

How do I assign permissions to my coaches?

If another captain or coach needs to access your team to assist with rostering or scheduling, you'll need to grant them permissions to do so. 1/22/2018

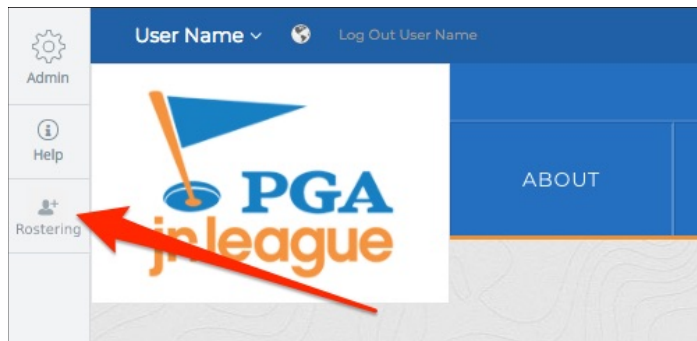


- **Step 1: Login to your SportsEngine account**

- » Navigate to www.pgajrleague.com
- » In the top right corner of your screen, click the 'Login' button

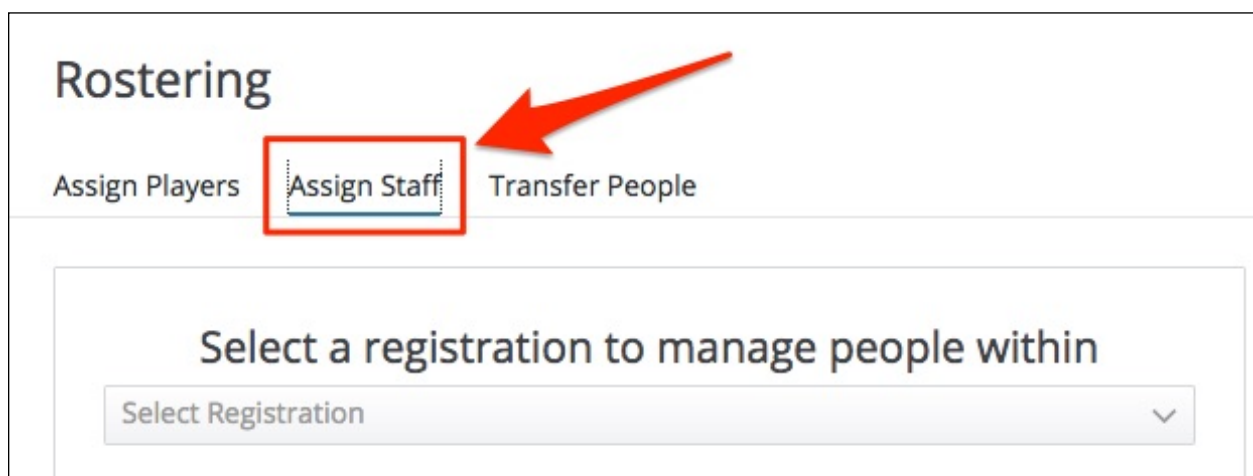


- **Step 2: Click on the 'Rostering' button in the left menu**



- **Step 3: Click the 'Assign Staff' tab**

- » This ensures coaches are being assigned to your team as a staff member



- **Step 4: Choose the current coach registration session**
 - » From the drop down menu, choose the current coach registration

Rostering

Assign Players Assign Staff Transfer People

Select a registration to manage people within

Select Registration

- 2018 Coach Registration
- 2018 Player Registration

Teams FILTER

Current Filters			
NAME	PLAYERS	STAFF	DIVISION
Golden Valley Country Club 2017	11	0	Edina
Minneapolis Golf Club 2017	9	0	Edina
Minnehaha Country Club 2017	0	0	SiouxF

- **Step 5: Ensure the correct coaches and facilities are appearing**
 - » Coaches will automatically appear in the 'People' portion of rostering when they complete the correct coach registration
 - » You will only be able to see coaches that have gone through your specific coach registration
 - » Additionally, you will only see facilities that you registered as a captain with

Rostering

Assign Players Assign Staff Transfer People

People FILTER

Current Filters				
NAME	AGE	TEAMS	GENDER	...
<input type="checkbox"/> Alexander, Emily	22	--	--	
<input type="checkbox"/> Ely, Alexander	29	--	--	

Coaches that registered to your facility

Teams FILTER

Current Filters			
NAME	PLAYERS	STAFF	DIVISION
Golden Valley Country Club 2017	11	0	Edina
Minneapolis Golf Club 2017	9	0	Edina
Minnehaha Country Club 2017	0	0	SiouxF

Facilities that you registered

- **Step 6: Roster the coaches onto the correct teams**

- » Simply click on the name of the person(s) you want to add to the team, drag their name over to the team name, and release. They will automatically be rostered onto the team

The screenshot shows the 'Rostering' interface with two main panels: 'People (2 Results)' and 'Teams (3 Results)'. In the 'People' panel, 'Alexander, Emily' is highlighted with a red box. In the 'Teams' panel, 'Golden Valley Country Club' is selected, and 'Emily Alexander' is being dragged from the 'People' panel to the 'Assign 1 staff to this team' button. A red arrow points from the 'Alexander, Emily' row to the 'Assign 1 staff to this team' button. Another red arrow points from the 'Assign 1 staff to this team' button to the 'Emily Alexander' name in the team's staff list.

- **Step 7: Select the level of access you want the coach to have**

- » You will be prompted with a screen to choose their level of access
- » Select the users level and choose 'Assign'

The screenshot shows a dialog box titled 'Select Staff Role'. The text inside reads: 'You are assigning Coach _ as a staff member to Boston Celtics. Please select which role you would like to assign them as:'. There are three radio button options: 'Captain', 'Coach', and 'General Staff'. The 'Coach' option is selected and highlighted with a red box. A red arrow points from the 'Coach' option to the 'ASSIGN' button at the bottom right of the dialog. The 'ASSIGN' button is also highlighted with a red box. The 'CANCEL' button is visible to the left of the 'ASSIGN' button.