

Coach add procedure

Step 1: Select ICBA Member Club Pages

The screenshot shows the ICBA Member Club Pages selection interface. A yellow arrow points to the 'ICBA Member Club Pages' link in the 'RELATED LINKS' section. The interface includes a navigation bar with links like 'HOME', 'SITE MAP', 'ELEMENTS ADMIN', 'PUBLIC VIEW', 'SUPPORT CHAT', 'SUPPORT CENTER', and 'LOG OUT'. The main content area has three columns: 'LATEST NEWS', 'RELATED LINKS', and 'UPCOMING EVENTS'. The 'RELATED LINKS' column contains a list of links, including 'ICBA Member Club Pages', which is highlighted by a yellow arrow. The 'UPCOMING EVENTS' column shows 'ICBA UPCOMING EVENTS' with a date range of 'Fri, Dec 17 - Thu, Dec 23'.

Step 2: Select your Club

The screenshot shows the 'ICBA MEMBER CLUB PAGES' listing. A yellow arrow points to the 'Marlton' club in the list. The listing is organized into three columns of club names. The 'Marlton' club is highlighted in the middle column. The interface includes a navigation bar with links like 'HOME', 'ICBA SCHEDULE', 'ICBA TOURNAMENT', 'ICBA FEE'S & FORMS', 'ICBA RULES', 'ORGANIZATIONS', 'MEMBER TOURNEYS', and 'CONTACT US'. The main content area has a header 'ICBA MEMBER CLUB PAGES' and a sub-header 'Club Listing'. The club names are listed in three columns:

Abington	Amity	Audubon Basketball Organization
Bensalem	Boyetown Optimist Bobcats	Bristol
Bustleton	CBAA	Cheltenham
Chester Valley	Chestmont	Chestnut Hill
Council Rock	Crispin	Deep Run
Doylestown	Doylestown YMCA	Eastern Berks
Exeter	Flemington	Fox Chase
Great Valley	GYAC	Hatboro Horsham
Haverford	Hunterdon	Huntingdon Valley
InterCounty Basketball Association	Jardel	King of Prussia
Kingswood	Langhorne	Lenape Valley
Lower Bucks	Lower Merion	Lower Southampton
Main Line Girls Basketball	Marlton	Methacton Audubon
Montgomery	Moorestown	Mount Airy
Mount Airy Rise Up	New Club (or non icba)	Norchester
Norristown	North Penn	Not Applicable
Oreland	Paoli	Parkwood
Penn Academy	Penn Valley	Pennsbury
Pennshury	Perkinmen Valley	Philadelphia Storm

Step 3: Select Club Login

The screenshot shows the homepage of the Inter-County Basketball Association. The header features the ICBA logo and the text "INTER-COUNTY BASKETBALL ASSOCIATION". Below the header is a navigation bar with links: HOME, ICBA SCHEDULE, ICBA TOURNAMENT, ICBA FEE'S & FORMS, ICBA RULES, ORGANIZATIONS, MEMBER TOURNEYS, and CONTACT US. The main content area is titled "Huntingdon Valley" and includes a "CLUB LOGIN" button highlighted with a yellow arrow. Below the login button are links for "Official Club Web Site" and "Complete Club Schedule". The page also displays a table of "14th Annual InterCounty Basketball Association ICBA Winter 2022 Club Teams" and "13th Annual King of the Court Winter 2022 Club Teams".

Boys		Girls	
8B Blue	HVAA Huntingdon Valley	8G	HVAA
9B Red	HVAA	10G D2	HVAA
9B Blue	HVAA	11G D1	HVAA
10B D1	HVAA	12G D1	HVAA
11B D4	HVAA	13G D1	HVAA Blue
11B D2 Red	HVAA	13G D1	HVAA White
12B D4	HVAA		
13B D2 Red	HVAA		

Boys		Girls	
8 Boys Blue	HVAA ZIELENBACH	8 Girls	HVAA ARMENAKIS
9 Boys D2 Blue	HVAA BIGGS	10 Girls D2	HVAA STINE
9 Boys D3	HVAA SCHLACTER	11 Girls D1	HVAA ROSSITER
10 Boys D1	HVAA EDWARDS	12 Girls D1	HVAA GOMEZ
11 Boys D3 Red	HVAA BLOUCH	13 Girls D1	HVAA MCDONALD
11 Boys D2 Blue	HVAA SILVERMAN	13 Girls D1	HVAA SANTORA
12 Boys D3	HVAA O'CONNELL		
13 Boys D2 Blue	HVAA LYNCH		

Club Field Directions		
Asplundh Field House	Charger Nation Complex Court 1	Charger Nation Complex Court 2
Charger Nation Complex Court 3	Charger Nation Complex Court 4	Competitive Edge Court 3
Lower Moreland High School	Murray Avenue School	

Club Contact Information			
Referee Assignor	Tom Coia	thomas.coia@gmail.com	(C) 215-470-3699

Step 4: Enter your credentials

The screenshot shows the "Club Log-In" form on the Inter-County Basketball Association website. The form has fields for "Email Address" (Jose731@verizon.net) and "Password" (masked with asterisks). A "Log In" button is next to the password field. Below the form, a red error message states: "** INCORRECT LOG-IN INFORMATION ** Please try again, or retrieve your log-in info". A yellow banner below the error message says: "** You may retrieve your LOG IN info if you have forgotten (or never received) it **". The footer of the page includes copyright information for 2022 Inter-County Basketball Association and 2022 Demosphere International, Inc., along with the Demosphere logo.

Step 5: Select Team Administration

The screenshot shows the Inter-County Basketball Association website. The header includes the ICBA logo and navigation links: HOME, ICBA SCHEDULE, ICBA TOURNAMENT, ICBA FEE'S & FORMS, ICBA RULES, ORGANIZATIONS, MEMBER TOURNEYS, and CONTACT US. The main content area is titled 'Huntingdon Valley' and '2022-2023'. A sidebar menu on the left lists various options: CLUB Administration, CLUB Scores, TEAM Administration (highlighted with a yellow arrow), CLUB Field Info, CLUB Field Loading, CLUB Schedule, and Division Contacts. A message in the center says '** PLEASE MAKE A SELECTION FROM THE MENU ON THE LEFT **'. At the bottom, there is a sign-up link for emails about Demosphere partners.

Step 6: Select the team

The screenshot shows the 'Huntingdon Valley - Team Administration' page. It features a table with columns for Team, Age Group, Gender, and various reports (Invoice, Requests, Discipline Report). The table is divided into two sections: 'InterCounty Basketball Association' and 'King of the Court'. A yellow arrow points to the '9B Blue' team entry in the 'InterCounty Basketball Association' section.

Team	Age Group	Gender	InterCounty Basketball Association	King of the Court
			14th Annual - ICBA Winter 2022	13th Annual - Winter 2022
			Invoice Requests Discipline Report	Invoice Requests Discipline Report
			P	P
HVAA Blue		Girls	13G D1	
HVAA		Boys	9B Red	
HVAA		Boys	9B Blue	
HVAA		Boys	10B D1	
HVAA		Boys	11B D2 Red	
HVAA		Boys	11B D4	
HVAA		Boys	12B D4	
HVAA		Boys	13B D2 Red	
HVAA			8G	
HVAA		Girls	10G D2	
HVAA		Girls	11G D1	
HVAA		Girls	12G D1	
HVAA Huntingdon Valley		Boys	8B Blue	
HVAA White		Girls	13G D1	
HVAA ARMENAKIS	U5	Girls		8 Girls [applic P]
HVAA ZIELENBACH	U5	Boys		8 Boys Blue [applic P]
HVAA BIGGS	U6	Boys		9 Boys D2 Blue [applic P]
HVAA SCHLACTER	U6	Boys		9 Boys D3 [applic P]
HVAA EDWARDS	U7	Boys		10 Boys D1 [applic P]
HVAA STINE	U7	Girls		10 Girls D2 [applic P]

Step 4: Select Contacts

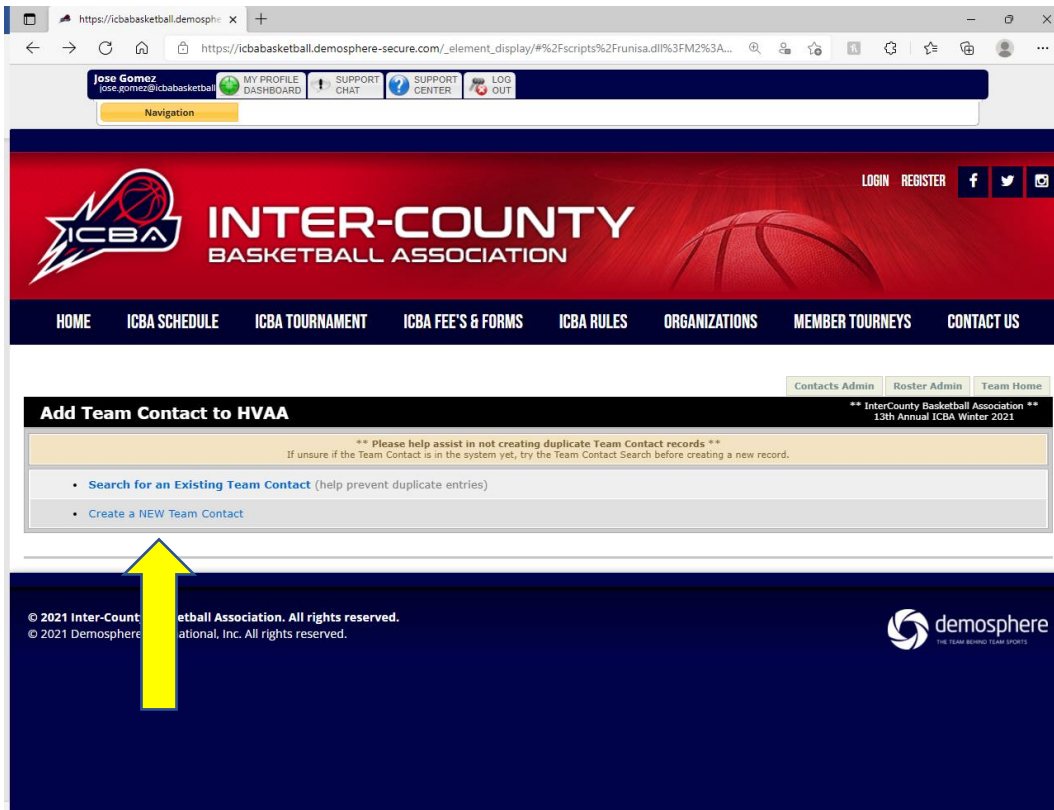
The screenshot shows the ICBA website with the HVAA team management interface. The top navigation bar includes links for HOME, ICBA SCHEDULE, ICBA TOURNAMENT, ICBA FEE'S & FORMS, ICBA RULES, ORGANIZATIONS, MEMBER TOURNEYS, and CONTACT US. The HVAA section (13th Annual - ICBA Winter 2021) features a sub-navigation bar with tabs: Settings, Roster, Contacts, Uniforms, Colors, Logo, Photo, Social Media and Web Site, Fans, Start screen, and Club Home. A yellow arrow points to the 'Contacts' tab. Below the tabs, there are sections for Team Uniform, Team Links, Team Contact Info, and Team Roster. The Team Contact Info section lists the Head Coach (Jose Gomez) and Assistant Coach (Patrick Thompson) with their contact information. The Team Roster section shows a table with columns for Name, GP, G, and A, and a message 'No Players Found'.

Step 5: Select Add Team Contact

The screenshot shows the ICBA website with the HVAA - Team Contacts interface. The top navigation bar includes links for HOME, ICBA SCHEDULE, ICBA TOURNAMENT, ICBA FEE'S & FORMS, ICBA RULES, ORGANIZATIONS, MEMBER TOURNEYS, and CONTACT US. The HVAA - Team Contacts section (13th Annual ICBA Winter 2021) features a sub-navigation bar with tabs: Add Team Contact, Add Multiple Team Contacts, Team Contact Pool, and TEAM FANS. A yellow arrow points to the 'Add Team Contact' tab. Below the tabs, there is a table with columns: MOD, SEQ, NAME, ROLE, ADMIN, PUBLIC, HOME PHONE, CELL PHONE, EMAIL, and DEL. The table lists two contacts: Jose Gomez (Head Coach) and Patrick Thompson (Assistant Coach). The table has a 'Save' button at the bottom.

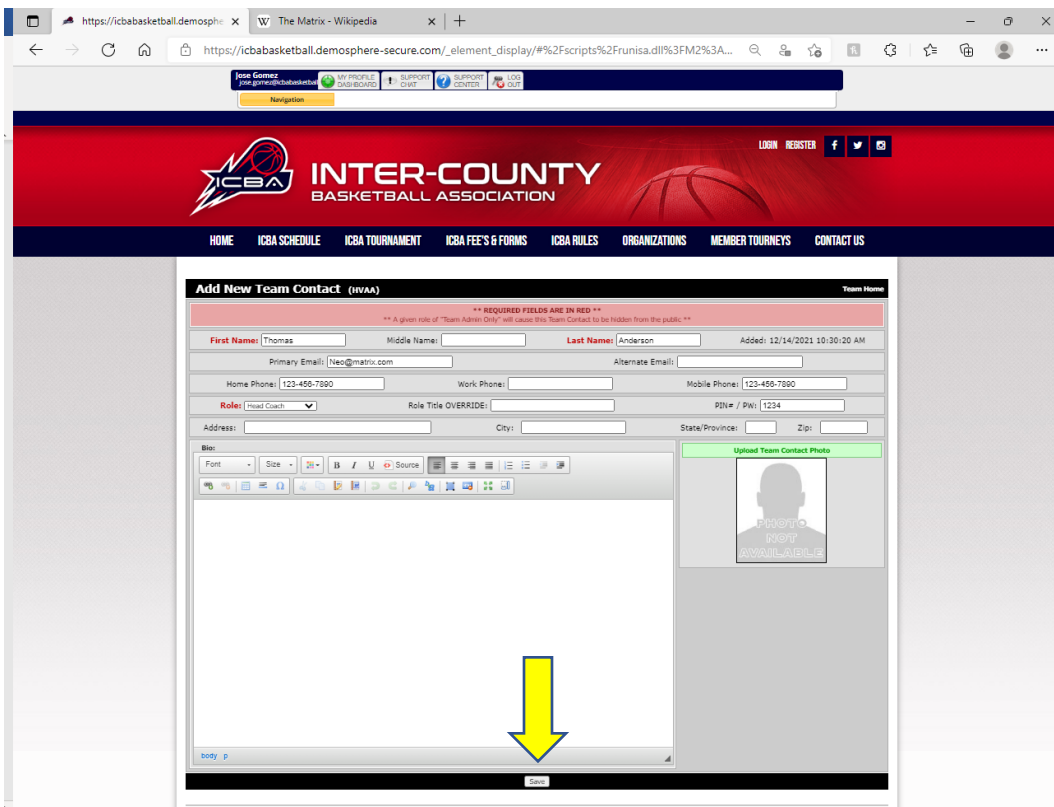
MOD	SEQ	NAME	ROLE	ADMIN	PUBLIC	HOME PHONE	CELL PHONE	EMAIL	DEL
		Jose Gomez	Head Coach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	267-997-4501	267-997-4501	EMAIL	
		Patrick Thompson	Assistant Coach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NONE	267-980-3687	EMAIL	

Step 6: Either Select search for an existing Team Contact (Go to Step 8) or Create a New Team Contact.



Step 7: Add your coaches information

Note: Required fields: First Name, Last Name, Primary Email, Home Phone, Mobile Phone, Role, add a Pin whatever you want to chose. Then hit SAVE and you are done and go back to Team Home and then Club Home and restart the process.



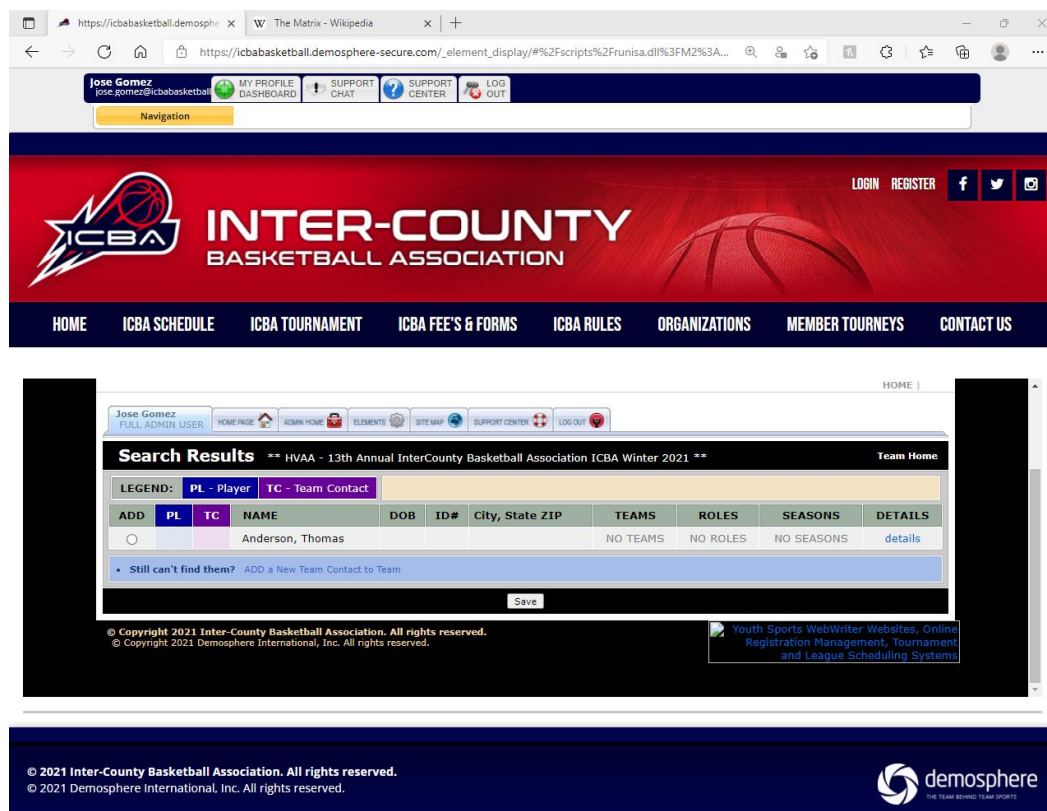
Step 8: Select Search for an existing Team Contact

The screenshot shows the Inter-County Basketball Association website. The user is logged in as Jose Gomez. The page title is 'Add Team Contact to HVAA'. Below the title, there is a message: '** Please help assist in not creating duplicate Team Contact records **'. Below this, there are two links: 'Search for an Existing Team Contact (help prevent duplicate entries)' and 'Create a NEW contact'. A yellow arrow points to the 'Search for an Existing Team Contact' link. The footer contains copyright information for 2021 Inter-County Basketball Association and Demosphere International, Inc.

Step 9: Enter the information you have to search for a coach and hit search

The screenshot shows the Inter-County Basketball Association website. The user is logged in as Jose Gomez. The page title is 'Search'. Below the title, there is a message: '** InterCounty Basketball Association ** 13th Annual ICBA Winter 2021'. Below this, there are two sections: 'Indexed items' and 'Non-indexed items'. The 'Indexed items' section has three search criteria: 'Last Name begins with...' (filled with 'Anderson'), 'Email begins with...' (empty), and 'Registration ID# (exact)' (empty). The 'Non-indexed items' section has two search criteria: 'First Name begins with...' (filled with 'Tho') and 'Birthdate' (filled with 'mm/dd/yyyy'). A 'Search' button is located at the bottom of the search form. The footer contains copyright information for 2021 Inter-County Basketball Association and Demosphere International, Inc.

Step 10: Select the add radio button and then hit save your coach will be added. and you are done and go back to Club Teams and restart the process until complete.



Search Results ** HVA - 13th Annual InterCounty Basketball Association ICBA Winter 2021 **

LEGEND: PL - Player TC - Team Contact

ADD	PL	TC	NAME	DOB	ID#	City, State ZIP	TEAMS	ROLES	SEASONS	DETAILS
<input type="radio"/>			Anderson, Thomas				NO TEAMS	NO ROLES	NO SEASONS	details

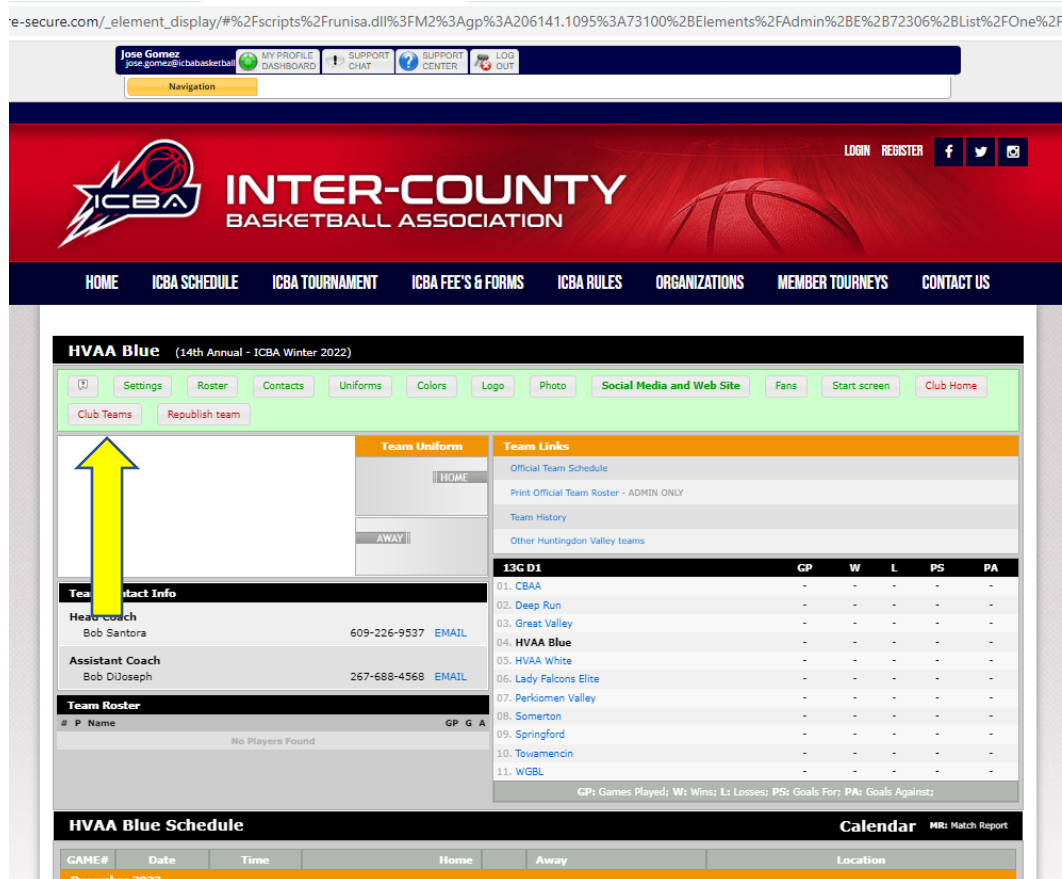
• Still can't find them? [ADD a New Team Contact to Team](#)

Save

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Youth Sports WebWriter Websites, Online Registration Management, Tournament and League Scheduling Systems

Step 11: Go back to Club Teams and restart the process until complete.



HVA Blue (14th Annual - ICBA Winter 2022)

Settings Roster Contacts Uniforms Colors Logo Photo Social Media and Web Site Fans Start screen Club Home

Club Teams Republish team

Team Uniform

HOME

AWAY

Team Contact Info

Head coach
Bob Santora 609-226-9537 [EMAIL](#)

Assistant Coach
Bob DiJoseph 267-688-4566 [EMAIL](#)

Team Roster

#	P	Name	GP	G	A
No Players Found					

HVA Blue Schedule

GAME#	Date	Time	Home	Away	Location
December 2022					

Calendar MR: Match Report

13G D1

	GP	W	L	PS	PA
01. CBAA	-	-	-	-	-
02. Deep Run	-	-	-	-	-
03. Great Valley	-	-	-	-	-
04. HVA Blue	-	-	-	-	-
05. HVA White	-	-	-	-	-
06. Lady Falcons Elite	-	-	-	-	-
07. Perkiomen Valley	-	-	-	-	-
08. Somerton	-	-	-	-	-
09. Springfield	-	-	-	-	-
10. Towamencin	-	-	-	-	-
11. WGBL	-	-	-	-	-

GP: Games Played; W: Wins; L: Losses; PS: Goals For; PA: Goals Against;