

ACCESSING YOUR ROSTER AND SENDING AND EMAIL IN BLUE SOMBRERO


Sign In

Out of District Policy: Each non-resident participant will pay an Out of District fee per sport which can range from \$10-\$80, based on each sport. This fee has a \$240 maximum per family for a calendar year.

*If a non-resident does not select to pay the Out of District fee during registration, the fee will be added to the primary account and the participant may be prohibited from playing until payment is completed.

Username

Password

 **Sign In**

powered by Symantec
ABOUT SSL CERTIFICATES

Login with your volunteer account info

N

COQUILLE PARKS AND RECREATION / REC

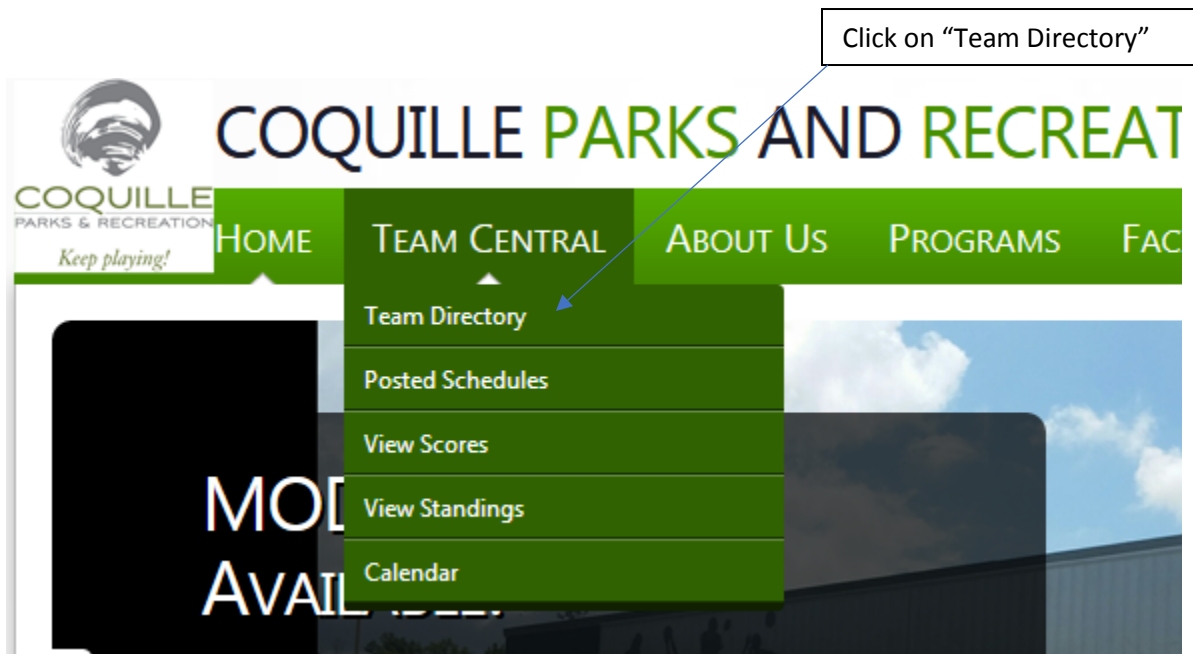
COQUILLE PARKS & RECREATION
Keep playing!

HOME TEAM CENTRAL ABOUT US PROGRAMS FACILITY CALENDAR

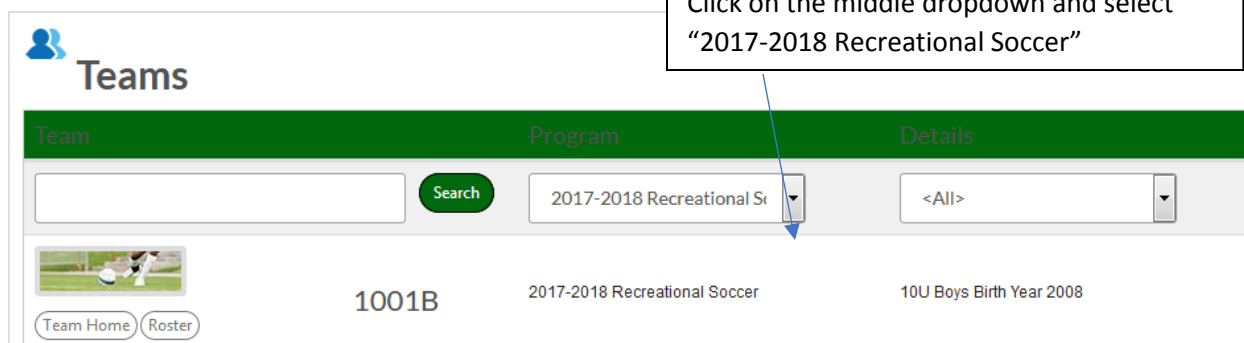
RAIN HOTLINE:

Click on "Team Central"

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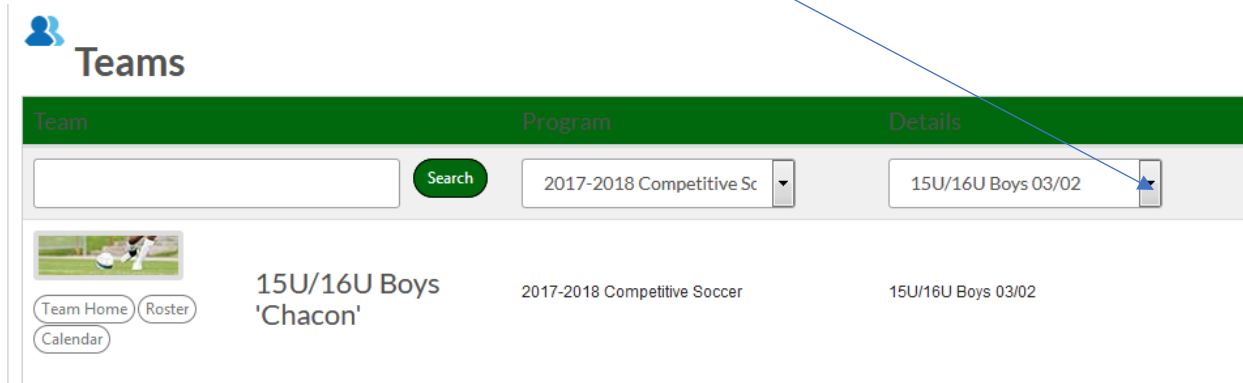


TEAM DIRECTORY



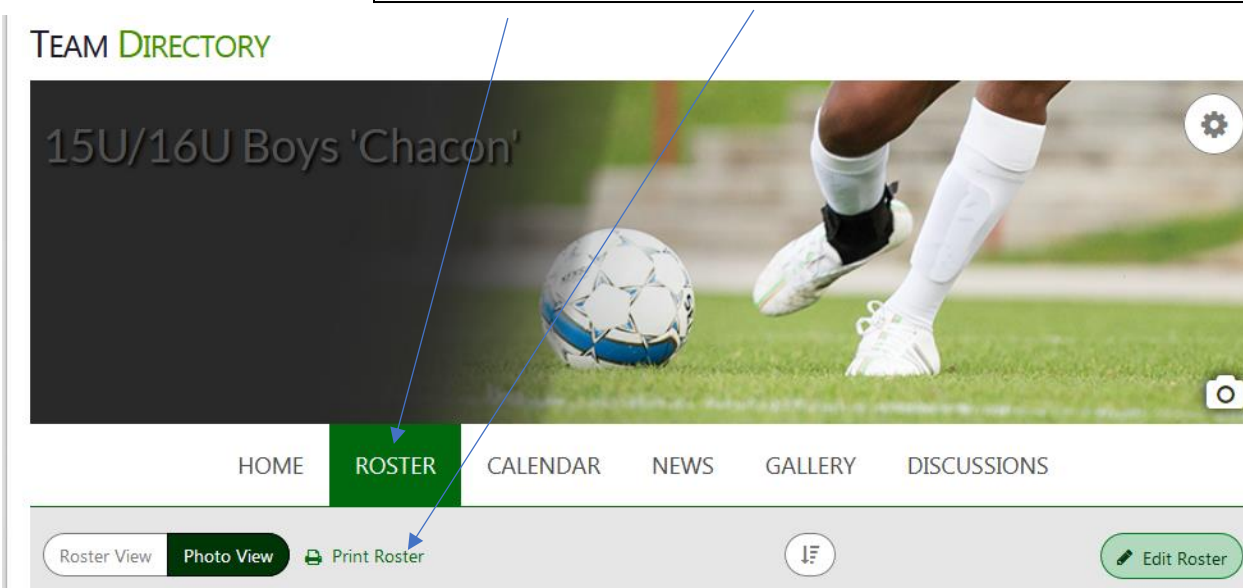
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Click on the second dropdown and select your team number



The screenshot shows the 'Teams' section of a website. At the top, there is a search bar with a 'Search' button. Below the search bar, there are two dropdown menus: the first is set to '2017-2018 Competitive Sc' and the second is set to '15U/16U Boys 03/02'. A blue arrow points from the text box above to the second dropdown menu. Below the filters, there is a team profile for '15U/16U Boys 'Chacon'' with a 'Roster' tab selected. The profile also shows the program as '2017-2018 Competitive Soccer' and the team number as '15U/16U Boys 03/02'.

Click on "Roster" tab, then click on the "Print roster Icon"



The screenshot shows the 'TEAM DIRECTORY' page for '15U/16U Boys 'Chacon''. The page features a navigation menu with 'HOME', 'ROSTER', 'CALENDAR', 'NEWS', 'GALLERY', and 'DISCUSSIONS'. The 'ROSTER' tab is highlighted in green. Below the navigation menu, there are three buttons: 'Roster View', 'Photo View', and 'Print Roster'. A blue arrow points from the text box above to the 'Print Roster' button. The 'Print Roster' button has a printer icon next to it. There is also an 'Edit Roster' button in the bottom right corner.

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PRINT TEAM ROSTER

Choose which fields you would like to include in the printed roster below:

Team Personnel Info	Player Info	Account Info
<input type="checkbox"/> Name <input type="checkbox"/> Role <input type="checkbox"/> Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Address <input type="checkbox"/> Personnel Email	<input type="checkbox"/> Number <input type="checkbox"/> Player Name <input type="checkbox"/> Player Email <input type="checkbox"/> Player Cell	<input type="checkbox"/> Primary Account Name <input type="checkbox"/> Primary Account Cell Phone <input type="checkbox"/> Address <input type="checkbox"/> Primary Account Email <input type="checkbox"/> Additional User First Name <input type="checkbox"/> Additional User Last Name <input type="checkbox"/> Additional User Cell <input type="checkbox"/> Additional Email

Click on "Select All"

Select All

Generate Roster

Then click "Generate Roster"

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The screenshot shows a web browser window with the URL <https://sports.bluesombrero.com/Default.aspx?tabid=418048&mid=442073&teamid=40437215&ctl=printteamroster>. The page title is "Team Directory". The main content area is titled "Choose which fields you would like to include in the printed roster below:" and has a "Select All" checkbox checked. There are three columns of fields to be selected: "Team Personnel Info", "Player Info", and "Account Info".

- Team Personnel Info:** Name, Role, Phone, Cell Phone, Address, Personnel Email (all checked).
- Player Info:** Number, Player Name, Player Email, Player Cell (all checked).
- Account Info:** Primary Account Name, Primary Account Cell Phone, Address, Primary Account Email, Additional User First Name, Additional User Last Name, Additional User Cell, Additional Email (all checked).

Below the selection area is a "Generate Roster" button. A dropdown menu is open, showing the following options: "Export to the selected format", "Acrobat (PDF) file", "CSV (comma delimited)", "Excel 97-2003", and "Rich Text Format".

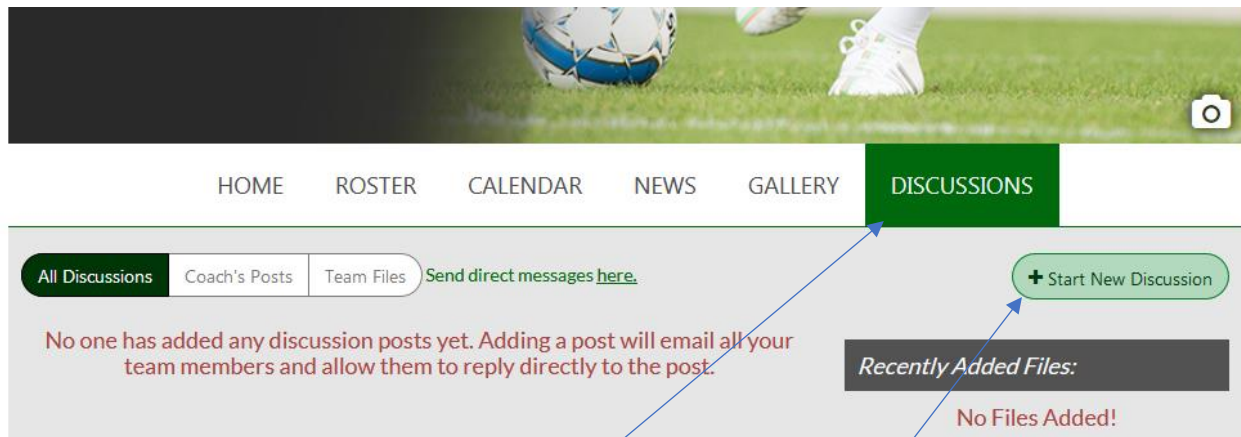
Below the dropdown menu is a table with the following data:

Name	Role	Phone	Cell	Address	Personnel Email
Jose-Daniel Chacon	Head Coach	985-590-5159	985-276-8987	807 Cole Court, Covington, Louisiana, 70433	mysoccer@gmail

The system tray at the bottom right shows the time as 1:58 PM on 8/13/2017.

Then select the format you would like to export your roster.

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To email your parents select the "Discussions" Tab, then select "Start New Discussion", then add "Subject", then add your "Message".

A screenshot of the 'New Discussion Topic' form. The title bar is green with the text 'New Discussion Topic' and a close button. Below the title bar, a red asterisk warning says '* Posting a discussion will email the selected Team Members below.' The form has two main sections: 'Subject:' and 'Message:'. The 'Subject:' section has a red-bordered input field and a yellow warning box that says '⚠ Subject is required!'. The 'Message:' section has a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Undo, and a 'Format' dropdown menu. Below the text area is another yellow warning box that says '⚠ Message is required!'. Blue arrows from the text box above point to the 'Subject:' label, the 'Subject' input field, and the 'Message:' label.

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Then add "Files" if necessary, then check the "Notify Team Member by Email" box. If you forget to do this only your assistant and team parent will get the email. Then click "OK".



Drag and drop to attach a file
or click Select File below.

You can attach a file up to 4MB.

You can attach jpg, jpeg, jpe, gif, bmp, png, doc, xls, ppt, pdf, txt, docx, xlsx, csv, html and zip files.

Select File

File Title or Description:

Entered title will display on Team Page

Notify Team Member By Email:

- Include Team Volunteers
- Include Associated Accounts and Participants

Cancel

OK