

August 9, 2009

Below is the procedure to 'LOG IN' to your team's schedule page where you can enter game scores, change your team contacts and customize your team schedule page. Only the coach or team manager can use their email address and PIN to login to their team page and change team contact information.

Procedure to change your team's contact information:

- Access BRCL's website via [www.brclsoccer.org](http://www.brclsoccer.org)
- Click on the "Schedules" then the "Team Schedules" link.
- Click on the link to your team's division name for the current season.
- Click on your team's name in the standings to access your team's schedule page. (This is the step coaches and team managers are forgetting. The team's schedule page shows the team contact information as well as coach and team manager email addresses)
- Click on "LOG IN" at the top of you team's schedule page.
- The coach or team manager enters their respective email address and PIN and click on the Log In button.

**Team ADMIN Contacts: Please Log In.**

Email Address

PIN#

Forgotten your PIN? [Click here.](#)

- When you login to your Team Schedule page, you will see links for "Team Scorekeeping," "Team Page" and "Maintain Team Contacts."
- The "Team Scorekeeping" link allows you to enter game scores.
- The "Team Page" link allows you to add uniform colors, a logo and a picture to your Team Schedule page.
- The "Maintain Team Contacts" link allows you to change team contact information.
  - In the "MOD" column, click on "[+]" to modify team contact information.
  - After modifying team contact information, click the "Save" button to save your team contact changes.
  - Check the "Admin" and "Public" boxes to allow this contact access and appear as a contact on your Team Schedule Page.
  - Click "Add Team Contact to Team" to add another team contact to your Team Schedule page.
  - Click on "Team Home" to return to your team's schedule page.
- Closing your web browser will log you out of your team page.