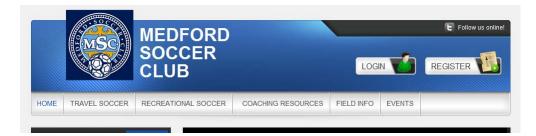
MSC Registration for Coaches

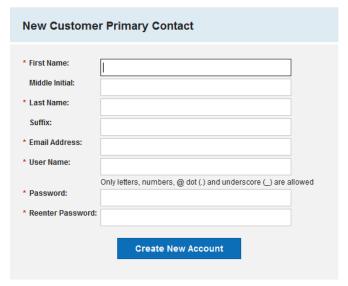
Below are instructions for creating yourself an account on the new Medford Soccer Club website. After you have completed the steps below you will then need to be allocated by an MSC admin to your team page before you can start your team's website.

Overview:

- 1. Create an account in the MSC system. This account will eventually have your child's information as well.
- 2. Add yourself as a Volunteer to a specific team or teams by selecting the appropriate role. (Head Coach/Assistant Coach/Team Manager)
- 3. Notify an MSC Admin to allocate you as a resource to your team.
- Coaches, the first thing you need to do is create an account on the MSC Website. Using any
 web browser go to the following website.
 (http://clubs.bluesombrero.com/medfordsoccerclub). Once on the website you will want to
 choose Register.

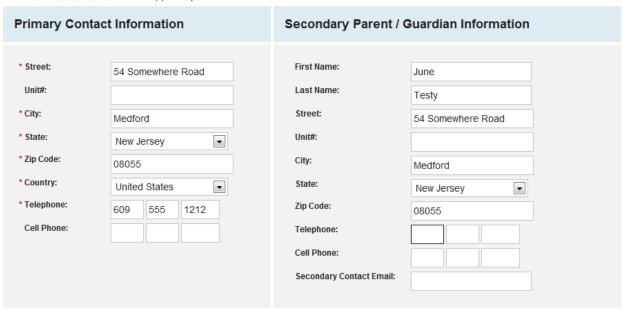


2. Create an account.

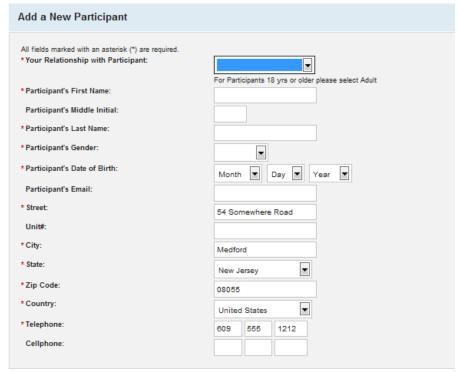


3. Fill in any additional Primary and Secondary contact information.

Note: All fields marked with an asterisk () are required.



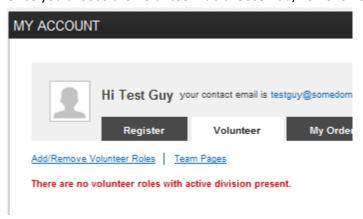
4. You can add a participant now if you want. A participant would be your child or children.



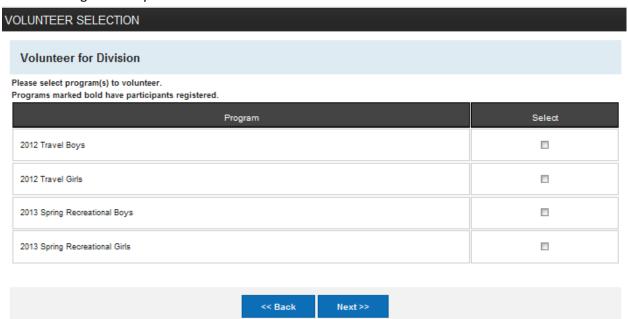
5. You should now see up to the top left the My Account. Select this then choose Volunteer.



6. Once you choose the Volunteer Tab choose Add/Remove Volunteer Roles



7. Choose a Program that you want to volunteer as a coach. Then choose the Division.



- 8. Once you have completed this send an email to an MSC admin to have you allocated to a team.
- 9. After you have been allocated to a team you will see new options under your team page that will allow you to add and modify content.

