

## How to Enter Team Names

It is the responsibility of the Division Commissioners to enter their team names and coach information into the schedules database. Coaches do not have the correct password to perform this function.

The process is very simple:

1. Click on **Schedules** above
2. Click on **Coach Admin** on the Schedules page
3. Select the **Division**
4. Enter your **Password**
5. Click on the **Edit Team Information** button
6. Enter the team and coach information
7. Click on **Update Teams Info** button

Division Commissioners, if you don't remember the password, contact the webmaster.