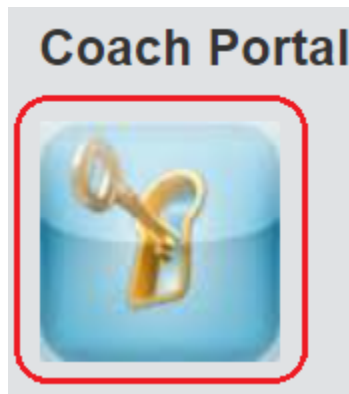


1. Go to <http://mansfielddyouthsoccer.com/>
2. Select Coaches Corner menu
3. Then Coach Portal. You have to click on the key, the words are not clickable



4. Sign in with your email & password. If it's the first time you're signing in, then select "Click Here" to have it emailed to you.

Please enter your email and password to login

Email address:	
Password:	

Don't know/forgot your password?

If you have been assigned a team management position but you have forgotten/don't have a password
[Click Here](#) and a password will be emailed to you.

5. Once you're signed in, you should see the league you are the Age Group Coordinator for. And if this is a Fall season, you probably won't see anything under Teams yet. If it is Spring, any teams from Fall will have the same kids on it.

ROSTER MANAGEMENT (League Access)

NEW CHANGE TEAM	CHANGE TEAM	MANAGE ROSTER	EMAILING/TEXTING	BLACKOUTS
SCHEDULE/STATS	TEAM INFO REPORT	CHANGE PASSWORD	DRAFT REPORT	PLAYERS NOT REG
ROSTER EXPORT	EMAIL ENTIRE LEAGUE			

Select which positions to use for roster management

☒ League -Spring Soccer - Mansfield, MA -In-Town Grade 2 Boys, Fall Soccer - Mansfield, MA -Grade 2 (U8) Boys

☐ Team -

Spring Soccer - Mansfield, MA -In-Town Grade 2 Boys Chelsea, Spring Soccer - Mansfield, MA -In-Town Grade 2 Boys Chelsea, Spring Soccer - Mansfield, MA -Boys 5 MANSFIELD HORNETS II, Spring Soccer - Mansfield, MA -Boys 5 MANSFIELD HORNETS II, Fall Soccer - Mansfield, MA -Grade 2 (U8) Boys Chelsea, Fall Soccer - Mansfield, MA -Grade 2 (U8) Boys Chelsea, Fall Soccer - Mansfield, MA -Boys 5 Mansfield Hornets II, Fall Soccer - Mansfield, MA -Boys 5 Mansfield Hornets II

Select which team to use for roster management

Seasons: Leagues:

Teams:

6. To move forward, you must Select a Team. Yes, if you haven't set anything up, it may seem odd that you have to select a team. Just choose any team and it'll take you to Manage Roster.
7. If this is for Spring, you'll see a roster of children, if not, it will be blank.
Then go to the Draft Report button at the top.
8. This is where you can see how many players are registered and are not on a team.

Season: Spring Soccer - Mansfield, MA League: In-Town Grade 2 Boys Team: FC Bayern

2022 ▾ Spring Soccer - Mansfield, MA ▾ In-Town Grade 2 Boys (16 Players) ▾

☒ Males ☒ Females ☒ Active ☐ Inactive ☒ Registered Only

☐ Display Player Reg Comments ☐ Display Adult Reg Comments ☐ Display Registration Date/Time

☐ Display Street ☐ Display ZIP ☐ Display School ☐ Display Grade

16 Players

9. Then click View Report. You'll get a list of all the players that are not on a roster.
10. The "Email Me This Info" button will become enabled,

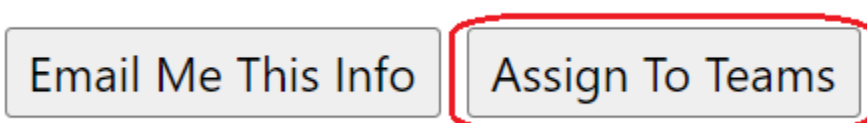
click it and enter your email address (it will default to the MYS Registrar email, but change it and put yours). Then click Send.

Email me this info ✕

mysregistrar@gmail.com

11. It will email you a csv file of all the children and their registration information.
12. Check your email. You can download the csv file to open in Excel or open it directly in Google Spreadsheets.
13. This spreadsheet is even more information than you could ever want. I hide the columns you don't need (ie: Their address, if they want a Magnet, etc.)
Note: The reason I hide them and not delete them, is because when new kids join last minute, just before the season starts, I again download the info, then just copy the row of the new child and paste it into my spreadsheet. That way I don't have to do any additional formatting. The columns paste in, but stay hidden! Lol
14. **Recommendation:** Skim through the ages. Sometimes you will get a kid who was signed up for the wrong grade.

15. Read any comments in columns J, N, and V. Then volunteers in W and Z. Find those who volunteered to coach and assistant coach. Sometimes you will have people sign up for Team Parent. That's always a great person to have to ask them to help a coach, especially if there's only 1 coach.
16. Column M will show you what team they were on in the prior season. Sometimes they like playing on a team with a familiar face. This column will become very helpful in the future too!
Note: I keep track of every team each player has played on, even if they are not playing a particular season. I have gotten requests to add (or not) players to the same coach(es) the players previously had.
17. Then add in a column and identify what team each child should be on. I always start w/the coaches and go from there. You want about 8-10 players on each team. Try to even them out. Sometimes you'll end up with way too many kids and you'll need to have 5 teams. That's when the 5th team just has a "bye" and plays against itself. Over time, you may learn about the players who sign up and then never show up. There's always a team that misses out. You just try to balance it out in the next season.
18. Once you have everyone assigned to a team in your spreadsheet, this is when you go back into Team Manager.
19. Go up to step #9 above, and then instead of emailing you the info, select the "Assign to Teams" button.



20. That's when you go down the list, and select the drop-down to assign each kid

Brayden Waldron

7/29/2014

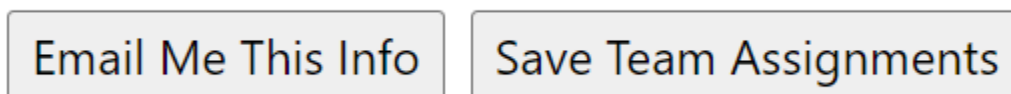
6

M

In-Town Grade 2 Boys

Man United (5M,0F) ▼

21. When you're all done, or even just done for that session, make sure to **select Save Team Assignments** at the top!



You don't have to finish all at once. But once a child is assigned to a team, you won't have the ability to remove or move them. That's when you need to have the Intown Director move them back to unassigned.