



Updated March 10, 2011

Team Coach\Team Admin Overview

Congratulations! You are a Team Coach\Team Admin. This document will give you some basic direction on what you can do within your League and Team website. We pride ourselves on making software that is very simple to use and we are confident you and your team will benefit from the easy to use features provided with the LeagueToolbox.com system.

Logging In

Q. How do I login to administer my team?

- A. On the top right hand corner of your league website there is a "Login to LeagueToolbox" link. When you click this link you will be asked for your username and password. Once logged in you will see your "Profile" screen. From there you can click the link to enter the Admin section of the site.

Q. How do I get a username and password?

- A. You would use the same username and password you used when you applied to be a Coach, or the League Admin may have sent you an email invitation to set yourself up as a Coach, or the League Admin may just provide you with a username and password.

Website Customization

Q. How do I change the color of my Team website?

- A. Once in the Admin section, you click "Control Panel" - "Team Setup". Then click "Edit Team" and choose the "Website & Email" tab.

Q. How do I change the header graphic of my Team website?

- A. Once in the Admin section, you click "Control Panel" - "Team Setup". Then click "Edit Team" and choose the "Website & Email" tab. Your logo should be 1000pixels wide and a maximum of 200pixels high.

Website News & Content

Q. How do I add News & Content to my Team website?

- A. Once in the Admin section, you click "Website Editor" - "Website News & Content". You will see a list of your current News\Content. Click the green "+ Add New Website News & Content" button to create new content.

Players

Q. How do I add players to my Team?(Adult Leagues)

A. If you are the type of league where you need to add your own players to your team. (Adult Leagues) Once in the Admin section, you click "People Manager" and click "Manage Team Players" tab. Click the green "+ Add New Player" button to add a new player to your team.

Q. How do I print a Team Roster?

A. Once in the Admin section, you click "People Manager" - "People Reports". Then choose "Players and Coaches Report" and click the "View Report" button. You will see print icons at the top right of all reports.

Practices\Exhibition Games

Q. How do I add a Practice or Exhibition Game?

A. Once in the Admin section, you click "Schedule & Game Manager" - "Schedules". Then click "Edit Schedule" and click the green "+ Add New Practice" button.

Games Scores

Q. How do add Game Scores?

A. Once in the Admin section, you click "Schedule & Game Manager" - "Enter or Edit Game Scores".

Team Sponsors

Q. How do I add a Team Sponsor?

A. You have the option of adding Team Sponsors to your Team Website. Once in the Admin section, you click on "Control Panel" - "Sponsors Setup". Then click the green "+ Add New Sponsor" button. Once you have at least one team sponsor you will see a new link on the top menu of your Team webpage called "Team Sponsors".

Communications Manager

Q. How do I send a message to all of my players\parents?

A. You have the ability to send messages to all of your players or players parents through the Communications Manager. Once in Admin section, you click on "Communications Manager" - "Send New Email". From here you can select your recipients and send your message.

Additional Support

If you ever find yourself with a question or suggestion please do not hesitate to contact LeagueToolbox. We have live online chat available during regular business hours by clicking the "Click here for Live Chat" link at the top of every Admin page. You can also email us any time at support@leaguetoobox.com.

We hope you have a great season!