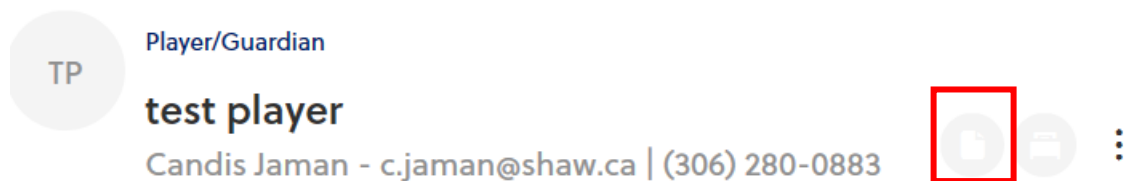


The players' names can be entered into the team portal site (manager usually completes this). You can add each player along with their jersey name or send an invite out to the players family and have them enter this information although most managers find doing it themselves the best way.

- Once you are in the team portal a "+" sign will be in the lower right hand side.
- Click and it will prompt you to add a member. (new tab/window will open)
- Input player first, last name, date of birth and input a email address (if you want to be able to email team from within this portal input parent email address in or if you will not use this function you can input any email address).
- Click add
- You will now be back at your home screen and player name will appear
- click on the paper icon within their name (beside the car icon) - it will say questions required if you hover over it



- click on "answer player questions"
- Input jersey number
- click on submit
- close the window that had opened and you will be back to your portal main page
- input next player as noted above
- If you need to make changes you can do that by going back to the player

The inputting of player information is required as we make pre printed game sheets which saves the manager time as they will not be required to fill them out for each game. Coach will be required to sign once the game sheet is on the field.

Any other questions please do not hesitate to contact me