

How to submit a Timesheet

1. Log into your account at rbnytraining.com
2. Select the appropriate organization (If it's not there, email your regional coach to connect you to the needed organization)

Trainer's Home Page

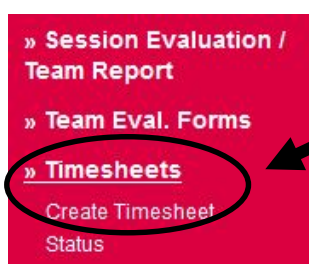
You are associated with the following organi

[Scotch Plains Fanwood Soccer Association](#)

[Verona United Soccer Club](#)

[Regional Development Schools](#)

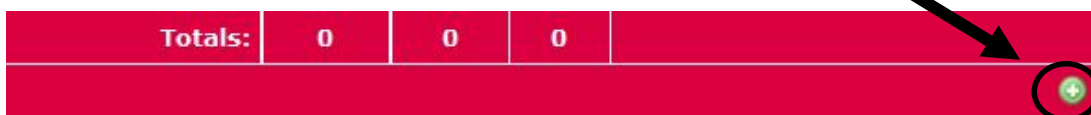
3. Select "timesheets" then "Create Timesheet" from the left hand side to create your new timesheet



4. Select the Season: "Fall 2016"
5. Select the week you're submitting for. The date selected should be the end of the working week. Our working week is Sunday-Saturday (select Saturday, week ending)



6. Click on the calendar to select the date of your session
7. Fill out the team name, age group, players, training hours and comments. (Please see examples below)
8. Select the little green plus sign to add a new day



9. Select "Save" if you plan on coming back to it to make adjustments. Saved time-sheets will be in your status for the future.
10. Select "Save & Continue to Next Step" if you're done with it and want to get the time-sheet reviewed
11. Click the boxes of the people who you want the time-sheet to go to and hit 'submit'
12. An email has now been sent to your approving manger. If your timesheet if rejected you will receive an email notification and will have to log back in to edit the rejected timesheet.

13. To edit the rejected timesheet, click on "Timesheet" in the left hand column and then click "Status"

- Make the necessary changes and then re-submit



***Deadline to submit timesheets is weekly before midnight Saturday**

Examples

*Note: These two timesheets have been submitted under two different organizations

- One for the Club you are coaching in and one for Education

Clinic and Team practices

Line #	Date	Team/Session Name	Age Group	Players	Training Hours	Game Hours	Total Hours	Comments
1	Sunday, September 18, 2016	Rockets	U8G	12	0	1.5	1.5	10:00am-11:30am
2	Sunday, September 18, 2016	Bears	U10B	11	0	1.5	1.5	1:00pm-2:30pm
3	Monday, September 19, 2016	clinics - mini kick/developmental	Mixed	27	3	0	3	4:00pm-5:00pm - mini kick 5:00pm-6:00pm - 7&8 year olds 6:00pm-7:00pm - 9&10 year olds
4	Tuesday, September 20, 2016	Rockets	U8G	10	1.5	0	1.5	4:00pm-5:30pm
5	Tuesday, September 20, 2016	Bears	U10B	8	1.5	0	1.5	5:30pm-7:00pm
6	Wednesday, September 21, 2016	clinics - mini kick/developmental	N/A	0	0	0	0	sessions cancelled due to thunderstorms
7	Thursday, September 22, 2016	Rockets	U8G	11	1.5	0	1.5	4:00pm-5:30pm
8	Thursday, September 22, 2016	Bears	U10B	12	1.5	0	1.5	5:30pm-7:00pm
9	Saturday, September 24, 2016	Mini kick	Mixed	45	4	0	4	9:00am-12:00pm
Totals:					13	3	16	

Education

Line #	Date	Team/Session Name	Age Group	Players	Training Hours	Game Hours	Total Hours	Comments
1	Tuesday, September 20, 2016	Seasonal Development Plans	N/A	0	3	0	3	9:00am-12:00pm - Red Bull Arena
2	Thursday, September 22, 2016	Match Analysis Practical	N/A	0	3	0	3	9:00am-12:00pm - Lyndhurst
Totals:					6	0	6	