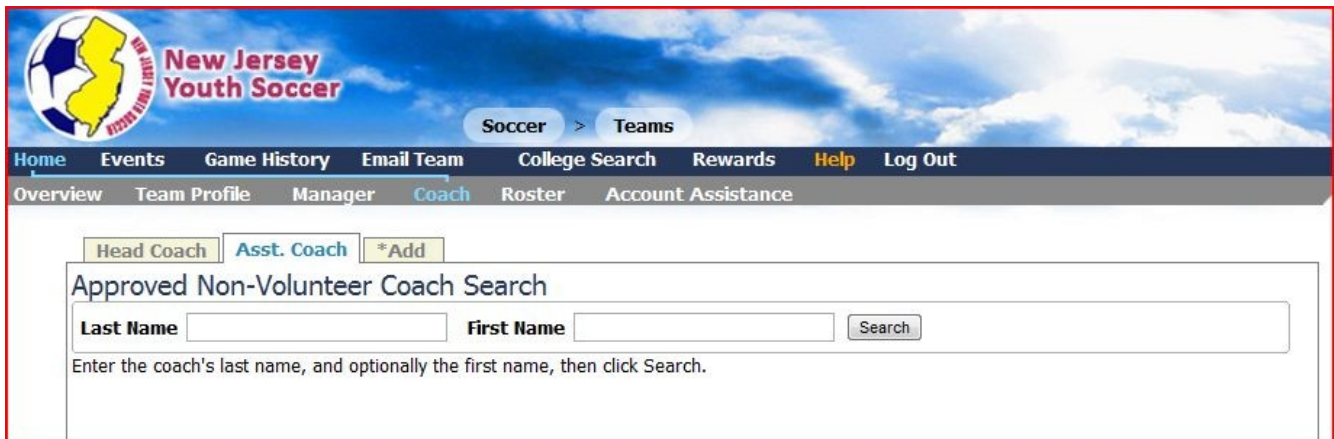# Adding a Non-Volunteer Coach to your Team Roster

Follow the procedures below to add a non-volunteer coach to your roster:

1. Log into your Team Account
2. From the Gray Tool bar, select COACH. Do not select roster under the Accepted Events.
3. Choose the correct tab, Head Coach, Asst. Coach, or Add. Remember you can only have one head coach, but many assistant coaches.
4. At the top of the tab, you'll see a button to search for Available Coaches, click on the button.

5. You will get a Search Box. Type in at least the non-volunteer's last name and first name if available. Be sure to check spelling, a miss-spelled name will not be found.

6. If the non-volunteer is registered with NJYS, a listing will be returned showing the matching names.

7. If there are multiple matches, each will be shown. Click the SELECT button for the non-volunteer that you want to add to your roster. The non-volunteer will then be added to your roster with the ID# number that the person is registered with NJYS.

8. When you print your roster and passes, do not print a pass for the non-Volunteer. If one prints out because you are printing the entire set of passes, destroy that pass. Non-Volunteers must use the pass provided to them directly by NJYS.