

Adding a New Coach and Assigning Activity

September 2023

This Start-Up Guide provides the steps for Administrators to Add Coaches and give them access to the Activity Scheduler by assigning an Activity.

To add a new coach, go to Control Panel and click on **Coaches** under **People** tab.

The screenshot shows the 'Coaches' management page in the Activity Scheduler. The 'People' menu is open, with 'Coaches' highlighted. The 'Coaches Info' tab is active, showing a dropdown for 'Coach' with 'Kearny, John' selected and an 'Add New' button. A callout bubble points to the 'Add New' button with the text 'Click here to add a new Coach'. Below this, there is a table of coach information and a 'Coaching History' table.

Name	Cell Phone	Home Phone	Work Phone	Address	City	St	Zip	Email
Kearny, John		(657)256-4313		3944 Marketplace Drive NW	Rochester	MN	55901	johnkearny081@gmail.com

Activity	Season	Title	Covid Awareness Course	CPR Training	Safety Training	First Aid Training	Anti Bullying video	Payment	Notes	Active
Basketball	Fall 2023	Coach	08/11/2023	08/11/2023	08/11/2023					<input checked="" type="radio"/> Yes <input type="radio"/> No

You can also add a coach in **Coaches > Coaches Directory** tab.

Coaches Info **Coaches Directory** Reports Option and Setup

Coaches Directory

The following is a listing of individuals that you have added to your **Coaches Directory**. To add a new contact, click the **Add a new Contact** button. To view records, either choose by letter name, show all or type a name and search.

A B C D E E G H I J K L M N O P Q R S T U V W X Y Z Show all

Search Select by Activity: -All-

Add New Contact Click here to add a new Coach Save Changes

Name	Display on Website	Last Edited	Preview	Delete
Blake, Jason	<input checked="" type="radio"/> Yes <input type="radio"/> No	08/19/2021	Preview	<input type="checkbox"/>
Brennan, Denise	<input checked="" type="radio"/> Yes <input type="radio"/> No	02/23/2021	Preview	<input type="checkbox"/>
Coleman, Michael	<input checked="" type="radio"/> Yes <input type="radio"/> No	04/11/2022	Preview	<input type="checkbox"/>

« Prev 1 Next » Goto: 1 Save Changes

In both cases, it redirects you to the same page:

Add New Coach

Please add your information in this page:

Click here to upload picture

First Name: Justin *

Middle Name:

Last Name: Brown *

Company Name: Yes No

Title: Yes No

Address 1: Yes No

Address 2: Yes No

City: Yes No

State/Zip: MN Yes No

Home Phone: Yes No

Work Phone: Yes No

Cell Phone: Yes No

Wireless Provider: -Select provider- Yes No

Fax: Yes No

Email: 1980.brown@gmail.c * Yes No

Password:

Allow Coach access to other tools

Allow this Coach to add Scores in the Mobile App and Team Site

Allow this Coach to add Practice Schedules via Activity Scheduler, Team Site & Mobile App

Allow this Coach to Rate Officials through the Mobile App

Activity Name: Select Some Options +

Viewable to the public? Yes No

1. Fill in the information and set a password for the Coach

Note: All fields with an asterisk are required

Choose Activity: Add **2. Click Add to assign Activity and give Title to the Coach**

No Activity.

Private Notes: Add

No Notes.

Public Notes (Shows to the public):

< Back Save Listing

Once you click on the Add button, it will take you to the Coaching History Page where you can start assigning an Activity to the Coach.

Coaching History Page

Select the **Season, Activity and Title**

Season * Activity * Allow to assign equipment Title * Payment

Covid Awareness Course Safety Training

CPR Training First Aid Training Anti Bullying video

Notes

Click **Save** once done

Once you click the Save button, the system will take you back to the previous window.

Bottom part:

Choose Activity: Add

Public Notes (Shows to the public):

Private Notes: Add

No Notes.

Added details will show here

Click **Save Listing** once completed

as-coach-srv3.rschoolday.com says

This information is saved.
Send email notification to this Coach?

Click **OK** to send an email notification to the Coach

Here is an example of the email notification received by Coaches:

