



FOOTBALL DEVELOPMENT MODEL



COACH PLANNER TEAM SETUP GUIDE

HOW TO SETUP A TEAM

1. Decide who your team admin will be on the mobile app. The team admin could be a head coach, assistant coach, or team manager. This person will be responsible for completing the rest of the team setup process.
2. Download the mobile app to your smartphone or tablet by searching “USA Football Coach Planner” in the App Store or Google Play, then tapping download when you find the app.
3. Open the app on your device and sign in or sign up. If you already have an account with USA Football, you can sign in using your email and password associated with that account information. If you don't have an account, tap sign up and create your account.
4. Once you've signed into the app, tap Setup My Team.
5. Enter your team name, choose your age group and game type. You also have the option to choose your team color and upload a logo image. Once you've entered all of this information tap Create Team.
6. Share your 6-character team code with other team members so they can join your team. To do this tap Team > Invite Members > Share. You will then have the option to share your team code and a link to download the app through email or text message. The rest of your coaching staff, parents, etc. simply need to enter this code after tapping Join My Team and they will be added to your team member list.
7. Once everyone has joined your team, you will need to change your coaches from members to coaches in the app. To do this, go to Team > Team Members > Member. Locate your coaches name in the team member list and tap on their name then chose Change (coaches name) to Coach.

HOW PARENTS JOIN YOUR TEAM

1. Parents will create an account on the mobile app using their own name, email, and date of birth. They will then add their child to the team member list after joining the team. They should not make an app account using their child's first and last name.
2. Once inside the app, they will tap Join my Team and enter the 6-character team code.
3. They will then select the role Parent and be prompted to add their child to the team by entering the child's first and last name.
4. Parents can edit their child's name or create additional children under their account by tapping More > User Settings > Children. If the parent creates a second child who is also on the same team, they can add them to the team by tapping Team > Add Child > Childs Name > Add.
5. If a second parent (of the same child) creates an app account and joins the team, they do not need to create and add the child to the team again. They will tap Continue instead of Add Child. The parent can then associate the same child with their account by tapping More > User Settings > Children > Existing Child. Whoever originally created the child will need to give the second parent the child's code. This code is displayed underneath the child's name when tapping More > User Settings > Children.

HOW TO SETUP OR JOIN A SECOND TEAM

1. To setup or join another team, tap More > My Teams.
2. If you would like to setup a second team, tap Create Team and complete steps 5 through 7 from the instructions above on how to setup a team.
3. To join a second team, tap Join Team and enter the code associated with the new team you want to join.
4. Once you are on multiple teams, you can switch between them at any time by tapping More > My Teams > The Team Name you would like to enter.

TIPS ON USING TEAMS FOR MULTIPLE SEASONS

- If the majority of players and parents on your team are the same from season to season, you can simply update your team members instead of creating a new team. To do this, find the team members who are no longer on your team, tap on their name in the team member list, and tap Remove from the team. Then, share your team code with the new parents on the team so they can join. Only the team admin can remove members from a team.
- If the majority of the players and parents on your team are new, it may be more efficient to delete your team from last season and setup a new team. Any custom content a coach has created is saved to that coaches account. This means they won't lose any custom drills or plans they have created if a team gets deleted.
- If your team admin on the mobile app is no longer with your team, they must make someone else on the team an admin before they can leave the team. Have this person assign admin privileges to the new head coach or team manager. To do this, the team admin will find the person in their team member list, tap on their name and choose Change to admin.

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Visit usafootball.com/coach-planner to learn more about the app.