

Coach Reference Guide: Using Crossbar for Your Team

Table of Contents

1. Logging In
 2. Accessing Your Team Page
 3. Setting Up the Team Calendar (Practices)
 4. Adding Staff Members & Roster Players
 5. Troubleshooting & Tips
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We have moved to a new website and messaging app for the Waltham Girls Basketball program. This will allow a consistent feel across all teams and when using a web browser or mobile app.



The Cross bar app can be downloaded from [Google Play](#) or [Apple App Store](#)

Travel coaches will be invited to the app via a website admin. They will need to accept the invite and once logged in will already be associated with their team as a Staff member. Once logged in there are several features which are helpful for reviewing your team, creating/sharing practice schedules, viewing player availability, etc.

Here are the steps to walk through getting access and viewing the features of the site.

1. Logging In

Step 1 – Open Web Browser & Login

On the club website header (top navigation) you will see a “**Log In**” or “**Sign In**” link/button.

Step 3 – Enter Your Credentials

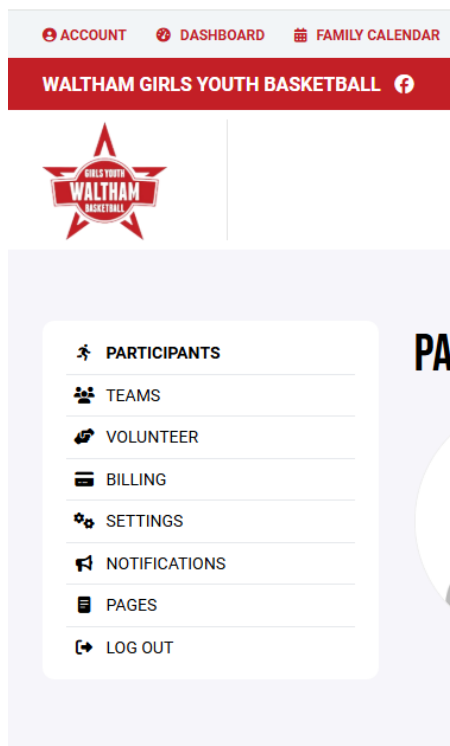
- In the login screen, enter your **email address** (one your club registered or you used to create your account).
- Enter your **password**.
- Click “**Sign In**”.

Step 4 – First Time Login / Forgot Password

- If this is your first login, you may receive a verification email—check inbox/spam.
- If you forgot your password, click the “**Forgot Password?**” link, follow instructions to reset.
- If login fails, check with your club admin to verify you are set up as a coach in the system.

Step 5 – Confirm You Are Logged In

Once logged in, you should have a dashboard or navigation panel with items like **Teams**, **Calendar**, **Account**, etc.



2. Accessing Your Team Page

Step 1 – Navigate to “Teams”

From your main navigation, click “**Teams**”

Step 2 – Select Your Team

Click the TEAM PAGE button

The screenshot shows the Waltham Girls Youth Basketball website. At the top, there is a navigation bar with links for ACCOUNT, DASHBOARD, and FAMILY CALENDAR. Below this is a red banner with the text 'WALTHAM GIRLS YOUTH BASKETBALL' and a Facebook icon. The main navigation menu includes ABOUT, LEAGUES, SCHEDULE, RESOURCES, and a REGISTER button. On the left side, there is a sidebar with links for PARTICIPANTS, TEAMS (highlighted with a blue box and the number 2), VOLUNTEER, BILLING, SETTINGS, NOTIFICATIONS, PAGES, and LOG OUT. The main content area is titled 'MY TEAMS' and contains a table with the following data:

Team	Season
Travel-7-White	2025-2026 Registration / 2025-2026

Next to the table, there is a 'TEAM PAGE →' button (highlighted with a blue box and the number 3) and a 'REGISTER' button.

Step 3 – Team Page Overview

On the Team Page you will see:

- Team name
- Navigation: **Home, Roster, Documents, Games, Schedule, Availability, Team Contacts, Staff**

ACCOUNT
DASHBOARD
FAMILY CALENDAR

Crossthe

WALTHAM GIRLS YOUTH BASKETBALL

ABOUT
LEAGUES
SCHEDULE
RESOURCES
REGISTRATION

Edit page content

HOME
ROSTER
DOCUMENTS
GAMES
SCHEDULE
AVAILABILITY
TEAM CONTACTS
STAFF
SETTINGS

2025-2026

TRAVEL-7-WHITE

THE WEEK AHEAD

FAMILY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3	4	5	6	7	8	9

METROWEST BASKETBALL WEBSITE

TEAM FEED

STAFF

Step 4 – Edit Page

Coaches can edit their team page to include images, links and additional information about the team. The Staff section at the bottom is auto-populated based on info added on the Staff page.

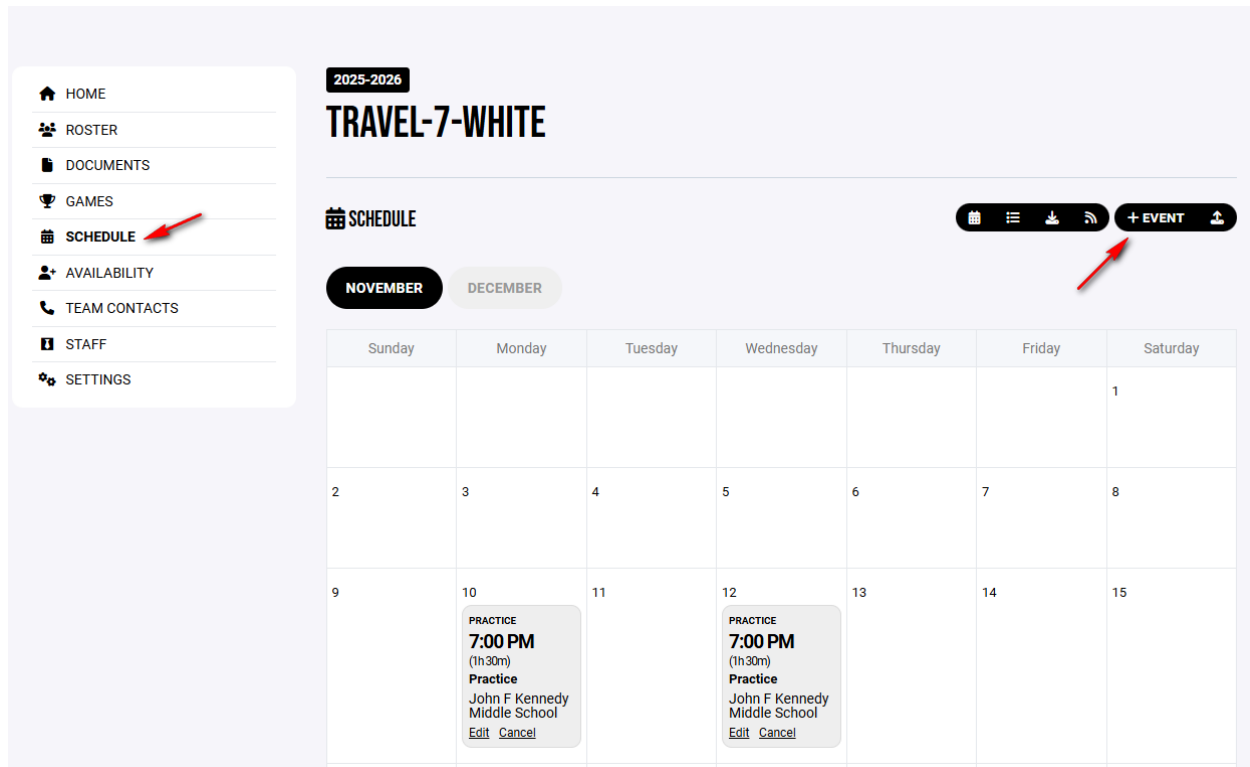
Step 5 – Confirm Coach Permissions

If you do **not** see the “Schedule” or “Roster” or “Settings” tabs, contact your club admin to ensure your account has the **Coach role** and permission to edit the team.

3. Setting Up the Team Calendar (Practices)

Step 1 – Go to the Schedule / Calendar Tab

Within your Team Page, click the “**Schedule**” or “**Calendar**” tab to view existing events or a blank calendar.



Step 2 – Add a Practice Event

- Click “+ Add Event” (or “New Practice” / “Add Schedule Item”).
- Fill in required details:
 - **Event Name:** e.g., “Tuesday Practice”
 - **Date:** choose date from calendar picker
 - **Start Time and End Time** (or duration)
 - **Location:** e.g., “Gym A – Court 2”
 - **Description / Notes** (optional): e.g., “Warm-up & shooting drills, bring white & dark jerseys.”
- If applicable, set the event as **Recurring** (weekly on the same day/time).
- Click “**Save**”, “**Create**”, or “**Add Event**”.
- You can also click **Upload** (icon next to the + Event) to create a sheet to upload multiple events at the same time.

Step 3 – Edit or Delete an Event

- To **Edit**: Locate event in calendar, click the event title or “Edit” icon, make changes, click Save.
- To **Delete**: Click the event, then choose “Delete” or “Remove”, and confirm the prompt.

Step 4 – Review Calendar in Different Views

Switch between **Day**, **Week**, **Month** views to verify placement. Check for conflicts (court/time overlaps) and ensure location is correct.

Step 5 – Notify the Team / Send Updates

You can send a message to the team using the Team Feed text box. This will send a message to all contacts of a player who were added during registration.

Step 6 – Sync to Personal Calendar (Optional)

If you use Outlook, Google Calendar or Apple Calendar and want events to sync:

- Look for a “Subscribe” or “Calendar Feed” link in your team Schedule settings.
 - Copy the feed URL and paste into your calendar application’s “Subscribe” or “Import” feature.
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4. Adding Staff Members & Roster Players

Step 1 – Access the Team Settings / Roster Tab

On your Team Page, click the “**Roster**” tab (or “Team Roster”) or the “**Settings**” tab where roster/staff are managed.

Step 2 – Add Staff Member (Assistant Coach, Manager, etc)

- Click **“Add Staff”** or **“Manage Staff”** (wording may vary).
- Enter the staff person’s information:
 - Name
 - Email address (so the user can login)
 - Role/Title (Assistant Coach, Manager, etc)
- Assign permissions: whether they can edit schedule, roster, send messages, etc.
- Click **“Save”** or **“Invite”**. The system may send the new staff member an email invite.

2025-2026

TRAVEL-7-WHITE

STAFF

Title	Name	Actions
Head Coach	Ken Doherty	REMOVE
Assistant Coach	Chris White	REMOVE
Assistant Coach	Melanie Jones	REMOVE

[+ STAFF MEMBER](#)

Step 3 – Players on the Roster

- Players should already be rostered to your team via the Travel Coordinator - make sure all players expected to be there are there. Under the **“Roster”** tab click **“Add Player”** or **“Invite Player/Parent”**.
- Enter player information: name, grade, jersey number

Step 4 – Confirm Status & Permissions

- Verify that staff and roster entries appear in the list with correct roles.

- Players and parents should have access to view schedules, receive event notifications, and update their profile if allowed.

5. Team Updates/Notifications

Availability

- You can check player availability for games and practices by clicking “Availability” in the left navigation bar. This will show you all your players availability for upcoming events

Event	Responses	Sage
Practice 11/10 - 7:00 PM John F Kennedy Middle School	3 0 8	✓ ✕
Practice 11/12 - 7:00 PM John F Kennedy Middle School	3 0 8	✓ ✕
Practice 11/17 - 7:00 PM John F Kennedy Middle School	4 0 7	✓ ✕
Practice 11/19 - 7:00 PM John F Kennedy Middle School	2 0 9	✓ ✕
Practice 11/24 - 7:00 PM John F Kennedy Middle School	2 0 9	✓ ✕
Practice 11/26 - 7:00 PM John F Kennedy Middle School	1 1 9	✓ ✕

Parent Calendar

Parents of players will see calendar events that are added to Team Schedule and events that are created for the overall WGYBA organization (eg, skills nights, restaurant nights, etc).

6. Troubleshooting & Tips

- **Can't see team or schedule:** Ensure you're logged in with the correct account and that you are assigned to the correct team and role.

- **Event not appearing:** Confirm you saved the event, placed it in the correct date/time, and that you're viewing the correct calendar view (Month/Week).
- **Permissions missing:** If you cannot access "Roster" or "Add Staff/Players," contact your club admin to adjust your coach permissions.
- **Notifications not delivered:** Check that your staff/players' email addresses are entered correctly and are not blocking messages from Crossbar.
- **Recurring events:** Use recurring settings for practices on the same day/time each week to reduce manual work.
- **Clear event descriptions:** E.g., "Wed 6:00-7:30 pm – Court 3 – Shooting & defense drills" helps parents and players.
- **Update changes promptly:** If a location or time changes, edit the event immediately to ensure notifications go out.