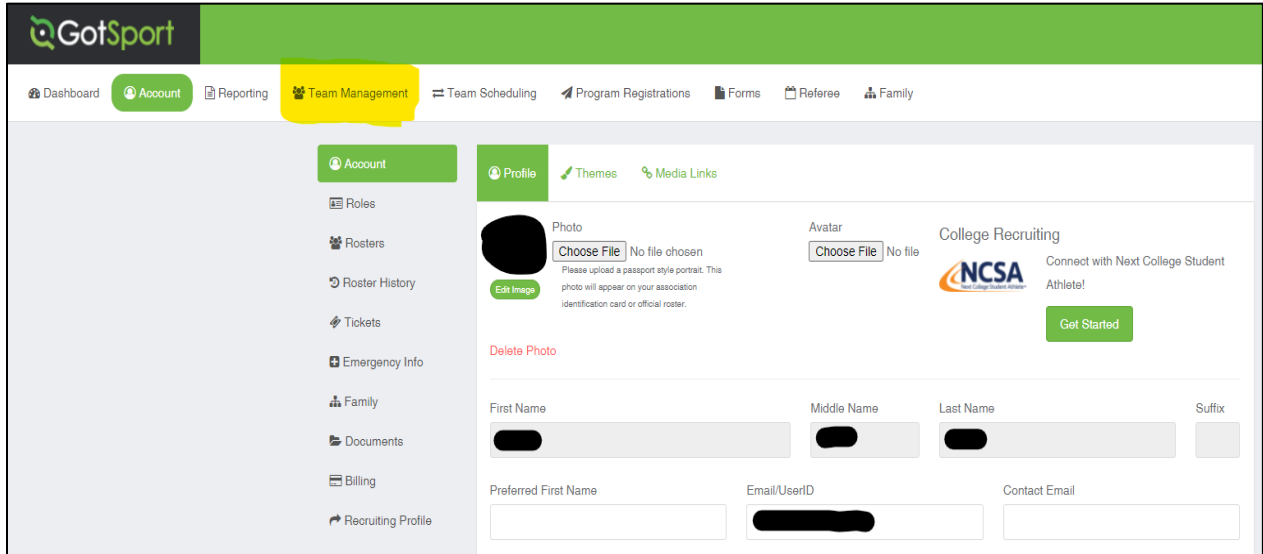
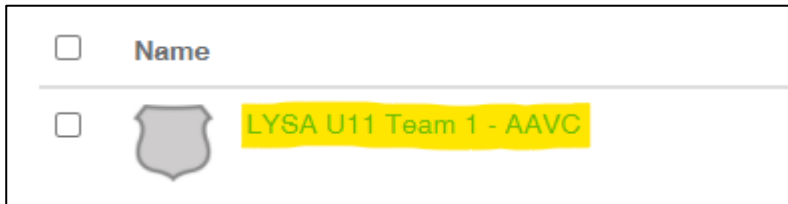


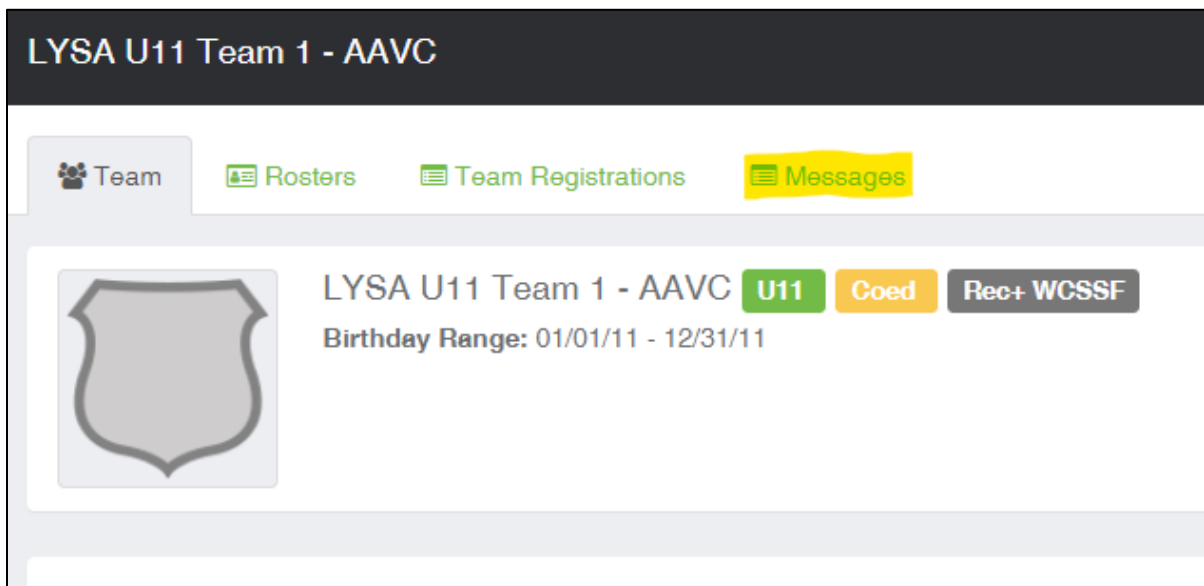
**Step 1 – Login to your personal/coach account and look for TEAM MANAGEMENT at the top. Click here to see all teams you are involved with as a coach or assistant coach.**



**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 “LYSA Spring/Autumn Year” Event and hit Search.**

The screenshot shows the top navigation bar with tabs for Team, Team Members, Rosters, Team Registrations, Messages, and Program Registrations. Below this is the 'Event' section with a dropdown menu. The dropdown is open, showing '25/26' and 'LYSA Spring 2026' (which is highlighted in blue). To the right of the dropdown is a green 'Search' button. Below the dropdown, there is a red text prompt: 'Please Select an Event'.

**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.**

The screenshot shows the message composition form. At the top, the 'Event' dropdown is set to '2022-2023 Youth Player (Rec, Rec+, Travel) Registration' and the 'Search' button is visible. Below this is the 'Roles' section with a yellow highlight: 'Selecting none will send to all roles.' There are three checkboxes: 'Player', 'Coach', and 'Manager', all of which are unchecked. Below the roles are three text input fields: 'Subject', 'Reply To', and 'From Name (Only enter name, will not send if you enter an email address)'. The 'From Name' field contains the text 'GotSport'. Below these is an 'Additional Email' field. At the bottom is a 'Message' section with a rich text editor toolbar showing options for font face (Verdana), size (11pt), bold, italic, underline, list, link, and other formatting options. A green 'Send' button is located at the bottom left of the form, highlighted with a red box.