COACHES TOOL

DIVISION, PRACTICE AND CONFLICT REQUESTS

Coaches,

The online system is ready for you to enter your request for your team's division, practice and conflicts. Your team must be registered before you may enter your requests. There is a time lapse so you must wait at least one hour after entering your team before putting in your information in the Coaches Tool! Please follow the instructions below:

- Go to www.psaplano.org look to your right; scroll down and click on Coaches Tools.
- You must use your MySAM login (e-mail address) and password to get in to the system. You may designate your assistant or team manager but they must be on the team roster in MySAM to use the Coaches Tool. Whoever enters the information in the first time is the only one that may go back in and make any changes or additions.
- You must put in a division before going to the next screen. If your team is not practicing, please check that box. Be sure and read the instructions for conflicts. Click on the SUBMIT button when finished to make sure it has been done correctly and no error message appears.
- Game Bindings will be automatically done based on the Head Coach Only. This is for head coaches coaching more than one team. We cannot bind assistant coach's teams. Individual players play at their own risk if they are playing on more than one team. We cannot bind for individual players.

GAME SCORES

The winning team, for each game records the game score in the Coaches Tool during the regular season.