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 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.

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

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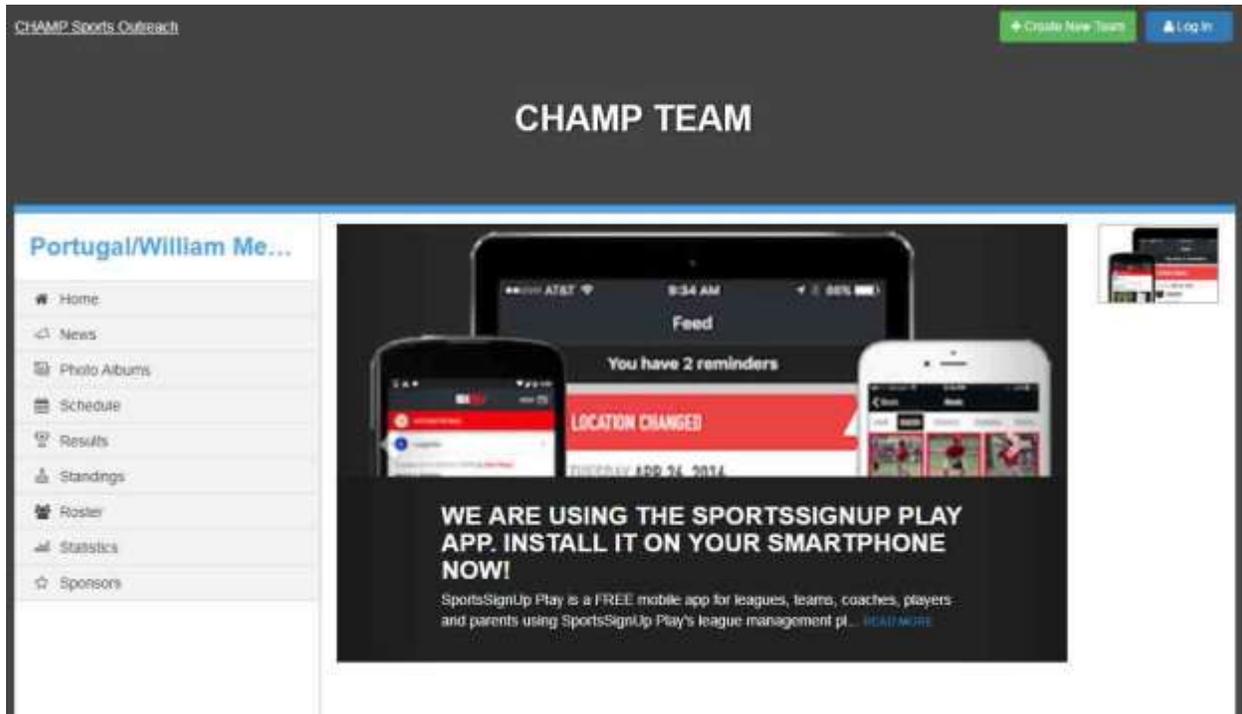
7. **When logged into your team's website as a coach, you will see "Logged in as you@youremailaddress.com" in the top right corner of the page.**

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

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