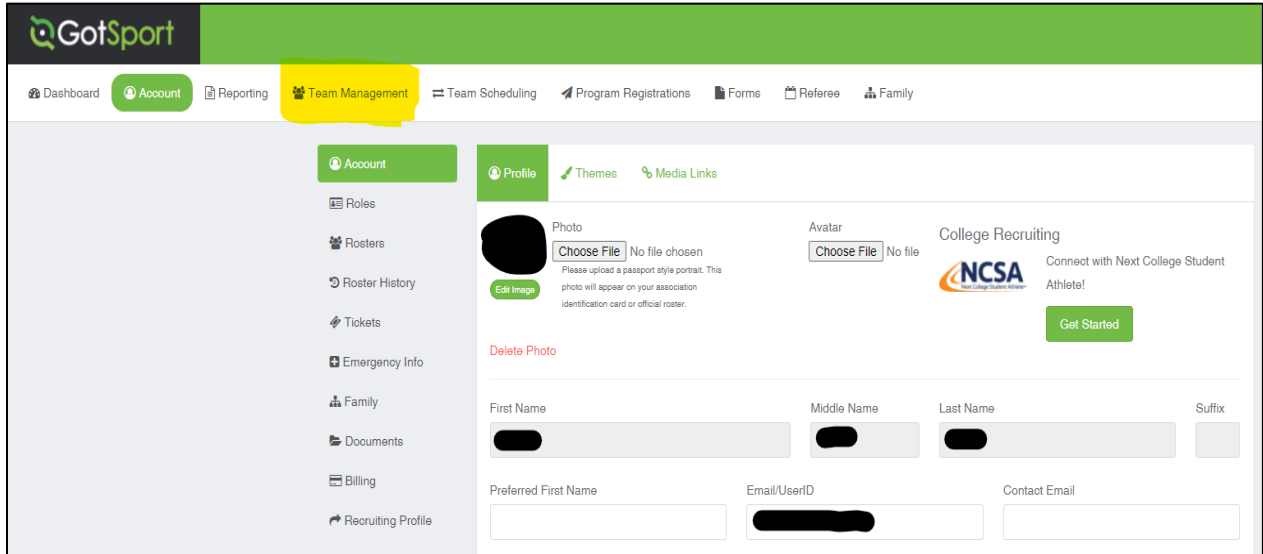
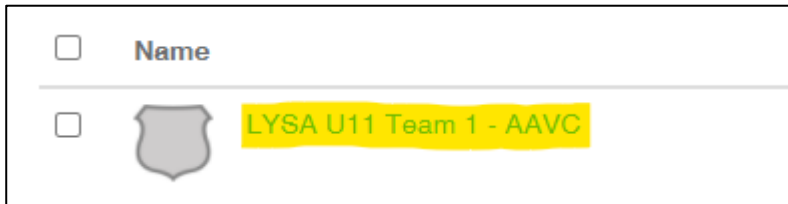


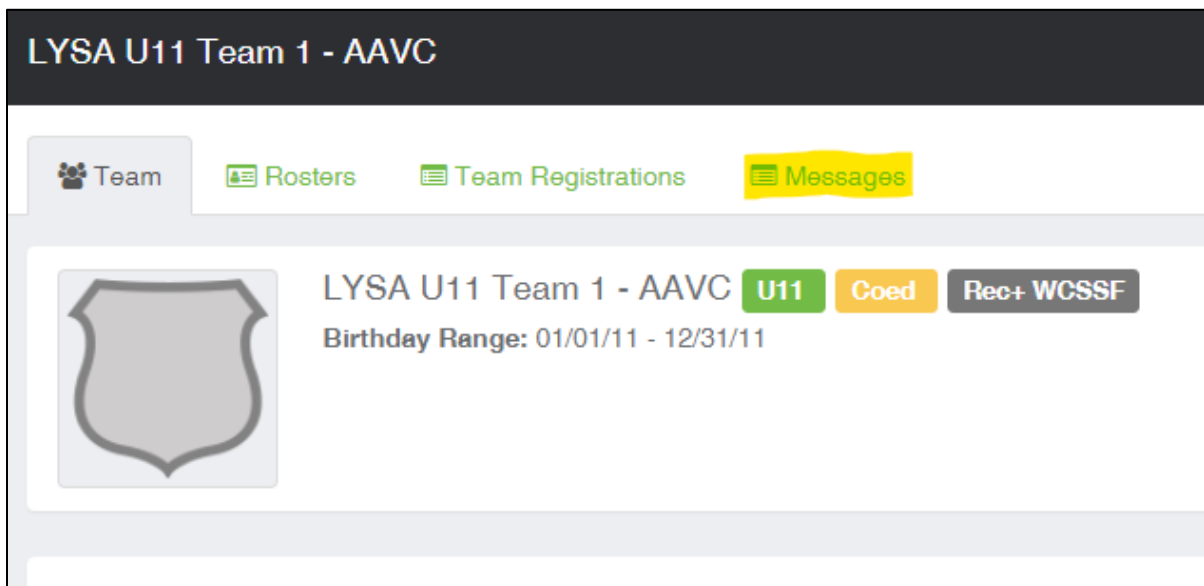
Step 1 – Login to your personal account and look for **TEAM MANAGEMENT** at the top. Click here to see all teams you are involved with as a coach or assistant coach.



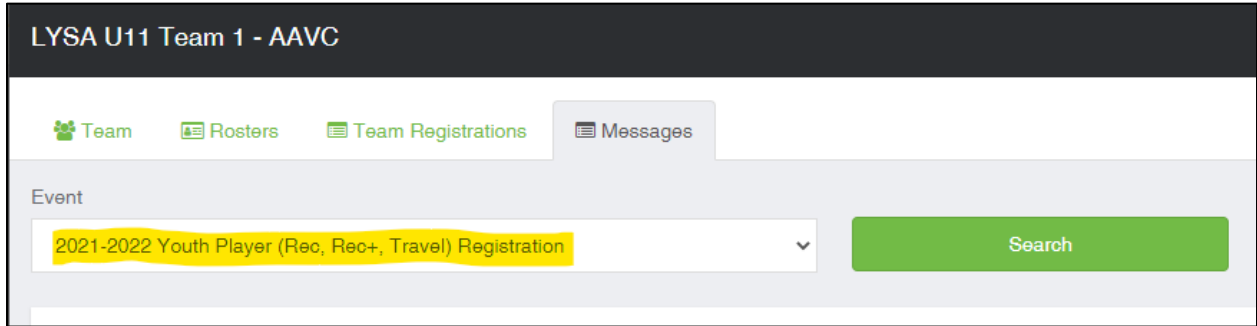
Step 2 – Once on the Team Management tab you will see your teams. Click on your team's name to open the team account information.



Step 3 – On the team account page you can see your Rosters and Messages tabs, click Messages.



Step 4 – Once in Messages, you will need to select the 2021-2022 (or most recent year) Youth Player Registration “Event” and hit Search.



LYSA U11 Team 1 - AAVC

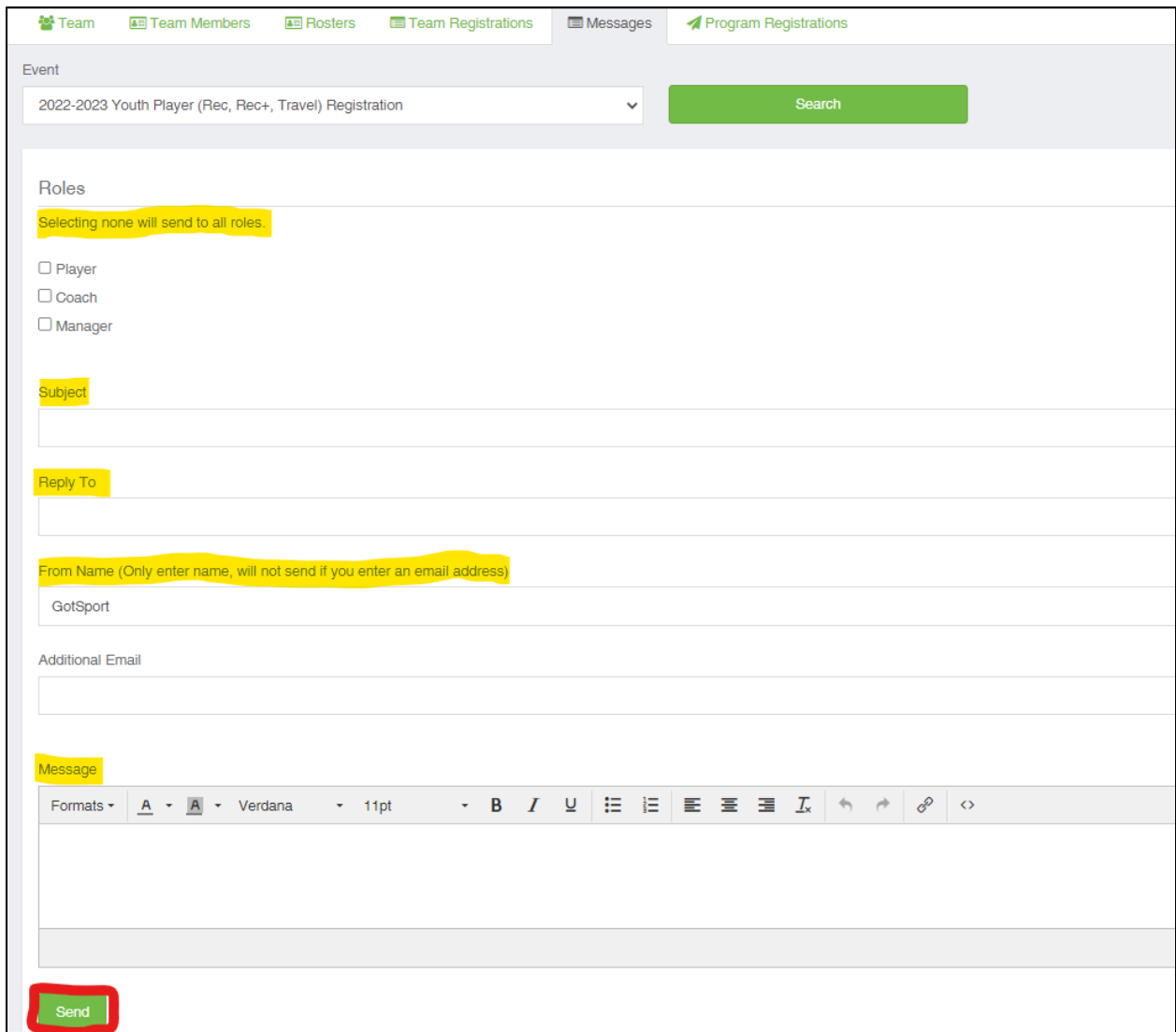
Team Rosters Team Registrations Messages

Event

2021-2022 Youth Player (Rec, Rec+, Travel) Registration

Search

Step 5 – Make sure to read the prompts and change anything you want to change, type your message, and hit send. Leave “Roles” blank to send to everyone. Please change the “From” to your name and/or team name, but DO NOT input your email on that line or it will not send.



Team Team Members Rosters Team Registrations Messages Program Registrations

Event

2022-2023 Youth Player (Rec, Rec+, Travel) Registration

Search

Roles

Selecting none will send to all roles.

Player
 Coach
 Manager

Subject

Reply To

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

GotSport

Additional Email

Message

Formats A Verdana 11pt B I U

Send