SC Volunteer Registration Instructions

Instructions on how to register as a Coach/TM at www.unitedfa.org
- Go to www.unitedfa.org and click on the appropriate Location.
- Click on Login located at the top right of the Location-specific home page.
  - **Follow the instructions to set up an account if you do not already have one.** Once the account is set up, log out, log back in and go to the next step.
  - **If you have an account, log in and proceed with the next step.**
- Click on VOLUNTEER. (third tab on the left-hand side of the screen)
- Click on FIND VOLUNTEER ROLES. (orange button on upper right-hand side of screen)
- Click on the orange button (+SELECT) beside the 2020-2021 Academy/Select Tryouts (U8-U19) PROGRAM.
- Once the screen refreshes a green box will appear under the selections that reads "View Roles". Click this option.
- This next screen reads, "The following positions are available".
- Scroll down the screen and click the green button that reads "Sign Up" next to the role(s) you wish to fill. You can click the box to the right of more than one option if this applies. (EX. If you will be Head Coach for U13G Black and U16G Red, select both options before you continue.
- Then scroll down the page until you see the green button marked, "Continue". Click the button.
- The next screen's title will read, "Who would you like to select for the following position(s)?" Select the avatar that matches your name, then click on the green "Continue" button.
- Proceed to enter the personal information on the application and continue to scroll down the page to accept the required waivers. This process will need to be completed for EACH TEAM you are coaching.
- When the page is complete, click the green CONTINUE button to complete registration.
- The next page to appear will list all the roles you have registered for. Please double check all the appropriate roles appear.
- **Please let the location-appropriate program registrar know when the registration has been completed.**
- Please be sure to include your name (as it appears in your UFA account) and a list of all teams that you Coach/Manage (Age Group, Gender and Team Name).
- **It is EXTREMELY IMPORTANT that you complete this registration process for each team that you Coach/Manage** so that you have access to your team's webpage, contact information and the ability to see who has officially accepted a position on the team. Also, going forward, if you are set up as a head coach for your team, it will assist the location-appropriate scheduler with identifying conflicts.
- **You will have access to the following once your Program Registrar has added you to your teams in SC. (This will happen after signing day.)**

To access the team page: Team Page will be available on signing day
- Log into your account.
- Click on VOLUNTEER (third tab on the left-hand side of the screen).
- Click on the VISIT TEAM PAGE tab within the appropriate team's box.
- Click on ROSTER to see all players that have accepted a position on the team.
- Click on Print Roster for the roster including parent contact information.

To access the Coach or Team Manager tab in SC: Tab houses handbooks and other instructions
- Log into your account.
- Click on HOME (sixth tab on the left-hand side of the screen).
- Click on COACHES OR TEAM MANAGERS tab under the UFA banner.
- Contact your Program Registrar if you do not have access.