CSA Coach Documentation
Adding/Removing Players from Teams

Overall Steps to add or remove players from your Team:
1. Logon to the website with your U.S. SQUASH username and password
2. Go to the team league
3. Add or Remove Players
4. Check Rosters are complete
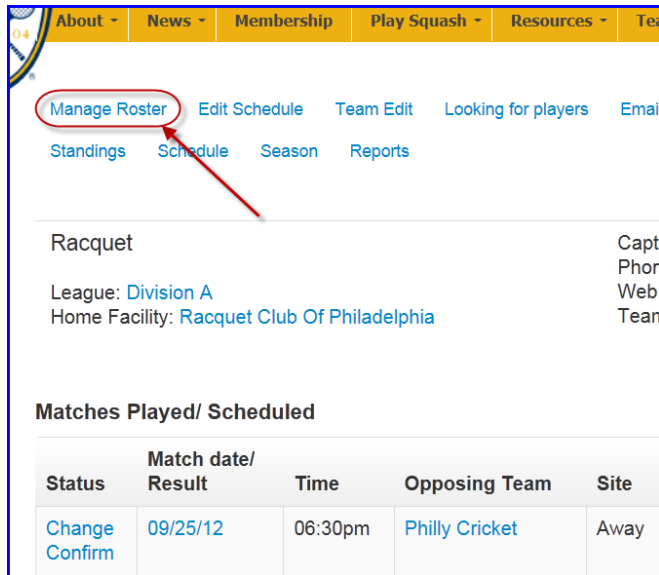
1. Logging in to www.ussquash.com
- Coaches must be logged in to the site in order to manage their rosters. All coaches should already have accounts on the U.S. SQUASH system.
- Go to www.ussquash.com. Scroll over the "My Account" link on the right side of the page, and click on "Logon".
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the "forgot your password" link to have a new one emailed to you.
- If you have further problems with logging in to your account, please contact membership@ussquash.com for assistance.

2. Finding your League and Team on the Site
- Scroll over the "Play Squash" link in the middle of the page. On the menu that appears, click on the link for "leagues".
- Select the CSA league from the link provided.
- To go to your team's page, click on the appropriate division, and then on your team's name.
- In order to manage your team's roster, you must be listed on the team page as a coach or assistant coach. If you are not, please contact U.S. SQUASH to be added as a coach/captain for the team.
    - o Note- If your team is not listed on the site, please contact U.S. SQUASH to be added.
- Direct links to bookmark for the CSA leagues:
    - o Men's:
      http://modules.ussquash.com/ssm/pages/serve.asp?myurl=modules.ussquash.com/ssm/pages/leagues/League_Information.asp%3Faction=league&a=3&leagueid=867
    - o Women's:
      http://modules.ussquash.com/ssm/pages/serve.asp?myurl=modules.ussquash.com/ssm/pages/leagues/League_Information.asp%3Faction=league&a=3&leagueid=868
    - o To bookmark your individual team page, right-click on the team name from the above links and select "bookmark this page".
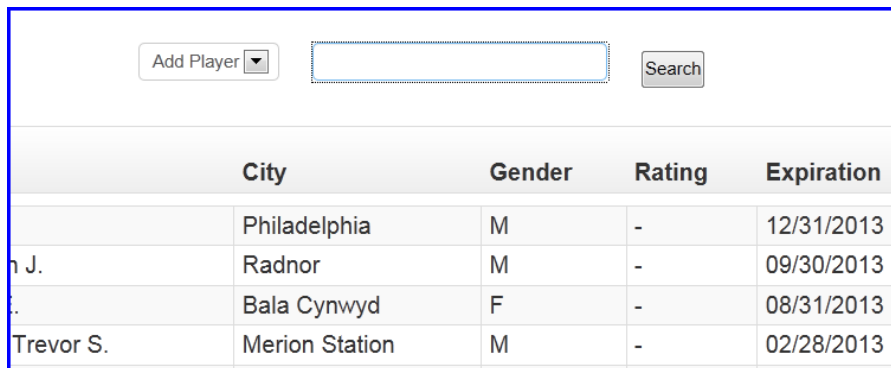
3. Adding and Deleting Players from your team Roster

- **Note-** you must be logged in to be able to edit your team roster (explained in Section 1 above)
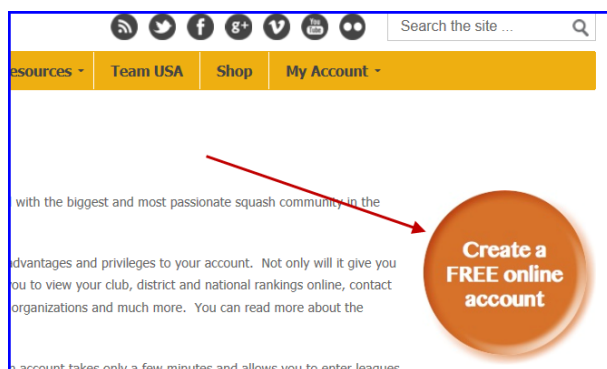- To add or delete players, click on the "Manage Roster" link at the top of the team page.

- **3.A. Adding Players**
    - To add a player to your team, search for them by last name. You can also narrow your search by searching for last name and first name or partial first name (i.e. Smith, Jo) or by partial last name and first name (i.e. Smi, John). Click on "search", or tab and hit the enter key.

	City	Gender	Rating	Expiration
	Philadelphia	M	-	12/31/2013
n J.	Radnor	M	-	09/30/2013
.	Bala Cynwyd	F	-	08/31/2013
Trevor S.	Merion Station	M	-	02/28/2013

  - The vast majority of players will already have accounts in the U.S. SQUASH system. There may be an instance in which a player does not have an account in our system. See below for details:
  - Adding new accounts
    - If a player is missing from the database and needs to be added, that player or league coaches/administrators can add them. In order to add players, you must know their name, email, and date of birth.
    - Click on the "membership" link at the top of the page. Then click on the button that says "Create a FREE online account"

- Enter the required player information, and click 'submit'. The player's account can now be added to the team roster, and an email will be sent to that player with a temporary username and password

- 3.B. Removing Players
  - o Click on the "Manage Roster" link off the team screen as described above.
  - o To permanently remove a player from a team's roster, click on the delete button next to the player's name, which looks like a trash can.

4. Check that the Team Roster is Complete

- After entering in all new players and deleting past players, go to the team page to confirm that the team roster is complete.