

LOGGING IN TO YOUR COACH PORTAL

HOW TO VIEW YOUR ROSTER

1. Once you register your team log into your account (Coaches Portal) on burbankparks.com.

The screenshot shows the burbankparks.com website interface. At the top left, there is a navigation bar with 'Catalog', 'Account', and 'Connect' links. The 'Account' link is circled in red, and a red arrow points to it from below. To the right of the navigation bar are links for 'Internal', 'Policies', 'Help', and 'Log Out'. Below the navigation bar is a 'Cart Empty' indicator. The main content area features a grid of menu items with counts: 'Welcome!' (132), 'Recreation Guide' (0), 'Adult Sports' (7), 'Afterschool Daze' (4), and 'Aquatics' (146). Below this grid are more categories: 'Camps' (130), 'Facility Rentals' (65), 'Parent & Child Classes' (12), 'PASS Program' (0), and 'Preschool Classes' (25). Further down are 'Special Events' (2), 'Stough Canyon Nature...' (11), 'Teen/Adult Classes' (109), 'Valley Skate Park' (5), and 'Youth Classes' (69). At the bottom of the grid are 'Youth Sports' (43) and 'Sports POS' (1). A yellow banner in the center of the page reads: 'Welcome to the NEW www.burbankparks.com online registration platform. Please create a new user name to continue. User names from the previous system (eTrak) are no longer valid. Thank you. See Instructions on how to set up your account (link).' Below the banner is a grey bar with the text: 'Burbank Resident Registration: March 2, 2021 at 9:00 am | Open Registration March 9th at 9:00 am'. On the left side, there is a 'Filter' section with a search box and a 'Location' section with a list of checkboxes for various parks and recreation centers.



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2. Click on Account to access MY DASHBOARD, then click on the team name.

The screenshot displays the 'MY DASHBOARD' interface. At the top, there are navigation links for 'Catalog', 'Account', and 'Connect'. On the right, there are links for 'Internal', 'Policies', 'Help', and 'Log Out'. The main content area is divided into three sections:

- ACCOUNT MEMBERS:** A list of five members, each with a profile picture, name, and address (P.O. Box 6459 Burbank, CA 91510). The last member is 'Freedom M'.
- SENIOR SOFTBALL SUNDAY SUMMER 2021 STANDINGS:** A table showing the performance of six teams. The 'Mighty Sluggers' team is circled in red.
- Account Management:** A sidebar on the right with a 'Browse/Register Now!' button and links for 'Account Statements', 'Transaction History', 'Manage Memberships', 'Manage Payment Accounts', 'Linked Accounts', 'Waiting List Status', 'Check-In History', 'Contact Preferences', and 'Event Calendar'.

#	Team	GP	W	L	Ties	%
1	Burbank White Sox	0	0	0	0	0.0%
2	Silver Plus	0	0	0	0	0.0%
3	Grays	0	0	0	0	0.0%
4	Mean Machine	0	0	0	0	0.0%
5	Panthers	0	0	0	0	0.0%
6	Mighty Sluggers	0	0	0	0	0.0%



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3. You will be redirected to the Coach's Portal.

The screenshot shows the Coach's Portal interface. At the top, there is a green header with the City of Burbank Parks & Recreation logo and the text "City of Burbank Parks & Recreation Senior Softball SUNDAY Summer 2021". To the right of the header, the team name "Mighty Sluggers" is displayed in a blue circle, with a record of "RECORD: 0-0-0" and a group icon below it. A blue line points from this circle to a grey box labeled "Your team name".

Below the header, there are two main sections: "Previous Game" and "Upcoming Games". Both sections contain four calendar icons, each with the text "No game scheduled".

Below these sections, there are two columns. The left column is titled "Standings" and contains a table with the following data:

#	Team	GP	W	L	Ties	%
1	Burbank White Sox	0	0	0	0	0.0%
2	Silver Plus	0	0	0	0	0.0%
3	Grays	0	0	0	0	0.0%
4	Mean Machine	0	0	0	0	0.0%
5	Panthers	0	0	0	0	0.0%
6	Mighty Sluggers	0	0	0	0	0.0%

The right column is titled "Roster" and contains a blue circle with a group icon and the text "No roster available". A blue line points from this circle to a grey box labeled "Rostered players listed here."

