

OrgsOnline Coaches Registration & Emailer System

Registration

- 1) Go to Orgsonline.com
- 2) Log in or create an account using school code **395olophin**
- 3) Once you have created an account – Click on the **Sports** Icon on the main page
- 4) Select **Sports Registration** from the menu on the left side of the screen
 - a. [you must have an athlete registered in the system to sign up as a coach – if you do not have a child in sports then you can add yourself as a student]
- 5) In the drop down menu select **Coach Signup** and follow instructions from there
- 6) Once you had added yourself as a coach we can assign you to the correct team(s)

Emailer System

1. Once registered as a coach – log out and log back in with the code and password given after registration
 - a. The menu on the left side of the screen with look slightly different now
2. Select **Coach Emailer**
3. Select **Create Email**
4. In the drop down menu you will only see the teams in which you are added as a coach.
5. Create email and send.