

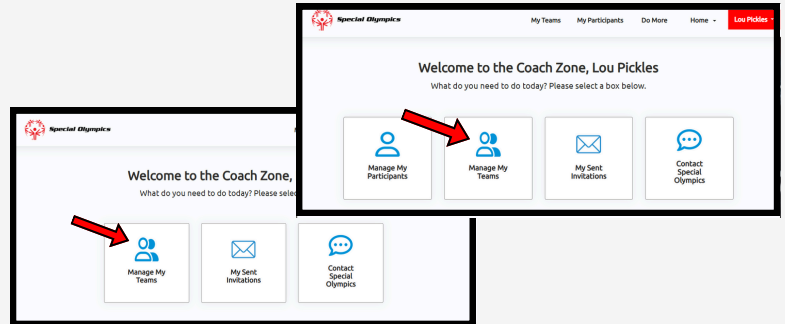
# Managing My Teams

You want to know about Managing Your Teams in the Coach Zone. To log in to your account visit [portals.specialolympics.org](https://portals.specialolympics.org) and head to your Coach Zone.

1.

Once your program staff have given you access to the 'Coach Zone' click "My Teams" to start managing your teams.

**Note:** Your program staff will have to give you admin access to see participants within the Coach Zone.

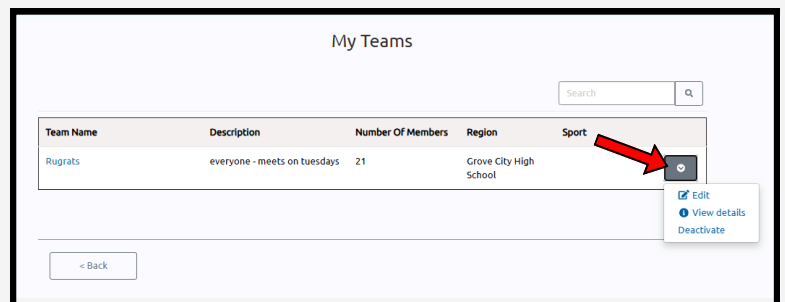


2.

Within "My Teams" you will see a list of teams you are a part of.

In "My Teams" the dropdown gives you the following options:

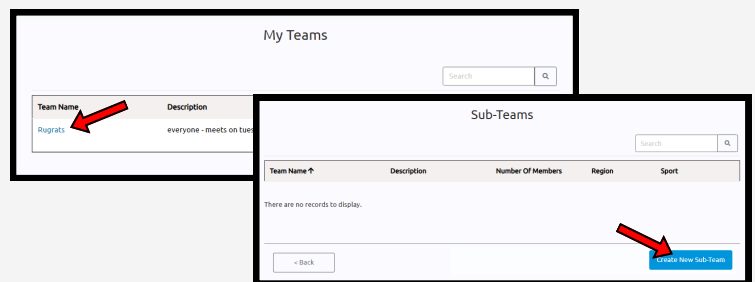
- **Edit:** Can be used to edit team name, description or team information.
- **View Details:** Will open the team and show all participants and any *Sub-Teams* tied to that specific team. You can also see team details by clicking the hyperlinked Team Name.
- **Deactivate:** Will deactivate the team from use. To reactivate a team, you will need to reach out to your program staff.



3.

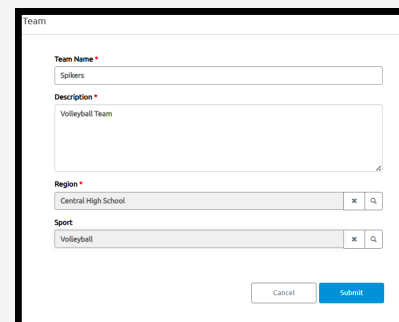
To add a new sub-team to your list, select the hyperlinked team name of the parent team.

In the Parent Team page you will see *Sub-Teams* and a "Create New Sub-Team" button.



4.

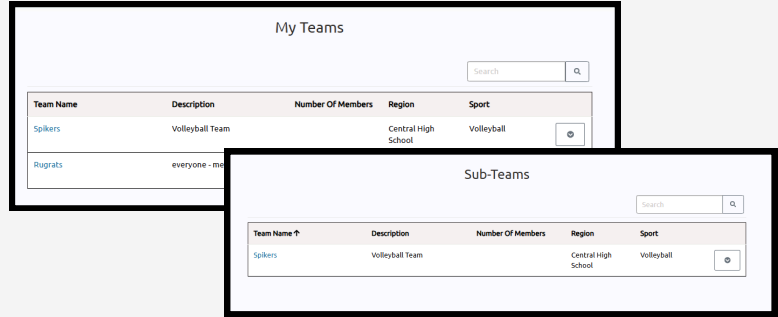
Select "Create New Sub-Team" a new window will open, the red asterisks\* indicated the required fields for the new team being created. Once all information is complete select "Submit".



# Managing My Teams

5.

You will now see your new team listed on your **"My Teams"** page and as a **"Sub-Team"** within the associated team.

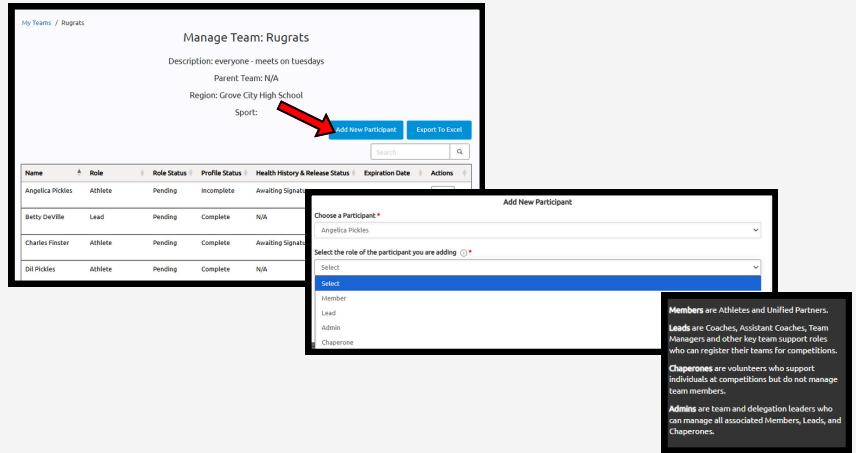


6.

Once your team is created, to add participants to the team select **"Add New Participant"**.

A popup window will appear. Here you will **"Choose a Participant"** from a list of participants (Athletes, Unified Partners, Coaches) you manage. **"Select the role of the participant you are adding"** from the provided list.

Use the information icon to view the option definitions.



7.

Once your team is complete, you will see the list of participants, Athlete/Coaches/Unified Partners.

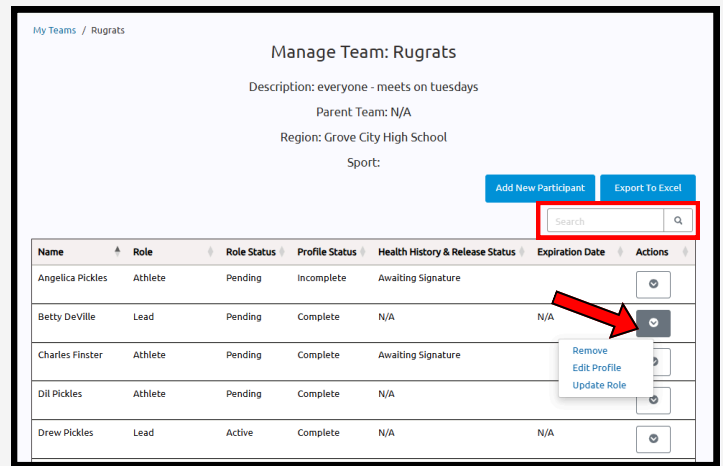
From this list you can use the search bar to find a specific participant and utilize the dropdown for each participant.

In the dropdown you will see the following option:

**Remove:** This will deactivate the participant from the selected team only.

**Edit Profile:** Can update participant profile information or view needed contact information.

**Update Role:** Can update a participant role if needed. Can only update someone of your same role and below.



8.

You can export your Team Roster to an excel list at anytime by using the **"Export to Excel"**.

