

## Turbo Team Sites Quick Start Guide for Coaches

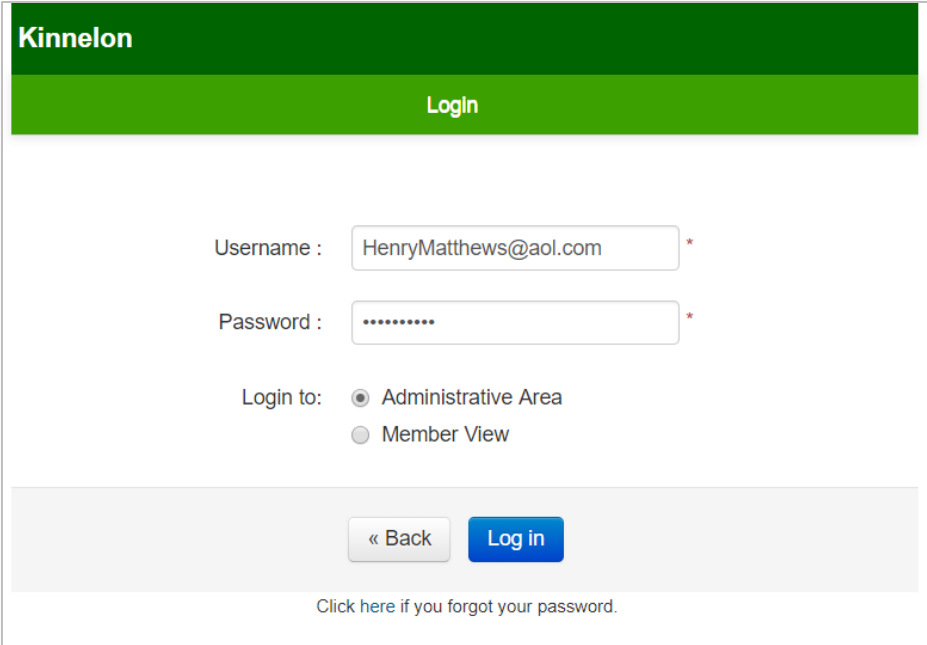
Welcome to the rSchoolToday Turbo Team Sites Quick Start Guide for Coaches. Here, we will guide Coaches to manage their Team Page effectively in a few clicks! Let's get started.

1. [View Team Information on start-up page](#)
2. [Access the Team's Page on the Administrative Area](#)
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  - e. Team Information
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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.



The screenshot shows the login page for the Kinnelon Turbo Team Site. The page has a green header with the name "Kinnelon" and a "Login" button. Below the header, there are two input fields: "Username" with the value "HenryMatthews@aol.com" and "Password" with masked characters. There are two radio buttons for "Login to": "Administrative Area" (selected) and "Member View". At the bottom, there is a "Back" button and a "Log in" button. A link "Click here if you forgot your password." is located at the bottom of the page.

## 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.

The screenshot shows the Kinneelon High School website homepage. The navigation bar includes: HOME, TEAM SITES, ACTIVITIES, REGISTRATION, ATHLETIC FORMS, and SUMMER CAMP INFO. A 'Notify Me!' button is also present. The main content area is divided into sections: SCOREBOARD, QUICK LINKS, and a central list of sports categorized by season: Fall Sports, Spring Sports, and Winter Sports. An orange callout box highlights the 'Fall Sports' list, which includes: Girls Volleyball, Boys Soccer, Girls Soccer, Football, Boys Football, Girls Tennis, Girls Field Hockey, Squash, Boys Cross Country, Girls Cross Country, Cheerleading, Boys Soccer- MS, Girls Soccer- MS, Girls Volleyball- MS, Girls Field Hockey- MS, and Cross Country- MS. To the right, there is a scoreboard for 'Madison High School' with a score of 190. An orange callout box with an arrow points to this scoreboard, containing the text: 'Check here the latest School/District team scores'. The footer shows the date 'Tuesday, Jun 26, 2018' and the text '@ KHS New Gym'.

## 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).

The screenshot shows the administrative interface for the Boys Baseball team. The breadcrumb trail is 'Athletics > Spring Sports > Boys Baseball > Varsity'. There are 'Help' and 'Logout' buttons. A dropdown menu is set to 'Boys Baseball (Spring)', with an orange callout box and arrow pointing to it that says 'Select the Activities here'. Below the dropdown are buttons for 'Schedule & Scores', 'Rosters', 'Photos', 'Team Info', and 'Reports'. The 'School Year' is set to '2017-2018'. A table displays game results with columns for Date, Time, Event, Opponent, Location, Notes, Score, and W/L. The table contains four rows of game data. At the bottom right, it says 'Team Record: 2-2-0'.

Date	Time	Event	Opponent	Location	Notes	Score	W/L
03/31/18	09:00 AM	Game	Abraham Lincoln	<a href="#">Ceppa Field</a>		4 - 48	L
05/28/18	09:00 AM	Game	Abraham Lincoln	<a href="#">300 Country Club Road</a>		55 - 57	L
05/28/18	04:00 PM	Game	Golden Valley	<a href="#">Jefferson City</a>		58 - 57	W
05/28/18	01:00 PM	Game	Vista	<a href="#">Acme Academy</a>		58 - 56	W

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.

The screenshot shows the administrative interface with a top navigation bar containing 'Site Content', 'Site Design & Admin Tools', 'Web Traffic Reports', and 'Help'. Below this is a secondary navigation bar with 'Activities I', 'Registration & Payment', 'Athletics', 'Magic', 'Activities II', 'Calendar', and 'Forms'. The main content area features a table with columns for 'Action', 'Publish New Content', 'Display on website', 'Approve', and 'Permissions'. The table lists items like 'Homepage Content', 'Urgent Notices', 'News & Announcements', 'Scoreboard', and 'Tweets'. Below this is another table with columns for 'Action', 'Pages', and 'Permissions', showing a 'Baseball' page. An orange callout box with the text 'Click the Edit button to view the Team Page Administrative Area' points to the 'Edit' button in the 'Pages' table.

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.

The screenshot shows the 'Edit the "Baseball" Site' administrative page. At the top, there is a 'Page:' dropdown menu set to 'Baseball' and buttons for 'View your Site', 'News', and a settings icon. Below the title is a 'Save Changes' button. A table with the following columns: 'Edit Content', 'Button or Page Name (App or Function)', 'Last Edited', 'Change Order', 'Online', 'Offline', 'Hide', 'Get Link', 'Move', 'Copy', and 'Del'. The table contains one row for 'Sophomore (Team)' with a last edited date of '4-30-2018'. The 'Edit Content' button for this row is highlighted with an orange box. Below the table is a 'New Button/App' section with a text input field, a 'Basic' dropdown menu, and an 'Add' button. A link for 'Apps Description' is also present.

### 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).

Athletics > Fall Sports > Football > JV

Page: Football (Fall)

View your Site | News & Messages

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

School Year: 2017-2018

Date	Time	Event	Opponent	Location	Notes	Score	W/L
11/06/18	03:00 PM	Game	Cypress Lake			-	

Team Record: 0-0-0

**1** Edit Scores

Green Academy - Wendy Ellis

Visit your Web site Calendar: [Click Here](#)

Main Menu | My Profile | Help

You are here: [Control Panel](#) > Scores and Standings

Sign Out | View Facilities Calendar

**Coaches are automatically logged into their Activity Scheduler account**

Scores/Standings

Football JV

Points Determine Standings  
 Score Determines Standings

Show Standings to the Public for this Activity  
 Check here if low score wins for this Activity  
 Check here if Points are used for this Activity

Date	Opponent	Counts towards ... Team Record Conf. Standings	Location	Score (You/Opponent)	Points	Comments
11-06-18	Cypress Lake	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Home	<input type="text" value="5"/> <input type="text" value="1"/>		

Back | Save | Clear All

**2**

**Enter the scores here**

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).

Athletics > Spring Sports > Boys Soccer > JV Help Logout

Page: Boys Soccer (Spring) View your News & Messages

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

School Year: 2017-2018

**1** → 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 Sign Out

Visit your Web site Calendar: [Click Here](#) View Facilities Calendar

**Main Menu** **My Profile** **Help**

You are here: [Control Panel](#) > [Rosters](#)

**Rosters** **2** ↓

Get Data from MSHSL

**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 D(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.

Jefferson City - Robert Jesse  
Edit Coach

Please add your information in this page :

Click Here to upload picture

First Name:  \*

Middle Name:

Last Name:  \*

Company Name:

Title:

Address 1:

Address 2:

**Allow Coach access to other tools**

Allow this Coach to add Scores in the Mobile App and Team Site

Allow this Coach to add Practice Schedules via Activity Scheduler, Team Site & Mobile App

Activity Name:  +

Select the Events that Coaches can add and edit from the TTS website

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.

Page: Boys Baseball (Spring) View your Site News & Messages

Schedule & Scores
Rosters
Photos
Team Info
Reports
Edit Practice Schedule

School Year: 2017-2018

Date	Time	Event	Opponent	Location	Notes	Score	W/L
03/01/18	03:00 PM	Game	Lincoln	<a href="#">Athenian</a>		-	

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

Jefferson City - Anthony Smith Sign Out

Visit your Web site Calendar: [Click Here](#) View Facilities Calendar

Main Menu
My Profile
Help

You are here: [Control Panel](#) > School Only Go to advanced view

**School Only Events**

Event Sorting Tools Use this feature to sort events in the list below.

View by Month: All --OR-- View by Activity: All --OR-- View by Type: All

Add event
Add recurring event
Delete Checked

Edit	Event	Date	Time	Location	Publish	Copy	Delete
<input type="button" value="Edit"/>	<a href="#">Baseball Practice</a> (recurring)	07/21/17	3:00pm	<a href="#">Multiple locations</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Staff	<a href="#">Copy</a>	<input type="checkbox"/>
<input type="button" value="Edit"/>	<a href="#">Baseball Practice</a> (recurring)	07/21/17	3:00pm	<a href="#">Multiple locations</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Staff	<a href="#">Copy</a>	<input type="checkbox"/>
<input type="button" value="Edit"/>	<a href="#">Baseball Practice</a> (Postponed)	10/09/17	9:00am	Baseball Field	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Staff	<a href="#">Copy</a>	<input type="checkbox"/>

Users will be automatically logged into their AS account

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

### Add event

Activity by Type: All

Activity: Baseball Practice Date: 04 / 10 / 2018 Time: 1 : 00 PM - 3 : 00 PM

[Add Bus Time](#)

Location Entire building

- Arts Build - Room 1
- Arts Ground Floor
- Arts Room 1
- Bald Bldg.
- Baroman Bldg. - Court 1
- Baroman Building - Dark Room
- Baroman Building - Music Room
- Baseball Field**
- Basketball Court
- Brm Bldg - Drk Rm

Control+click to select multiple locations

For Custodians/Maintenance Staff:

Set-Up Starts (initial arrival): 12 : 50 PM

Tear Down Ends (leaves location): 3 : 10 PM

Show Set-Up and Tear Down times on the public calendar

Approximate # of Attendees: 9

Set-Up notes (for view by facilities and maintenance staff only):

Public Comments: [Edit Tools](#)

Contact name: -Please select-

Staff Only

Show ending time to the public

Record Edit History After Publishing

Add an Attachment: File Name : File: Choose File No file chosen

Send Email Confirmation to: -Please select-

<<Back Save & exit Save & add another event

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

### School Only Events

[Go to advanced view](#)

**School Only Events**

Event Sorting Tools Use this feature to sort events in the list below.

View by Month: April 2018 --OR-- View by Activity: All --OR-- View by Type: All

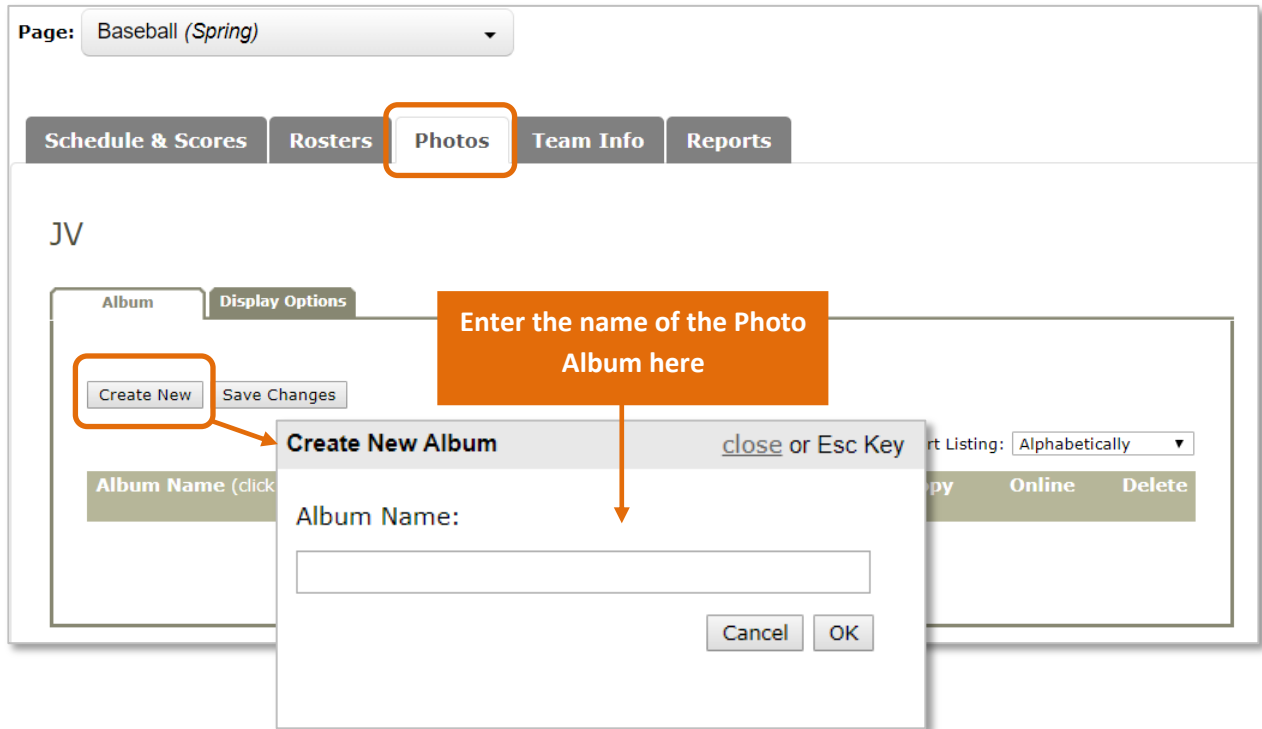
Add event Add recurring event Delete Checked

Edit	Event	Date	Time	Location	Publish	Copy	Delete
	Set-Up for Baseball Practice	04/02/18	1:00pm				
<b>Edit</b>	Baseball Practice	04/02/18	1:30pm	Baseball Field	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Staff	<a href="#">Copy</a>	<input type="checkbox"/>
	Tear Down for Baseball Practice	04/02/18	4:15pm				

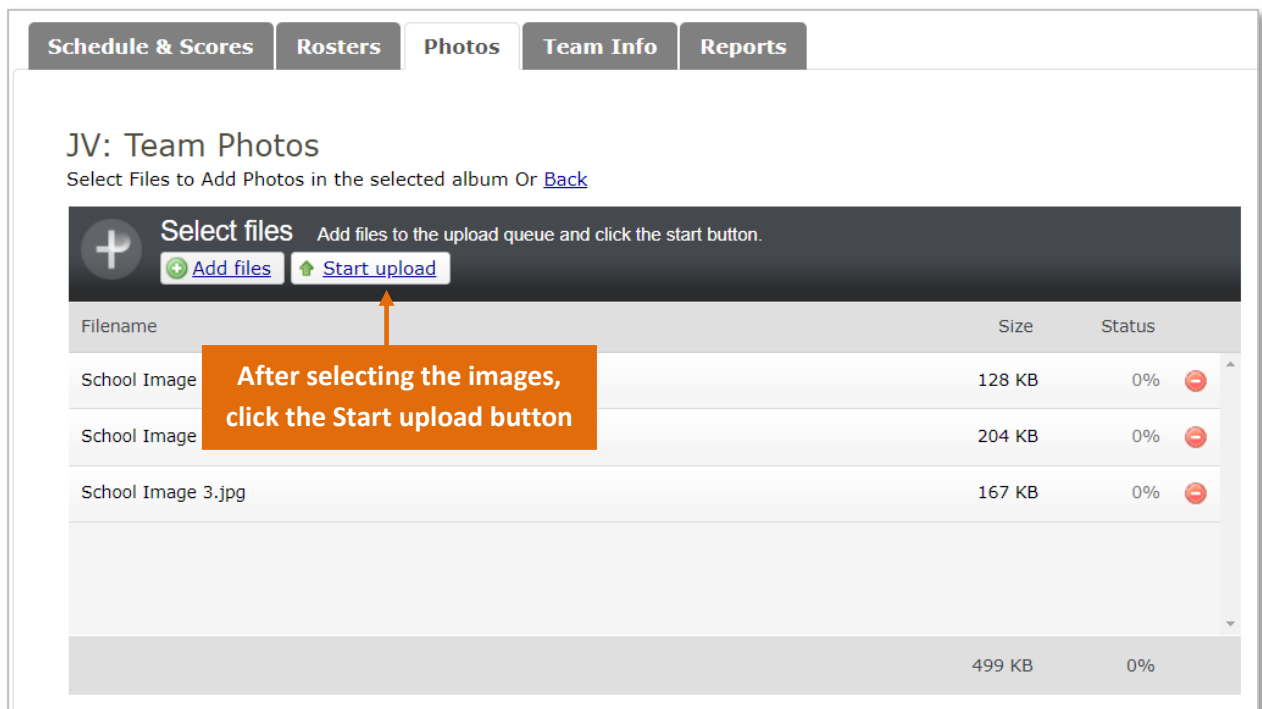
The chosen Practice Schedule will be added to the Activity Scheduler Calendar.

**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.





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

<< Back to Albums

These photos can be viewed by Public Users when checking the Team Information

JV: Team Photos [Edit](#)

Add Photos Thumbnail View List View Sort Listing: Alphabetically

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.

Page: Baseball (Spring) View your Site News & Messages

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

Switch to Inline Editor  Enable Center Alignment in the Image Properties

Source Undo Redo Bold Italic Underline Strikethrough Text Color Background Color Bulleted List Numbered List Indent Outdent Link Unlink Image Table Embed Video Code Block Help

Styles Font Size A A ABC ?

Green Academy Baseball provides a highly competitive summer travel baseball program for players in the U8 - U14 age groups. These teams are for dedicated baseball players. The program stresses skill development and competition. The coaches are carefully selected and receive additional training through the Positive Coaching Alliance.

Save Changes

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!

- 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](#)

- 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:

Registration Summary Report

[<< Close](#) [Print](#) [Export Data](#) [Email This](#)

Registration Summary Report – Fiscal Year 2018 - 19 Generated : 06:22 AM 07/02/2018

Registration Form : All  
Season : All Year  
Activity : Volleyball Girls

Date	Name	Registration Form	Activity	Status
06-07-2018	Aliotta, Isabella	2018 High School Fall Athletic Packet	Volleyball Girls	Unpaid
06-18-2018	Cooper, Kristina	2018 High School Fall Athletic Packet	Volleyball Girls	Unpaid
06-24-2018	Sienicki, Ashley	2018 High School Fall Athletic Packet	Volleyball Girls	Unpaid
06-29-2018	DiBrino, Carly	2018 High School Fall Athletic Packet	Volleyball Girls	Unpaid
Number of Registered Activities: 4		Active: 4	Canceled: 0	

### 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.

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](#)

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, [REDACTED]	180007	Boy		05/11/2001	12	
Baseball - Boys Varsity	Spring 2018	Bassi, [REDACTED]	220601	Boy		07/31/2000	12	
Baseball - Boys Varsity	Spring 2018	Brinster, [REDACTED]	180030	Boy		06/09/2001	12	
Baseball - Boys Varsity	Spring 2018	Buck, [REDACTED]	200085	Boy		11/15/2001	11	
Baseball - Boys Varsity	Spring 2018	Carroll, [REDACTED]	200105	Boy		12/13/2001	11	
Baseball - Boys Varsity	Spring 2018	Duffy, [REDACTED]	180170	Boy		12/11/2000	12	
Baseball - Boys Varsity	Spring 2018	Duffy, [REDACTED]	180175	Boy		12/11/2000	12	
Baseball - Boys Varsity	Spring 2018	Duffy, [REDACTED]	180180	Boy		12/11/2000	12	
Baseball - Boys Varsity	Spring 2018	Fu, [REDACTED]		Boy		06/11/2001	12	
Baseball - Boys Varsity	Spring 2018	Hatch, [REDACTED]	180245	Boy		12/07/2000	12	
Baseball - Boys Varsity	Spring 2018	LaFergola, [REDACTED]	180295	Boy		04/23/2001	12	
Baseball - Boys Varsity	Spring 2018	Lazarski, [REDACTED]		Boy		09/07/2001	11	
Baseball - Boys Varsity	Spring 2018	Lockwood, [REDACTED]	221860	Boy		01/28/2002	11	
Baseball - Boys Varsity	Spring 2018	Masherelli, [REDACTED]	180355	Boy		04/19/2001	12	
Baseball - Boys Varsity	Spring 2018	Mauriello III, [REDACTED]	180357	Boy		11/10/2000	12	
Baseball - Boys Varsity	Spring 2018	Parisi, [REDACTED]	211470	Boy		01/27/2003	10	
Baseball - Boys Varsity	Spring 2018	Stickle, [REDACTED]	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.