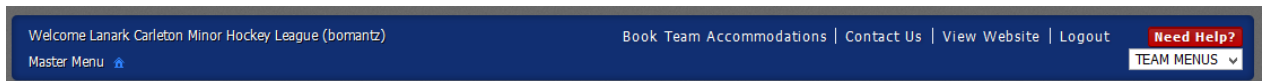# How to Enter Team Staff in Goalline

These abbreviated instructions are meant to guide you through the process of entering your team staff into the LCMHL's Goalline site. This document focusses on entry of team staff (for brevity). For team player entry, please refer to the document entitled "How to Enter a Team's List of Players in Goalline".
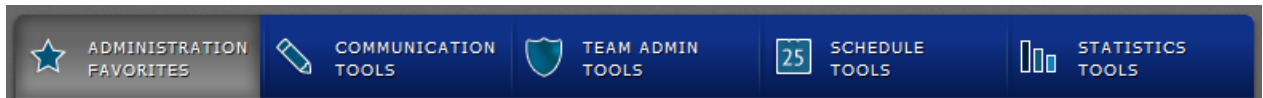
HOW TO...LOG IN

1. **Go to the league website at: Lanark.goalline.ca**
2. Click on the "Login" link at the top of the page
3. Enter the User ID and password provided by the league. If you have not received this information or if you have lost/forgotten the information, contact LCWeb@lcmhl.ca
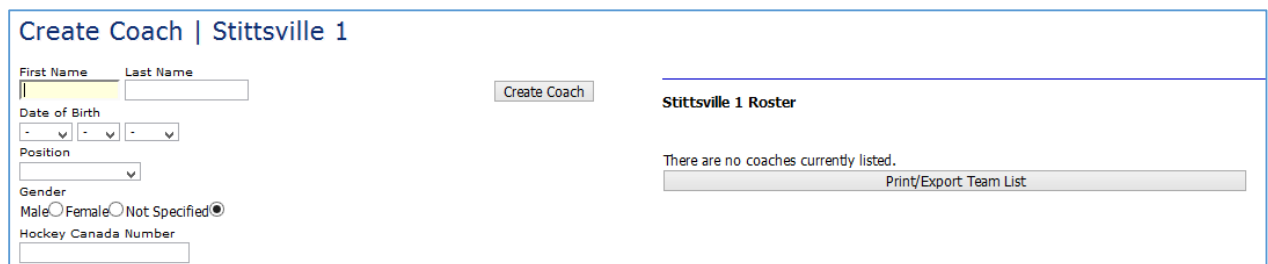
HOW TO…ENTER TEAM STAFF

1. Select your team from the "Team Menus" drop-down selector near the upper-right corner of the page (i.e. at the far right of the topmost horizontal blue bar)

1. Click on the "Team Admin Tools" entry of the menu bar

2. Click on the "Add-Edit-Delete Coaches/Managers" item. You'll be placed within the Create Coach page.

3. Enter the following:

   a. First Name
   b. Last Name
   c. Date of Birth
   d. Position
   e. For team manager/head coach, please input the email address and telephone number

4. Click on the "Create Coach" button. Two possible outcomes may occur:

a. The staff member just entered will appear in the team roster on the right-side of the page.

Proceed from Step 4 in order to enter the next team staff member.

b. A message appear similar to that below.

Click on the "Yes" button to accept the staff member indicated. You are placed in the Edit Coach page.

Click on the "Save Changes" button. The staff member appears in the team roster on the right-side of the page, but you remain editing the member.

Proceed from Step 3 in order to enter the next team staff member.

HOW TO…RELEASE A STAFF MEMBER

This functionality allows you to remove a staff member from the team roster.

It is accessed from within the "Add-Edit-Delete Coaches/Managers" function (described above). If you're not currently in the "Create Coach" page, perform steps 1-3 of "How To...Enter Team Staff" (above).

1. To remove a staff member from the team, click the "Release" button beside a member's name in the team roster. The following page will appear:

> You are about release the following coach:
>
> **Daffy Duck**
>
> Please select the team(s) or league list(s) you would like to release this coach from.
>
> ☐ 2013-14 Stittsville 1
>
> Release Date
> Oct ˅   12 ˅   2013 ˅
> Details
>
> [   ]
>
> Release Coach

2. Click on the Checkbox beside the current season and team indicated above (e.g. 2013-14 Stittsville 1). Note that the Release Date defaults to the current date. Details may optionally be entered.

3. Click on the "Release Coach" button. A message similar to that below will display.

> The following coach has been released:
>
> Daffy Duck
>
> **FROM:**
>
> - 2013-14 Stittsville 1
>
> Date: Oct 12, 2013
> Details:
>
> Back to Team Roster

4. Click on the "Back to Team Roster" button. You are returned to the Create Coach page and the staff member has been removed from the team roster.

Create Coach | Stittsville 1

First Name   Last Name

Date of Birth
[- ▾] [- ▾] [- ▾]

Position
[▾]

Gender
Male ○ Female ○ Not Specified ◉

[Create Coach]

Stittsville 1 Roster

There are no coaches currently listed.

[Print/Export Team List]