



Coach OTTO Sport Guide

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Overview

This document can be treated as a playbook for new and returning coaches and is applicable for Fall, Winter and Spring Seasons. It will cover topics for both the OTTO Sport app and the OTTO Sport website. See the **Getting Started** sections for more information to get access.

Getting Started - APP

The OTTO Sport app is the central source of your team's schedule and messaging. Install the OTTO Sport phone app from your phone's App Store.

OTTO SPORT

OTTO SPORT

Sports Team Management App



4.7★

453 reviews

50K+

Downloads



Everyone

Install

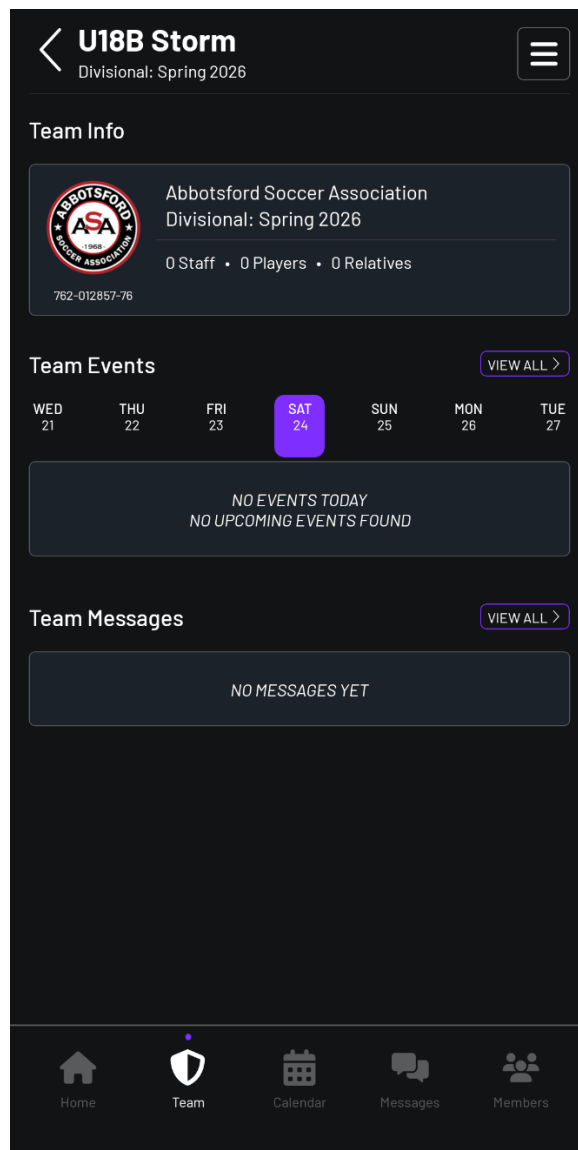


Once installed the app will ask for you login information, which is the same username and password you used for program or volunteer registration.



Home Screen - APP

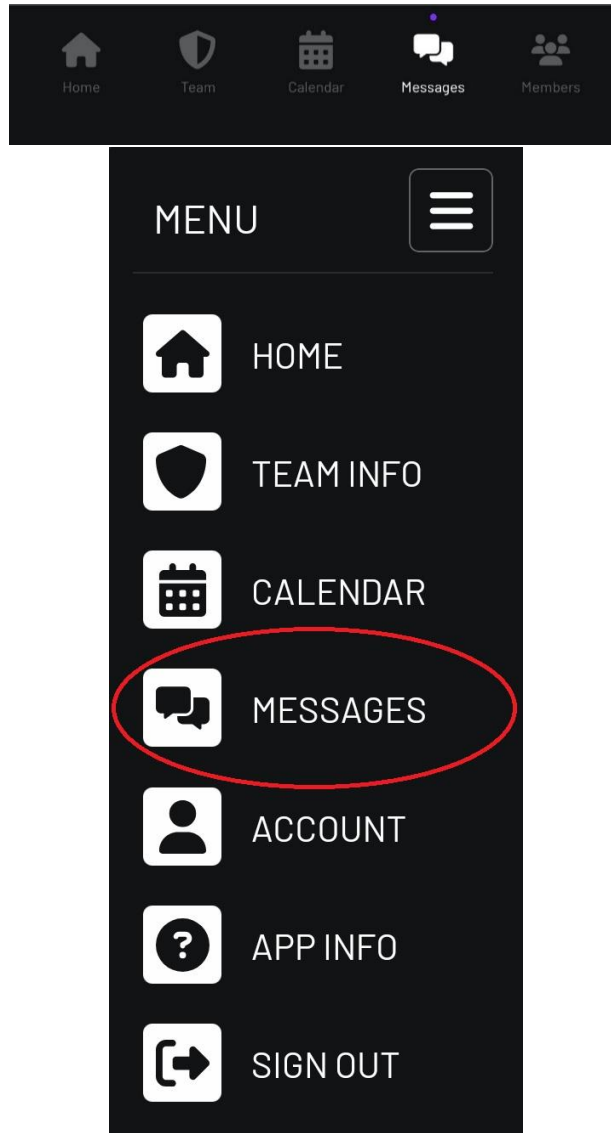
The home screen is the starting point for navigating the OTTO Sport app.





Team Messages - APP

The OTTO Sport app has messages (team chats) and email that functions like WhatsApp and most other chat messaging. It can be accessed from the **MENU** icon from the top right corner of the Home Screen or the bottom bar. **OTTO Sport is the preferred instant messaging app for all ASA programs.**



If you see multiple teams, select the required from the list of teams.



Team Messages act similarly to team chat functions.

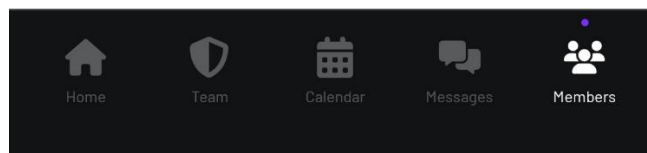
Staff Messages allow you to communicate with just team coaches and managers

My Chats gives flexibility to message with select list of staff and player relatives on your team.

Email will use your mobile device's native email app to send an email to team contacts.

Roster - APP

To view your team's roster of players and coaches/managers, tap Members



Scheduling Events - APP

You can schedule practices, games and other activities in the app.

IMPORTANT NOTES

- Be careful when creating recurring events, they need to be deleted individually.
- Team Specific Notes are visible for all **parents and players**.
- Make sure you are scheduling for the **correct** team, if applicable.

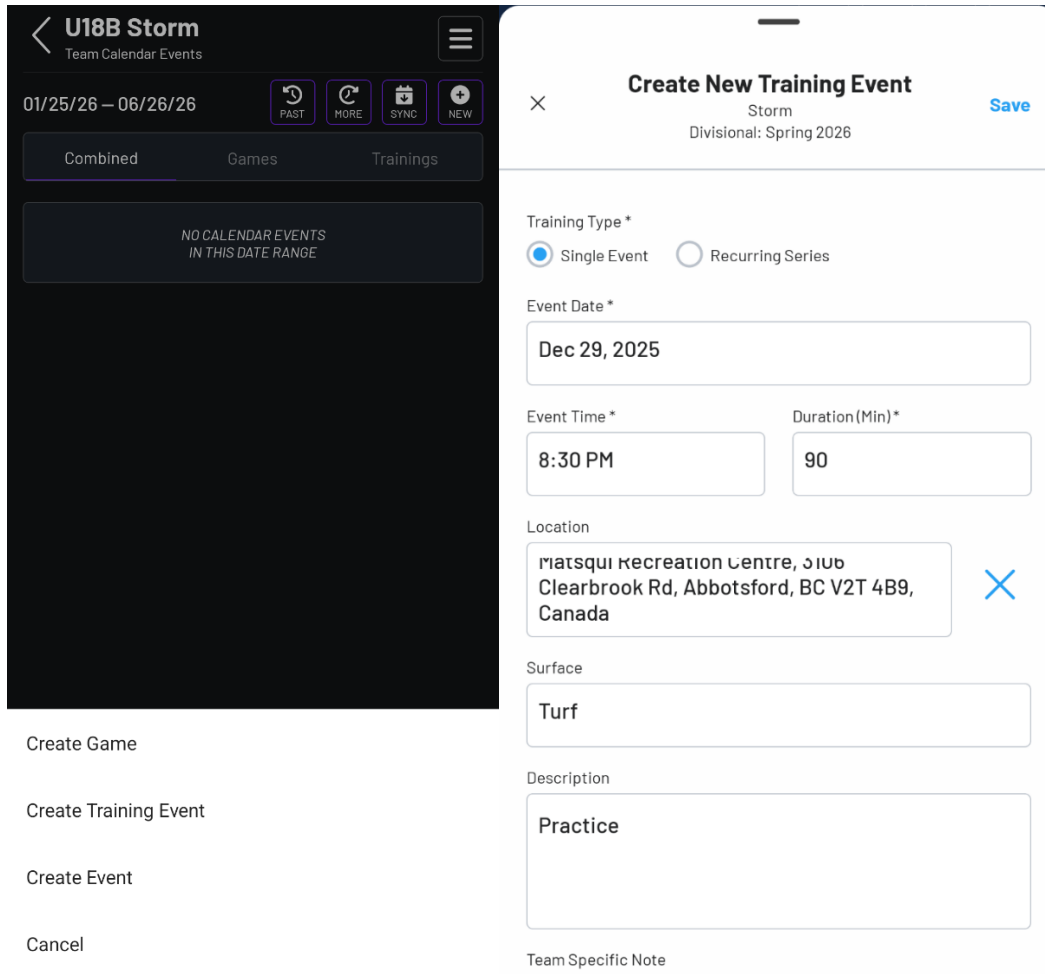
Tap **CALENDAR**

Tap **NEW**

Tap the event you would like to create: **GAME** or **TRAINING EVENT** or **EVENT**

Enter the pertinent information. Any field marked with a * and SURFACE are required fields.

Tap **SAVE**



Deleting Events - APP

Tap **CALENDAR** > tap the event you would like to cancel.

Tap **EDIT** in the top right corner

Tap **DELETE** in the top right corner

Tap **DELETE EVENT** to confirm



Canceling Events - APP

Tap **CALENDAR** > tap the event you would like to cancel.

Tap **EDIT**

For the Status > Tap **ACTIVE** and change to **CANCELLED OR POSTPONED**

Tap **SAVE**

Attendance/Availability - APP

Parents are expected to let team officials know if their player(s) can't attend an event. You can view attendance, which may include scheduled games, practices, and coach-created events. The first column tells you if the parent/player has set their status. The second and third columns allow the team official to set the players' attendance.

NOTE: Coaches and parents/players can set their status for future events, but only team staff can change past and present events.

From the Team Info screen, select a scheduled event (Game or training event).

Then select the **AVAILABILITY** tab to view your teams attendance. Attendance functions are available to coaches, assistant coaches, and team managers assigned to the team.



U18B Storm
Divisional - Spring 2026

Team Event EDIT DEL

Info Availability Live Chat

Our Score 0 Opponent 0 1st Half 0:00

*Scores are unofficial - tap to update

APR 11 SAT GAME 2 ACTIVE
4:00 PM - 5:40 PM
ARRIVAL 3:15 PM

HOME vs. Langley United

Boys > U18

Matsqui Recreation Centre - Turf

3106 Clearbrook Road
Clearbrook, British Columbia V2T 4N6
Canada

Home Team Calendar Messages Members

U18B Storm
Divisional - Spring 2026

Team Event EDIT DEL

Info Availability Live Chat

Players

NO PLAYERS FOUND

Team Staff 1 1

Murison, Graham
Coach RSVP

Romaine, David
Assistant Coach RSVP

Home Team Calendar Messages Members

	Yes		Maybe		No
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Getting Started - WEB

For the web parts, it assumes that you are logged into OTTO Sport as a Team Official (Coach, Assistant Coach or Manager). For access, login to <https://abbotsfordsoccer.ottosport.ai/next/home>

Team Roster - WEB

To view your team's roster of players and coaches/managers, click TEAMS > select the appropriate team. This will bring up the Team Info page.

Storm
762-012857-76 | Divisional - Spring 2026: Boys > U18

STATUS: TYPE: COMPETITIVE GENDER: MALE AGE: U18

INFO CALENDAR MESSAGES REPORTS DOCUMENTS REGISTER

ABBOTSFORD ASA SOCCER ASSOCIATION
TEAM COLORS

HOME AWAY

ROSTERED STAFF

#	NAME	RISK	CONTACT	ROSTER STATUS	ROW ACTIONS
1	Graham Murison 762-012814-09 Coach	... NOT SET	graham@abbotsfordsoccer.com 6048332560	— ACTIVE	

Rows per page: 25 1 - 1 of 1

GAME SCHEDULE

Dec 30, 2025 - 2:00 PM PST
ARRIVAL: 1:15 PM PST
HOME vs. Surrey FC
Matsqui Recreation Centre - Turf

HOME AWAY

ROSTERED PLAYERS

#	NAME	UNIFORM	BIRTHDATE	PROOF OF AGE	SEASONAL DOCS	ROSTER STATUS	ADDED	ROW ACTIONS
1	Bob Smith 762-012857-86		10/7/2008 VERIFIED			— ACTIVE	12/22/2025	

Rows per page: 25 1 - 1 of 1

Scheduling Events - WEB

You can schedule team events from the **CALENDAR** tab.

IMPORTANT NOTES

- **Create Training and Game events from the mobile App.**
- Be careful when creating recurring events, they need to be deleted individually if mistakes are made.
- Team Specific Notes are visible for all **parents and players**.
- Make sure you are scheduling for the **correct** team, if applicable.

From the **CALENDAR** tab, Click **ADD EVENT**



Team Calendar ?

TODAY < > December 2025 MONTH ADD EVENT

SUN	MON	TUE	WED	THU	FRI	SAT
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28 Practice	29	30 GAME #1	31	01	02	03 Activate Windows Go to Settings to activate Windows.

Enter the details and click **SAVE**.

REMEMBER to use the mobile app for the Training/Practice and Game events

Add Team Event

Event Name *	Description
Team Building	Team Building

Event Dates <input type="checkbox"/> All day	Location	
Beginning Date * 12/30/2025	Beginning Time * 12:00 PM	6400 Nancy Greene Way, North Vancouver, BC V7R 4W1, I
End Date * 12/30/2025	End Time * 12:00 PM	Location Name Grouse Grind Trail

Type
 Recurring One-time

Event Status
ACTIVE

Address: 6400 Nancy Greene Way
North Vancouver, British Columbia, V7R 4W1
Canada

SAVE CLOSE



Deleting Events - WEB

Tap **CALENDAR** > tap the event you would like to cancel.

Tap **EDIT** in the top right corner

Tap **DELETE** in the top right corner

Tap **DELETE EVENT** to confirm

Cancelling Events - WEB

Click the **CALENDAR** tab

Find and click on the event you want to cancel.

Click **EDIT**

Change the Event Status from **ACTIVE** to **CANCELED**

Choose to Keep the current availability (RSVPs) or Clear them

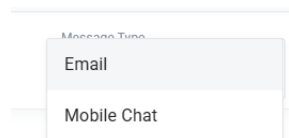
Click **SAVE**

Sending Email - WEB

There is an email function within OTTO Sport. Any replies will come to the email address on file within OTTO Sport.

Click the **Messages** tab to start.

Select Email from the menu on the right:



Then Click **COMPOSE NEW MESSAGES**

Select the recipients:



Availability

Staff 0✓ 0? 0⊗ 1—

GM Murison, Graham
Coach —

Players 0✓ 0? 0⊗ 1—

BS Smith, Bob —

Player Assessments - WEB

From the Team Info tab, click the paperclip icon next to the player's name.

From the **FORM** drop down menu, select **Player Evaluation**

From each category, select from either Good or, Meets Standard or, Needs Work.

Click **SAVE**

Submit Seasonal Form Storm - Boys > U18

Form
Player Evaluation

Player Evaluation

Dribbling & Ball control *	Passing *	Finishing *	
Attacking 1v1 *	Defending 1v1 *		
Agility *	Balance and Coordination *	Speed and Endurance *	
Game Sense (Soccer IQ) *	Coachability *	Commitment *	Respect and Discipline *

SAVE CANCEL

To view the completed player assessments, from the Team Info tab, Click the **Reports** tab.

Then Change the report Type from **Team History** to **Evaluations**.

Questions

If you have questions about the topics in this guide, please contact Graham Murison - graham@abbotsfordsoccer.com. All other OTTO Sport inquiries can be directed to registration@abbotsfordsoccer.com