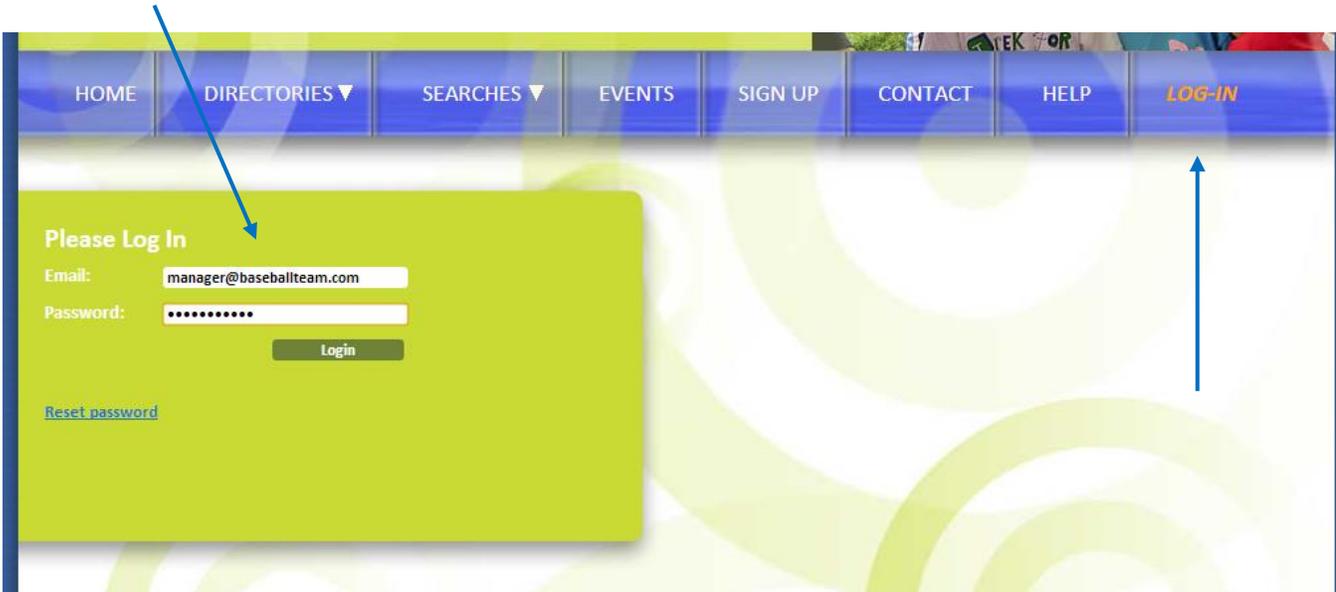


Add a Team - Step by Step

1. Login to your account by clicking on the LOG-IN button on the blue navigation bar (last button on the right). The Log-In box will appear where you can enter your email and password to Log-In to your account.



2. Your customer administration screen will appear once you have Logged-In. Click on the Add Team button.



3. Complete team information on the Add Team form and click the “Add Team” button in the lower right corner.

Add Team

Name*

League Age Cut off Date
(Month and Day, like Aug 31)

Description

Gender* girls / women
 boys / men
 girls & boys / women & men

Age/Grade* age
 grade

League Age*

Level* select
 recreational

Current Year's Leagues

Season*

Categories*

Next Year Planned League(s)

Team Note

4. Once you click the “Add Team” button and click “Ok” to acknowledge the the new team. The form is refreshed to an edit team form with three new buttons on the bottom:

- a. Contact Info
- b. Documents
- c. Tryouts/Registration

Edit Team "Baseball Team Example - 13U"

Name*

League Age Cut off Date
(Month and Day, like Aug 31)

Description

Gender* girls / women
 boys / men
 girls & boys / women & men

Age/Grade* age Min Max
 grade

League Age*

Level* select
 recreational

Current Year's Leagues

Season*

Categories*

Next Year Planned League(s)

Team Note

New Buttons

5. Click the “View Teams” button to see the Team Summary Page for your baseball Club.

Team
Summary
Page

Aka Edit
Teams Page

NOTE: You can access the same three buttons from the Team Summary Page

Team for Baseball Team Example Account

Number of teams: 1 add team

Filter by name: filter

Baseball Team Example - 13U

Category: Baseball
Gender: boys / men
Level of Play: select
Age(s): up to 14
League Age: 13U - 13 and under
League Age Cut off Date: May 1st
Season: Year Round
Location: Baseball Team Example Account
Street address: 123 1st St., Seattle, WA, 98101
Team note: Games are played in the Puget Sound area and there will be no out of state travel during the 2014 season.

Description:
We are a developmental program that provides every opportunity for ball players to improve physically and mentally in preparation for high school baseball. We expect to compete for league titles in each age group, while stressing that we play with class, character, heart, and respect for the game. Every coach, player, parent, and fan is expected to represent our program the right way as we have built a solid reputation with the leagues, umpires, and other programs in the area.

Edit
Delete
Messaging
Contact Info
Documents
Tryout
Schedules
Add Schedule

Leagues: Sandy Koufax 13U League
Next year planned league: Sandy Koufax 13U League

Go to Customer Page

- a. Contact Info
- b. Documents
- c. Tryouts/Registration

This is your Team Summary Page also known as the Edit Teams Page because this is where you land if you click “Edit Teams” button from the Customer Administration page.

Customer Administration **User Administration**

Manage Camp/Clinic, Academics/Activity, Team and Club Postings

Baseball Team Example Account
123 1st St., Seattle, WA, 98101

Bill Smith
baseballteamexample.com
info@baseballteam.com

My Info Billing

Add Camp/Clinic
Add Academics/Activity
Add Club
Add Team
Edit Teams

Manage Locations
Manage Users
View Reports

Listings are self managed.

6. Complete the optional information sections: *a. Contact Info, b. Documents and c. Tryouts/Registration.*

6a. Contact Information. This is specific to the team so if you have a baseball club with multiple teams and coaches you can specify different contact information for each team. You only need to add each contact name one time. For example, if Coach Smith is a contact for the 15U and 13U teams; his name is entered one time and selected to display for both the 13U and 15U teams.

Click the Contact Info button to add coach/manager contact names, email and phone numbers. Add as many contact numbers as you like. Note they move to the top of the box. Once all of your coach/manager contacts are added, click the check box(es) for the ones that you would like to have displayed with each specific team. Click the Save button.

Contact Info for Baseball Team Example - 13U

Team Contact Info

No Contacts Added Yet

Add New Contact

Name:

Email:

Phone:

Add Contact

Go to Customer Page View Teams Edit Team

Contact Info for Baseball Team Example - 13U

Team Contact Info

Coach 1, coach1@baseballteam.com, 111.111.1111 [edit delete](#)

Coach 2, coach2@baseballteam.com, 222.222.2222 [edit delete](#)

Save

Add New Contact

Name:

Email:

Phone:

Add Contact

Go to Customer Page View Teams Edit Team

6b. Documents. Click the documents button to attach documents to the team. You can add as many documents as you like that are specific to this team; tryout flyer, parent information, team information, etc. Name the flyer how you would like it labeled on focusmysearch.com and then either choose the file from your computer that you would like to upload OR copy the link to the flyer (if it is on your web-site). Click Upload Flyer to add the flyer/link to focusmysearch.com.

Flyers for Baseball Team Example - 13U

Add New Flyer

Name:

Please provide Team flyer either as file or as URL

Team Flyer File: No file chosen

URL to Team Flyer:

Existing Flyers

No Documents Added Yet

Flyers for Baseball Team Example - 13U

Add New Flyer

Name:

Please provide Team flyer either as file or as URL

Team Flyer File: BASEBALL TEAM FLYER EXAMPLE.pdf

URL to Team Flyer:

Existing Flyers

Once the flyer is uploaded it is shown in the bottom section of the window, thus giving you an overview of the flyers currently being displayed for the team.

Flyers for Baseball Team Example - 13U

Add New Flyer

Name:

Please provide Team flyer either as file or as URL

Team Flyer File: No file chosen

URL to Team Flyer:

Existing Flyers

✦ 2014 Tryout Flyer (BASEBALL TEAM FLYER EXAMPLE.pdf) [delete](#)



6c. Tryouts/Registration. If your team is a select team you will have a “Tryouts” button attached to the team. If you have a recreational team, a “Registration” button will be attached to the team. Click the Tryouts button to add tryout dates and related information. If you don’t have the specific dates, just add the month(s) that tryouts will take place. You can update once the dates are finalized. Save when done.

Tryout Information for Baseball Team Example - 13U

Tryouts are held the following months:

Year Round
 January February March April May June
 July August September October November December

Do players register for tryouts?

Yes No

Specific Tryout Dates (optional)

[Add Date](#)

Tryout Note 1

Tryout Note 2

[Go to Customer Page](#)
[View Teams](#)
[Edit Team](#)
[Save Tryout](#)

Tryout Information for Baseball Team Example - 13U

Tryouts are held the following months:

Year Round
 January February March April May June
 July August September October November December

Jul-Aug

Do players register for tryouts?

Yes No

Registration opens on*

Registration closes on*

Specific Tryout Dates (optional)

[Add Date](#)

Date format: 2/14/10 Time format: 9:00a, 10:30AM, 2:00P, 5:45pm

<input checked="" type="checkbox"/> 08/03/13	From: <input type="text" value="9:00a"/> To: <input type="text" value="12:00p"/>	copy	Location: <input type="text" value="Issaquah High School"/>
<input checked="" type="checkbox"/> 08/04/13	From: <input type="text" value="12:00p"/> To: <input type="text" value="3:00p"/>		Location: <input type="text" value="Issaquah High School"/>
<input checked="" type="checkbox"/> 08/10/13	From: <input type="text" value="9:00a"/> To: <input type="text" value="12:00p"/>		Location: <input type="text" value="Skyline High School"/>
<input checked="" type="checkbox"/> 08/11/13	From: <input type="text" value="12:00a"/> To: <input type="text" value="3:00p"/>		Location: <input type="text" value="Skyline High School"/>

Tryout Note 1

Tryout Note 2

[Go to Customer Page](#)
[View Teams](#)
[Edit Team](#)
[Save Tryout](#)

7. Once you have added contact information (optional), attached your documents (optional) and completed your tryout information (optional) you are done. Click View Teams to see a summary of team listing. See separate PDFs on Messaging and Adding Schedules for step-by-step instructions.

Team for Baseball Team Example Account

Number of teams: 1 [add team](#)

Filter by name [filter](#)

Baseball Team Example - 13U

Category: Baseball
Gender: boys / men
Level of Play: select
Age(s): up to 14
League Age: 13U - 13 and under
League Age Cut off Date: May 1st
Season: Year Round
Location: Baseball Team Example Account
Street address: 123 1st St., Seattle, WA, 98101
Team note: Games are played in the Puget Sound area and there will be no out of state travel during the 2014 season.

Registration months: Jul-Aug
Registration dates: Jul 15, 2013 to Aug 11, 2013
Registration days:
Sat, Aug 03, 2013, 9:00AM-12:00PM, Issaquah High School
Sun, Aug 04, 2013, 12:00PM-3:00PM, Issaquah High School
Sat, Aug 10, 2013, 9:00AM-12:00PM, Skyline High School
Sun, Aug 11, 2013, 12:00PM-3:00PM, Skyline High School
Tryout note 1: Please plan to attend both Saturday and Sunday tryout for coaches to make a full evaluation.

Leagues: Sandy Koufax 13U League
Next year planned league: Sandy Koufax 13U League

Contact Info:
Coach 1, coach1@baseballteam.com, 111.111.1111
Coach 2, coach2@baseballteam.com, 222.222.2222

Documents:
2014 Tryout Flyer (BASEBALL TEAM FLYER EXAMPLE.pdf)

[Description:](#)
We are a developmental program that provides every opportunity for ball players to improve physically and mentally in preparation for high school baseball. We expect to compete for league titles in each age group, while stressing that we play with class, character, heart, and respect for the game. Every coach, player, parent, and fan is expected to represent our program the right way as we have built a solid reputation with the leagues, umpires, and other programs in the area.

[Edit](#)
[Delete](#)
[Messaging](#)
[Contact Info](#)
[Documents](#)
[Tryout](#)
[Schedules](#)
[Add Schedule](#)

[Go to Customer Page](#)

Team search results will look like this:

Click the "Add to report" check box and click the Show Report link to view tryout information.

SEARCH #1

2 Select Teams

Search Results

[Show Report](#)

Results (count: 4)

Baseball Team Example - 13U [Add to report](#)

[Baseball Team Example Account](#)

We are a developmental program that provides every opportunity for ball players to improve physically and mentally in preparation for high school baseball. We expect to compete for league titles in each age group, while stressing that we play with cl... [More](#)

Category: Baseball	Level: Select
Ages: up to 14	Gender: Boys only
League Age: 13U - 13 and under	League Age Cut off Date: May 1st
Season: Year Round	

Tryout months: Jul-Aug
Tryout registration: Jul 15 2013 - Aug 11 2013
Tryout days:
Sat, Aug 03, 2013: 9:00AM-12:00PM: Issaquah High School
Sun, Aug 04, 2013: 12:00PM-3:00PM: Issaquah High School
Sat, Aug 10, 2013: 9:00AM-12:00PM: Skyline High School
Sun, Aug 11, 2013: 12:00PM-3:00PM: Skyline High School
Tryout Note 1: Please plan to attend both Saturday and Sunday tryout for coaches to make a full evaluation.

Current Year's Leagues: Sandy Koufax 13U League
Next Year Planned League: Sandy Koufax 13U League
Team Note: Games are played in the Puget Sound area and there will be no out of state travel during the 2014 season.
Contact Info:
Coach 1, coach1@baseballteam.com, 111.111.1111
Coach 2, coach2@baseballteam.com, 222.222.2222

Documents:
 [2014 Tryout Flyer](#)

Our tryout report for Baseball Team Example - 13U looks like this:

P.1

Baseball Tryout Report	
Summary of Tryouts print	
Saturday, Aug 3, 2013	
9:00AM - 12:00PM	Baseball Team Example - 13U Issaquah High School map
Sunday, Aug 4, 2013	
12:00PM - 3:00PM	Baseball Team Example - 13U Issaquah High School map
Saturday, Aug 10, 2013	
9:00AM - 12:00PM	Baseball Team Example - 13U Skyline High School map
Sunday, Aug 11, 2013	
12:00PM - 3:00PM	Baseball Team Example - 13U Skyline High School map

Details



Baseball Team Example - 13U

 [2014 Tryout Flyer](#)

We are a developmental program that provides every opportunity for ball players to improve physically and mentally in preparation for high school baseball. We expect to compete for league titles in each age group, while stressing that we play with class, character, heart, and respect for the game. Every coach, player, parent, and fan is expected to represent our program the right way as we have built a solid reputation with the leagues, umpires, and other programs in the area.

TRYOUT DETAILS

DAY 1: Saturday, Aug 3, 2013	TIME START: 9:00AM	TIME END: 12:00PM
LOCATION: Issaquah High School	map 700 2nd Ave SE, Issaquah, WA, 98027	
DAY 2: Sunday, Aug 4, 2013	TIME START: 12:00PM	TIME END: 3:00PM
LOCATION: Issaquah High School	map 700 2nd Ave SE, Issaquah, WA, 98027	
DAY 3: Saturday, Aug 10, 2013	TIME START: 9:00AM	TIME END: 12:00PM
LOCATION: Skyline High School	map 1122 228th Avenue SE, Sammamish, WA, 98075	
DAY 4: Sunday, Aug 11, 2013	TIME START: 12:00PM	TIME END: 3:00PM
LOCATION: Skyline High School	map 1122 228th Avenue SE, Sammamish, WA, 98075	
REGISTRATION OPENS:	Jul 15 2013	
REGISTRATION CLOSES:	Aug 11 2013	
NOTE 1: Please plan to attend both Saturday and Sunday tryout for coaches to make a full evaluation.		

TEAM DETAILS

LEAGUE AGE:	13U - 13 and under	
LEAGUE AGE CUT OFF DATE:	May 1st	
SEASON:	Year Round	
LEAGUE(S):	Sandy Koufax 13U League	
ORGANIZATION:	Baseball Team Example Account	
WEBSITE:	baseballteamexample.com	
NEXT YEAR PLANNED LEAGUE:	Sandy Koufax 13U League	
NOTE:	Games are played in the Puget Sound area and there will be no out of state travel during the 2014 season.	

CONTACT INFO

NAME:	EMAIL:	PHONE:
Coach 1	coach1@baseballteam.com	111.111.1111
Coach 2	coach2@baseballteam.com	222.222.2222