

Adding a Coach to Your Club

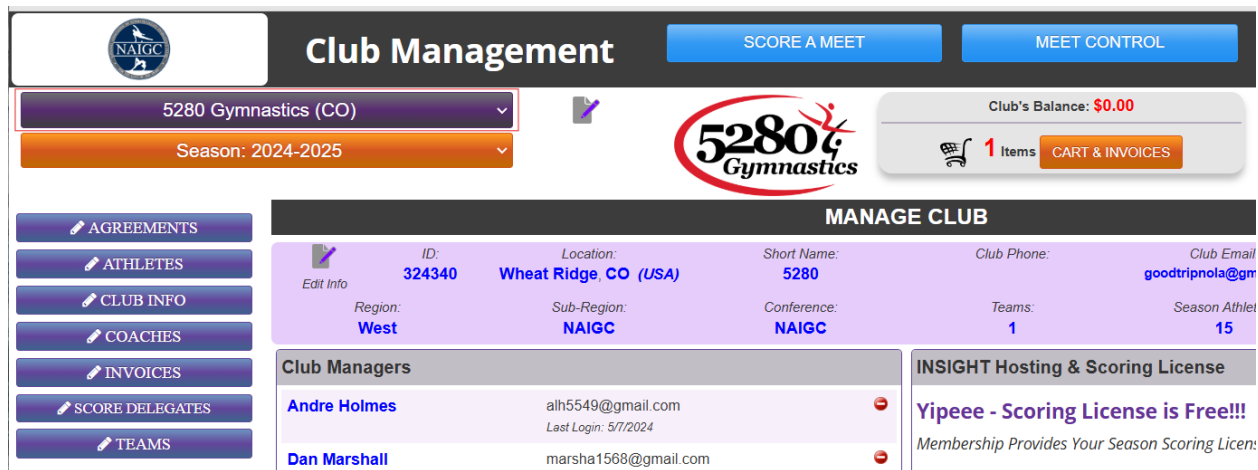
The purpose of this guide is to demonstrate how to add a coach to your club utilizing scoreflippers. **This only works if your coach has set up their ScoreFlippers account and paid for coach membership this season.** To register coaches, please have your coach follow [this guide](#).

These steps can only be completed if you are a club manager for your team. If your club does not have any active club managers, please email info@naigc.org.

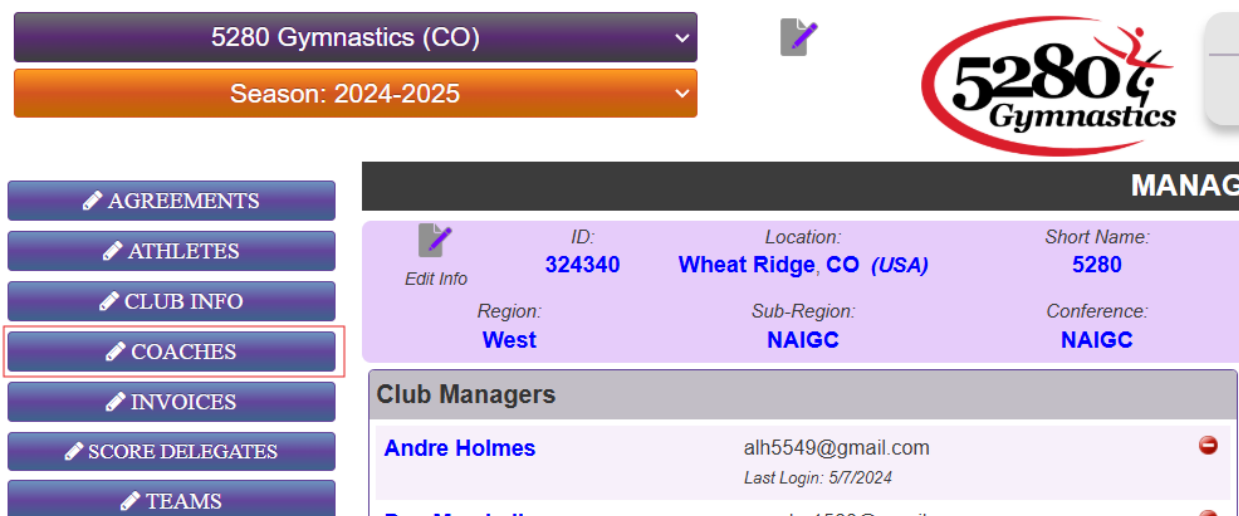
Step One: Navigate to the link below: <https://scoreflippers.com/INSIGHT/> and login using your credentials. You should see a similar screen to what is shown below, click the “Club Management” button to proceed.



Step Two: On the club management screen, select the appropriate club from the dropdown menu on the top left. Unless you manage more than one club, there will only be one club in this list.

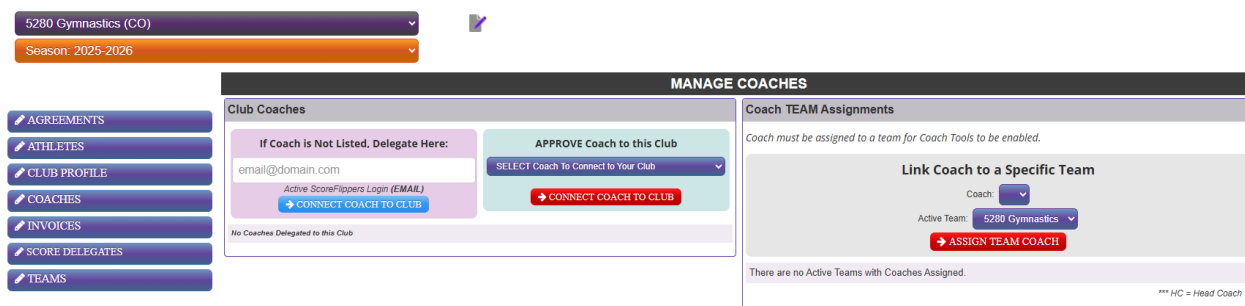


Step Three: After selecting the appropriate club, click the “COACHES” button on the left side of the screen .



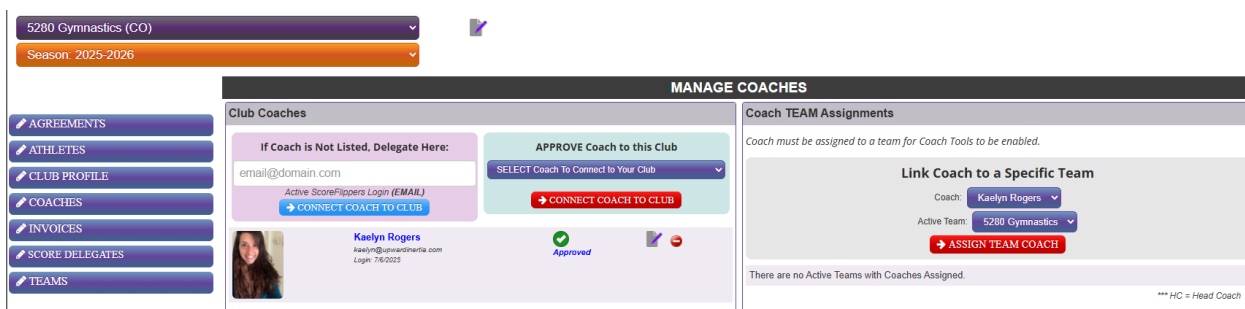
The screenshot shows the NAIGC Club Management interface. At the top, there are dropdown menus for the club (5280 Gymnastics (CO)) and the season (Season: 2024-2025). The 5280 Gymnastics logo is visible on the right. On the left sidebar, the 'COACHES' button is highlighted with a red box. The main content area shows club information: ID: 324340, Location: Wheat Ridge, CO (USA), Short Name: 5280, Region: West, Sub-Region: NAIGC, and Conference: NAIGC. Below this is a section for Club Managers, listing Andre Holmes and Dan Marshall.

Step Four: Use the dropdown menu on the right under “APPROVE Coach to this Club” to select the appropriate coach. Click the “CONNECT THIS COACH TO CLUB” button. **Note: Only coaches that have paid for their membership will appear on this list**



The screenshot shows the 'MANAGE COACHES' section. On the left sidebar, the 'COACHES' button is highlighted. The main content area is divided into two sections: 'Club Coaches' and 'Coach TEAM Assignments'. In the 'Club Coaches' section, there is a dropdown menu for 'APPROVE Coach to this Club' and a 'CONNECT COACH TO CLUB' button. In the 'Coach TEAM Assignments' section, there is a dropdown menu for 'Coach' and an 'ASSIGN TEAM COACH' button. The 'Coach' dropdown menu is currently empty, indicating that no coaches are assigned to the team.

Step Four: The coach will show up under the “Link Coach to a Specific Team” section. You will need to select that coach from the drop down section and click the “Assign team Coach” button.



The screenshot shows the 'MANAGE COACHES' section with a coach assigned. In the 'Club Coaches' section, the 'APPROVE Coach to this Club' dropdown menu now shows 'Kaitlyn Rogers' with a green checkmark and the word 'Approved'. The 'CONNECT COACH TO CLUB' button is still present. In the 'Coach TEAM Assignments' section, the 'Coach' dropdown menu now shows 'Kaitlyn Rogers' and the 'ASSIGN TEAM COACH' button is still present. The 'Coach' dropdown menu is currently empty, indicating that no coaches are assigned to the team.

Step Five: You should see the coach appear under the “Team Coach Assignments” section in the middle of the screen. If the coach appears there then you have successfully registered them with the team and will be able to register them for meets moving forward.

5280 Gymnastics (CO) ▼

Season: 2025-2026 ▼



AGREEMENTS

ATHLETES

CLUB PROFILE

COACHES

INVOICES

SCORE DELEGATES

TEAMS

MANAGE COACHES

Club Coaches

If Coach is Not Listed, Delegate Here:

email@domain.com

Active ScoreFlippers Login (EMAIL)

→ CONNECT COACH TO CLUB

APPROVE Coach to this Club

SELECT Coach To Connect to Your Club ▼

→ CONNECT COACH TO CLUB

Coach has been added to the selected club



Kaelyn Rogers

kaelyn@inversidnorte.com
Login: 7/6/2025

Approved

Coach TEAM Assignments

Coach must be assigned to a team for Coach Tools to be enabled.

Link Coach to a Specific Team

Coach: Kaelyn Rogers ▼
Active Team: 5280 Gymnastics ▼

→ ASSIGN TEAM COACH

5280 Gymnastics	Kaelyn Rogers ✔	HC: ☐ *** HC = Head Coach
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Updated: 2025-12-16