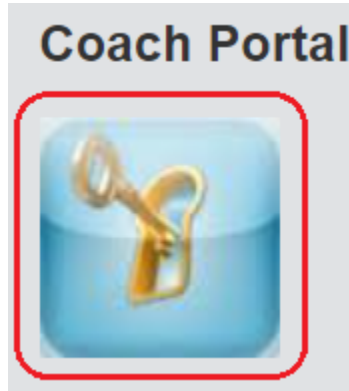


1. Go to <http://mansfieldyouthsoccer.com/>
2. Select Coaches Corner menu
3. Then Coach Portal. You have to click on the key, the words are not clickable



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:

Login Cancel

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. Select a Team to add a coach to.

7. Then choose Add Team Mng



8. Enter the last name of the adult that will be a Coach, Assistant or Team Parent and click Search

Enter the last name of the adult that is being assigned a team mng. position

Adult's Last Name:

9. The adult will appear under Name or Spouse Name, but find the person and click the This is the adult button.

Name	Spouse Name	Street	Home Phone	
Danielle Correia	Joshua Correia	20 Ware Street	7742844625	This is the adult
Helder Correia	Eileen Correia	12 Old Farm Road	508-261-9719	This is the adult
Create Adult Reenter Adult Name				

*If the adult is not there, click Create Adult

10. Then select the correct adult, their Team Mng. Position and Assign Job.

Select the team mng. position and the adult and click 'Assign Job'

Adult	Team Mng. Position
☐ Danielle Correia	☐ Coach
☒ Joshua Correia	☒ Asst. Coach
	☐ Team Parent
Assign Job	Cancel

11.
12.
13.
14.
15. 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.

16. This is where you can see how many players are registered and are not on a team.

CHANGE TEAM

MANAGE ROSTER

EMAIL TEAM

BLACKOUTS

SCHEDULE/SCORES

TEAM INFO REPORT

CHANGE PASSWORD

DRAFT REPORT

PLAYERS NOT REG

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

Email Me This Info

Assign To Teams

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

View Report

17. Then click View Report. You'll get a list of all the players that are not on a roster.

18. The "Email Me This Info" button will become enabled,

Email Me This Info

Assign To Teams

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