LeagueApps Coach User Guide

Welcome to the LeagueApps Coach User Guide! We have switched registration platforms for a couple main reasons:

- Easy online registration and payment collection
- Credit card/ACH storage - easily save your card/bank account for future use
- Mobile friendly - you can do everything you need to do from your phone!
- 1 stop shop to see all registration and roster activity for your upcoming tournaments

We're sure there will be some hurdles as we all learn the new system, so we appreciate your understanding during the transition. Below are some helpful links with screenshots to help you get accustomed to the new platform.

How do you access LeagueApps Support? Visit support.leagueapps.com.

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1. How to login

Visit: https://cooperstownallstarvillage.leagueapps.com/login

2. How to register

To begin, visit program registration link which can be found via email or from our website and select to **Register** then select your role with the team you are registering
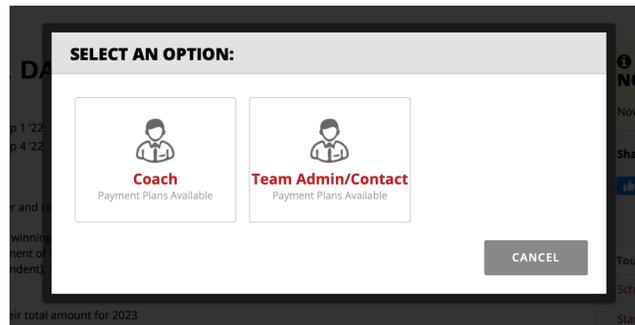
1. If you do not have a LeagueApps account created, begin by either
   a. **Creating an Account** and entering your details (email, password, first name, last name, etc.)
   b. **Selecting to Log In** if you already have a LeagueApps account, you may choose to login by clicking "Sign in with LeagueApps" at the bottom

2. Enter your team name and then select the payment plan option by clicking the "select" button and checking the box to agree to the plan terms

CREATE A NEW TEAM:

Team name *

| team |

REGISTRATION DETAILS

Payment Plan - *Auto Pay Enrollment Required*

• **$1500.00** charged now
• **$3000.00** charged on Jun 15 '22

Total: **$4500.00** + Transaction Fee per installment

☑ **I agree to pay all installments and be automatically charged on the agreed installment dates above.**

Plan selected

3. Complete any registration questions and select **NEXT**

4. Check the box next to each waiver
   a. If you are only registering 1 team, click **SAVE TEAM AND GO TO NEXT STEP**
   b. If you have additional teams to register, click **ADD ANOTHER TEAM** and complete the registration for those additional teams

WAIVERS

Accept all waivers before proceeding

▸ ☑ I HAVE READ AND AGREE TO THE WAIVER AND RELEASE OF LIABILITY AND ASSUMPTION OF RISK REQUIREMENTS

▸ ☑ I HAVE READ AND AGREE TO THE RULES AND POLICIES REQUIREMENTS

SAVE TEAM AND GO TO NEXT STEP   **ADD ANOTHER TEAM**

5. Finally you'll reach the payment page where you will be prompted to enter your credit card information or connect your bank account to pay your deposit, and be charged your remaining balance on the specified date(s).
6. Registration will **only be complete when your deposit is successfully paid**, and you receive your confirmation message.

3. How to manage your rosters

1. Visit your dashboard
   https://cooperstownallstarvillage.leagueapps.com/dashboard
2. View Team From Dashboard
   a. From your dashboard you'll see "My Staff Assignments''. Under your team name, click "Invite Staff" or "Invite Players" accordingly.

   b. You can also click on your team's name and then click on the Roster tab to send invitations.

   IMPORTANT NOTE: In order for your players and coaches to be on your roster, they must accept their invitation and appear on your roster tab.