

Getting Started with LeagueToolbox

The Gloucester Minor Lacrosse Association (GLA) has moved to using LeagueToolbox.com as the provider of the league management software the 2014 season. This guide is intended to help GLA members get started with the features that a LeagueToolbox account offers.

What is it?

LeagueToolbox is a company that provides league management software to minor sports associations. It's similar to other team/league management software such as TeamSnap, Goaline, etc. in terms of the functionality it offers. The software has many of the features needed by the GLA to organize and operate our various programs including website management (for the association and individual teams), processing of online payments for registration, document tracking, and electronic communication tools.

Signing up with LeagueToolbox

Think of a LeagueToolbox account as the central point that you can use to access information (registration info, preferences, schedule, player attendance) on **all the minor sports associations** you are registered with that use LeagueToolbox. Typically a parent/guardian will create an account with their username and password, and then fill in details about the players to be registered.

If you elected to use the **online payment for registration**, you have already created a LeagueToolbox account and paid the GLA annual membership fee. Please remember that you still need to attend an in-person registration session to sign the appropriate OLA forms.

If you have elected to **register & pay offline at an in-person registration session**, then the GLA will upload your registration details to the website and you will receive an automated email inviting you to join LeagueToolbox.

Accessing Your LeagueToolbox Account

Once you've created your LeagueToolbox account you can login using the Login button on the top right corner of the GLA website.



Then proceed to enter your username and password in order to access your account.

LeagueToolbox Login

Email Address:

Password:

Keep me logged in

LeagueToolbox Account Features

Once you've logged into your LeagueToolbox account, you'll see the "Home" page for your account. From here you'll be able to see the various organizations you have registrations with, upcoming events, and the latest news. You'll also be able to access the "My Schedule", "My Attendance", "My Info", and "My Registration" pages.

[My Home](#)

[My Schedule](#)

[My Attendance](#)

[My Info](#)

[My Registrations](#)

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Latest News

Upcoming Events

Sunday, March 30 @ 11:00am

Winter Lax (Tyke, Novice & PeeWee)	Louis Riel Dome (Blackburn Hamlet)
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Sunday, March 30 @ 12:00pm

Winter Lax (Bantam, Midget and Intermediate)	Louis Riel Dome (Blackburn Hamlet)
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Wednesday, April 2 @ 7:00pm

In-Person Registration	Earl Armstrong Arena (Crush Space)
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[My Full Schedule](#)

My Organizations


Gloucester Minor Lacrosse Association
[Website](#) [Contact](#)

My Teams

Player Name

2014 DIVISION
Pee Wee
TEAM
PENDING ?
COACH
PENDING ?

My Schedule - is a feature listing the league-wide and team-specific events.

My Attendance - is a feature that GLA members should use to inform their Coach & Team Manager about availability for Games and Practices.

My Info - is a feature that allows you to update your contact info, set notification preferences, verify your children's information and link your account with your spouse or another guardian.

My Registrations - is a feature that summarizes the registrations associated with your LeagueToolbox account along with your responses to various registration questions.

Next Steps

1. Please take a few minutes to verify your contact information by clicking on the **"My Info"** button (top left, 4th button down). We did not have the parent's first name for a number of the players you registered off-line at an in-person session. As a result, the first name for some of the parents has been set to "Parent" by default. Also, please check your children's birthdates to ensure they are correct – it will help ensure they get assigned to the correct age division.

The screenshot shows a user profile page with a navigation bar at the top containing four tabs: "My Information" (selected), "Notification Preferences", "Your Children", and "Additional Parents\Guardians". Below the navigation bar is a header for "My Information". The main content area displays the following information:

- Email Address:** johnsmith@gmail.com (Change My Email Address)
- Receive Emails
- Password:** Change My Password
- First Name:** John
- Last Name:** Smith

2. If you registered off-line, please take a few minutes to review the **"Registration Questions"** by clicking on the **"My Registrations"** button (top left, 5th button down) and then the **"Registration Questions"** button.

My Registrations

Invoice Date	Item	Invoice	Balance	
Jan-14-2014	2014 Player Registration Jason Smith	#123456	✔ Paid/Complete	Registration Questions

There are a number of player details and preferences that the GLA would like feedback on such as jersey size, left-handed/right-handed, interest in competitive lacrosse, etc to help with sort-outs and team formation.

*What size jersey does the player require?:	Youth - X-Large <input type="button" value="v"/>
*What size t-shirt does the player wear?:	Youth Large <input type="button" value="v"/>
*Is the player a goalie or interested in being a goalie?:	No <input type="button" value="v"/>
*Is the player a left handed or right handed shot? (A right-handed lacrosse player holds the bottom of their stick with their left hand):	Left-handed <input type="button" value="v"/>
*Is the player interested in playing competitive lacrosse?:	Yes <input type="button" value="v"/>