

How to Create and Manage a team with the "Coach" Role.



1 Navigate to register.ontarioruralsoftballassociation.ca

2 Start from your Dashboard

The screenshot shows the user dashboard for a coach. At the top left is the Ontario Rural Softball Association logo. To its right are navigation links: HOME, MY ACCOUNT (with a dropdown arrow), MANAGE (with a dropdown arrow), and EVENT REGISTRATION (with a dropdown arrow). Below the navigation is the word "DASHBOARD" in large, bold, black letters, with a small orange circle highlighting the letter 'A'. Underneath is a welcome message: "Welcome, coach123 head123!". Below that is the member number: "Member Number: ORSA-9810176". The section is titled "ROLES" in bold. Below the title is a table with the following data:

Role	Status	Association	Date Issued
Coach	Active	Alvinston	2024-10-29

3 Click "MANAGE"



HOME

MY ACCOUNT ▾

MANAGE ▾

EVENT REGISTRATION ▾

ONLINE

STORE

TM

DASHBOARD

Welcome, coach123 head123!

Member Number: ORSA-9810176

ROLES

Role	Status	Association	Date Issued
Coach	Active	Albion	2024-10-20

4 Click "TEAMS"



HOME

MY ACCOUNT ▾

MANAGE ▾

EVENT REGISTRATION ▾

ONLINE

STORE

TEAMS

DASHBOARD

Welcome, coach123 head123!

Member Number: ORSA-9810176

ROLES

Role	Status	Association	Date Issued
Coach	Active	Albion	2024-10-20

5 Click Create if your team hasn't already been created.


Alvinston

Manage Teams

Name

Name	Address
Alvinston Aces U9	
Alvinston Aces U15	

6 Add your team name



Create Team

Team Name Team Manager

Division Team Coach

7

Select a team manager

STORE

TMOFFITT+COACH123HE

LC

Alvinston Aces u15	Team Manager	Alvinston Manager
	Team Coach	
<p>CLEAR</p>		

8

Select the Head Coach

Alvinston Aces u15	Team Manager	Alvinston Manager
	Team Coach	Alvinston Coach Head Coach
<p>CLEAR</p>		

9 Select your Division

Create Team

Team Name	<input type="text" value="Alvinston Aces u15"/>	Team Manager	<input type="text" value="Alvinston Manager"/>
Division	<input type="text" value="U15 Boys"/>	Team Coach	<input type="text" value="Alvinston Coach Head Coach"/>

NEXT



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10 Click "NEXT"

Create Team

Team Name	<input type="text" value="Alvinston Aces u15"/>	Team Manager	<input type="text" value="Alvinston Manager"/>
Division	<input type="text" value="U15 Boys"/>	Team Coach	<input type="text" value="Alvinston Coach Hea"/>

NEXT



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11 Now that your team is created you can click "Details".

Name

SEARCH **CREATE** **CLEAR**

Name	Address	
Alvinston Aces U9		Details
Alvinston Aces U15		Details
Alvinston Aces U19 Girls		Details
Alvinston Aces U23 Men		Details
Alvinston u15 girls		Details
Alvinston Aces u15		Details

◀ ◁ 1 ▷ ▶ 10 items per page 1 - 6 of 6 items ↻

12 Click "ADD ASSISTANT COACH"

TEAM FORM

Team Name Team Manager

Division Team Coach

EDIT TEAM **ADD PLAYER** **ADD ASSISTANT COACH** **DELETE TEAM**

Division	Association	First Name	Last Name	Email	Role	DOB	NCCP #	Phone
U11 Boys, U11 Girls	Alvinston	Alvinston	Manager	tmoffitt+alvinston@softballontario.ca	Team Manager	1988-03-02	123456	(123 456-7890)

13 Add your Assistant coach or coaches if you have any.

Assistant Coach Search For - Alvinston Aces u15

First Name

Last Name

Email

SEARCH **CANCEL** **CLEAR**

First Name	Last Name	Role	
Assistant Coach	Alvinston Assistant	Assistant Coach	Select
Head Coach	Alvinston u15 Girls	Assistant Coach	Select

1 10 items per page 1 - 2 of 2 items

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14 Click "ADD PLAYER"

Team Name Team Manager

Division Team Coach

EDIT TEAM **ADD PLAYER** **ADD ASSISTANT COACH**

Download Players Results

Division	Association	First Name	Last Name	Email	Role	DOB
U11 Boys, U11 Girls	Alvinston	Alvinston	Manager	tmoffitt+alvinston@softballontario.ca	Team Manager	1988-03-02

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Click "Select" on the player you want to add and then repeat this process till you have everyone on your roster.

Players Search For - Alvinston Aces u15

First Name

LastName

Email

SEARCH **CANCEL** **CLEAR**

First Name	Last Name	Role	
Player 1	Alvinston	Player	Select

10 items per page 1 - 1 of 1 items

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Click "Download Players Results" to get a roster download with all the information you need for your team.

Team Name Team Manager

Division Team Coach

EDIT TEAM **ADD PLAYER** **ADD ASSISTANT COACH**


Division	Association	First Name	Last Name	Email	Role
U11 Boys, U11 Girls	Alvinston	Alvinston	Manager	tmoffitt+alvinston@softballontario.ca	Team Manager
U9 Boys	Alvinston	Alvinston Coach	Head Coach	tmoffitt+alvinstonhead@softballontario.ca	Coach

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Click "EDIT TEAM" to edit anything you want to change.

Team Name	<input type="text" value="Alvinston Aces u15"/>	Team Manager	<input type="text" value="Alvinston Manager"/>
Division	<input type="text" value="U15 Boys"/>	Team Coach	<input type="text" value="Alvinston Coach Head"/>

EDIT TEAM **ADD PLAYER** **ADD ASSISTANT COACH**

 Download Players Results

Division	Association	Team	First Name	Last Name	Email
U11 Boys		Alvinston Aces U9,Alvinston Aces U9 Alvinston			