



## LeagueApps Coach User Guide

Welcome to the LeagueApps Coach User Guide! We have switched registration platforms for a couple main reasons:

- Easy online registration and payment collection
- Credit card storage - easily save your card for future use
- Mobile friendly - you can access schedules, standings, and team rosters via your mobile device or tablet!
- Automatic game reminders and announcements
- Player check-in capabilities

We're sure there will be some hurdles as we all learn the new system, so we appreciate your understanding during the transition. Below are some helpful links with screenshots to help you get accustomed to the new platform.

Please do share any feedback and let us know if any questions/issues come up. We're committed to making the transition as smooth as possible.

**How do you access LeagueApps Support?** Visit [support.leagueapps.com](http://support.leagueapps.com).

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## 1. How to login

Visit: [southtexashoops.leagueapps.com/login](https://southtexashoops.leagueapps.com/login)

## 2. How to register

To begin, visit program registration link which can be found via email or from our website and select to **Register**

1. If you do not have a LeagueApps account created, begin by either
  - a. **Creating an Account** and entering your details (username, password, first name, last name, email, etc.)
  - b. **Selecting to Log In** if you already have a LeagueApps account, you may choose to login on the right sidebar

● Parent Info ● Child Info ● Register ● Payment ● Confirmation

**1**

### Create your Account **a**

Please enter **your contact information** below. If you are signing up a family, you will be able to add a child to your account on the next step. If you are a coach or staff member, you will be able to skip that step.

Already have an account? [You can log in here.](#)

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### Would you like to connect your Facebook Account?

If so, we'll pull in certain data from Facebook, simplifying the account creation process. Once your account has been created, you can then login with one click, and share things in an easier manner.

[Connect with Facebook](#) Nothing will be posted to your Facebook wall or feed by signing up.

*click here to sign up!*

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### Enter your Account Details

Username \*

Username cannot be an email address. It can contain only letters, digits, dashes and underscores.

Password \*

Password can be anything you want – the more complicated, the more

**b** **Already have an account?**

Connected your Facebook account?  
Use it to sign in with one click!

[Login with Facebook](#)

OR

Username or email

Password

[Forgot your password?](#)

[Log in](#)  Remember me

2. Select to register by clicking on **Myself as a Staff Member** and then click **Register** and choose to register as either an **Assistant Coach, Coach or Team Manager**





3. Complete any registration questions and select **Register**

4. Review a summary of your registration and select **Continue**



5. Finally you'll reach step 5 where you'll have the opportunity to confirm your registration and click **Go To Your Dashboard** to begin inviting players to register, updating your schedule, printing your roster, and more!

### 3. How to create your rosters

1. Log In
  - a. Visit: <https://southtexashoops.leagueapps.com/login>
2. View Team From Dashboard
  - a. From your dashboard you'll see "Add Players" and/or "Invite Players" link(s) directly under your Team's Name.



b. You can also click on your team's name and then click on the Roster tab to edit your team's roster.



3. Add Players to Roster

- a. To add a player click the "Add Player" button. Fill out your player's information including any form fields that the league requires for players. Click "Save Player" or "Save & Add Another Player".

4. Invite Players to Roster

- a. To invite players click on the "Invite Players" option.



b. Put the parent's email address(es) in the "To" field, then optionally edit the subject and custom message that will be included in the invite email. After clicking 'send invites' the parent(s) will receive an email with a link to join your team.

c. After receiving the invite, the parent(s) will create an account and complete the player registration process on their own.

#### 5. View Pending Invites

a. To see your pending invites, click on the "Pending Player Invites" from your Roster.



b. From the "Pending Invites" page you can resend any pending invites or delete an outstanding invite. Note: once an invited player has accepted a team invite they will no longer appear under "Pending Invites".

c. Repeat these steps until your roster is complete!



#### **4. Add Events to the Calendar**

Your team's schedule can be found from your dashboard by clicking your team's name.

From your team's page, you'll see the team schedule along with four action icons, "List", "Calendar", "Filters", "Add".



Using the first two icons "List" and "Calendar" you can flip the schedule views between list & calendar. You can also use the "Filter" icon to filter your schedule to show certain locations, and game/event types. To build the schedule, staff can add games and/or events to the schedule by clicking the "+Add" button in the top right.



We also have articles explaining how to how to use the calendar as [an admin](#) or as [a parent/user](#).

## **5. Message Players on your Team**

**Step 1 - Login** Visit: <https://southtexashoops.leagueapps.com/login>

### **Step 2**

Click on Dashboard. You may do this from the menu on the side or by clicking the option in the top-right-hand-corner of the screen.



**Step 3**

Click on the team you are assigned to.

**Step 4**

From your team page, click Messages on the left sidebar, and then click Create New Message. Input your message and click Create.

