

LeagueApps Coach User Guide

Welcome to the LeagueApps Coach User Guide! We have switched registration platforms for a couple main reasons:

- Easy online registration and payment collection
- Easy login via Facebook so you don't need to worry about entering your username and password each time you login
- Mobile friendly - you can access schedules, standings, and team rosters via your mobile device or tablet!
- Automatic game reminders and announcements

We're sure there will be some hurdles as we all learn the new system, so we appreciate your understanding during the transition. Below are some helpful links with screenshots to help you get accustomed to the new platform.

Please do share any feedback and let us know if any questions/issues come up. We're committed to making the transition as smooth as possible.

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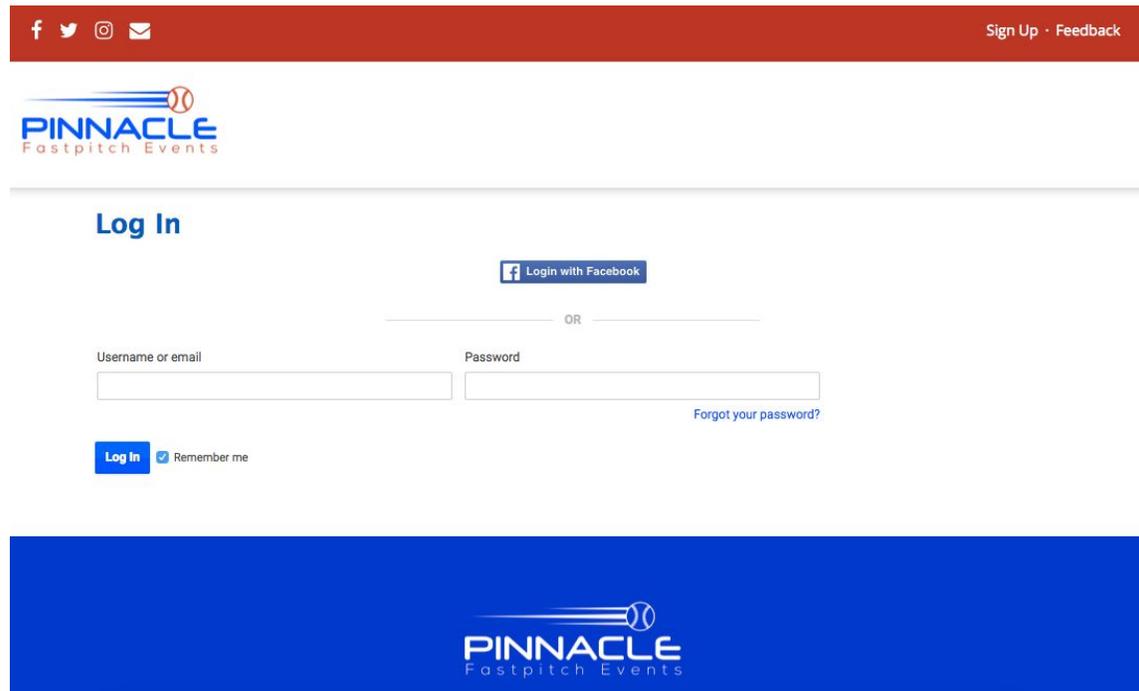
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1. How to login

Visit: <https://pinnaclefastpitch.leagueapps.com/login>



The screenshot shows the login interface for Pinnacle Fastpitch Events. At the top, there is a dark red navigation bar with social media icons (Facebook, Twitter, Instagram, Email) on the left and 'Sign Up · Feedback' on the right. Below this is the Pinnacle Fastpitch Events logo. The main content area is titled 'Log In' and features a 'Login with Facebook' button. Below this is a horizontal line with 'OR' in the center. There are two input fields: 'Username or email' and 'Password'. A 'Forgot your password?' link is located below the password field. At the bottom of the form, there is a 'Log in' button and a 'Remember me' checkbox.

2. How to register

To begin, visit program registration link which can be found via email or from our website and select to **Register**

1. If you do not have a LeagueApps account created, begin by either
 - a. **Creating an Account** and entering your details (username, password, first name, last name, email, etc.)
 - b. **Selecting to Log In** if you already have a LeagueApps account, you may choose to login on the right sidebar

● Parent Info ● Child Info ● Register ● Payment ● Confirmation

1

Create your Account ^a

Please enter **your contact information** below. If you are signing up a family, you will be able to add a child to your account on the next step. If you are a coach or staff member, you will be able to skip that step.

Already have an account? [You can log in here.](#)

Would you like to connect your Facebook Account?

If so, we'll pull in certain data from Facebook, simplifying the account creation process. Once your account has been created, you can then login with one click, and share things in an easier manner.

 **Connect with Facebook** Nothing will be posted to your Facebook wall or feed by signing up.

click here to sign up!

Enter your Account Details

Username *

Username cannot be an email address. It can contain only letters, digits, dashes and underscores.

Password *

Password can be anything you want – the more complicated, the more

b **Already have an account?**

Connected your Facebook account?
Use it to sign in with one click!

 **Login with Facebook**

OR

Username or email

Password

[Forgot your password?](#)

Log In Remember me

2. Select to register by clicking on **Myself as a Staff Member** and then click **Register** and choose to register as either an **Assistant Coach**, **Coach** or **Team Manager**

● Parent Info ● **Child Info** ● Register ● Payment ● Confirmation

2

 Program  Member of Test Family  Role --

Select Your Role

Please, make your selection below to see additional options.

I would like to register:

My Child

Myself as a Staff Member (i.e. Assistant Coach, Coach, Team Manager)

Select a Program

This page is where you confirm or select a new program for the member you are registering.

Choose a different program

Program Name

Soccer - Male

Register

Back to member selection

Team Fees

REGULAR \$600.00 per player + \$150.00 Practice Field

Rental

PAYMENT PLANS AVAILABLE

Starts: Jun 11 '17

Back to member selection

How would you like to register?

per
VAL



Assistant Coach



Coach



Team Manager

Cancel

X

3. Complete any registration questions and select **Register**

● Parent Info ● Child Info ● **Register** ● Payment ● Confirmation

3

Program
Dragicevic 99

Member of Test Family
Stephanie Test

Role
--

Club Team Registration Terms & Waiver

This page is where you need to **accept the club team waiver**, the **custom club team terms**, and specify any **miscellaneous extras** the club team requires.

Select a team to join:

Team name *

Registration Terms

Registering as **Coach** does not require payment.

Coach Information

Mobile phone number *

This field is required. If you'd like to receive text messages from us about upcoming games or cancellations, please enter your mobile phone number here. You'll receive a text message from us shortly asking you to respond with 'yes' to opt-in to receive messages from us.

Club Team Notes:
Now accepting registrations!

Dragicevic 99
Soccer - Male
Starts:
Jun 11 '17
Team Fees
REGULAR \$600.00 per player + \$750.00
Practice Field Rental
PAYMENT PLANS AVAILABLE

4. Review a summary of your registration and select **Continue**

● Parent Info ● Child Info ● Register ● **Summary** ● Confirmation

4

| PROGRAM | REGISTRATION DETAILS |
|---------------|--|
| Dragicevic 99 | Status: Spot Reserved Role: Coach (Dragicevic 99) |

[Add another registration](#) [Continue >](#)

5. Finally you'll reach step 5 where you'll have the opportunity to confirm your registration and click **Go To Your Dashboard** to begin inviting players to register, updating your schedule, printing your roster, and more!

5

Summary/Confirmation of Registration(s)

This page shows you the registration(s) you just added as well as any information about next steps for these, and it allows you to visit your Family Account dashboard or your Account Owner dashboard. For your convenience, we've also emailed you a copy of all of this.

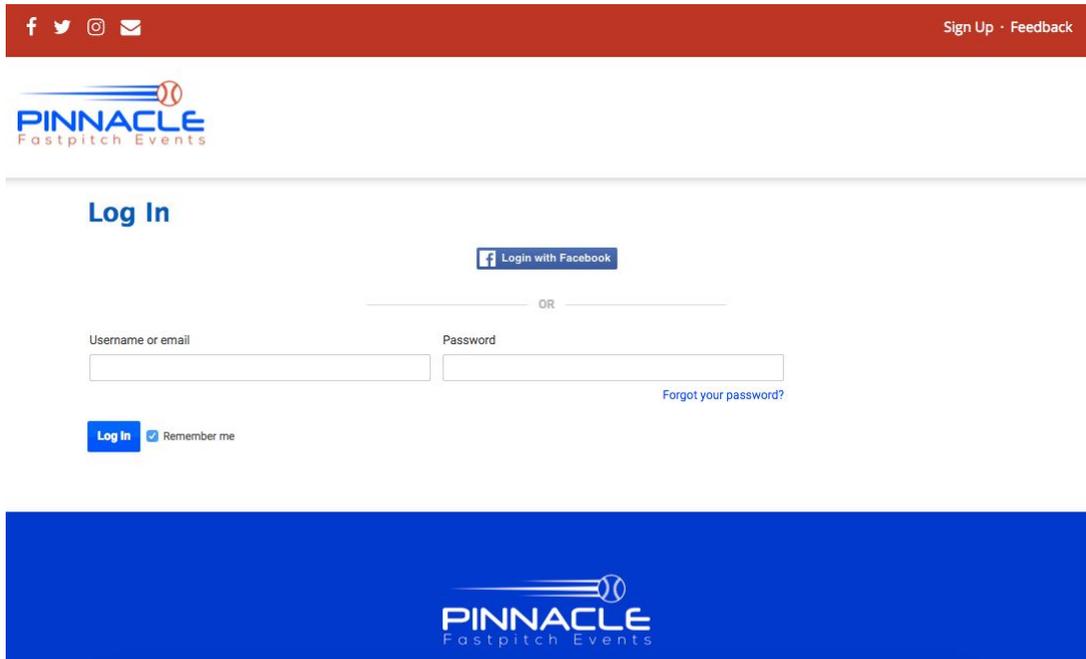
| Program/Item | Payment |
|--|---------|
| Stephanie Test registered for Program Name Soccer - Male Status: Spot Reserved Role: Coach | No fee |

[Go To Your Dashboard](#) [Go To Family Account Dashboard](#)

3. How to create your rosters

1. Log In

- Visit: <https://pinnaclefastpitch.leagueapps.com/login>



2. View Team From Dashboard

- From your dashboard you'll see "Add Players" and/or "Invite Players" link(s) directly under your Team's Name.

My Staff Assignments

Current Past

Pay Multiple Invoices

| PROGRAM | TEAM | ROLE | STATUS | ALERTS |
|--|---|-------|---|---|
| Big League 2016 Begins Aug 17 '16 | Team LeagueApps Invite Staff Invite Players Add Players | Coach | PRIMARY Edit Registration Settings | You haven't yet accepted program waiver, accept waiver . |
| Fall Eastern Regional Tournament 16U Division Begins Sep 9 '16 | LeagueApps Lumber | Coach | PRIMARY SPOT PENDING DUES NOT PAID Paid: \$400.00 Owe: \$600.00 Edit Registration Settings | You owe program dues; please pay now . You haven't yet accepted program waiver, accept waiver . |

- b. You can also click on your team's name and then click on the Roster tab to edit your team's roster.

The screenshot shows the LeagueApps interface for a team named 'Team Sportsdogs'. On the left is a navigation sidebar with options: 'Schedule', 'Roster' (highlighted with a red oval), and 'Messages'. The main content area displays a red warning box: 'Roster submission deadline: Mar 1 2017. Roster submission not allowed due to team's incomplete registration status.' Below this are buttons for 'Add Player', 'Copy Players', and a dropdown menu set to 'Invite'. An 'Export to CSV' button is also present. Under the heading 'Team Players', there is a section for 'Team Staff' listing 'Bryan Ess' as a Male Coach.

3. Add Players to Roster
- a. To add a player click the "Add Player" button. Fill out your player's information including any form fields that the league requires for players. Click "Save Player" or "Save & Add Another Player".

LeagueApps

Team Sportsdogs
[edit profile]

PROGRAM
Big League 2016
Schedule • standings

REGISTRATION STATUS
Complete

Schedule

Roster

Messages

Add a Player

First Name * Adam Last Name * Tran

Gender * Male Female

Birth Date * April 1, 1999

Phone 867-5309 Jersey # * 18

Save Player Save & Add Another Player Cancel

A member account will be automatically created for this player.

Team Players

Team Staff

Bryan Ess
Male - Coach

4. Invite Players to Roster

- a. To invite players click on the "Invite Players" option.

LeagueApps

Team Sportsdogs
[edit profile]

PROGRAM
Big League 2016
Schedule • standings

REGISTRATION STATUS
Incomplete

Schedule

Roster

Messages

Roster submission deadline: **Mar 1 2017**
Roster submission not allowed due to team's **incomplete registration status.**

Add Player Copy Players Invite ▾

Export to CSV

Invite Players

Pending Player Invites

Invite Staff

Pending Staff Invites

Team Players

Team Staff

Bryan Ess
Male - Coach

- b. Put the parent's email address(es) in the "To" field, then optionally edit the subject and custom message that will be included in the invite email. After clicking 'send invites' the parent(s) will receive an email with a link to join your team.

- c. After receiving the invite, the parent(s) will create an account and complete the player registration process on their own.

Coach Bryan is inviting you to join team 'Team Sportsdogs'

Bryan Ess from Youth Baseball

5. View Pending Invites

- a. To see your pending invites, click on the "Pending Player Invites" from your Roster.

LeagueApps

Team Sportsdogs
[edit profile]

PROGRAM
Big League 2016
Schedule • standings

REGISTRATION STATUS
Incomplete

Schedule

Roster

Messages

Roster submission deadline: **Mar 1 2017**
Roster submission not allowed due to team's **incomplete registration status.**

Add Player Copy Players Invite ▾ Export to CSV

Invite Players
Pending Player Invites
Invite Staff
Pending Staff Invites

Team Players

Team Staff
Bryan Ess
Male • Coach

- b. From the "Pending Invites" page you can resend any pending invites or delete an outstanding invite. Note: once an invited player has accepted a team invite they will no longer appear under "Pending Invites".

LeagueApps

Team Sportsdogs
[edit profile]

PROGRAM
Big League 2016
Schedule • standings

REGISTRATION STATUS
Incomplete

Schedule

Roster

Messages

Pending Invites
Team Sportsdogs

Invites Requests Resend All Pending Invites

bmorebry@yahoo.com
Invited: Nov 15, 2016 Delete

1 Show 10 Items per page

- c. Repeat these steps until your roster is complete!