

## Managing Team Rosters- Coach/Managers

Like players, once a Coach/Manager has been registered, they are issued a username and password. In order to view a team roster, a coach/manger **must** be assigned to a team along with their players.

### To View a Team Roster:

Go to <http://www.sportspilot.com/Profiles/Members/MemberProfile.asp>


Log in with the username and password provided by SportsPilot. If you do not know your username and password, please select the 'I don't know my Username and/or Password Link. Select the Coach/Manager/Asst. Coach radio button and login.

https://www.sportspilot.com/login/GETEXTERNALUSER.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Word Pad Internet Explorer

Address <https://www.sportspilot.com/login/GETEXTERNALUSER.asp> Go Links

 **On-line Registration**

**Please Login**

Sign into Sportspilot's member area to start or complete prior team or individual sports registrations.

**Please enter a valid User Name and Password.**

User Name:

Password:

Login As:

- Player
- Coach / Manager / Asst. Coach
- Official / Referee / Umpire
- Family

[I don't know my User Name and/or Password](#)

Internet

The next page will allow you to Manage your team roster, Download documents (documents posted by ISIS Administrators), and Print a team Roster. Select the Manage Team Roster link.

**Member Profile - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <https://www.sportspilot.com/Profiles/Members/MemberProfile.asp?SPID=413651&> Go Links

**Name:** Mike C **Home Phone:** 5555555555  
**Address:** 5218 S Kenton Way **Work Phone:**  
**City:** Carrollton **Email:** sieting\_yeo@yahoo.com  
**State:** TX **Birth Date:** 1/1/1925  
**Zip Code:** 75006

[Edit My Information](#)

**Listed below are the Sport Organization's you are affiliated with:**

<b>SportsPilot Demo</b>	SeattleSoccer.us is the c ...
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Your privilege is set to: **Coach**

Open Registrations

<a href="#">Register Now &gt;&gt;</a>	Boys-Fall-Basketball-2000	Basketball
<a href="#">Register Now &gt;&gt;</a>	VGPA Membership	Special Event
<a href="#">Register Now &gt;&gt;</a>	Men's Greco-Roman Wrestling	Wrestling

**Coach - Fall Wrestling 2005** *League: New League*

*Team: **Baylor University***

[Add a Payment to your Account](#)

[Download Documents](#)

[Manage Team Roster](#) [Print Team Roster \(Requires PDF Reader\)](#)

[View Volunteer Report](#)


Internet


This screen allows a coach or manager to Print Roster, Schedule Practices/Events, Edit Team Information, View a Player Information Report, Enter Team Blackout Dates, Email Team, and view or print a Medical Release Form.


**Team Manager**


<b>Team Name:</b> <span style="color: red;">Baylor University</span>	<b>Nick Name:</b> <span style="color: red;">BU</span>
<b>Program:</b> <span style="color: red;">Men's Greco-Roman Wrestling</span>	<b>League:</b> <span style="color: red;">New League</span>


**Team Options**


 [Print Roster](#) (Requires PDF Reader)

 [Edit Team Name/Jerseys](#)

 [Player Information Report](#)

 [Team Events](#)

 [Team Blackout Dates](#)

 [Medical Release Form](#)

Coach(s)	Player(s)
<input type="checkbox"/> Mike C <span style="float: right; font-size: small;"><a href="#">Edit</a></span>	<input type="checkbox"/> 2 Mkcluj Mmwh (0)
<input type="checkbox"/> tixcoachblank dfour	<input type="checkbox"/> 0 tixplayerblank done
	<input type="checkbox"/> 0 tixplayerblanktwo done
	<input type="checkbox"/> 0 tixplayerblank fsix
	<input type="checkbox"/> 3 tixplayerwrox dseventeen

[Select All Player and Coach\(s\)](#)  

Click here to Send Email / Invitation

**Print Roster:** Prints a basic roster with a player's name, address, phone, and email. Additional information on this report includes Member Numbers, and uniform sizes if collected.

**Edit Team Name/Jerseys:** If the organization allows, a coach/manager can Edit the Team Name and Jersey Numbers of the participants

**Player Information Report:** Detailed report that prints out Name, Address, Home Phone, Work Phone, Notes, Emergency Information, and Guardian Information.

**Team Events:** Coaches/Managers can use this tool to schedule a calendar event such as practice times. When information is entered in this section, a player can log into their member profile and view the schedule. A coach/manager may also email this schedule to their team.

**Team Blackout Dates:** These are dates that your Team can not play.

**Medical Release Form:** A coach/manager can print out this medical release form to be signed by a parent or guardian if required by the organization.

**Send Email/Invitation:** To send an email to a player(s), check the box next to the player's name. You may select multiple players. Next, click the Send Email/Invitation button.

Welcome to the Team e-mail page.

**From here you can...**

Send an e-mail message to your Team members

- Add additional e-mail addresses (if desired).
- Enter a Subject line for the e-mail.
- Enter your message.
- Click on the "Send Mail" button to Send.
- Cancel this operation by pressing the "Back to Team Roster" or "Back to Member Profile" button.

Your Team Information is summarized below:

<b>Your Name:</b> Mike C	<b>Team Role:</b> Head Coach
<b>Program Name:</b> Men's Greco-Roman Wrestling	<b>League Name:</b> New League
<b>Team Name:</b> Baylor University	

Note: Specify more than one e-mail address by separating the addresses with a semi-colon( ";")

Attach an Invitation to Register On-Line:

To: ;,yeo@sportspilot.com;;yeo@sportspilot.com;;yeo@sportspilot.com;;

From: sieting\_yeo@yahoo.com

Subject: \_\_\_\_\_

Message: \_\_\_\_\_

Enter the subject and a message and select the Send Email button.

**\*Note:** The Attach an Invitation to Register On-Line only applies to a team registration. If your organization is assigning you and your players to teams, this option should not be used.

For future registrations, it is recommended that coaches use their login information to register through their Member Profile to avoid duplicate records.