

# Coaches Cheat Sheet for Getting Started on Your Team Pages

## First things First

1. You must have an NGIN account AND be a member of the Web Site your team page is in. I.e. Tri County Your NGIN account stays with you through ALL NGIN sites and ALL NGIN sports but you **STILL** need to be a member to each site AND still be assigned to your individual team page. If you don't see this edit button on your team page follow these directions.



1. If you coached last year at any level in Tri County and had an NGIN account you are all ready set up. You do NOT need a new account for each team.
2. If you are a new coach/user you need to create an account. In the upper left corner you will see a tab "create an account" Click on it and follow the directions by entering your information. **\*\*You will need to go through an activation email that is sent to you after initiating account.\*\*** It's for your protection set up by NGIN.
3. OR if you have an existing NGIN account through any other sport including other fastpitch leagues a welcome box will appear in the upper left corner and say "welcome \_\_\_\_\_" "link your existing NGIN account to Tri County? Click on Become a Member" It's that simple.

In ALL three scenarios I need an email saying you are set up. Email to [tbye@USAsoftballmn.org](mailto:tbye@USAsoftballmn.org)

Name i.e. Tom Bye, MVSA Mustangs, 14UBII

Association

Team Name

Age & Level of Coaching

With over 600 teams to assign the more information you provide me the quicker you have access to your team page.



### Coaches Corner

*Be sure to check for the latest information*

**EVERYTHING you NEED for your team pages is found HERE.**

2. ALL questions and directions are answered on the Coaches Corner Page.

3. Enter your coaches and/or team managers contact information. This is one of the most important pieces of information you need on your team page.

4. Enter your field location and link. There are 100 metro associations and each have multiple fields. How do teams know where to play? It takes 5 minutes for the entire season.

Enter First Name \*Last Name  
COACH  
Phone: add number  
 Click to Email Enter First Name  
Add Page Element

Team 1: MVSA Mustangs Home  
Team 2: Roseville Black  
*Teams cannot be changed after a game*  
\* Game Time: 05/02/2013 6:00 pm (US/Cer  
Game Status: Scheduled  
Location:  
Location URL: http://  
Standings Options: Affects standings

**If you follow these 4 steps BEFORE the season starts you will have a smooth Summer!**