

**PLEASE KEEP IN MIND THAT AS YOU FOLLOW THE STEPS LISTED BELOW THAT YOU MUST ENTER ALL OF OUR TEAMS FIRST AND THEN YOU WILL BE ENTERING YOUR COACHES INFORMATION AFTER YOU HIT THE “Add Teams” Button.**

**ATHLETIC DIRECTORS INFORMATION**  
**INSTRUCTIONS FOR ENTERING TEAMS ONLINE**

[www.cyoarchindy.org](http://www.cyoarchindy.org)

1. On the front page of our CYO website click on the link “Athletics”
2. Click on Athletic Managers Log In Here
3. Use your assigned User Name
4. Use your assigned Password
5. Click on Log In
6. Click on the word “Teams” at the top of the page
7. In the box “Selected Season” click on the appropriate season
8. Click on the “add” button (to the right)
9. Next to the box by the word “Name” – enter the parish or school name
10. Next to the box by the word “Letter” – only enter information if you have more than one team in a particular league – for example 2 or more 56B teams – use letters to distinguish one team from the other, such as R & W & B
11. Next to the box by the word “Notes” – enter only special requests or other information you feel may be helpful in our scheduling process
12. Now Hit “Add Teams”

You are now ready to add your coaches

1. **Hit the magnifying glass symbol next to the words “Find Previous Coach”.**  
**All of your parish coaches will appear in alphabetical order. Simply click on the coaches name that you need and the information will automatically be entered for you. If the name does not appear on this page you will need to enter the information.** You may enter new information by hitting the red “+” sign
  - a. Please enter your new coaches information using the correct punctuation.  
Example: John Doe (not all lower or upper case letters).
2. Hit “Submit Form” after you have completed your coaches information
3. Follow Steps 1 and 2 for each team to enter your coaches information

You may log back in to make any coaches changes you deem necessary.