LeagueApps

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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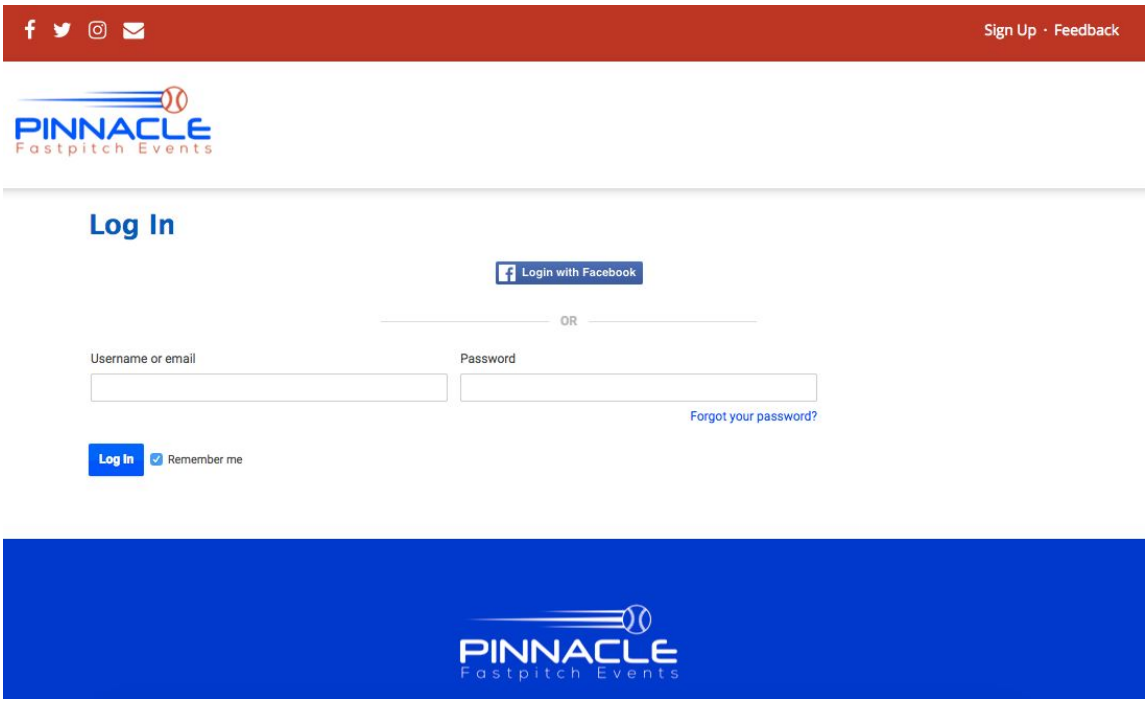
1. How to login

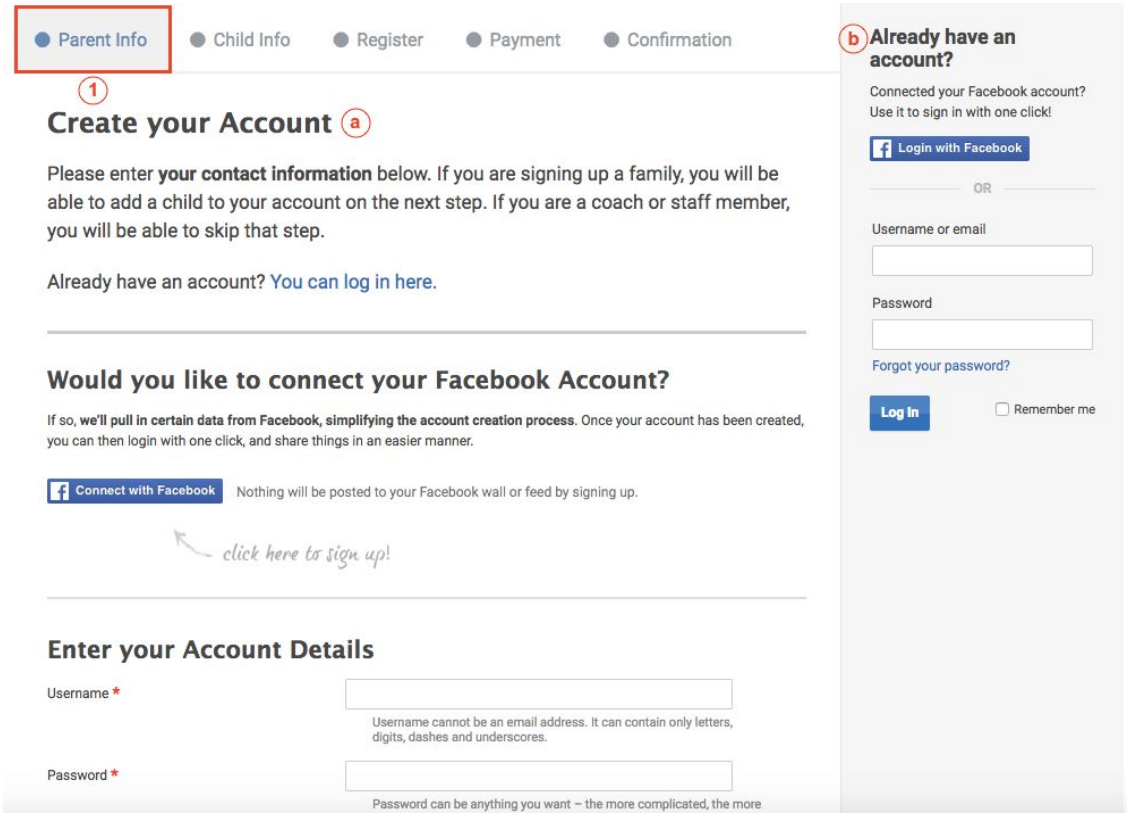
Visit: https://pinnaclefastpitch.leagueapps.com/login



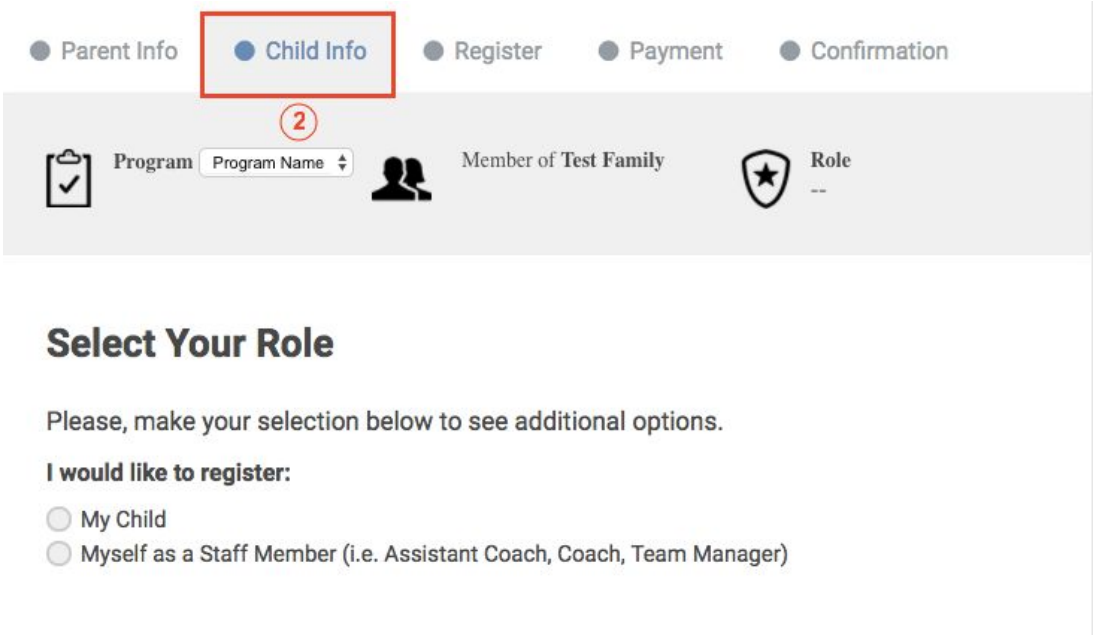
2. How to register

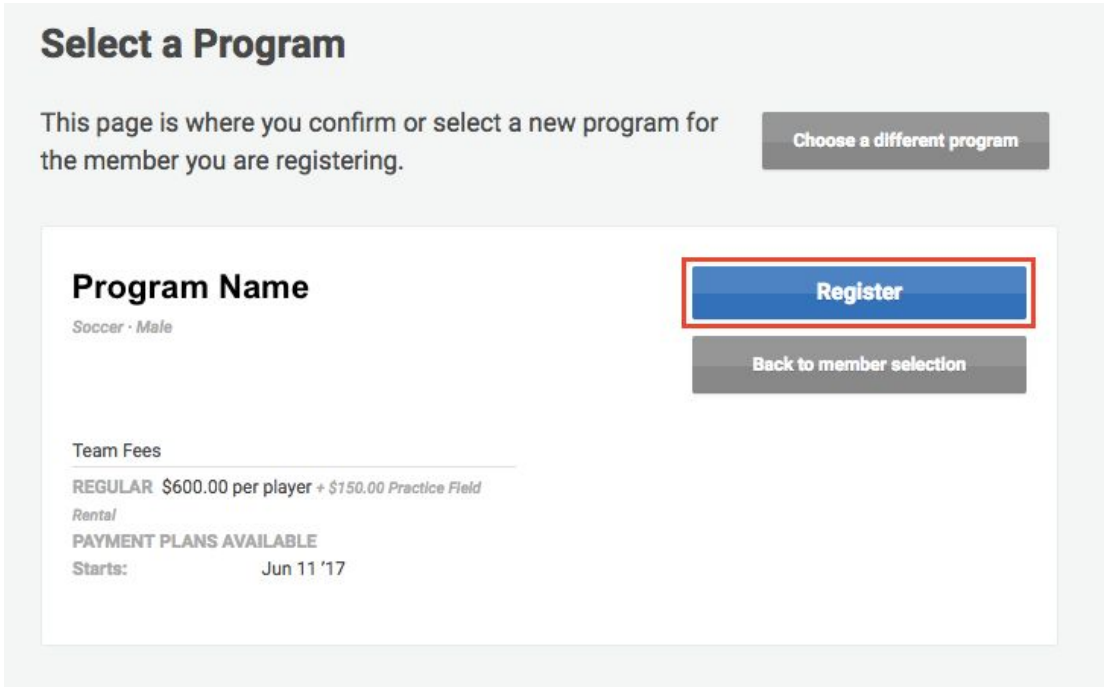
To begin, visit program registration link which can be found via email or from our website and select to **Register**

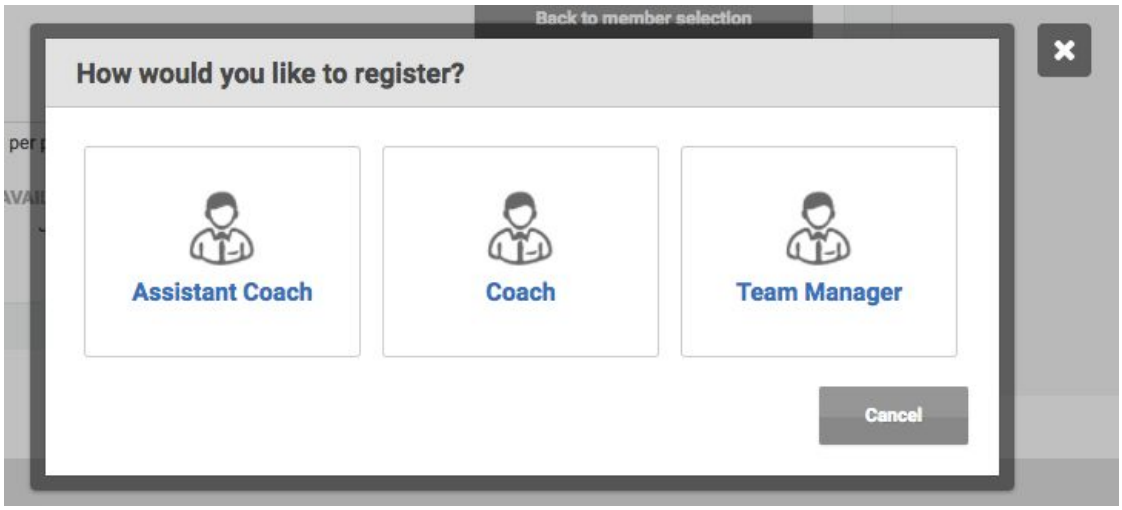
1. If you do not have a LeagueApps account created, begin by either
    a. **Creating an Account** and entering your details (username, password, first name, last name, email, etc.)
    b. **Selecting to Log In** if you already have a LeagueApps account, you may choose to login on the right sidebar



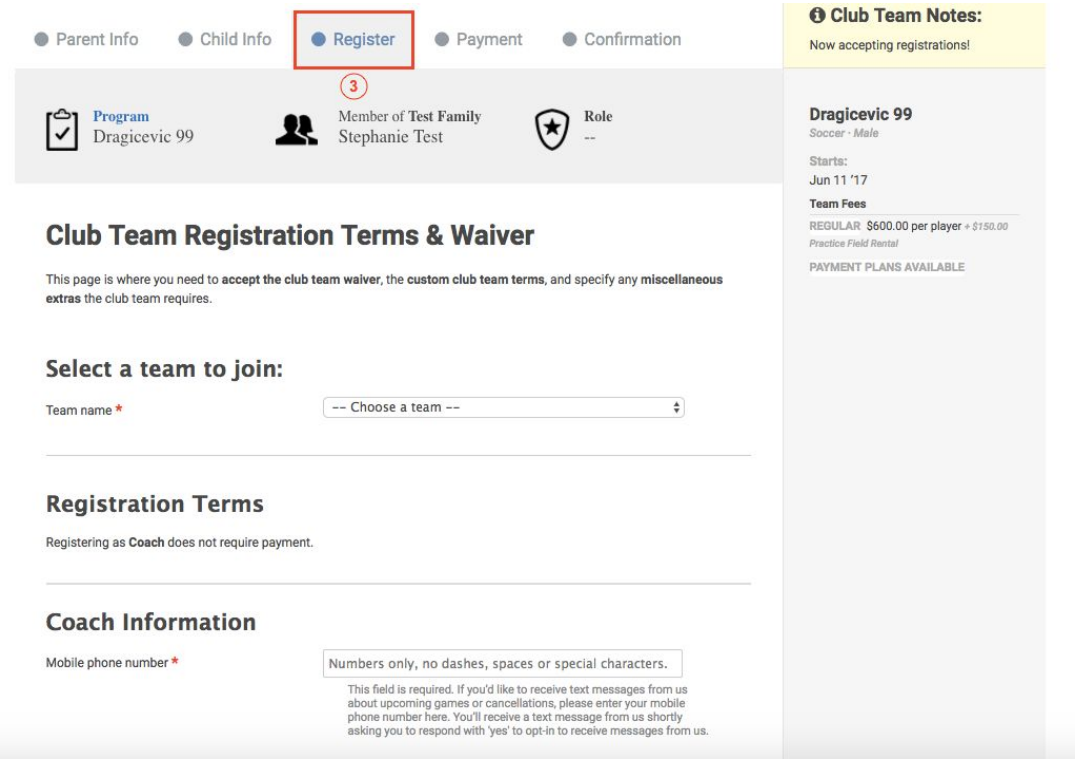
2. Select to register by clicking on **Myself as a Staff Member** and then click **Register** and choose to register as either an **Assistant Coach**, **Coach** or **Team Manager**



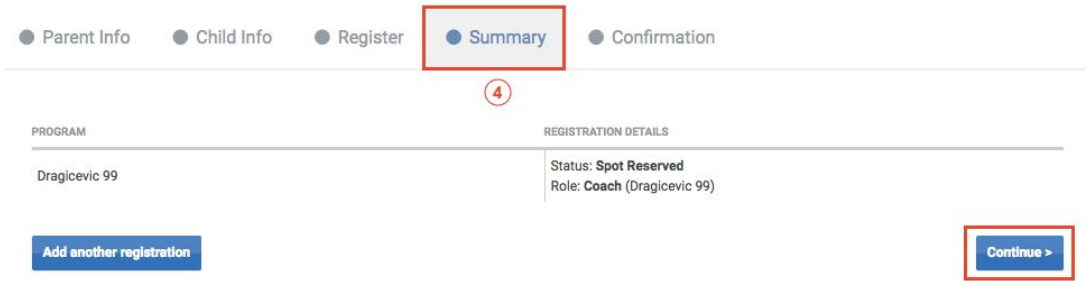




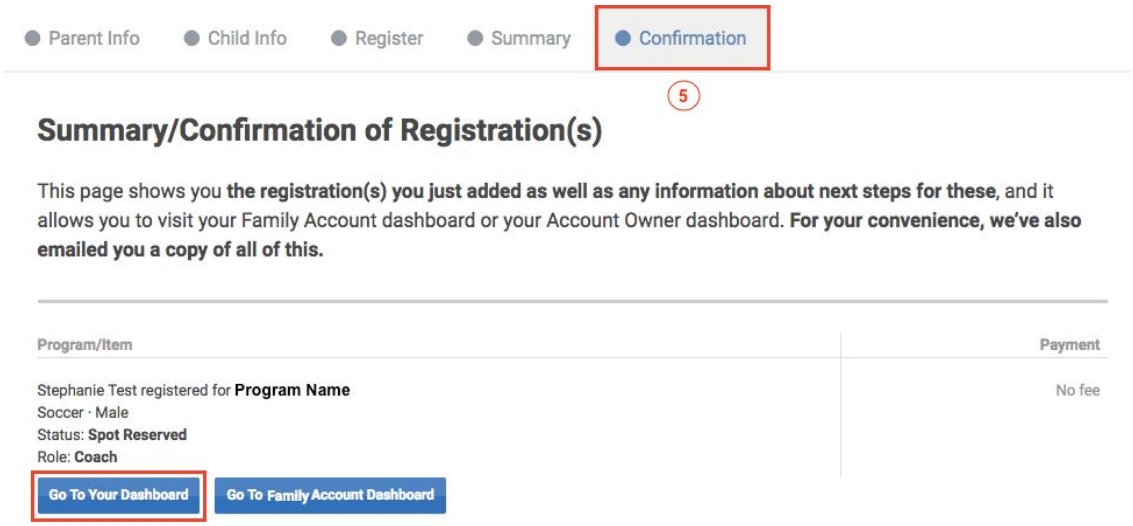
3. Complete any registration questions and select **Register**



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

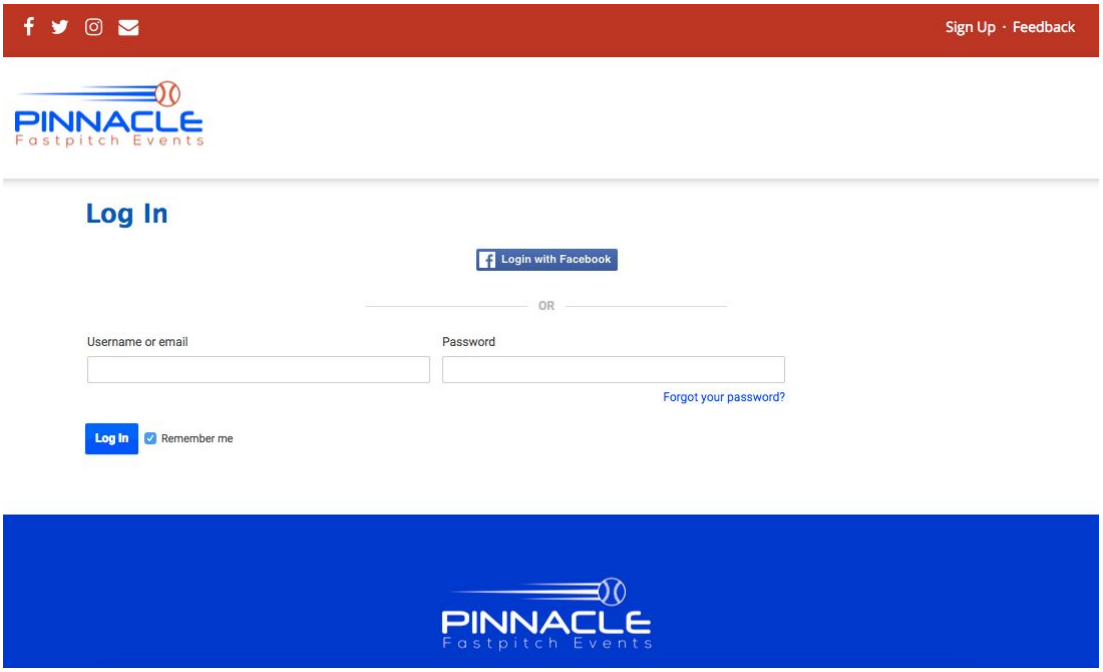


5. Finally you'll reach step 5 where you'll have the opportunity to confirm your registration and click **Go To Your Dashboard** to begin inviting players to register, updating your schedule, printing your roster, and more!



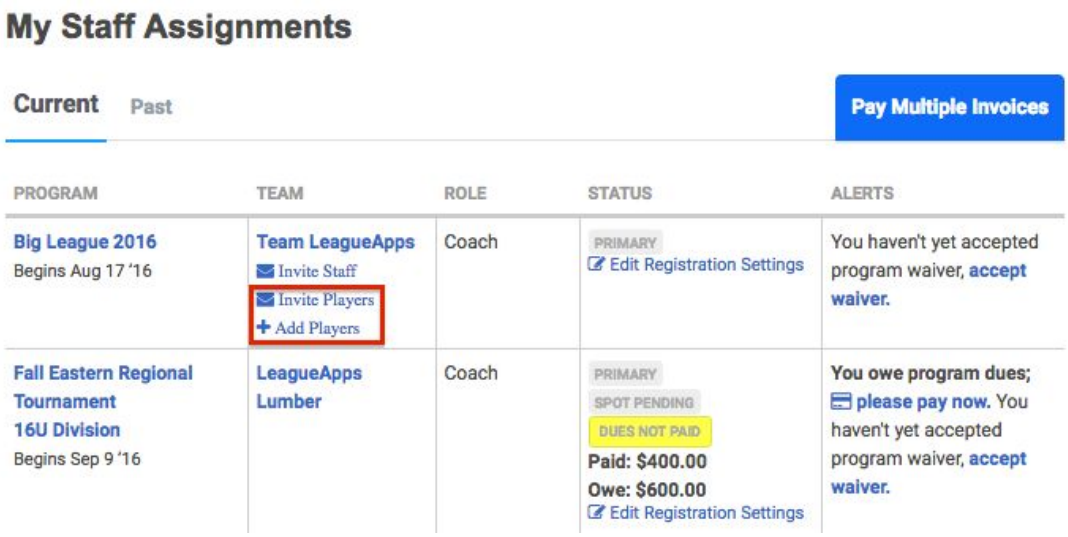
3. How to create your rosters

1. Log In
    a. Visit: https://pinnaclefastpitch.leagueapps.com/login

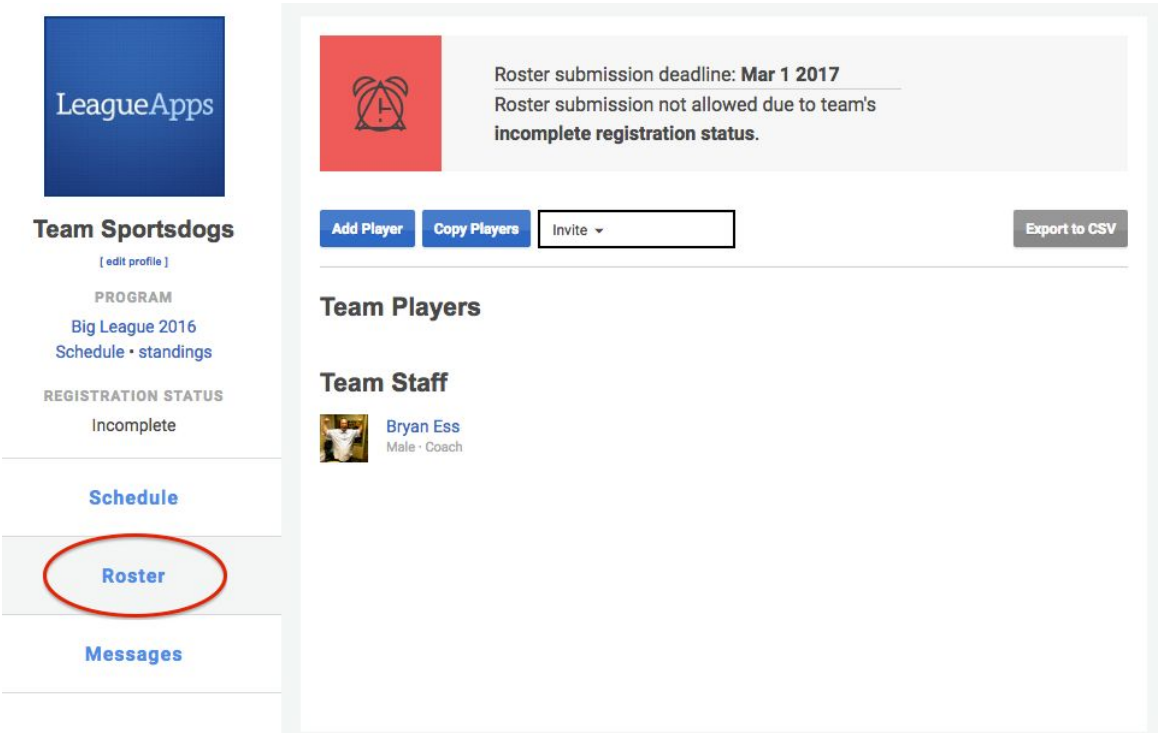


2. View Team From Dashboard

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

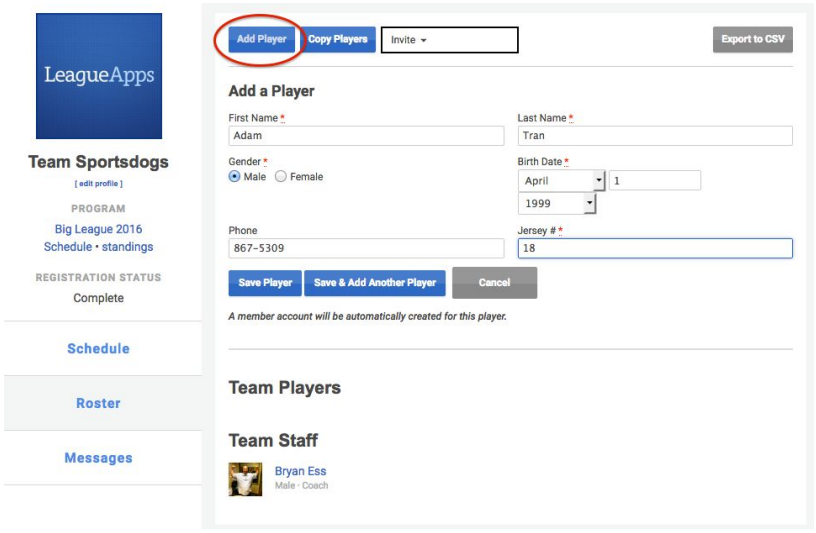


b. You can also click on your team's name and then click on the Roster tab to edit your team's roster.



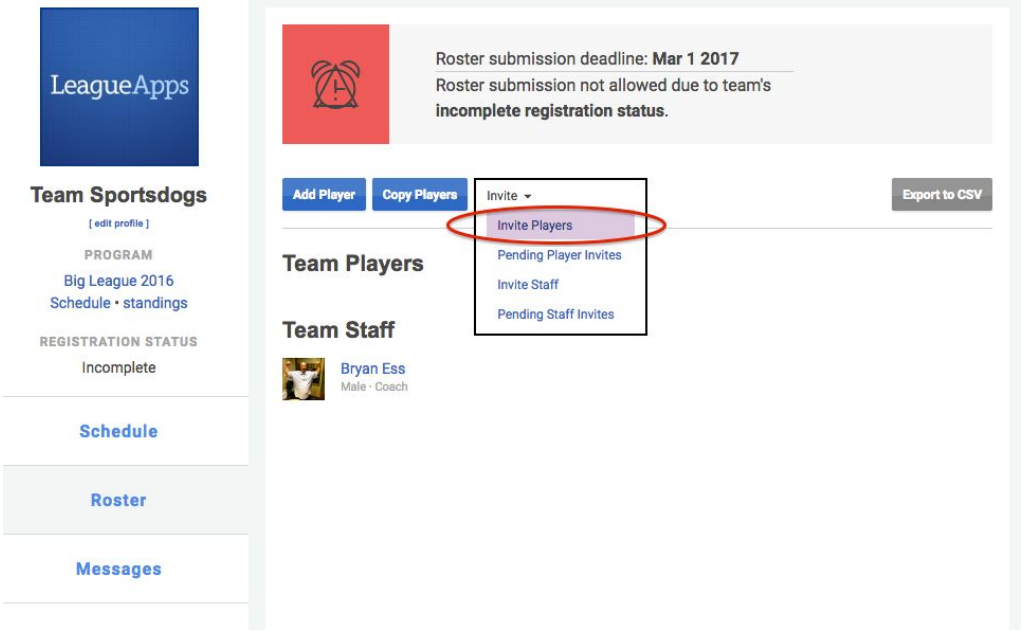
3. Add Players to Roster

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".

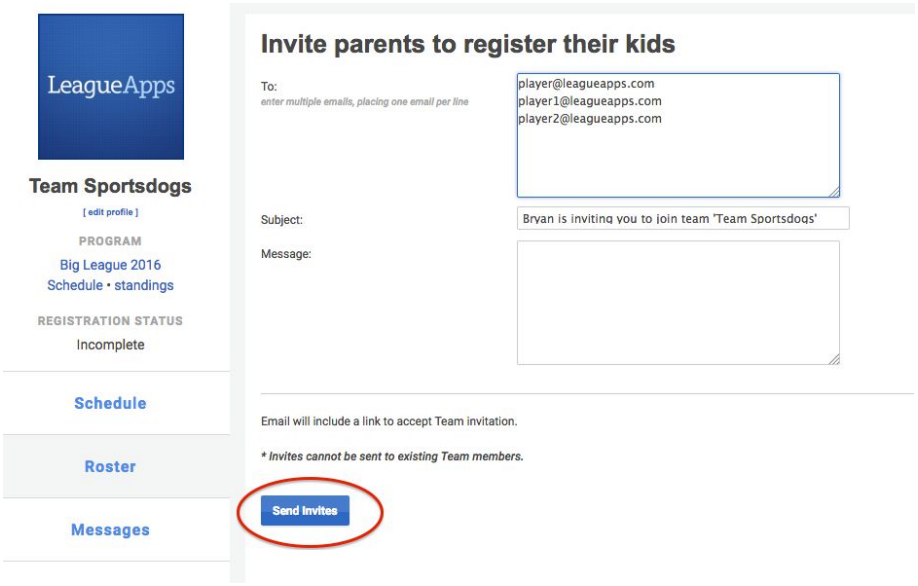


4. Invite Players to Roster

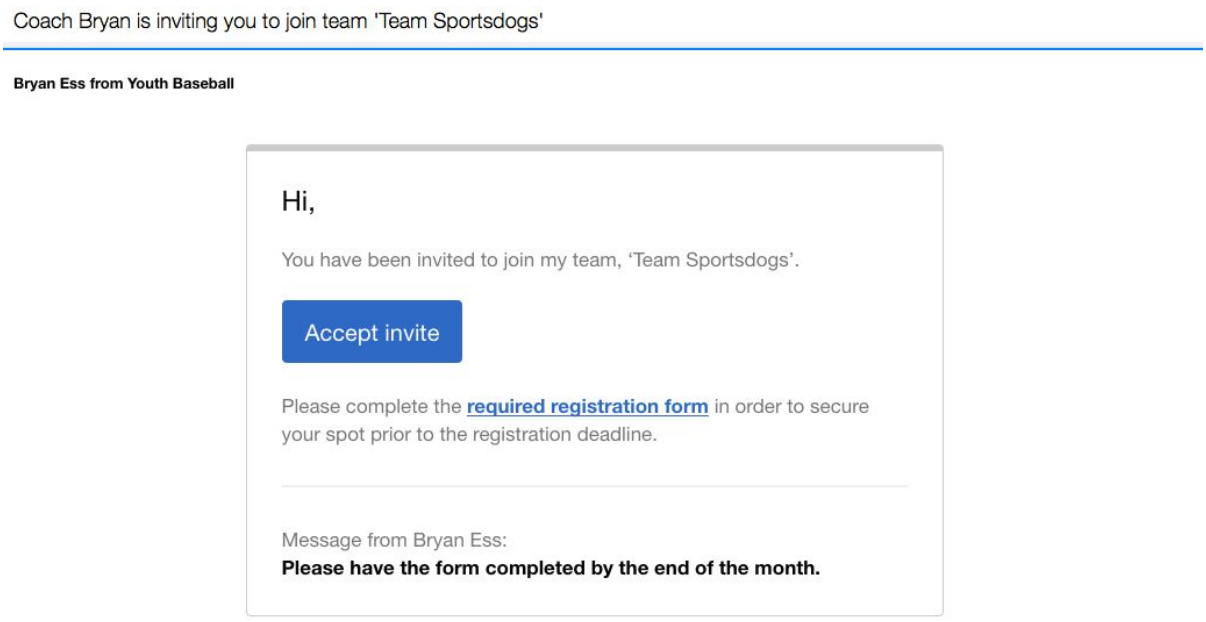
a. To invite players click on the "Invite Players" option.



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.

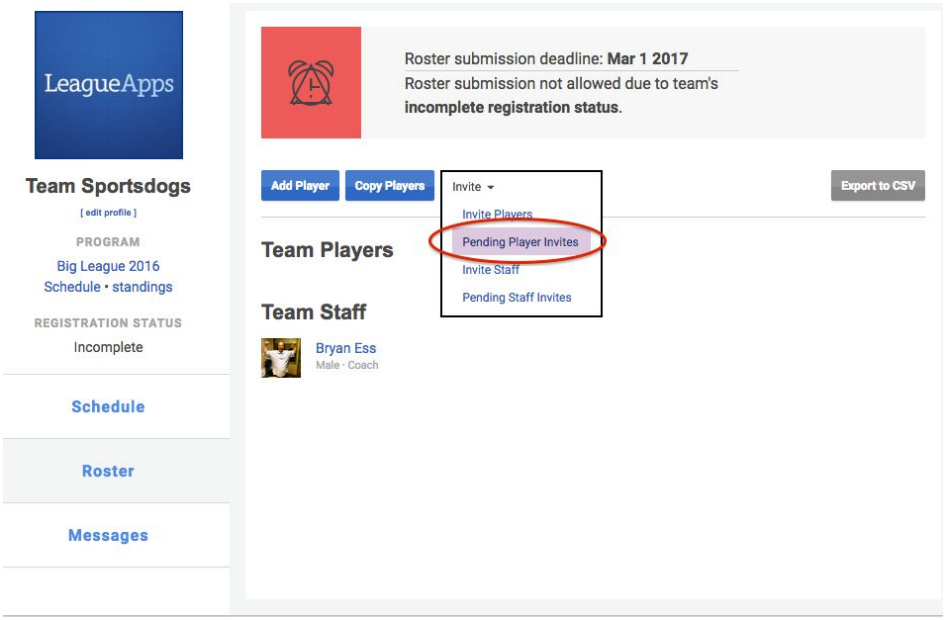


c. After receiving the invite, the parent(s) will create an account and complete the player registration process on their own.

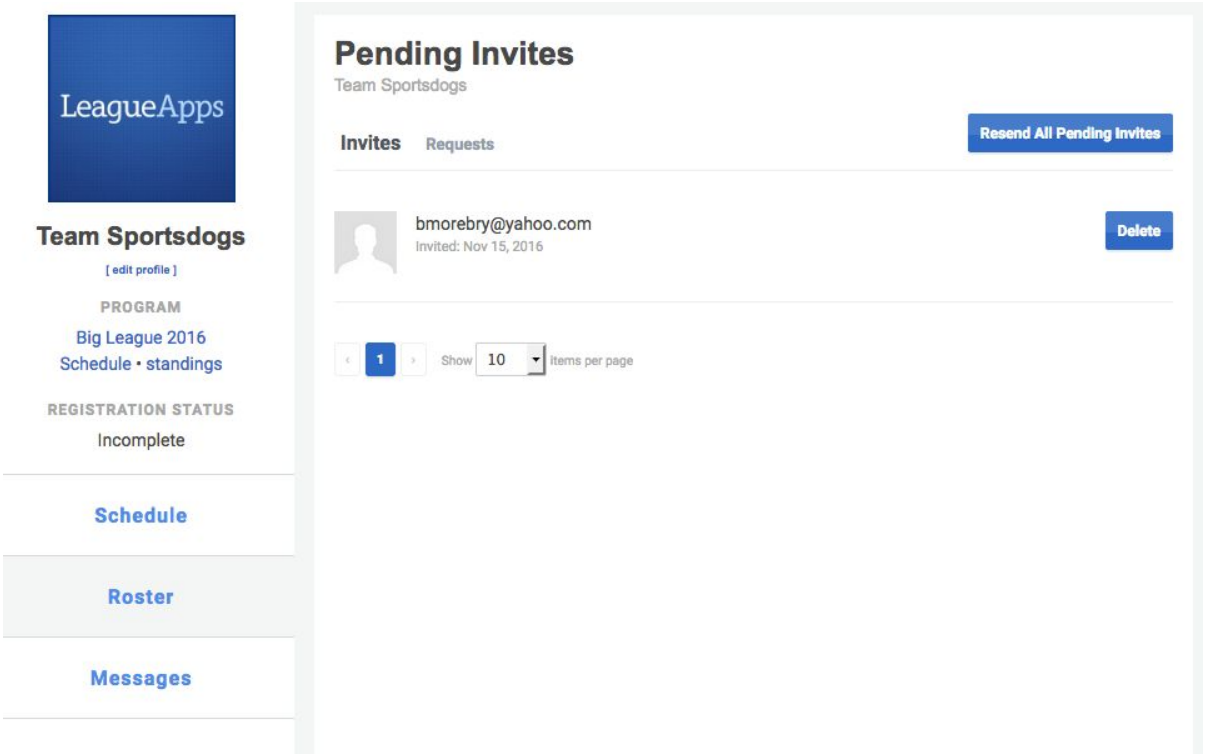


5. View Pending Invites

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



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".



c. Repeat these steps until your roster is complete!