

Coach Dashboard

Overview

The Coach Dashboard allows you to manage your players and teams. You will need to complete these steps to be prepared for Spring Season 2019. Each of the listed actions has a section with specific directions. Please reach out to PlayVS, if you have any questions or issues.

1. Verify your account email and contact information.
2. Invite players.
3. Choose billing preferences and activate season passes.
4. Verify players.
5. Create teams.

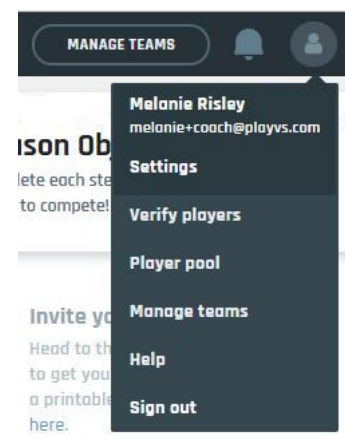
Your Account

Your account information can be seen by going to the icon in the right corner. Click 'Settings' in the drop-down menu. In 'My Account,' you may update your name, phone number, and password.

NOTE: You may not edit your email.

Verify your Email

After signing up for your account you will receive an email to verify your email address. Please check your SPAM folder in your email, if you do not see one within 24 hours.



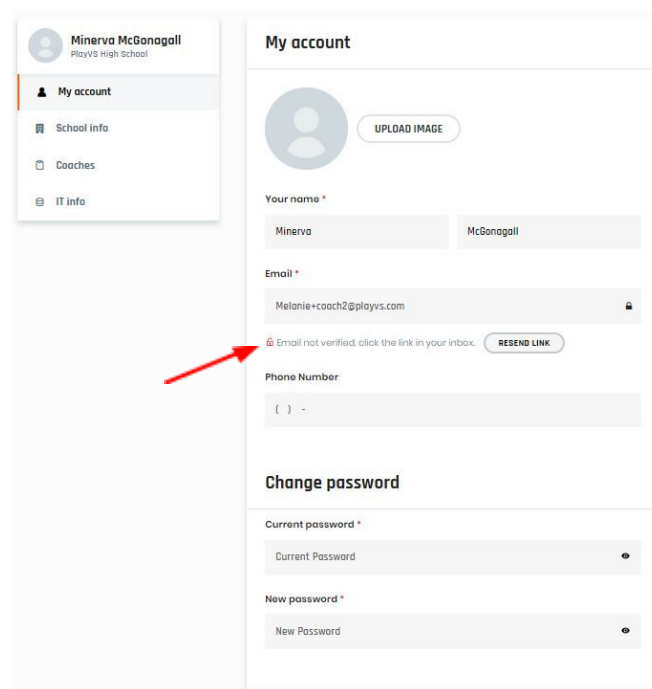
Check Your School's Information

Your school's information can be updated in the 'School Info' section. You may edit your school name, mascot, and billing preferences.

NOTE: If you switch from 'players pay' to 'school pay' you need to contact PlayVS. You will need be verified and season passes assigned by PlayVS.

Invite Coaches

You may invite other faculty members to be coaches for your team. Activity sponsors/coaches must be employed by the school. Each coach will have access to all players, teams, and settings for the school. Go to the 'Coaches' section in the left sidebar. Type the coach's email in the box and click the blue 'Invite' button.



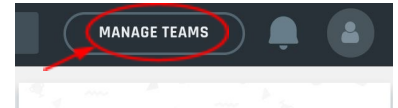
Check your IT Info

Make sure your 'IT Info' is up-to-date with current IT contact information and an IP address. Providing accurate IT contact information can help with getting your computers set up and game day issues solved.

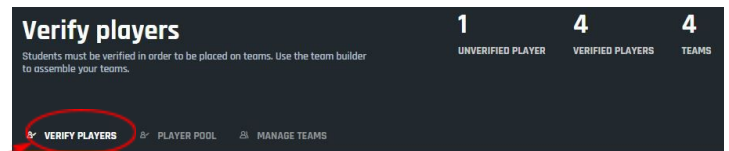
Coach Dashboard

How to Invite Players

The 'Manage Team' button on your top right corner gives you access to invite and verify players. Click the button to go to your 'Manage Teams' page.

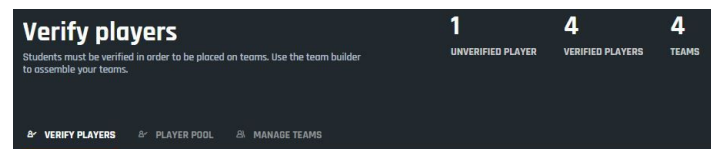


Click on the 'Verify Players' tab to see your list of players and the invite players option.



Inviting players will send an email to the player to start the onboarding process. You will need your players' emails to invite them to our platform.

1. Click on the 'Invite Players' button on bottom of the screen.
2. Type the player's email into the 'Invite Player' box. It is the second box on the screen.
3. Click 'Add Player' each time you need to invite more players.
4. Type each player's email in a new box.
5. Click the 'Send Invites' button on the bottom of the screen.



Unverified Players

STUDENT	EMAIL	ONBOARDING PROGRESS	SEASON PASS
 Bilbo Baggins Class of 2021	melanie-player4@playvs.com	<div><div></div></div> 50%	Inactive <button>VERIFY</button> <button>DENY</button>

Verified Players

STUDENT	EMAIL	ONBOARDING PROGRESS	SEASON PASS
 Harry Potter Class of 2019	melanie-player5@playvs.com	<div><div></div></div> 75%	Inactive <button>DENY</button>
 Mister Bean Class of 2020	melanie-player2@playvs.com	<div><div></div></div> 100%	Active <button>DENY</button>
 Atticus Finch Class of 2024	melanie-player3@playvs.com	<div><div></div></div> 100%	Active <button>DENY</button>
 Aelin Galathynius Class of 2023	melanie-player1@playvs.com	<div><div></div></div> 100%	Active <button>DENY</button>

INVITE PLAYERS

Invite players & coaches

invite coaches

name@example.com

ADD COACH

invite players

name@example.com

ADD PLAYER

SEND INVITES

GO BACK

Coach Dashboard

How to Activate Player Season Pass

School Billing Preferences

Season passes can either be covered by 'school' or directly by 'students'. Season passes for Spring 2019 cost \$64 per player. You were able to select 'school' or 'student' during the onboarding process.

You can check your school's billing preferences in the 'Settings' tab. Go to the person icon in the top right corner and pick settings. Choose 'School Info' in the left sidebar. You can update your season passes in the bottom drop-down menu. PlayVS will assign you season passes for the number of players on your rosters.

NOTE: If you switch from 'players' pay to 'school' pay you need to contact PlayVS. You will need be verified and season passes assigned by PlayVS.

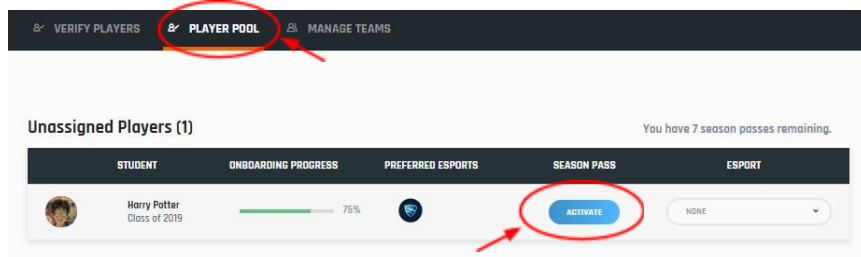
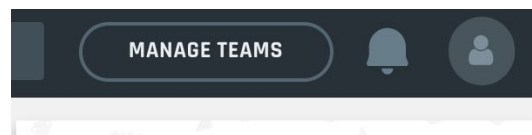
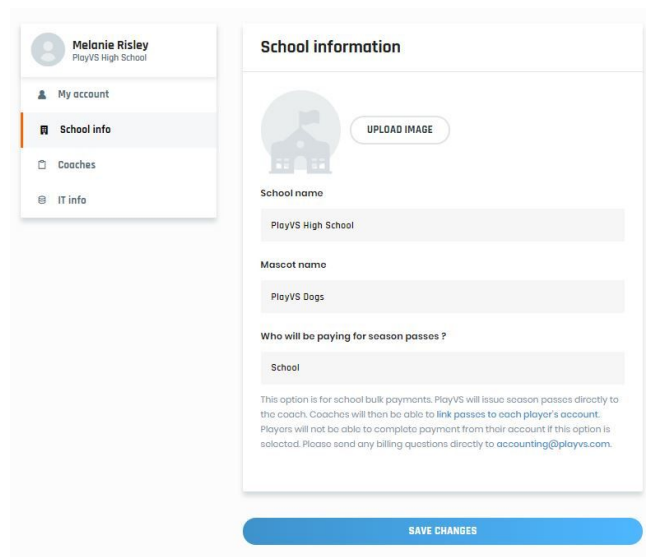
Activating Season Passes

The 'Manage Team' button on your top right corner gives you access to the 'Player Pool'. Click the button to go to your 'Manage Teams' page.

Click on the 'Player Pool' tab to see your list of players with the season pass and assigned games.

To assign season passes,

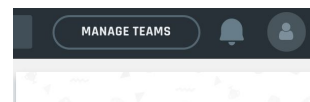
1. Find players in the 'Unassigned Players' section.
2. Click the blue 'Activate' button.



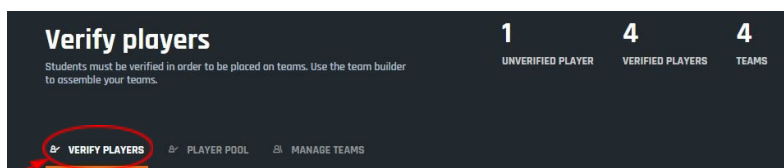
Coach Dashboard

How to Verify Players

The 'Manage Team' button on your top right corner gives you access to invite and verify players. Click the button to go to your 'Manage Teams' page.

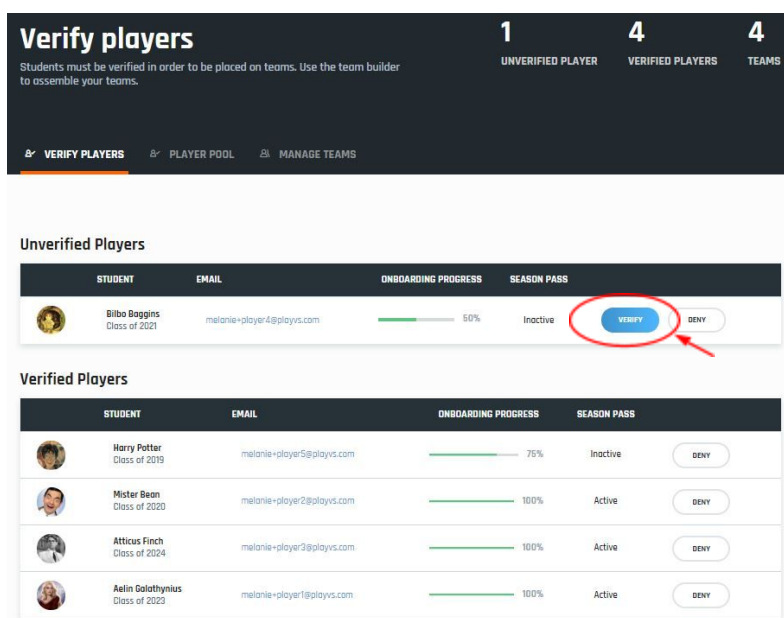


Click on the 'Verify Players' tab to see your list of players and the 'Invite Players' option.



Verifying a player allows you to place that player on a team.

1. Find players in the 'Unverified Players' section.
2. Check your players' names for accuracy.
3. Check images and usernames:
 - a. Usernames may not contain vulgarities or obscenities.
 - b. Images may not contain nudity, vulgarities, or obscenities.
4. Click 'Verify Player'. The player will switch to the 'Verified Player' section.

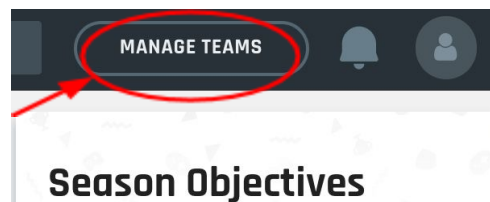


NOTE: If you deny a player and want to re-verify that account, you need to contact PlayVS. Players denied will not be available until a PlayVS member verifies the account.

Coach Dashboard

How to Create a Team

The 'Manage Team' button on the top right corner gives you access to player and team management. Click the button to go to your 'Manage Teams' page.



Assigning Players to an Esport

You must assign players to an esports in order to add them to teams.

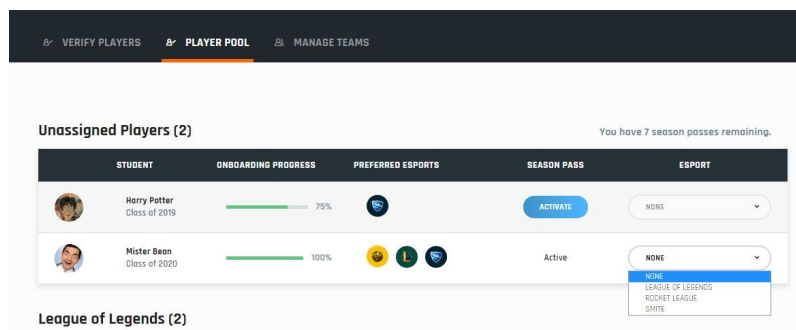
1. Go to the 'Player Pool' tab to view available players.

2. Check that the player has been verified and activated.

NOTE: Players must be verified and season passes activated (paid) before they can be assigned to an esports.

3. Click the drop-down menu under the 'esport' column.

4. Choose the esports that the player will participate in for Spring 2019. A player may only play in one esports per season.



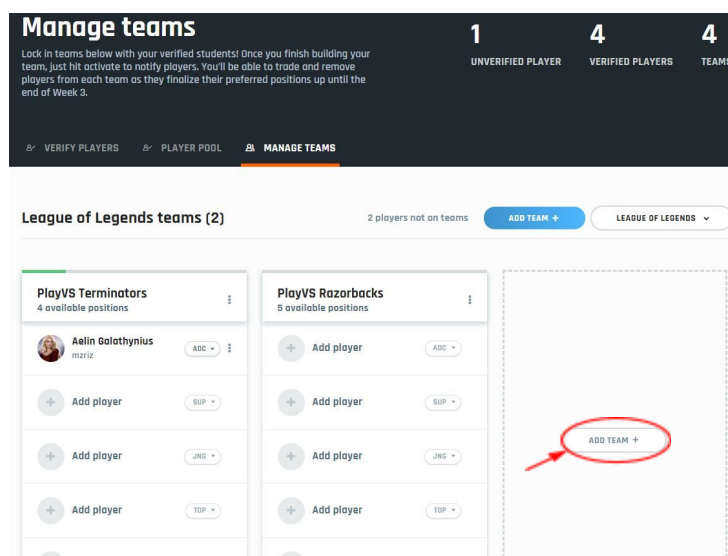
Creating New Teams

Adding teams will be in the 'Manage Team' tab.

1. Check on the far right that you are on the correct esports. Click the drop-down menu to change the esports.

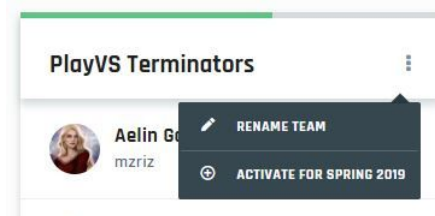
2. Click the 'Add Team' button in the blank box.

3. Choose a name for your team.



NOTE: You will not be able to delete a team once it has been created.

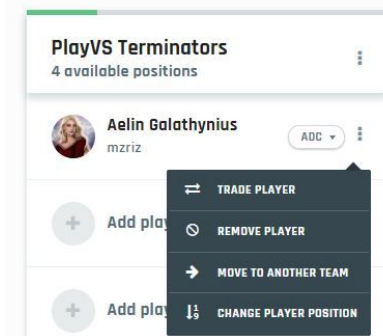
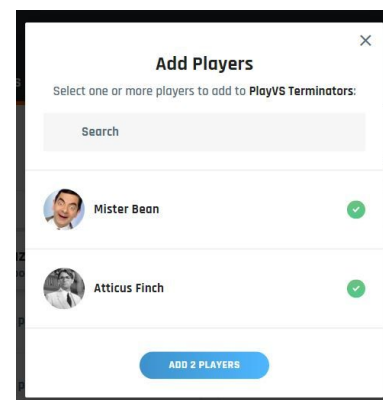
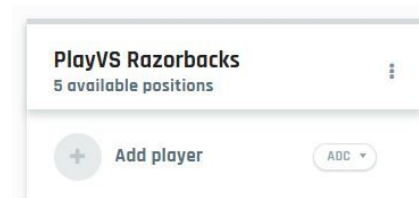
4. Fill out your roster! See the [Assigning Players to Teams](#) section for more information.
5. Once your roster is filled, click the 'Activate Team' to complete your team and be placed on the schedule. You will still be able to switch players and use substitutes.
 - a. Click the three dots by the team name.
 - b. Choose 'Activate for Spring 2019' in the menu.



Assigning Players to Teams

Players must be verified and season passes activated before they can be assigned to a team.

1. Players must be assigned an esports before being added to a team. See the [Assigning Players to Esports](#) section for more information.
2. Go to the 'Manage Teams' tab. Choose the esports in the drop-down menu on the right.
3. Click 'Add player' in the team box.
4. Choose the players in the box by clicking on the player. You can add multiple players at once.
5. Click 'Add Players' to confirm. You may change the position by the position drop-down menu to the right of the player's name.
6. To change player teams, positions or remove a player, click the three dots to the right of player position.



NOTE: To add subs, the player must be assigned to an esports and left in 'Player Pool'.

Changing Players' Esport

Players can change the esport for the season. Players may only play one esport per season.

1. Before joining a team, a player's esport can be changed in the 'Player Pool'. Click the drop-down menu and choose a different esport.
2. After joining a team, the player must be removed from a team before the esport can be changed.
 - a. Go to the 'Manage Teams' tab.
 - b. Find the player and click the three vertical dots.
 - c. Choose 'Remove Player' in the drop-down menu.
 - d. Return to the 'Player Pool' tab and change the esport by the player.