

2023 CMS Coach Instructions:



- 1) Navigate to www.CMSgolf.com!
- 2) If you already have a Coach Account from a prior year, click the Login button and login to your account. **Enter the League Reference Code** (“CMS2023A” for the A-league or “CMS2023B” for the B-league or “CMS2023G” for the Girls-league) and select your team from the list. Skip to Step 4.
- 3) If you do not already have a Coach Account from a prior year, click the Login button in the left column and then click the “Create New User Account” button on left side of the page. Follow the instructions. Login and **Enter the League Reference Code** (“CMS2023A” for the A-league or “CMS2023B” for the B-league or “CMS2023G” for the Girls-league) and select your team from the list.
- 4) The Team Roster from the prior season will be automatically loaded into your roster. Add all the names of your players, including alternates. Remove any players that will not be playing this season. If there is a chance they will play, add them. If each coaches keeps their roster list up-to-date, no players will have to be added during the score entry – making the process much easier.
- 5) If any courses that you plan to play are not in the Course List, add them. This simplifies score entry for everyone.
- 6) The coach of the winning team is to enter scores for that match.

**** Score entry is a breeze if all coaches keep their rosters and courses up-to-date.**

CMSgolf features to take advantage of:

CMS News: Coaches, players, parents and fans can create News Articles (pdf) by clicking the Submit News button on the News page. To ensure appropriate and quality content, the league manager or coach will need to approve all News Articles that are submitted before they will be seen on the website.

Standings: You and your fans can look back at previous seasons. You can drill down to see any player’s scoring history.

Library: Coaches can upload any pdf document to the site. There are several categories to choose from -- News, League Info, Rules, Forms, etc. All these documents are displayed by clicking the Library button and can be filtered to display only documents published by a single team/coach. Remember to title your documents accordingly. Example: If you are posting a form for “St. Columban Registration” specify St. Columban in the title so people don’t think it is for any school. On the other hand, if you post an article about Rules, other teams will be equally interested.

Photo Gallery: Coaches, players, parents and fans can easily upload photos that will be displayed in the Photo Gallery. Kids (and their fans) like to see themselves on the web. To upload images, players, parents and fans simply click the “Click here to submit your Digital Photo” button and follow the upload instructions. To protect the website from unwanted pictures, coaches will need to approve pictures before they are displayed. This is a simple, one click process.

Scorecard: Provides access to a printable scorecard that has room to organize up to 12 player scores. For courses in your play list, it is a one click process. We encourage you to have each player neatly fill in their scores and attest to them. This should greatly simplify score entry for the coach.

Conference & Non-Conference Matches: A Conference Match is the match scheduled by the CMS administrator. You can record non-conference matches against both conference teams and other teams. These matches will be used to determine your Overall Stats, but won’t affect Conference Stats.