



**Introduction**

This guide is a compilation of the various features available in coach tools included in your SAM software. Each feature is briefly described and steps on how to utilize it are documented. Your club administrator should have issued you coach tools to enable these features.

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## Coach Login

To login to the Coach Tools, perform the following steps:

1. Navigate to [your club web site](#) or Sam site. Add a /sam after the .com. For example <http://www.yoursite.com/sam>. Contact your club administrator if you are unsure of the URL.

**Login Name:**

**Password:**

After logging in, please wait for the application window to display.

**Do You Use A Pop-Up Blocker?**

If the log in window simply changes to "log out" and the Sam software window does not display AND is not "behind" another window, then you have a pop-up blocker software (and maybe more than one) installed on your computer and it keeps the Sam software from loading.

Most often you can fix this problem easily by turning off your pop-up blocker and/or by pressing the CONTROL key on your keyboard WHILE you also click the LOG IN button.

SAM core version 5.6.2.55.79.1. sandyriver.bonzidev.com.  
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2. Enter your member logon user name and password, and click "Log In".

Note: This is the UN/PW that you registered as a coach with.

3. The following screen should be displayed, click on your team name under "My Teams" on the left.

Welcome to SAM - Your Sports & Activities Manager - Windows Internet Explorer

File View Communications Transfer Help **sam super**

**My Teams**  
Stars

SAM will create a web site for your team or group and help you manage communications with your players or participants.

To get started, click on the team name on the left hand side of the screen. You will be taken to that team's information page.

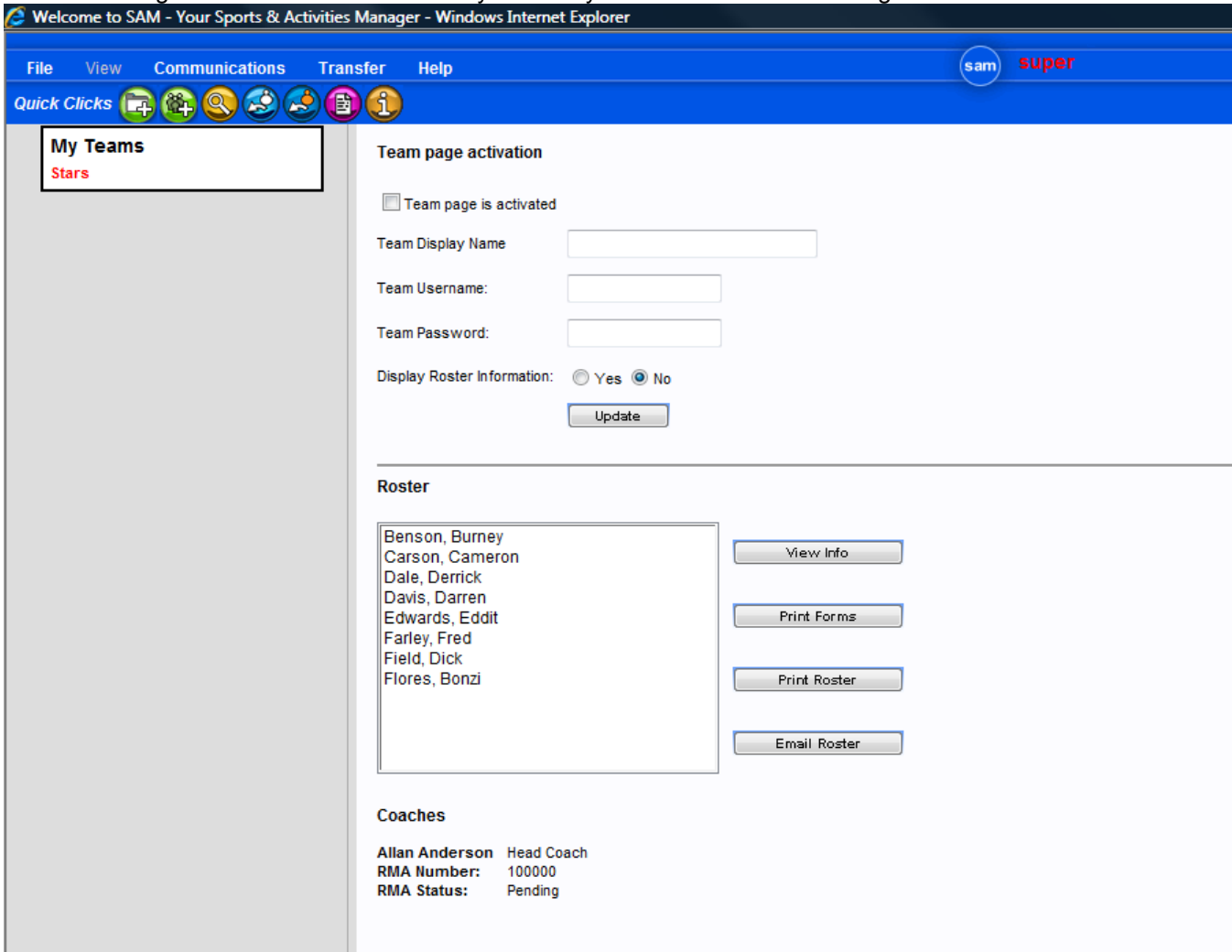
See the Quick Start Guide for Coaches for further intructions.

**Note:** If your log in takes you to the log out page you need to turn off your pop blocker on your machine. You may try holding your control button down while clicking the "Log In" button. Release your control button once the page fully loads. Coach tools only works with a PC running Internet Explorer 5.5 or higher. No Firefox or Mac support at this time.

## Activating the Team Page

Activating the team page allows parents to login from the home page and view team information. This information includes announcements, calendar events, game schedules, and more. In order for parents to access the team page, it is necessary for the coach to setup the username and password which can be distributed to those who need access. To activate the team page, perform the following steps:

1. Login to Coach Tools
2. After clicking on the team name under "My Teams" you should see the following:



Welcome to SAM - Your Sports & Activities Manager - Windows Internet Explorer

File View Communications Transfer Help sam super

Quick Clicks

**My Teams**  
Stars

**Team page activation**

Team page is activated

Team Display Name:

Team Username:

Team Password:

Display Roster Information:  Yes  No

---

**Roster**

Benson, Burney	<input type="button" value="View Info"/>
Carson, Cameron	
Dale, Derrick	<input type="button" value="Print Forms"/>
Davis, Darren	
Edwards, Eddit	<input type="button" value="Print Roster"/>
Farley, Fred	
Field, Dick	
Flores, Bonzi	<input type="button" value="Email Roster"/>

**Coaches**

Allan Anderson Head Coach  
RMA Number: 100000  
RMA Status: Pending

3. Select the "Team page is activated" checkbox
4. Enter the team name in the "Team Display Name" textbox
5. Enter the desired username in the "Team Username" textbox
6. Enter the desired password in the "Team Password" textbox (passwords must be 6 characters in length)
7. Click the "Update" button

**Tip:** When creating user names and passwords do not include spaces or dashes. Keep them simple.



## Viewing Individual Player Information

This feature allows the coach to view detailed information about the player's registration as well as parent information.

1. Login to Coach Tools
2. After clicking on the team name under "My Teams" you should see the following:

Welcome to SAM - Your Sports & Activities Manager - Windows Internet Explorer

File View Communications Transfer Help

Quick Clicks

**My Teams**  
Stars

Team page activation

Team page is activated

Team Display Name:

Team Username:

Team Password:

Display Roster Information:  Yes  No

**Roster**

Benson, Burney  
Carson, Cameron  
Dale, Derrick  
Davis, Darren  
Edwards, Eddit  
Farley, Fred  
Field, Dick  
Flores, Bonzi

**Coaches**

Allan Anderson Head Coach  
RMA Number: 100000  
RMA Status: Pending

3. Select a player name in the textbox and click the "View Info" button. A screen similar to the following will appear with the detailed player information:



Welcome to SAM - Your Sports & Activities Manager - Windows Internet Explorer

File View Communications Transfer Help sam super

Quick Clicks

**My Teams**

Stars

**Player Settings for Burney Benson**

**Registered for:**  
Youth & Mini Soccer 2007-2008 Players, Category Boys U-08

**Registered on:**  
05/30/2007

**Assigned to:**  
Youth & Mini Soccer 2007-2008 > Boys > U-08 > Stars

**Player State ID:**  
BENS0BUR200002021002

[View Parents Information](#)  
[Registrant Financial Information](#)  
[Registrant's Form \(Acrobat Reader required\)](#)  
[Participant's Member Account](#)

**Participant Info**  
NOTE: This is a historical record and the data MAY differ from what is in the member account.

**First Name:**   
**Nickname:**   
**Middle Name:**   
**Last Name:**   
**Address:**   
**City:**   
**State:**   
**Zip:**   
**Phone:**   
**Email:**   
**Gender:**   
**Date Of Birth:**     
**School:**   
**Grade:**   
**Uniform:**   
**Coach/Team Request:**   
**Doctor's Name:**   
**Doctor's Phone No.:**   
**Insurance Name:**   
**Insurance Phone No.:**   
**Insurance ID No.:**   
**Emergency Contact:**

Done

4. Click the "Edit Parents Information" link to view the parent information.

**Note:** Depending on the permissions set by the administrators you may or may not be able to edit the player and/or the parent information. This allows the coach to keep the players information current for the club.



## Viewing/Printing Consent Forms

**Note:** Adobe Acrobat or a similar PDF file viewer must be installed in order to use this feature.

1. Login to Coach Tools
2. After clicking on the team name under “My Teams” you should see the following:

3. Select a player or multiple player names in the textbox. Multiple players can be selected by holding the Ctrl key while clicking the player names.
4. Click the “Print Forms” button and a PDF will be automatically created and opened with the consent forms for the selected players.

**Note:** The data fields that are displayed on these forms are set by the club administrator. These forms can be printed by the coach and used as a medical release form.



## Viewing/Printing the Roster

**Note:** Adobe Acrobat or a similar PDF file viewer must be installed in order to use this feature.

1. Login to Coach Tools
2. After clicking on the team name under “My Teams” you should see the following:

Welcome to SAM - Your Sports & Activities Manager - Windows Internet Explorer

File View Communications Transfer Help sam super

Quick Clicks

**My Teams**  
Stars

Team page activation

Team page is activated

Team Display Name:

Team Username:

Team Password:

Display Roster Information:  Yes  No

---

**Roster**

Benson, Burney  
Carson, Cameron  
Dale, Derrick  
Davis, Darren  
Edwards, Eddit  
Farley, Fred  
Field, Dick  
Flores, Bonzi

**Coaches**

Allan Anderson Head Coach  
RMA Number: 100000  
RMA Status: Pending

3. Click the “Print Roster” button and a PDF will be automatically created and opened with the roster information listed.

**Note:** The roster is a safe team roster with the coach information, including RMA information, player’s jersey number (if provided to the club administrator), first name, last name, and birth date. This is a set roster and is not modifiable at this time.



## Sending E-mail

This feature allows the coach to e-mail the participants, parents, and/or coaches from the coach tools page.

1. Login to Coach Tools
2. After clicking on the team name under “My Teams” you should see the following:

Welcome to SAM - Your Sports & Activities Manager - Windows Internet Explorer

File View Communications Transfer Help sam super

Quick Clicks

**My Teams**  
Stars

**Team page activation**

Team page is activated

Team Display Name:

Team Username:

Team Password:

Display Roster Information:  Yes  No

**Roster**

Benson, Burney	<input type="button" value="View Info"/>
Carson, Cameron	
Dale, Derrick	<input type="button" value="Print Forms"/>
Davis, Darren	
Edwards, Eddit	<input type="button" value="Print Roster"/>
Farley, Fred	
Field, Dick	<input type="button" value="Email Roster"/>
Flores, Bonzi	

**Coaches**

Allan Anderson Head Coach  
RMA Number: 100000  
RMA Status: Pending

3. Click the “Email Roster” button and the following page will display:

Welcome to SAM - Your Sports & Activities Manager - Windows Internet Explorer

File View Communications Transfer Help sam super

Quick Clicks

**My Teams**  
Stars

Check the appropriate boxes

Participants  
 Parents  
 Coaches

Create Email Message

From:

Subject:

Message:

The “From:” will display the coaches’ e-mail address

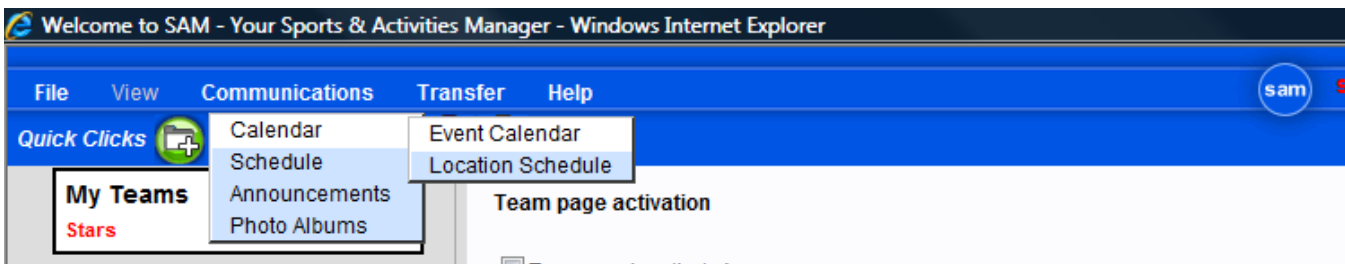
4. Select the recipients, Participants, Parents, and/or Coaches. Enter a subject, and message
5. Click “Send Email”



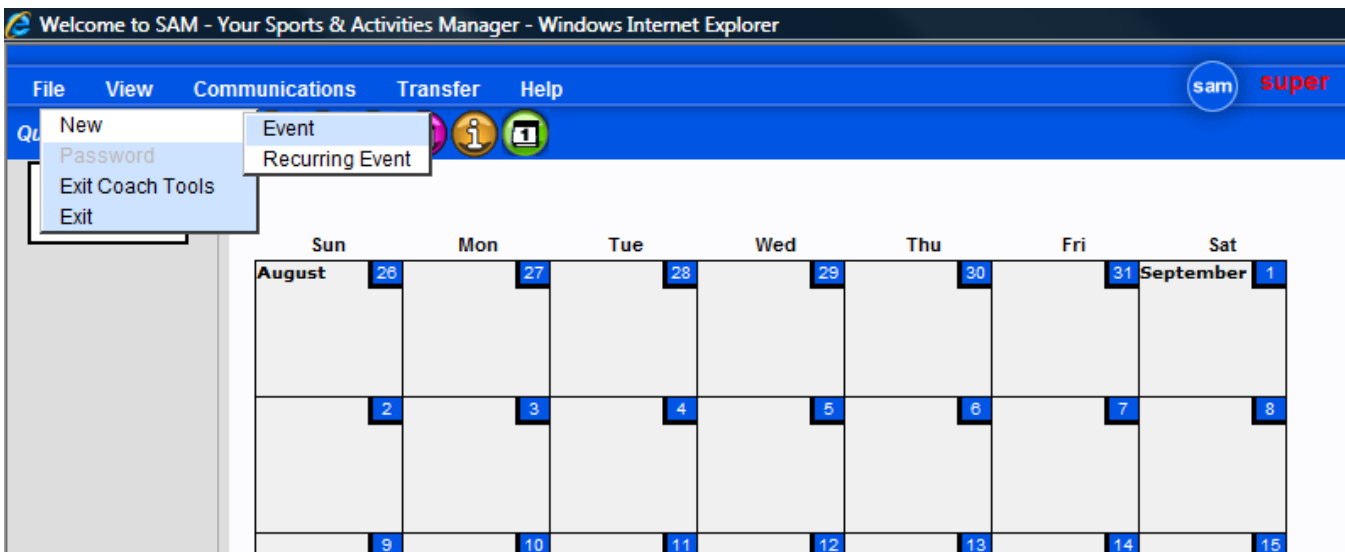
## Creating a Calendar Event

The calendar allows the coach to enter date related information such as practices, pictures, etc. The information entered here will appear on the team page for the parents to view.

1. Login to Coach Tools
2. Click the team name under “My Teams”
3. Click “Communications” > “Calendar” > “Event Calendar”. The following menu will appear. Choose either an Event or Location calendar.



4. The displayed calendar will include your Club’s general calendar information as well .
5. Click “File” > “New” > “Event”, the following popup will appear:



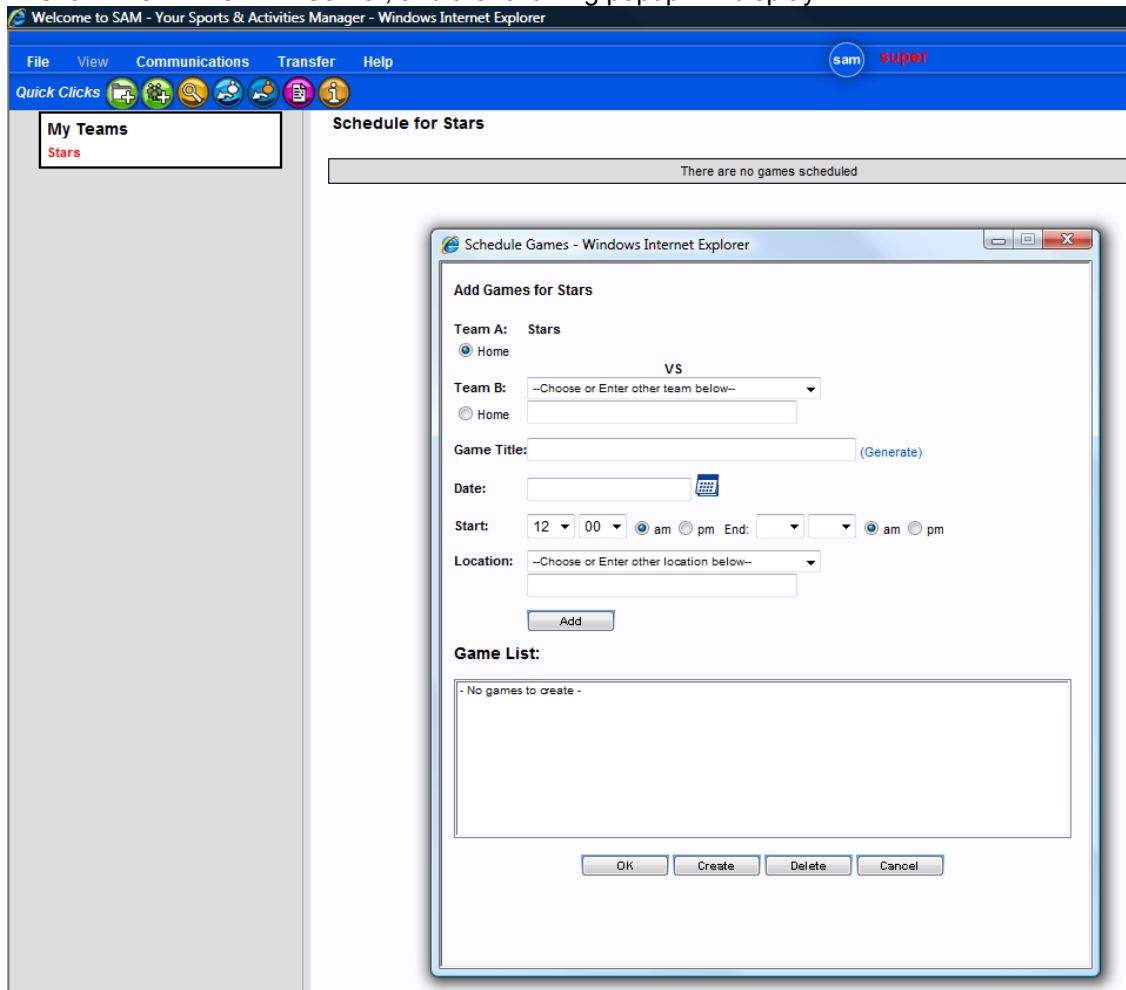
6. Choose either Event for a single event or Recurring Event for an event that occurs more than once. For example your weekly practices. Enter the subject, location, dates, and times, and then click the “Create” button.
7. The calendar page will refresh and include the new event

To update a calendar event, click the event name on the calendar, update the information and click the “Update” button. To delete a calendar event, click the event name on the calendar and click the “Delete” button

## Creating a Game Schedule

The game schedule feature allows the coach to enter the date, time, location, and opponent for each game. The information entered here will appear on the team page for the parents to view.

1. Login to Coach Tools
2. Click the team name under "My Teams"
3. Click "Communications" > "Schedule"
4. Click "File" > "New" > "Game", and the following popup will display:



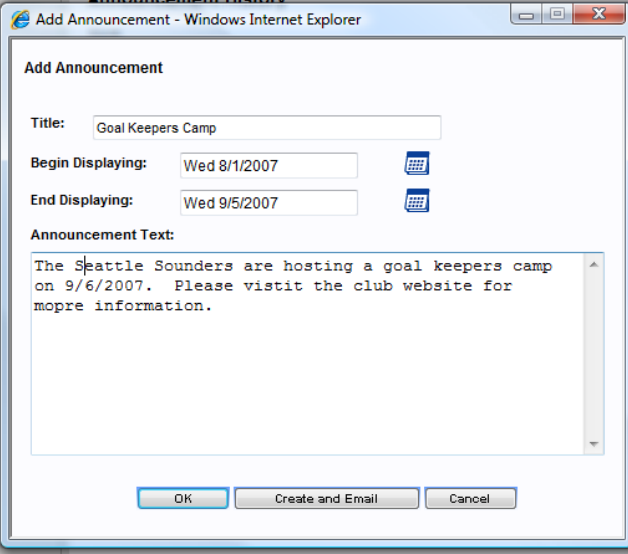
5. Enter in the information and click the "Add" button
6. Once all games have been entered, click the "OK" or the "Create" button. The Schedule page will refresh with the specified game information
7. To delete or update game information, simply click the appropriate game on the schedule. A popup will display allowing the information to be updated or deleted

**Note:** If your organization uses Season Scheduler your games will automatically appear in your team pages. Contact your administrator or Bonzi for more information.

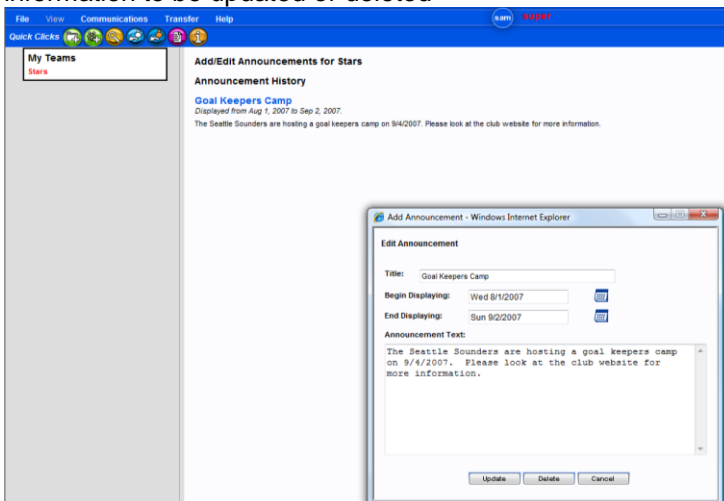
## Creating an Announcement

The announcement feature allows the coach to enter information they would like to distribute to the parents. The announcement will display on the team page as well as an option to send via e-mail.

1. Login to Coach Tools
2. Click the team name under "My Teams"
3. Click "Communications" > "Announcements"
4. Click "File" > "New" > "Announcement", and the following popup will display:



5. Enter a title, begin date, end date, and announcement text.
6. Click the "OK" button to display only on the team page, click the "Create and Email" to display on the team page and send via e-mail to the players that you select on the next page.
7. To delete or update an announcement, simply click the announcement title. A popup will display allowing the information to be updated or deleted

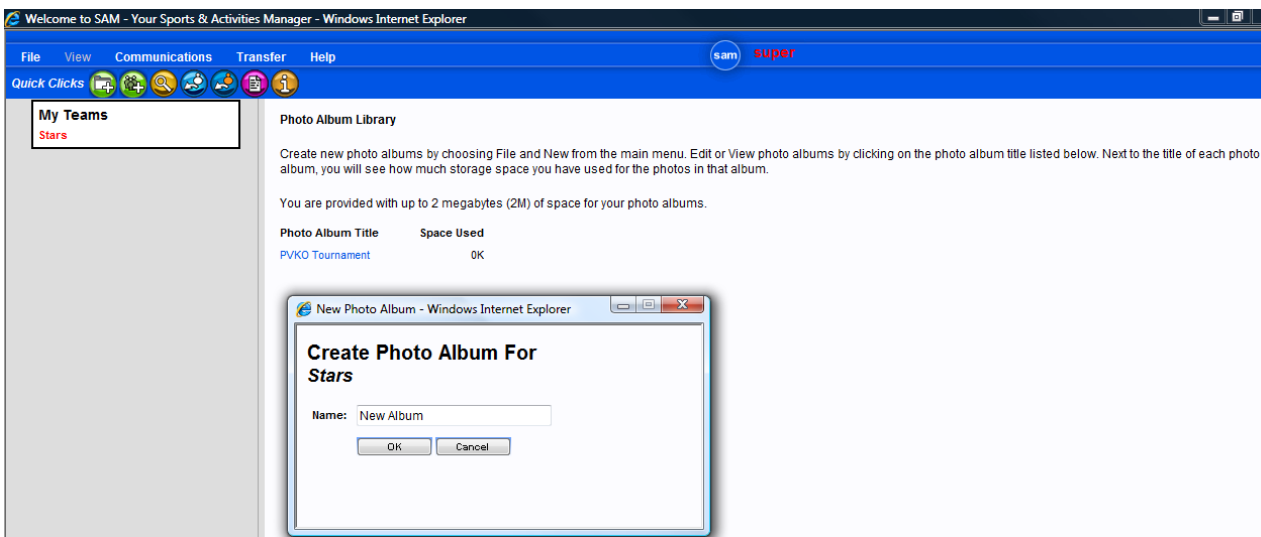




## Creating a Photo Album

The photo album feature allows the coach to create an album to which photos can be uploaded and then viewed on the team page. Note: there is a system specified limit of 1 MB of space provided per coach. The steps defined below demonstrate how to create the photo album and then upload pictures to that album.

1. Login to Coach Tools
2. Click the team name under "My Teams"
3. Click "Communications" > "Photo Album"
4. Click "File" > "New" > "Photo Album", and the following popup will display:



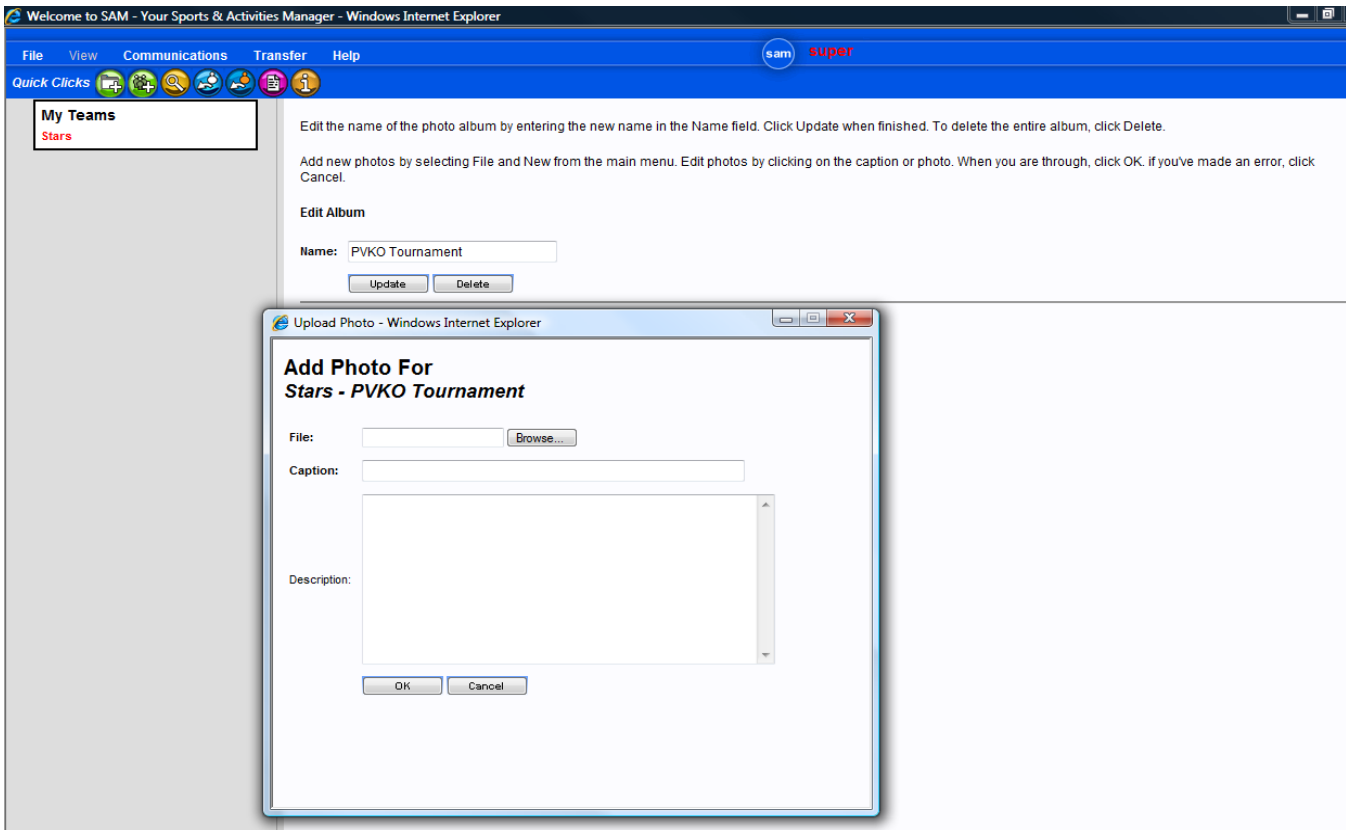
5. Enter the album name and click "OK"



## Adding a Photo to a Photo Album

To add a photo to the album:

1. Click "File" > "New" > "Photo", and the following popup will display:



2. Browse to the file on the computer, enter a caption and description, and click the "OK" button
3. To delete a photo from the album, click the photo to delete and then click the delete button on the subsequent page.

**NOTE:** Since you are limited on space for your photos we recommend a photo size of 640 x 480 at 72 dpi or smaller.