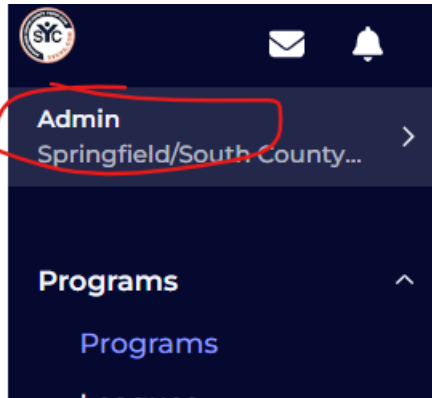


Adding Volunteers to your program from “Volunteer” player registration.

PlayMetrics does not provide a path for volunteers to register outside of a player registration. If a person is not a parent or a parent doesn't register as a volunteer during their player registration, then they must register as a volunteer in our “Volunteer” program to fill out the questions and agree to our waivers and policies. When they register, they're registering as a player and are not in your program as a volunteer until you do the following...

Login: <https://playmetrics.com/login>

Be sure you're in your Admin role, by looking at the top left-hand corner of the page:



VIEW RESPONSES

Under Programs, click “Volunteers”

VOLUNTEERS

[Registration Link](#) [More Actions](#) [Edit Program](#)

[Program Details](#) [Team Assignments](#) [Waitlist](#)

View By
Program Wide

Total Fees Free	Active Subscriptions 20	Program Status Published — on Jun 9, 2024 Registration is: Scheduled <input checked="" type="checkbox"/> Waitlist is: Closed <input type="checkbox"/> Feature Program: No <input type="checkbox"/>
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Subscriptions

Search [Filter](#)

Sport	Player Name	Age	Gender	Billing Account	Sign Up Date	Status
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Click “View” for the volunteer your adding to your program.

In a separate window or tab...

CREATE NEW COACHING REQUEST

Adding Volunteers to your program from “Volunteer” player registration.

Click on Leagues on the left:

The screenshot shows a dark blue sidebar on the left with a menu. The 'Leagues' item is circled in orange. The main content area on the right shows the 'Leagues' page with tabs for 'Current' and 'Archived'. Below the tabs is a table with columns for League Name, Type, and Sanctioning Body.

League Name	Type	Sanctioning Body
Basketball (Recreational) Summer 2024	In-House	SYC
Cheer (All-Stars) Annual 2024/25	Travel	SYC
Cheer (Recreational) Fall 2024	In-House	SYC
Cross Country Fall 2024	In-House	SYC
Flag Football Fall 2024	In-House	SYC

Select your program.

Click Coaching Requests, then click “Create Coach Request”

The screenshot shows the 'BASKETBALL (RECREATIONAL) | SUMMER 2024' page. The 'Coaching Requests' tab is circled in orange. The 'Create Coach Request' button is also circled in orange. Below the tabs, there is a search bar and a filter icon. A notification bar at the bottom states '1 user has not confirmed their email address.' with a 'Re-send Invitations...' button.

Add the volunteer’s email found in the “Volunteer” registration response in your other window. Fill in the response based on the responses the volunteer gave in the Volunteer registration. Only select a player in the list if the coach is coaching that player.

Coaching Interest

Select the roles the coach is interested in coaching. With each selection, indicate the preferred players to assign for that role.

[Select Players](#)

The screenshot shows a form with a toggle for 'Head Coach' and a table of players. The table has columns for Player Name, Gender, Age, Team Assignment, and Status. There are three rows of players, each with a checkbox in the Status column.

	Player Name	Gender	Age	Team Assignment	Status
<input type="checkbox"/>	Jane Adult	Female			
<input type="checkbox"/>	Child Player1	Male			
<input type="checkbox"/>	Jessie Tester	Female			