

Managing Your Teams - Coach Zone

You want to know about Managing Your Teams in the Coach Zone. To log in to your account visit portals.specialolympics.org and head to your Coach Zone.

1.

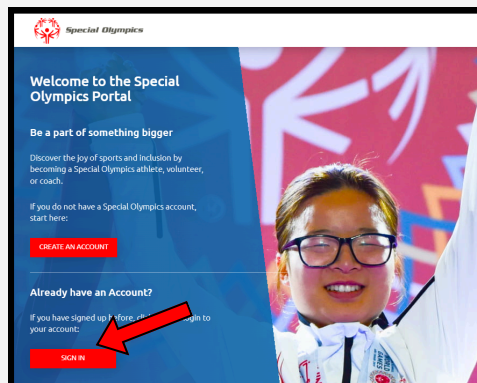
Log into your account :

portals.specialolympics.org

- Don't have an account yet? Follow the **Creating a Portal Account Quick Guide**

You will need to have the Coach Role to register a be approved to have the Coach Zone.

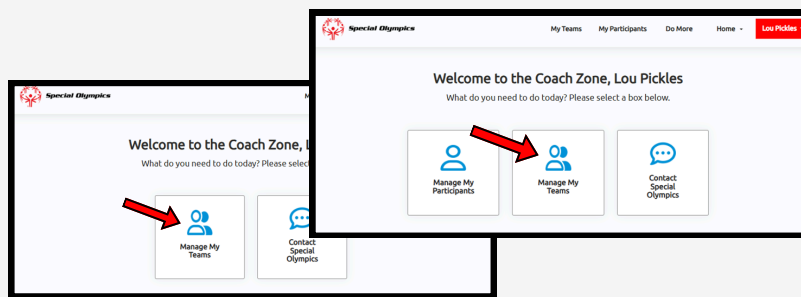
- Don't know where to find additional roles? Follow the **Applying for More Roles Quick Guide**



2.

Once you have access to the Coach Zone Click **"My Teams"** to start managing your teams.

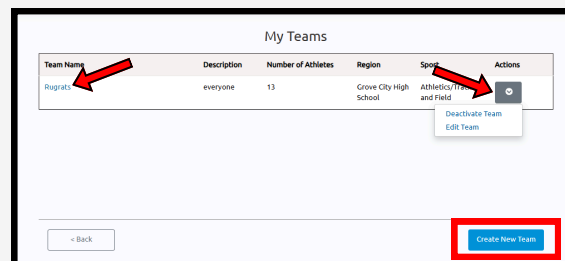
Note: your state staff will have to give you admin access to see participants within the coach zone.



3.

Here you will see a list of teams you are a part of. By clicking the hyperlinked **"Team Name"** you will see details of the team and a list of the participants.

If needed you can deactivate a team, edit the team details or create a new team.



4.

If creating a "New Team" you will need to complete all required fields. The **red asterisks*** indicated the required fields.

Create New Team

Team Name *
Rugrats

Description *
everyone

Region *
Grove City High School

Sport *
Athletics/Track and Field

Cancel Submit



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5.

Inside a Team you will see the details of your team including the list of participants. To add missing athletes select the **"Add New Athlete"** button.

Please ensure all participant information is accurate, including the correct spelling of names and up-to-date contact details. Pay special attention to email addresses and other key data to maintain integrity and validation.

6.

When adding a participant to your team you will have two options

- **"Add Existing Athlete"** - these participants listed on the drop down are ones who are related to your profile in the backend. *If you are an admin these are people who you see under "My Participants"
- **"Add New Athlete"** - would create a new athlete profile. *be sure before this is done to check with athlete/guardian that they do not already have a profile.

Manage Team: Rugrats

Description: everyone
Region: Grove City High School
Sport: Athletics/Track and Field

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
Lou Pickles	Coach	N/A	Complete	N/A	N/A	

Export To Excel

Back Add New Athlete

Add Existing Athlete

Athlete's Name

Susie Carmichael
Angelica Pickles
Charles Finster
Kimiko Finster
Lillian DeVille
Phillip DeVille
Khalia Carmichael
Shu Pickles
Thomas Pickles
Betty DeVille
Drew Pickles
Dil Pickles

or

Add New Athlete

Athlete's First Name *

Athlete's Last Name *

Email *

Phone *

Date of Birth *

DOB Not Known

This Participant requires a Parent/Guardian to complete forms on their behalf

7.

Once your team is created, you will see your hole list of participants, athlete/coaches/unified partners. From this list you can remove the participants from the team, or edit their profile if needed.

Manage Team: Rugrats

Description: everyone
Region: Grove City High School
Sport: Athletics/Track and Field

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
Lou Pickles	Coach	N/A	Complete	N/A	N/A	
Susie Carmichael	Unified Partner	Pending	Complete	N/A		
Angelica Pickles	Athlete	Pending	Incomplete	Incomplete		
Charles Finster	Athlete	Pending	Complete	Incomplete		
Kimiko Finster	Athlete					
Lillian DeVille	Athlete					

Remove Edit Profile

8.

You can export your Team Roster to an excel list at anytime.

Manage Team: Rugrats

Description: everyone
Region: Grove City High School
Sport: Athletics/Track and Field

Export To Excel

	A	B	C	D	E	F	G	H	I
	Name	Preferred Name	Age	Role	Registration Status	Profile Status	Health History and Release Status	Expiration Date	Roles
1	Lou Pickles	Lou Pickles	35	Coach	N/A	Complete	N/A	N/A	Assistant Coach-Pending;Event Volunteer-Active;E
2	Susie Carmichael	Susie Carmichael	25	Unified Partner	Pending	Complete	N/A		Unified Partner-Pending;Event Volunteer-Pending
3	Angelica Pickles	Angelica	15	Athlete	Pending	Incomplete	Incomplete		Athlete-Pending
4	Charles Finster	Chuckie	25	Athlete	Pending	Complete	Incomplete		Athlete-Pending
5	Kimiko Finster	Kimi	9	Athlete	Pending	Incomplete	Incomplete		Athlete-Pending
6	Lillian DeVille	Lil	24	Athlete	Pending	Complete	Incomplete		Athlete-Pending
7	Phillip DeVille	Phil	12	Unified Partner	Pending	Complete	N/A		Event Volunteer-Pending;Event Volunteer-Pending