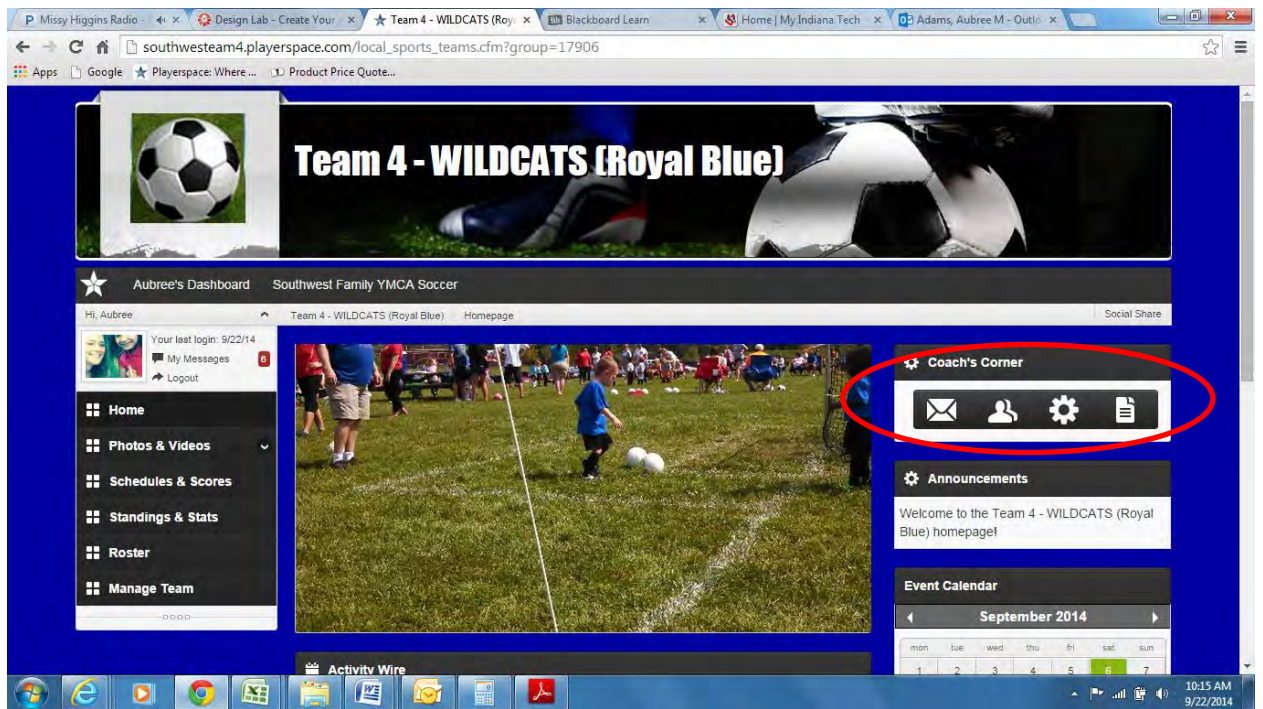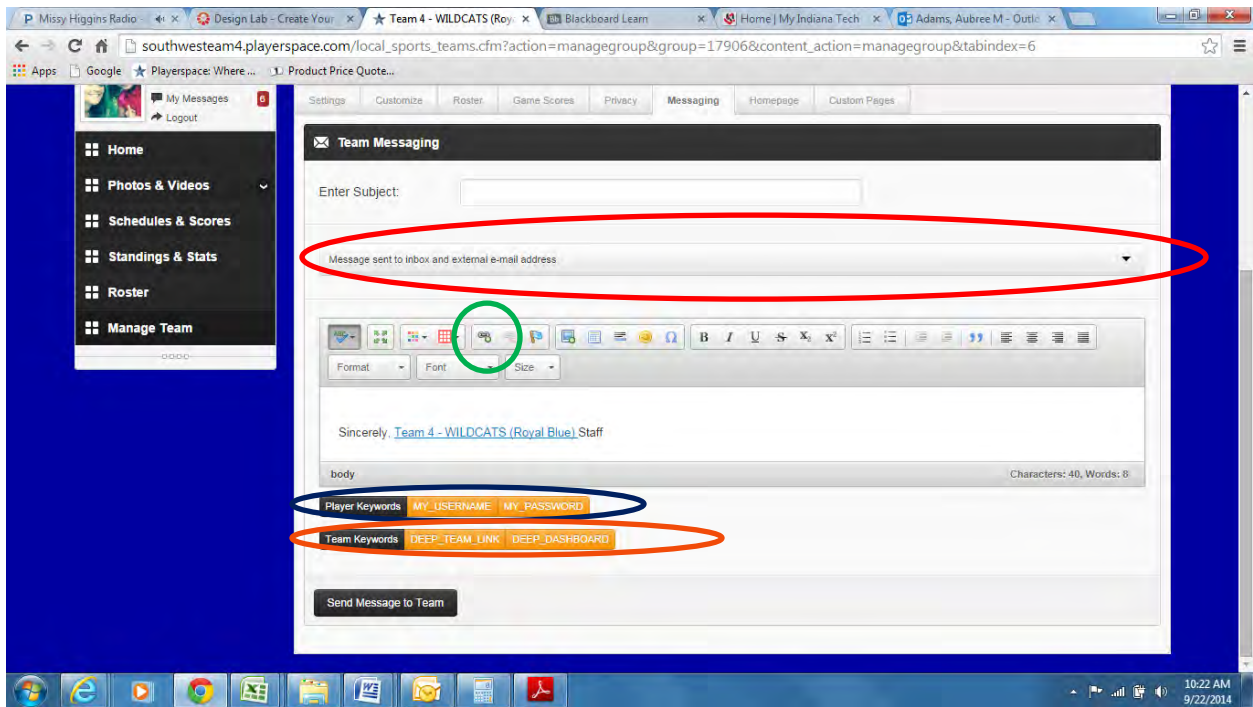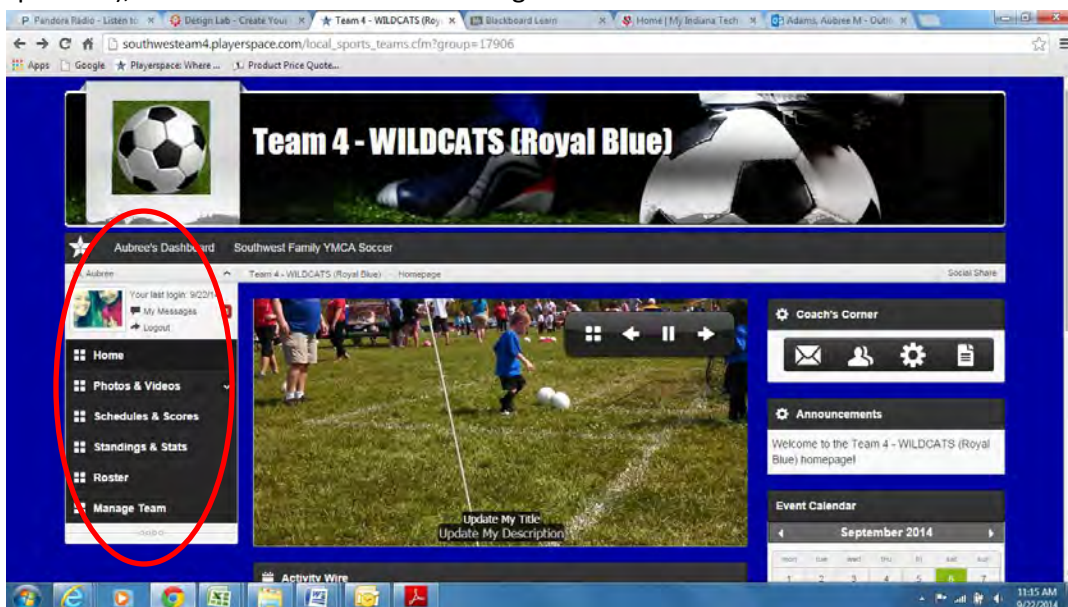# Playerspace Coach's Guide

Coach's Corner

1. The envelope icon allows you to message your team via email, inbox, and/or text message. Be sure to keep text messages to 60 characters or less.
   a. The red circle shows where you change the destination of your message.
   b. The green circle is where you can add a link within your email. This is our only way to add an attachment at this time through Google docs. See Google docs below for instructions.
   c. The blue circle shows you were you can send your team their username and password to get them access to the site. Most of the site information is public, but sometimes the site has a glitch that requires you to login. The Sports Coordinator will periodically send out access information, but this is good to know if you have a parent that asks for access information.
   d. The orange circle shows you where you can add the link to the website and the game schedule. This should get parents and family to the direct pages.
   e. Once you click "Send Message to Team", be sure to only click confirm once. Google Chrome will tell you it's working on processing your command in the bottom left of your screen.
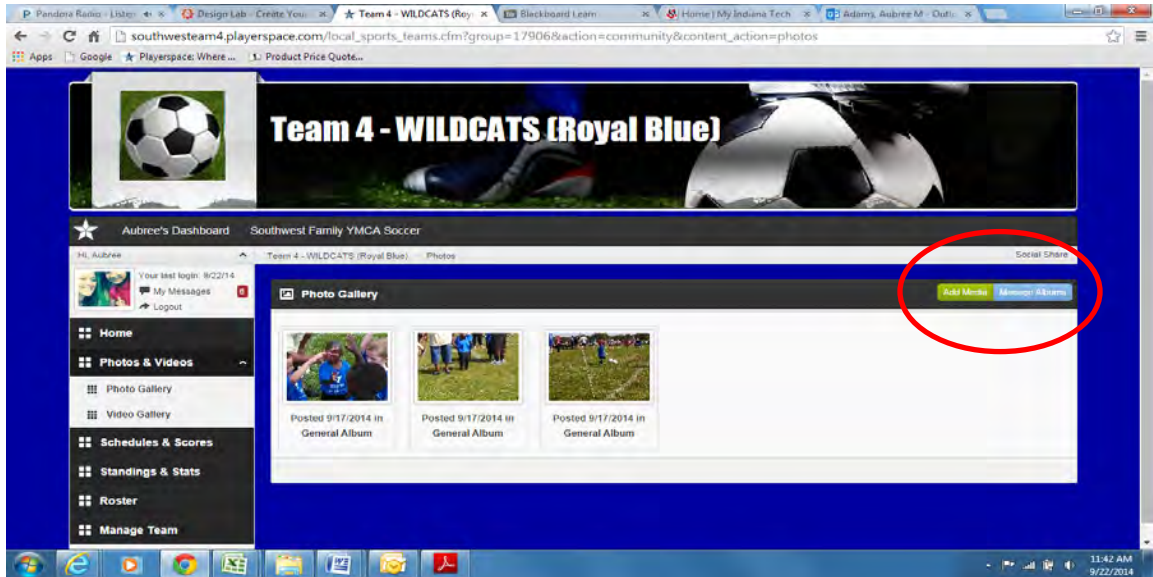
2. The people icon will give you direct access to your team roster.
3. The gear icon will give you direct access to your page's settings.
4. The paper icon will give you direct access to post news for your team (i.e. practice changes, game notes, etc.)
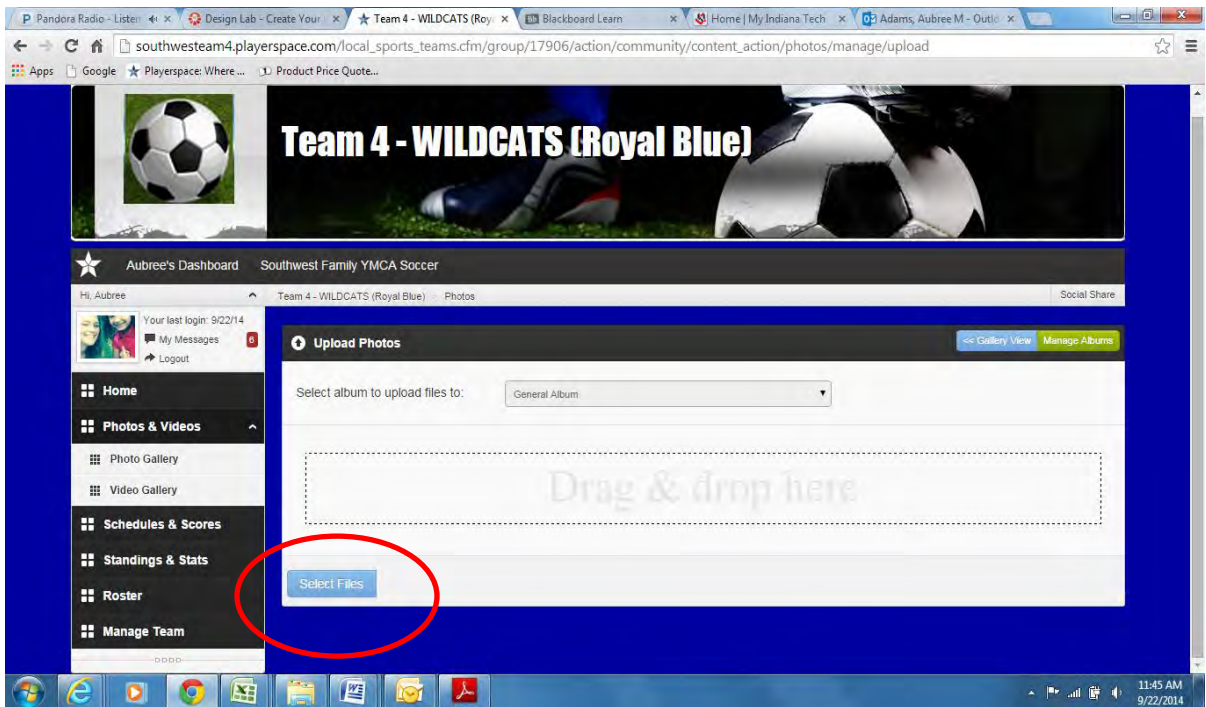
Dashboard

1. This section gives you access to everything you need. Parents, coaches, and fans can upload pictures and videos using the "Photos & Videos" tab, view schedules (SW YMCA only posts 11 & up scores), view the team roster and manage the team.
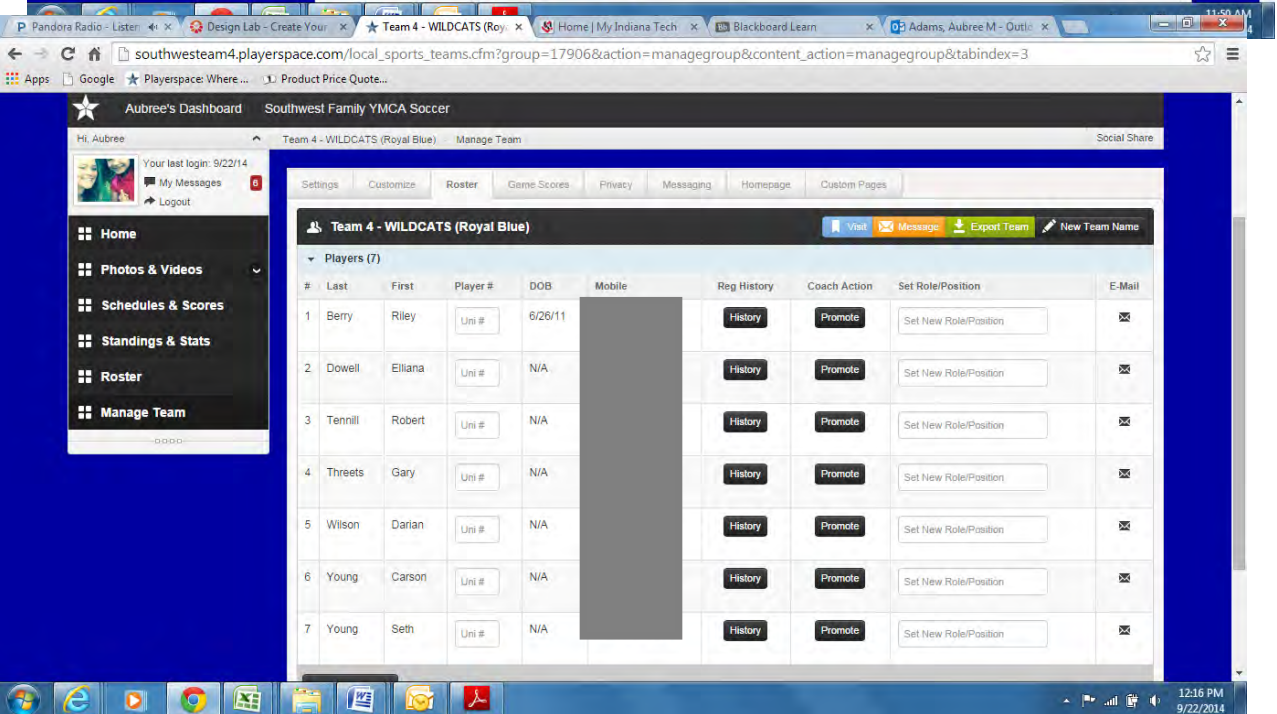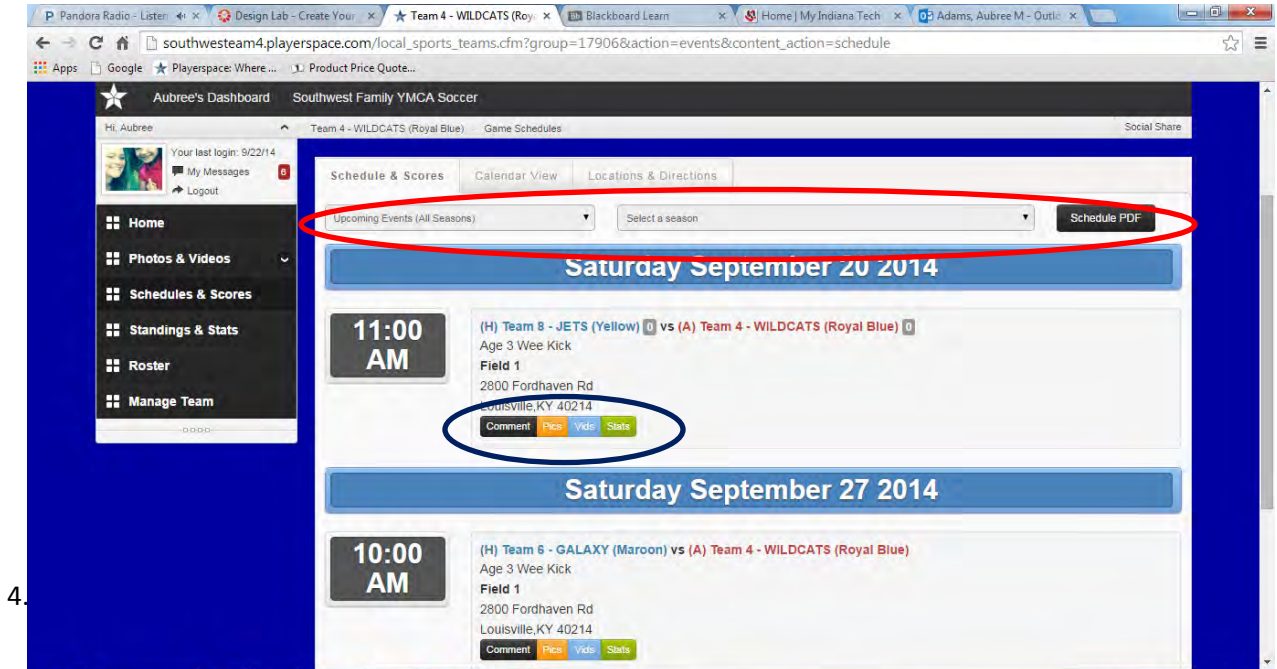
2. Posting a photo or video can be done fairly easily.
   a. Simply click "Add Media" to add your picture under the photo gallery page. The same can be done on the video gallery page.
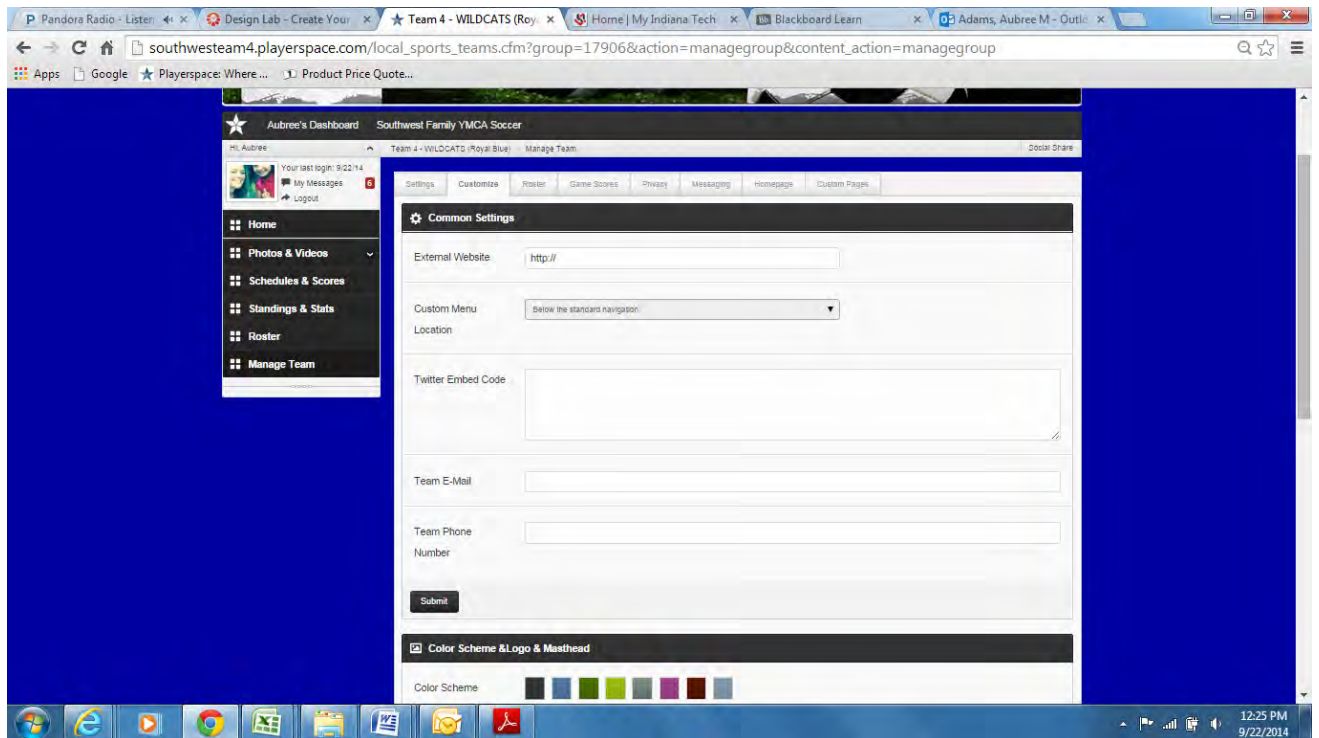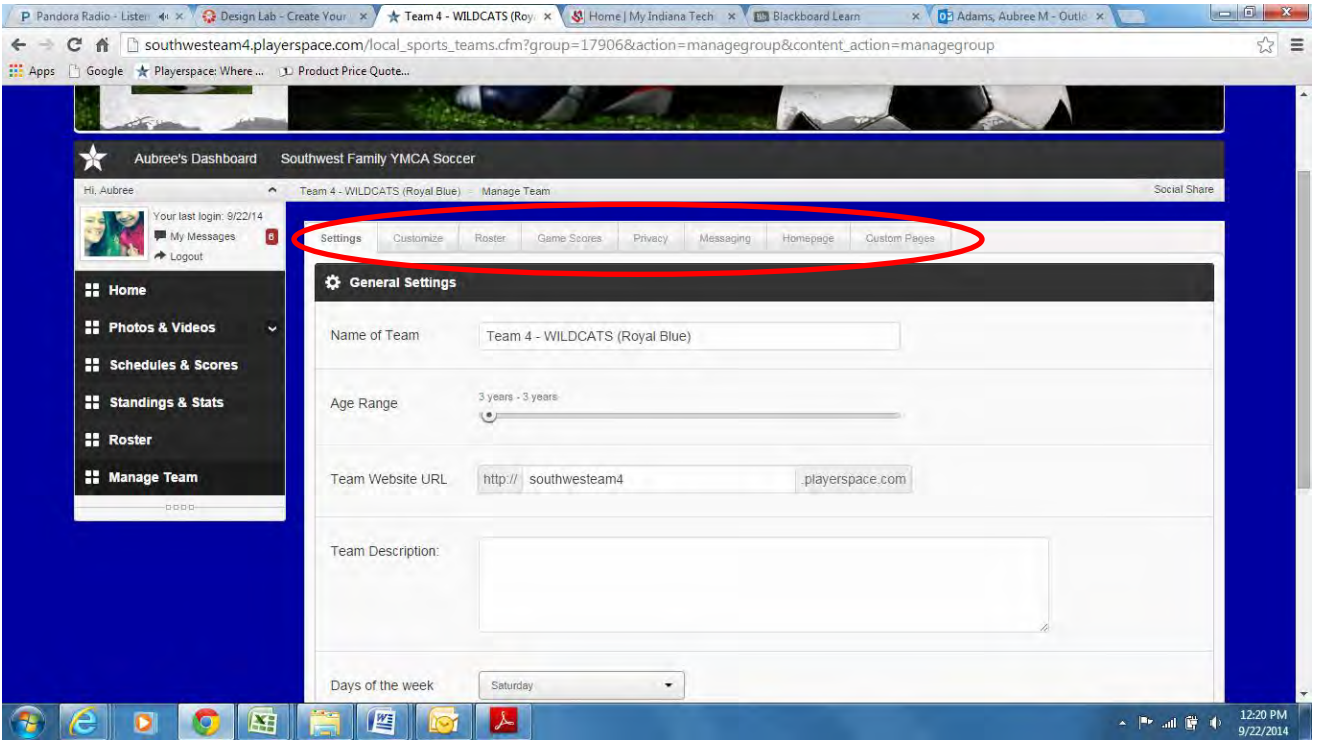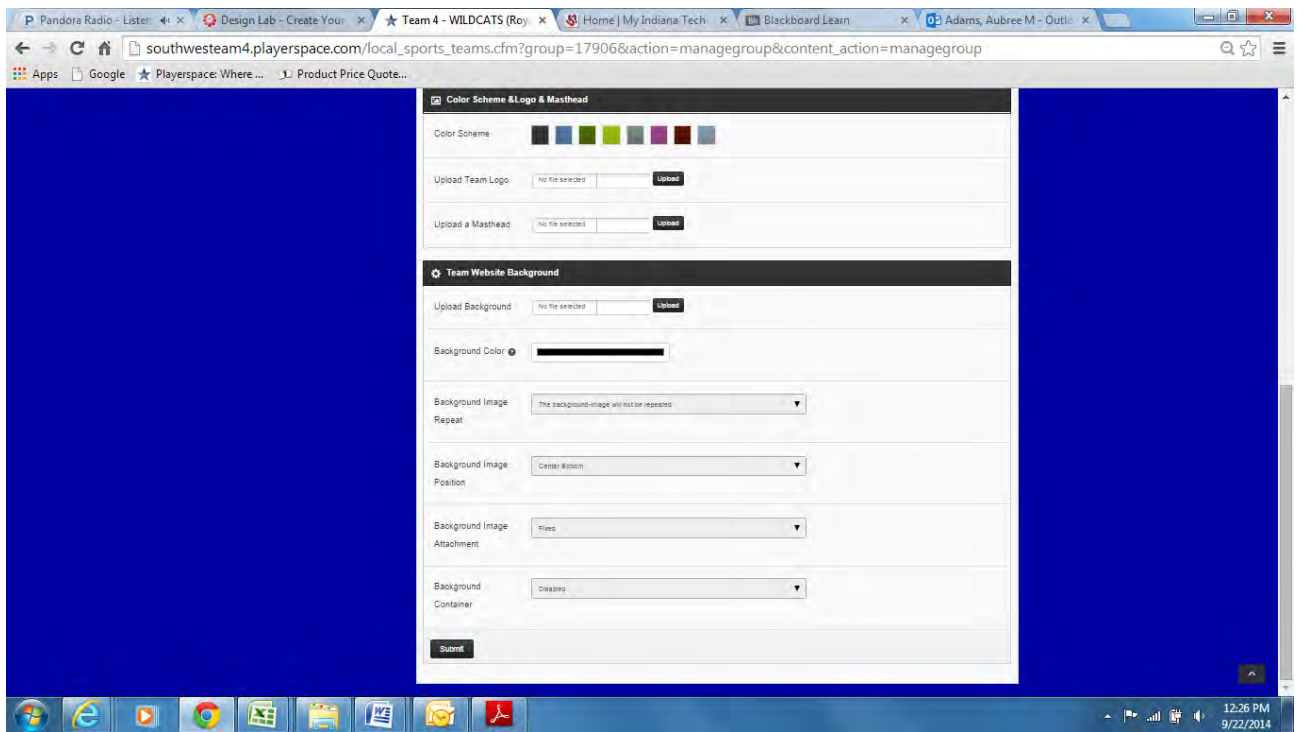

   b. Click "Select Files" and upload your content.

3. Anyone can view the schedules for your team by clicking "Schedules & Scores".
   a. You can view and print your team's game schedule using the function below. Simply click your desired events and your desired season. Then click "Schedule PDF" and one will upload.
   b. You can also click the buttons noted by the blue circle to make a comment, post pictures, post videos or view stats (if available).
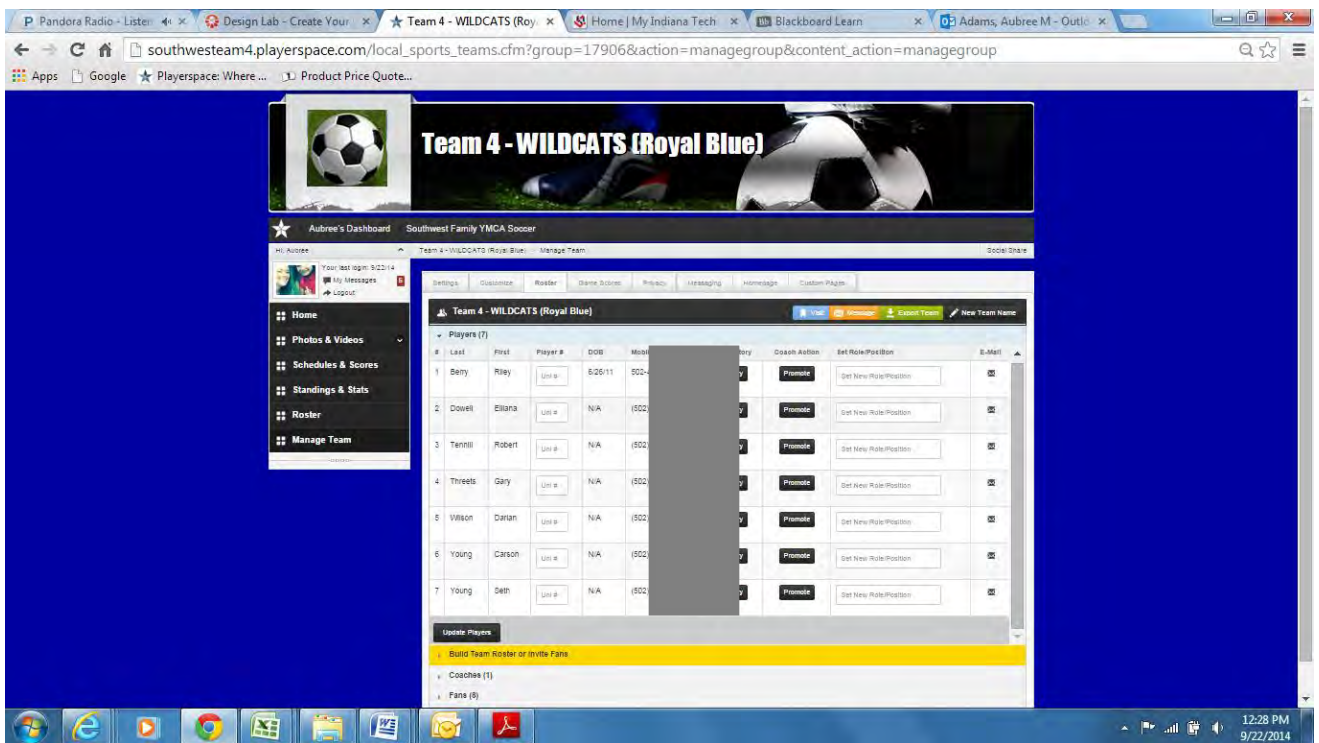

4.

5. The "Manage Team" tab is your one-stop-shop for the team page. It gives you several different options in a tabbed menu.
   a. The "Settings" tab allows you to view the team name, age, URL information, add a team description, check the days the team plays during the week, and location information. **Changes should not be made without contacting the Sports Coordinator.**
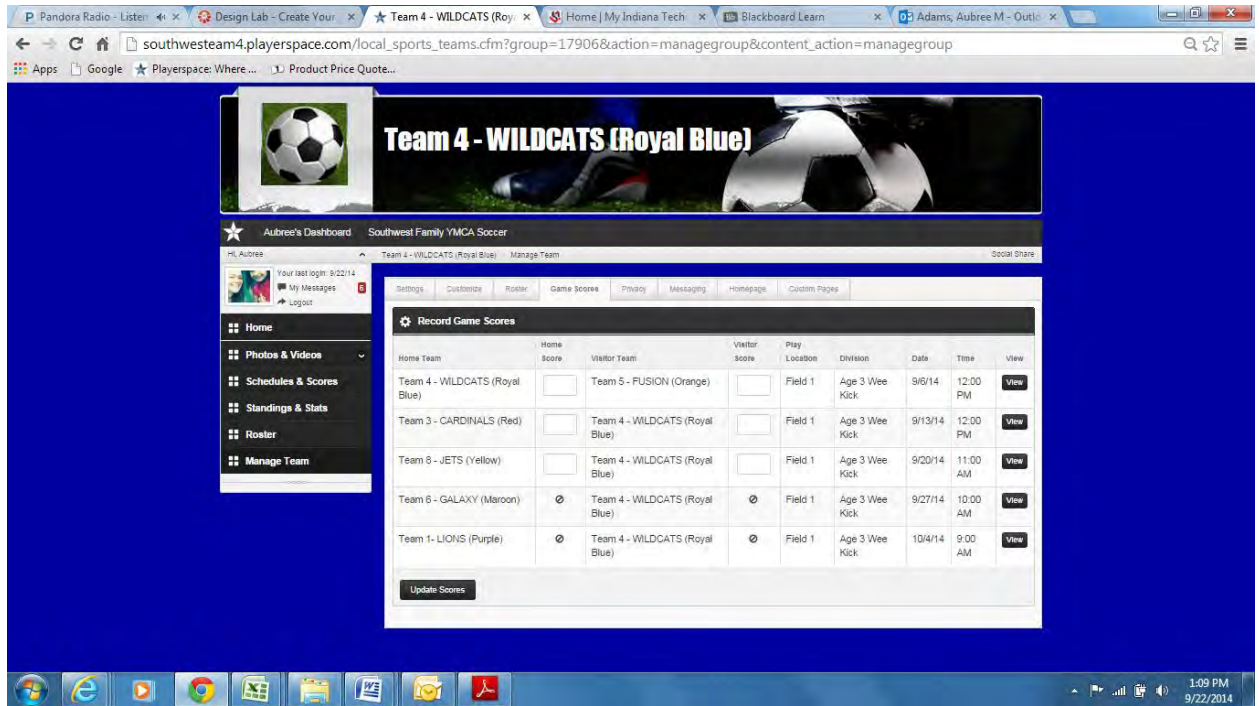
c. The "Roster" tab allows you to view and contact individual players via the roster. This also gives you access to other coaches and parents.
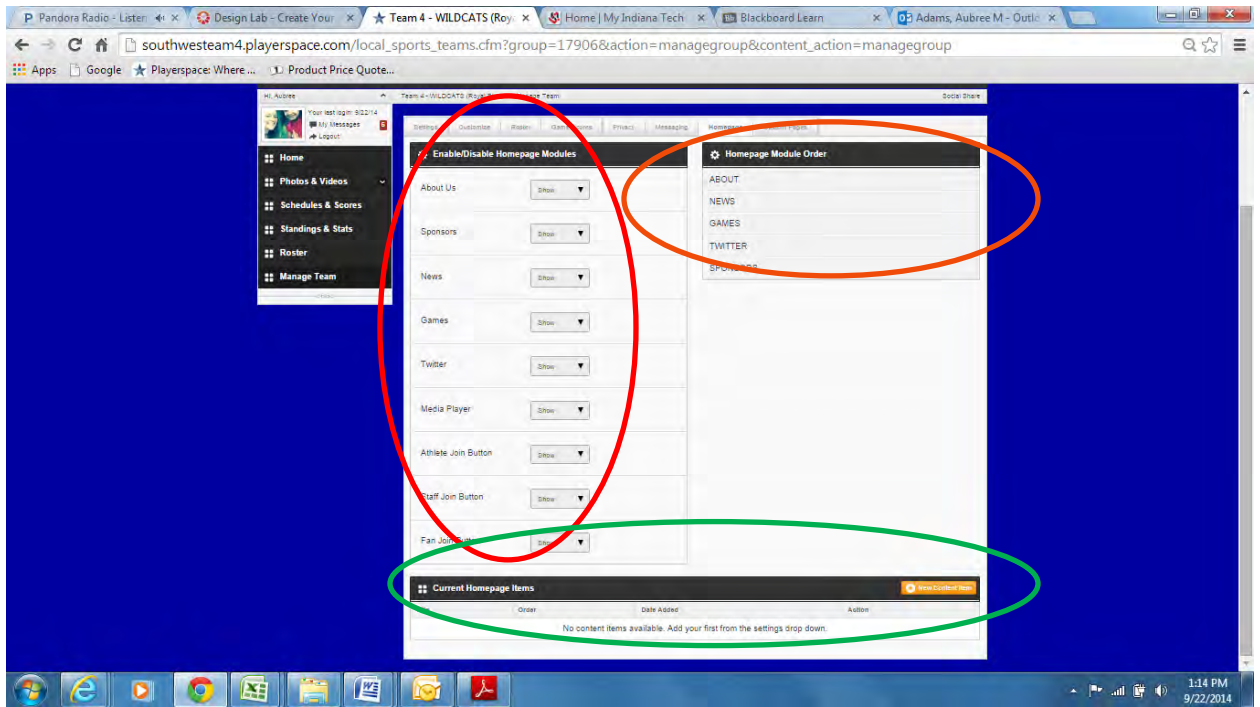
d. The "Game Scores" tab allows you to pull the scores from all games. Coaches can add scores; however, the Sports Coordinator will verify them and update scores each week. Please remember that scores only matter for the 11&up teams.
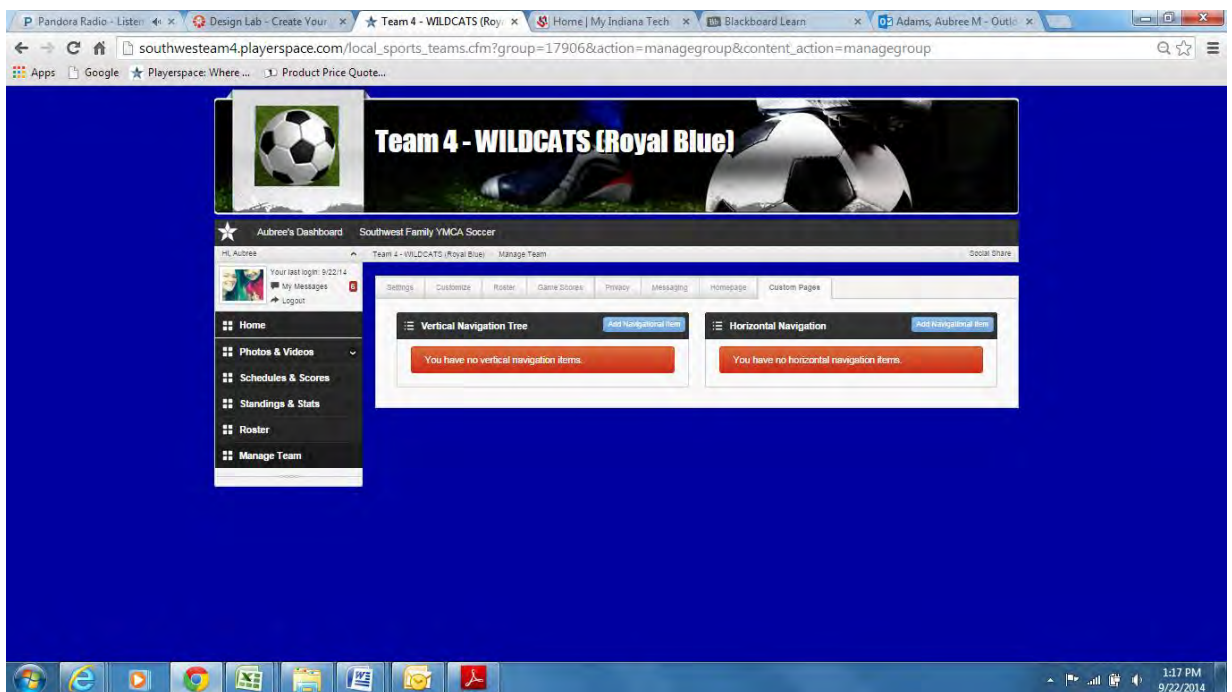

e. The "Privacy" tab gives coaches access to what can be seen by which parties. At this time, we prefer that you limit activity on this page. The default settings are the preferred settings for the SW YMCA.
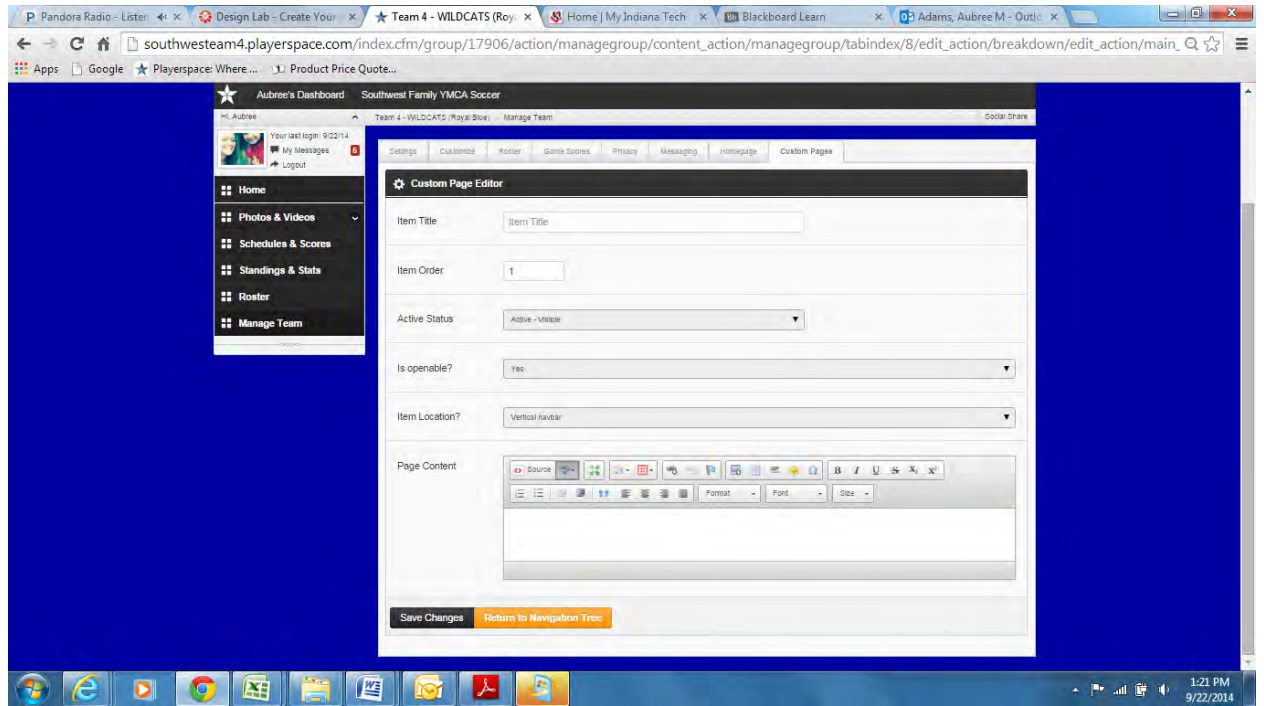
f. The "Messaging" tab gives you the same access as the envelope button from Coach's Corner. *Please see Coach's Corner for more details.*

g. The "Homepage" tab gives you the access to organize your webpage. It allows you to decide what you want to show or not show (red circle), change the display order of modules (orange circle), and to add content (green circle).
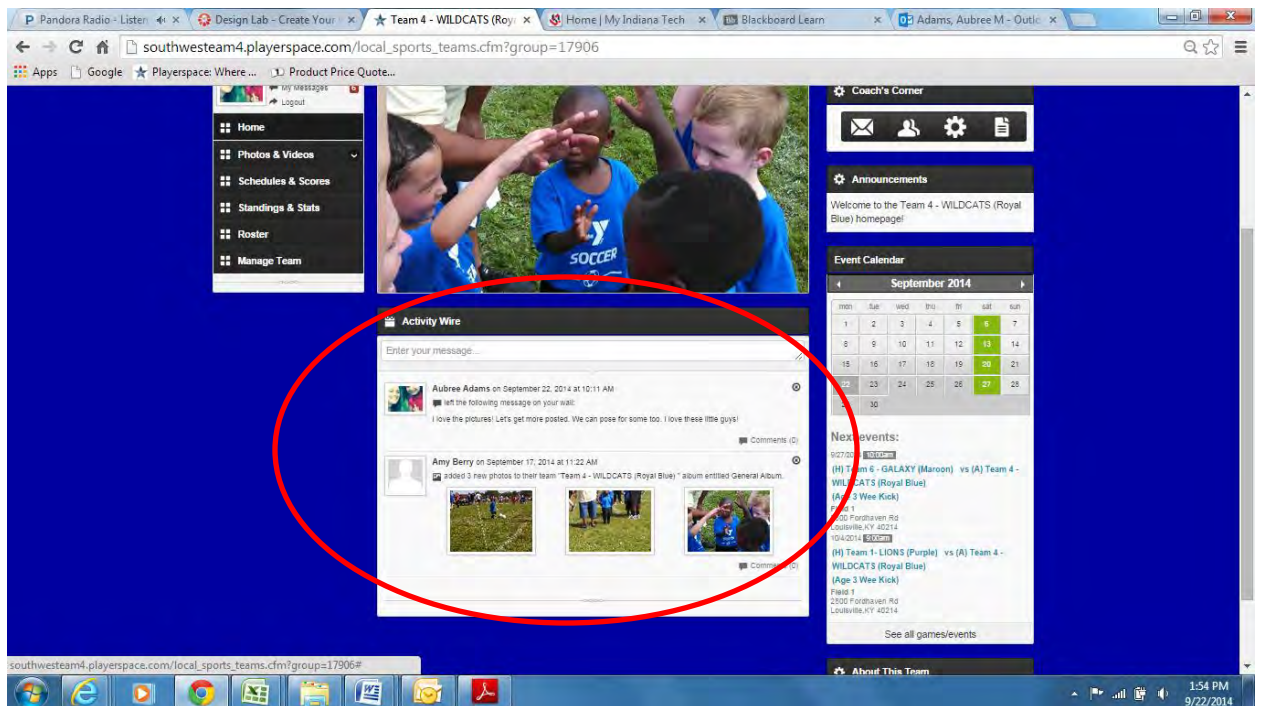

h. The "Custom Pages" tab allows you to add other content to your webpage. It would be best to ask for assistance with this from the Sports Coordinator. You can choose from vertical or horizontal placement on the homepage. Clicking on "Add Navigational Item" will give you access to add content. Build your content (assisted by the Youth Sports Coordinator) and save once finished.
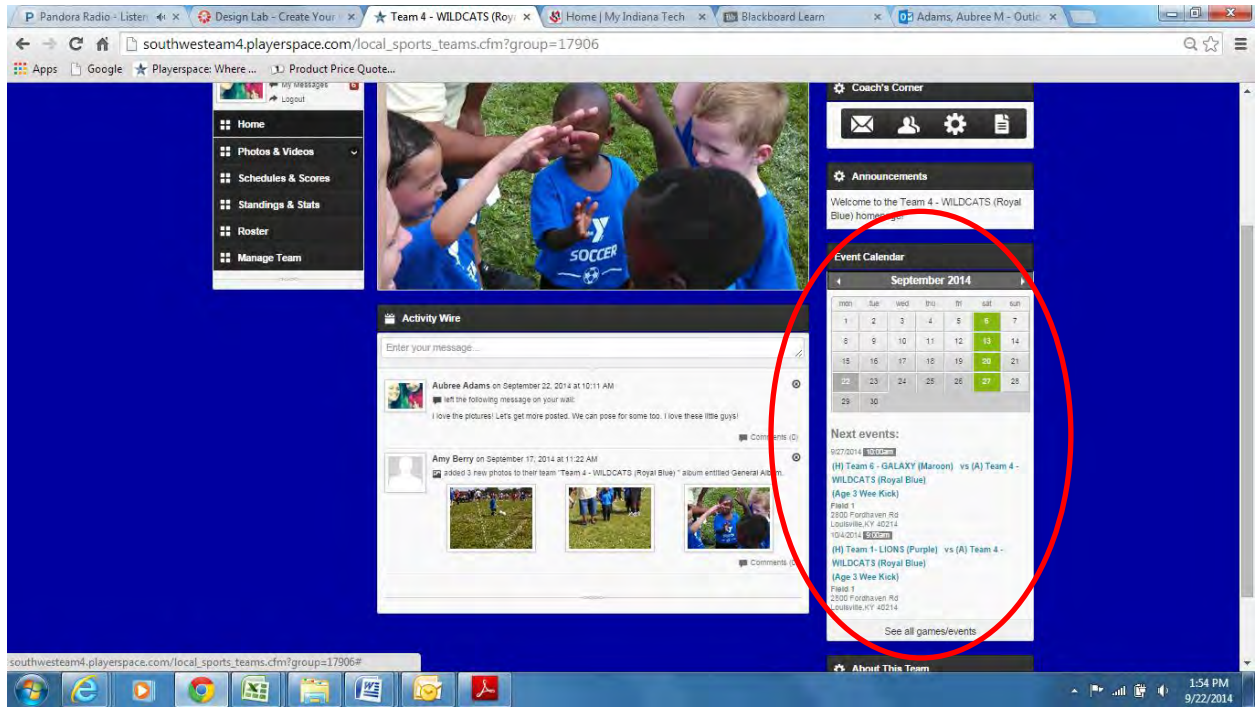
Activity Wire

1. The Activity Wire is where you can post comments, status updates, etc. about the team. Parents often post questions on this page as well, so keep an eye on it and make sure to respond if you can. The Youth Sports Coordinator will be monitoring the sites as well.
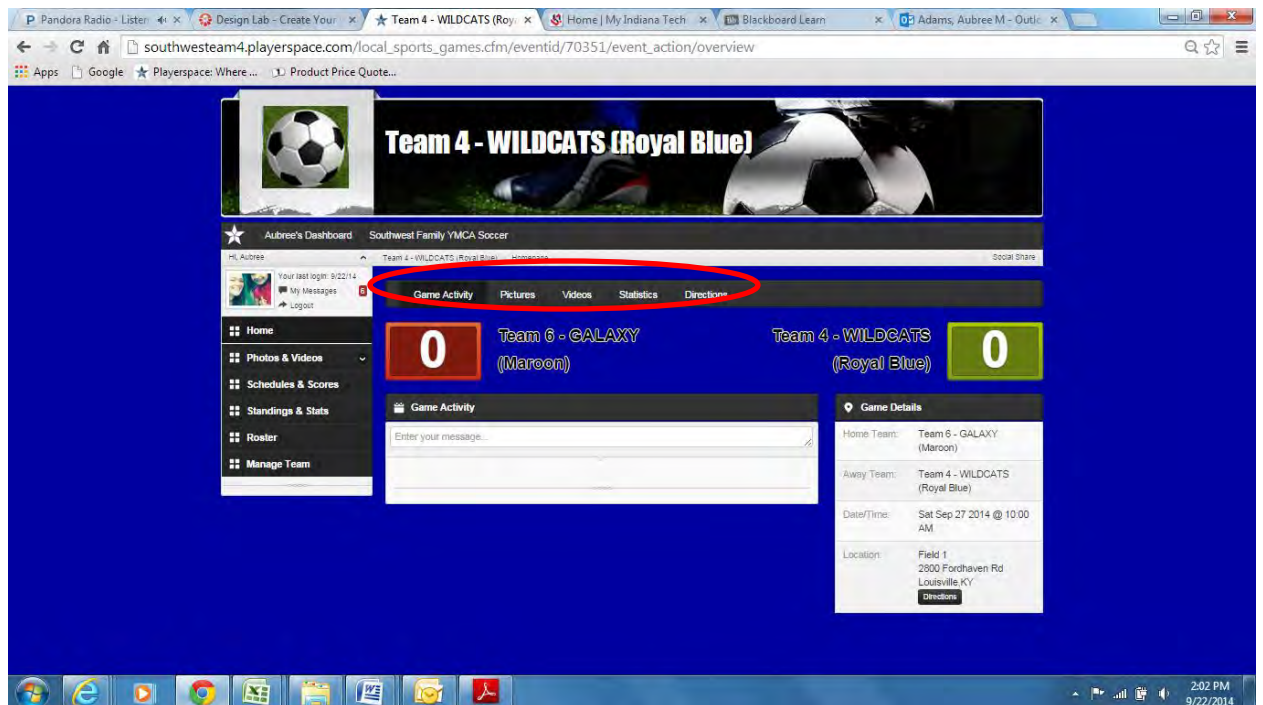
Event Calendar

1. The webpage displays an event calendar that updates upcoming events including games and practices including locations.
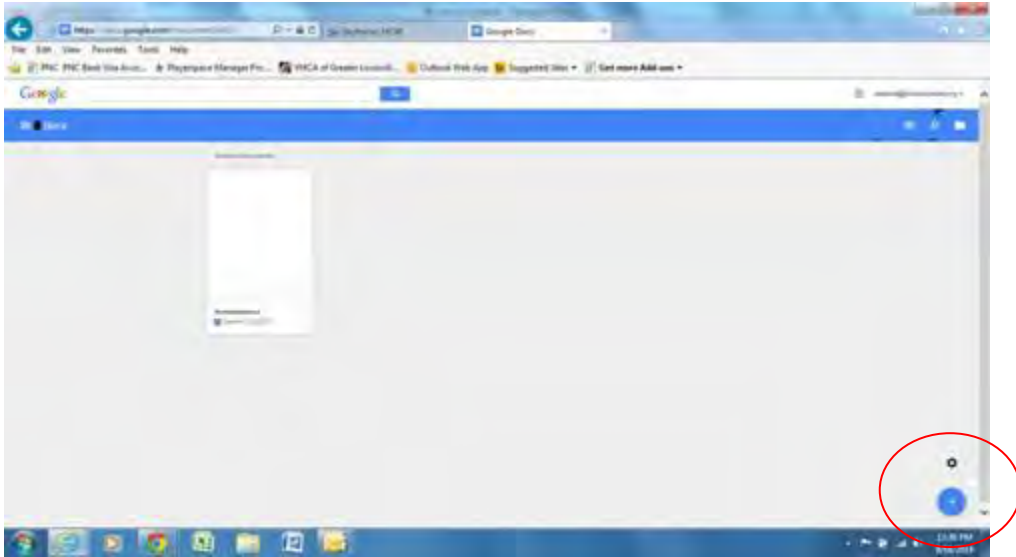

2. Clicking on the hyperlinks takes you to a game page that updates with scores. Comments can be made here as well. The page displays an area to put game-specific pictures & videos, stats, to via directions through a mapping function.
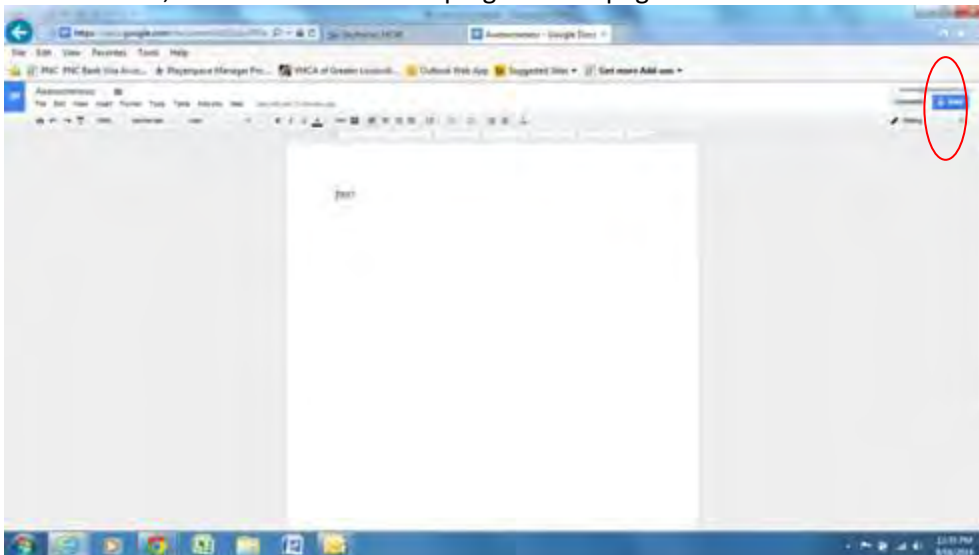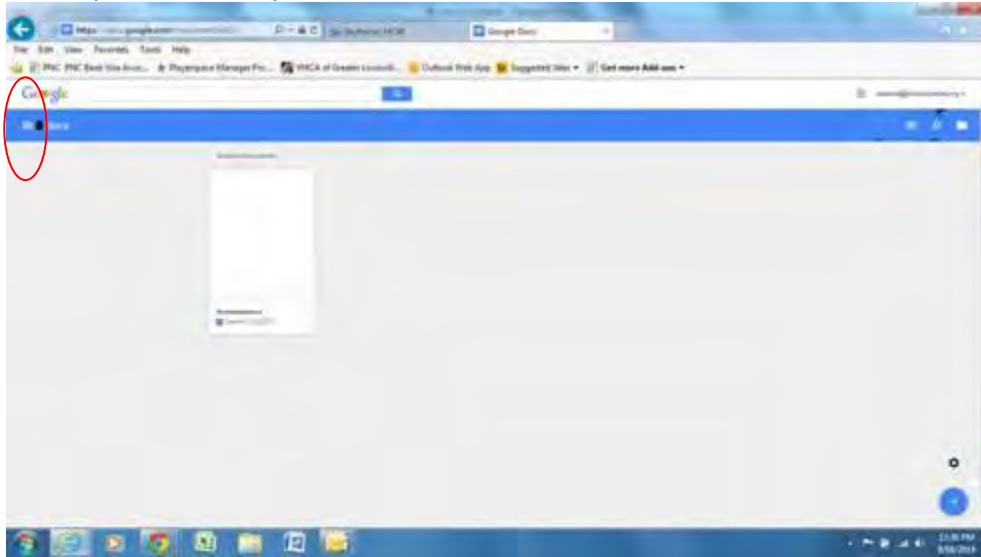
Google Docs/Linking Documents to Your Messages

1. Create a user account in Google Docs. They will let you use your YMCA email if you click "I want to use and existing email address".
2. It will send you a verification email within seconds. Click the link and it will send you to the website login page. (They have a really good tour that you can do once you set everything up.)
3. There is a blue + sign in the bottom right corner for you to create a new document. Click it and it will pull up a Word-like document page. Be sure to rename your document in the top left corner of the page. Type whatever you want including inserting pictures, etc.

4. Once finished, click "Share" on the top right of the page.

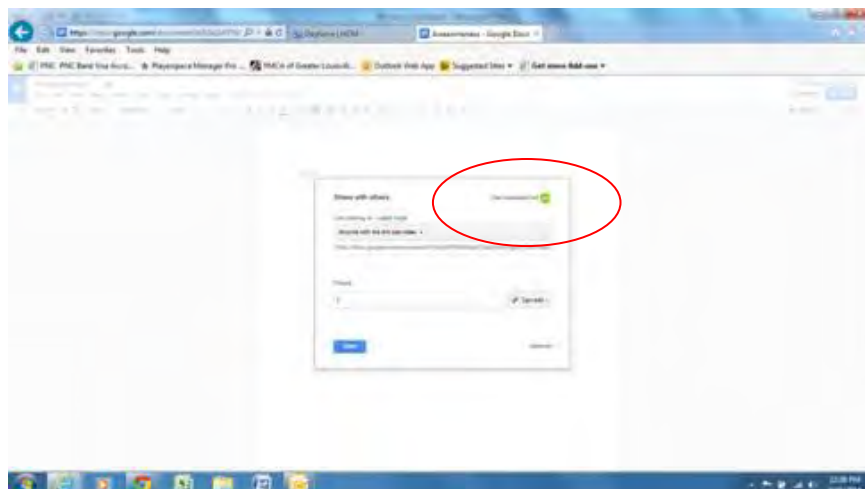5. The Help section is very accurate. Here are their instructions:

To give other people access to a file or folder, you can send them a link to open and access the item.
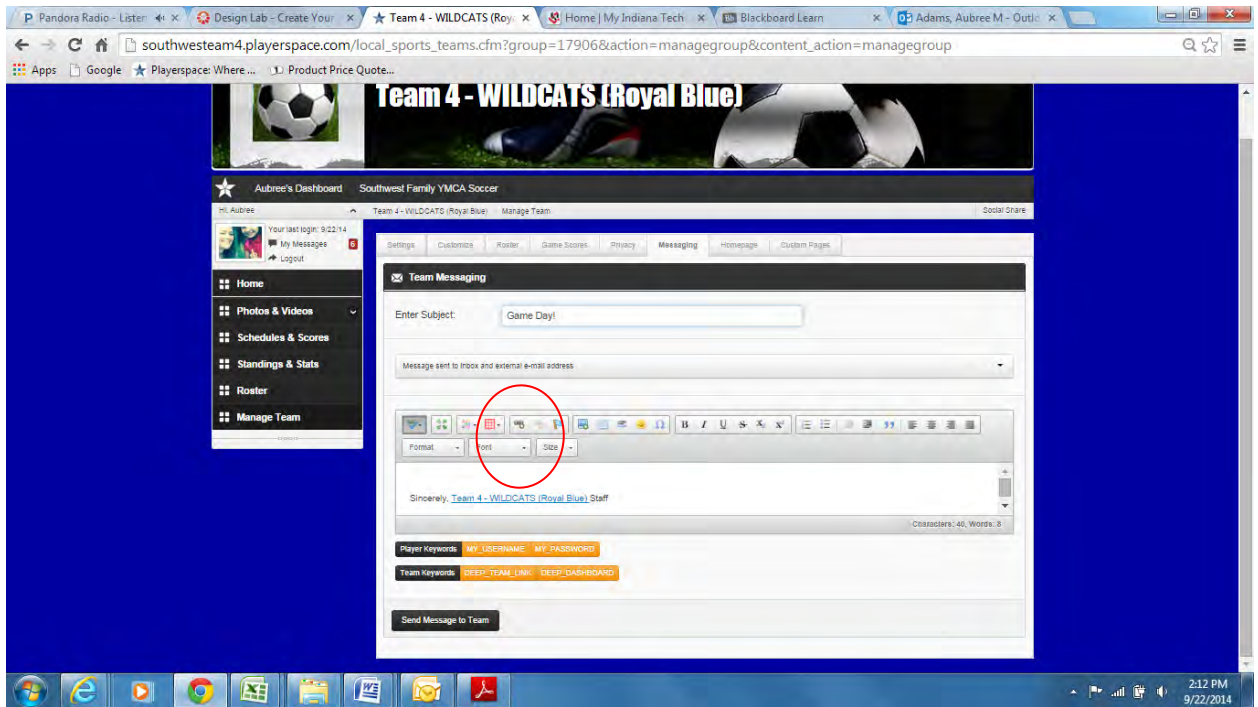
1. Sign in to Google Drive or a Docs, Sheets, or Slides home screen.
2. Open the file you want to get a link for.
3. Click **Share** for files or the ![Share icon] **Share** icon for folders in the top-right corner of the screen.
4. Click **Get shareable link** in the top-right corner of the sharing box. A link to the file will be copied to your clipboard.
5. Paste the link into an email or chat to share it.
6. To stop allowing people to access the file using the link, open the sharing box > click the dropdown menu below "Link sharing on" > choose **OFF** > click **Done**.

By default, the link you share will be view only for others. To allow people with the link to comment on or edit the file, click the dropdown menu under "Link sharing on" and change the setting from **"**People with the link **can view**" to "People with the link **can comment** (or **can edit**)".

To allow anyone to be able to open the file or folder using the link, make sure to change your sharing settings to "Anyone with the link" or "Public on the web". Click **Change…** when you're in the sharing box to change this setting.

12

6. Copy the link.
7. Open Playerspace and set up your message.
8. Click the "link" button and it will give you the option to paste your active link.

9. Finish your message.
10. Click "Send Message to Team". Only click "I wish to continue" once.

Index