or Primary and or Assistant Manager).
 - **Email Address** - this is a critical piece of information, without their email address they will not be included in any communication you may have with your coaches and managers through our system.
 - **User Name** - perhaps your club initials and last name, each Username must be unique in our system.
 - **Password** - the password can be the same for multiple accounts.
 - **SAVE** the account. This will create the account and send an email with the login instructions to the coach or team official (manager).

Coach - New Coach

Risk Status	N/A
Full Legal Name	<input type="text"/> <input type="text"/> <input type="text"/> <small>Legal First M.I. Last</small>
Date of Birth	<input type="text"/> MM/DD/YYYY
Gender	<input type="radio"/> Male <input type="radio"/> Female
State Registered	<input type="text" value="North Dakota"/>
Competition Level	<input type="text"/>
Primary Coach	<input checked="" type="checkbox"/>
Assistant Coach	<input type="checkbox"/>
Display Name	<input type="text"/>
ID Number	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text" value="United States"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Phone (2)	<input type="text"/>
Mobile Phone	<input type="text"/>
Mobile Text Messaging (you@yourcarrier.com)	<input type="text"/>
Fax	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Notes

Login Credentials
Create a username and password to allow this coach to login and update their information.

Username

Password



optional

Emailing Coaches or Team Officials

You can also send an email to all coaches or team officials:

1. Click on **COACH** or **TEAM OFFICIAL** in the blue menu bar. If you have more than 25 coaches, change the page size to **INFINITE** and press **APPLY FILTERS**. Once your list has come up, select the coaches you want to email by checking the box next to their name, if you want to email all in the list click the **SELECT** link at the top of the column. Once your coaches are selected click the **EMAIL SELECTED COACHES** button and this will bring you to our messaging screen.

The screenshot shows the 'Manage Coaches' interface. At the top, there are buttons for 'Create Coach Profile', 'Export All Coaches (CSV)', 'Export All Assistant Coaches (CSV)', and 'Export Coaches (XLS)'. Below these are search filters for Coach Name, Team Name, Level, R/M Status, and Competitive Level. A 'Filter List / Enroll Coaches in a Program' section shows '(None)' selected. A table below shows 3 items. The first two items are selected, and a red box highlights the 'Email Selected Coaches' button.

Select	ID#	Level	Last Name	First Name	Zip	State	R/M Status	DOB	Cert	Coach	Assistant
<input checked="" type="checkbox"/>	N/A	Competative	Owen-Thomas	Gavin	05408	VT	N/A	5/19/1954		Yes	No
<input checked="" type="checkbox"/>	N/A		Owen-Thomas	Sanette	05408	VT	N/A			Yes	No
<input type="checkbox"/>	N/A		smith	harry		VT	N/A			Yes	No

2. Once there you have several filter options:

- **Bulletin** - One message per unique email address.
- **Personalized** - One message per account w/ login instructions.
- **Plain Text** - Smaller size, best compatibility, no images or text formatting.
- **HTML** - Paste HTML content into message area.

*** WE DO NOT ALLOW ATTACHMENTS ***

This is what puts us on the spam list. If you need to send a document you will need to take a screen shot of the document (use the help section of your operating system to figure out how to take a screen shot) and place it in the email as an image. If you want to send a document, upload it to your website's server and then include the link in your email. If you use our system to host your website you will be able to upload it to your site all within your account and include the link in your email.

3. Once you have selected your filters click the **APPLY FILTERS** button and then move on to composing your email in the message area. Once done, click the **SEND** button.

Coach Communications

Send To Registered Coaches
Vermonters SC

Select Broadcast Type

- Bulletin** - One message per unique email address.
- Personalized** - One message per account w/ login instructions.

Select Message Format

- Plain Text** - Smaller size, best compatibility, no images or text formatting.
- HTML** - Paste HTML content into message area.

Selected Coaches
Owen-Thomas, Sanette

Mailing List Summary
1 unique coach email addresses were found.

Enter Sender Information

From Name

Reply To Address

Create & Send Mailer

Subject

Message

You can also find this email function under the **COACHES** or **TEAM OFFICIALS** tab on the **PROGRAM REGISTRATIONS** page.

NOTES ON CREATING COACH/ASSISTANT COACH PROFILES:

Have each coach's information, including email address, handy. In your club account:

1. On the gray menu bar click on "**Customization**" to create a welcome email. (For more information on customization, see the "Club Basic Manual")
2. Click on the "**User Notifications**" tab to create an email to welcome your coaches. (You can do the same thing for team officials, such as team managers, team parent, etc) and to explain that they must submit the criminal background history disclosure and background check request to WYS.
3. Here is suggested wording to help clarify the importance of submitting the disclosure. If you use this BE SURE TO REPLACE WYS Test Club with your club's name. (ALSO REPLACE COACH WITH TEAM OFFICIAL IS YOU SET UP A NOTIFICATION FOR TEAM OFFICIALS)
 - a. Thank you for requesting to be a coach/assistant coach for **WYS Test Club**. We appreciate your interest in helping Wyoming's young soccer players. Along with US Youth Soccer/Wyoming Youth Soccer (WYS), it is **WYS Test Club's** intent to protect participants of all properly sanctioned and sponsored events to the fullest possible extent. Thus, any coach, assistant coach, referee, team trainer, team manager, or any other individual over the age of 17 seeking to participate in **WYS Test Club**/WYS events and who will have direct or indirect contact or influence on a youth player must meet the minimum requirements of an adult volunteer/participant of WYS/USYS. As an adult volunteer/participant, you are required to complete a Wyoming Youth Soccer Background Information Disclosure and authorize and consent to a criminal history background check. After you log into your profile please click the "Background Checks" link on the gray menu bar then click "Submit Report to State Association." Read and complete the disclosure and then submit. You cannot be added to a roster or be issued a coach card until this has been completed. Click on the "**Coaches**" link on the dark blue menu bar just below the "**Home**" tab
4. First, copy and paste the above message into the body of New Coach Accounts or add your own message and then click "**SAVE**".
5. Then, in the dark blue menu bar, click "**Coaches**". Once the new window opens, click on "**Create Coach Profile**" just below the words *Manage Coaches*.
6. You **must** enter the coach's legal first name (No nicknames. If the first name is William do not use Bill.), last name, birth date, and email address. For *State Registered* choose Wyoming.
7. Create a username and password in the profile. Unless you create them, the program will automatically create both a user name and password but they are random numbers and letters and can be a pain!
8. Username suggestion: the first part of their email (@ . – or other special characters are not allowed in the username name). The password can be the same for all coaches to start. They can change it later. **Suggested passwords: temp; hello; soccer.**
9. Press "**Save**". This creates the profile, and sends an email to the address you entered into the profile. The email will contain the message you created in step 4 above followed by this default message: To edit your profile go to <http://www.gotsport.com/asp/coaches/> Your username is: ##### and your password is: #####. You can change your password after you log into the administration page of your profile.

After you complete those steps each coach will:

1. Automatically receive an email from your club with their login instructions and welcome message.
2. When a coach logs in they must click the "**Background Checks**" link on the gray menu bar.
3. Then click on "**Submit Report to State Association**"
4. They must complete the background information disclosure, on the left side of the page.
5. Each coach must also agree to WYS's authorization and consent to do a background check.
6. They press **submit** and the disclosure and consent for a background check is sent directly to the state office.

IMPORTANT: A coach CANNOT be added to any team until they have completed the above.