

**Sports  
Illustrated**

**Play**™

**COACH USER'S GUIDE**



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# INTRODUCTION

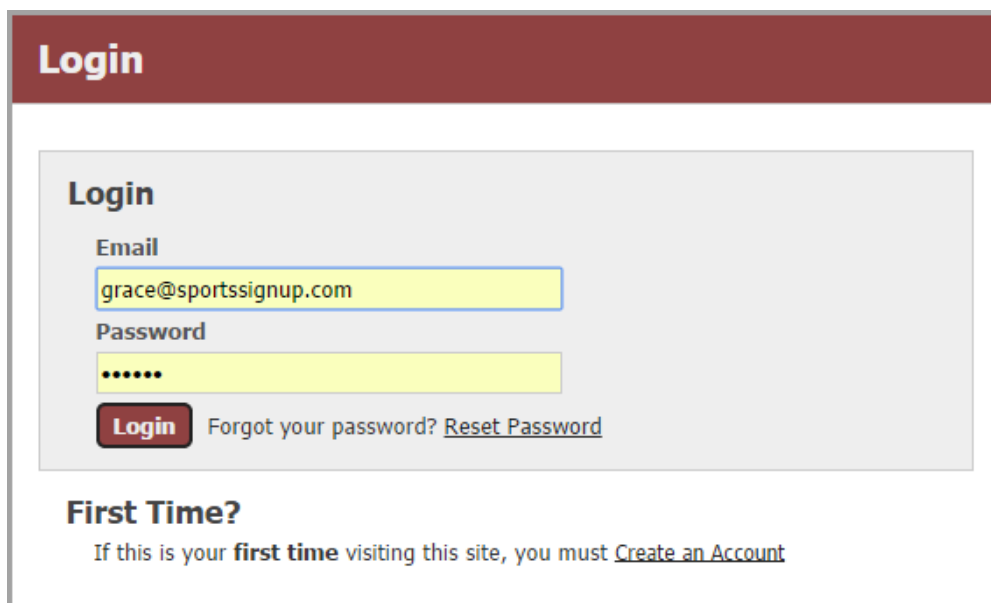
This document is intended to help coaches manage their teams using the Sports Illustrated Play online registration system. In order for the features in this document to apply, you must be registered as a volunteer in the Sports Illustrated Play System, and be assigned to at least one team which has been given access to the TeamWALL.

## Access to the TeamWALL

In order to be given access to the TeamWALL, you must be registered as a volunteer, assigned to a team, and then that team must be given access to the TeamWALL by an administrator. Once this is complete you will receive an email letting you know that you've been given access, and you'll be provided with instruction on how to log into your TeamWALL.

## Log into your Account

Follow the steps below to login to your Account. You will use the same account you initially registered yourself to coach and/or to register your children to access your team's information.



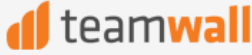
The screenshot shows a login interface with a dark red header containing the word "Login" in white. Below the header is a light gray box with the following elements:

- Login** (Section Header)
- Email** label above a text input field containing "grace@sportssignup.com".
- Password** label above a text input field containing six dots.
- A dark red "Login" button.
- Text: "Forgot your password? [Reset Password](#)".

Below the gray box is the text "First Time?" followed by "If this is your **first time** visiting this site, you must [Create an Account](#)".

# TEAM MANAGEMENT

### Welcome - Grace



View your roster, email/text your Team, manage your schedule, and more.

<b>Zebraz</b>	Baseball 2015 (Major)	<a href="#">TeamWALL</a>
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#### Recent Registrations

Grace	Baseball 2015 (Major)	<a href="#">Receipt</a>
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Upon successful login, you will be taken to your account Home page. Click TeamWALL to go to your Teams webpage. You can also log into the TeamWALL directly from your unique TeamWALL URL.

## TEAMWALL FEATURES

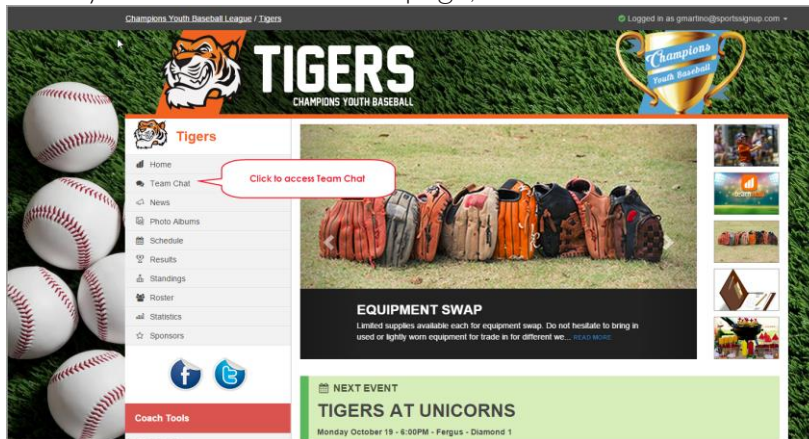
The TeamWALL has many features available to you, which we will outline below.

### Team Chat

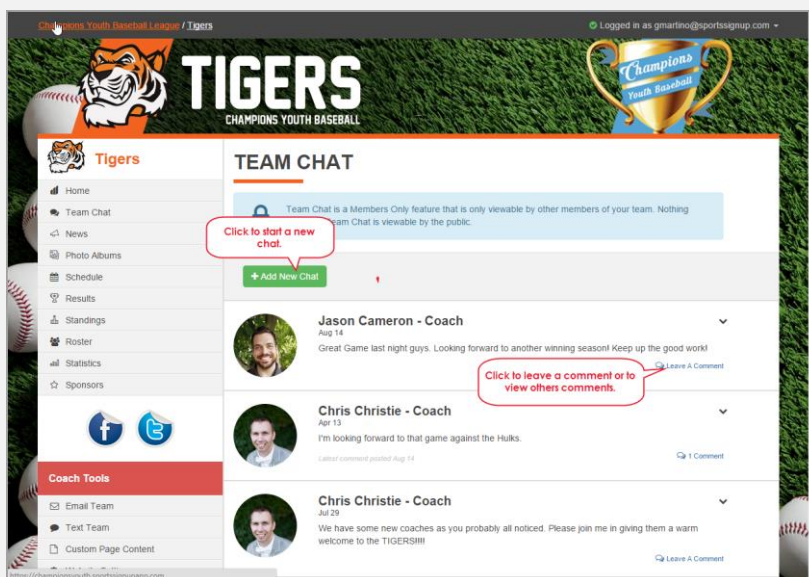
Team Chat is a feature that is made available only to the members on your team. Nothing posted in the Team Chat is viewable by the public.

Step	Action
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- 1 From your TeamWALL home page, click on Team Chat.



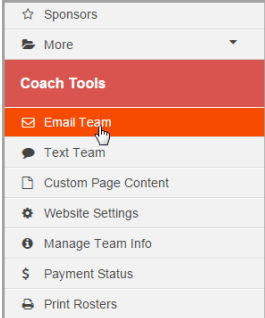
- 2 From here, you can read the chats that have already been posted, or you can click Add New Chat to create your own.



## Coach User's Guide

### Send Email

Creating an e-mail to your team is easy. The e-mail replies from your recipients will go to the email that you use specify. Follow the steps below to send your e-mail.

Step	Action
1	From TeamWALL, click on Email Team under "Coach Tools". 
2	Choose your email address from the drop down box (if you have more than one associated to your account), select your Recipients (can choose who the email is sent to by clicking on the "Recipients" link, then select/de-select all, and click Done)
3	Type in an email subject, and then your message into the Email Body
4	Utilize any needed formatting tools from the formatting tool bar (bold, bullets, underline, etc.).
5	Utilize any needed formatting tools from the formatting tool bar (bold, bullets, underline, etc.).
6	Click Send Email.

### easyA!ert

Step	Action
1	Under Coach Tools, select Text Team
2	If desired, choose your recipients by clicking on the recipients' link. When finished, click Done.
3	Compose your Text Message, and click Send Text.


## Coach User's Guide

### TeamSHOUT

If you would like to send an *easyA!*ert without having to login to your account, you can do so by sending via TeamSHOUT. TeamSHOUT is an *easyA!*ert feature that allows you to easily send an *easyA!*ert to your whole team with your phone through text message.

In order to send a TeamSHOUT, the following requirements must be met:

- You must opt-in your mobile phone for *easyA!*ert to send messages by text.
- You must be registered as a team volunteer, in a role which has the Team Communicator privilege
- You must be on a Team Roster
- Your team's access must be set by an administrator to Whole Team
- You must start your text message with the word "Shout" as illustrated below
- The message must be less than 140 characters.

Step	Action
1	<p>Compose a text to 698326 (MyTeam) starting with the word Shout</p> 
2	<p>Send the message.</p> <p><b>NOTE:</b> If you coach multiple teams in the Sports Illustrated Play database, you will get a reply text asking which team you are sending the alert to and will require your response to send the message.</p>

## Coach User's Guide

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### Notification Settings

Using Notifications will help you see who will be attending games/practices/other events, and it will also help your parents remember when your scheduled events are, so everyone is on the same page. It works directly with your Team Schedule, so you will need that set up before anyone will be able to receive notifications.

Step	Action
1	Under Coach Tools, click Website Settings > Notification Settings
2	Attendance Notifications will send your parents an email asking if their child will be attending the event that you check. You are also able to set up when you would like to receive the Attendance Summary, to see who will and will not be attending your event.  Parents will also be sent a Email Reminder a certain number of hours before the event.
3	Click Save Changes when you have finished editing the Notification Settings

### Print Rosters

Step	Action
1	Under Coach Tools, click Print Rosters
2	Select the Roster Type  <b>NOTE:</b> Roster Types may vary by organization
3	Click Save Changes when you have finished editing the Notification Settings



# EVENT SCHEDULING

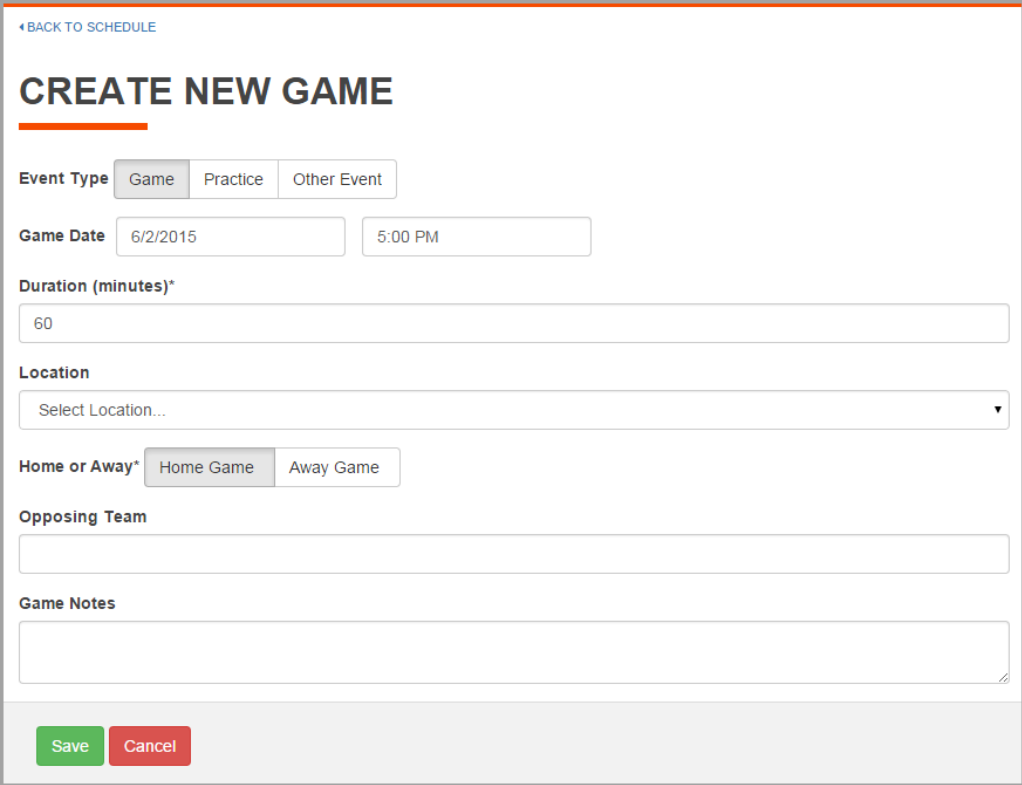
Using Event Scheduling allows coaches to easily input their team schedules into the system, and publish for team viewing. The events will automatically be made available for viewing by team members; however, coaches are presented with the option of emailing registrants regarding events as well as printing the schedule.

## Adding Events

Step	Action
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1 From the TeamWALL, under Schedule, click + Add Event

2 From here, simply fill out the form and Save.



The screenshot shows a web form titled "CREATE NEW GAME" with a "BACK TO SCHEDULE" link. The form includes the following fields and options:

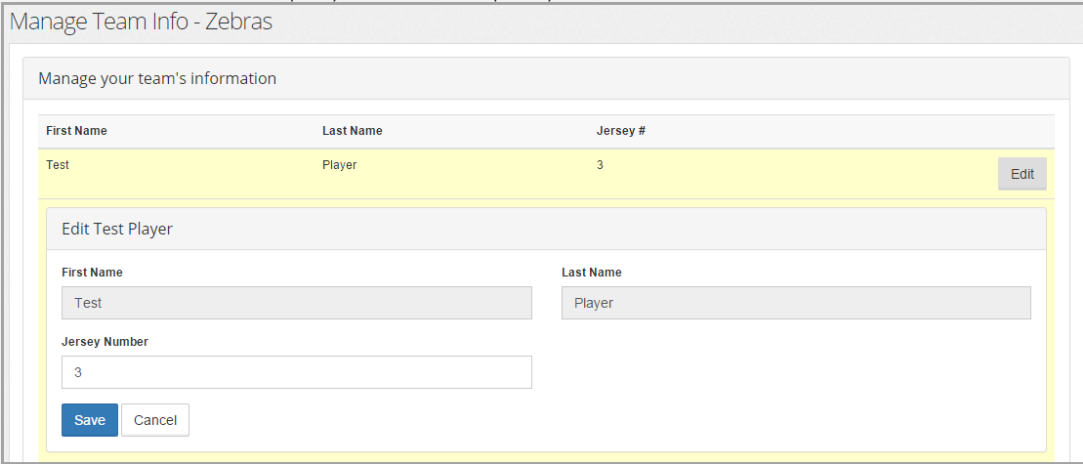
- Event Type:** Radio buttons for Game, Practice, and Other Event.
- Game Date:** A date input field containing "6/2/2015" and a time input field containing "5:00 PM".
- Duration (minutes)\*:** A text input field containing "60".
- Location:** A dropdown menu with the text "Select Location..." and a downward arrow.
- Home or Away\*:** Radio buttons for Home Game and Away Game.
- Opposing Team:** A text input field.
- Game Notes:** A large text area for notes.
- Buttons:** "Save" (green) and "Cancel" (red) buttons at the bottom.

## Coach User's Guide

### Manage Team Info

If you are required to input information about your players, such as a player rating, or to update weight, if the player is O/L, if they've attended a specific class or even to input the players Jersey Number, you can do so through Manage Team Info.

Please note that if you are not required to enter information about your players, you will not see this option in your TeamWALL.

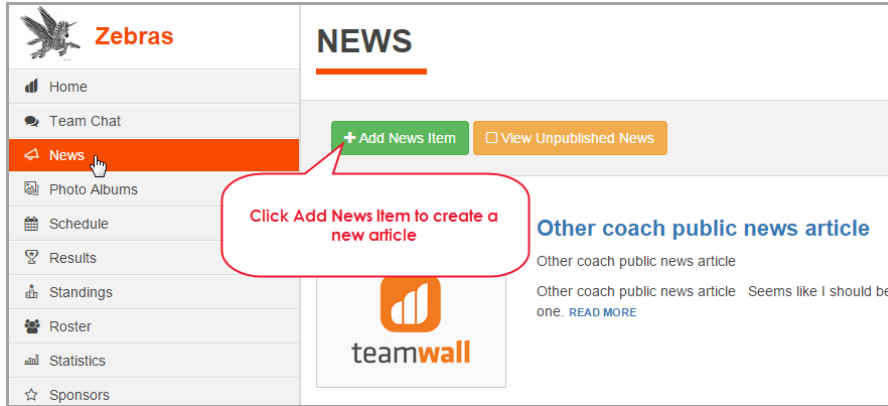
Step	Action
1	From the TeamWALL, under Coach Tools, click Manage Team Info
2	<p>Click Edit next to the player name, input your information, and Save.</p> 

## ADDING NEWS AND PHOTOS

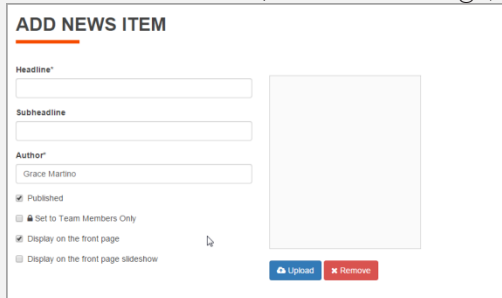
### Adding News to the Team Webpage

Step	Action
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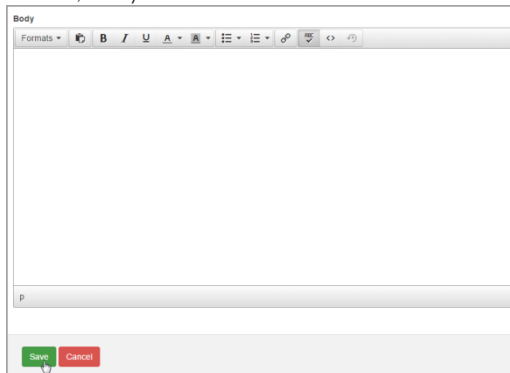
1 To add a an article, click on News > + Add News Item



2 From here, you can create your own headline, a subheadline (that shows below the headline) choose settings, and upload photos.



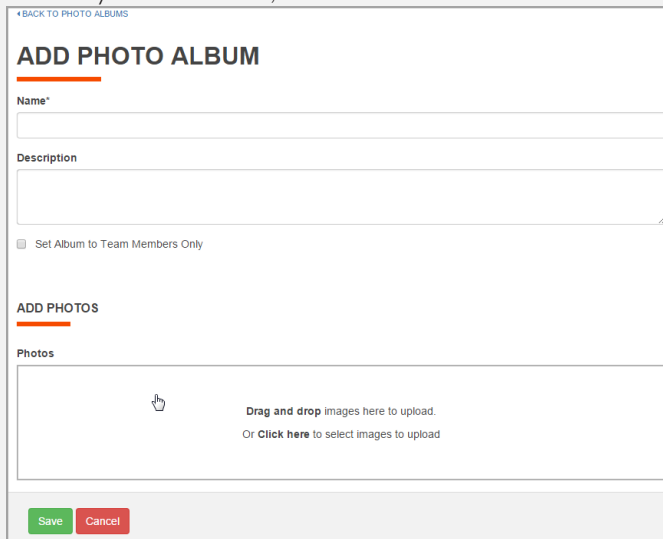
3 Then, you can add thebody of your article, and Save.



### Adding Photos to the Photo Album

Step	Action
1	To add a photo album, click on Photo Albums > + Add Photo Album

2 From here, you can name your album, make a description, and decide whether you want the album to be public or private via Set Album to Team Members Only. You can add photos either by dragging and dropping the images into the designated box, or by clicking inside of the box to select images to upload. When you are done, click Save.



The screenshot shows a web form titled "ADD PHOTO ALBUM" with a back arrow and "BACK TO PHOTO ALBUMS" text. It includes a "Name\*" text input field, a "Description" text area, and a checkbox labeled "Set Album to Team Members Only". Below this is a section titled "ADD PHOTOS" with a "Photos" label and a large upload area containing a hand cursor icon and the text "Drag and drop images here to upload. Or Click here to select images to upload". At the bottom are "Save" and "Cancel" buttons.