

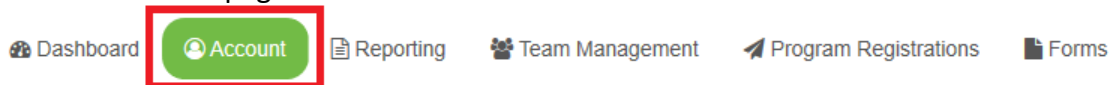
Updating Coach or Manager Contact

(all information is subject to change 6/9/2020)



This guide can be used to update the coach or manager contact information on file with your team. If you have any questions after going through this process, please email Jimmy Sparkman (jsparkman@usyouthsoccer.org).

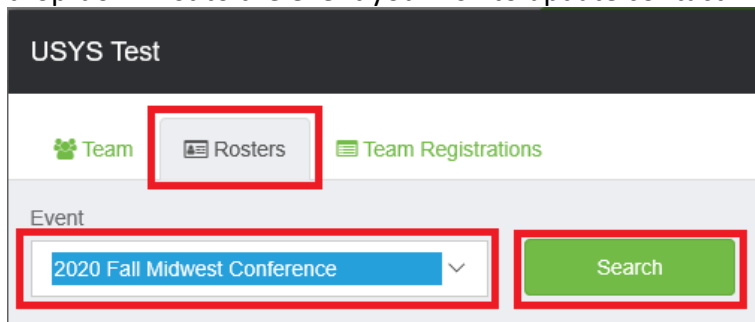
1. Login to your GotSport account [here](#).
 - a. If the name on file as coach or manager is remaining the same and only the contact information is changing, then the user being edited must login to their account and update their contact information. After logging in with the correct user information, continue to Step 2.
 - b. If a new coach/manager is being added to the team and/or a coach/manager is being removed from the team, skip to Step 3.
2. If you are just updating contact info and you have logged into that user's account, just update the information on the landing page as soon as you login, which is under the ACCOUNT tab. Click SAVE at the bottom of the page.



3. If a coach/manager is being added or removed, login to your account and click on TEAM MANAGEMENT at the top of the page.

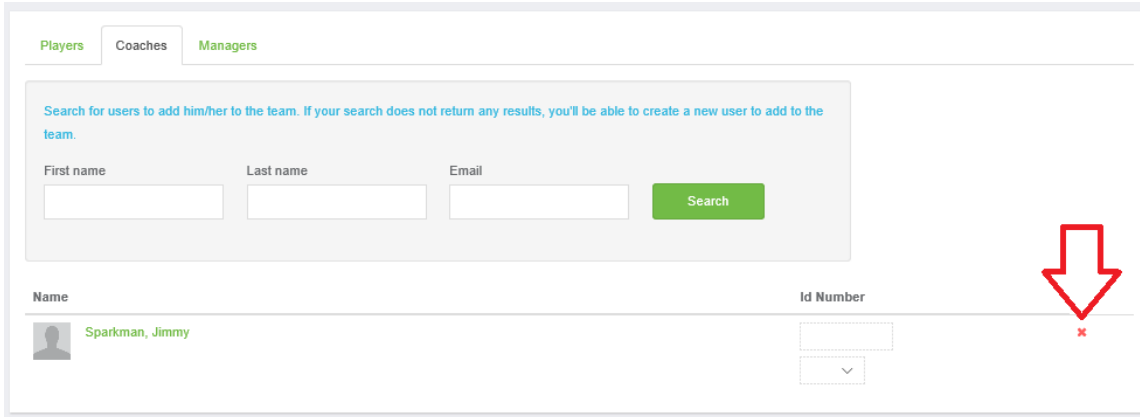


4. Click on the team you wish to edit information for.
5. In the pop-up that appears, click on the ROSTERS tab. Within the Rosters tab, change the event in the drop-down list to the event you wish to update contact information for and click SEARCH.



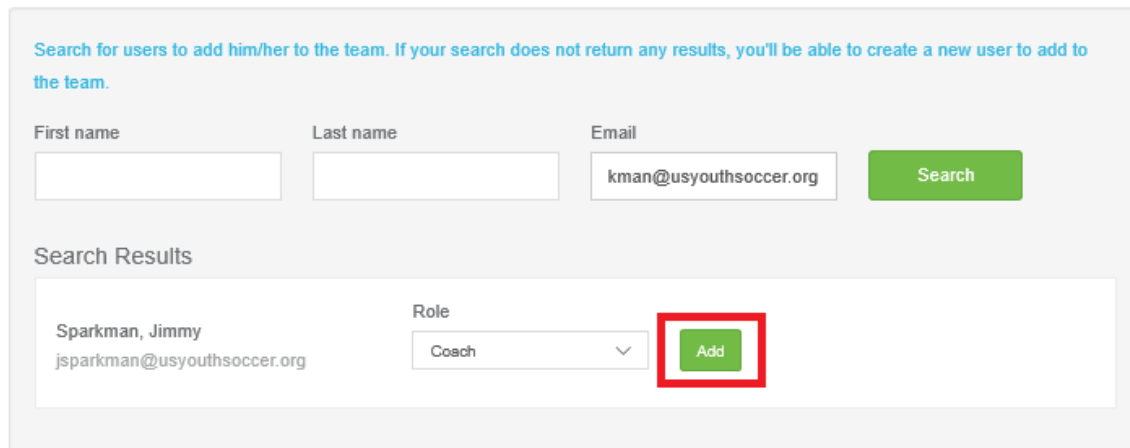
6. Click on the COACHES tab if you need to change the coach's information. Click on the MANAGERS tab if you need to change the manager's information. The remaining steps can be followed in both cases.

7. If a coach/manager is being removed from a team for an event, click the red X that appears to the right of their name. If a new coach/manager is being added to the team, continue to Step 8.



The screenshot shows a web interface with three tabs: 'Players', 'Coaches', and 'Managers'. Below the tabs is a search bar with the text: 'Search for users to add him/her to the team. If your search does not return any results, you'll be able to create a new user to add to the team.' The search bar contains three input fields: 'First name', 'Last name', and 'Email', followed by a green 'Search' button. Below the search bar is a table with two columns: 'Name' and 'Id Number'. The first row shows a user profile icon, the name 'Sparkman, Jimmy', and an 'Id Number' field with a dropdown arrow. A red 'X' icon is positioned to the right of the 'Id Number' field, and a red arrow points down to it.

8. Search for the coach or manager by name and email to see if they have an existing account. Only an email is required. Check with the user beforehand to see if they have already created an account in the new GotSport account. If they have, use the email that serves as their current username. If they haven't created an account, enter the best contact email for the individual. If a result appears in the search, continue to Step 9. If no results appear, skip to STEP 10.
9. If a result appeared in your search, verify the user's name and email address and click ADD. Skip to Step 11.



The screenshot shows the same search interface as above, but with the search results displayed. The search bar now has the email 'kman@usyouthsoccer.org' entered. Below the search bar is a section titled 'Search Results' containing a table with two columns: 'Name' and 'Role'. The first row shows the name 'Sparkman, Jimmy' and the email 'jsparkman@usyouthsoccer.org'. The 'Role' column has a dropdown menu with 'Coach' selected. A green 'Add' button is positioned to the right of the dropdown menu and is highlighted with a red square.

10. If no results appeared in your search, fill in the user's information and click CREATE at the bottom of the page.
 - a. NOTE: The first name, last name, email address and password are required. The email and password you put in for the user will be their login information and they will be able to login and access the team information and register them for events.
11. The pop-up will refresh and show the newly added user.