

# Adding a Coach or Team Representative the Team

Log onto the system and go to the Team Rep Menu. On the Team Rep Menu, click on **ADD / UPDATE TEAM REPRESENTATIVES**.



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## Team Rep Menu

Please select an option from the list below.

Current Team: **Red Oak College A**

Last Updated: 2/1/2010 11:14 PM

Account Status: **INACTIVE - Payment Required**  
Each year the NCVF charges \$50 per team to cover league and administrative fees. You can pay now by [credit card](#) or check with your commissioner to determine if the fee is covered by the league/conference. Your team registration will not be submitted until the payment is received.

[Register For 2010 Nationals](#)  
[Update School Information](#)  
[Update Team Information](#)  
**[Add / Update Team Representatives](#)**  
[Add / Update / Print Roster](#)  
[Request a Player Transfer](#)  
[Change Password](#)  
[Manage Another Team](#)

On the next screen click the **HYPERLINK ADD A TEAM REPRESENTATIVE**



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## Team Representative

[« Team Rep Menu](#)

**[+ Add a Team Representative](#)**

Name	Role
<input checked="" type="checkbox"/> Team Rep, Dan	Coach

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Complete the Team Representative form and select the Team Representative type at the bottom of the form and click the submit button.



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## Team Representative

First Name:

Last Name:

Email Address:

Phone:  (e.g., xxx-xxx-xxxx)

Team Rep Type: **Coach**

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