

This document is provided free of charge by Horton Press. You may view, download, and share the original. You may not edit, remove, or add information to this document, or redistribute altered versions.

Find your way around

Revision 2026-10-10

Learn the top bar, the side menu and how to switch between teams.

Every page has the same top bar and side menu.

The top bar

- **Search:** find athletes, pages and other items by name.
- **Team switcher:** if you coach more than one team, pick the team you want to work on. Always check it before you change anything.
- **Sign out:** sign out when you're done, especially on a shared computer.

The side menu

1. **Dashboard:** your home screen.
2. **Coach's Journal:** **Calendar**, **Curriculum**, **Practice Planner** and **Team Notes**.
3. **My Team:** **Roster**, **OWC** (the weight calculator), **Check-in**, **Evaluations**, **Reporting** and **Staff**.
4. **Team Planner:** task boards for your staff.
5. **Event Manager:** tournaments and duals you host.
6. **Team Journals:** **Dashboard**, **Participants**, **Shared** and **Export** (Silver and Gold).
7. **Recruiting:** **Dashboard**, **Recruits**, **Pipeline**, **Assigned**, **Recruiting Form** and **Communications** (Gold).
8. **Alumni:** former athletes (Gold, Coming soon).
9. **Settings:** team options, such as **General**, **Season Settings** and **My Teams**.

Select a heading with an arrow, such as **My Team**, to open its list.

Switch teams

1. Open the team switcher in the top bar.
2. Pick the team you want.

To see all your teams, or to create or join another one, see [Create or join another team](#).

© 2026 Horton Press — All rights reserved

Learn more and see other program tools and resources at www.hortonpress.com