

Coach/Manager Team Contacts Process

1. From the front page of the MWSL website go to the green menu bar choose Admin
2. Enter coach user name and password
3. Under the administration menu in the top left choose show my teams
4. Select current years team
5. At team maintenance page scroll down to your team contacts information
6. Choose the contact type you are adding or editing

To edit a existing contact choose edit on the far right hand side.

- Edit contact info
- Click post to save change at the top or bottom of the page

To add a new contact choose add and enter contact information

- Once contact information is added to the system hit post to save
- Go back to show my teams under admin menu
- Click on current team year
- On team maintenance page scroll down to team contacts
- Choose the contact type you are adding
- Click on the drop down menu and find contact you added
- Click post to save change at the top or bottom of the page