

WSA Coaches Guide to Using Sports Manager - Roster Management

Sports Manager (SM) web site: <https://www.sportsmanager.us/WakefieldSoccer.htm>

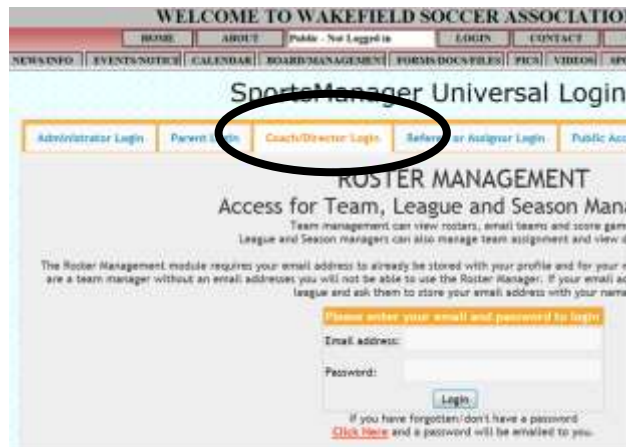
Or, go to the WSA home page, <http://www.wakefieldsoccer.org/>, click on Links, then click on [Wakefield Soccer Association Sports Manager](#)

Logging in as a Coach

- You must have been officially assigned to a team in SM before you can log in
- On the SM home page, click **Login** at the top of the page



- Click on Coach/Director tab



- Enter your email address. If it does not work, contact registrar@wakefieldsoccer.org to set up your account
- Enter your password. Follow directions on the page for an unknown password.
- Click on Login button
- Upon a successful login:
 - If this is your first time coaching and will be coaching only one team, you will be placed directly into the roster management function for your team.
 - If you have coached in the past or are coaching multiple teams, you will be presented with a list of teams you are/have been assigned to. Select one team to work with.

Roster Management Functions

MANAGE ROSTER

Only a WSA Director or SM Administrator can add/remove players or coaches on a team.

- Click **EDIT ADULT INFO** (under team name) to view or modify your own personal information including your email address.
- Click on a player's name to see that player's personal data. Be careful not to *accidentally* modify any data.
- Click **ADD PICTURE** (next to your own name) to upload a face-only photo of yourself.
- Click **ADD** (under photo) to add player's face-only picture (for travel teams U12 and above)
- Click **REPL PICTURE** to replace the existing photo with a new one. You may need to refresh the page, hit F5, to see the updated version.
- Click **CROP** to crop the existing photo. You may need to refresh the page, hit F5, to see the updated version.
- Click **JERSEY#** (column heading) to add/modify jersey numbers (for travel teams)
- Click **ADD PLAYER COMMENT/DOUBLE ROSTERED** to add free-format information/comments for any particular player(s)
- Click **EMAIL ROSTER** (under team name) to send roster information, in CSV format readable by Excel, to an email address
- Click **CLICK HERE FOR MYSL ROSTER FORM** (Travel teams only) to create a PDF containing an official MYSL roster form that can be printed and used for games if roster has been approved and contains the 'approved' watermark
- **EDIT TEAM** (under team name) should not be used

NEW CHANGE TEAM

CHANGE TEAM

If you have coached in the past or coach more than one team, these two buttons allow you to switch between teams in two different ways.

CHANGE PASSWORD

This button allows you to change your SM login password.

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TEAM INFO REPORT

This button will display all of your team members' information (including medical and contact information). If you would like, you can copy/paste all or any of this information into Excel. Make sure to select complete sections of data so that it will transfer to Excel cleanly.

EMAILING

The emailing function allows you to send emails, via SM, to the whole team or selected individuals. Once your team schedule has been set up, you can opt to send the game schedule in your email by checking the box indicating so.

- Click **SELECT RECIPIENTS** to select players to whom the email should go to. By default, the whole team is initially selected, including any assistant coaches.
- Click **VIEW SEND LIST** to see the actual email addresses that will receive the email
- Click **WRITE/SEND EMAIL** to compose the note and send it
- Click **EMAIL HISTORY** to view any emails you have sent in the past

ROSTER EXPORTS

- Click **EMAIL ROSTER INFO (CSV)** to send a file containing information for each player to a specific email address. The values in the file will be separated by commas, CSV format, which is readable by Excel.
- Click **EMAIL ROSTER FORM (PDF)** to send an Adobe PDF file containing an Official Game Roster to a specific email address
- Click **PRINT ROSTER FORM (PDF)** to print a copy of the Official Game Roster
- Click **EMAIL SIMPLE ROSTER (PDF)** to send an Adobe PDF file containing a less detailed game roster to a specific email address
- Click **MD ROSTER FORM (PDF)** (for Travel Teams only) to open an Adobe PDF file containing a official MYSL roster form that can be printed and used for games if roster has been approved and contains the 'approved' watermark

SCHEDULE/SCORES

This section displays the selected team's schedule and scores.

- Click **SCORE** to enter the score for a game, its completion status and an optional comment. These comments should only be positive and constructive. If neither coach enters the score, an email will go out requesting an update. If you don't receive an email, the score has been entered.
- Click **GAME FORM** to send an email containing a game stats form to a specific email address