

## Using the “Coach Tools” in the CHAMP Registration Website

1. You must be registered as a coach/assistant coach in the CHAMP registration system in order to email your team/print rosters.
2. You must log in to your CHAMP registration account with the email address and password associated with your name in the account. (More than one adult can have login credentials in each account, but only the adult registered as coach/assistant coach may access the “Coach Tools.”)
3. To log in to your CHAMP account, go to [www.champsportsinfo.com](http://www.champsportsinfo.com) and click on the blue login/register:



4. When you log in to the CHAMP registration website (not the Sportssignup Play app) you will see your account’s welcome page. Click on the green “Team Website” button or the blue hyperlink with your team’s practice information (“CHAMP Team” in the example below) to leave your personal account and enter your team’s website.

### WELCOME - CHAMP

**Teams**

View your roster, email/text your Team, manage your schedule, and more.

**CHAMP Team** Fall 2019 Soccer (Ages 5-10) (Soccer 5 Coed) [Team Website](#)

**Recent Registrations**

**Champ** Fall 2019 Soccer (Ages 5-10) (Soccer 5 Coed) [Receipt](#)

[Register to Play/Participate](#)

[Apply to Coach/Volunteer](#)

**Account Options**

- > Account Settings
- > Order History
- > Family Schedule

**Get Text Messages**

Your account IS NOT set up to receive text messages from CHAMP Sports Outreach or your Coaches!

[Enable Text Messaging](#)

## 5. Your team's website will look like this:

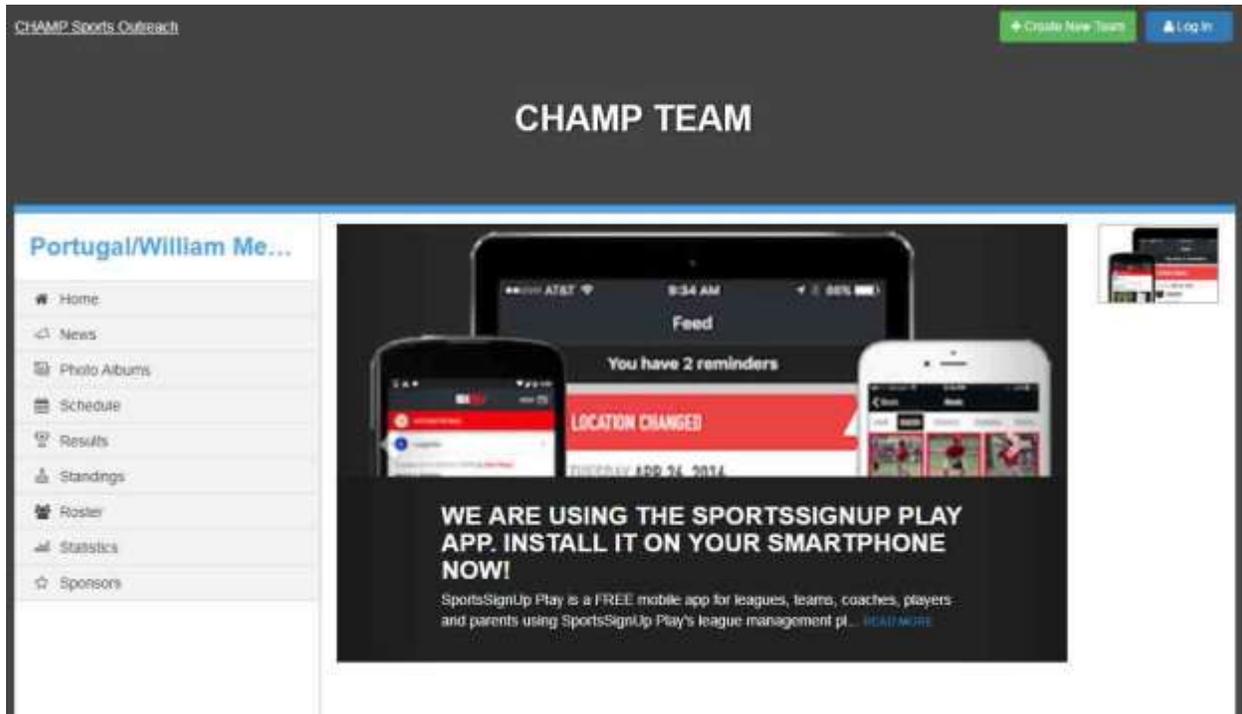
The screenshot displays the CHAMP TEAM website interface. At the top, the breadcrumb "CHAMP Sports Outreach / CHAMP Team" is on the left, and "Create New Team" and "Logged in as champcoach@accountexample.com" are on the right. The main header "CHAMP TEAM" is centered in a dark grey bar.

On the left is a navigation menu for "CHAMP Team" with the following items: Home, Team Chat, News, Photo Albums, Schedule, Results, Standings, Roster, Statistics, Sponsors, Coach Tools (highlighted in red), Email Team (highlighted in blue), Text Team, Custom Page Content, Website Settings, Manage Team Info, and Print Rosters.

The main content area features a large advertisement for the SportsSignUp Play app. The ad shows a tablet and two smartphones displaying the app's interface. The text reads: "WE ARE USING THE SPORTSSIGNUP PLAY APP. INSTALL IT ON YOUR SMARTPHONE NOW!". Below this, it states: "SportsSignUp Play is a FREE mobile app for leagues, teams, coaches, players and parents using SportsSignUp Play's league management platform. [READ MORE](#)".

Below the advertisement is a "LATEST NEWS" section. It features a smaller version of the app advertisement with the same text: "WE ARE USING THE SPORTSSIGNUP PLAY APP. INSTALL IT ON YOUR SMARTPHONE NOW!". Below the news item, it says: "Choose the Apple or Android download option below!" and "SportsSignUp Play is a FREE mobile app for leagues, teams, coaches, players and parents using SportsSignUp Play's league management platform. [READ MORE](#)".

6. If you do not see the red bar labeled “Coach Tools,” find and click on the blue “log in” button in the top right corner. Once logged in to your team’s website you will see the “Coach Tools.”



7. When logged into your team’s website as a coach, you will see “Logged in as you@youremailaddress.com” in the top right corner of the page.



8. Click on “Email Team” under “Coach Tools” to email your team.

The screenshot shows a web interface for a team named "CHAMP TEAM". At the top, there is a dark header with the text "CHAMP Sports Outreach / CHAMP Team" on the left, a green button "+ Create New Team", and a user status "Logged in as champcoach@accountexample.com". Below the header, the main title "CHAMP TEAM" is centered. On the left side, there is a sidebar menu with the following items: "CHAMP Team", "Home", "Team Chat", "News", "Photo Albums", "Schedule", "Results", "Standings", "Roster", "Statistics", "Sponsors", "Coach Tools" (highlighted in red), "Email Team", "Text Team", "Custom Page Content", "Website Settings", "Manage Team Info", "Print Rosters", and "Marketplace". The main content area is titled "EMAIL TEAM" and contains the following fields: "From Email" (pre-filled with "champcoach@accountexample.com"), "To" (pre-filled with "1 Recipients"), "Email Subject\*" (an empty text box), and "Email Body\*" (a rich text editor with a toolbar containing "Formats", "B", "I", "U", "A", "A", "List", "List", "Image", and "Link" icons, and a large text area). At the bottom of the form, there are two buttons: "Send Email" (green) and "Cancel" (red).

9. Click on "Print Rosters" under "Coach Tools" to print your team's roster.

The screenshot shows a web application interface for 'CHAMP TEAM'. At the top, there is a navigation bar with the text 'CHAMP Sports Outreach / CHAMP Team' on the left, a green button '+ Create New Team', and a user profile indicator 'Logged in as champcoach@accountexample.com'. The main header area is dark grey with the text 'CHAMP TEAM' in white. Below this is a sidebar menu on the left and a main content area on the right. The sidebar menu is titled 'CHAMP Team' and contains several items: Home, Team Chat, News, Photo Albums, Schedule, Results, Standings, Roster, Statistics, Sponsors, Coach Tools (highlighted in red), Email Team, Text Team, Custom Page Content, Website Settings, Manage Team Info, and Print Rosters. The main content area is titled 'ROSTERS' and contains three links: GamePhoto, Game, and CoachRoster.

CHAMP Sports Outreach / CHAMP Team + Create New Team Logged in as champcoach@accountexample.com

# CHAMP TEAM

## CHAMP Team

- Home
- Team Chat
- News
- Photo Albums
- Schedule
- Results
- Standings
- Roster
- Statistics
- Sponsors
- Coach Tools**
- Email Team
- Text Team
- Custom Page Content
- Website Settings
- Manage Team Info
- Print Rosters

## ROSTERS

- [GamePhoto](#)
- [Game](#)
- [CoachRoster](#)