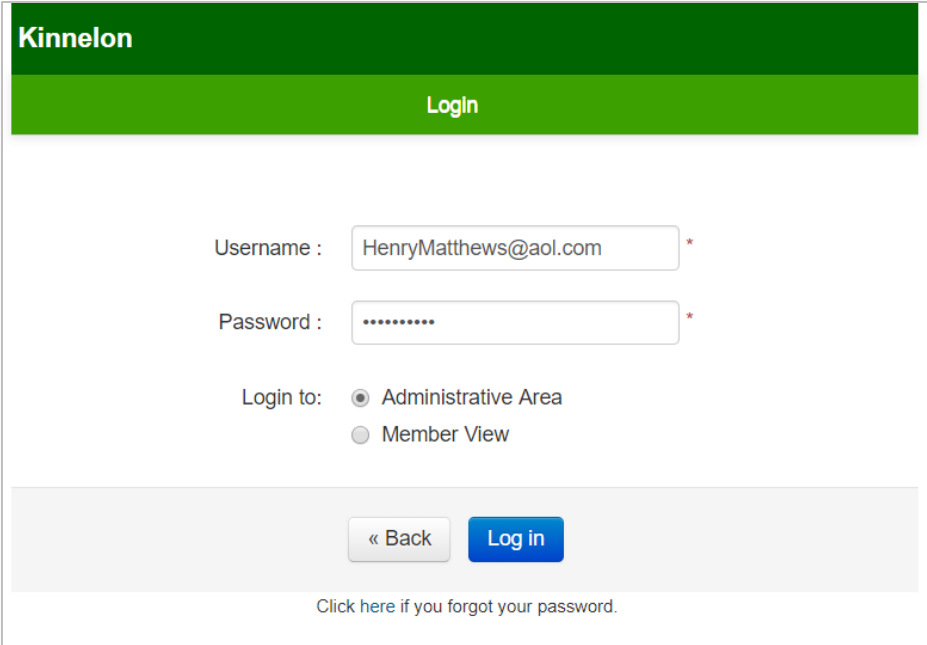# Turbo Team Sites
Quick Start Guide for Coaches

Welcome to the rSchoolToday Turbo Team Sites Quick Start Guide for Coaches. Here, we will guide Coaches to manage their Team Page effectively in a few clicks! Let's get started.

1. View Team Information on start-up page
2. Access the Team's Page on the Administrative Area
3. Manage the Team's Page
   a. Edit Scores/Standings
   b. Edit Rosters
   c. Edit Practice Schedules
   d. Create Photo Album
   e. Team Information
   f. Activity Registration and Activity Scheduler Reports
4. FAQ's

To start, you need to sign in to your Account:

1. Go to your Turbo Team Site and click on **Login**.
2. Enter your Username and Password.

Tip: If you forgot your password, click the "**Here"** link and enter your Email Address to retrieve your login information.

Kinnelon	
Login	
Username :	HenryMatthews@aol.com *
Password :	•••••••••• *
Login to:	◉ Administrative Area
	◯ Member View
	« Back Log in
	Click here if you forgot your password.

1. View Team Information on start-up page

The School/District Team's information is located in the top tab Activities on the Homepage Content area. Public Users can access each Team Page just by clicking on its name. Furthermore, on the start-up page, users will also see other information such as Upcoming Events, Scoreboards, Announcements, etc.

2. Team's Page Administrative Access

To access the Team Page, Coaches (*subscribed from AS*) must log into the Administrative Area using their Activity Scheduler (AS) Username and Password. The Login button is located at the bottom navigation area of the Team page.

Once logged in, Coaches (*subscribed from AS*) will be able to view the Team Page Administrative Area. Coaches will only see the Activities assigned from the Activity Scheduler (AS).

Coaches manually added from the Turbo Team Site program need to log into the Administrative Area and select the Activities from the Pages drop-down menu.

On the Administrative Page, select the Team Level and then click the "**Edit Content**" button. This action will take users to the Team Page Administrative Area.

3. Managing the Team's Page

On the Team Page Administrative Area, Coaches can see and edit the '**Schedules & Scores**, '**Rosters**, '**Photos**,' and '**Team Info'**. Coaches can also generate Reports for Activity Registration (AR) and Activity Scheduler (AS). Take note that the AR Reports will only be available if your school is using rSchoolToday Activity Registration.

a. **Edit Scores/Standings**:

Important Note: the Schedules and Scores can only be modified by authorized staff in the Activity Scheduler. All changes made in this area will immediately be updated in the database for both programs.

To edit Scores & Standings, click the "**Edit Scores**" button (1). This action will take users to the Activity Scheduler Scores/Standing page where the Scores and Schedules can be edited (2).

a. **Edit Rosters:**

To edit team Rosters, click the "**Edit Roster**" button (1), select the Students you want to add or delete (2), and then click "**Continue**" (3).

Help   Logout

Page: Boys Soccer (Spring)

View yo...   News & Messages

1

| Schedule & Scores | Rosters | Photos | Team Info | Reports |

School Year: 2017-2018

Edit Rosters

Number	Name	Position
1	Alberts, Jackson	Goalkeeper
3	Elliot, Kevin	Defense
07	Mendoza, Connor	Left Midfield
12	Fenton, Andrew	Forward
13	Green, Rick	Shooting Guard
18	Harris, Joshua	Striker

Green Academy - Wendy Ellis

Visit your Web site Calendar: Click Here

Sign Out

View Facilities Calendar

| Main Menu | My Profile | Help |

You are here: Control Panel > Rosters

Rosters

Get Data from MSHSL

2

Rosters: Choose Students for Soccer Boys JV

Select the students you want to be on the roster for this activity.

Choose One: All students   +

Students
control+click to select each then click Add

Fuego, Arabella (12)
Hanks, Tina (9)
HARK, BRANDON (11)
JAMES, MATT M(11)
Leaf, Ryan R(8)
Manning, Annie O(5)
Monroe , Mary L(12)
Monroe, Mary (12)
morataya, pau b(5)
Paige, Sammy (8)
PARK, ROCHELE (7)
PARK, ROSE (7)
PIMENTEL, AL R(10)

Add >>

<< Remove

Students added to the Roster

Alberts, Jackson (12)
Elliot, Kevin (12)
Fenton, Andrew A(11)
Green, Rick (11)
Harris, Joshua (12)
Mendoza, Connor (12)

☐ **Send message to the parents of the registrants to pay fee**

| Exit without saving | << Back | Add Additional Students | Continue >> |

Any changes to the Scores and Rosters will reflect in the Activity Scheduler, Turbo Team Sites, and all other programs integrated to AS.

c) **Edit Practice Schedules:**
Important: This feature will be available only for Athletic Directors and Coaches (subscribed from AS) with permissions to add Practice Schedules and assigned Activities on the AS Coach Admin Settings form in AS.

To edit Practice Schedules, go to the Team Page Administrative Area, and click on the "**Edit Practice Schedule**". This action will take Coaches to the Activity Scheduler (AS) School Only Events, where Practice Schedules can be added or edited.

On the School Only Events page, click the "**Add event**" or "**Add recurring event**" button to add new Practice Schedules.

Clicking the **Add event** button will show the **Add event form**. Here, Coaches can select the information to be displayed for the Practice Schedule.

Coaches can also edit the Event information by clicking the edit button of the Practice Schedules on the School Only Events tab.

The chosen Practice Schedule will be added to the Activity Scheduler Calendar.

d) **Create Photo album (Optional)**:

To create a new Album, simply go to the **Photos** tab, and on the **Album** tab, click the **Create New** button.
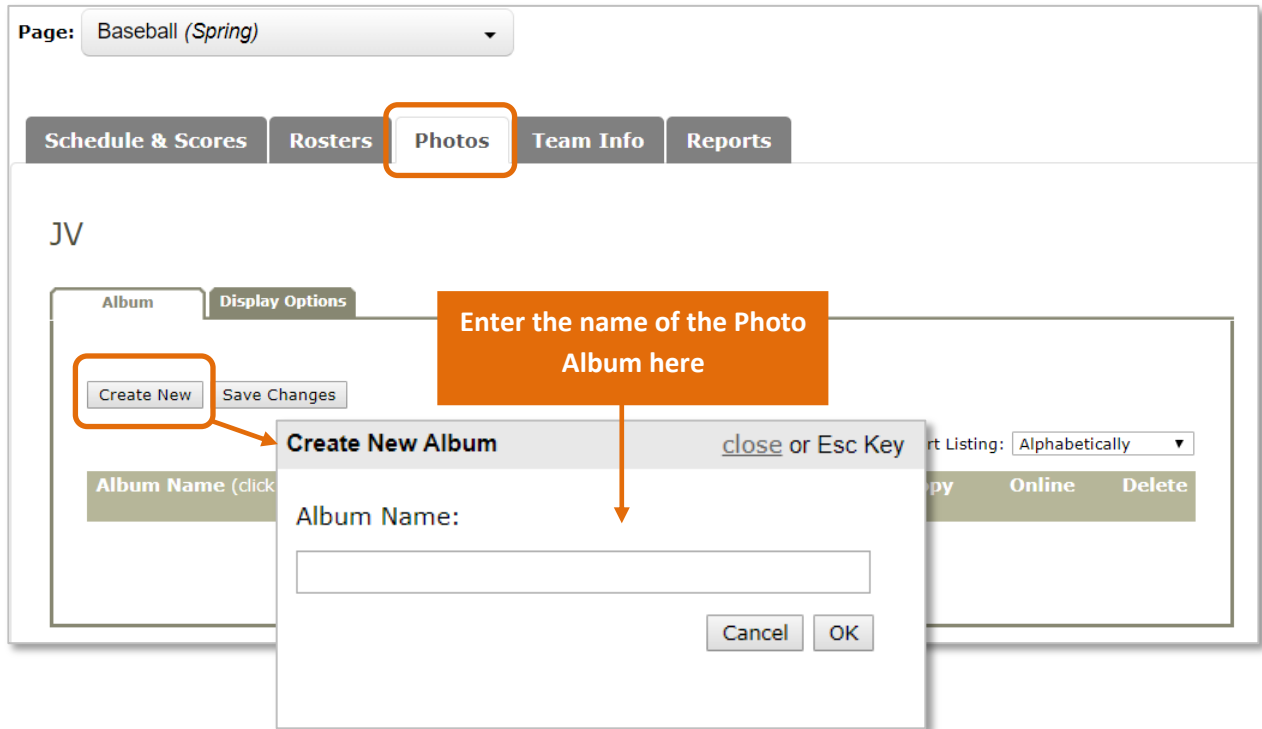
To add photos, click the **Add files** button and select the images to be shared with the Public.
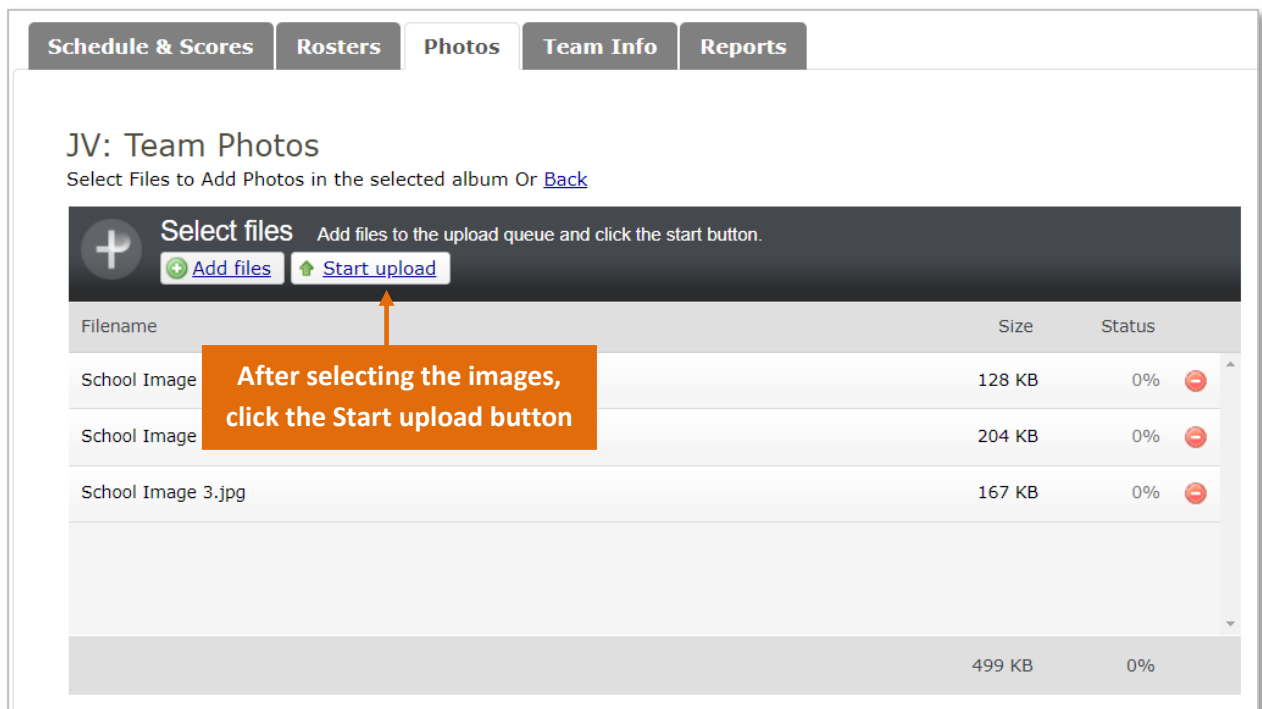
These photos can be viewed by Public Users when checking the Team Information

e) **Team Information:**

Share with the audience the latest team information by entering the data on the correspondent field. Coaches can insert links to relevant pages and add images to the text.

f) **Reports**

Activity Registration **(Only for Activity Registration Users):**

We have added the '**Registration Summary Report'** and '**Registration Detail Report'** to keep track of registrations per Season, School Year, and Sport. Use the filters to generate the information you need at any time!

Page: Girls Volleyball ▾   « Back to My Site Admin   View your Site   💬 News & Messages   ⚙▾

| Schedule & Scores | Rosters | Photos | Team Info | **Reports** | Display Settings |

Activity Registration Reports

| Registration Summary Report | View |
| Registration Details Report | View |

Activity Scheduler Reports

| Participants List | View |
| Registered Participants | View |

Back

Page: Girls Volleyball ▾   « Back to My Site Admin   View your Site   💬 News & Messages   ⚙▾

| Schedule & Scores | Rosters | Photos | Team Info | **Reports** | Display Settings |

Registration Summary Report

Registration Form	- All - ▾
Season	All Year ▾
Activity	Volleyball Girls ▾

Time Period:
- ○ By Date Range   From: [   ]   To: [   ]
- ○ By Quarter   Fall 2018 ▾
- ● By Year   Fiscal Year 2018 - 19 ▾

Display Options: ☑ Registration Date   ☑ Student Name   ☑ Registration Form   ☑ Activity

<< Back   **Generate Report >>**

This is a sample Activity Registration Report:

Activity Scheduler Reports

We have added also the "**Participants List'** and '**Registered Participants'** Reports. These reports will help users get detailed information on any selected team in the Activity Scheduler.

This is a sample Activity Scheduler report.

Kinnelon High School (Report generated 07-02-2018)
Participants List

Print | Create Mailing Labels

Export Report as XLS or CSV File

Display columns: **Nationality**⬇

⬇Activity	Season	⬇Student Name	ID⬆	Gender	Quit⬆	DOB⬆	Grade⬆	Notes⬆
Baseball - Boys Varsity	Spring 2018	Airey,	180007	Boy		05/11/2001	12	
Baseball - Boys Varsity	Spring 2018	Bassi,	220601	Boy		07/31/2000	12	
Baseball - Boys Varsity	Spring 2018	Brinster,	180030	Boy		06/09/2001	12	
Baseball - Boys Varsity	Spring 2018	Buck,	200085	Boy		11/15/2001	11	
Baseball - Boys Varsity	Spring 2018	Carroll,	200105	Boy		12/13/2001	11	
Baseball - Boys Varsity	Spring 2018	Duffy,	180170	Boy		12/11/2000	12	
Baseball - Boys Varsity	Spring 2018	Duffy,	180175	Boy		12/11/2000	12	
Baseball - Boys Varsity	Spring 2018	Duffy,	180180	Boy		12/11/2000	12	
Baseball - Boys Varsity	Spring 2018	Fu,		Boy		06/11/2001	12	
Baseball - Boys Varsity	Spring 2018	Hatch,	180245	Boy		12/07/2000	12	
Baseball - Boys Varsity	Spring 2018	LaFergola,	180295	Boy		04/23/2001	12	
Baseball - Boys Varsity	Spring 2018	Lazarski,		Boy		09/07/2001	11	
Baseball - Boys Varsity	Spring 2018	Lockwood,	221860	Boy		01/28/2002	11	
Baseball - Boys Varsity	Spring 2018	Masherelli,	180355	Boy		04/19/2001	12	
Baseball - Boys Varsity	Spring 2018	Mauriello III,	180357	Boy		11/10/2000	12	
Baseball - Boys Varsity	Spring 2018	Parisi,	211470	Boy		01/27/2003	10	
Baseball - Boys Varsity	Spring 2018	Stickle,	180500	Boy		02/19/2001	12	

Total #: 17

<< Back

4. Frequently Asked Questions:

1. How do you give coaches access to other buttons or subsites?

You can give Coaches access to other buttons or pages from the Members Database module. Just go to Quicklinks on the Homepage (also known as the left navigation area), look for the Members Database button and click Edit button. On the Members tab, select the Coach, and then under the Permissions column, click View. From there you can grant permission over other buttons (sports levels) and pages that you want the Coach to manage from the Administrative Area.

2. How do you get the same username in Activity Scheduler (AS) and Turbo Team Site (TTS)?
Coaches can use the same AS Username and Password in TTS when they are subscribed from AS. A user can subscribe a Coach from AS by going to Members Database and on the Members tab, clicking on the Subscribe to AS link. This action will display a list of Coaches that can be subscribed from AS. Once subscribed; they will have the same AS Username and Password when logging into their Turbo Team Site.

3. How can Coaches create a Photo Gallery?

On the Team Page, go to the Photos tab. From there, you can create a photo album and then start adding images to it.

4. Can Coaches submit articles to News and Announcement?

Coaches (with Master Permissions) can submit articles to News and Announcements. When the material has been approved and published, it will show in the Highlights Area of the Public View.

5. How can you Share your School News, Announcement and Urgent Notices through Twitter

To share your School News and Announcement or Urgent Notices, you need to go to "Site Design & Admin Tools" tab, click on the Twitter Integration, add and register your School Twitter Account, then select the app (News & Announcement and/or Urgent Notices) that you would like to share on Twitter.