

Morris County Soccer Association

Adding Coaches

Ready to start adding coaches to their teams? Follow these simple steps:

Registering Your Coaches

1. Select the **2014 Season Registration** folder so it is highlighted yellow.
2. Go to the menu **Registration > Coach > Add**.
3. Create a new account for your coach.
The fields in bold are required. However, if you do not have access to that information at the moment simply add place holder information.
4. Select a team name from the drop down list **Choose Registration Category** that appears to the right of the coach's name.
5. Click the **Register** button.
6. Notice that there is a warning symbol next to the coach's listing in this second section. This means there is information missing from the registration form, for example, you will need to enter their email address.
7. Click the **Update** button to edit the registration form.
8. Fill in the required information for your coach and choose **Done** at the bottom of the screen.
9. Click **Finish** when you are done adding this coach.

***Helpful Tip:** If the coach is on more than one team, choose another team name from the drop down menu above and click **Register** once again.*

It is recommended that you register all coaches while you are on this step of the process before continuing on.

Assigning Coaches to a Team

10. Expand your age and gender folders until you see your teams listed below.
11. Select the name of a team so it is highlighted yellow.
12. Click the red **Assign Coach** button above the folder tree and slightly to the right.
13. Select a coach name so it is highlighted in orange and drag the listing to the empty left box.

Helpful Tip: You must have one coach on the team with the “Pri” box checked, indicating that this coach is the “Primary Contact” for the team and will receive all instant notifications from the League regarding game changes and cancelations.

All team admins must have an assigned role. However, these roles can be customized to fit your club’s needs.

14. Click **Save Assignments** when you are done. Now you will see a coach listed below the team information.

Register Coach

Registering Coaches

Step 1 - Select Coach/Volunteer to Register

Member Name	Role	Birth Date	Gender	Choose Registration Category
John Smith	Parent/Guardian 1	04/03/1986	M	--- Choose A Category ---

Register

I need to add a new family member

Step 2 - Review/Edit PENDING Registration Forms

Participant Name	Birth Date	Gender	Category	Status	Action
John Smith	04/03/1986	M	U-10 Boys Team 1	⚠	Update Delete

Communication

Send coach confirmation email

Previous Family Registrations

Participant Name	Birth Date	Gender	Category
John Smith	04/03/1986	M	U-10 Boys Team 3
John Smith	04/03/1986	M	U-10 Boys Team 2

Back Finish

Assign Coach

Assigning Coaches to Teams

Assign Coaches to Team 1

Drag coaches between lists with the mouse. You can select multiple coaches by holding the Ctrl key.

Select a team to roster coaches: Team 1

Legend

- Coach has children participating in this category
- This coach already has a team assignment

Choose sorting criteria:

--- Choose Primary Sort --- Sort

--- Choose Secondary Sort --- Clear Sorts

Assigned Coaches			Available Coaches			
Pri	Type	Name	Coach Name	RMA	Primary Sort	Secondary Sort
<input checked="" type="checkbox"/>	Head Coach	Johnson, Jack	Johnson, Jack	N/A		

Save Assignments Cancel

For your convenience, you can access an instructional video [HERE](#) to help demonstrate the process outlined above.

If you have questions about this process please contact Crystal Goldammer with Bonzi at **866-726-4131 ext 203** or by emailing support@gobonzi.com.