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)
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.
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.
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.

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.
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.
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.

We hope you have found this tutorial helpful!

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