



## Helpful Information for Team Coaches

### **I. Gmail Help**

#### *A. Setting up a Gmail folder for each player*

##### 1. Method 1

- a) Open your Gmail account
- b) On the left hand side, scroll down and click on the link “more”
- c) To create a Team Folder, scroll down and click on “Create New Label”
  - (1) Enter the name of your team (ex: G99 Copa) in the box titled “Please enter a new label name”
- d) To create a Folder for each player within the “Team Folder”
  - (1) Enter the player’s name in the box titled “Please enter a new label name”
  - (2) Click on the box titled “Nest Label Under”
  - (3) Click on the Team Name you just created

##### 2. Method 2

- a) If you already have an email from the player, you can create a label for it
- b) Open your Gmail account
- c) To create a Team Folder, scroll and click on “Create New Label”
  - (1) Enter the name of your team (ex: G99 Copa) in the box titled “Please enter a new label name”
- d) Click on the box from your player’s email that is in your inbox
- e) A series of buttons should pop up on the top of your inbox - click on the one that looks like a tag on the far right just before the button “more”
- f) If you don’t have a label for that player already, click on “Create New Label”
  - (1) Enter your player’s name in the box titled “Please enter a new label name”



- (2) Click on the box titled "Nest Under Label"
- (3) Click on the Team Name you just created

*B. Moving player emails into their folders/labels*

1. Click on the box from your player's email that is in your inbox
2. A series of buttons should pop up on the top of your inbox - click on the one that looks like a folder
3. Click on the player's name from the list that you want to go into the folder

*C. To have a player's emails automatically go into their folder*

1. Click on the box from your player's email that is in your inbox
2. A series of buttons should pop up on the top of your inbox and click on the one titled "more"
3. You'll see their email address in the box titled "from". All mail received from that email address will automatically go into their folder once you are done
4. Click on the link titled "Create filter with this search" on the bottom right hand side
  - a) If you do not want these emails in your inbox, click on the box titled "skip the inbox"
  - b) If you DO want these emails in your inbox as well, leave it unchecked
5. Click the box titled "apply the label"
6. Choose a label
7. Click on the box "also apply filter to \_\_\_ matching messages"
  - a) Click on "Create Filter"
8. Now all emails you receive from that player will automatically go into that folder



#### *D. References*

1. Creating labels
  - a) Video Link
2. Creating filters
  - a) Video Link

## **II. Binder Setup - you will need to keep this binder with you for all games in case come in contact with a college coach**

### *A. Folders*

1. Player Profiles
  - a) Have at least 1-2 of each player profile in this folder
2. Team Brochures
  - a) Have at least 15 of each team brochure in this folder
3. Important Information
  - a) Printed off “Team Coach Recruiting Checklist and Scripts”
  - b) Printed off documents that you feel useful from the files on the website (player, manager, and team coach)
4. College Coach Showcase Spreadsheets
  - a) All spreadsheets from each day of the showcase given to you by the manager
    - (1) You will need these to enter to your Google Form so you and I can have the spreadsheet of the college coach attendance
    - (2) I will give you your own link for the attendance form and for your spreadsheet
  - b) Extra blank spreadsheets in case your manager forgets to print it off
    - (1) Found on the website under “College Planning Program”