In Full Version of Website:

How to post a bulletin- saved message on your team page (and send email and text).

1. Log in.

2. Find "Teams" in the Horizontal Tabs-> select your team

3. On the right hand side of the thick green bar is an "options" drop down menu. Select "Add Bulletin."

4. Enter all the same information as an email (i.e. Title, Message, add an image etc…) If you do not select an end date, the Bulletin will expire and disappear after 2 weeks.

5. If given the option select the Recipient Teams to send the message, use the ctrl key to select more than one team. This is only for coaches assigned to more than 1 team.

6. Check the "Broadcast Message" Box and Check the box for send text messages (if desired).

7. Click Submit.

To email your team from your phone:

1. Log In.

2. Find "Teams" at the top, and then go to the bottom of the drop down menu to "Select a Team"

3. Select the division and team you are coaching.

4. Go back to the "Teams" at the top and select "Roster"

5. There should be a button to "Email Team" right above your name as Coach.

6. Enter all the same information as an email (i.e. Subject, Message, add an attachment etc…)

7. Select the "include text message" if desired

8. Click send.