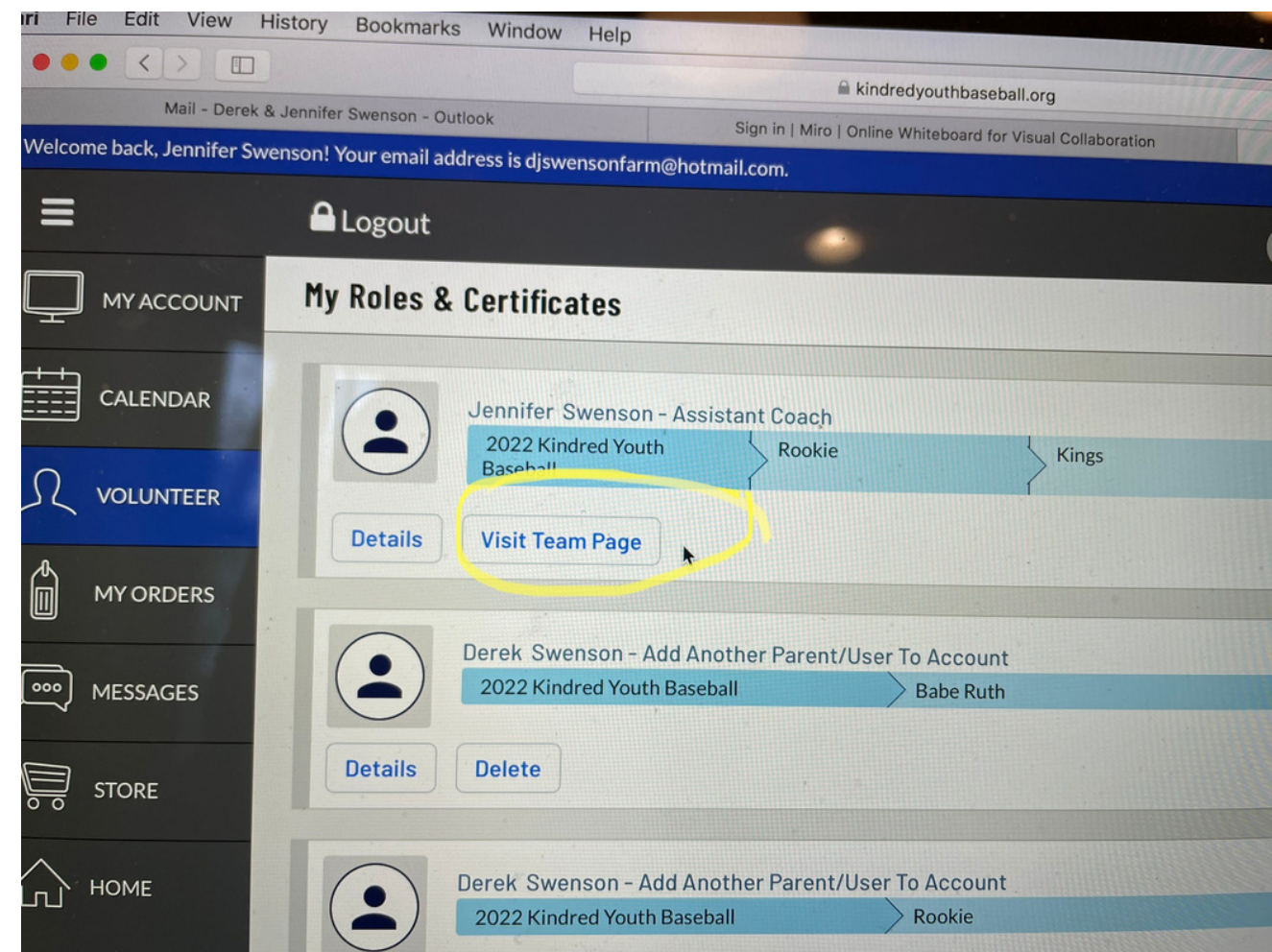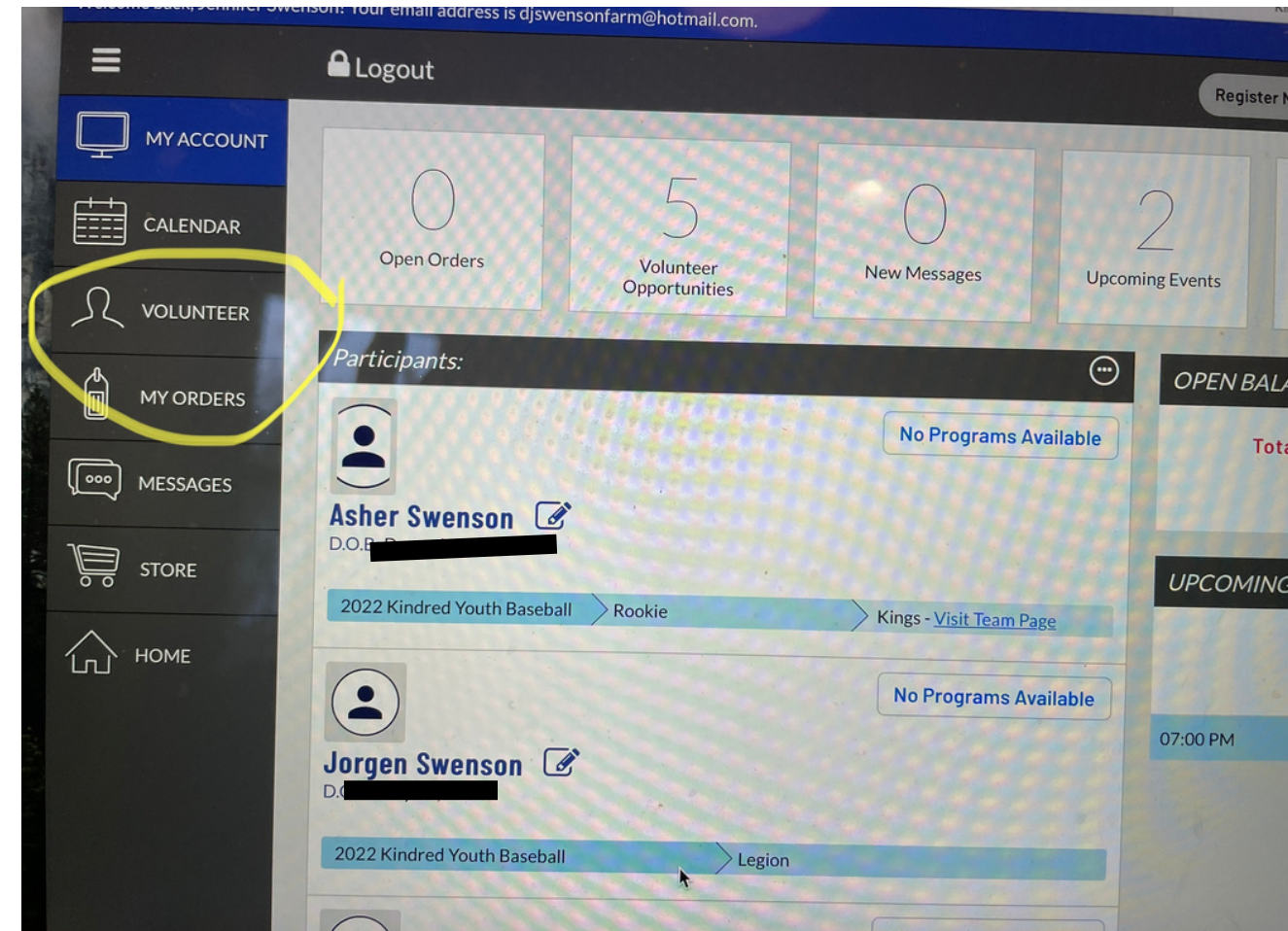# Team Page/Coach Instructions

Log-in to your account

Go to kindredyouthbaseball.org and log-in to your account. Then click on "volunteer" on the side to find your team page.

Then find your volunteer role, and by it should be "Visit Team Page"

(I have placed myself as "assistant coach" for this so hopefully I'm seeing what you'll see here?)
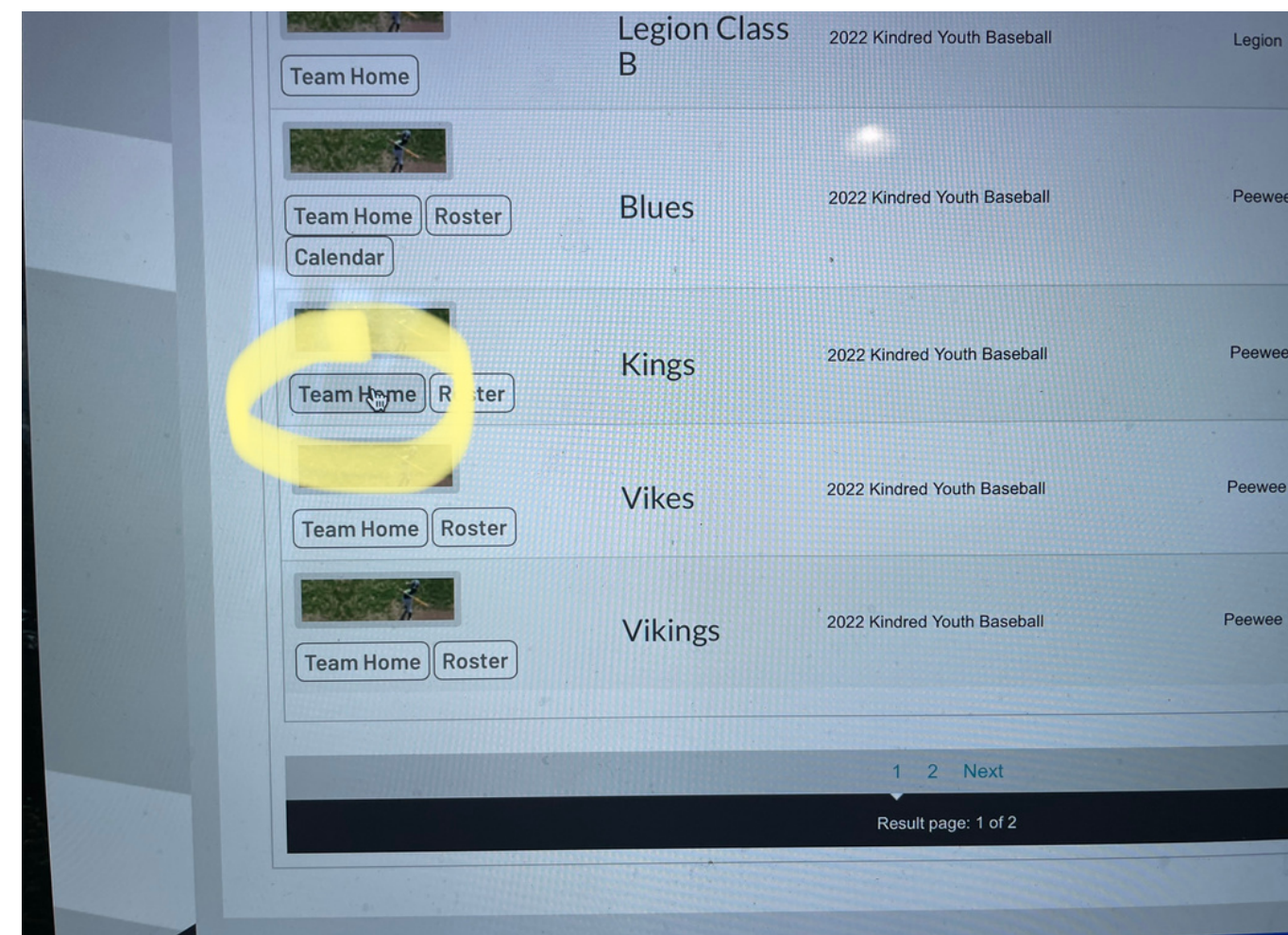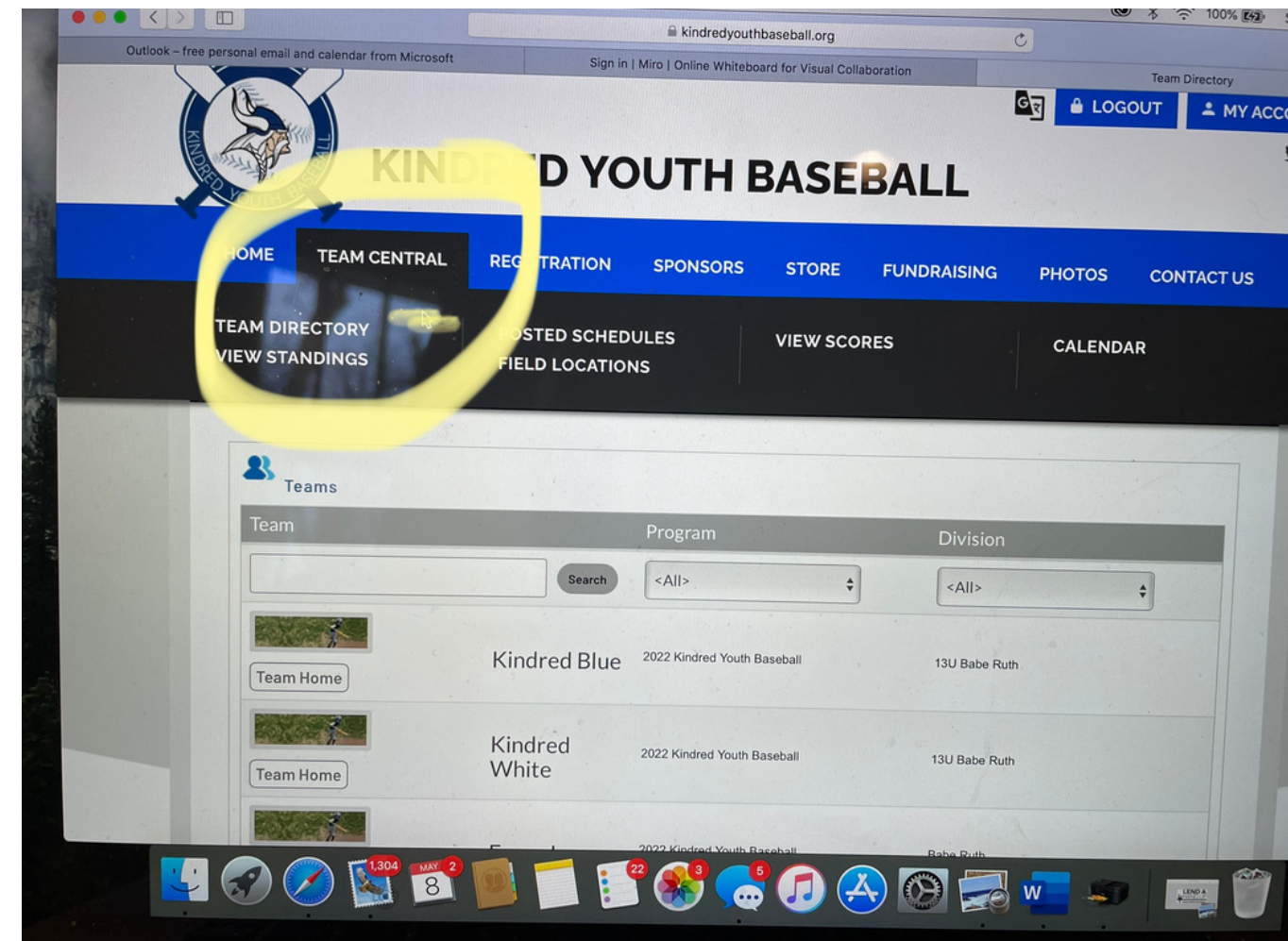
OR you can find your team page...

Go to kindredyouthbaseball.org and log-in to your account. Then click on "Team Central"

You can then scroll through all of our teams by team name and division (Rookie/Peewee/Squirts/etc)

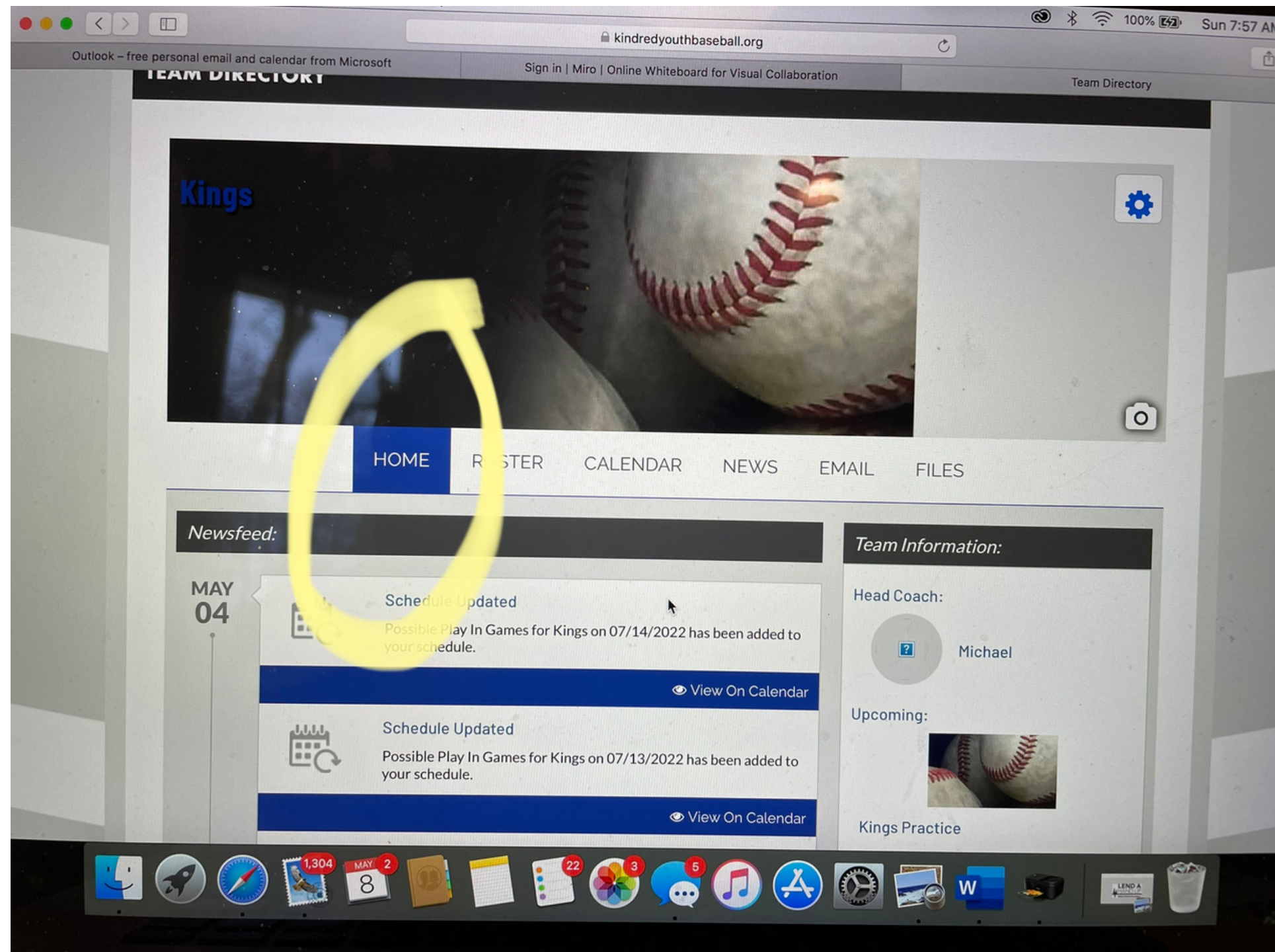Click on "Team Home" to access team page

Team Page: Home

When you are on the "Home" tab on your team page you can see the newsfeed...that is just our schedule updates for now. You will see that change as you start to add events to your team calendar.
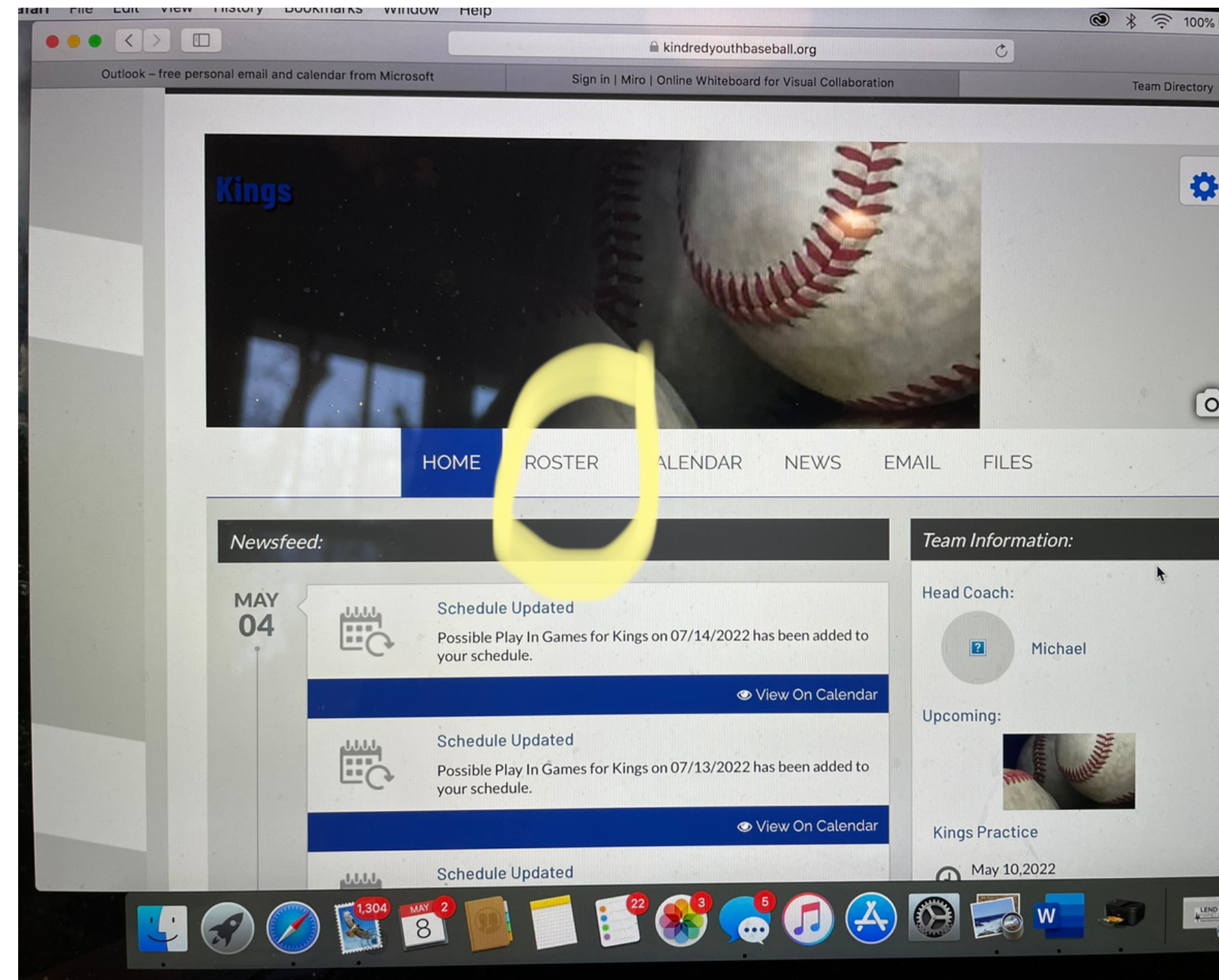
You can also see the coach info on the sidebar and upcoming events: Mike has a practice coming up.

There is the little camera icon on the bottom right of the top banner (with the baseball) and click there to get crazy and add a picture of your choice to personalize your page.

Team Page: Roster

The roster is automatically created when I assigned those kids to your team on the admin end. Parents are able to update their kids info with a picture and event their hobbies and interests if they want to? I'm not sure what in the world you'd use that for in summer ball :-)
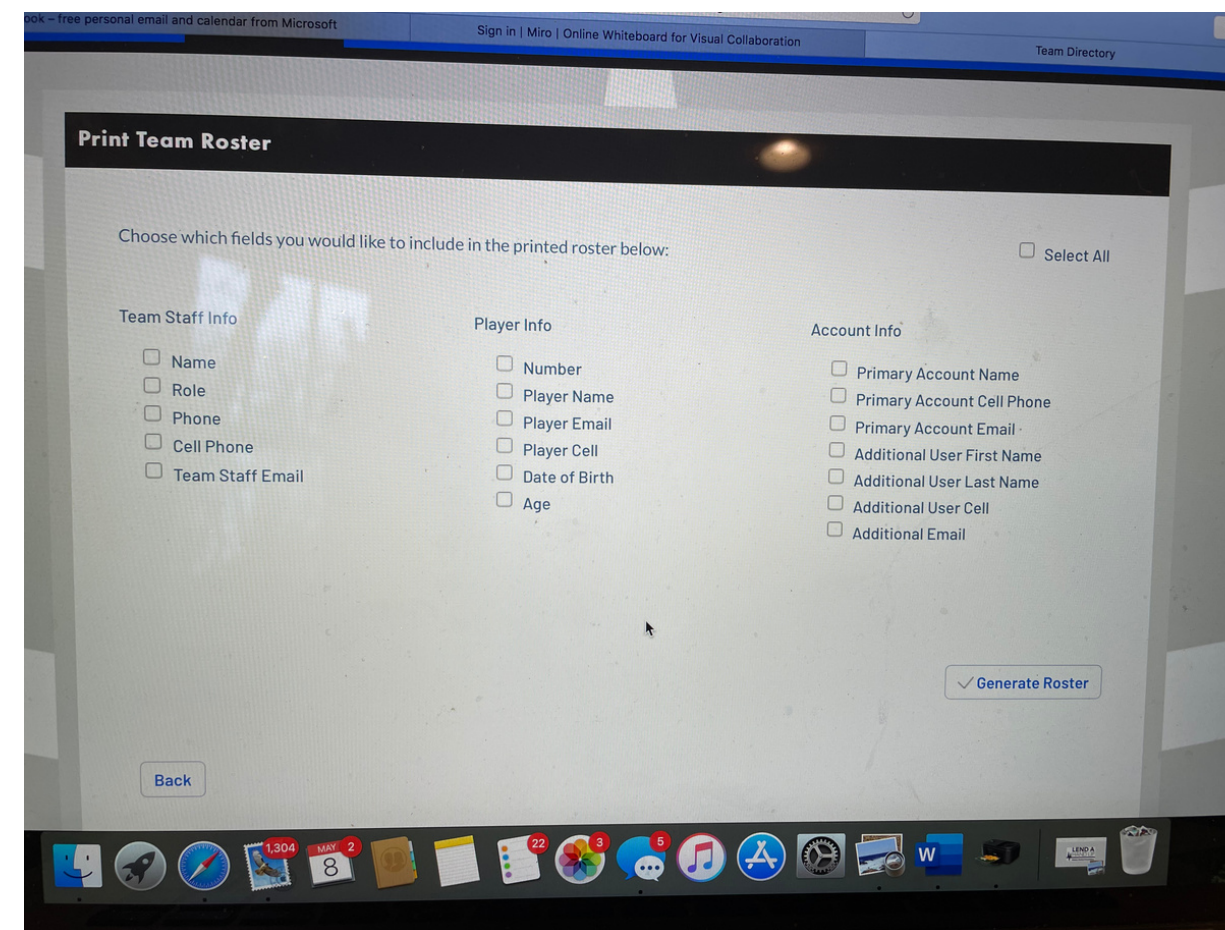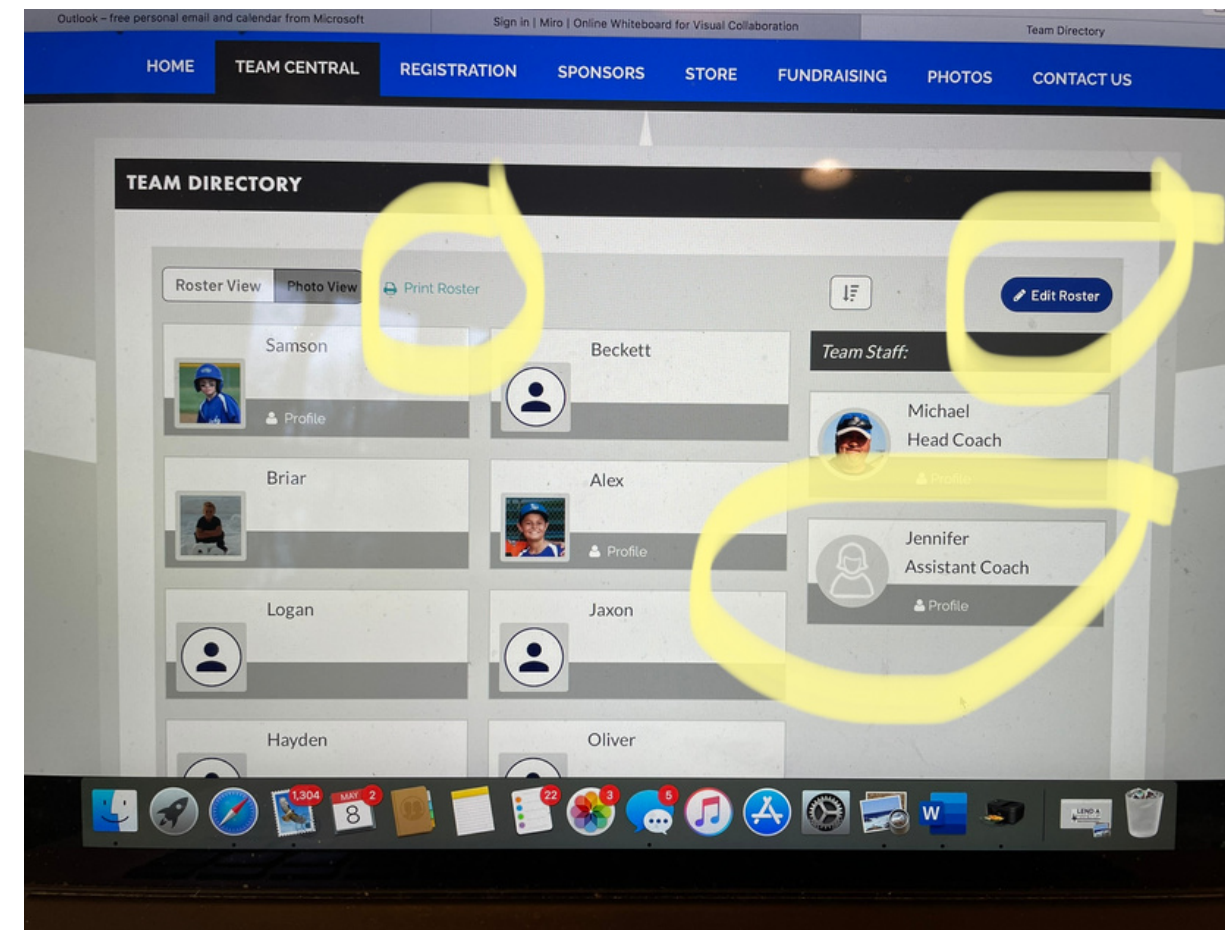
Team Page: Roster cont...

Print roster: If you click on that button, the lower picture comes up on your screen. Here you can pull out whatever information you want - like parents cell numbers? The text feature on this website only allows us to blast out a text on the admin side so coaches who want to use text will have to create your own string on your phone.

Edit roster: Here you can add players numbers and positions and view the info parents enter regarding hobbies and activities
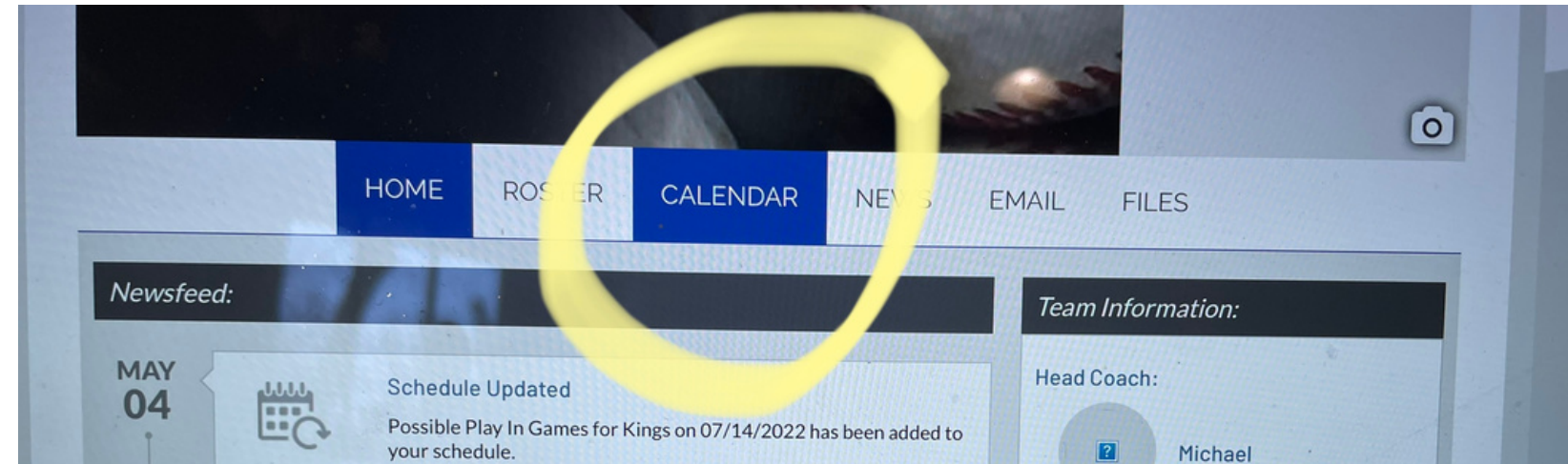
Assistant coach: I have only entered HEAD COACHES into our system...please email or text me (701-371-5537) ASAP with your assistant coach names so I can enter them in as well.

Team Page: Calendar

In order for this new website to be utilized correctly, all coaches must enter your practice and game info into your team calendar.

By doing this, your events also load onto a main calendar…so exciting.

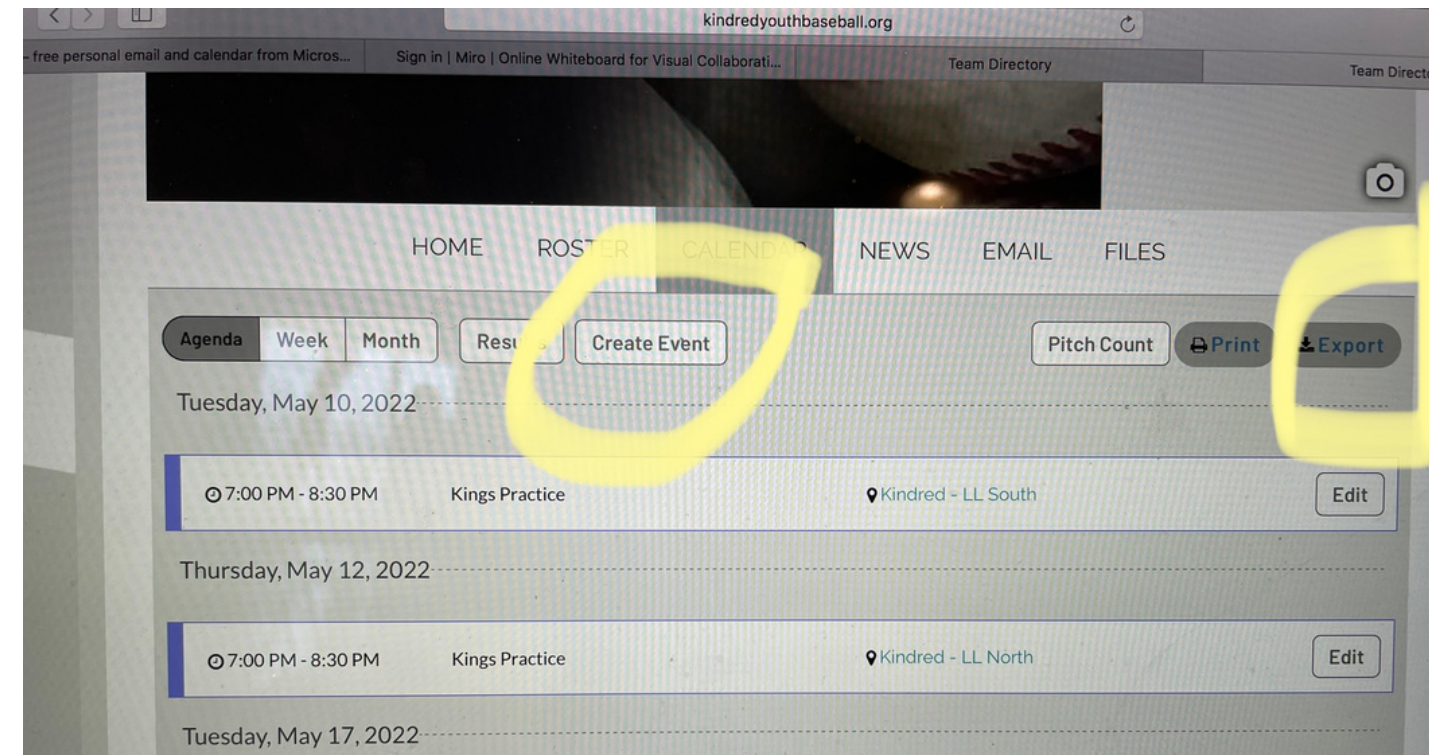# Team Page: Calendar cont...

There are two things to pay attention to here:

Create Event - where you'll enter the information

Export - an option to sync the calendar to your phone. I'm using this now for all three boys, and its wonderful!! I DO NOT get a notification each time a coach adds to the calendar, but I'm able to see things showing up on my phone when I look at a certain day and parents can click to get directions. Super handy.

Once you all have at least entered the first practice date, I will send out the calendar syncing info to all the parents in case they'd like to do that too.
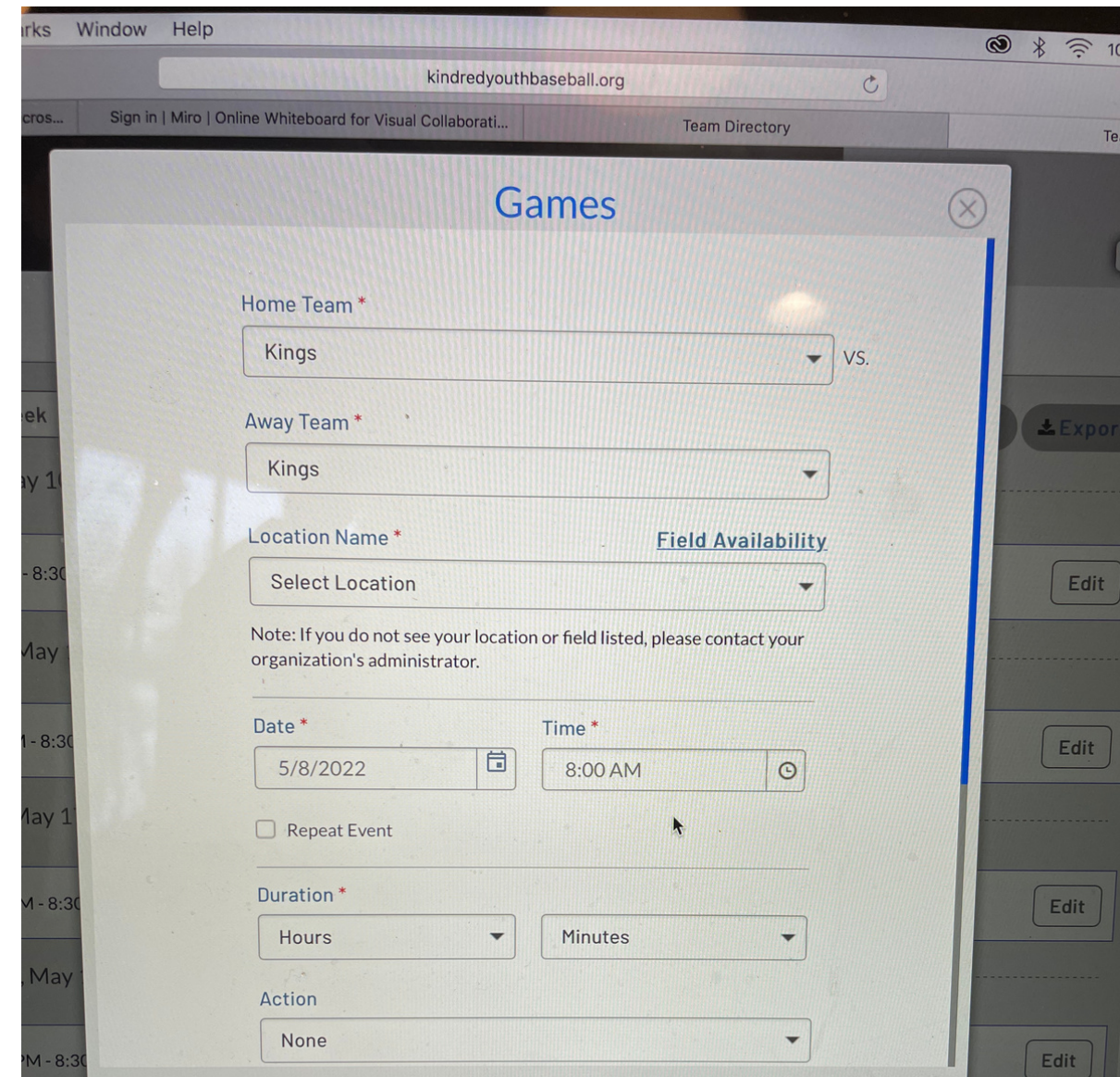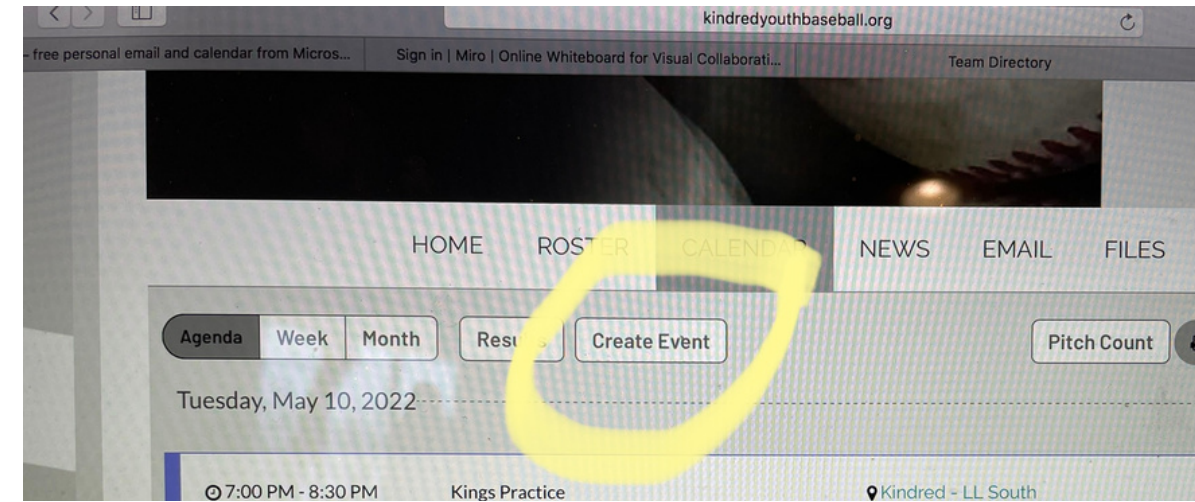
Team Page: Calendar cont...

How to create an event:

Click on "create event" and you will see this screen to the right pop up. Here I've entered in the team names and you can customize the opposing team name "NC Black, Hankinson, etc."

When you get to the "location name" here are your options.
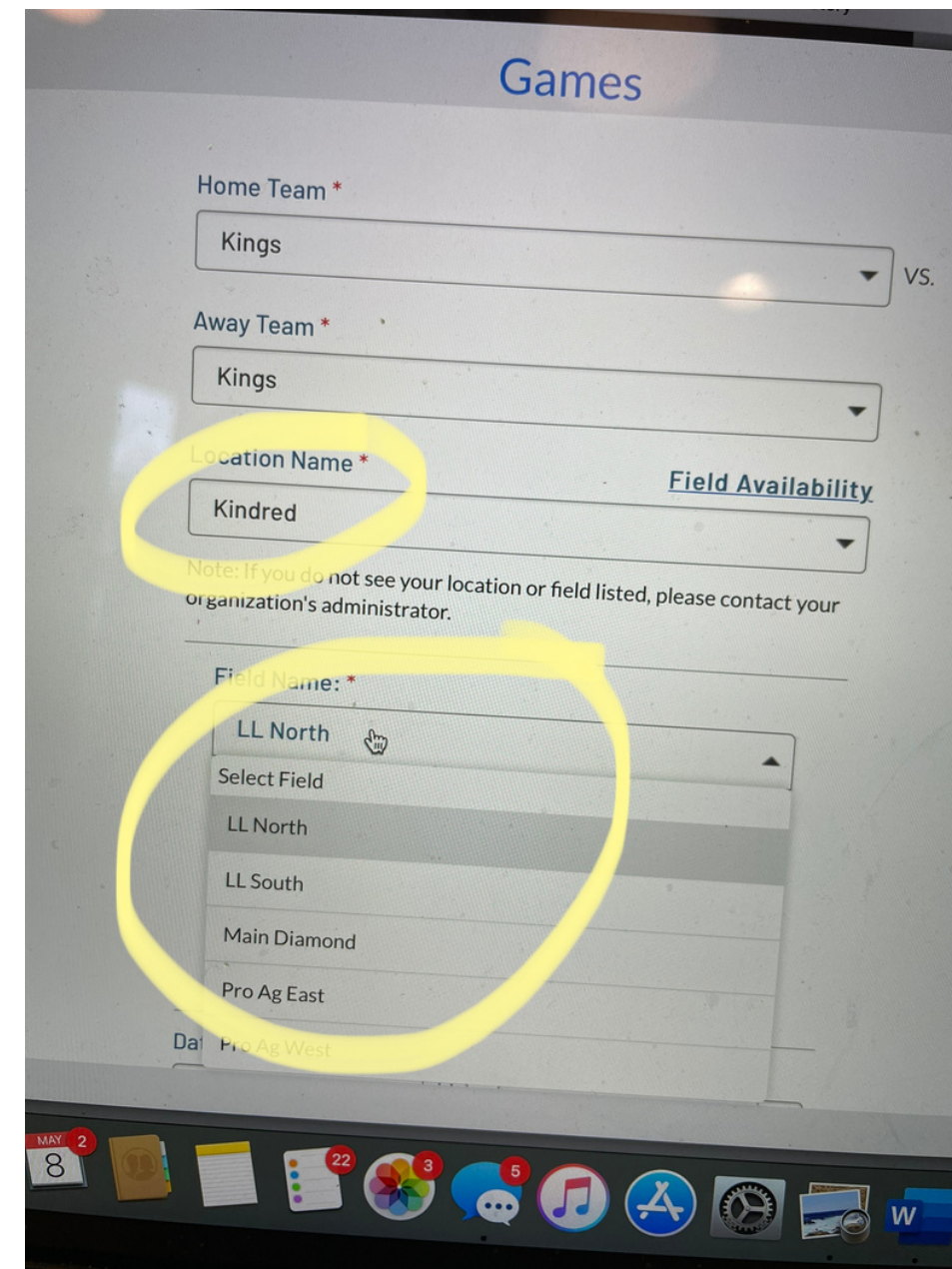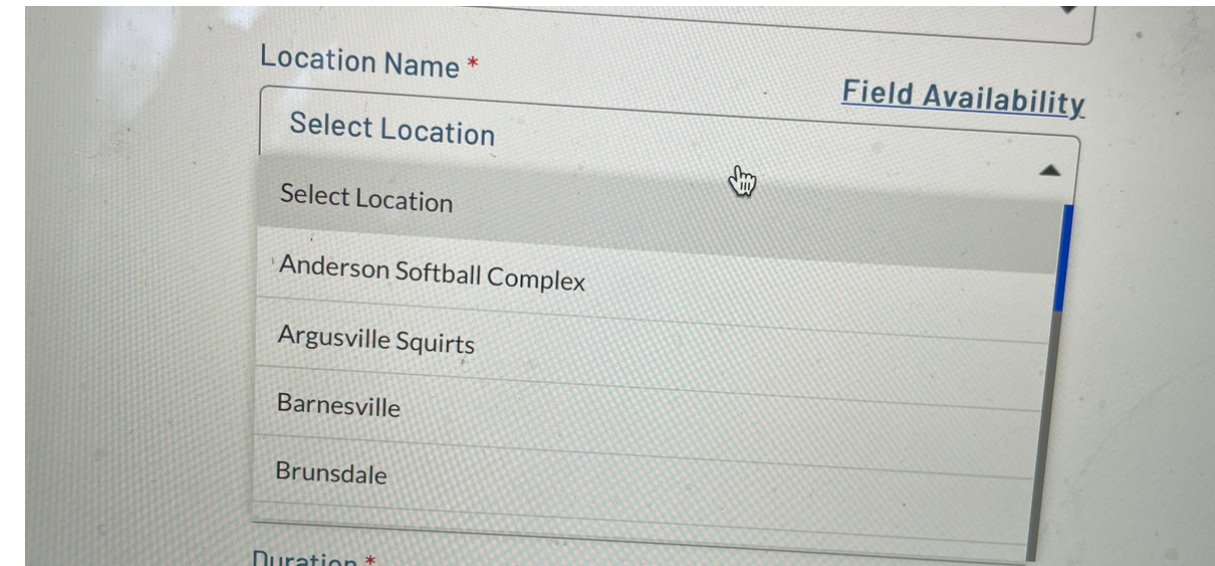
Team Page: Calendar cont...

Add location:

You'll see lots of locations in the drop down menu.

For example: If I choose "Kindred" it pops down another box so I can choose the specific field. ***If you don't know the specific filed yet just choose something and you can change it later.

Don't see your location?

If you DO NOT SEE YOUR LOCATION on the dropdown, I may just not have that entered in yet. Please send me a text (701-371-5537) with the field name/location that you need added, I will add it, then you can choose it to continue adding to the calendar.
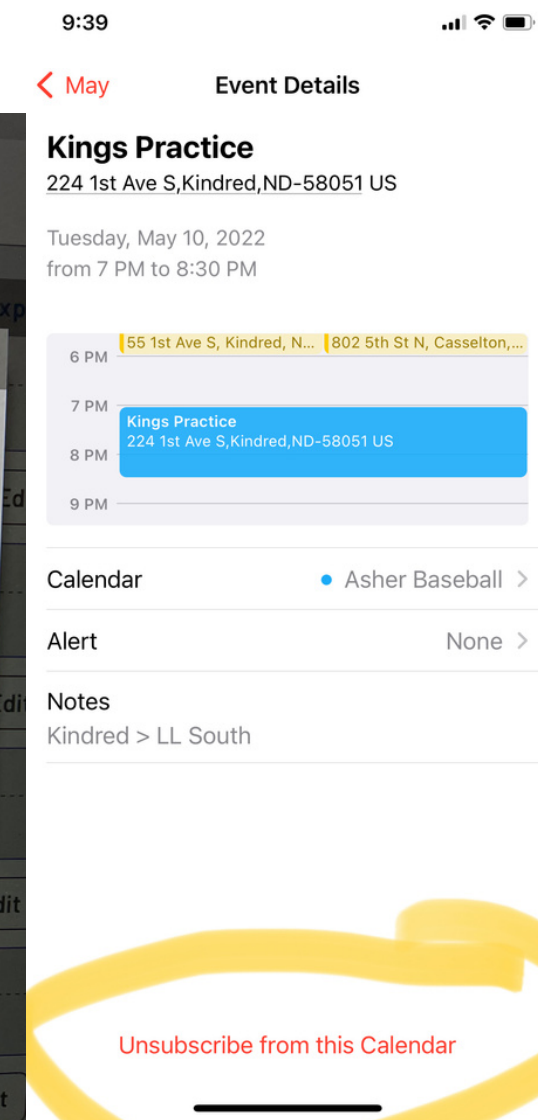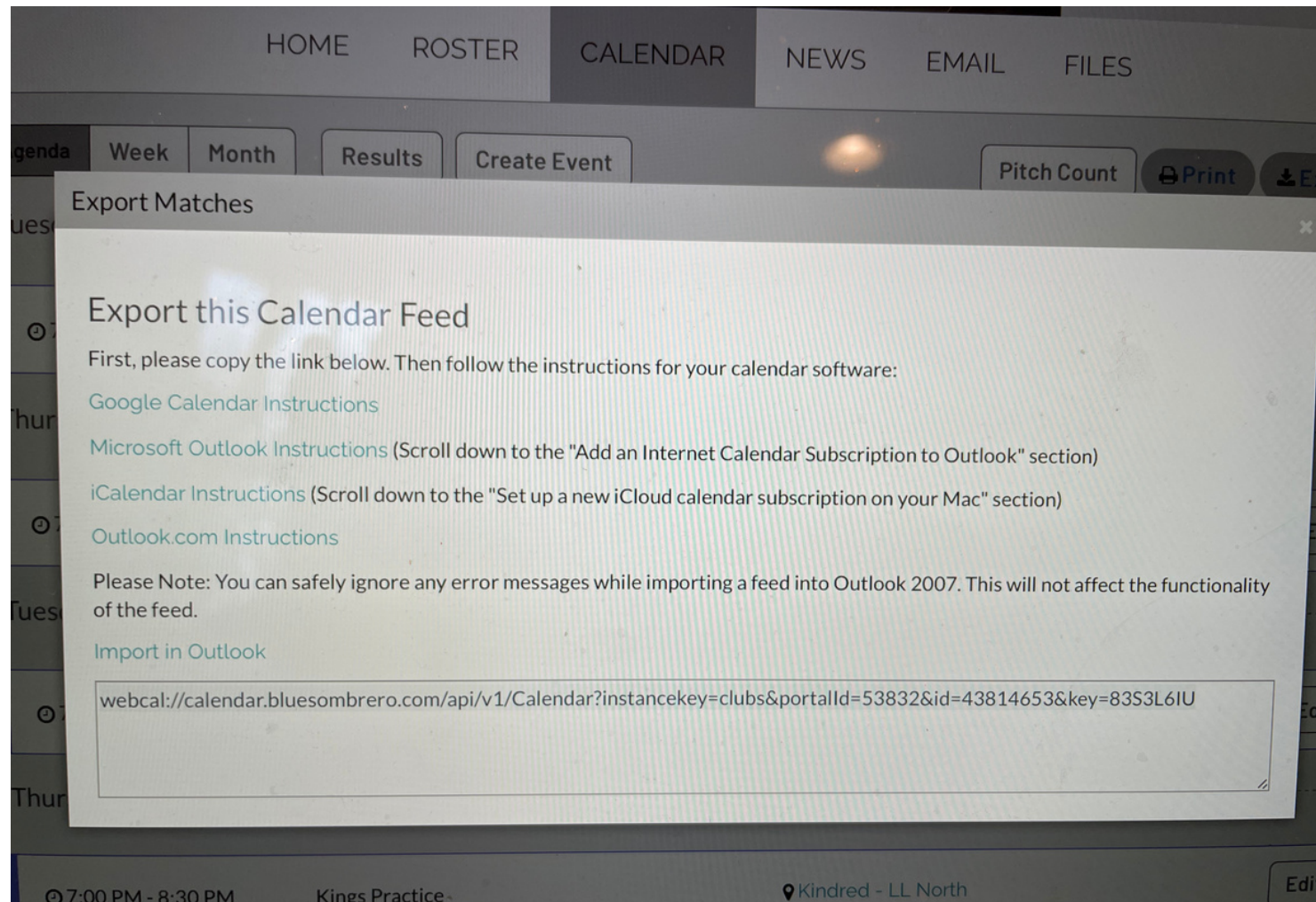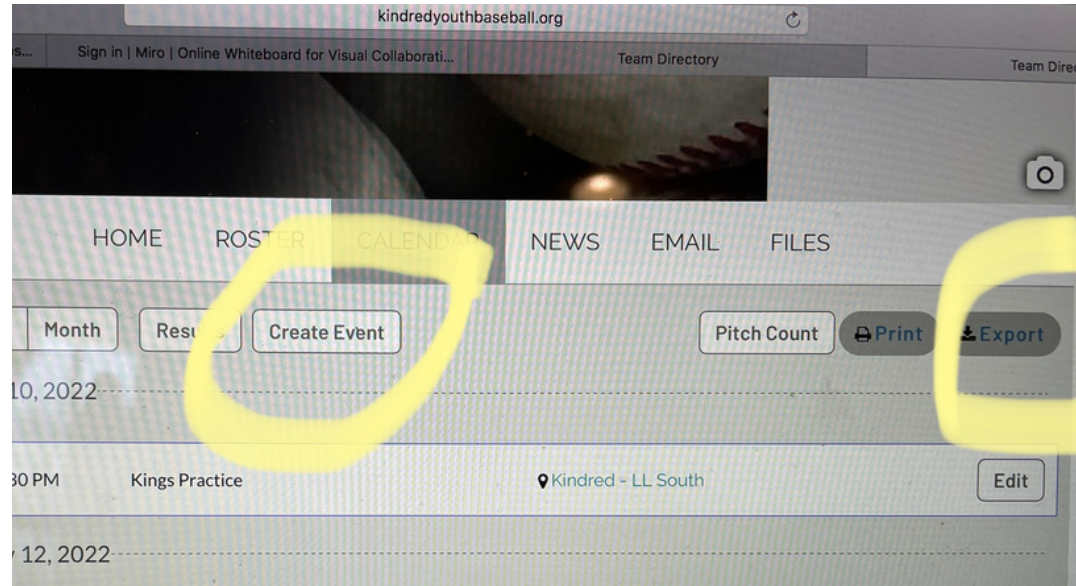
Team Page: Calendar cont...

Export Calendar:
Again - if you want to export your calendar, click this button and follow the directions.

I was wondering how to ever get unsubscribed from the calendar again since Asher will not be a "King" next year? It's super easy - when you click on your calendar event it has a little "unsubscribe" right on the bottom.
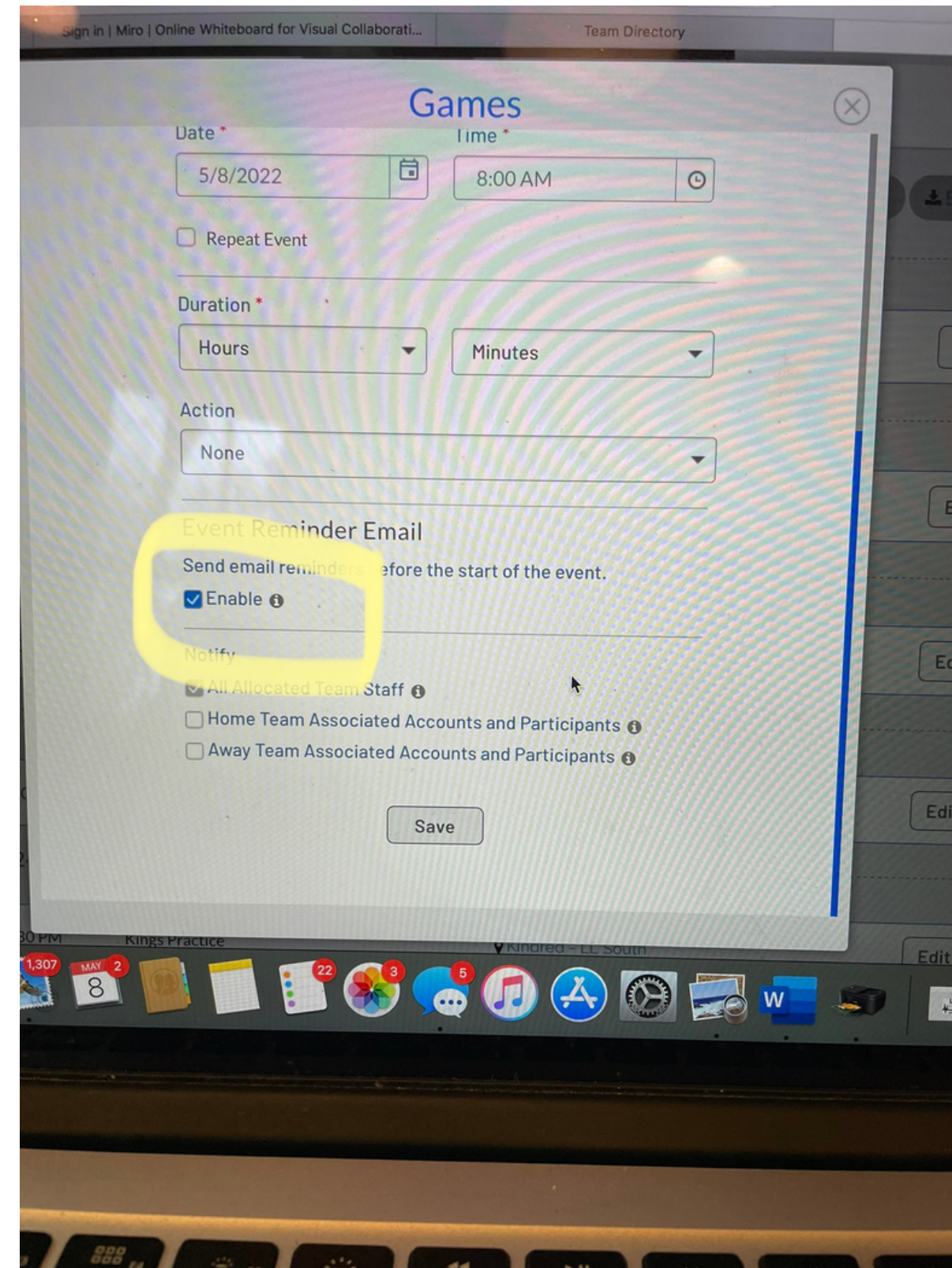
Team Page: Calendar cont...

Please note:
YOU will get an email every time you add a calendar event! Your team WILL NOT GET that email - so feel free to enter at whatever time of night or day.

Reminders:
There is a little toggle at the bottom of where you add EACH event and you can choose to remind your players of events (practices/games).

Make sure that is ON to remind them of upcoming scheduled events.
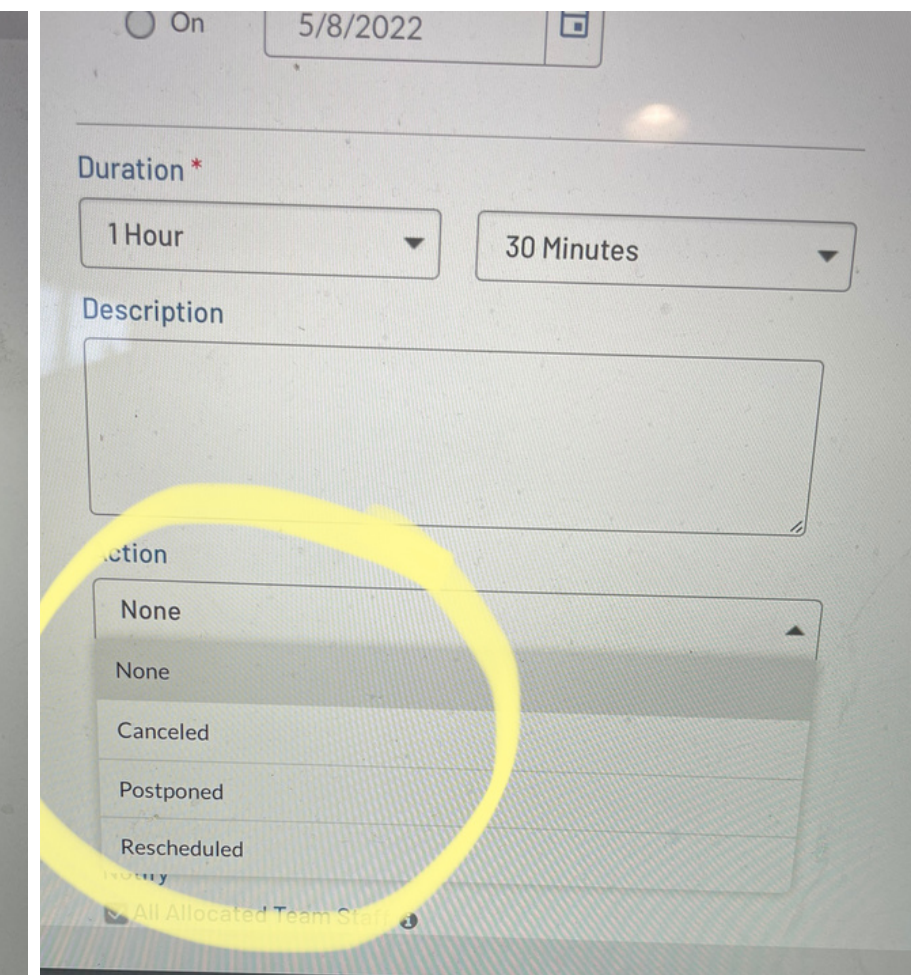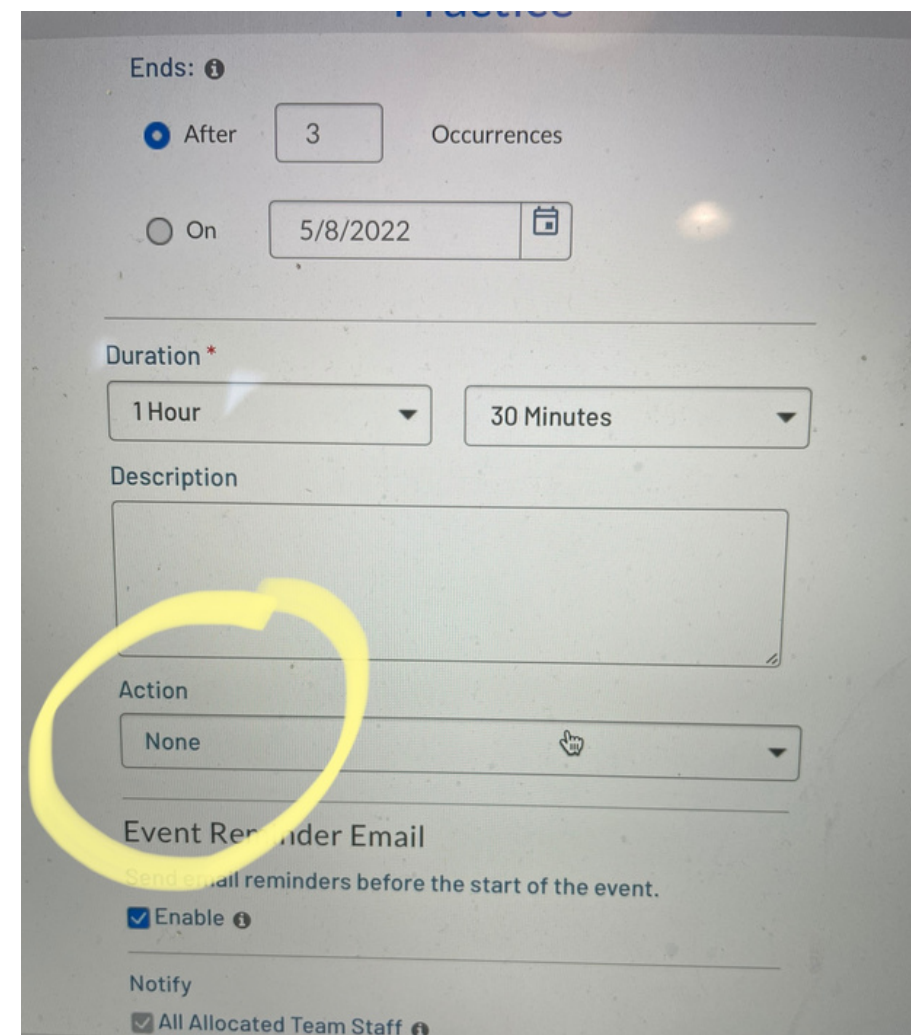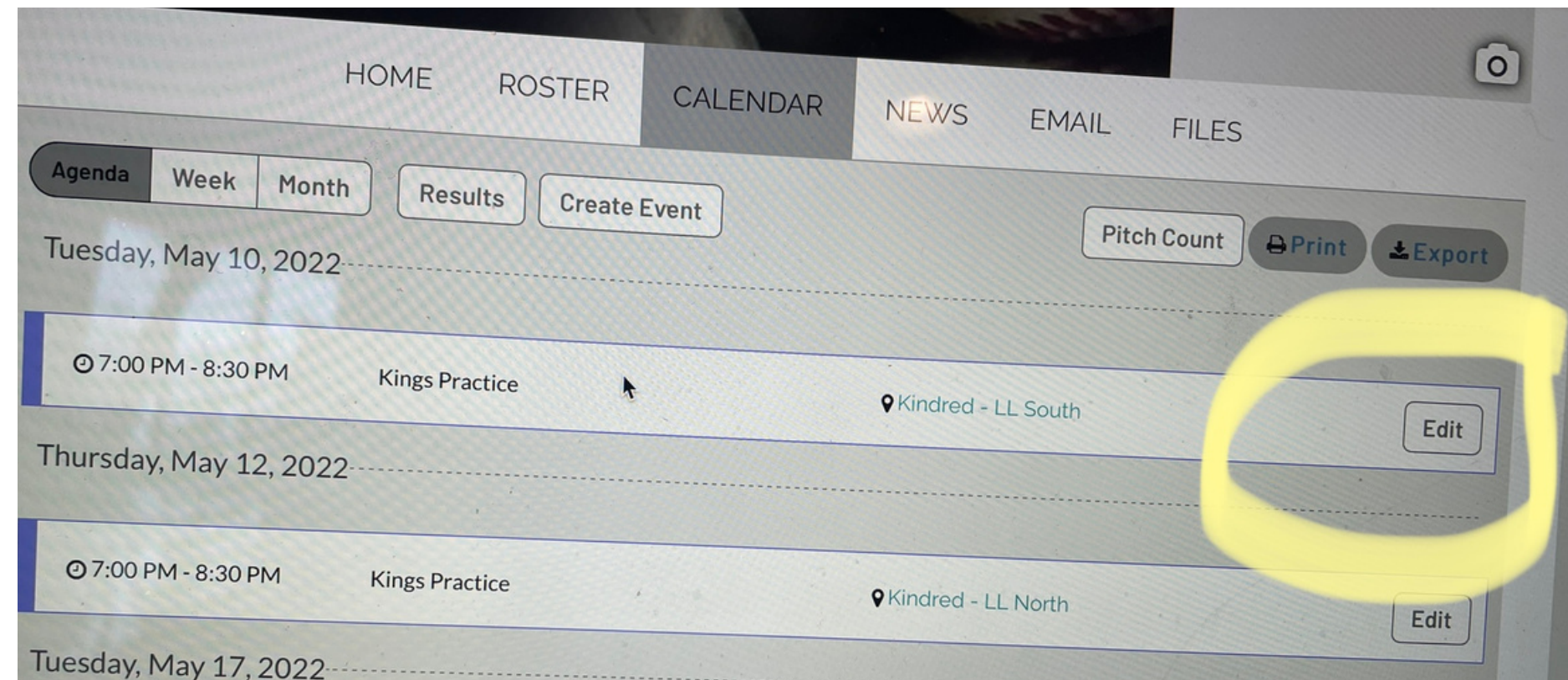
Team Page: Calendar cont...

CHANGE AN EVENT

If you need to change an event that you already entered (like due to weather or something) click "edit" on the right side of the event on your calendar page.
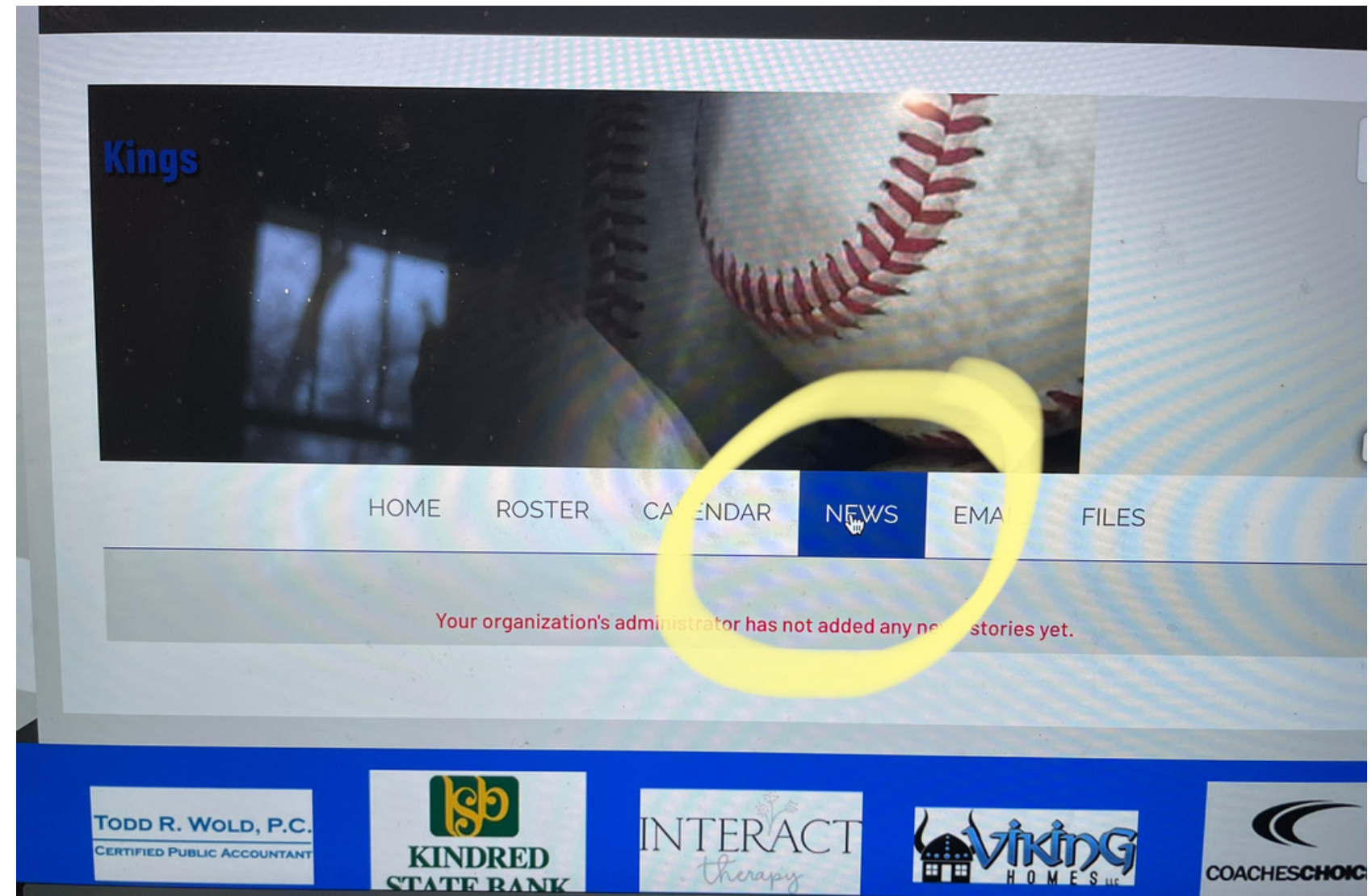
Then click "Action"

Then choose the action. When you do this, it will notify your team by email immediately so would work good if a game was cancelled due to rain or something.

Team Page: News

News Tab:
I believe this tab would be used if we on the admin side added news regularly- like updates program wide. I don't think we'll be doing that so I don't think there will be content here for now.
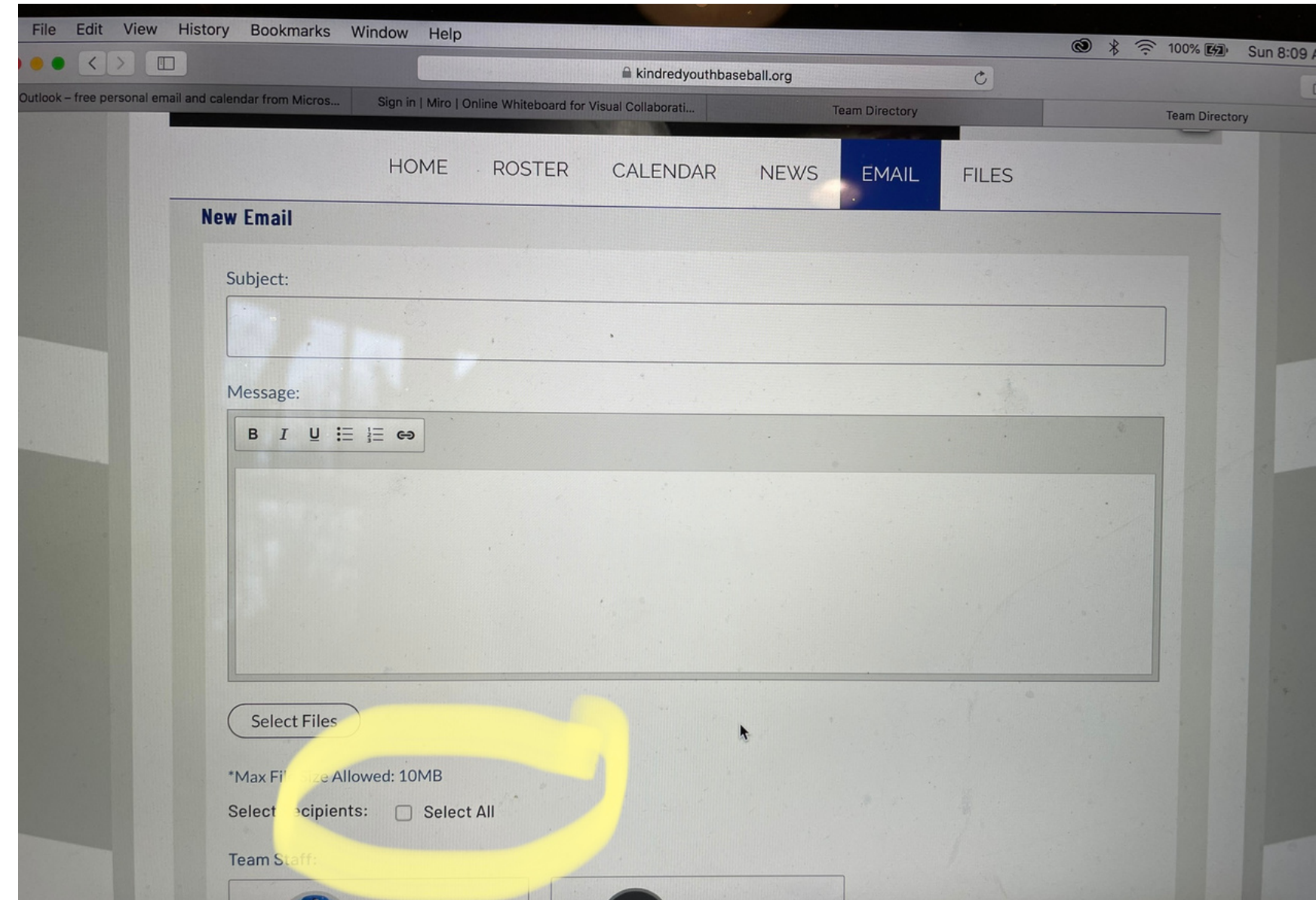
Team Page: Email

Email Tab:

I'd like you all to try out this "Email" tab as this is how you can email all your team at once through the system?

You only have access to your registered team so if you click "select all" it will email all the parent/grandparent contacts that they entered in when they registered their player. It should eliminate parents asking to "add their wife to the email string" as they should already have added themselves.
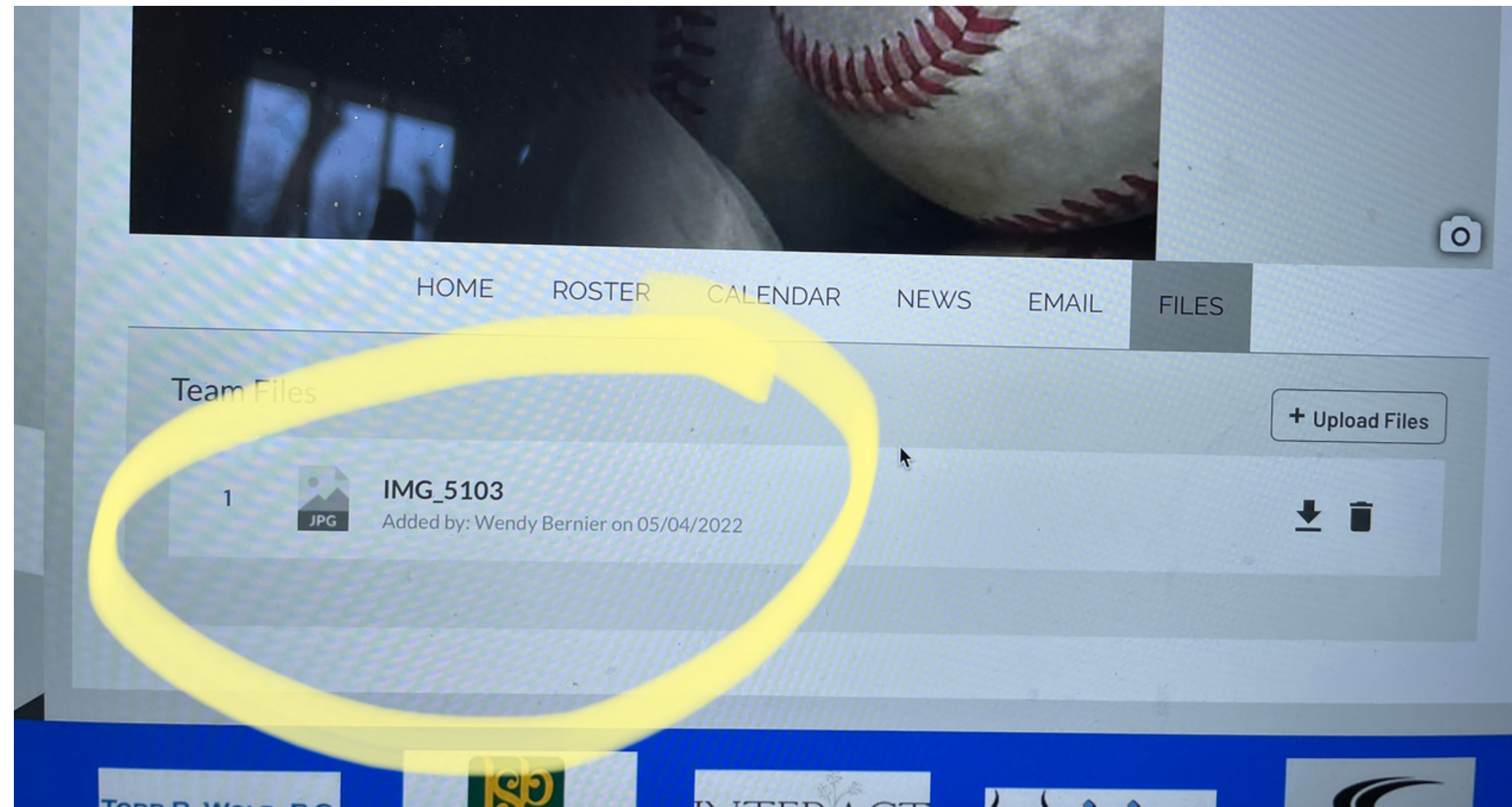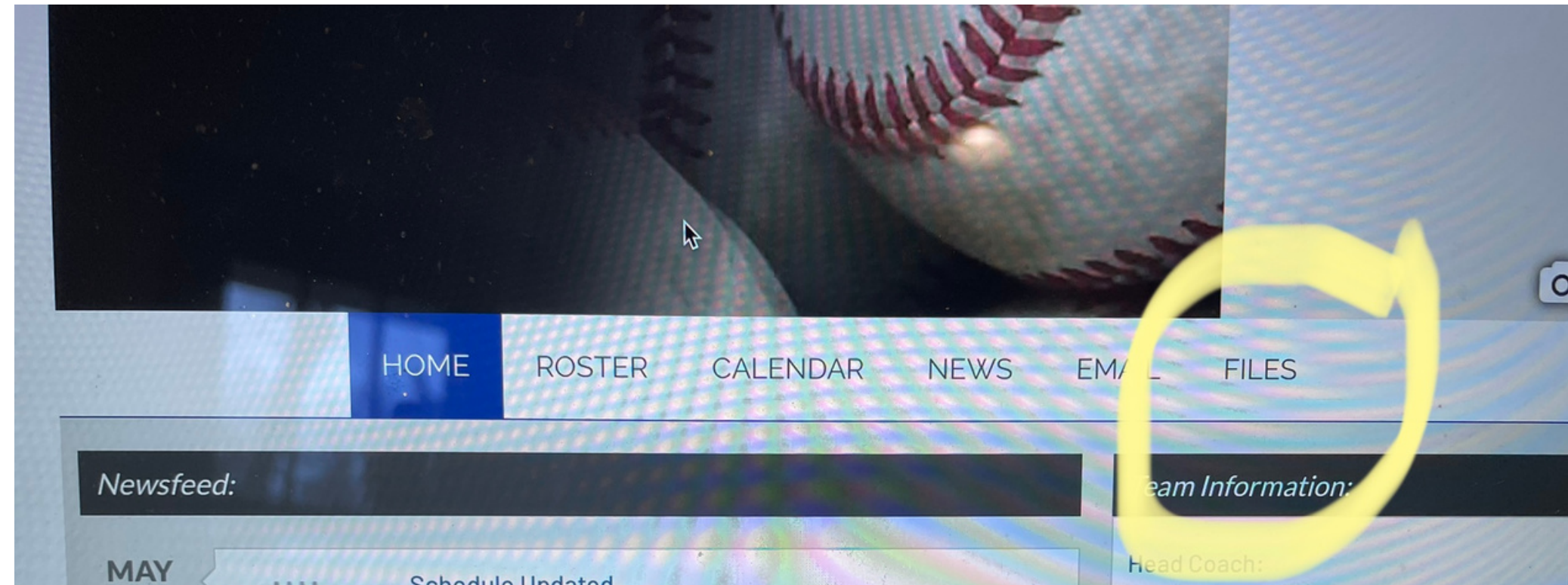
Team Page: Files

Files Tab:
If you need to attach a file (like a tournament schedule) you can do that here!

Then when you are in your "email tab" it will allow you to "choose a file" and then parents will get that info attached to the email you send out.

It also attaches photos as you can see with Wendy's photo that she uploaded to personalize their team page.
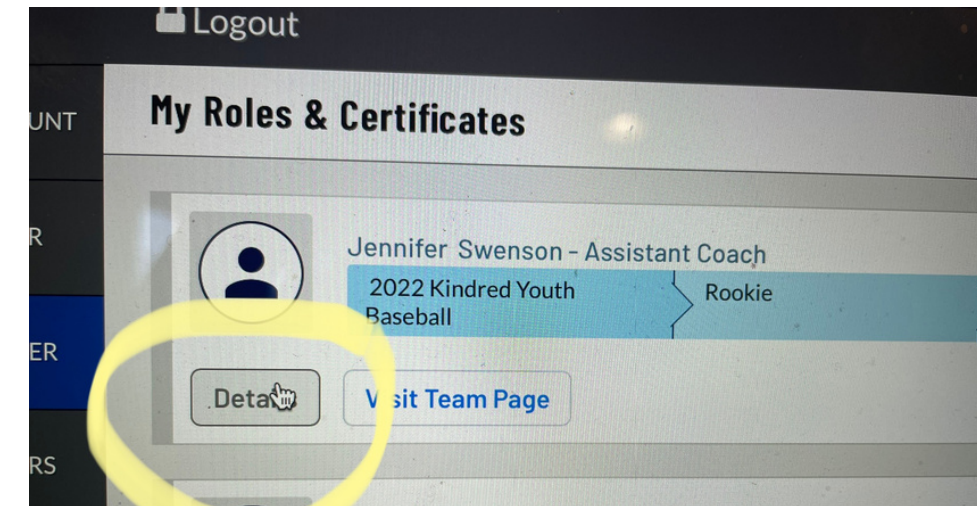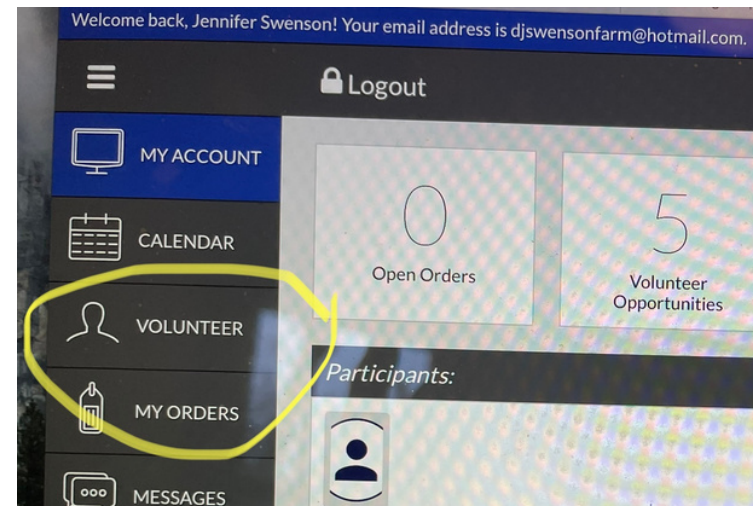
Change your birthday

If you are even still reading this...I had to get creative to add you all as a "Coach" position to the system.

I created a fake birthday for all of you, so if you would like to add your real birthday you can do that here. If you don't care to I'm sure it can stay like this too!

Contact me with problems

Please reach out to me if you have any problems or need help with anything (adding to calendar, using email, etc.)

This has been a huge learning curve and I'm sure we'll find little things along the way that are weird with the program. Let me know right away so we can help each other figure it out so it works well for your teams.

Please do the following in the next day or two if you have time:
1. Send me your assistant coach names so I can add to the system
2. Send out an email through your page so we make sure it works for you
3. Add at least one thing to the calendar so we make sure it works for you
4. If parents are having trouble adding another parent to the system, please give them my number and I'll help them out.

Thank you all so much!

-Jen
701.371.5537