



## How do I use the PSA Coaches Tools?

**Coaches will use the Coaches Tools to submit information about your team. For example: Practice Day/Time, Division Selection, If You Will Need Additional Players Added, Conflict Request, etc.**

- Go to the PSA website at [www.psaplano.org](http://www.psaplano.org)
- From the Home Page, select **Coaches Tools** from the list of links on the right side of the page.
- Using your MySAM login information, enter your email address and password.

The screenshot shows the PSA Coaches Toolbox login interface. At the top left is the PSA logo with the tagline "OFFERING QUALITY YOUTH SPORTS SINCE 1970". Below the logo is a "Welcome to the PSA Coaches Toolbox" section with a brief description of the tool's features and a "Questions, Comments and Help" link. To the right is a "Team Manager / Coach Login Here!" form with fields for "Login" and "Password", a "Keep me logged in!" checkbox, and a "Login" button. Below the form is a "Login Issues?" section with a link to request a password email.

- From the tabs at the top, Click on the **Conflicts and Setup - All Sports** tab.



- Select your team's season
- Select your team's league
- Select your team's name

Season:

League:

Team:




- Read the disclaimer and select **Next**

- Using the drop down menu select your **Coaches Preferences**:
  - Your team’s preferred division – Upper Division, Middle Division, Lower Division
  - Will the team need additional players? - Select the number
  - Click on **Save**

- Using the drop down menu select the home facility for this team. Select **Save Location**

- The next section will allow you to select your team’s **Conflict Request**. You may request a specific date, a time of day each week or a recurring day of the week. *Remember a conflict exists when you cannot field a team of at least 5 players. We will try to honor each team’s conflict requests but we cannot give you a 100% guarantee.*
  - Under the Select the Date, click on the calendar to select the specific date.
  - Under the Select the Part of the Day you ARE NOT available, either select the All Day or From Time/To Time. *Example: if your team cannot play at 3pm, select 3pm to the final time listed. This will enable us to schedule your team during the earlier timeslots.*
  - Please complete the **Reason** field.
  - Select **Add Conflict**.

Request a conflict for  A Specific Date  A Time of Day Each Week  A Recurring Day of the Week

Select the Date	Select the part of the day you ARE NOT available.
<input type="text"/> 	<input type="checkbox"/> All Day --- OR --- From Time: <input type="text"/>  To Time: <input type="text"/> 
Reason: <input type="text"/>	

Your Division Selection and Conflict Requests will now be visible in the upper right corner of the page under **Conflict Request Summary**. Should you need to add another conflict request follow the previous instructions above. Should you need to cancel a request, click on the date to highlight and then select **XDelete**.

### Conflict Request Summary

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Volleyball-Summer 2015  
 PlanoArea-4th Grade  
 PL-Volley Stars-Seabaugh

*Participating in: Upper Division*

#### Conflict Requests

6/25/2015 All Day

*To remove a conflict, click to select it then press the delete button.*

You're done! Should you have any questions or need further assistance, please contact us at 972/208-5437. Good luck and have a great season!