

Adding a Non-Volunteer Coach to your Team Roster

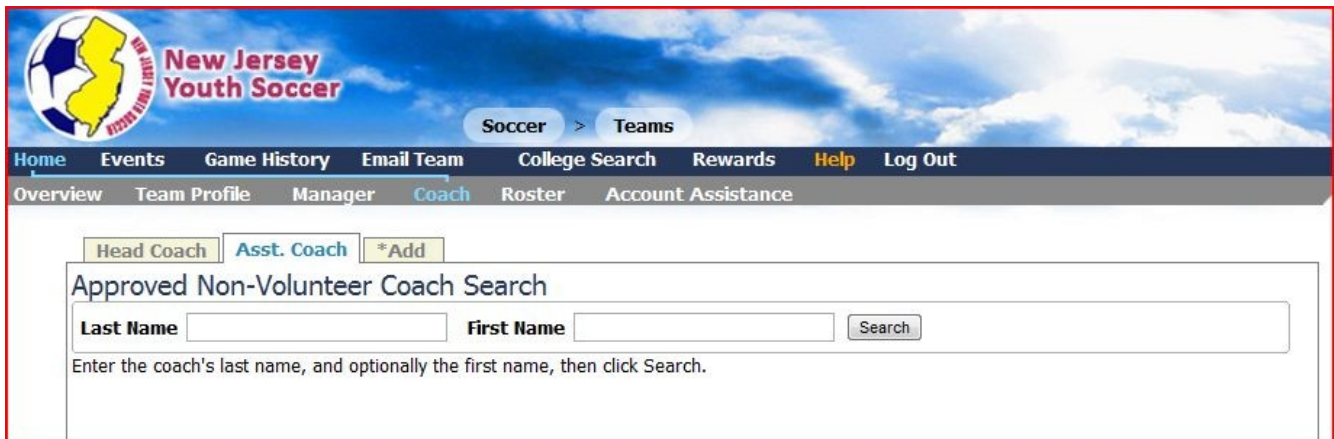
Follow the procedures below to add a non-volunteer coach to your roster:

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.




The screenshot shows the New Jersey Youth Soccer website interface. The top navigation bar includes "Home", "Events", "Game History", "Email Team", "College Search", "Rewards", "Help", and "Log Out". Below this, a secondary navigation bar shows "Overview", "Team Profile", "Manager", "Coach", "Roster", and "Account Assistance". The "Coach" tab is selected, and within it, the "Head Coach" sub-tab is active. The "Coach Information" section displays "Great Coach NJNJYSIX001". A search box labeled "New Jersey Non-Volunteer Coach Search:" is visible with the placeholder text "Search for Available Coaches".

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.



The screenshot shows the same website interface as the previous one, but with the "Asst. Coach" sub-tab selected. The search box is now titled "Approved Non-Volunteer Coach Search". It contains two input fields: "Last Name" and "First Name", followed by a "Search" button. Below the input fields, there is a prompt: "Enter the coach's last name, and optionally the first name, then click Search."

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



New Jersey Youth Soccer

Soccer > Teams

Home Events Game History Email Team College Search Rewards Help Log Out

Overview Team Profile Manager Coach Roster Account Assistance

Head Coach Asst. Coach *Add

Approved Non-Volunteer Coach Search

Last Name First Name

ID#	Level	Last Name	First Name	Certification	
NV11-1084	N/A	SANTOS	JOHN		<input type="button" value="Select"/>
NV11-1205	N/A	SANTOS	JULIO	USSF B	<input type="button" value="Select"/>

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.