

CLUB ADMINISTRATOR RESOURCES

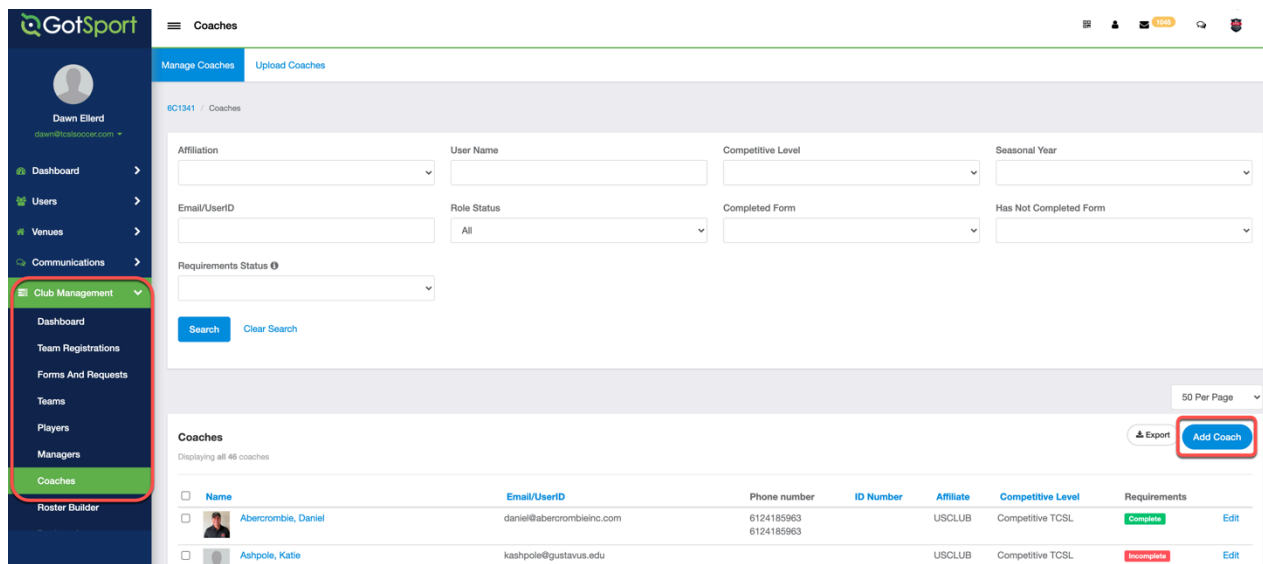
How to Create a New Coaches and Managers Individually

[Detailed Steps - How to create a new coach](#)

[Detailed Steps – How to create a new manager](#)

[Why Do I Get UserID/Email Taken Errors When Adding New Coaches or Managers?](#)

Coaches can be added to your club coach pool individually from the Coaches tab under Club Management by clicking on “Add Coach”.

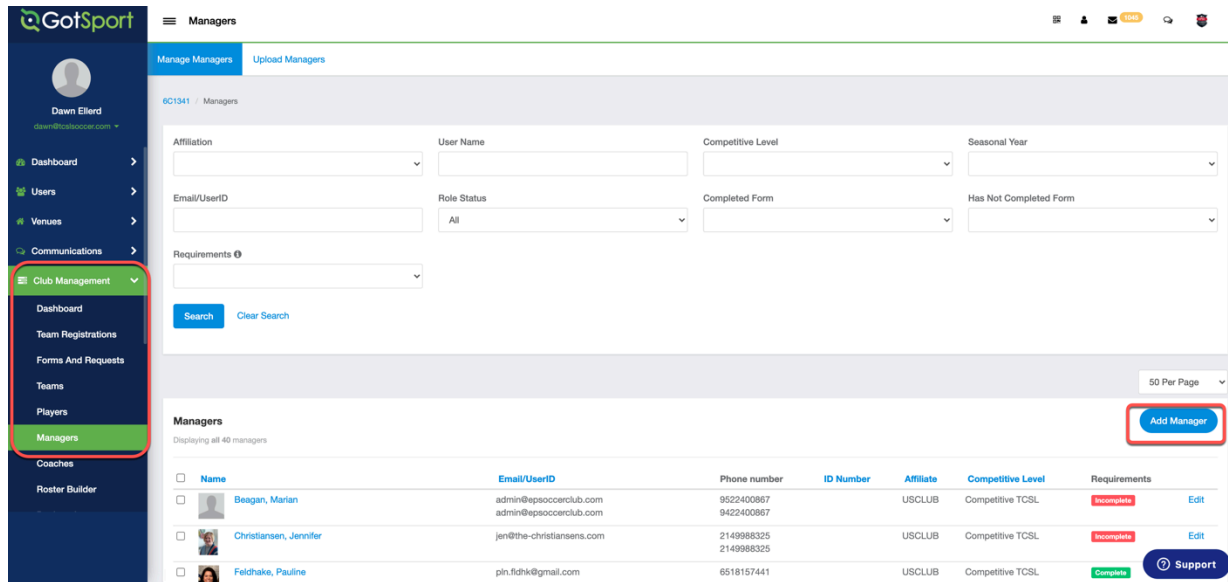


The screenshot displays the 'Coaches' management page in the GotSport system. On the left, a sidebar menu is visible with 'Club Management' expanded to show 'Coaches'. The main content area features a search form with the following fields: Affiliation (dropdown), User Name (text), Competitive Level (dropdown), Seasonal Year (dropdown), Email/UserID (text), Role Status (dropdown), Completed Form (dropdown), and Has Not Completed Form (dropdown). Below the form are 'Search' and 'Clear Search' buttons. Underneath the form is a table titled 'Coaches' showing a list of coaches. The table has columns for Name, Email/UserID, Phone number, ID Number, Affiliate, Competitive Level, and Requirements. Two coaches are listed: Daniel Abercrombie and Katie Ashpole. An 'Add Coach' button is highlighted in a red box in the top right corner of the table area.

Helpful Hints for Coaches:

- At times you will search for a coach to add and receive the message “username/email is already taken”. This is an indication that you have a mismatch between how the coach’s name and email have been linked or used previously.
- The “Add Coach” page has only ONE required field to do the initial search: username/email. We highly recommend you start with only this field...this will pull up the individual associated with the email/username in question.
- If there is a different version of the coach’s name in the account that pulls up (e.g. Jeff vs. Jeffrey) you can go ahead to add the individual as a coach and then access the profile to edit as needed. (NOTE: remember that the coach name in your club profile needs to match the legal names they will use for their background check!)
- If the email is linked to a different individual (we have seen this with some spouses that share a family email address), you’ll need to obtain a different email address to use for your coach.
- If the “username taken” error persists, please contact the TCSL office so we can help resolve the issue.

Managers can be added to your club manager pool individually from the Managers tab under Club management by clicking on “Add Manager”.



Managers

601341 | Managers

Search | Clear Search

Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
Beagan, Marian	admin@epsoccerclub.com	9522400867	9422400867	USCLUB	Competitive TCSL	Incomplete
Christiansen, Jennifer	jen@the-christiansens.com	2149988325	2149988325	USCLUB	Competitive TCSL	Incomplete
Feldhake, Pauline	pin.fdhk@gmail.com	6518157441		USCLUB	Competitive TCSL	Complete

Helpful Hints for Managers:

- At times you will search for a manager to add and receive the message “username/email is already taken”. This is an indication that you have a mismatch between how the manager’s name and email have been linked or used previously.
- The “Add Manager” page also has only ONE required field to do the initial search: username/email. We highly recommend you start with only this field...this will pull up the individual associated with the email/username in question.
- Usually these result from a name variation (as in the Jeff vs. Jeffrey example above) or can also be connected to their player’s account (this can be resolved by deleting the email from the username field in the player profile).
- If the “username taken” error persists, please contact the TCSL office so we can help resolve the issue.