

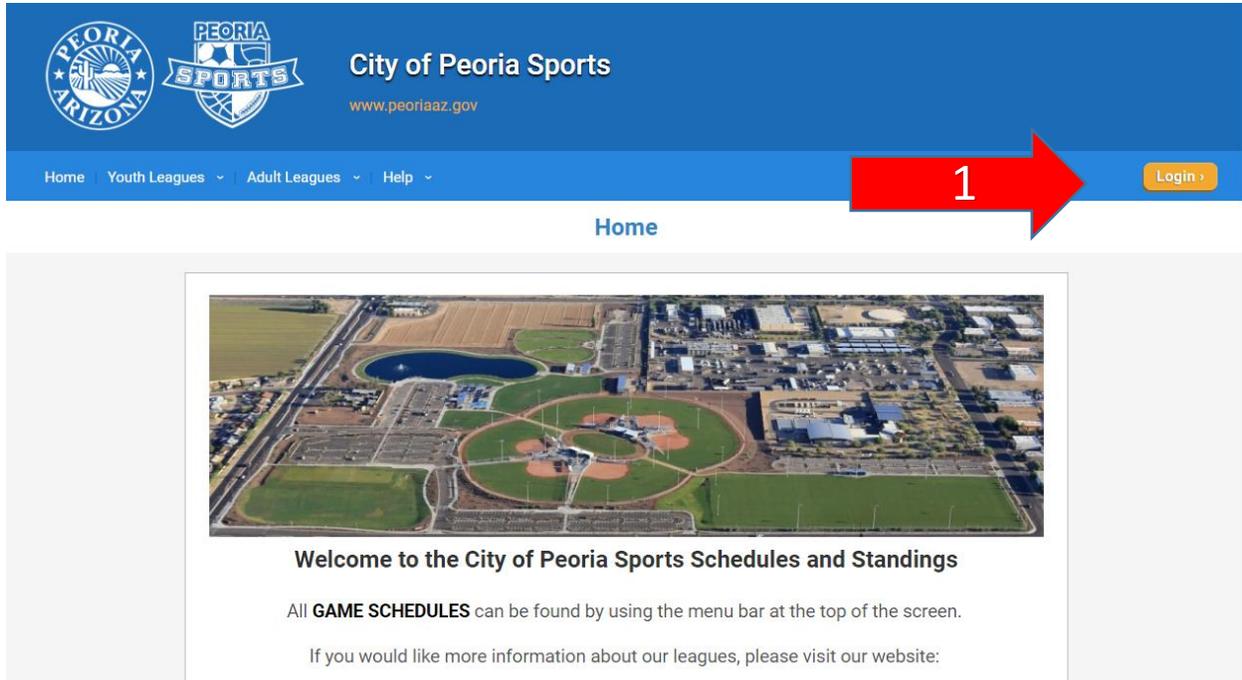


Coaches Tutorial

How to register, login, and create/edit team roster.

<http://www.quickscores.com/peoriaaz>

How to Register & Login



1. Click the Login button on the homepage (www.quickscores.com/peoriaaz)
2. You will then see the login screen. If you have never done so, click “Register as a Coach or Official.” If you have already registered, login using your e-mail address and password you created. If you have registered, but have forgotten your password, click the “Forgot username or password?” link.

(Continued below)

Register as a Coach or Official

Enter your email to start the registration process.
We will send you a confirmation email...

Email Address



3. After you click “register as a Coach or Official”, you will see an email address screen. Enter your email address. An invitation to register will be sent to that email. The email **must** match what we already have in our system. (Same email you use to register/pay for the league).
4. Below is an example of the email you will receive. To complete the registration process click the link in the email labeled “[Click here to register as a coach on QuickScores.com](#)”.

Dear John Doe,

An administrator at Peoria Community Services just entered your name as a coach of the “Team #1” team in the “Adult Softball League - Rio Vista Friday” league.

You have the option to create an account on QuickScores in order to:

- » Manage your contact information
- » Sign up for text message notifications from league administrators
- » Edit a message on your team's schedule

[Learn more about text messaging on QuickScores](#)

[Click here to register as a coach on QuickScores.com](#)



Important: Your username is your email address.

If you coach multiple teams, each team will automatically be assigned to your account and you can manage them as well.

If you already have an account with us and simply need to change your email, [click here to Login](#). After you login with your old email, go to My Profile and change your email address.

Thank you for using QuickScores!

Viewing/Editing your profile

Once you have registered, you'll be able to customize your profile.

1. You can edit your profile by changing password, updating phone numbers, and setting up text messaging. This allows you to receive league updates via text.

Home Public Links My Teams My Games Account

My Profile

[Return to Homepage](#)

Save Changes

Name

Username

Change Password *Optional* Confirm New Password

Email 2nd Email

Phone # Cell 2nd Phone # Home

Choose which contact information is displayed to the public on Team Schedule. Show Name and Email

Text Messaging Signup

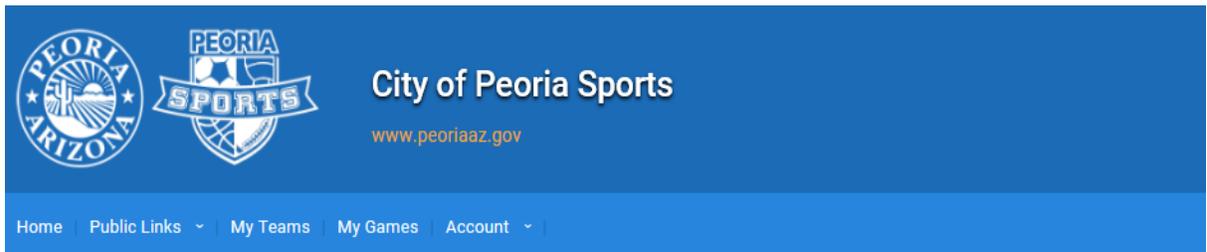
If you would like to be eligible to receive text message notifications from the league administrator, enter the phone number and carrier for up to 2 mobile phones and follow the steps to confirm your phone. Once confirmed, you can manage your notifications from the [Notifications](#) page in the left menu bar.

Phone Number	Mobile Carrier	Status
	- Select mobile carrier -	New
	- Select mobile carrier -	New

Save Changes

My Dashboard

1. After you log in, your home screen or “My Dashboard” appears. Here you can view upcoming games, leagues that you are assigned to, teams that you’re on, and edit your profile.
2. In the “Upcoming Games” section, you can click on your time to open specific schedule. Clicking on your opponent will give you their team specific schedule. Clicking on league name will give you entire league schedule.



My Dashboard



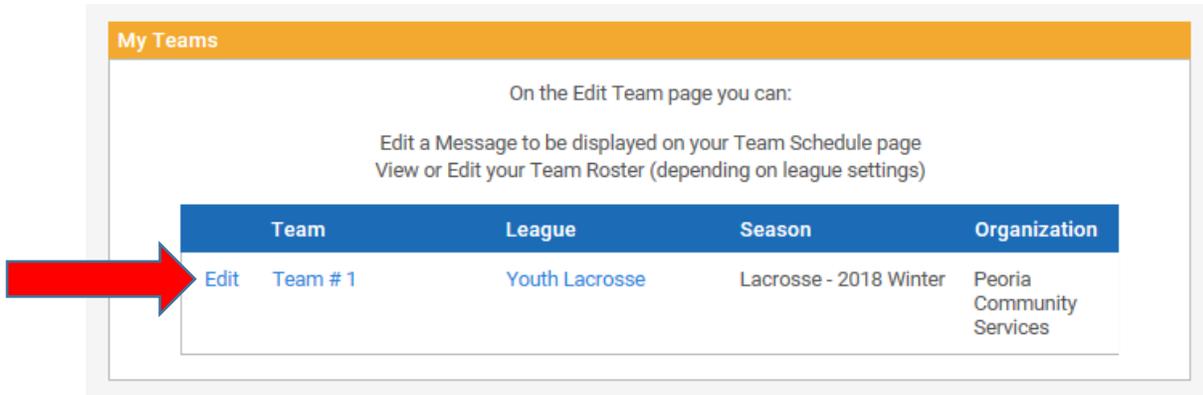
The "Upcoming Games" section of the dashboard. It has an orange header. Below it is a blue bar for "Tuesday, March 14". The games are listed in a table with two rows. Red arrows point to the time and league name in the first row.

Tuesday, March 14		
7:30 PM Diamond A	Longhornz APR	Tuesday Men's 12' Elliott's AUsome Test Site
8:30 PM Diamond A	Palm Harbor APR	Tuesday Men's 12' Elliott's AUsome Test Site

[View All Games](#)

My Dashboard (cont.).

1. On your dashboard, you can also view/edit your team info. Clicking “edit” allows you to edit and view your team roster. It also allows you to edit your team message.



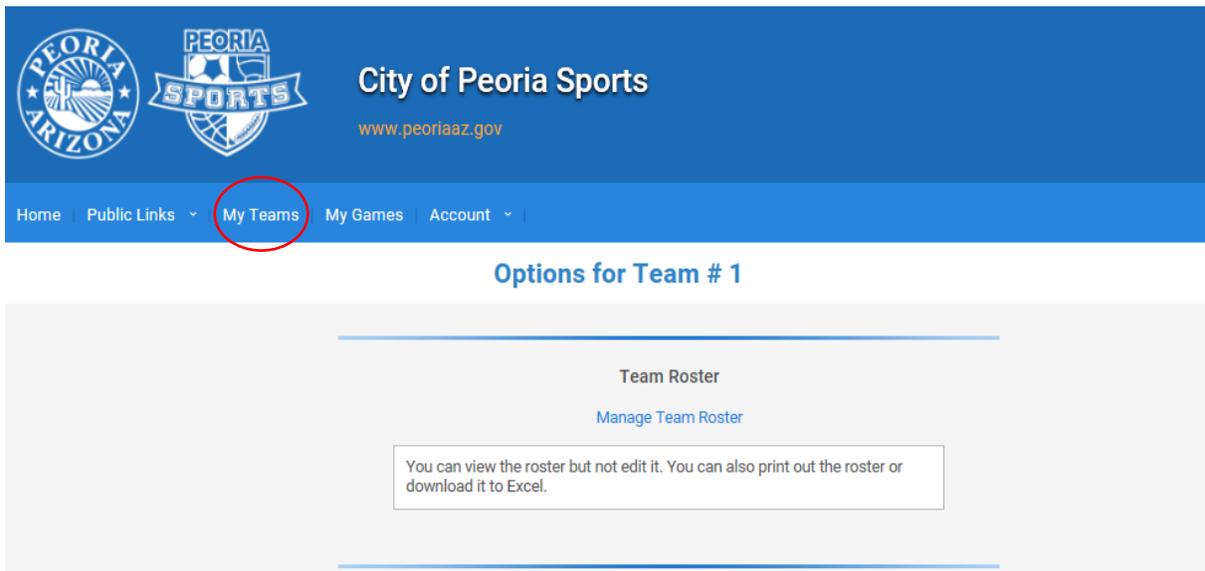
My Teams

On the Edit Team page you can:

- Edit a Message to be displayed on your Team Schedule page
- View or Edit your Team Roster (depending on league settings)

Team	League	Season	Organization
Edit Team # 1	Youth Lacrosse	Lacrosse - 2018 Winter	Peoria Community Services

2. From the top menu, you can click “My Teams”. This will take you to a page to manage your team roster. See next page for instructions.



City of Peoria Sports
www.peoriaaz.gov

Home | Public Links | **My Teams** | My Games | Account

Options for Team # 1

Team Roster
[Manage Team Roster](#)

You can view the roster but not edit it. You can also print out the roster or download it to Excel.

My Dashboard – Team Roster

1. Here you'll be able to edit roster by inserting players first and last name, phone number, email, etc. Don't forget to click "save changes" when finished.
2. You can also print rosters, copy players from old team, print waivers, etc.
3. Don't worry if you only see 10 roster spots. Once you've added 10 players, click SAVE CHANGES and more roster spots will appear.
4. Depending on league rules, you may not be able to add or edit rosters at a certain point of the season.

FRI COED @ Rio Vista
2018 Winter - Softball - Adult

[Print Roster](#) [Custom Print](#) [Download Excel](#)

[Print Waiver](#) [View Event Log](#) [Copy Players from an Old Team](#)

[Save Changes](#) [Back](#)

Order By ▼

	Player Name	Mobile Phone	Email	Gender	Birthdate	
1	<input type="text"/>					
2	<input type="text"/>					
3	<input type="text"/>					
4	<input type="text"/>					
5	<input type="text"/>					
6	<input type="text"/>					
7	<input type="text"/>					
8	<input type="text"/>					
9	<input type="text"/>					
10	<input type="text"/>					

[Save Changes](#) [Back](#)

Need more rows?
Just click Save Changes and more rows will appear (if the roster limit isn't reached). Maximum Roster Size is: 25

My Dashboard – Team Message

1. From the top menu, clicking “My Teams” will take you to the screen below. Here you can edit your team message. A team message can include info such as practices, meet-ups, meetings, parties, etc. Just remember, these are public to league coordinators and anyone that views the schedule.

PEORIA ARIZONA PEORIA SPORTS City of Peoria Sports www.peoriaaz.gov

Home Public Links My Teams My Games Account

Options for Team # 1

Team Roster

[Manage Team Roster](#)

You can view the roster but not edit it. You can also print out the roster or download it to Excel.

Team Message

The following message appears at the top of your team's schedule page. Type your message into the text editor and click the Save Message button when you are done. Once you have saved your message, you will see a preview of how the message will be displayed on the team schedule page.

[Help & Formatting Tips](#)

Background Color: [Set Color](#) Message Width: Regular

Edit Insert Format Table Tools

10pt B I U A A

We hope you have found this tutorial helpful!

For more info, contact us at sports@peoriaaz.gov or 623-773-7137