Finding Coach and Athlete Information (New 2024)

From your personal dashboad, Click on Clubs & Teams, then select a team to access the Team Landing Page/Dashboard

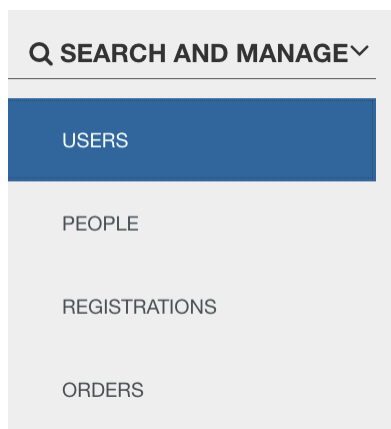## Coach & Coach Credentials Information in CCN

Coaches	Online in CCN
Find a list of your coaches	From the Team Dashboard ● Click on Manage Registrations to see Registered Coaches & Athletes for the selected team ● From Your Dashboard Search & Manage

Find the coach and their license status	Use the Team Dashboard Blue Bar/3bar Menu on the right
	- Choose: Affiliations: (List & Search Capabilities)
	- For Each Membership (Coaches have 3 Levels)
	  o Click to view
	  o Membership Details –
	  o Select a Coaching Level Missing Requirements for each License Level

Find Coach Emergency Contacts	From Your Dashboard Search & Manage View Registered people from all your teams -Click on Registrations -Search on name, email, etc. Select the coach to see detail

Coach Reports
 	
1. Click on Registration Reports
2. Click Update (Wait)
3. Click Download for CSV Files
	Team Coach Summary (2024)
	    For a Team Practice or Race, all registered coaches coaching level status, all *emergency* contacts and health information
	Team Coach License Requirement Detail (2024)
	    Full export of all affiliated Team Coaches and their detailed license requirements
	
	View the Report Catalog to see Other Reports of Interest

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Student Athlete Information in CCN

Student Athletes	Online in CCN
Find a list of your registered athletes	From a Team Dashboard ● Click on 'Manage Registrations' to see Coaches & Athletes for the selected team

Student Athletes	Online in CCN
	From Your Dashboard Search & Manage • To View Registered people from all your teams • Click on Registrations • Search on name, email, etc. • Select the Athlete to see detail
Find your Team Members and all their details Includes Health and Emergency Contacts	From the Team Landing Page, Click the Blue Bar/3bar Menu (to the right): Choose: Affiliations: (List & Search Capabilities) For Each Athlete Membership Click to view Membership Details – All Registration Form Information

Athlete Reports:
 	
• Click on Registration Reports
• Click Update (Wait)
• Click Download for CSV Files
	Team Registration List - Athletes
	
	Team Practice Roster
	    All practice-ready athletes
	Team Racing Roster
	    All athletes registered to race.
	Team Emergency Contacts - Athletes
	        For a Team Practice or Race, all registered athletes with emergency contacts and health information
	
	View the Report Catalog to see Other Reports of Interest

Search and Manage - Team Administrator Tools

Q SEARCH AND MANAGE ˅

USERS

PEOPLE

REGISTRATIONS

ORDERS

Team Admins use one or more of these options to view a list of users, people, or registrations, then narrow down to a specific person on their team(s)

Users, People, Registrations and Memberships

Account	A Login Account is used to access CCN and view what the User is authorized to See. ● The detail includes User Address, Phone, Attached Profiles ● Select a name to view their profile
Profile	A Profile shows information about a specific person that may accumulate over time in Collapsable sections ('>', Etc) - Cumulative MCA Memberships (Coach Licenses or Athlete Membership) - Cumulative Registrations - Coach Cumulative License Detail - Account Transactions - Athlete Cumulative Detail, such as Race Category, USAC License, Bib Number - Emergency Contact Information - Health Information
Registration	Each Entry shows information about a Single Registrant for a - Team - One Time Waiver - Race or Team Event - Coach Requirement Submission - Trail Work Hours Submission - Bike Loan Request - And more
Membership	● A membership includes information about the person's most current relationship to MCA (athlete, coach, etc)
Club/Team	● A team is a list of Coaches and Athletes for a specific season - 2023, 2024 etc. ● Team Administrators use the team information to view and report on the affiliated coaches and athletes. ● Team Adminstrators can create a custom look for registration, the number and type of registrants, additional registration questions, team fee payments, team-specific questions asked, etc.
Dashboard	A Dashboard: Starting Point for All information about the subject - Personal Dashboard - Based on the User Account - Team Dashboard - Based on the Team (Team Admin only)

Users

A User equates to a Login Account. Search by name or account email
- The resulting list of accounts shows those who registered an MCA Member

USERS

Q Search		Search										show filter
Name		**E-Mail**				**Username**				**Last Login**		

User Account: Mary Drew

User Details | | | | | | | | | Change Preferred Language | Send

ID	Username	Full Name	Is Superuser	Is Staff	Is Guest	Is Active	Last Login	Date Joined	Preferred Language
100239812	mary@minnesotacycling.org	Mary Drew	No	No	No	Yes	2023-10-17	2022-01-28	English

Address

Street	City	Province	Country	Postal/ZIP Code	Phone Number
coco street,	coco city	Minnesota	United States	55347	3334445555
10140 Meade Ln,	Eden Prairie	Minnesota	United States	55347	6123107895

Profiles

ID	First Name	Last Name	Email	Sex	Date of birth	Role
100395268	MaryBeth	Drew	mb@mmmfake.org	F	1990-07-07	☐
100385694	Coco	Cococoach	coco@cccfake.net	F	1998-08-05	☐
100384833	Mary	Drew	mary@minnesotacycling.org	F	1952-02-04	☑ Primary

- Open the detail, and you will see one or more people who registered with the same login - ie Coach and their student athletes
- Select an athlete profile to see their Profile information

People

Each person associated with CCN has a 'Profile'-
  The initial list is searchable
  The list of Persons contains the person who registered an MCA Member
  Open the detail, and you will see one or more people who where registered with the same login - ie Coach and their student athletes
  Select an athlete profile to find their Profile information

PEOPLE

Q mry drw	✖	Search				show filter
Name		**Date of Birth**	**E-Mail**		**Username/ Account**	
Mry Drw		1998-06-07	my@mmm.net		Mry Drw (my@mmm.net)	⧉

Registrations

REGISTRATIONS

Each registered person may have one or more registrations - Use Filters to Narrow down the results

Common registration types are
- Team Registration
- One Time Waiver Registration
- Race or Team Event Registration
- Coach Requirement Submission
- Trail Work Hours Submission

The initial list is searchable

The list of Registrations contains details about who registered

Open the detail, and you will see one or more people who where registered with the

Select a participant to find their registration information