

Coaches Portal Instructions

Setting Up your Account

1. You will receive an email unique to your school.
 - a. ****Each school needs to be linked to 1 email address. If you register one email with multiple schools, you will always sign in as the first school registered, so do **NOT** attempt to register multiple schools with one email, it will not work.****
2. Click on the link in the email.
3. Fill in the necessary information and click create account.

Setup Account

First Name: *

Last Name: *

Email: *

Password: *

Verify Password: *

School: *

Please select a school... ▼

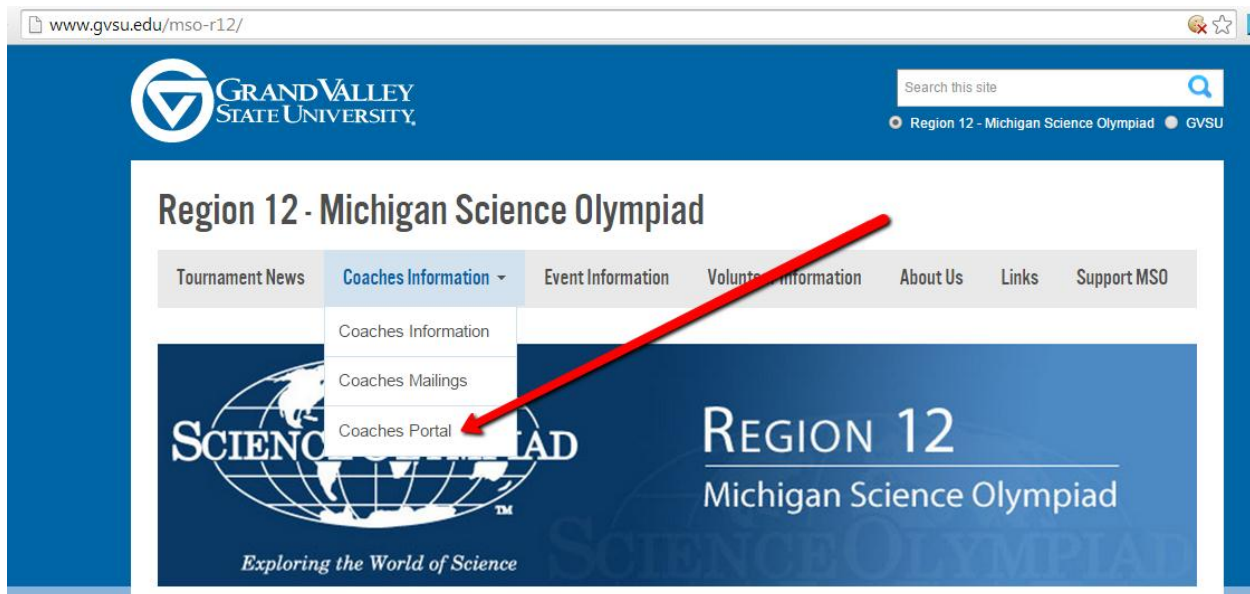
Create Account

Remember your password! If you forget, you will have to contact us to delete your account so you can setup your account again.

4. After you setup your account, it will prompt you to sign in again to access the portal.

Logging in to your Account

1. Go to www.gvsu.edu/mso-r12 and under Coaches Information, choose Coaches Portal.



2. Login with your email and password.

GRAND VALLEY STATE UNIVERSITY

MSO Coaches Portal

Login

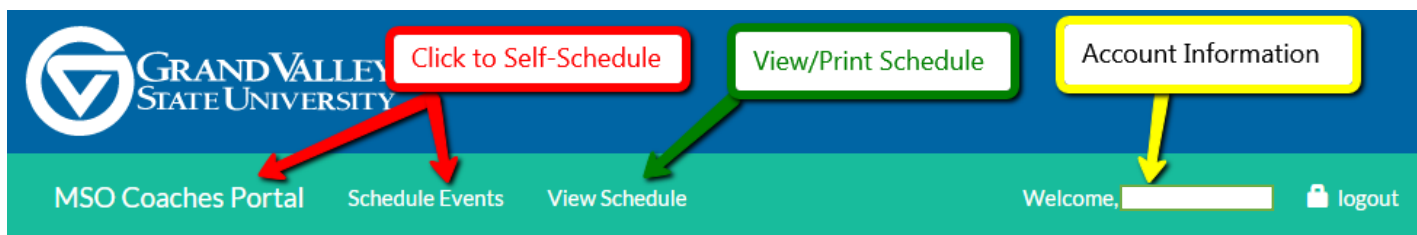
Email Address:

Password:

Login

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Inside the Portal



Schedule your Event Times

1. Click on **MSO Coaches Portal** or **Schedule Events**. (It will take you to the same page)
- 2.

MSO Coaches Portal Schedule Events View Schedule Welcome, [] logout

Events available for self-scheduling

Click on a dark grey box to select a time slot. Once selected, it will turn blue.

Amphibians & Reptiles

Not Participating	1:00 AM - 2:00 AM Time Slot Selected	1:01 AM - 1:05 PM 16 of 16 spots remaining	1:02 AM - 3:02 PM 16 of 16 spots remaining
3:00 AM - 3:15 AM 3 of 4 spots remaining	4:00 AM - 5:30 PM 1 of 1 spots remaining	5:02 AM - 9:02 PM 17 of 17 spots remaining	10:03 AM - 4:02 PM 18 of 18 spots remaining
2:15 PM - 3:15 PM 3 of 3 spots remaining			

Event File: No file chosen Upload or View Current Upload

Choose if you are not participating in the event.

Elevated Bridges

Not Participating	11:00 AM - 12:00 PM 2 of 2 spots remaining	1:00 PM - 1:30 PM Time Slot Selected
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All dark grey boxes are available.

Scroll down to schedule additional events.

This person is scheduled for a 1:00 – 2:00 AM slot of Amphibians & Reptiles and a 1:00 – 1:30 PM slot of Elevated Bridges. (This is test data and does not reflect actual events or time slots of the MSO Region 12 Tournament)

3. Once a square turns blue, that is your time slot. It will sync automatically changing your selection. You will **NOT** need to refresh the page and you cannot go back. If you would like to make a change, simply choose a different time slot box.
4. If a time slot is full, it will be light grey and say Time slot is full. It will not allow you to select this box.

Not Participating	1:00 AM - 2:00 AM 5 of 5 spots remaining
4:00 AM - 5:30 PM Time slot is full	5:02 AM - 9:02 PM 17 of 17 spots remaining

Adjust your Participation in Non-Self Scheduled Events

1. Scroll to the bottom of the Schedule Page.
2. Select the appropriate radial button (Yes- my team is participating; No- my team is not participating.)

Other Events

	Yes	No	Event File
Compute This	<input checked="" type="radio"/>	<input type="radio"/>	n/a
Crave the Wave	<input checked="" type="radio"/>	<input type="radio"/>	n/a
Disease Detective	<input checked="" type="radio"/>	<input type="radio"/>	n/a
Dynamic Planet	<input checked="" type="radio"/>	<input type="radio"/>	n/a
Ecology	<input checked="" type="radio"/>	<input type="radio"/>	n/a
Environmental Chemistry	<input checked="" type="radio"/>	<input type="radio"/>	n/a
Experimental Design	<input checked="" type="radio"/>	<input type="radio"/>	n/a
Fossils	<input checked="" type="radio"/>	<input type="radio"/>	n/a

3. If documents are required before the event, you can upload them here under Event File.

Uploading Documents for Self-Scheduled Events

1. Go to the Schedule Events tab. Select a time slot for the event. If needed, a prompt will tell you that you may attach a file.

Events available for self-scheduling

1

2

You may view your upload.

Amphibians & Reptiles

You have successfully registered for the time slot.

Not Participating

1:00 AM - 1:00 AM
Time slot Selected

1:01 AM - 1:05 PM
16 of 16 spots remaining

1:07 AM - 3:02 PM
16 of 16 spots remaining

3:00 AM - 3:45 AM
3 of 4 spots remaining

4:00 AM - 5:30 PM
Time slot is full

5:02 AM - 9:02 PM
7 of 17 spots remaining

10:03 AM - 4:02 PM
18 of 18 spots remaining

1:15 PM - 3:15 PM
3 of 3 spots remaining

Event File: No file chosen or [View Current Upload](#)

View Schedule

1. Click on 'View Schedule' to view and print your schedule.
2. To print this page, press **ctrl and p** to prompt your standard print screen.
3. Below is a sample schedule. It shows event, time (if self-scheduled), and location.

Chelsea Schedule

Events available for self-scheduling

Air Trajectory

9:27 AM - 9:39 AM slot.

Location: Fieldhouse Arena

Building Bridges

12:45 PM - 12:55 PM slot.

Location: Cook De-Witt Center

Bungee Drop

1:05 PM - 1:25 PM slot.

Location: Fieldhouse Upper Arena

Disease Detectives

10:15 AM - 11:05 AM slot.

Location: 262 Padnos

4. Non-self-scheduled events will be under the 'Other Events' further down the page. The times will not be reflective of your team's specific slot.

Other Events

You are registered for the following events.

Anatomy & Physiology

Times: *None Given*

Location: 103 Loutit, Padnos Atrium

Astronomy

Times: *None Given*

Location: 142 Padnos

Account Information

1. Click on your name in the upper right hand corner of the screen. It will bring you to Account Information.
2. You can change your name, email, and password in this window.

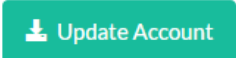
Account Information

First Name: *

Last Name: *

Email: *

[Click here to change your password](#)

 Update Account

[Cancel](#)

Logout

When you are done, make sure you logout! (upper right hand corner of all screens)

