Assistant Coach or Admins Registrations

Manager first has to login to his manager account. Select the team that assistant coach is being added to.



Once the team is selected, select the tab Manage my Coaches/Admins.



Under the Team Contacts page, the team manager will be listed and add new contact. Fill out the information under add new contact. Once the information is complete, select add new contact. The page will need to be refreshed in order for the coach to appear under the team contacts.

Once the assistant coach/admin is added to the team contacts list, the coach id will be next to the coaches name in parentheses.



**TEAM CONTACTS (BR BASEBALL - BATON ROUGE, LA)**

JUMP TO: Manage My Coaches/Admins

| Remove | Name | Title | Communication ❓ | Finance ❓ | Roster ❓ | Owner ❓ | Background Check |
|---|---|---|---|---|---|---|---|
| | Lane Pitre (7321179) | Manager ⌄ | ☑ | ☑ | ☑ | ☑ | 5917152 |
| ⊕ | Johnny Baseball (7654565) | Assistant Coach ⌄ | ☐ | ☐ | ☐ | ☐ | |

Any team contacts highlighted red are pending their background check and their permissions are on hold.

**ADD NEW CONTACT**

First Name
[ First Name ]

Last Name
[ Last Name ]

Email
[ Email ]

State
[ Select State ⌄ ]

County
[ Select County ⌄ ]

Type
[ Select Type ⌄ ]

**Give this Contact Permission to:**

| ❓ Communication | ❓ Finance | ❓ Roster | ❓ Owner |
|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ |

[ Add New Contact ]

The coach will have to go to the USSSA login Page. https://www.usssa.com/login
And select Forgot Username/Password. Enter email address and the coaches id and password will be emailed to that email address.



**LOGIN TO USSSA**

- 📇 Team Managers
- 👤 Adult Players
- 👥 Guardians
- ♟ Officials
- 🔑 Forgot Username/Password
- ➕ How to Create
- ➕ Create a Manager Account

Your Email Address:
[ usssaemail@email.com ]

[ Send Password ]

If you are trying to set-up a Guardian account, do not create a manager account. Guardian accounts cannot be created on this page.

Once the email is received, login to the team manager tab

**LOGIN TO USSSA**

Team Managers
Adult Players
Guardians
Officials
Forgot Username/Password
How to Create
Create a Manager Account

Manager ID
Enter Manager ID

Password
Enter Password

Login

If you are trying to set-up a Guardian account, do not create a manager account. Guardian accounts cannot be created on this page.

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***Background Check: Beginning August 2020, every coach associated with your team is required to have a background check.***

Step 1: Request Background Check. Requested date will show up here.

> An email will be sent to your email on file with instructions on how to complete the background check. New teams cannot be created until the background check has been completed and approved. Please check your managers account throughout the next few days to see if approval has been processed.

Step 2: JDP Background Check Application. Quick app completion date will show here.

> Step 3: JDP Processes Your Background Check. The typical background check takes 2-5 days to process.