



# Team League Captain Documentation

## Adding/Removing Players from Teams

### Overall Steps to add or remove players from your Team:

1. Logon to the website with your U.S. SQUASH username and password
2. Go to the team league
3. Add or Remove Players
4. Check Rosters are complete

### 1. Logging in to [www.ussquash.com](http://www.ussquash.com)

- Captains must be logged in to the site in order to enter scores. All coaches should already have accounts on the U.S. SQUASH system.
- Go to [www.ussquash.com](http://www.ussquash.com). Click on “Logon” on the top left of the U.S. Squash page.
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the “reset password” button to have a new one emailed to you.

My Account  
Logon  
Create Account  
Reset Password  
Find Me  
Events

### Logon

Username

Password

Remember me next time.

Log On

- If you have further problems with logging in to your account, please contact [membership@ussquash.com](mailto:membership@ussquash.com) for assistance.

### 2. Finding your League and Team on the Site

- From the [www.ussquash.com](http://www.ussquash.com) site, click on the “District Leagues” link on the right side of the next page. From there, scroll to the appropriate league.
- To go to your team’s page, click on the appropriate division, and then on your team’s name.
- In order to manage your team’s roster, you must be listed on the team page as a captain or co-captain. If you are not, please contact your league administrator to be added as a coach/captain for the team.
  - Note- If your team is not listed on the site, please contact your league administrator to be added.

### 3. Adding and Deleting Players from your team Roster

- \*\*Note- you must be logged in to be able to edit your team roster (explained in Section 1 above)
- To add or delete players, click on the “Manage Roster” tab at the top of the team page.

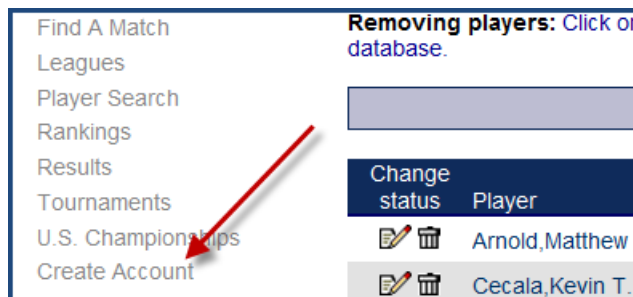


#### 3.A. Adding Players

- To add a player to your team, search for them by last name. You can also narrow your search by searching for last name and first name or partial first name (i.e. Smith, Jo) or by partial last name and first name (i.e. Smi, John). Click on “search”, or tab and hit the enter key.



- The vast majority of players will already have accounts in the U.S. SQUASH system. There may be a instance in which a player does not have an account in our system. See below for details:
- Add new account, by coach
  - On the left side of the screen of the team or roster page, click the button for “Create Account”



- Enter the required player information, and click 'submit'. The player's account can now be added to your roster, and an email will be sent to that player with a temporary username and password
- Add new account, by Player:
  - Player goes to [www.ussquash.com](http://www.ussquash.com), and clicks "Logon" on the top left of the screen.
  - Click on "Create Account"



- Follow the steps through the process. At the end, the system will send the user a confirmation email.
    - \*The user needs to click on the link in the email to confirm creation of the account, which will then prompt them to create a username and password. They will need this username and password to log in to record their scores in the league.
    - Once the account is confirmed, the coach can add this player to their team.
- 3.B. Removing Players
  - Click on the "Manage Roster" Tab off the team screen as described above.
  - To permanently remove a player from a team's roster, click on the delete button next to the player's name, which looks like a trash can.



#### 4. Check that the Team Roster is Complete

- After entering in all new players and deleting past players, go to the team page to confirm that the team roster is complete.