

Hello and thank you for downloading the Sportplan User Guide.

In this guide we answer some of your most frequently asked questions and explain how to use all the tools on the Sportplan site.

If you think that there's an answer missing from this document please email us at [info@sportplan.net](mailto:info@sportplan.net) and we'll endeavour to answer your query as soon as possible.

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# 1. Welcome to the homepage - what does what?

Once you have logged in to [Sportplan](#) you might feel slightly flummoxed and not know where to start – don't worry, help is at hand. Follow the easy steps in this section and you'll be up and running in no time, *Using Sportplan like a pro!*



## 1.1 How can I set up "My Sports" and why should I?

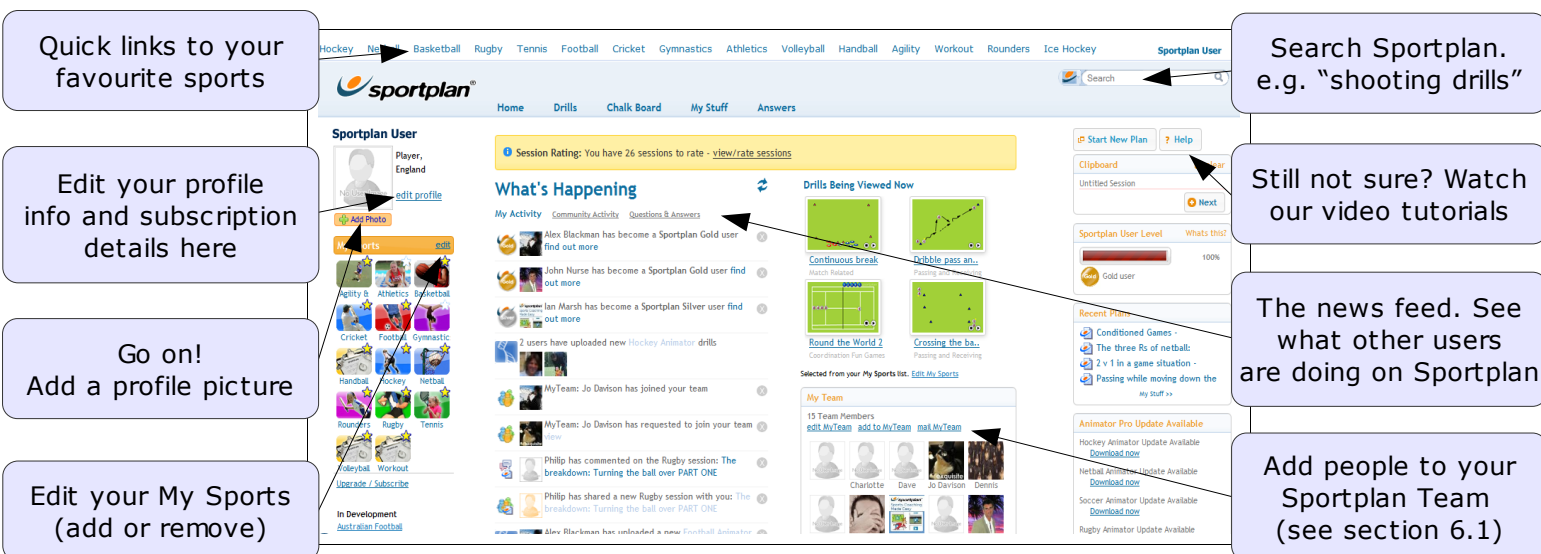
If this is your first time logging in you might be asked to set up your My Sports.

Setting up your My Sports puts quick links at the top of your page to help you navigate your way around the site quicker and can be changed at any time – so you can add and remove sports from your My Sports whenever you like.



## 1.2 Finding your way around the site

Once you're logged in you find yourself on a page which looks like the one below. On this page you can see what's happening on Sportplan and see the most recent user activity on the site, for example are there any new questions or answers?



## 1.3 Where are the Sportplan drills?

Finding new ideas and drills to coach in your sessions couldn't be easier. To get started click on the quick link at the top of your page, i.e. [Hockey](#), or click on that sport's icon in your My Sports box.

After clicking on this link you will be taken to your selected sport's page. On this page you will find a selection of drills. At the top of the page is a drop down menu called 'Categories'.

If you click on 'Categories' you will be presented with a choice of folders i.e. *movement off the ball*. Each folder contains drills to help you coach the key skills of your game to your players.

Want to go back?  
Click here to return to the homepage

Library of drills, grouped by category

Drills being viewed now by other users. Click on any drill to watch the animation

## 1.4 Finding drills and more!

To continue browsing through the drills simply click on what you want to see - *It's that simple!*

Did you know there's much more you can do - for example you can look at drills inside another folder, you can *Enlarge* each drill (useful if demonstrating a drill to a large group) and you can *Add drills to your Clipboard* to start building your own personalised sessions (see section 2).

Click on a different folder to view the drills in that category

Found a great drill? *Add to Clipboard* and start building sessions (See section 2)

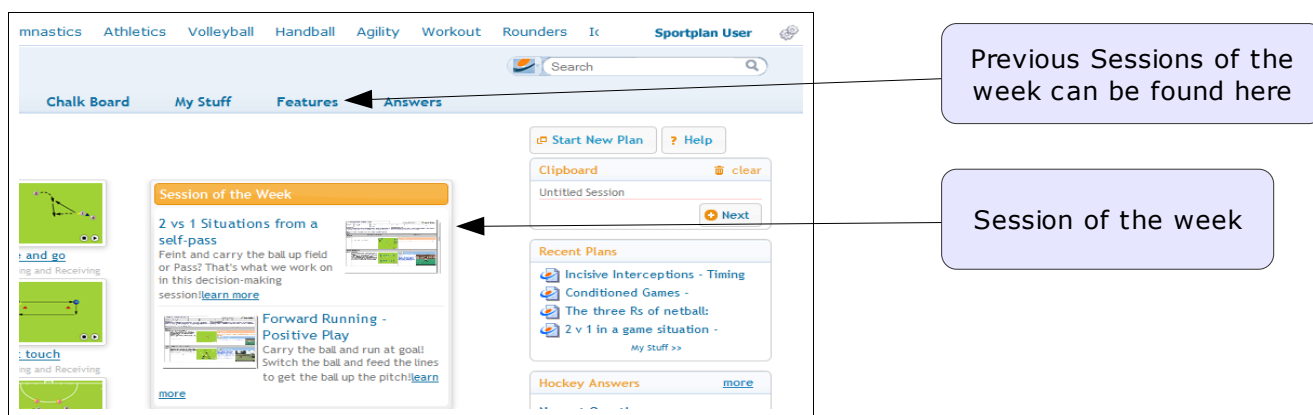
Click *Enlarge* to view a drill in full screen

Another drill caught your eye? Click on it to view it!

## 1.5 Where can I find the *Session of the Week*?

To view the Session of the week for your sport click on the quick link at the top of your page or click on that sport's icon in your My Sports box.


After clicking on this link you will be taken to your selected sport's page, where on the left-hand side of the drills library you will see a box with the session of the week.



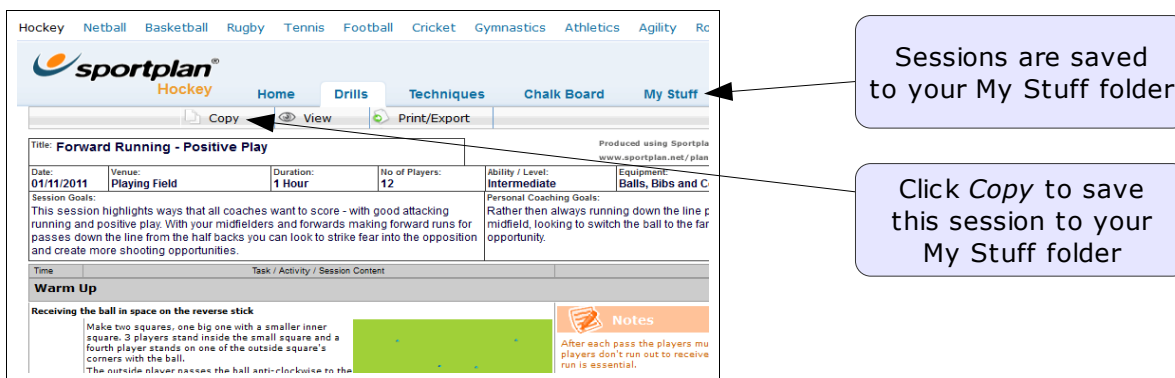
To find out more about what's inside the session of the week and to view it on your computer click on the "Learn more" link. On this page you will find a more detailed description, explaining what the session is about and why you might want to coach it with your players.

If you like what you see then you can click the *Session Online* link which will then open the session for you on your screen, allowing you to view the animations in the session. Alternatively you can save the session to your computer as a PDF file by clicking on "Download PDF of Session".

### 1.5.1. Saving a Session of the Week to My Stuff

To make your own copy of a session of the week, saving it to your My Stuff folder (your personal online folder of your session plans), simply open the session of the week by clicking the *Session Online* link and then, once it's loaded, click on the  **Copy** button.

This will clone the session of the week for you, creating your very own copy which you can edit and access any time you like!





## 2. Can I save a collection of drills I like as a session?

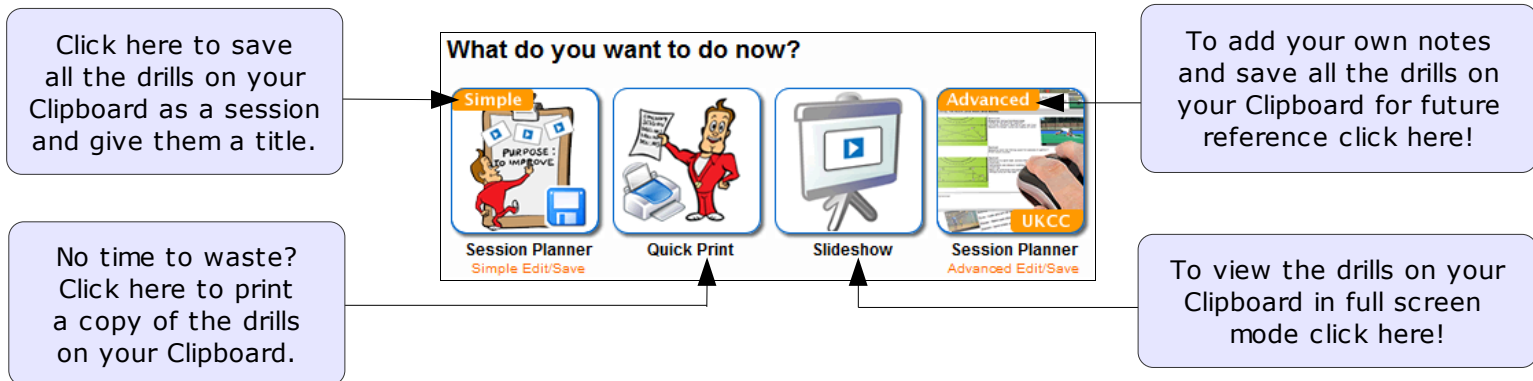
If you're looking for drills to include in your next session and you want to put them somewhere whilst you continue browsing you can use the Clipboard. Think of it like a shopping basket, where you store drills that you want to coach for your next session.




### 2.1. Using the Clipboard to save a Session



When you see a drill you like click on the  **Add to Clipboard** button and continue browsing. Your selected drills will be stored on the Clipboard, on the right-hand side of the screen, until you're ready to finalise your session (don't forget, you can also add drills which you've created from your chalkboard library).


Once you've collected all the drills you need for your session click on the  **Next** button on the right-hand side of the screen, just below your clipboard. After clicking this button you will be presented with four options.

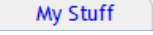


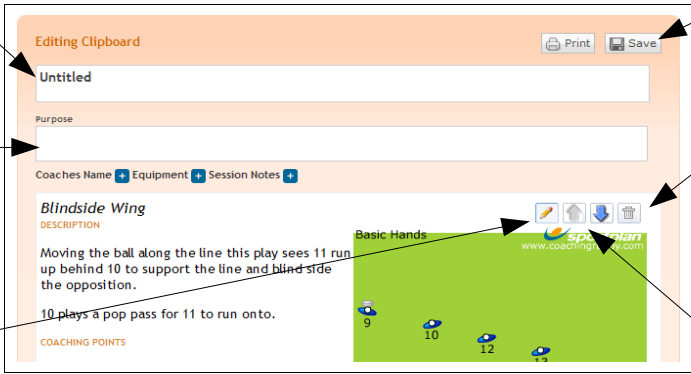
### 2.2. How do I use the Simple Session Planner?

Once you've collected all the drills you need for your session click on the  **Next** button on the right-hand side of the page and select the Simple Session Planner.

Using this Planner you can give your session a title, add the reasons for coaching in the purpose section and rearrange the running order of your drills by using the   arrow icons.

You can also add your own learning points and notes next to each drill by clicking on the  icon. Once you're finished click the save button.

This session plan will now be saved in your  **My Stuff** folder, which is where all your saved session plans can be found.






Click here to add a title

When you're finished click here to **save** your session

Why are you coaching this session? Add notes here

To remove a drill click here


Click on the  icon to add notes below a drill

Use the   buttons to change the order of your drills.

You can come back to your saved sessions at any time you like, make changes and add notes. Not only that but if you find that a session worked really well with your players you might like to share it with your fellow coaches (see section 6).

## 2.3. How do I use the Advanced Session Planner?

The advanced planner gives you greater flexibility to edit your sessions, allowing you to add detailed notes, insert videos from the internet and to create UKCC compatible session plans.

Once you've collected the drills you need for your session click on the  button on the right-hand side and select the 'Advanced Session Planner' to start your planning.

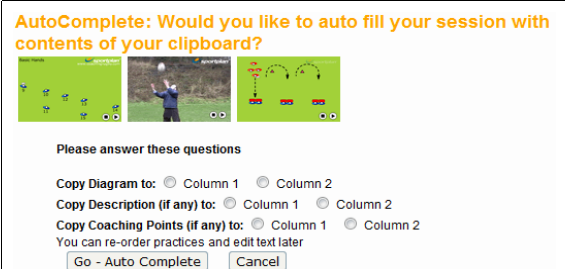
### 2.3.1. How do I 'AutoComplete' my session?

After selecting the Advanced Session Planner you will be asked to select the template you would like to use for planning your session (portrait or landscape).

After selecting your preferred template a black box will appear with additional instructions. Once you have read these instructions click close and continue.

Lastly you will be offered the chance to 'AutoComplete' your session with the drills attached to your clipboard.

If you select 'Yes' you will be given the choice of where to position the diagrams, descriptions and coaching points; placing items in the left column or the right column.



**AutoComplete: Would you like to auto fill your session with contents of your clipboard?**

Please answer these questions

Copy Diagram to:  Column 1  Column 2

Copy Description (if any) to:  Column 1  Column 2

Copy Coaching Points (if any) to:  Column 1  Column 2

You can re-order practices and edit text later

For instance, if you would like the diagram and the description to both be in the left-hand column tick 'column 1' for the first two options and then to place all the coaching points in the right-hand column select column 2.

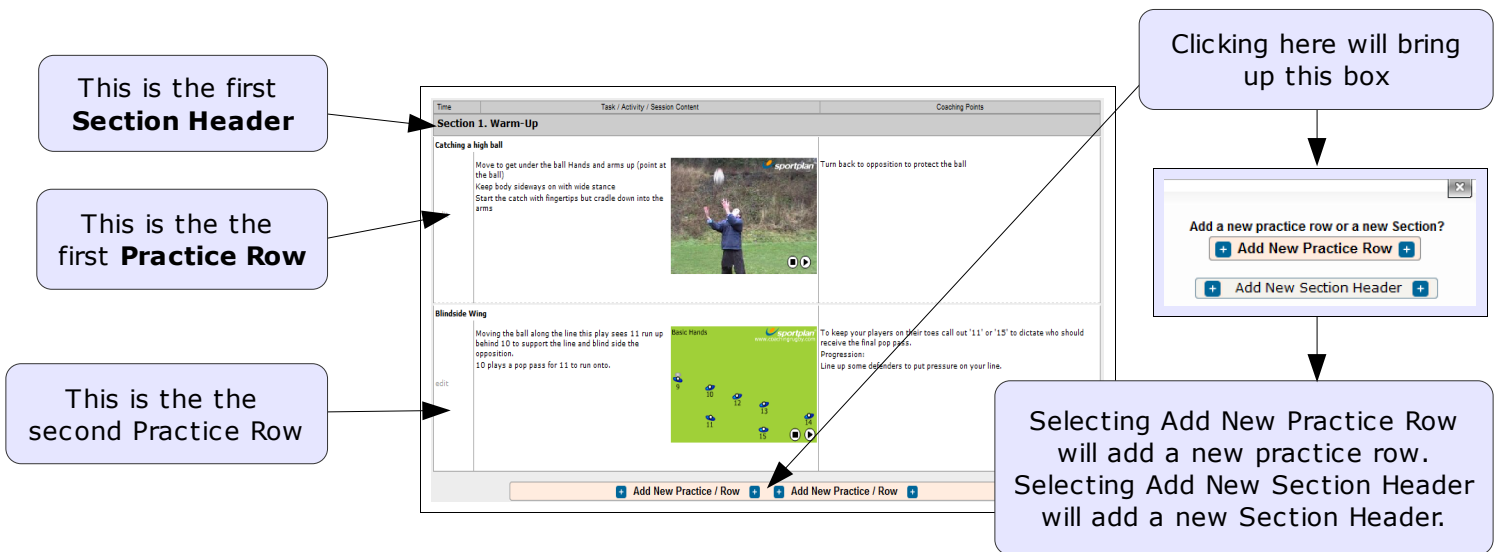
To finalise your choice click 'Go – Auto Complete'.

### 2.3.2. How can I add other drills to my Advanced Session Plan?

If you would rather add the drills yourself when offered to 'AutoComplete' your session select No and you will then be taken through to a blank session plan.

You can insert your drills manually by clicking  

After clicking this button you will be offered the choice of a New Practice Row or New Section Row. If you select a new row it will insert a new section to your session plan, this way you can easily distinguish between different parts of your session, such as the warm-up and cool-down. Adding a new practice row will simply add another blank white box to your plan.

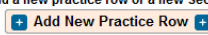
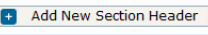


This is the first **Section Header**

This is the the first **Practice Row**

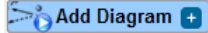
This is the the second Practice Row

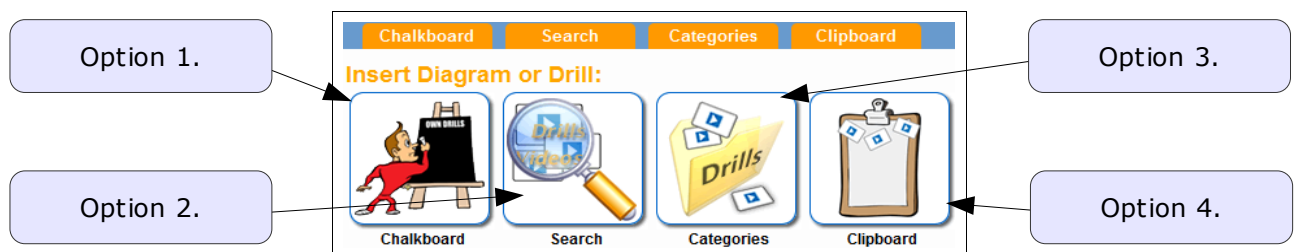
Clicking here will bring up this box

Add a new practice row or a new Section?  
  


Selecting Add New Practice Row will add a new practice row. Selecting Add New Section Header will add a new Section Header.

### 2.3.3. What else can I add to my plan?

To add a new chalkboard drawing, drill from the Sportplan library or from your clipboard to a Practice Row click on . This will bring up the following options:



Option 1.

Option 2.

Option 3.

Option 4.

Chalkboard Search Categories Clipboard

Insert Diagram or Drill:

Chalkboard Search Categories Clipboard

1. If you want to draw a Chalkboard diagram to insert in your session select *Chalkboard*.
2. To search Sportplan and the internet for relevant videos and animations select *Search*.
3. To look through a specific Sportplan folder of drills for an exercise select *Categories*.
4. If the drill you are wanting to include is already on your clipboard select *Clipboard*.

### 3. Can I draw my own drills and moves?

Yes. Using the Sportplan Chalkboard, an easy to use online drawing tool, you can draw absolutely any Drill, Move or Play you like quickly and easily. Plus it's free to use!

#### 3.1. Using the Chalkboard to draw

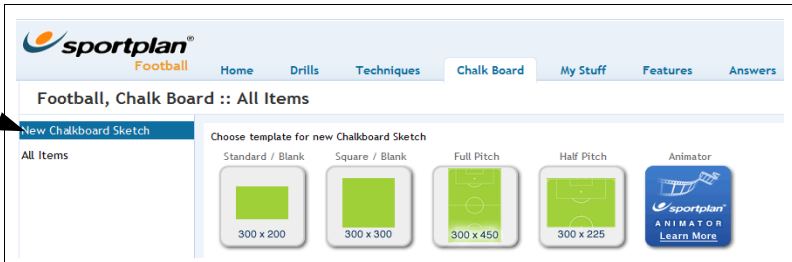
Using this drawing tool you can add drag and drop player icons and use arrows and annotations to create drills which you can save online, use in your session plans or share with your team via email and Facebook.



#### 3.2. How do I start?

Log in to [Sportplan](http://Sportplan), select your sport and click on the **Chalk Board** tab at the top of the page. On the left hand side of this page select **New Chalkboard Sketch** and select the style of pitch which best suits what you would like to draw.

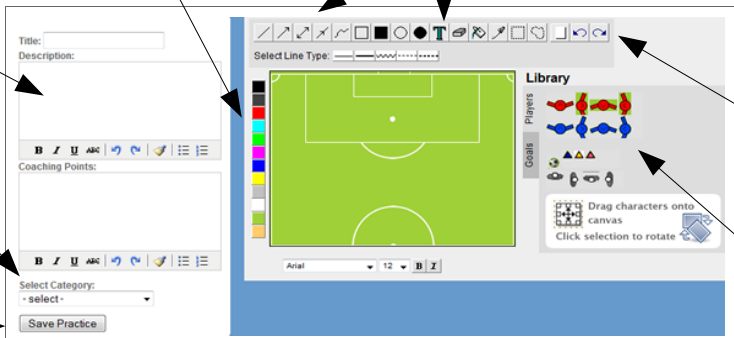
After this click on **New Chalkboard Sketch** to create your first drill!



Once you've chosen the pitch you would like to use you will now have your blank chalkboard in front of you. Using the chalkboard tools you can draw lines, use arrows, add text and insert player and ball icons.

#### 3.2.1. What do the different buttons do?

The exact positioning of the buttons varies slightly from one sport to another but in essence all the Chalkboards operate in the same way.



Want to draw using a Different colour?

Draw freehand, lines and insert arrows

Click here to add text and annotate

Made a mistake? Use the undo button

Add player icons, balls and cones, simply drag and drop to your drill

Give your drill a title and add your own notes

Select the category that suits your drill

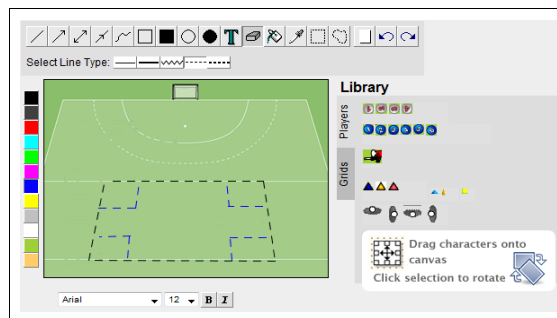
When you're happy with your drill click **Save Practice**



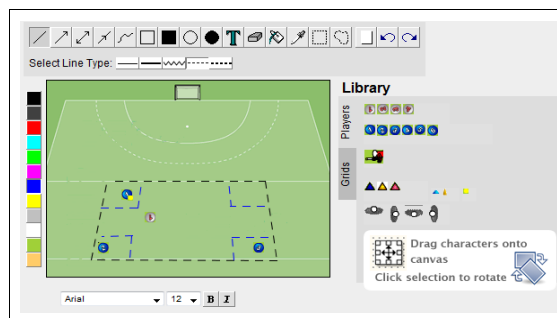
### 3.3. How should I start drawing my first Chalkboard drill?

Ultimately the decision is yours and depends on what you are looking to illustrate. However, if you are really stuck for inspiration the way we prefer to start is by drawing out the area for the practice. In the drill below we've used the line tool (using black and blue lines) to draw out a large square with four smaller squares in each corner.

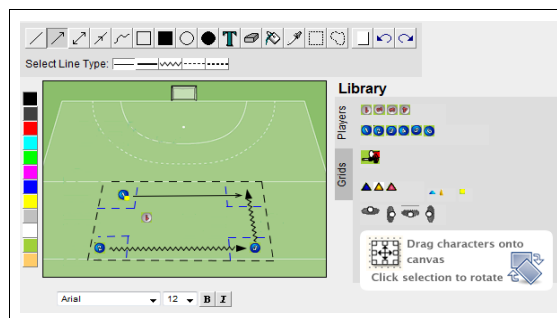
To make things a little clearer we drew the smaller corner boxes in blue so that they're clearly distinguishable from the larger box.



Now that you've drawn out the area for your drill you'd better include some players! You can do this by clicking on the icons on the side of the page and then dragging and dropping them inside your grid. Lastly we've given the ball to the attacker at the top of the field.



Because the image you have drawn is static it's always a nice idea to include some arrows to illustrate movement. In our drill we've used a wavy arrow to illustrate movement without the ball and a full arrow to illustrate the direction of the passed ball.



### 3.4. The finishing touches - What happens next?

Now that your drawing is complete you can give it a Title, Description and Coaching Points. Then select the category which best describes your drill (Agility, Passing, Shooting etc.).

Lastly press **Save Practice**.

Your drill will now be stored in your chalkboard library of drills and can now be used in your very own Session Plans or shared with your team by email or Facebook.

**Example**


Description

The defender is not allowed inside any of the 4 areas and can only try to intercept the ball. The players keeping possession can only pass the ball to empty areas, so therefore the players need to run out of their 'safe' box area to be able to receive the ball in that area.

Coaching Points

Progression:  
To make more movement, if a player leaves an area they are not allowed to return to that area until having been in another area.

[close/return](#)

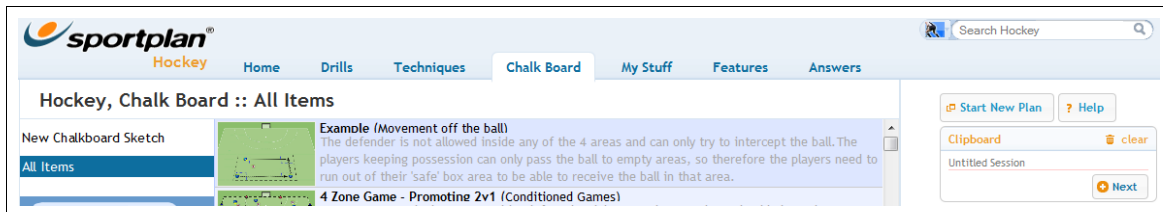


Edit [Add to Clipboard](#)

Use the **Add to Clipboard** button to add your drill to your clipboard.

### 3.5. Can I share my Chalkboard drills?

Any drill you create using the Chalkboard can be shared with other people, even if they're not on Sportplan!



The screenshot shows the Sportplan Hockey Chalkboard interface. The main content area displays a list of drills under the heading "Hockey, Chalk Board :: All Items". One drill is highlighted: "Example (Movement off the ball)" with a description: "The defender is not allowed inside any of the 4 areas and can only try to intercept the ball. The players keeping possession can only pass the ball to empty areas, so therefore the players need to run out of their 'safe' box area to be able to receive the ball in that area." Below the description, it says "4 Zone Game - Promotine 2v1 (Conditioned Games)". On the right side of the interface, there are buttons for "Start New Plan", "Help", "Clipboard" (with a "clear" button), and "Next".

To share your drill go to the **Chalkboard** and click on the drill you would like to share. Once you have done this scroll to the bottom of the drill and click on [Share Email or facebook](#)

You will now be presented with a unique web address for your drill. This link can be viewed by anyone you send it to.

There are three ways you can share your link:

- **Cut and Paste** the link to share it manually via email.
- Click on **Start Email** to automatically copy the link into the body of your email.
- Click on **Facebook** to post your drill to Facebook and share it with you friends.

**Email / Share Chalkboard Drill**

Cut and paste this link to email / share this drill

[http://sportplan.net/drills/OCB.do?id=535463168\\_-200343552](http://sportplan.net/drills/OCB.do?id=535463168_-200343552)


[close](#) [Start Email](#) [Facebook](#)

## 4. Can I print the drills I find on Sportplan?

Whether you're using the Clipboard, the Simple Planner or the Advanced Planner, full members can print any of the drills they find on Sportplan so you can take your notes onto the training field with you!



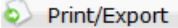
### 4.1. How do I print the contents of my clipboard?

After having attached drills to your clipboard (see section 2) click on the  button on the right-hand side of the page. This will bring up an options bar asking what you 'want do you want to do now?'.

To continue simply click on 'Quick Print' to print the contents of your clipboard.

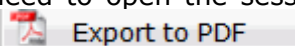
### 4.2 How do I print a Session Plan?

Whether you're using the Simple Planner or the Advance Planner, full members can print their sessions so that they can take their notes out onto the training field with them.

Using the simple planner you can print by clicking  at the top of the page. After this you will be presented with a selection of different print layouts, select the one you prefer and then confirm which printer you are using. Using the advanced planner you can print or save your session to a PDF by clicking on the  button and selecting print or export.

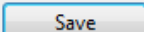
### 4.3 How do I save Session Plan as a PDF?

It's now easier than ever to create and save a PDF version of your favourite sessions. The benefit of saving to PDF is that you have a copy of your session which you can view and use any time; particularly handy when you haven't got internet connection!

To create a PDF copy of a session you firstly need to open the session. Now hover over the  button and then click on 



After clicking on Export to PDF enter the name for your session, click Generate PDF and then click Download PDF (this will open a new page). Once you've done that you'll need to wait approximately one minute while the PDF is created.

When it's ready you'll be asked where you want to save the PDF (in My Documents, My Computer etc). Click  and hey presto, you've created your first PDF session!

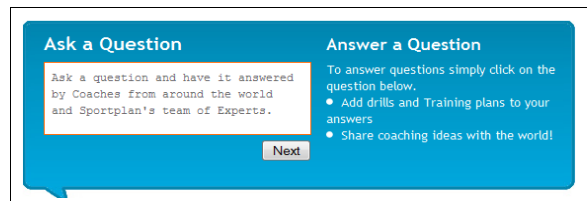
## 5. How to ask / answer a question to other coaches?

Got a coaching conundrum that you can't quite figure out? If so you can post a question on our online message board and have it answered by coaches from around the world.

### 5.1. How do I ask a question to other coaches on Sportplan?

To do so you need to click on the [Answers](#) tab at the top of your homepage. Once you have done this you will be presented with a speech bubble.

Inside the bubble type your question in as few words as possible and then click next.



You can now add more details to your question, providing any necessary background information that might help someone to provide you with an answer.

After this you must **Select sport:**  from the drop down list and then finally preview how your question will look, making sure you're happy with it before finally clicking [Ask Question](#)

Be sure to check back regularly to read people's answers and join in the discussion!

### 5.2. How do I answer a question on Sportplan?


If you've seen a question that you think you can answer click on the [Answers](#) tab at the top of the homepage. Then find the question from the list lower down the screen and click on the question to open it in a new page.

Once you have done this you will be able to read the question in full before clicking on the 'Post and answer to this Question' link to share your knowledge.

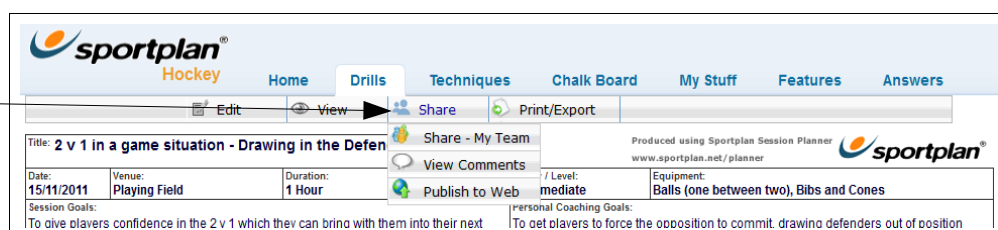
## 6. Can I share my plans with players and coaches?

### 6.1. How to share a Session with another Sportplan user

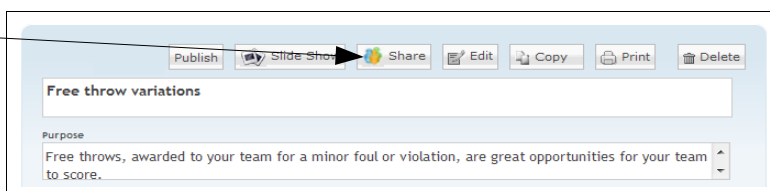
Sharing a session on Sportplan is an easy and helpful way for you to swap sessions, make notes and co-write sessions with your assistant coaches, giving them a chance to visualise your sessions online prior to going out onto the field.

To share your sessions on Sportplan all you need to do is go to the click on the  **Share** button at the top of the Session Builder.

The sharing button on the Advanced Planner



The sharing button on the Simple Planner

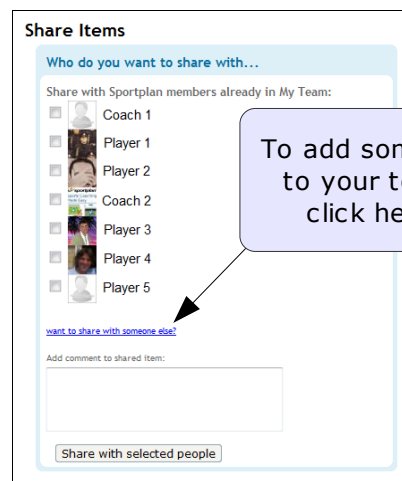


If the person you are wanting to share with isn't already a part of your team on Sportplan all you need to do is click 'want to share with someone else?'. Once you have done this you will be prompted to enter the intended recipient's email address. This will then send the invited person an email inviting them to join Sportplan for free.

Once they have accepted your invitation they will then be added to your team and will now be able to see the session you have shared with them.

Alternatively, if you want to extend your team on Sportplan go to the homepage, click on extend my team and then enter your team-mate's email address. You will now be linked on Sportplan.

Not only does this feature allow you to share sessions but it also enables you swap notes and ideas with other coaches. So build your Sportplan team today and start sharing sessions now.



### 6.2. How to share with someone who's not on Sportplan

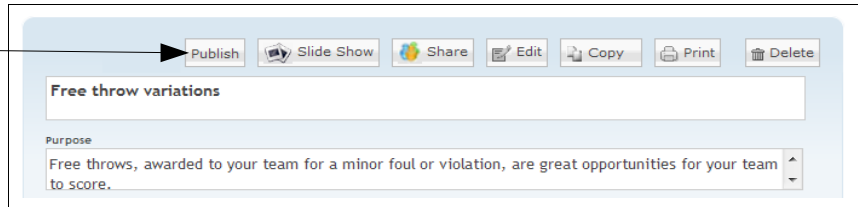
By publishing your session you can send your sessions in advance to your players and other coaches, even if they're not already on Sportplan.

In addition to the time saving benefits of publishing your sessions you can also check and see who's viewed your session and who hasn't.

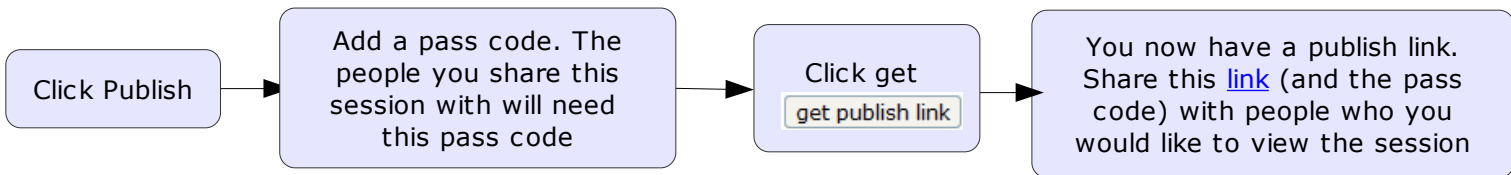
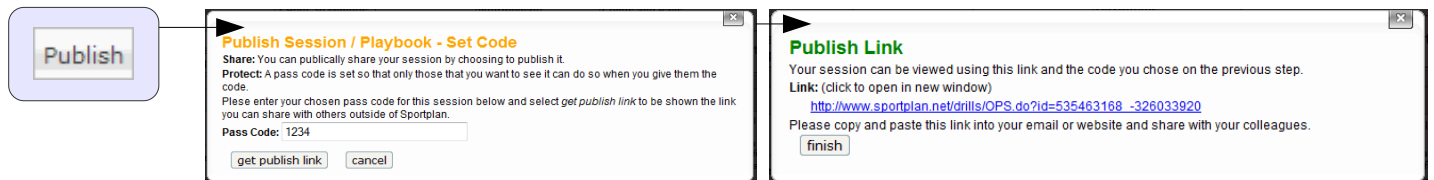
The Publish button on the Advanced Planner



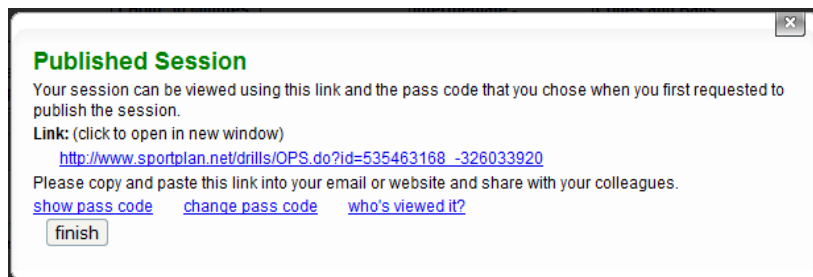
The Publish button on the Simple Planner



To publish a session click on the **Publish** button at the top of the session builder and enter a short pass code (e.g. 1234). You will now have a unique link which you can send to your players and other coaches for them to see the session you've prepared.



In order to access the published session your players will need to click on the link you have sent them and then enter their name, email address and the pass code you created - so don't forget to give everyone the unique pass code (in our example we used "1, 2, 3, 4").



As the creator of your session you also have the bonus feature of being able to check who has viewed your session.

To do this click on the 'Publish' button again and then select 'Who's Viewed it?'

This will then show you if your players have viewed this session or not before training giving you complete control.