TMS QUICK START GUIDE - COACHES
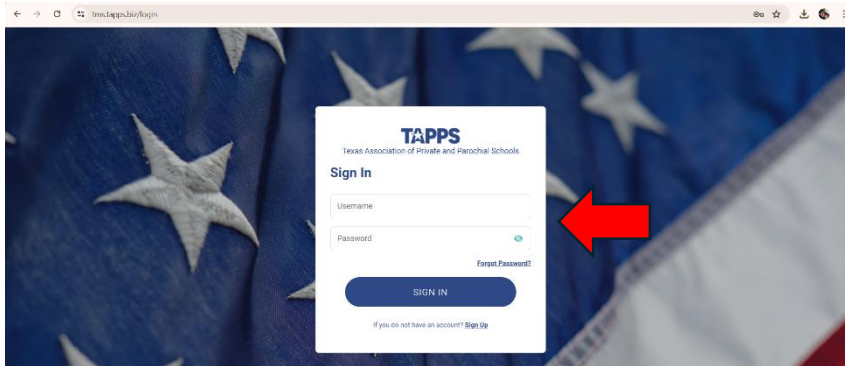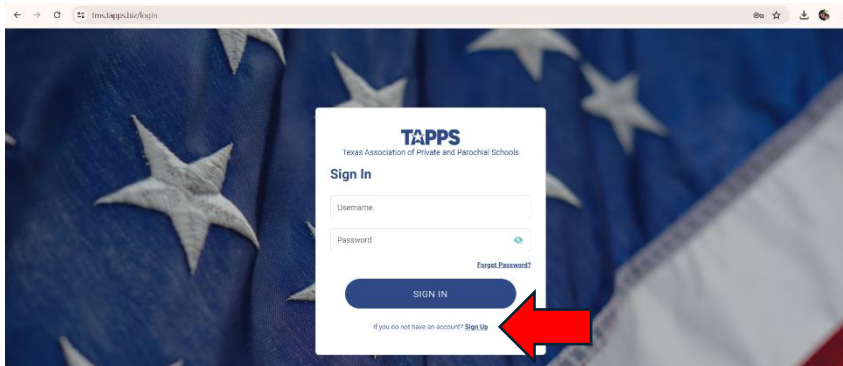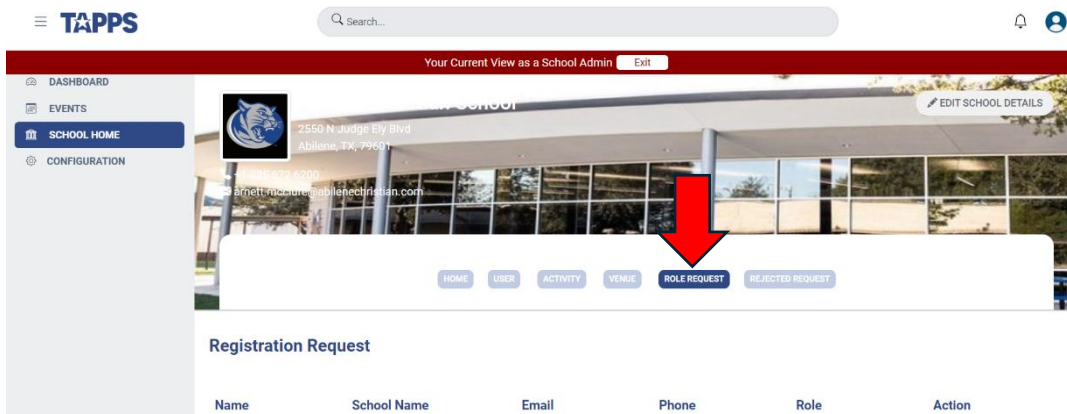
1. Go to tms.tapps.biz
2. Login to the TMS Platform
3. Coaches from 2023-2024 have already been entered into TMS
   a. Enter your email (Username)
   b. Click 'Forgot Password'
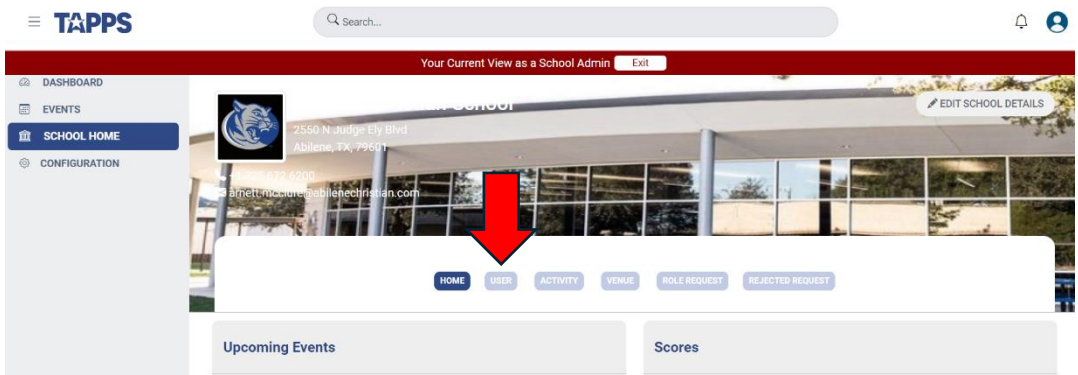   c. You will be sent an OTP (One-Time Password) to your email.

4. If you are not listed in TMS or are new this year, click the 'Sign Up' button to create your account.
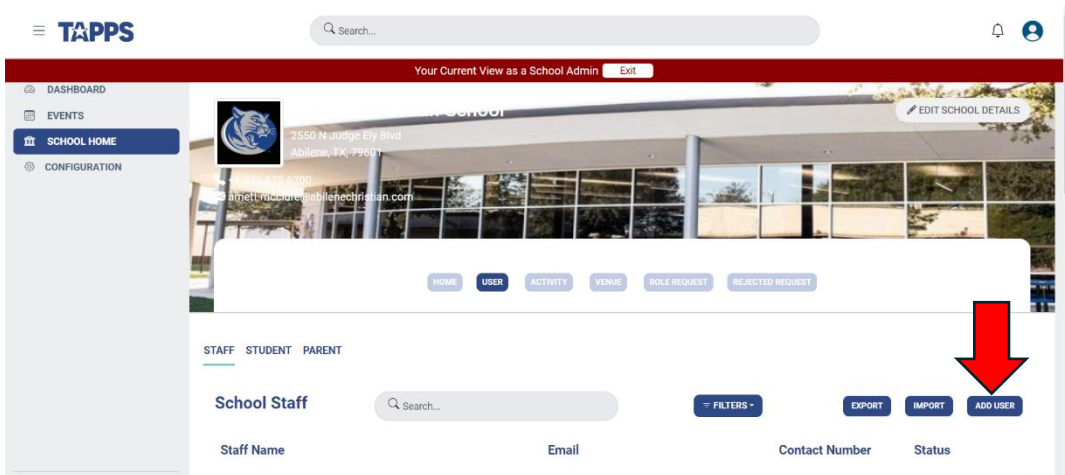   a. Follow the instructions to request a role at the school.

   b. The Athletic Director/TMS Admin at your school will need to go to 'Role Request' to approve or reject as well as assign their roles and activities:
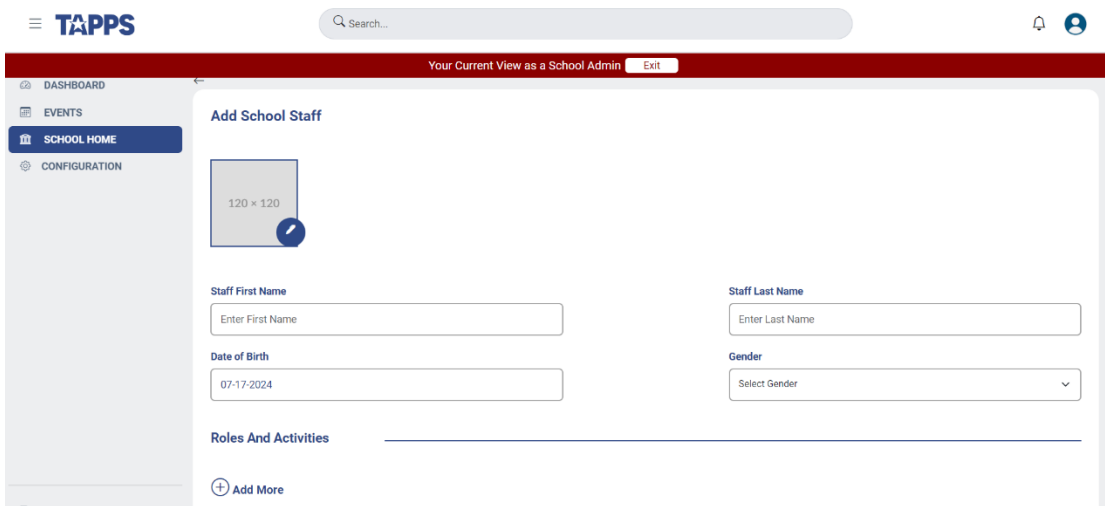
5. The Athletic Director/TMS Admin may also enter new coaches.
   a. Go to School Home and Select 'User'

6. Select 'Add User'

7. Complete coach's information and click 'Save' at the bottom of the page.

8. The coach has now been entered into TMS and may request a password by following the instructions in #3 above.