



January 18, 2011

## Registering As A Team Coach

- Your League Admin will be sending out individual emails inviting you to become the Team Coach of your Team.
- In this email click the link "Click Here To Get Started". You will be forwarded to the website and asked to "Enter Your LeagueToolbox ID" (if you have one from last year) or click on "Create Account".
- You will be asked to fill out your contact information and upon completion you will be forwarded to the SoCalNaba website.
- You should now be on your profile page of the SoCalNaba. You will see a link that says "**You are a TEAM ADMINISTRATOR. Click here to administer your team.**" Clicking this link will bring you to the team administration section of the website.

## Adding Your Team Players

- To Add Players to your team you click on the "**People Manager**" icon at the top of the LeagueToolbox Administration Site.
- Then click on the "**Manage Team Players**" link.
- Then click on the green "+ **Add New Player**" button to add a new player to your team.
- You can now add as much or as little information as you like on each player, but **be sure to include their email address** so they will be sent an invitation to register for the league and join your team.

## Return Visits To The Website

- To come back and login as a Team Administrator. Visit "[socalnaba.leaguetoolbox.com](http://socalnaba.leaguetoolbox.com)" and click the "Login to LeagueToolbox" link in the top RIGHT HAND CORNER of the page.