

BC Coastal Soccer League

Registering Coaches to Teams in the Coastal League

Connect allows you to create a Coach Pool to allow registered coaches to be assigned to any team within your clubs folder structure. Coach Pools are great for player registration events requiring coaches to be registered. It's also much easier for coaches to register, as they only need to register once, and can be rostered to multiple teams, rather than registering for every team individually. This will need to be added after your player event has been imported into your Connect system.

Creating a Coach Pool Folder

1. From your folder tree, click on the top level of the registration event
2. Click Add Folder
3. Name the folder Coach Pool and click Create
4. Move by dragging all other gender and/or age group folders underneath the Coach Pool folder

Creating a Coach Registration Event

Whether adding your coaches manually or requiring them to register online, a registration event for the coaches must exist. Follow the steps below to create the registration event.

1. Select the top level of the Player registration event from your folder tree that you wish to build a coach registration along side.
2. Go to the menu option Registration > Administration > Coach > Open/Create.
3. Enter in the term 'Coaches' to the end of the Title.
4. Select the registration form you wish to use from the dropdown menu.
If you do not already have a form created, follow steps a-e here. Note you can create your form prior to adding the Coach Pool if desired.
 - a. Go to Registration > Administration > Form Builder to acknowledge the Form Builder addendum.
 - b. After you've acknowledged this, you'll see a dropdown menu with a list of form types, including Family, Coach/Volunteer, Youth Invite, etc. Select Coach/Volunteer.
 - c. Once you've created the form, scroll through each section of the form to see what pre-populated questions have been included.
 - d. See the article [Form Builder - Manage Field Settings](#) to see how to modify certain questions pre-populated in the form, as well as how to add questions.
 - e. Be sure you're clicking Save periodically as you make changes to your form.
5. Select the playing season from the dropdown menu
6. Enter the contact name and email
7. You can adjust the notification settings by clicking on the notification settings link
8. IMPORTANT: You can come back to these settings any time during the setup process by clicking the Back button, or by returning to the edit screen once you have completed the registration setup process.