## **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.

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	TEXPPS Texas Association of Private and Parachial Schools	
	Sign In Username	
A delay	Password	
	Earpot Password? SIGN IN	
	If you do not have an account? Sign Lip	100

- 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:

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	Name	School Name	Email	Phone	Role	Action

- 5. The Athletic Director/TMS Admin may also enter new coaches.
  - a. Go to School Home and Select 'User'

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6. Select 'Add User'

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	Staff Name	Email	Contact Number	Status

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

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	07-17-2024	Select Gender	~
	Roles And Activities		
	+ Add More		

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