CPYBL Coordinator Portal Guide

Contents

Your Portal

This document will describe the features of the Cincinnati Premier Youth Basketball League (CPYBL) Coordinator Portal. This guide is intended to help "coordinators" who help run sports programs for an organization. Coordinators are granted special access to the league web site that allows them to conduct manage their gyms and teams and provides them with a means to communicate with other coordinators, coaches, league management, and referee coordinators.

Indian Hill Recreation Commission

Doug, welcome to your CPYBL Coordinator Portal! We hope this page will help you better navigate all of your off-court needs to manage your organization during the upcoming season. All portal blocks are collapsible and tool tips are available by hovering over links. On this page you will be able to do the following:

- **REGISTER** your teams for the upcoming season
- Setup and view **GYM AVAILABILITY** for your gyms
- **COMMUNICATE** with league officials, fellow coordinators, and coaches/li>
- Maintain Teams and Rosters
- Close Gyms and Postpone Games
- View Postponed Games
- Report Team Game Scores
- Report My Gym Tournament Scores

Coaches and Parents

Web site accounts will be created for all of your coaches as their teams are created on the web site and the league receives valid coach information from you (i.e. coach name and email address).. Coaches will receive an email with instructions on how to activate their accounts as well as information on how to use their Coach Portal. Coaches are asked to view the Coach Code of Conduct form and acknowledge that they have read and understand the codes of conduct. They are instructed on their portal to fill out a small form. Once they have filled out this form, you will be able to see on the My Teams section of your portal the date and time they did this.

Parents may create their own web site accounts to receive notifications about game changes and other league events. Instructions will be available on how to do this on the front page of the web site. **NEW THIS YEAR!!**, all parents must fill out and submit an on-line **Liability Waiver** for each of their children participating in the CPYBL The link below will allow you to verify that all parents in your organization have completed this task. Liability Waivers should not be signed until the teams are created.

[✦ Liability Waiver] [≣ View Waiver Submissions] [≣ Team Roster Count/Waiver Check]

ˇPayment Info

Since all team registrations are due by November 15th, team fees will be due by December 15th. Late fees will apply this year. Fees are $75/team for a 10 game schedule and $140/team for a 20 game schedule.

Please make checks payable to "CPYBL" and send to the following address:

CPYBL
c/o Ben Goodyear
10340 Stablehand Dr
Cincinnati, OH 45242

ˇCoordinator Updates

Our next meeting is scheduled to take place at Evendale Rec Center on Thursday, September 15th at 7pm. We will be finalizing plans for the 2016-2017 season. This is an important meeting, please make sure that at least one representative from your organization is present.

ˇOn-Line Help

To help you manage your duties as a coordinator, we have provided both a PDF user guide document as well as YouTube Channel that will include video tutorials with instructions on how to fill out gym availability forms, team schedule conflict forms, and registering teams.

[▶ YouTube Video Tutorials]

[⬇ Coordinator Portal Guide]

When a coordinator is added to the Organization Contacts page by league administrators, an account will be created for the coordinator based on their email address and instructions will be sent to the coordinator via email how to claim their account with a link to this user guide. Coordinators can choose to either be directed to their portal or directed to the front page of the web site by editing their account and changing the *Login Redirect to Portal* setting.

The portal (as shown above) is separated into different blocks or regions that either provides instruction or information that will be useful to a coordinator as they manage their operation. Each of the blocks is collapsible by clicking on the caret to the left of the title. Throughout the season the league may insert or remove blocks from the portal. The remainder of this document will provide an overview of each of the blocks. The screen shot shown on the previous page only shows the top portion of the portal. There are sections below that contain information about Season Setup, Teams, and Team Schedule.

Report Team Game Scores

A link titled *Report Team Game Scores* is displayed in the upper-left welcome block of the portal. This allows coordinators to look at a page listing all games that are still in a scheduled or re-scheduled status that do not have a game score logged yet. The coach of the winning team should log the game score within a few days of the game taking place.

The league would like to ask that coordinators help out with this process by either logging the game scores themselves (for coaches that might not be comfortable with the technology) or emailing their coach and reminding them to log the score. Clicking on the "Score" button to the right of the game will display the score reporting form where the score can be input. In addition, a coordinator can search by game date for specific games scores that have not been logged.

Organization Report Team Scores

Home » Portals » Coordinator

To report a game score for a game listed, click on the "Score" button to the right of the game entry. This will direct you to a score reporting form.

Game Date

[Apply]

E.g., 08/10/2016

Game Date	Gym	My Team		Opponent	
02/20/2016 - 12:00pm	Kids First Court 3	Kids First Blue 3B	vs	Sycamore Luckhaupt 4B	Score
02/20/2016 - 1:00pm	Kids First Court 3	Kids First White 3B	vs	Mariemont Hojnoski 4B	Score

Coaches and Parents

All coaches must read the Coach Code of Conduct and verify that they read this by filling out a brief form. In addition, each player **MUST** have a parent/guardian fill out a Liability Waiver. Coordinators may view all Liability Waiver submissions for their organization by clicking on the *View Waiver Submissions* button. We try to help you make this task a bit easier by matching up roster entries with waiver submissions by matching the organization, player last name, and player birth date between the roster and the waiver. After you have

submitted your rosters, you can click on the **Team Roster Count/Waiver Check** button to show a chart and listing for your teams that will show you which player still needs a waiver signed.

In some cases, the parent has filled out the waiver but we cannot match because the information on the waiver is not correct OR the information on the roster is not correct. If the roster needs correcting, you can do this from your portal and the web site will try to re-match once you save the roster entry. The most common issue is that the birth dates do not match between the waiver and the roster.

Coaches and Parents

Web site accounts will be created for all of your coaches as their teams are created on the web site and the league receives valid coach information from you (i.e. coach name and email address). Coaches will receive an email with instructions on how to activate their accounts as well as information on how to use their Coach Portal. Coaches are asked to view the Coach Code of Conduct form and acknowledge that they have read and understand the codes of conduct. They are instructed on their portal to fill out a small form. Once they have filled out this form, you will be able to see on the My Teams section of your portal the date and time they did this.

NEW! Organizations can now maintain a list of active coaches which will speed up the registration process. Instead of entering information for all of your coaches during registration, you can enter it once by clicking on the Maintain Coaches button below.

Parents may create their own web site accounts to receive notifications about game changes and other league events. Instructions will be available on how to do this on the front page of the web site. **NEW THIS YEAR!!**, all parents must fill out and submit an on-line **Liability Waiver** for each of their children participating in the CPYBL The link below will allow you to verify that all parents in your organization have completed this task. Liability Waivers should not be signed until the teams are created.

| 👤 Maintain Coaches | 🔧 Liability Waiver | ☰ View Waiver Submissions | ☰ Team Roster Count/Waiver Check |

Maintain Coaches

NEW in 2017-18 is the ability for coordinators to maintain a list of their coaches to speed up the team registration process. By clicking on the **Maintain Coaches** button, an interface is displayed that will allow coordinators to add, edit, and delete information about their coaches. Coaches will automatically be added to the list when a team is registered for a new coach and the coordinator can enter the coach information during the registration process.

Coach Maintenance   Home » Coach Maintenance

Add Coach

Coach Last Name

[   ]   Apply

enter any part of the last name

Name	Email Address	Cell Phone	Home Phone	Address

Team Roster Check

To help coordinators verify that all rostered players have filled out a Liability Waiver, the Team Roster Check interface will show in both a graphical and tabular format the number of rostered players per team and those that have not filled out a Liability Waiver. The top of the interface will show a bar chart with bars per team of the number of players on the roster and the number of players that have filled out a Liability Waiver. The table below the chart area will list the players on the roster that have not filled out the waiver. Waivers are matched up with players based on the organization, player last name, and player birth date. The matching algorithm is not case-sensitive, but if names are spelled differently (i.e. Johnson vs Jonson), the system will not match them up.
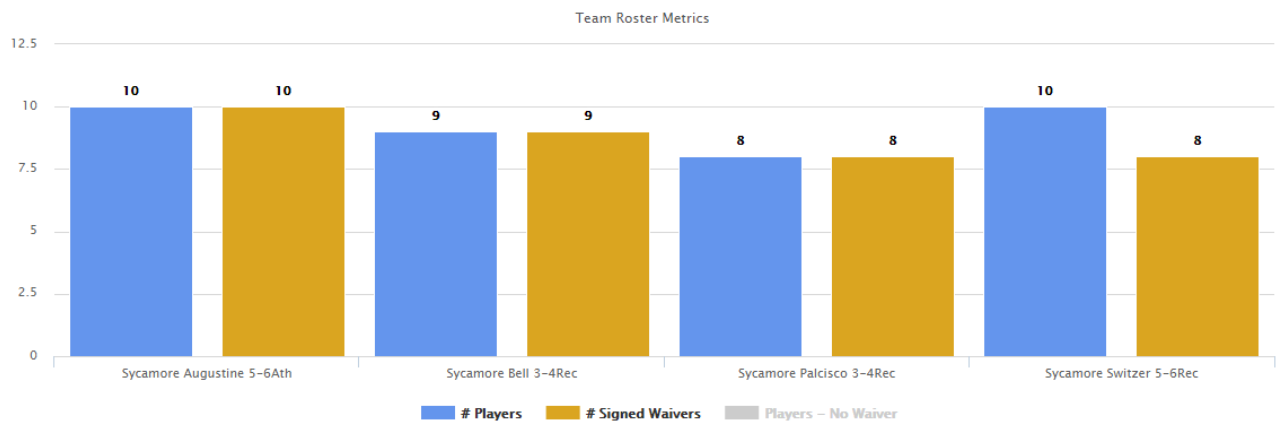
Team	# Players	# Signed Waivers	Players - No Waiver
Sycamore Augustine 5-6Ath	10	10	
Sycamore Bell 3-4Rec	9	9	
Sycamore Palcisco 3-4Rec	8	8	

My Gyms

This block will display all gymnasiums that your organization *manages* and will include the current status of that gym.

- **Edit Gym Info –** coordinators are able to edit information about their gyms such as address, directions, and notes to visitors by clicking on the *Edit* button
- **View Gym Info –** clicking on the gym name will take coordinators to the public page for their gym and provide information such as address and gym game schedule
- **Gym Availability –** clicking on the *Calendar* icon will take the coordinator to the Gym Availability Calendar and form where they can maintain their gym availability calendar that the league will use to schedule league games

- **Update Facility Status –** Clicking on the Status field will direct a coordinator to a page that will allow them change the status of their gym from Open to Close or visa-versa. When a gym is changed to closed, several game cancellation options are listed which will allow you to postpone games that are scheduled at this facility. Please note that closing a facility on a day when games are scheduled will trigger automated emails and text message to web site subscribers for teams that are scheduled to play at your gym.

Facility *

Loveland Intermediate School

Current Status *

open

Status *

⦿ open

○ closed

enter the new status of the facility

Status Note *

when closing a facility, please enter a brief note describing why the facility is being closed and how long you anticipate the facility being closed

[Update Facility Status]

My Teams

This block will display all teams within your organization that have registered to play in the league including information such as coach name, coach email address, coach cell phone number, team record, team status, Preseason Tourney information, and whether or not the coach has read and signed the on-line Coach Code of Conduct. Coordinators can view more information about each team, contact the coach via a contact form, edit information about the team, and add players to team rosters.

Please note that a team can be in one of three statuses:

- **Registered** – after a coordinator or league representative has registered the team to play in the league, the team can only be seen by league personnel and coordinators, not the general public.
- **Approved** – the league has determined that all necessary information was provided by the registrant. At this time, an account will be automatically created for the coach and an email sent to them with instructions on how to use the web site.
- **Assigned** – the league has assigned the team to the appropriate playing division and geographical pod (if enough teams exist in a division to do this) based on coordinator feedback and the total number of teams that have registered for that grade level. Once assigned, the team can be seen by the public on the Standings and Teams pages.

My Teams

Teams can be deleted while they are still in Registered status. Once the status has been changed to Approved or Assigned, coordinators can no longer remove teams using their portal. They must contact the league directly.

Season	Boys/Girls	Skill Level	Grade
Winter 2017-2018 ▾	- Any - ▾	- Any - ▾	- Any - ▾

	Coach ⓘ	Email	Phone	Division	Record	Status ⓘ	Preseason? ⓘ	COC ⓘ			
Edit	Oak Hills Unassigned				0 - 0 - 0	registered	No		👤	Assign	Remove Team

- **Edit** – the *Edit* button will take the coordinator to an editor page which will allow them to maintain information about that team including: coach name, assistant coach name, and contact information. **PLEASE NOTE THAT WHILE IN REGISTERED STATUS, A TEAM CAN BE DELETED BY THE COORDINATOR!** This functionality is available to coordinators who might have registered a team in error. Click the Remove Team button and confirm the removal of the team from the league.

- **Email Coach** – clicking on the email address will pop-up a contact page which will allow a coordinator to send an email message to the coach.

- **View Team Info** – a coordinator can click on the Coach name to view information about the team (as shown in the next graphic) that is available to the public including: team contact information, schedule, roster, and standings. Please note that player last names are never published on our web site to the general public. They are only viewable by coordinators for kids in their organization and by coaches for kids on their team.

Info   Schedule   Roster   Standings

Sycamore Newman JVB

✉ Email Coach

Record

9-1-0

JV Boys Recreational - East

Coach

Mark Newman

mln@bpbslaw.com

- **Assign Coach** (**NEW in 2017!**) – a new feature of the CPYBL web site for the 2017-18 school year is the ability to maintain a static list of coaches. By maintaining this list, the team registration process will be much simpler and quicker for coordinators. During registration, instead of filling out coach information for each team (i.e. name, email address, phone, etc …), coordinators can simply choose a coach from the drop down list. This interface will allow coordinators to assign a coach to a team AFTER the team has been registered in the case when a team is registered but the team is not known at that time. On the Assign Coach interface, the coordinator can either enter new coach info or choose an existing coach.

Assign Coach

Team

Oak Hills Unassigned ▼

Existing Coach

- None - ▼

choose the coach you want to assign to this team from the list. If the coach does not yet exist and you want to add the coach, then leave this as 'None' and fill in the coach information below

Coach First Name

[🔲]

enter the first name of the head coach

Coach Last Name

[   ]

enter the last name of the head coach

Email Address *

[   ]

enter a valid email address for the head coach

Cell Phone

[   ]

enter a cell phone number in xxx-yyy-zzzz format

Home Phone

[   ]

enter a valid home phone number in xxx-yyy-zzzz format

Assign Coach

- **View Team Roster** – when the *Player* button is clicked, a page will be displayed that lists all players that are currently on that team's roster. The header of that page is shown below. In addition to viewing the roster, a coordinator can edit the roster record, view the Liability Waiver filled out by that player's parent or guardian, email the parent/guardian, view all Liability Waiver submissions for their organization, or add a new player to the roster.

🖶 Printer-friendly version

Coordinators, please note that whenever a new player is added to a roster or when a new liability waiver is submitted by a parent, an attempt is made to tie the two records together in our system. On your on-line roster below, you will see a field (Liability Waiver Date) which will show the date a parent filled out the liability waiver for that player and you can click on the link to view the waiver if you'd like. **PLEASE NOTE, that waivers and roster entries are matched by player first name, player last name, and team name as specified in both forms. If a parent enters the player first name as "Michael" and the first name on the roster is listed as "Mike", we won't be able to match them up.** You can always manually check liability waiver submissions for your organization by clicking on the button below.

NEW FOR 2016 Because most coordinators do not know jersey numbers until after rosters have been added to the web site, we are allowing in-line editing of jersey numbers on this interface. Simply add/modify jersey numbers inline and click the Save button at the bottom of the page to commit your changes.

| Add Player to Roster | View Organization Liability Waiver Submissions |

Jersey #	Name	School	Grade	Email Address	Cell Phone	Home Phone	Date of Birth	Liability Waiver Date ⓘ

- **InLine Jersey Number Entry** – coordinators have the ability to add jersey numbers to players in-line. Coordinators no longer need to edit each individual player record to add the jersey #. Simply input the jersey number in the box below the "Jersey Number" label and click the SAVE button at the bottom of the page. This should allow coordinators to very quickly become compliant with the league by adding jersey numbers after the roster has been initially loaded/entered.
- **Add Player to Roster** - When the *Add Players to Roster* button is clicked; the Add Player form is displayed (shown below). The league requires first name, last name, date of birth, school grade, school attending, and home street address be entered for each player. The other information is all optional. Please note that once a player has been added to the roster, a coach can then edit information about this player up until the roster freeze deadline as dictated by the league. In addition, after the roster freeze deadline, only league personnel can make roster changes. Coordinators can click the *Add Another Player* button to add more than one player at a time. Once all rostered players have been entered, the coordinator should press the *Submit* button to add the players to the team's permanent roster.

Team Name *

Loveland Smith 3-4G ▾

Add Player(s) *

Player First Name *

[▣]

Player Last Name *

[   ]

Date of Birth *

08/08/2016

Format: 08/10/2016

School Grade *

- Select a value - ▾

School Attended *

[   ]

please enter the school that the player attends

Address

Street * [   ]

City * [   ]

State/Province * [   ] ○

Postal code * [   ]

Jersey Number

[   ]

optionally enter the player's jersey number if known

Home Phone

[   ]

Cell Phone

[   ]

Email Address

* [   ]

* [   ]

optionally enter an email address for the player/player's parents

[Remove Player]

[Add Another Player]

[Submit]

Team Schedule

This block allows a coordinator to view the schedule for all teams in their organization for a specific date. Enter a date and click the Apply button and the following page will be displayed. Coordinators can easily view the schedule of either team by clicking on the team name and can also view directions, gym schedule and other information about the game location by clicking on the location name. In addition, a coordinator can email their coach by clicking on the *Envelope* icon.

An Excel export of the team schedule is available by scrolling down to the bottom of the page and clicking on the orange CSV button. CSV

Coordinator Team Schedule

🖶 Printer-friendly version
📄 PDF version

Please note that games that are marked as **RESCHEDULED**, indicate that the game is to take place at the location and time shown. It also indicates that either the location or the time has been changed from the originally scheduled location and time. Games marked as **POSTPONED**, are games that could not be played as scheduled but will likely be rescheduled for a future date.

To **EXPORT** the results of this page to an Excel file, please scroll to the bottom of the page and click the CSV icon on the lower left side of the page

Team	Game Date	Home Games	
- Any - ▾		- Any - ▾	Apply
	E.g., 08/10/2016		

Saturday, December 05, 2015

Game Time	Team		Opponent	Location	Status	Game Type	
03:00pm	Kids First White 3B	W 23-21	Sycamore Lewis 4B	Greene Intermediate School - Front Gym	completed	league	✉
05:00pm	Kids First Blue 3B	W 31-2	Sycamore Luckhaupt 4B	Sycamore Junior High - Back Gym	completed	league	✉

Saturday, December 12, 2015

Game Time	Team		Opponent	Location	Status	Game Type	
09:00am	Kids First Blue 3B	W 27-14	Hyde Park Neville 4B	Academy of Multilingual Immersion Studies	completed	league	✉
01:00pm	Kids First White 3B	W 35-14	Summit Country Day Howard 4B	Summit Athletic Complex - Court 2	completed	league	✉

Season Setup

The Season Setup area allows coordinators to share information with the league before the game scheduling process can begin. Coordinators can perform the following tasks:

1. Register teams for league play
2. Enter gym availability to allow the league to schedule games in their gyms
3. Enter conflicts that teams might have during the season in advance of the scheduling process
4. Enter roster information in an Excel template that can be submitted to the league via email

Certain portions of this block will be available at certain times of the year depending on whether or not it is a registration period. **Please note that a separate Season Setup Guide is available on your portal in the Season Setup and On-Line Help blocks with more detailed information**.

Season Setup

Coordinators, before the game scheduling process can begin, the league needs to acquire information about your organization, the gyms that you manage, the teams that will be participating in the league, and potential scheduling conflicts that need to be avoided. All of this information will be collected electronically from interfaces available on this portal.

The PDF document contains information regarding how to use the on-line tools to enter Gym Availability, Register Teams, Entering Team Schedule Conflicts, and Entering Roster Information.

⬇ Season Setup Guide

Gym Availability [YouTube]

DUE: October 10th

The league needs to know when your gyms are available for scheduling games. Click on the link below to access the on-line calendar and forms that will allow you to enter gym availability. The league will also be providing a link to a short YouTube tutorial before the season that will guide you through the process. Helpful hints such as how to make use of repeating dates and excluding dates will be covered in the tutorial. In addition, more information is available in your user guide. Please note that the league only needs to know what time is Available to the League. There are other gym statuses that you can specify on your calendar for your own purpose, the league only cares about available time and will only schedule games in available time.

📅 Gym Availability Calendar

Team Registration [YouTube]

DUE: October 25th (2nd-6th), November 15th (7th-12th)
NEW: The Preseason Shootout is open to ALL teams this year (athletic and rec). Just check the box on the registration form.
NEW: Athletic C division for 4th-6th grade boys. These are high-rec talented teams that want a 20 game schedule.
NEW: Teams cannot play a split schedule in multiple divisions

Click on the link below to register your teams for the upcoming season. After you have registered a team, it will be added to the system as a team with a status of "registered". **Please take the time to properly evaluate your teams before registration!** and assign them to the appropriate skill levels on the registration form. All athletic teams will play 20 games and all recreational and traditional high recreational teams will play 10 games. No exceptions.

® Register Teams

Team Schedule Conflicts ▶️YouTube

DUE: October 25th (2nd-6th), November 15th (7th-12th)

Before the scheduling process begins, you can submit to the league conflicts your coaches or parish/school might have for the upcoming season that would prevent a team from playing a game. Please ask some questions of your coaches before you submit schedule conflicts for them and make sure they are for legitimate reasons. If the team would not have the minimum number of players required or the head coach and all assistant coaches are not available due to business travel or a school event, this is a legitimate reason. Please note that this form is available to communicate **team** conflicts. If your gym is not available to host games for a special event, please use the Gym Availability form to communicate that. In addition, our scheduling engine is aware of coaches that coach multiple teams based on the coach information you submit during registration. There is no need to communicate this type of potential conflict using the form below. The league coordinator for your sport will review submitted conflicts and will either approve or reject them.

📅 View Logged Conflicts   📅 Add Scheduling Conflict

Team Rosters

DUE: December 1st

Team rosters can be input on-line or by filling out an Excel template right here on your portal if you would rather submit your rosters in an Excel document and email to the league. To enter roster information on-line you can click on the Player icon next to the team on the My Teams tab below. The following information is required: player first and last name, date of birth, school attending, grade in school, jersey number, street address, home or cell phone, and email address.

If you choose to fill out the team roster template below instead of entering information on-line, please follow the directions. Sheets submitted that do not match the template will be rejected. Please email the completed template to the league before the first game. **THE ROSTER TEMPLATE WILL BE AVAILABLE ON AUGUST 25TH**

Open Excel Roster Template   ✉ Email Template

Coach Code of Conduct Agreement

All head coaches should fill out an electronic code of conduct form that is available from their portal before their first league game. As a coordinator, you are able to track and view these code of conduct form from your portal in the My Teams block. If you are a coach and need to fill out a code of conduct or wish to view it, please click on the following link.

◀ Coach Code of Conduct Agreement

On-Line Help and Communications

These two blocks located towards the top of the portal in the right-hand column provide coordinators with on-line help as well as a method to communicate with league personnel. A new YouTube Channel is being developed that will provide coordinators short video tutorials on topics such as:

1. Registering Teams
2. Entering and Maintaining Gym Availability
3. Entering Team Schedule Conflicts

More tutorials will be added to the channel later in 2016. In addition, this portal guide is available from the On-Line help block as well as well as a Season Setup Guide for coordinators.

The Communication block contains several links which will provide communication opportunities for coordinators. Coordinators can contact other organizations, coaches, league officials, and our referee coordinator via a contact form.

On-Line Help

To help you manage your duties as a coordinator, we have provided both a PDF user guide document as well as YouTube Channel that will include video tutorials with instructions on how to fill out gym availability forms, team schedule conflict forms, and registering teams.

[YouTube Video Tutorials]

[Coordinator Portal Guide]

[Season Setup Guide]

Communications

Contact coordinators from other organizations, coaches from other organizations, league officials, or the GCCYS referee coordinator.

- Contact Other Organizations
- Contact Coaches
- Contact League Officials
- Contact Referee Coordinator

Subscriptions

This block will display all teams that you have subscribed to as well as the notifications you indicated you would like to receive. These items are not relevant to coordinators per se, but if you also function as a coach or have a child that plays in the league you may have interest in following a team or receiving notifications.

If you choose to subscribe to a team (once a team's status has been changed to Assigned), you will have access to a Subscriber Portal which will have information about your team's upcoming games, coach information, and team schedule all on a single page.

The following notifications are also available to web site subscribers:

Team-Based Subscriptions

- **Team Announcements** – receive announcements posted by a coach via email
- **Game Changes** – receive email and/or text message updates regarding game schedule changes
- **Tournament Game Scores** – receive emails and/or text messages with tournament game results

League-Based Subscriptions

- **League Announcements** – receive announcements posted by the league via email (note these will also be available via subscribing to Twitter)

Coach-Only Subscriptions

- **Report Game Score Reminder** – receive an email with a score reporting link for games that will be sent to a coach during their game. Coach accounts are created with this subscription, but coaches may choose to unsubscribe if they'd like.

Coordinator-Only Subscriptions

- **My Gyms Game Change Email** – As a coordinator, if you would like to receive emails when a game at one of your gyms is either added, removed, or changed, then check the box.
- **My Org Teams Game Change Email** – As a coordinator, if you would like to receive emails when any away game involving one of your teams is either added, removed, or changed, then check the box.

˙ Subscriptions

You can choose to "follow" teams through out the season and subscribe to notifications regarding these teams.

Team Subscriptions

Active Notifications
League Announcements (Email)
Game Changes (Email)
Game Changes (SMS)
Tournament Game Scores (SMS)
Report Game Score Reminder (Email)

Edit Subscriptions

☑ Game Change Notification Email
    Check box if you would like to receive an email notification about games that have been rescheduled for teams to which you have
    subscribed

☑ Game Change Notification SMS
    Check box if you would like to receive a SMS notification about games that have been rescheduled for teams to which you have
    subscribed

☑ League Announcement Notification Email
    Check box if you would like to receive league announcements via email

☑ Report Score Reminder Email
    Check box if you are a coach and would like to receive a reminder email to report your game score with a link to the score
    reporting page at the conclusion of your scheduled game

☐ My Gyms Game Change Email
    As a coordinator, if you would like to receive emails when a game at one of your gyms is either added, removed, or changed, then
    check the box.

☑ My Org Teams Game Change Email
    As a coordinator, if you would like to receive emails when any away game involving one of your teams is either added, removed, or
    changed, then check the box.

☑ Tourney Score Updates (SMS Text)
    Check box if you would like to receive game score updates about teams in your tournament bracket via SMS text. When you check
    box, a pop-up will appear where you can choose which tournament brackets you want to receives updates about.

Organization Settings

This block will display three setting that are kept for each organization that is a league member.

- **Coach Roster Edit:** Organizations have the option to allow their coaches to add or edit roster entries for their team only. This option is set at the organization level, not on a team-by-team basis. The default value for a new organization is No.
- **Waiver Create Roster Entry**: To reduce workload, some organizations choose to allow the liability waiver process to create roster entries for their organization. What this means is that when a parent fills out a liability waiver, they also choose the team their child will be playing on for the upcoming season, and a roster entry on that team will be created for their child. This solves two problems by automatically matching the waiver to the roster entry, and the coordinator no longer needs to give the league roster information. The default value is No.
- **Match Waiver Roster**: This setting works in conjunction with the previous setting. If an organization does not choose to have roster entries created by waiver submissions, then the match waiver to roster process must be enabled. The default value for this setting is Yes.

Organization Settings

Please email the league if you wish to change any of these settings. Some organizations allow their coaches the ability to edit roster information, the default is No. In regards to Liability Waivers, to reduce the amount of work it takes to load roster information onto the web site, an organization can opt for the submission of a liability waiver to create a roster entry. The alternative is for the web site to match the waiver entry to the roster entry (roster must be added separately by the coordinator).

Coach Roster Edit?: **N**

Match Waiver->Roster?: **N**

Waiver Create Roster Entry?: **Y**