

CSA Coach Documentation

Adding/Editing Team Schedules

Overall Steps to Add or Remove Players from your Team:

1. Logon to the website with your US Squash username and password
2. Go to your team page
3. Update your team's schedule
4. Check schedules are complete

1. Log in to www.ussquash.com

- Coaches must be logged in to the site in order to edit team schedules. All coaches should already have accounts on the US 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. Find your League and Team on the Site

- Go to <https://www.ussquash.com/college/rankings/>
- Select either the CSA Men's or Women's division, and click on your team.
- In order to manage your team's schedule, you must be listed on the team page as a coach or assistant coach. If you are not, please contact membership@ussquash.com to be added as a coach/captain for the team.
 - Note- If your team is not listed on the site, please contact US Squash to be added.

3. Add/Edit Matches on your Team's Schedule

- ****Note-** you must be logged in to be able to edit your team's schedule (explained in Section 1 above)
- First look at your team page to determine if any matches have already been added. If other teams have already entered their schedules, any matches you have against them will already be listed and do NOT need to be added by you. Adding the match again will create a duplicate.
- To add or delete players, click on the "**Edit Schedule**" link at the top of the team page, then "**Click here to add a new match**"
- **3.A. Add Matches**
 - One you have clicked to add a new match, the following screen will come up:

CSA Men
Change Schedule

Add/change match on schedule	
Match Number:	1 (week number)
Date	09/28/16 <i>In the format mm/dd/yy</i>
Time	None
Round	Local
Home Team	Bye or TBD
Visiting Team	Bye or TBD
Match type:	Score Card
Court	0
Site	<i>Acronym of where match is played</i>
Warning	<i>Conflicts: a code for your players</i>

- You should **ONLY** enter in the following fields, all other fields should not be changed:
 - Date
 - Time (Optional, if known)
 - Home Team
 - Visiting Team
 - Site (Optional, if match is to be played at a 3rd party venue. If at the home team's venue, no site needs to be entered). Use up a 5-letter acronym for the venue, e.g. BOWD for Bowdoin.
- If you have additional matches to enter, click "save and add another". To finish, click "save".
- **3.B. Edit or Delete Matches**
 - To edit or delete a match, from your team page select "Edit Schedule"
 - You can filter the schedule for your team by selecting it from the drop-down filtering list
 - To edit, click on the pencil and paper icon; to delete, click on the trash can.
 - NOTE: deleting a match permanently removes it from the CSA schedule

4. Check that the Team Schedule is Complete

- After entering in all team matches, look on your team's page to make sure it properly reflects your season's schedule