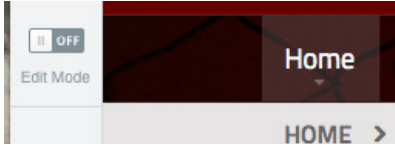


# Coaches Cheat Sheet for Getting Started on Your Team Pages

## First things First

1. You must have an NGIN account AND be a member of the Web Site your team page is being hosted. i.e Tri County, Big West, Minnesota Softball. 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. This is a new look for NGIN.



1. If you coached last year at any level in any league and had an NGIN account you are all ready set up. You do NOT need a new account for each team. However, the Minnesota Softball and Big West site is new this year and you need to go to step 3.

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? (or whatever site you are on.) Click on "Become a Member" It's that simple.

In ALL three scenarios send an email saying you are set up. Email to [tbye@USAsoftballmn.org](mailto:tbye@USAsoftballmn.org) or [dan@josoftball.com](mailto:dan@josoftball.com)

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

Association

Team Name

Age & Level of Coaching

With over 750 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 125 metro associations and each have multiple fields. This is how teams know where to play. It takes 5 minutes for the entire season. It will save you phone calls and time.

A screenshot of a web form for editing team information. On the left, there is a yellow header with a 'Contact' button and a gear icon. Below it, there are input fields for 'ENTER FIRST NAME' and '\*Last Name'. A 'Coach' section has a 'Phone: add number' field. A 'Contact' icon is at the bottom. A vertical menu on the right contains 'Copy', 'Move', 'Edit' (circled in red), and 'Delete'. The main form area has a yellow background and contains: 'Team 1: White Bear Barger' with a 'Home' dropdown; 'Team 2: North St Paul Polars'; a note 'Teams cannot be changed after a game is created.'; 'Game Time: 09/20/2014 12:00 pm (US/Central)' with a 'Time TBD?' checkbox; 'Game Status: Final' dropdown; 'Location: Rice Creek Field # 2' (circled in red); 'Location URL: http:// www.tricountyleaguemn.com/mvsafields' (circled in red); and 'Standings Options: Affects league and division standings' dropdown.

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