**Coaches Guide to Web Site**

1. Login to your NW Team site
2. Email Your team
3. Score a game

**Section 1: Login to your NW Team Site**

Step 1: Go to NW web site

* 1. <http://www.northwestbasketball.ca/>
	2. ON top of page click on “ADMIN LOGIN”
	3. 
	4. Enter your username and password.

**Section 2: Email your team**

Step 1: ON the left hand side click on MAIL ICON



Step 2: Compose Email

Step 3: Click send

**Section 3: Score a game**

Step1: Click on “League Games ICON

Step 2:Click on “Game Sheet”

Step 3: Enter score

Step 4: Hit submit

If the Game was scored by other team

 Step 1: Click on Verify

 Step 2: Change Verification status to verified.

 Step 3 Submit, at the bottom of page.



**Section 4: Practices**

Step 1: Click on Practices ICON on the left side

Step 2: Click on “Add Practice” Button

Step 3: Enter date, times and court.

Step 4: If recurring click button and enter the day of the week and the end date

Step 5: click on Submit.

\*Note: You can email on submit for a single practice, but not a recurring practice. I have no idea why.