

DIRECTIONS: HOW TO ADD/EDIT A (Coach, Asst. Coach, Team Manager) ON SEPYLA WEBSITE

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



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- 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 drop 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”.



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

The screenshot shows the 'Member Administration' interface in Mozilla Firefox. The 'Member Search' form is visible with the following fields and options:

- Report Type: Directory Listing
- Position(s): Not Assigned, Coach, Asst Coach, Manager, Referee, Player
- Teams: Spring 2012
- Last Name: [Redacted]
- Member Type: All
- Has Email: All
- Opted out of Emails: No Email
- Phone: [Redacted]
- Gender: All
- Born Between: [Redacted] and [Redacted]
- In Grade: [Redacted] through [Redacted]
- For School Year: 2011-2012
- Birth Certificate: All
- Notes: [Redacted]
- Modified: [Redacted] Since: [Redacted]
- In Zip code(s): [Redacted]

The 'Find Members' button at the bottom of the form is circled in red.

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

The screenshot shows the SEPYLA Member Directory page. The member entry for 'Badr, Brian' is circled in red. The table below shows the details of the member:

Name	Admin	City	State	Zip	Phone	E-Mail
Badr, Brian		Ridley	PA	19078		bryabadr11@hotmail.com

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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
- **CELL:** type in cell phone number "**now select PUBLIC on the right side drop down**" (**may say roster 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 PUBLIC on the right side drop down**" (**may say roster 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.

The screenshot shows the 'New Member Information' form in a Mozilla Firefox browser. The form is titled 'New Member Information' and has tabs for 'Contact', 'Personal', 'Registration', 'Security', and 'Teams'. The 'Contact' tab is active. The form contains the following fields and options:

- First:** [Text input field]
- Last:** [Text input field]
- Address:** [Text input field] Roster [Dropdown menu]
- City:** [Text input field]
- Country:** UNITED STATES [Dropdown menu]
- Phone:** [Text input field] Roster [Dropdown menu]
- Work:** [Text input field] Roster [Dropdown menu]
- Cell:** [Text input field] Roster [Dropdown menu] No Text Messages [Dropdown menu]
- Email:** [Text input field] Roster [Dropdown menu]
- Remind:** Games [Checkbox] Practices [Checkbox]
- Notes:** [Text area]

Red circles highlight the 'First:' and 'Last:' fields, the 'Cell:' field, and the 'Email:' field. Red arrows point to the 'Roster' dropdown menus next to the 'Cell:' and 'Email:' fields. The 'Roster' dropdown for 'Email:' is also highlighted with a red circle. The form is displayed in a Mozilla Firefox browser window with a taskbar at the bottom showing the time as 2:12 PM.

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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.

The screenshot shows the 'New Member Information' form in a Mozilla Firefox browser. The 'Teams' tab is circled in red. The form contains the following fields and options:

- First:** John
- Last:** Smith
- Contact:** Personal, Registration, Security, **Teams** (circled)
- Address:** [Empty field]
- City:** [Empty field]
- Country:** UNITED STATES
- Phone:** [Empty field]
- Work:** [Empty field]
- Cell:** 555-555-5555
- Email:** johnsmith@gmail.com
- No Email:**
- Remind:** Games Practices
- Notes:** [Empty text area]

Buttons at the bottom: Submit, Clone as Adult, Clone as Child, Use tabbed form

NOTE: 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.

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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)

Configuration:
Messaging:
Members:
Add Member
Lookup Members
Email Members
Registration System
Report Family Balances
Impersonate Member
Import Members
Export Members
Find Duplicates
Online Forms
Online Polls
Teams:
Facilities:
Scheduling:
Tools:
Miscellaneous:
Support:
Log Out
Dropdown Menus
Search this site:

New Member Information VIDEO DEMO

First: John Last: Smith

Contact Personal Registration Security **Teams**

Team Assignments in Season: Spring 2012

Team	Position	New Position	##
Not Assigned	NA		

Submit Clone as Adult Clone as Child Use tabbed form

Entered on: Last update: by

**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.

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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.

