



# 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 CSA league
3. Add or Remove Players
4. Check Rosters are complete

### 1. Logging in to [www.ussquash.com](http://www.ussquash.com)

- Coaches must be logged in to the site in order to enter scores. All coaches should already have accounts on the U.S. SQUASH system.
- Go to [www.ussquash.com](http://www.ussquash.com) homepage or access it through the <http://collegesquashassociation.com/> site. Click on “Logon” on the top left of the U.S. Squash page.
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the “reset password” button to have a new one emailed to you.

The screenshot shows the login interface for the U.S. Squash website. On the left, there is a vertical menu with links: 'My Account', 'Logon', 'Create Account', 'Reset Password', 'Find Me', and 'Events'. A blue arrow points to the 'Reset Password' link. The main area is titled 'Logon' and contains two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember me next time.' and a 'Log On' button.

- If you have further problems with logging in to your account, please contact [membership@ussquash.com](mailto:membership@ussquash.com) for assistance.

### 2. Finding your Team or the CSA League on the Site

- If you have gone through the CSA site, it will take you directly to the CSA league pages within the U.S. SQUASH site. Simply click on logon from there and begin your work!
- If on the [www.ussquash.com](http://www.ussquash.com) site, click on “View” on the top of the page, and then “Team Leagues” on the left side of the next page. From there, scroll to the CSA and select the CSA 2009-2010 season.
- To go to your team’s page, click on the Men’s or Women’s league, and then on your team’s name.
  - \*Note- If your team is not listed on the site, contact [dent.wilkens@ussquash.com](mailto:dent.wilkens@ussquash.com) to get your team as part of the CSA league.

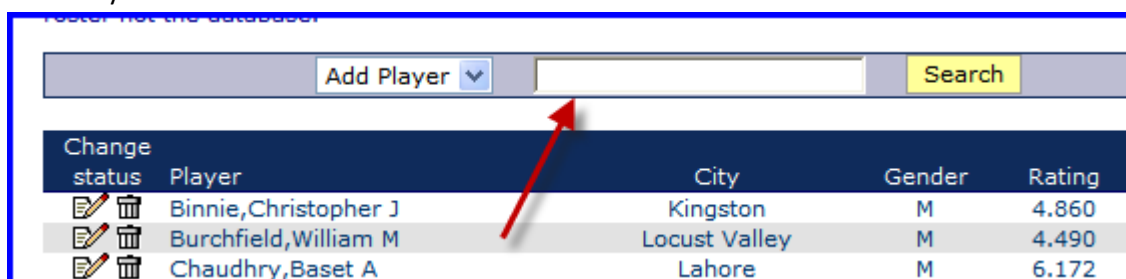
### 3. Adding and Deleting Players from your team Roster

- \*\*Note- you must be logged in to be able to edit your team roster (explained in Section 1 above)
- Once on your team's page, the team's current roster will be listed at the bottom of the page. The rosters from the 08-09 season have been imported for the 2009-2010 season. **Coaches are responsible for deleting graduated players and adding new freshman before the season begins.**
- To add or delete players, click on the "Manage Roster" tab 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. Wilkens, De) or by partial last name and first name (i.e. Wi, Dennett). Click on "search", or tab and hit the enter key.



- The vast majority of players will already have accounts in the U.S. SQUASH system. A few, such as some international players and those that have not played squash before college, may not have accounts. Be sure the player is not in the system before adding a new account, in order to avoid duplicate account creation! There are two ways to add new accounts: by the player and by U.S. SQUASH. See below for details:
- Add new account, by Player:
  - Player goes to [www.ussquash.com](http://www.ussquash.com), and clicks "Logon" on the top left of the screen.

- Click on “Create Account”



- Follow the steps through the process. At the end, the system will send the user a confirmation email.
- \*The user needs to click on the link in the email to confirm creation of the account, which will then prompt them to create a username and password. They will need this username and password to log in to record their scores in the league.
- Once the account is confirmed, the coach can add this player to their team.
- Add new account, by U.S. SQUASH
  - A coach can email the player’s full name, email address, and birthdate to [office@ussquash.com](mailto:office@ussquash.com) and [dent.wilkens@ussquash.com](mailto:dent.wilkens@ussquash.com), and the accounts can be created for them.
- 3.B. Removing Players
  - Click on the “Manage Roster” Tab off the team screen as described above.
  - 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.