



## **VOLUNTEER COACHES**

### **HOW TO SEND A TEAM EMAIL & PRINT TEAM ROSTERS**

1. Go to the LTYA Website - [LTYA.ORG](http://LTYA.ORG)
2. Locate the “Team Central” tab which is toward the upper top below the LTYA Logo.
3. Hoover over the “Team Central” tab and you will see a dropdown.
4. Click on “Team Directory”.
5. Type in your Team Name (usually your last name), select the Program and Division.
6. Click on “Roster” for the sport you are coaching.
7. You will now be able to see your team roster. Above your team roster, you will see tabs such as HOME, ROSTER etc. Click on the “EMAIL” tab to send your team an email. You can also PRINT your team roster at this location by clicking on the “print roster” icon located below the “ROSTER” tab and next to “roster view & photo view”.
8. To send your email, select recipients by checking the “select all” box. This will send your email to your team roster and don’t forget to hit the send button!

If you have any questions, please contact the LTYA office at (512) 261-1900

THANK YOU FOR COACHING!