

How to Set-up a Season

1. Navigate to **Trusted Coaches Website**: <https://www.trustedcoaches.org/>
2. Click on **MY ACCOUNT** - Login (Or Register for your Gym's Account)
3. Log into your trusted coaches gym account
4. On the left hand tabs, select "**Seasons**"
5. Click on "**Add New Season**" under the "*Help Center*" button
6. Create a Season Name, Modify the start and end date, and choose a season access key for your coaches.
 - a. Example: Gym's have been naming ours "2022-2023 Competitive Season"
 - b. *MAGA Start Dates* = Oct.1st, 2022 and *End Date* = June 30th, 2023
7. Once dates are entered, click the blue "Next" button
8. Create your **User Roles**, decide how many roles you need, and define the courses they need and when they should be updated.
 - a. Our user roles are "**Coach - 18+**" and "**Coach - Under 18**"
 - b. Courses for the **Coach - 18+** are:
 - i. Concussion Education
 - ii. Child Safety Training
 - iii. National Criminal Background Check - Essential
 - iv. Each of the Smart Certifications are selected as "Enable this course for any individual that has not completed in 3 years". These are the required courses to take to be eligible to be on the floor at meets in the MAGA.
 - c. Courses for the **Coach - Under 18** user role does not have the criminal background check as that is not required for coaches under the age of 18.
 - d. Put a high number (99) in for the "Max Per Role" just in case more coaches are added throughout the season.
9. Once you have filled in all your User Roles, click the blue "**Next**" button at the bottom right of the page to review your season settings.
10. If all of the settings look correct, you will click the blue "**Modify Season**" button on the bottom right. This will finish creating your season.
11. On the "**Seasons**" page, click on **Activate Coaches** on the button on the correct season you are wanting to add coaches to.
12. From this page you will be shown different ways of sending the information to your coaches to register and claim the season.
 - a. Example: Our club uses the "Copy Invite" option and just copy and pastes that in an email to our coaches we'd like to register.
13. Once coaches log in and claim the season, they will be directed to the courses they have to finish if they are past the 3 year mark.
14. As coaches complete their courses, you will then be invoiced the fees associated and will need to log in to the gym account and pay the fees for the coaches that have registered and taken courses.
 - a. If a coach doesn't need to take any courses, they shouldn't have a fee associated with joining/claiming a season.