



## Guide for Coaches – All Coaches must have a household account

1. Visit your recreation department's MyRec website.
2. If you have an account, click on Account Login to the right of your screen or from the drop down if you are using a cell phone. If you do not have an account yet, click Create Account.
3. Complete the required information and create or access your account.
4. Once your account is opened, the office will assign you as a coach for your program (ex. Yoga) or team (ex. Varsity Baseball). You may need to get in touch with department staff.
5. Once your account has been assigned to a program/team you can access your coach info by choosing the **Rosters icon** in the center of the My Account page.
6. It is important to use your own member login information. Logging in using the username and password of another person in the account will not allow you to access the Roster icon.



Account Overview



By clicking on the rosters link you will be brought to a page that shows all of the activities/team sports that you are coaching:

- Overview
  - Contact Us
  - Calendar
  - Register
  - Rosters
  - Team Info
  - Maintenance
  - Reserve
  - Notifications
  - Log Out
- [Account](#) [Finance](#) [Members](#) [Balances](#) [Registrations](#) [Memberships](#) [Reservations](#) [Products](#) [Cart](#)

### Rosters for Coaches & Instructors (🚩 Guide)



#### Baseball - Tiny Tykes T-Ball

04/04/2020 - 08/29/2020

All Players

- View Roster
- View Digital Sign In/Out Sheet
- View Custom Disclaimers
- View Dynamic Forms
- View Custom Forms
- Export Roster
- View Attendance Sheet
- View Sign In/Out Sheet
- Email Roster
- Text Message Roster
- Email Coaches
- Manage Teams and Team Rosters
- Add/Edit Scores



You may have access to:

- **View Roster:** Provides all player information with filtering abilities across the top of the page. It is ideal for carrying to games along with Emergency Cards.
- **View Digital Sign In/Out Sheet:** This is an online sign in/out sheet. It can be used to record when attendees arrived/left. It also can be used to view past attendance sheets.
- **View Custom Disclaimers:** Displays players signed custom disclaimers if applicable.
- **View Dynamic/Custom Forms:** Displays players dynamic/custom form answers.
- **Export Roster:** Allows you to export the active/wait list roster
- **View Attendance Sheet:** Displays basic information along with multiple attendance boxes. For use at evaluations as well as tracking practice attendance.
- **View Sign In/Out Sheet:** Displays basic information and offers sign-in / sign-out boxes. It can be used for parents that are taking their kids home after games.
- **Email Roster:** Displays a list of player email addresses to be copied into your favorite email service. For best results, send the same email to a few players at a time. For email privacy, place your own email address in the To field and the player addresses in the "BCC" field.
- **Text Message Roster:** Displays a list of player text message addresses to be copied into your favorite email service. Keep your message to less than 160 characters. Important: Place your email address in the "To" field and the player addresses in the "BCC" field. If you do not see this field, ask for assistance. Keep your text content under 160 characters.
- **Manage Teams and Team Rosters:** Allows the head coach of a sport to create teams (Varsity, JV etc.) then assign coaches and student athletes to those specific teams.



- i. To Create Team: In the center of the screen click on “Add New Team/Group” then give the team a name and hit submit.
  - ii. To Assign Coach to Team: Click on ”Coaches/Instructor” link under the team to be assigned. On the right click on “Add Coach/Instructor” and check the box of the coach to be assigned and hit submit (Note: if the coach does not appear then the coach has not been assigned as a coach by the athletic director).
  - iii. To Assign Students Athletes to Teams: Click on “Members” under the team to be assigned. Check the boxes of the students being assigned that team and click submit. You can assign the same student to two teams if applicable.
- **Add/Edit Scores:** Allows you to add team scores by clicking “Add New Team Scores” and selecting the game date, teams, scores, and notes if applicable.

## Notes

1. If the Rosters link is not appearing in your household, you have not been assigned to your activity or team.
2. Activity coaches have access to all the players who have signed up for that program.
3. If there are teams, such as Varsity and JV, the roster will be set and the coaches assigned in the office or by the program coach. Assigned coaches will then be able to see the information for their teams.
4. Team coaches will not be able to view a roster until the teams are established and entered into the system by the office or the program coach.
5. Actual capabilities available within your Rosters area may vary. For example, only program coaches may have access to manage teams and team rosters.