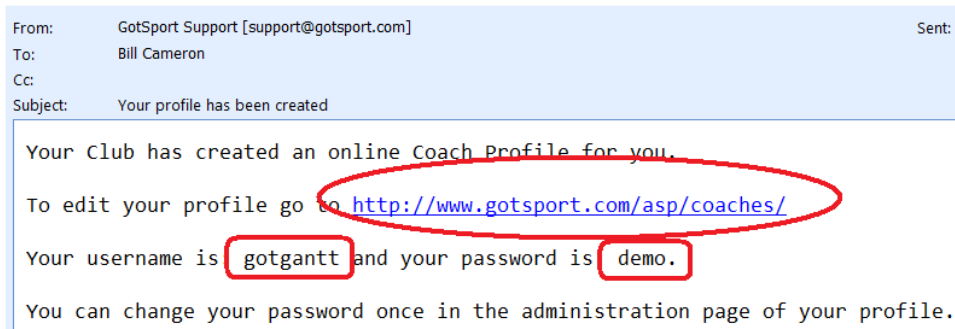




## Emailing Coaches or Team Officials

As mentioned above, an email is sent to a coach or team official when a profile is created. The email will look like this:

### Screen Shot 15



- j. The coach login link is provided
  - k. The User Name is provided
  - l. The password is provided
5. You can also send a reminder email to all coaches or team officials:
- a. Click on **Coach** or **Team Official** (see Screen Shot 4) on the dark blue menu bar
  - b. If you have more than 25 coaches, change the Page Size to "**Infinite**" (circled in red below) and press "Apply Filters" (circled in green below)

Screen Shot 16

Manage Coaches Risk Management Enforced: **GotSoccer (ND)** Report Expiration: **6/30/2007**

[Create Coach Profile](#)
[Export Coaches \(CSV\)](#)
[Export Assistant Coaches \(CSV\)](#)
[Export Coaches](#)

**Search Filters**

Page Size: **Infinite**
 Photos: **No**
 Teams Column: **No**
 Status: **All**

Enroll Coaches in a Program

Items 1 - 25 of 26

- c. The top left column of the coaches table will say **“Select”**. By clicking Select the system will place a check box next to every coach. You may omit one or more coaches from the email by de-selecting, un-clicking, the check box. In this example, we have de-selected Gavin Thomas and he will not get an email.

Screen Shot 17

Enroll Coaches in a Program

Items 1 - 25 of 26

Pages: **1** 2

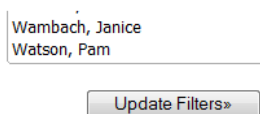
Select	ID#	Last Name	First Name
<input checked="" type="checkbox"/>	<a href="#">002COACHCAMERONBHJKL</a>	Cameron	Willaim
<input type="checkbox"/>	<a href="#">002COACHTHOMASGHJKL</a>	Thomas	Gavin
<input checked="" type="checkbox"/>	<a href="#">002COACHDASLERFHJKL</a>	Dasler	Frank
<input checked="" type="checkbox"/>	<a href="#">002COACHDOOLITTLENHJKL</a>	Doolittle	Nadia
<input checked="" type="checkbox"/>	<a href="#">002COACHSUTHERLANDBHJKL</a>	Sutherland	Blair
<input checked="" type="checkbox"/>	<a href="#">002COACHTHORNTONBHJKL</a>	Thornton	Billy
<input checked="" type="checkbox"/>	<a href="#">002COACHDOEJHJKL</a>	Francis	Will

- d. Click on **“Email Selected Coaches”**, circled in green above.



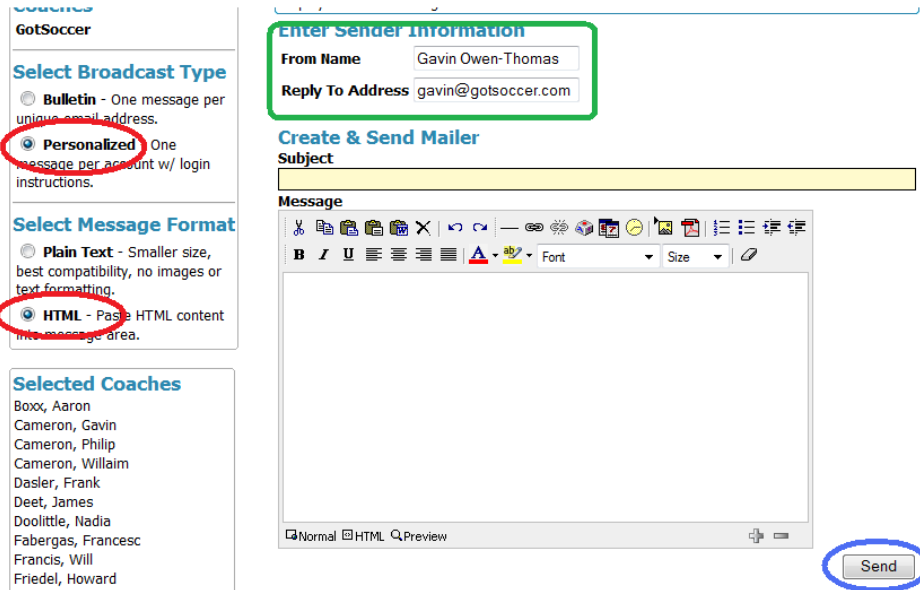
- e. The next screen is the basic email page for all our modules. There are a few minor additions or subtraction for players versus coaches, but the logic is the same.
  - i. Decide if you want to send a Bulletin or personalized email. The personalized includes the user name and password.
  - ii. Decide if you want o send a plain text or HTML email, see the red circles below. HTML allows you to do things like bold, underline, insert links, images, ... Plain text is as described.
  - iii. Scroll down below the Selected Coaches list and click the **“Update Filters”** button.

#### Screen Shot 18



- f. Choose a Sender and reply email address. It can be different for different mailings, see the green circle.

Screen Shot 19



- g. Type a subject for the email and type or copy the email message body.
- h. If you are using HTML you can see a preview of the email, look at the bottom of the message box. We suggest using HTML and the following language and steps. Copy and paste the following text, you may of course edit it and please make sure the state info, OKSA or ASSA, in the first paragraph is correct.

### Coach, Club, and Team Officials

An online volunteer profile has been created for you. This profile will be used to complete your volunteer registration, so that you may be approved to participate in the Oklahoma Soccer Association programs. We need your assistance to properly and securely complete your volunteer Risk Management requirements for this year.

This information must be completed and submitted BEFORE you may participate in ANY activities as a club volunteer or be placed on a team roster in accordance with OSA's Risk Management Guidelines. A login link and your login information can be found at the bottom of this email. You will need to log into your



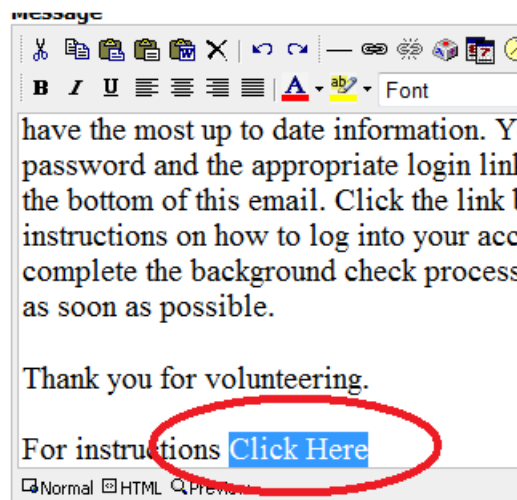
profile and click the "Background Checks" link on the gray menu bar. Click on the "Submit New Report" and fill in all fields, including your social security number. Once you have completed the form, read the authorization waiver and click "I Agree" and "Submit" to send your information securely to OSA.

Your ability to respond to this message promptly will determine how quickly we can complete the process of making you eligible to volunteer. We thank you for volunteering with the Oklahoma Soccer Association.

For detailed instructions Click Here

- i. Next Highlight "**Click Here**" in the message box. This is the last line of the text you just pasted.

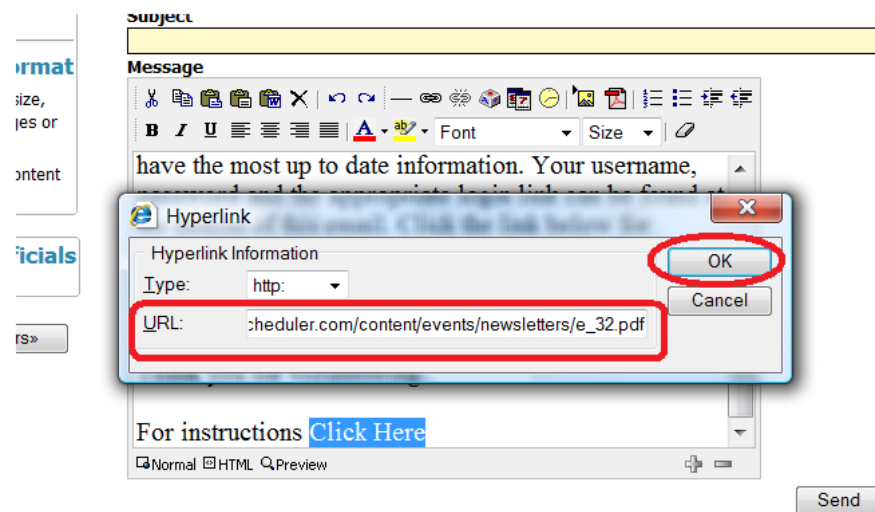
Screen Shot 20



- j. Hold down the Ctrl key (the control key) on your keyboard and press the letter "K", remember you're still pressing the control key while pressing "k". It's sort of like typing a capital letter. A Hyperlink box will appear.
- k. Copy the following link into the Hyperlink box

[http://www.soccerscheduler.com/content/events/newsletters/e\\_32.pdf](http://www.soccerscheduler.com/content/events/newsletters/e_32.pdf)

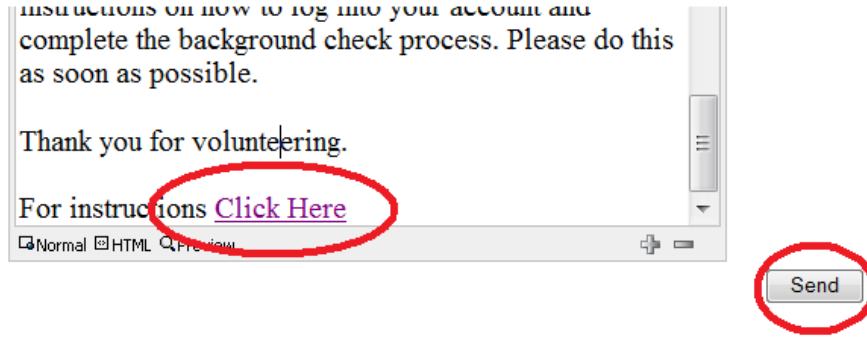
Screen Shot 21



- l. Press **OK**
- m. The words Click here will appear in a different color and will be underlined. This is now a hyperlink. The URL you copied contains a PDF file with instructions to the coach or manager on how to complete their risk management process.

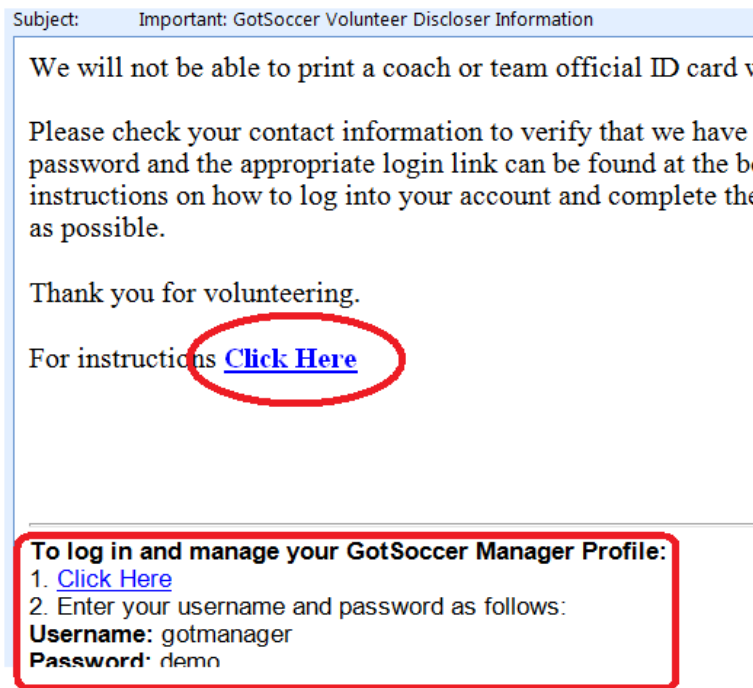


Screen Shot 22



- n. Click **Send**, below and to the right of the message box, circled in blue below.
- o. The email will look something like this:

Screen Shot 23





- p. The first **Click Here** will bring up instructions. The second **Click Here** will bring them to the login page. Their username and password are listed, see above.

Once a coach is approved, their name will appear in the drop down box when creating teams, see creating teams. You can assign one coach to multiple teams.

If the coach has other functions such as board member, team manager, ... the state can approval all accounts so long as the person's name, address and birthday are all identical in each separate account.