



Coach Instructions for Using YSPN.NET

YSPN.NET can save a significant amount of time when it comes to managing your youth sports team. In order for it to be successful, however, families and players need to be registered. As a coach, it is imperative that you let your team know that YSPN.NET will be your primary communication source throughout the season and that each family that has internet connectivity should register and use YSPN.NET. It is important to discuss this with your team's parents at the first team meeting.

Once your roster has been built, all the families of your team will be able to view all team information. Follow the steps below to manage your team.

Step 1 - Coach Registration

1. Go to www.yspn.net.
2. Click on '*Coach Registration*' from the top navigation list.
3. Fill out the coach registration form completing at least the required fields (indicated in **bold**).
4. After you successfully register, an automated email will be sent to your primary email address confirming your registration. This email will contain the password you selected during registration.

Step 2 - Logging into your account

1. Go to www.yspn.net.
2. Enter the phone number you registered with and your password in the '*Coach Login*' section on the home page.
3. Click the '*Coach Login*' button.
4. You will be directed to your coach home page. The coach home page is where you will access and manage your teams.
5. The first thing you will see on your coach home page is the tabs at the top that will allow you to navigate between pages. They are '*Coach Home*', '*Create a Team*', '*Team Roster*', '*Team Schedule*', '*Message Board*', '*Admin Msg Board*', '*Communicate*', and '*Feedback*'. It is important that you become familiar with these tabs.
6. When you log in, you can select the '*Remember Me*' check box and the system will auto-populate your phone number and password every time you return to the site.

Step 3 – Managing your team

Log into your coach account and follow the tabs from left to right to build and manage your team.

- **Coach Home**
 - The coach home tab takes you to your main page where you can update your information.
- **Create a Team**
 - This tab allows you to set up a team. Click this tab and follow the instructions.
- **Team Roster**
 - This tab allows you to build your team roster.
- **Team Schedule**
 - This tab allows you to build the schedule for your team's season
- **Message Board**
 - The message board allows you and your team to communicate with each other by submitting and reading messages. The messages are stored and listed chronologically starting with the most recent.
- **Admin Msg Board**
 - The admin message board allows a representative of the association to broadcast a message to all active coaches in the association. With a single click, you can re-post the administrative message to your team message board.
- **Communicate**
 - This tab allows you to email the families and coaches on your team.