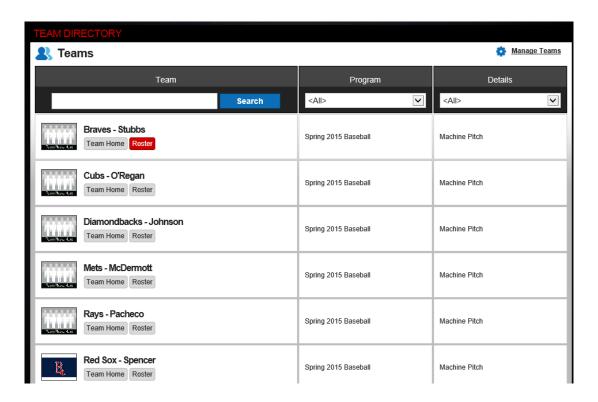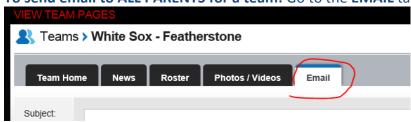# Using the Team Web Pages

To edit the team web page and send emails to the team, you must be a registered coach or volunteer and be assigned to that specific team. Sometimes a parent or coaches spouse will have access to make updates to the team pages. If you are not a coach, follow the volunteer instructions http://www.couloak.com/Default.aspx?tabid=515214 (steps 1-7 only).

1. To access your team web page on the Couloak.org site, click TEAM CENTRAL on the menu bar and choose TEAM DIRECTORY

2. Click the TEAM HOME button for your team, you can sort by program and division at to top of the page.

3. To post photos and news items, follow the built-in instructions

4. To send email to your team's parents: Here are some details on how the email features work:
    o **To send email to ALL PARENTS for a team:** Go to the **EMAIL** tab

    o Fill in your message and check the **SELECT ALL** box.

The email will go to both parents of each child on the team roster. You won't see the email addresses but trust me it works. ** Parents must have their primary and secondary parent emails configured under "MY ACCOUNT\ACCOUNT INFO" to receive the emails.

- o **The 'Send to Player/Personnel email?' checkbox**: This will send the email to the actual players if they have an email address configured in their participant profile. Most will not have this set or if they do it might be by accident. So in most cases you will not need to use this feature.

5. **The TEAM SETTINGS page:** This page can be a little confusing, when you scroll down, you will see the roster with a bunch of blank emails. **These are the PLAYER/Personnel emails mentioned above (from the participant profile), not the parent emails**. If parents filled in the email box for their kids in the participant profile during signup, that email address will show up here. You can disregard this entire setting page unless there is something in here you want to change like the order of the players on the page.