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: *

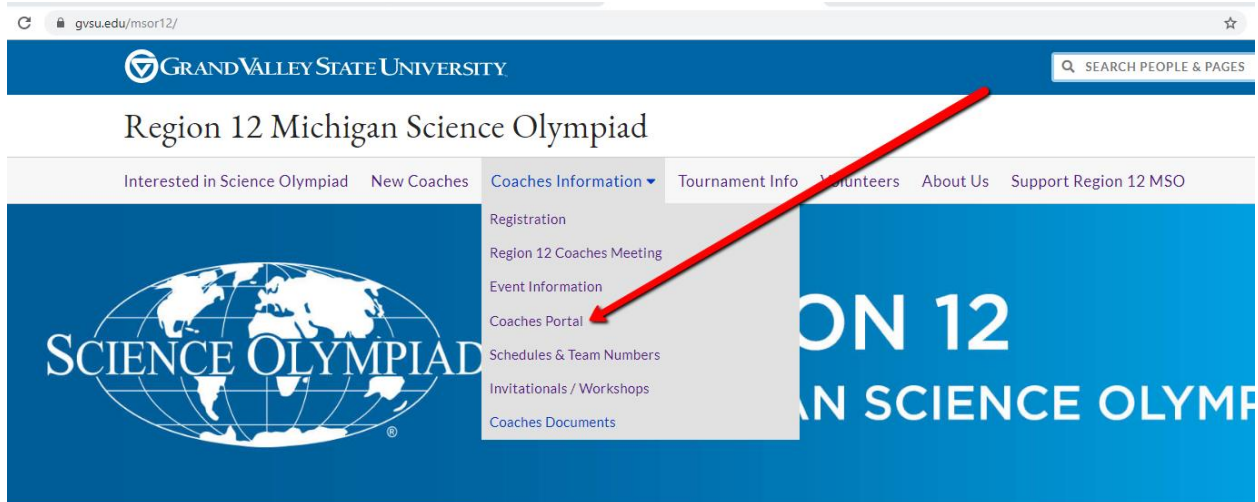**School:** *

Please select a school...

Create Account

Remember your password! If you forget, you can use the reset feature.

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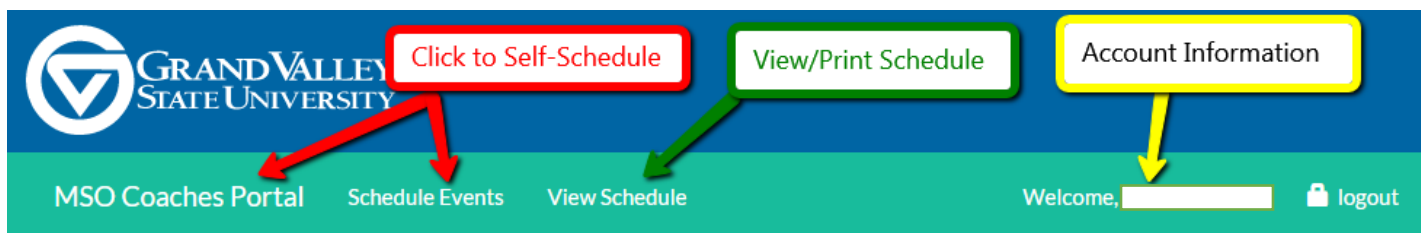
Logging in to your Account

1. Go to www.gvsu.edu/msor12, under Coaches Information dropdown, choose Coaches Portal.

2. Login with your email and password.

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.

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.

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	◉	○	n/a
Crave the Wave	◉	○	n/a
Disease Detective	◉	○	n/a
Dynamic Planet	◉	○	n/a
Ecology	◉	○	n/a
Environmental Chemistry	◉	○	n/a
Experimental Design	◉	○	n/a
Fossils	◉	○	n/a

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

Uploading Documents for Self-Scheduled Events

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.
1. Click Choose File and choose a file from your computer to upload.
2. Click the Upload button to upload it into the portal. A green box should appear to confirm you have uploaded a document. To make sure it uploaded properly, you may view your current upload by clicking on 'View Current Upload.'

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 - :00 AM Time Slot Selected	1:01 AM - 1:05 PM 16 of 16 spots remaining	1:0 AM - 3:02 PM 16 f 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: AM - 9:02 PM of 17 spots remaining	10:03 A M - 4:02 PM 18 of 18 spots remaining	:15 PM - 3:15 PM 3 of 3 spots remaining	

Event File: Choose File   No file chosen   ⊕ Upload   or View Current Upload

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.
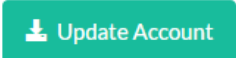2. You can change your name, email, and password in this window.
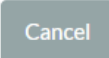
Account Information

First Name: *

Tester

Last Name: *

McTester

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)

🔒 logout