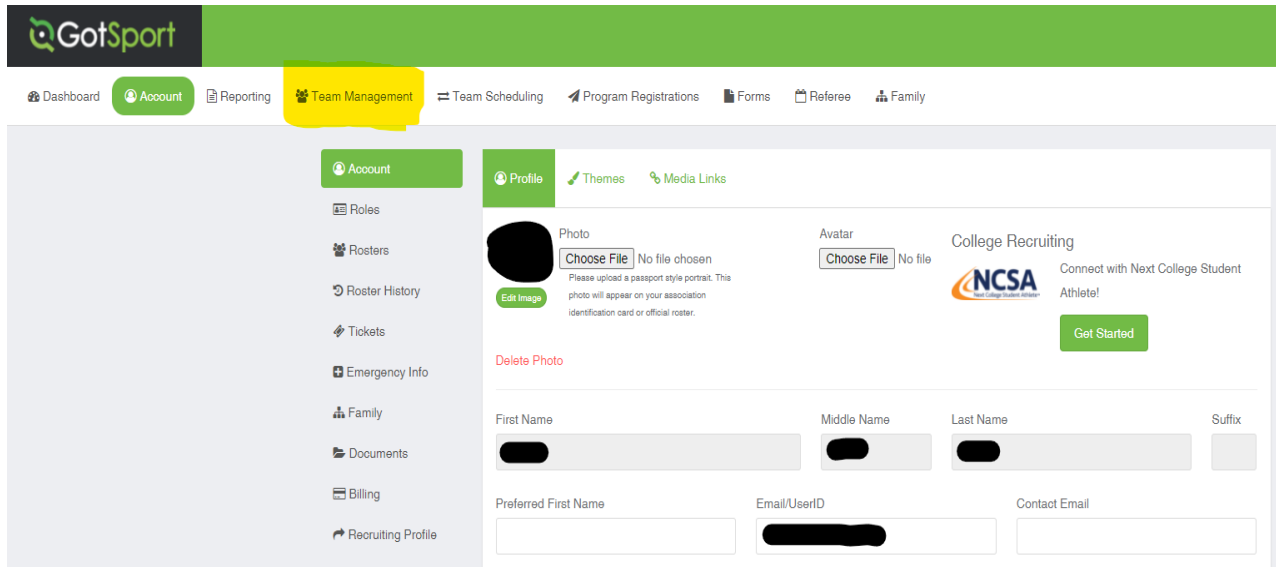
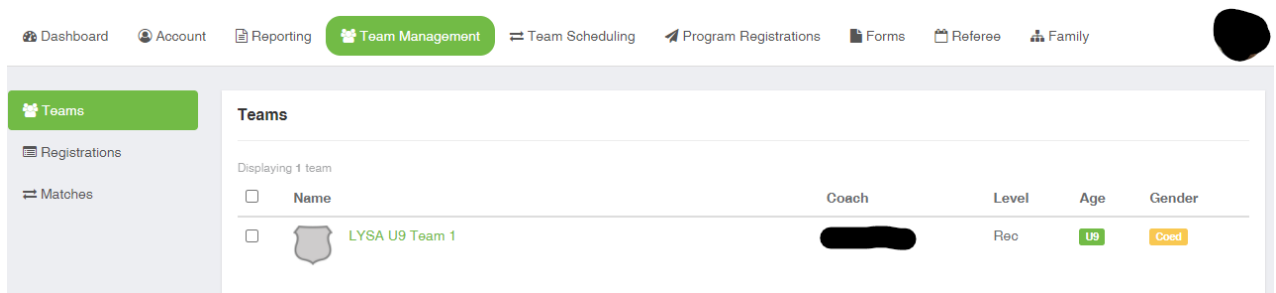


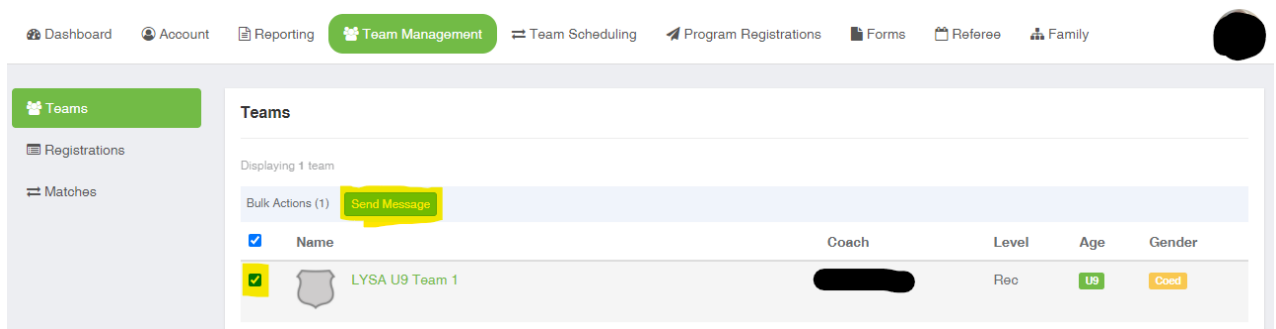
Step 1 – Login to your personal account and look for TEAM MANAGEMENT at the top. Click here to see all teams you are involved with as a coach or assistant coach.



Step 2 – Once on the Team Management tab you will see your teams. To send an email, click the box next to the team you need to contact.



Step 3 – Once you select the box, you will see an option to 'Send Message,' so you will want to select that button. IT HAS BEEN NOTED THAT NOT EVERY COACH IS ABLE TO SEND EMAILS THIS WAY, PLEASE CHECK STEP 5 FOR ALTERNATE OPTION.



Step 4 – A form will pop up. Make sure to fill in the highlighted sections. Your email should auto-populate, but always double check. Unless you need to send an email only to your assistant coach, we advise leaving the Roles boxes unchecked so your communications will reach everyone on the team.

New Message ✕

Roles

Player
 Coach
 Manager

Selecting none will send to all roles.

Subject

Reply To

your@email.com

From Name (Only enter name, will not send if you enter an email address)

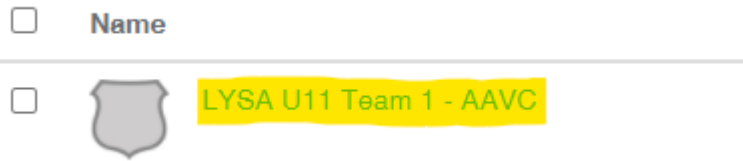
Your Name

Additional Email

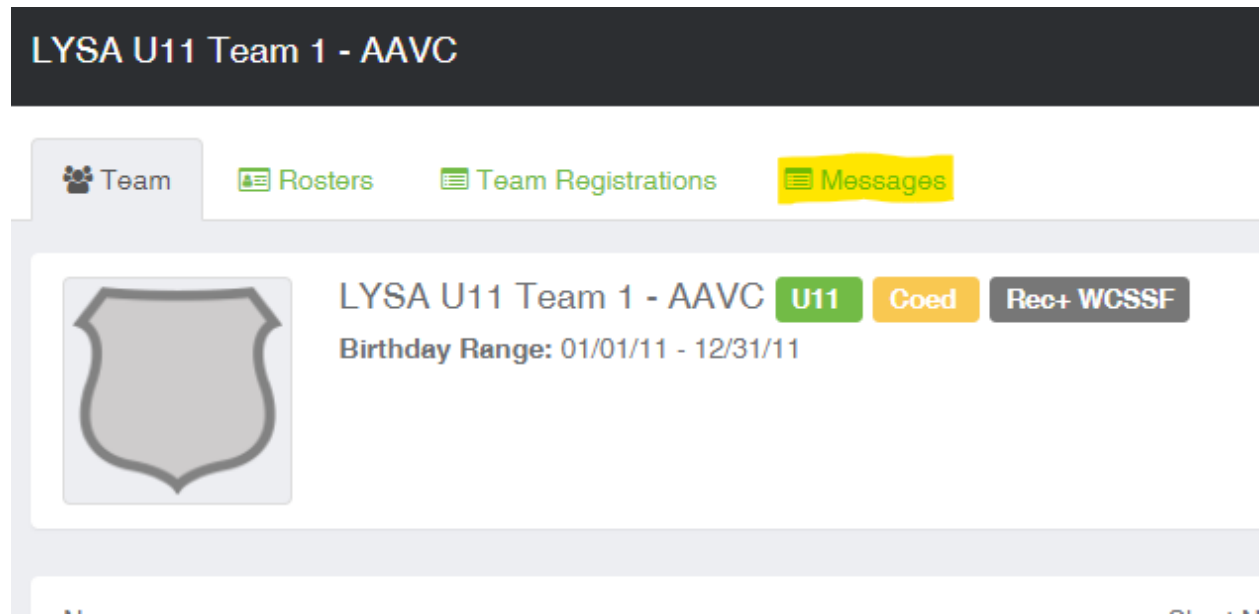
Message ⓘ Available Variables

Send

Step 5 – If you get the red/circle unable to hit send using the previous steps, you must instead click on your team’s name.



Step 6 – That will open the entire team account, where you can see your Rosters and Messages tabs, click Messages



Step 7 – Once in Messages, you will need to select the 2021-2022 Youth Player Registration “Event” and hit Search. You should then see the same general layout as Step 4 and can send your message from there.

