

# How to navigate the Coaches' portal

This area is set up to help you organize your team. We hope that you find the apps in this area to be beneficial to you. Please let the Webmaster know if you think of anything that may be needed to make this area better.

## 1) **Dashboard**

### a) **Team Name line**

- i) This is your team name and season. If you coached last year, you may see that team in another box below, depending on time of year. This is usually removed at the beginning of the calendar year.
- ii) OVR Team Page – You'll use this link to go directly to your team's page on the OVR website (ovr.org). If you're logged in, you'll see a link for your tournament results, seeding, a coach list, player list, and a list of tournaments that your team is entered (may be incomplete at the beginning of the season, more about tournaments below).

b) **Email Parents button** – You can email all parents or one at a time using this app.

c) **Update Jerseys** – Update jerseys and check completed when finished.

d) **Roster** – Print the pdf version or view the html version

e) **Practices** – These are your scheduled practice times.

f) **Player List** – List of players. If you click on a player, their parents' info will show.

A green checkmark means the player has a full USAV membership. A red NO means that they still need one. This is a manual input so there is a delay when they upgrade and when this shows up here.

2) **Profile** – Please keep your personal information up to date.

3) **Edit Bio** – Enter your bio. Check other coaches to see what they put. It is critical to have this completed when tryouts are coming up. Families make decisions based on who is coaching.

4) **Edit Photo** – Please have a “professional” photo of yourself uploaded.

5) **Tournaments** – This is an up-to-date list of tournaments your team is entered. When you click on the Location, you will be directed to the tournament page on the OVR website. Once that tournament director has entered only the team code, it will show up as a link and will show in the OVR team page, as mentioned above.

6) **Who Plays?** – See what teams play when. This is important if you're missing players and want to see what teams are off. You'll still need to go through Lauren to coordinate this, but it's a starting point.

7) **Team News** – You can post important items that will only show on the dashboard page of the families on your team. Once you “Add News”, an email will go out to the families as well.

8) **Documents** – Club documents for all teams will be linked. You will also be able to upload documents specifically for your team.

9) **Tryouts** – This area is used when preparing, evaluating, and selecting players for tryouts.

- 10) **Results** – See who has accepted and declined offers in real time. Specific to the age level for which you coach.
- 11) **Uniform #** - Mentioned above.
- 12) **Apparel** – Coaches' apparel orders are available shortly after tryouts.