

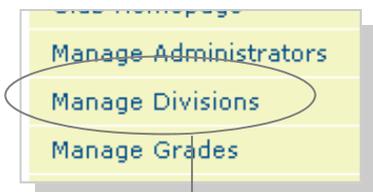
# Adding Managers and Coaches

## Step 1 — Adding a Manager to a Division

Depending on your club structure, it is more than likely the responsibility of sending messages out to members, players, or parents of players within a club won't just lie with one person as different messages will need to go to different divisions, grades or even teams. As a club gets more familiar with the Sportcheck ability to channel messages, it will become necessary to add Managers to Divisions and Grades as well as Managers & coaches to Teams. The neat feature with Sportcheck is that you can add as many managers & coaches as you like.

### 1. From the club homepage click on Manage Divisions

*Note, To get to the club home page you have to log in using your club/coach sign in password. In this explanation we are assuming you have set your club up so we will use the Example Cricket Club to show you how it works.*



A screenshot of the Sportcheck.co.nz website interface. At the top left is the Sportcheck logo with the tagline 'GET THE MESSAGE'. To the right is a search bar labeled 'Find a Club or Team' with a 'GO' button, and an 'Admin Club Home Logout' button. Below the logo is a navigation menu with links: Home, Club Registration, How it Works, Stop/Restart Text Delivery, About us, and Contact us. On the left side, there is a 'Your Club' sidebar menu with options: Club Homepage, Manage Administrators, Manage Divisions (highlighted with a red arrow), Manage Grades, Manage Teams, and Logout. The main content area shows the club name 'Example Cricket Club - Club Homepage' and the manager 'David Lewis (021 962 170)'. Below this is a 'Send a Message' section with a text input field, a 'GO' button, and a '160 characters remaining' indicator. Further down is an 'Inbound Messages' section titled 'Club Administration' showing 'No messages' posted. At the bottom right of this section is a 'Club Administration - get text updates' box with a 'Have this message sent to your phone everytime it is updated?' checkbox, an 'Enter your mobile number:' field, and a 'GO' button.



1. Click on Add, to add a manager to the Junior Division

**SPORTCHECK.co.NZ**  
GET THE MESSAGE

Find a Club or Team  **GO** Admin Club Home Logout

Home Club Registration How it Works Stop/Restart Text Delivery About us Contact us

**Your Club** Row has been deleted.

**Example Cricket Club - Viewing Divisions**

[Add Division](#)

Division name	Subs	Manager		
Juniors	0	<a href="#">Add</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Seniors	0	<a href="#">Add</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

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2. When the Add Manager dialog box pops up enter Name, Mobile and email address and then click on the Submit button

ion How it Works Stop/Restart Text Delivery About us Contact us

**Example Cricket Club - Viewing Divisions**

**Add Manager**

First & Surname

Mobile Number

Email Address

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**Example Cricket Club - Viewing Divisions**

[Add Division](#)

Division name	Subs	Manager		
Juniors	0	<a href="#">Add</a> Joe Bloggs ( 027 496 2170 )	<a href="#">Edit</a>	<a href="#">Delete</a>
Seniors	0	<a href="#">Add</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

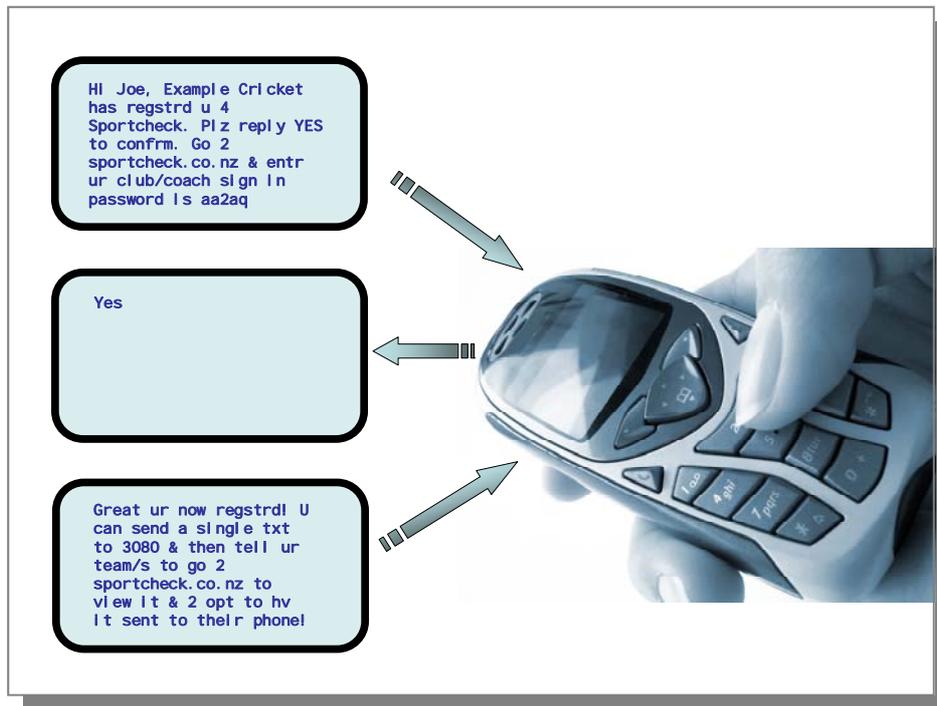
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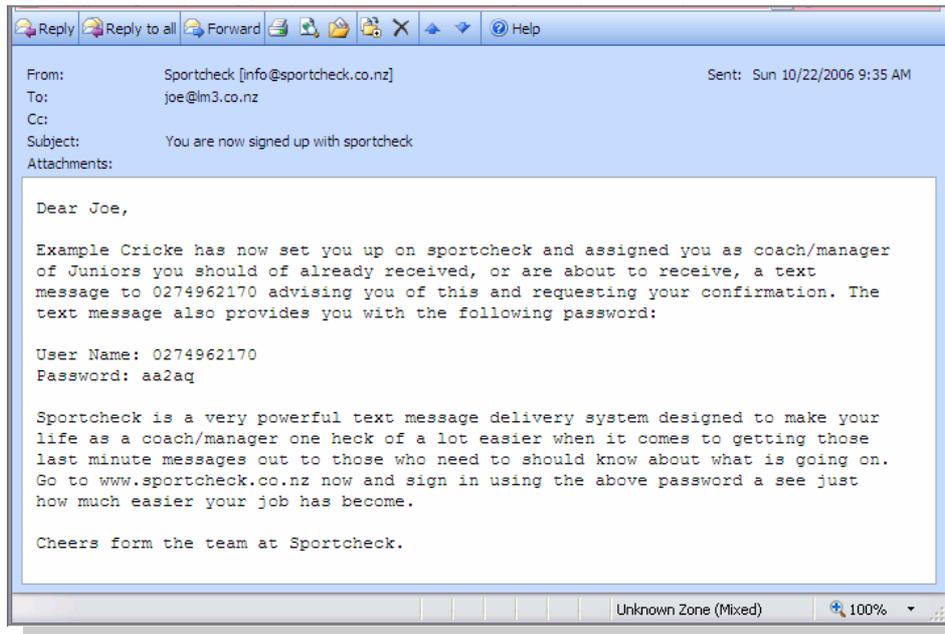
It is important to note that when a manager gets added they will receive a confirmation text and email to the mobile number and email address you used to register them as a manager. Please refer below to view these examples (if they do not have an email address just enter their name without spaces)

Also note that when Joe replies yes this now means that when messages are sent out from higher up in the club (i.e. from the club administrator) manager Joe will receive this message automatically to his phone. Conversely if he does not reply yes Joe will have to view the message from the sportcheck website as it will not go to his phone.

### Text Messages example



### Email Message example





## Step 2 — Adding a Manager and a Coach to a Team

For this example we are going to add Betty Crocker as Team manager and John Smith as the Coach of the Blue team in grade 7, Junior Division

### 1. From the club home page Click on Manage Teams

SPORTCHECK.co.NZ  
GET THE MESSAGE

Find a Club or Team  GO Admin Club Home Logout

Home Club Registration How it Works Stop/Restart Text Delivery About us Contact us

**Your Club**  
Example Cricket Club - Club Homepage

Club Homepage  
Manage Administrators David Lewis (021 962 170)  
Manage Divisions  
Manage Grades Send a Message  
Manage Teams  
Logout

GO Advanced Messaging

### 2. Click on Add in the Coach/Manager column for the Blue Team

Select a Division All Juniors Seniors

Select a Grade All Year 7 Year 8 Year 9

**Example Cricket Club - Viewing Teams**

+ Add Team

Team name	Grade	Subs	Coach/Manager	Edit	Delete
Blue	Year 7	0	Add	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete
Green	Year 7	0	Add	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete
Red	Year 7	0	Add	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete

To add Betty Crocker as Team Manager follow the same process as you did when adding Joe Bloggs as the Manager to the Junior division (on Page 2) and repeat this for adding John Smith as Coach your setup on Sportcheck will now look as follows

- Your Club**
- [Club Homepage](#)
- [Manage Administrators](#)
- [Manage Divisions](#)
- [Manage Grades](#)
- [Manage Teams](#)
- [Logout](#)

Select a Division   [All](#)   [Juniors](#)   [Seniors](#)

Select a Grade   [All](#)   [Year 7](#)   [Year 8](#)   [Year 9](#)

### Example Cricket Club - Viewing Teams

Team name	Grade	Subs	Coach/Manager		
Blue	Year 7	0	Add Betty Crocker ( 027 431 1983 ) John Smith ( 027 229 3832 )	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Green	Year 7	0	Add	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Red	Year 7	0	Add	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

*Note, You Can add as many coaches and Manages to one team as you like, this also applies to Grades and Divisions*