



Coach Required Document Check and Email

See who is missing required coach pieces

- Click on the event folder (green icon) on the left side folder tree (i.e. Recreational or State)
- Click on the COACH/VOLUNTEER tab
- Click FIND COACH/VOLUNTEER button on the bottom right hand side
- In the top box you can filter by certain things
 - Missing photos = in the member photo drop down, choose NO MEMBER PHOTO
 - Missing concussion = in the concussion document, choose NO CONCUSSION DOCUMENT
- On the line of every coach name listed there, you'll see the icons to the far right. The middle icon with the pillars is a safety certificate that you do NOT need to worry about. You also don't need to worry about the age verified for coaches.
- If they have a photo upload or concussion, the icon at the top of the column will show in that coaches line
- If they are missing the item you'll see the upward facing arrow that you can click on to manually insert that photo or document for them.
 - You can also send them to their member account and tell them to click on MEMBER LOGIN at the top right corner to access their account and upload those items themselves.

Pull a report and email from the report function:

- Reports > Participant > Detail Report
- Display box, move from left to right:
 - First name, last name, email, PG 1 email, PG 2 Email, Member Photo Uploaded
- For the DOB upload, you'll select 'Birth Certificate/Document ID Uploaded)
 - Filters Items in the bottom box, choose the "member photo upload" from the first drop down, keep the second drop down to 'equal to', type No in the third box, then click ADD so "Member Photo Upload = No" in the bottom box. C
- For the DOB upload, you'll do the same except choose the 'Birth Certificate/Document ID Uploaded in that first drop down box
 - I'd suggest saving each of these reports. You can click SAVE at the very top to be able to pull these same conditions each time you need it.
 - Click RUN REPORT
 - Pop up window will appear. Click EMAIL to create your email info and click send.
- Reports > Coaches > Detailed Report
- Display box, move from left to right:
 - First name, last name, email, Member Photo Uploaded
- For the DOB upload, you'll select 'Concussion Uploaded')
 - Filters Items in the bottom box, choose the "member photo upload" from the first drop down, keep the second drop down to 'equal to', type No in the third box, then click ADD so "Member Photo Upload = No" in the bottom box.
- For the concussion upload, you'll do the same except choose the 'concussion uploaded' in that first drop down box)
 - I'd suggest saving each of these reports. You can click SAVE at the very top to be able to pull these same conditions each time you need it.
 - Click RUN REPORT
 - Pop up window will appear. Click EMAIL to create your email info and click send.