Go to SEPYLA's Website: www.sepyla.org

1. Click on the top right icon "LOG IN +" to access the Administrative Logon Screen. (See Screen shot below)



2. Type in your first name (space) last name in "blank" field (example: John Smith) For PASSWORD: **Brobr8** (case sensitive) everyone has the same password. Then, Click Log In

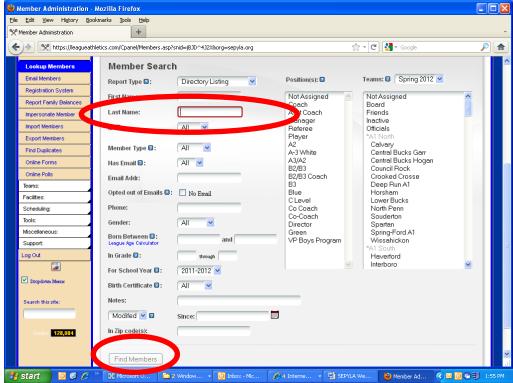


3. Put your mouse cursor on the Top Right side where it says "Administer" a drop down menu will now appear and go to "MEMBERS", a new smaller drow down screen will appear to the left. Select either "ADD MEMBER" or "LOOKUP MEMBERS". See screen shot below.

Some Coaches from last year and past years maybe in the system, this will save you some time. To access their profile select "LOOKUP MEMBERS".

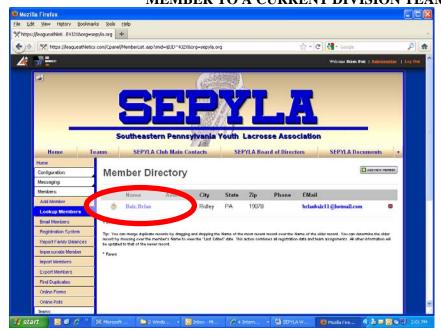


4. Type in the person's last name and click, "Find Member".



Profiles of the member with that last name will now appear. Click on the Person's name you want to edit and add them to your current Season team. Clicking on the name will bring you to the Edit Member Screen, which is the same looking screen as adding a new member. PLEASE MAKE SURE THE EMAIL AND CELL PHONE NUMBER IS UPDATED AND CURRENT. Also make sure it is set to "Public" see below for more details.

READ BELOW INSTRUCTIONS ON HOW TO EDIT AND ASSIGN EXISTING MEMBER TO A CURRENT DIVISION TEAM



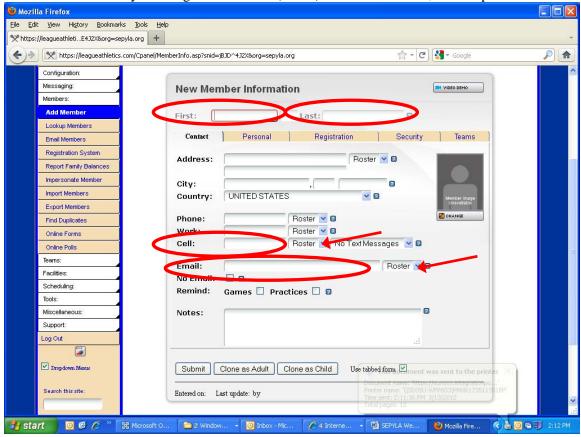
5. Adding a new member (coach) is the same as an Existing Member, so the screen shot below will apply for both New and Old members.

If you are adding a new member, Go to the top right side menu as shown in STEP 3, and select "ADD MEMBER".

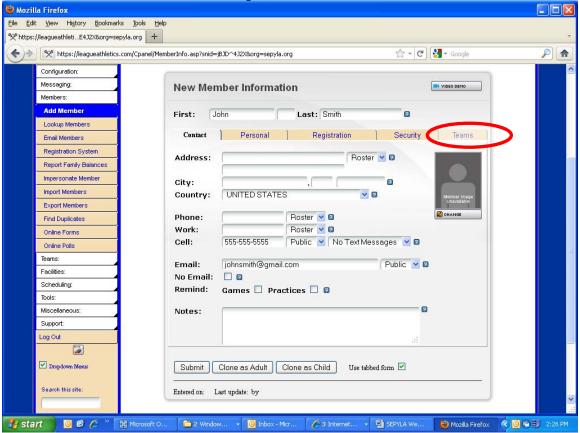
Fill in and complete the following fields:

- Last Name & First Name
- <u>CELL</u>: type in cell phone number "now select <u>PUBLIC</u> on the right side drop down" (may say <u>roster</u> by default) by selecting "PUBLIC" this will insure that other coaches will be able to see the phone number on the site, as some may not have login access. If not made PUBLIC, they will Not be able to contact that coach to confirm game-time, field location, or re-schedule games, so it is best to mark as public.
- EMAIL: type in email address "now select <u>PUBLIC</u> on the right side drop down" (may say <u>roster</u> by default) by selecting "PUBLIC" this will insure that other coaches will be able to see the email address on the site, as some may not have login access. If not made PUBLIC, they will Not be able to contact that coach to confirm game-time, field location, or re-schedule games, so it is best to mark as public.

• Now are ready to Assign the Member (coach) to a division team, read step 6 below.



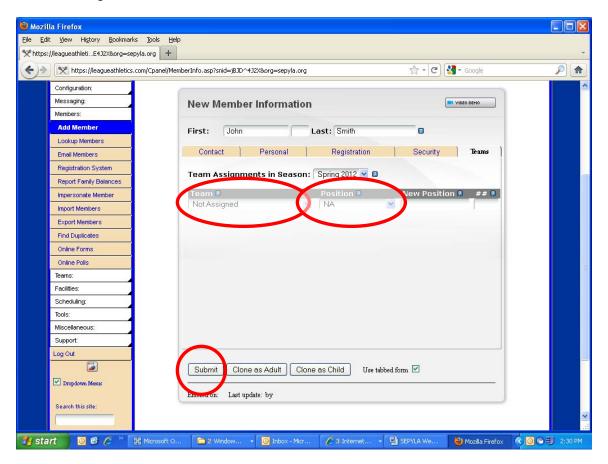
6. After filling in the Name, Cell, Email. You are now ready to assign the Member to a team with their Position (Coach, Asst. Coach, Manager), Click on "TEAMS" table like shown below.



<u>NOTE:</u> You can have multiple people assigned to any Division Team. (such as, Asst. Coaches & a team manager)

Below will be directions and a screen shot of how to assign a member to a team.

- 7. Now that you are on the "Teams" tab
 - Click on "TEAM" drop down menu then select the Conference (north/south), Division (A1,A2,B1,etc..), and Team Name.
 - Then Click on the "POSITION" drop down menu select position (Coach, Asst. Coach, Manager)



Once this is all Complete
Click SUBMIT.
And your member will be added to the team division and system.

To add another member/coach follow the same steps from STEP 3 forward.

If you make a Mistake/Error just go to "LOOKUP MEMBERS" and select the member you created. Make your correction, and click SUBMIT.

To make sure all of the information you entered is showing and corrected see below.

If everything is correct and marked as PUBLIC coaches will be able to access the Team Contacts list from the SEPLYA website, without having to login. You can inform your Coaches to:

- Go to the SEPYLA website: www.seplya.org
- Click on "TEAM CONTACTS" on left side menu (you don't have to be logged in for this)

• Then click on the + for the Conference/Division they want and it will list all of the team contacts for that Division, if they have been added by the team rep.

