# pleasantville ayso Blue sombrero guide : Coach Communication

## Introduction

In Summer 2017 AYSO nationally adopted the blue sombrero product to act as a registration/team management/ admin portal. As of fall 2017 there are still a number of non-intuitive functions in that portal and a series of how to guides is being produced to help users navigate the noise.

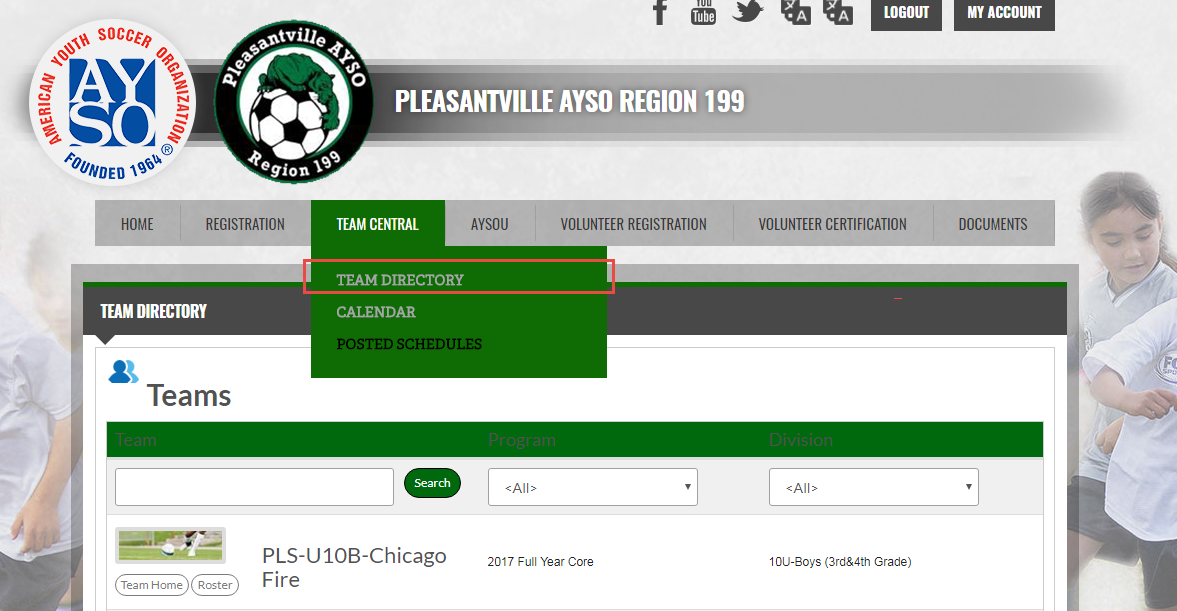
This document focuses on team communication for Assistant and Head Coaches

## basic Setup

In order to send emails form the system you need to be assigned as either an assistant or head coach on a Team.

The first step is to access your teams "Team Page"

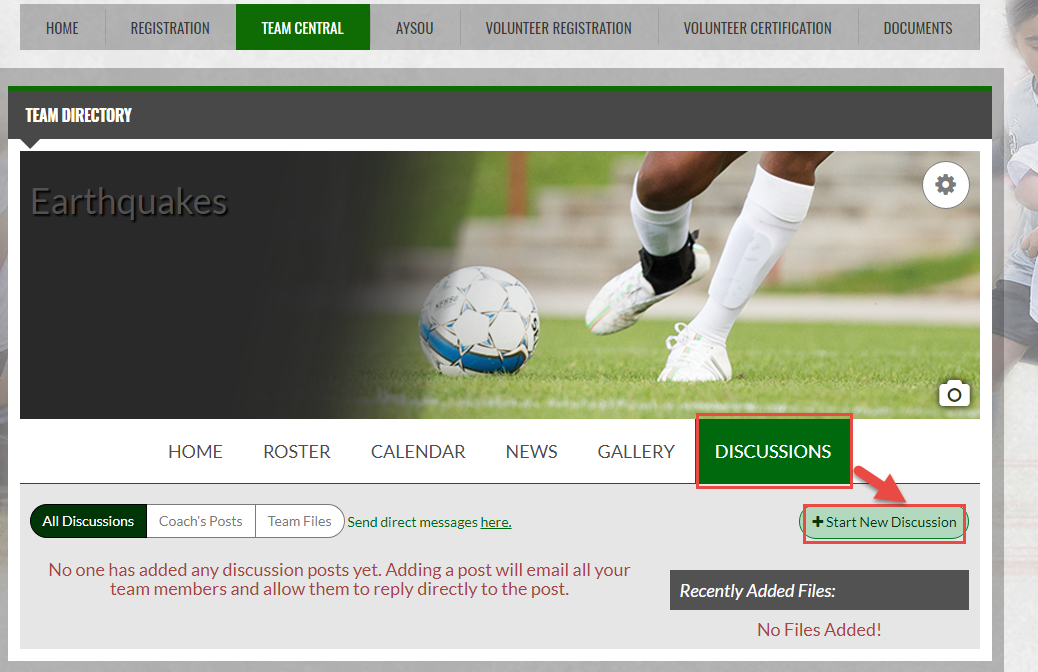
These can be found here



Find your Team and select Team Home

## How to Make a Post

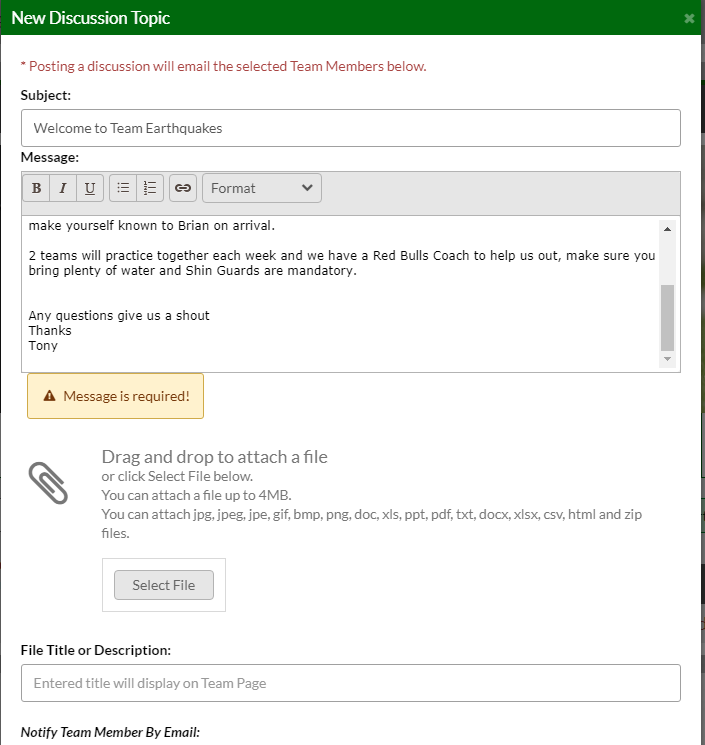
What you want to do is start a discussion :



### What Goes in a Discussion

This is just like writing an email, it requires a subject and some data

Make sure the subject is meaningful, you can also add file attachments to the discussion.



Once you're done hit OK .

### Discusion board settings

You can enable or disable commenting on your board by clicking on the gear icon in the picture :



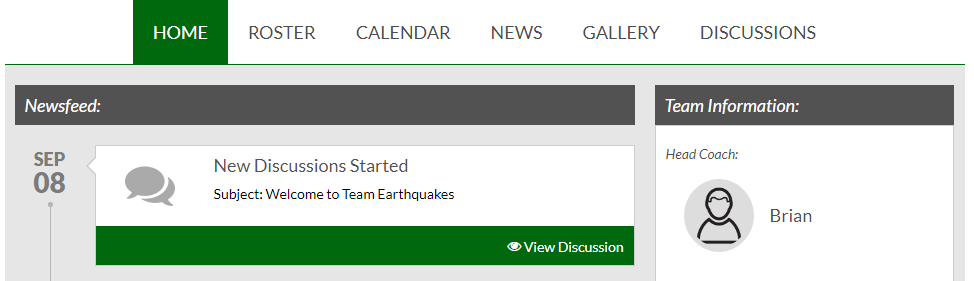
Then choosing to allow commenting

If you click on the camera icon you can change your teams logo – go-on hold a logo completion and change the picture .

### Discussion board benefits

The discussion board changes the way we communicate with our parents, its more interactive and less email focused the benefits are :

Its right there on the team page !



And its on the Discussions tab for future reference allowing you to point new team members, or peopple who said they didn’t get the mail somewhere to look.

### App Benefits

The nice thing about the discussions is that they are also available on the Dicks Team Sports HQ app

<http://www.bluesombrero.com/dicks-tshq-mobile-app/>

You can see all your discussions for all your teams in one simple portal:

