



Coach Guide

Everything FieldSync Pro does for you and your team

FieldSync Pro runs your team in one place. Your roster, your schedule, the work you assign and every result your athletes log. This guide walks through every feature in the order you will meet it. The Athlete Guide and the Parent Guide are separate handouts for your athletes and their parents.



iPhone

App Store, search FieldSync Pro
apps.apple.com/app/id6812147578



Android

Google Play, search
FieldSync Pro
play.google.com, FieldSync Pro



Web browser

Any computer or
Chromebook
pro.fieldsync.live

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Your first ten minutes

1

Sign up

Choose Coach, pick your school, enter the code we email you.

2

Create your team

Name it and tap Create team. Your team code appears.

3

Bring in athletes

Share the code, send email invites or share an athlete link.

4

Schedule

Schedule a practice or meet. The team is told right away.

5

Plan the work

Give each event group its work, or prescribe a running session.

One account everywhere

Sign in with the same email on your phone and on pro.fieldsync.live and everything follows you. The phone app and the website do the same things, so plan the season on a computer and run practice from your phone.

1 Your account

Signing up

- 1 Open the app and tap **Sign up with email**. On iPhone you can tap **Continue with Apple** instead, and on Android **Continue with Google**.
- 2 Enter your name, choose **Coach**, and start typing your school or club. Every NYC high school with a track team, public, private or Catholic, and the city's track clubs are already listed. Pick yours from the list.
- 3 Add your date of birth, email and a password, agree to the terms, and tap **Create Account**.
- 4 We email you a 6 digit code. Type it in and tap **Verify and Sign In**.

School not in the list? Try a shorter name, like Farrell or Lightning. If it is still not there, keep what you typed and we add it for you.

Settings

Tap **Profile**, then **Settings** at the top. In Settings you can:

- Change your name, email or password.
- Pick imperial or metric units for jumps and throws. Marks can be entered either way and always show in your units.
- Choose which notifications you get, in the app and as a push, one type at a time.
- Delete your account. Your athletes keep the workouts and feedback you gave them, shown as from a former coach. If you own a team, hand it to another coach or delete the team first.

2 Your team

Creating it

Until you have a team, the app shows **Set up your team**. Give the team a name, check the school (it is filled in from your sign up), choose whether you are the **Head coach** or an **Assistant coach**, and tap **Create team**. Then pick imperial or metric units and you are in.

Joining a team another coach runs? Paste the coach invite link they sent you and tap **Join team**. The team code athletes use does not work for a coach account.

The Team page

Open it from the **Team** button at the top of the Athletes tab. Everything about who is on your team lives here.

Team Code Your team's code, like AB10CD2O, with a **Copy** button. Athletes type it on their Home screen to join. **QR code and sign-up sheet** shows it to scan at a team meeting, or prints it.

[app 1.0.8, website now](#)

Approvals

Approve athletes before they join is on for every new team, so anyone using the code or an athlete link waits for you or another coach. To let athletes straight in, turn it off here. That also lets in everyone waiting.

Add Athletes

Type the exact email of an athlete who already has an account, tap **Find**, then **Invite**.

Invite by Email

Choose Athlete, Assistant or Head Coach, enter an email and tap **Send**. It works whether or not they have an account yet. Each invite shows Pending or Joined, and you can resend or revoke it.

Invite Links

An **Athlete link** or an **Assistant coach** link to copy, share or revoke.

Seasons

Your cross country, indoor and outdoor dates, from your state's usual calendar. Tap **Looks right**, or **Change** to set your own. They keep each athlete's marks, PRs and goals in order by season. [app 1.0.8, website now](#)

Practice reminders

One reminder before each practice and meet for athletes and parents, never overnight. Choose when, or Off. [app 1.0.8, website now](#)

Team Settings

Edit the name, city, state, bio and team colour, or delete the team (owner only).

Requests to join

Waiting athletes and parents are listed at the top of the Team page with **Approve** and **Decline**, and **Approve all** when several athletes are waiting. An amber banner on the Athletes tab tells you when someone is waiting, and you get a notification for each request. An adult joining a team of mostly under 18s as an athlete always asks first, and you see their age, so a parent who signed up as an athlete by mistake does not slip onto your roster.

Your roster

- Tap the pencil next to an athlete to set their events. Events decide which practice group they are in.
- Tap the pencil next to a coach to set the event groups that coach runs.
- Tap the remove icon to take an athlete off the team. They lose the team's practices and training, and you stop seeing their marks.
- The owner can tap **Make owner** on another coach to hand the team over. You keep the same access except deleting the team.

Need another team, like boys and girls or indoor and outdoor? Create more from the Teams screen with **New team**.



3 Parents and other coaches

Parents see the schedule and its updates, the weather calls and your announcements. They never see the roster or anyone's results. Only coaches see the parents list.

- Under **Parents** on the Team page, type a parent's email and tap **Add a parent**. They are in as soon as they sign up.
- A parent can also sign up as Parent, enter your team code and wait for you to approve them.
- Remove a parent any time, or withdraw an invite they have not used.

Head and assistant coaches can do the same things: practices, invites and the roster. Only the owner can delete the team or hand it on.

4 Your athletes

The **Athletes** tab is home. Along the top are **Team**, **Calendar**, **Alerts**, **Messages** and **Announce**.

Before anyone joins, a short guide helps you invite your first athlete by email or share the team code. After that you see the **Athlete Roster**, with a search box for bigger teams and filters by event group. A note points out athletes who have not picked their events yet, so they are in no practice group. Tap it to see who, and set their events for them.

One athlete

Tap an athlete to open their page.

- **Edit events**, then **Save events**.
- Goals. Set or change a goal for any of their events. They get a notification and see it was set by you.
- Recent attempts. Tap a mark, then **Leave Feedback** and **Send Feedback**. They are notified.
- You can delete a mark an athlete logged by hand. Any feedback on it goes with it.

5 Scheduling

Open **Schedule** and tap **Schedule a practice or meet**. The app asks one question at a time and skips any it can answer itself, like the team when you only have one.

- 1 Practice or Meet.
- 2 The name your athletes see.
- 3 Where it is. Search for the track or address and pick it. A pinned place gives the practice a weather forecast and safety alerts. You can add a meeting spot.
- 4 Indoors or outdoors.
- 5 The date and start time, and how long it runs.

- 6 Whether it repeats every week. If it does, pick the days and the last day.
- 7 Any notes, then check it over and tap **Add this practice**.

If the forecast for a day looks bad you see a warning with **Pick another day** or **Schedule it anyway**. It never stops you.

Your team gets a notification and an email calendar invitation, and another notification whenever you move or cancel it. A practice then opens straight into setup, and a meet asks you to add its events.

The calendar

Tap **Calendar** on the Athletes tab for every practice and meet, as a **List** or a **Month**. **Sync to my calendar** puts your team's schedule in your phone's own calendar and keeps it up to date. To cancel a practice, tap **Cancel** on it and say why. Your athletes see the reason.

6 Running a practice

Setting it up

Setup goes step by step. Pick which event groups are practicing, give each group its work, then decide if anyone needs something different, like skipping an item or extra work just for them.

Athletes whose events match a group are added for you. **Finish later** is fine. If a practice is still not set up, you get a reminder at 6 pm the evening before.

The practice screen

Tap any practice on Schedule, then **Run this practice**. A practice has three tabs: **Practice**, **Assignments** and **Weather**.

- **Add event groups** at any time. On each group, **Add an athlete** or **Remove event**.
- Check in. Tap an athlete to mark them Here, Late, Not here, Excused, Injured, Unwell, Modified or Rest day, with a private note if you want one.
- Athletes who told you they can't make it are listed under **Can't make it** with their reason, and you get a notification. You decide if they are excused. [app 1.0.8, website now](#)
- **Add work here** opens three choices: **Presets**, **My library**, or **Write one** with a title, a description, what comes back and an optional goal. What you write is saved to your library.

A meet has **Meet** and **Weather** tabs. Add the events being competed, and each entered athlete logs their own result.

Weather and safety

The Weather tab shows the forecast through the day and what it means for practice. A box only you can see lets you switch between indoors and outdoors, and choose whether athletes see each group's weather call.

- **Move it to a day that works** offers better days. One tap reschedules it and tells the team.
- Heard thunder? Tap **Heard thunder** to start a 30 minute lightning hold. Everyone is told, including parents, and the count restarts with **Heard it again**. When it is safe, tap **We are going back out**. Athletes can tap **I saw lightning** to alert you, and you decide when practice restarts.

7 Workouts and programmes

Running sessions

In **Workouts**, tap **New session**.

- 1 Assign it to **One athlete** or a **Squad**. You can untick anyone in the squad.
- 2 Write your own, reuse one of **Your recent sessions**, or start from a **Suggested** one.

- 3 Choose reps of one distance, a ladder of distances, or timed efforts. Set the reps, the distance and the recovery, and whether recovery is standing, a walk or a jog.
- 4 Add a target time per rep if you want one, with a band around it. The default band is 3 seconds either way.
- 5 Name it, add a note, and attach it to a practice or give it a day. Then tap **Prescribe session**.

Your athletes are notified. They log a time for each rep against your target and can add a note about how it went. Workouts shows every session you have prescribed with their splits, their note, and how it compares with the same session earlier. Leave a comment under **Your feedback** and they are told.

Weekly programmes

From Schedule, tap **Write a workout programme**, then **New**. Give it a title and a start week, assign it to one athlete or an event group, add training days and exercises with sets and reps, and tap **Save Program**. Athletes mark the week complete when they are done.

8 Analytics

The **Analytics** tab gives you one line per athlete with their latest mark and how it compares with their last one. Sort by **Latest**, **Improving**, **Slipping** or **A to Z**. Tap an athlete to see every mark in that event by season, set or change their goal, and leave feedback on any mark. They see when you last looked at their marks.

9 Team graphics [app 1.0.7 or later](#)

Profile, then **Media Room**. Your team's logo, mascot, artwork, two colors and saved templates, shared by everyone on the team. Anyone on the team can add to it. You and your coaches can remove anything, and anything reported is hidden from everyone but the coaches.

- **Make a graphic** turns any athlete's mark into a result card in your colors, ready to post, with the caption written for you.
- A **Meet recap** puts a meet's results on one graphic or a few slides, with a cover photo and a headline if you want them.
- Photos you place on a graphic stay on your phone and are never uploaded.
- Athletes whose families chose **Leave me out of team graphics** are left out of your graphics and recaps, and the app tells you how many.

10 Announcements and messages

Announcements

Tap **Announce**, then **New announcement**. Write a short subject and an optional message, and tap **Send to the team**. Every athlete gets a notification and an email, and it stays on their screen until they tap **Got it**. Parents get it by email. You can see how many have read it and who has not. **Attach a PDF or picture** adds up to three files, like a meet packet or a permission slip.

[app 1.0.8, website now](#)

If parents are still waiting for your approval, the app warns you they will miss it and offers **Review requests** first.

Messages

Your team chat is at the top of Messages, for your athletes and coaches, never parents. It opens once the team has two adults on it, like you and an assistant coach. As a coach who runs the team you can remove any message in it. Touch and hold a chat to mute it.

For anything else, tap **Messages**, then **New chat**, and choose who you are messaging. To keep athletes safe, any chat with an athlete under 18 must include one more adult, such as another coach or a parent. The app tells you when one is needed. A parent you add reads and replies at pro.fieldsync.live, and in the iPhone app from version 1.0.4. Touch and hold any message to report it.

11 On iPhone [iPhone app 1.0.4 or later](#)

Widget	Your next practice or meet, the team, day and time, on your Home Screen or Lock Screen. It also shows how many requests are waiting. Touch and hold an empty spot on your Home Screen, tap Edit then Add Widget (on iOS 17, tap the plus button), and search FieldSync.
Shortcuts	Touch and hold the FieldSync icon for Schedule , Workouts and Messages .
Quick reply	Touch and hold a message notification and tap Reply to answer without opening the chat first. Requests to join are answered on the Team page.

12 Notifications

You can hear about messages, athletes joining or leaving, athlete and parent requests, declined invitations, notes athletes leave on sessions, athletes who can't make a practice, practice setup reminders and schedule changes. Turn each one on or off, in the app and as a push, in **Settings**. Lightning holds and announcements always come through. Tap the **Alerts** bell to see them all and **Mark all read**.

13 Help and feedback

We want to hear from you

FieldSync is built with coaches, and your feedback shapes what comes next.

- Something not working, a question, or an idea? Open Messages and tap **FieldSync Support** at the top. Choose what it is about, write to us, and add screenshots if they help. Our replies come back in the app. [app 1.0.7 or later](#)
- You can also email support@fieldsync.live. Nothing is too big or too small, and we read every message.
- Follow us on Instagram at [@fieldsyncpro](https://www.instagram.com/fieldsyncpro). Want your team in a post or a video? Message us there or email the same address. We never film or post an athlete under 18 without a parent's written OK.