

2015 MLAX Website Coaches & Team Manager Instructions

Coaches and Team Managers have the ability to see full roster data, post news items to be emailed, enter results, etc.

For access complete the following:

- Go to www.mountainlax.com
- Press the “Sign in” button on the upper far right
- Enter your name and your personal password
- From the home page go directly to your team site.
- Press “Teams” button.
- Select Season: 2015 Spring
- Select League: Youth Boys or Youth Girls
- Select Team: Your Team
- This is your team site!!! Parents will be able to see your news items and view the roster with their own registration password. **DO NOT GIVE OUT YOUR COACHES PASSWORD TO PARENTS!**
- To email the team, post a news item by selecting the green plus sign.
- Enter your name, email address, dates, email title, email body
Remember: received texts will only show the email title and the first few words of the message body.
- Select **YOUR** team only from the “Recipient Team” box.
- Check the box for “Broadcast message”, select the following boxes:
Include text messages
Send to Parents
Send to Team Members
UNCHECK Include Board, Officials, and Friends Teams
- Press Submit

To enter game results:

- Go to admin menu
- Under the “Teams” section select “Enter Game Results”
- Enter score of the game.