

TEaMs Courses Entry Instructions

To be completed:

TAPPS Course Dashboard

1. **TEaMs Courses** will be taken on the TAPPS Course Dashboard.
2. **Each person** will need to register for an account in LearnDash.
3. Login to your account in TMS.
4. Click on 'LearnDash TEaMs' at the column on the left.
5. Click 'Launch LearnDash Teams' on the right.

The screenshot shows the TAPPS dashboard interface. On the left sidebar, the 'LEARNDASH TEAMS' link is highlighted with a red arrow. The main content area is titled 'LearnDash Setting' and contains a 'Teams Setting' section with fields for 'Email' and 'Password'. A 'Save Info' button is located below the email field. In the top right corner, there is a 'Launch LearnDash Teams' button, which is also indicated by a red arrow.

6. Create a Course Dashboard Account or log in if you already have an account.

The screenshot displays the TAPPS Course Dashboard with two main sections: 'Register' on the left and 'Login' on the right. The 'Register' section has a purple background and includes fields for 'Username', 'Email', and 'Roles', along with a 'Register' button. The 'Login' section has a white background and includes fields for 'Username or Email Address' and 'Password', a 'Remember Me' checkbox, a 'Log In' button, and a 'Lost Your Password?' link. The TAPPS logo is visible at the bottom of the login section.

- a. Fill out the Register Section (purple side).
 - i. Create a username. Make it something you can remember. Ex. First part of email address or FirstMiddleLastBirthYear: JohnKSmith2005
 - ii. Enter your email address.
 - iii. **Role:** Pull down menu. **Choose all roles that apply to you.**
 - iv. Click Register

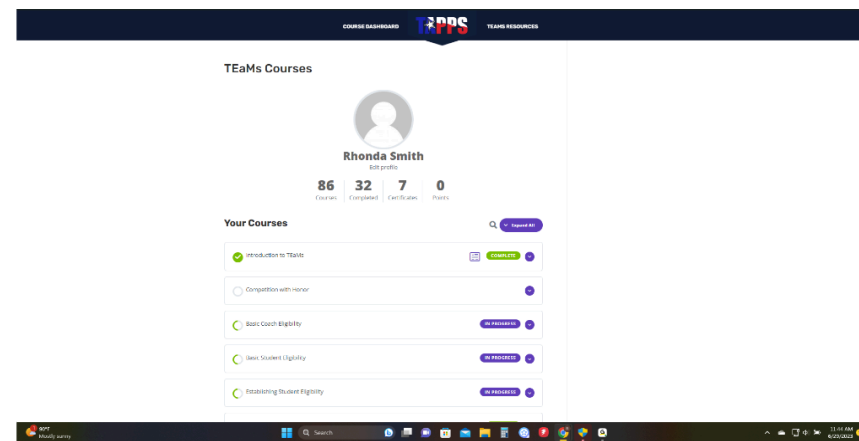
- b. Check your Email for the Registration Confirmation.
- c. The Confirmation email will have a link to set a password. Click the link in the email to create a password.
- d. Create the password. Click the view password icon to be sure it is how you intend it to be. Be sure to write it down. Click Reset password.

7. **To login to the Course Dashboard:** go to teams.tapps.biz
 - a. On the LOGIN side (white side), Enter Username or email address
 - b. Enter Password
 - c. Login

Entry Instructions

To Take the TEaMs Courses:

- Go to teams.tapps.biz and login
- Your courses should show up in a grid view, as shown below. Click on the desired course and follow the directions.



- Any time you are needing to exit TEaMs, make sure you Log Out. Do not just use the X to close the window.
- You must complete all of the courses that are designated as “2025” and “Required by all Coaches.”
- Once you have completed all 14 of the Coach Courses, certify in TMS by following instructions in this link: [Certifying TEaMs Compliance](#).