



## Team Rep Announcement Important Website Updates for 2026

To streamline our operations, provide better self-service, and facilitate effective communication, we are making significant changes to our websites for the upcoming season.

The existing website - <https://www.mcdiving.org> - will remain the primary location for managing team rosters, entering meet scores, and posting job ads. It will continue to be the “public face” of MCDL, host our Forms and Resources, as well as competition results and league standings. As a Team Rep, you can continue to access this site using your existing login credentials.

In addition, we have launched two new platforms:

- Management Site (<https://management.mcdiving.org>): Used by Team Reps and the Board to manage training, maintain contact information for Reps, Coaches, and Officials, and submit annual pool inspection reports.
- Officials Portal (<https://officials.mcdiving.org>): A self-service portal for Officials to register for training, submit NFHS certificates, track certification history, and view instructions on how to become an official.

Please complete the following tasks on the Management site **by May 20<sup>th</sup>**:

1. Under **Team Reps** – Review and update your team’s representative contact information.
2. Under **Coaches** – Add or update contact information for your team’s coaching staff.
3. Under **Officials** – Review your team's officials list and provide current contact information. You may remove retired or expired officials, though they will eventually be removed automatically.
4. **Pool Safety Inspection** – Upload completed safety report for review and approval.
5. **Officials Coordination** – Confirm that your officials can access the new Officials portal and are aware of any expiring certifications. Please remind officials who need Judge training that they must complete an online NFHS course before attending an MCDL training session. Instructions: <https://mcdiving.org/pages/officials>.

The Board will provide support through the following channels:

- Management Site Demo: at the Team Reps Meeting on May 12
- YouTube Training: A short training video will be made available
- Zoom Clinic: A live session to answer specific questions and resolve issues
- Email Support: Available at [board@mcdiving.org](mailto:board@mcdiving.org).



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### FAQs

*How do I access these new websites?*

The management system is found at <https://management.mcdiving.org>.

The Officials Portal is at <https://officials.mcdiving.org>.

These new sites do NOT use the same usernames/passwords as the [www.mcdiving.org](http://www.mcdiving.org) site. For the new websites, **the username is your personal email address**. Every person accessing the site will use their own unique credentials – accounts & passwords should NEVER be shared. If you have someone else on your team who needs Rep level access, add them under Team Reps - then they will have their own account and can set their own password.

During your first login, you will need to click on “Forgot Your Password?” to set your password.

IMPORTANT: the SAME email/password is used for the Management and Officials sites.

*I am both a Team Rep and an Official – do I need two accounts?*

No. You will be able to do everything you need to with one account.

*I see there is an option for “Need an account? Sign Up”. Should I use that?*

As a Team Rep, no. MCDL has set up all the initial Team Rep accounts in advance based on the information provided to the league. If you add a new Rep for your team, the new Rep’s account will be automatically created, and they will receive an email with the details. They should use the “Forgot Password” process to set their initial password.

New Officials who aren’t in the system at all can use the “Need an account? Sign Up” option – but as Team Rep, you will need to approve the request for them to be associated with your team. You will receive an email notifying you of the request.

*Can I see information for other teams?*

Yes, as a Rep, you can see Team Rep names and contact information for other teams in the league. You will also be able to see the names of officials for all teams. Officials do not have access to this information.



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*Can I see when my Officials need recertification?*

Yes – just click on “Officials” in the menu and that information is immediately visible.

*Are the rules regarding Officials certification changing?*

No – the rules remain the same. Our new system will simply help us track training more accurately and with less manual effort.

*Can I access the system from my phone?*

You can... But for the Management site, you will have a better experience on a laptop or tablet. We are working to improve that over time.

*There is an error in the data for my officials – what should I do?*

If the problem is a spelling error in a name or incorrect contact information, you can update it yourself (“Edit Profile”). However, if you believe there is an error in a person’s training record that is leading to incorrect recertification dates, contact us at [board@mcdiving.org](mailto:board@mcdiving.org).

*Can I just email this information to the board, or populate a Google Form somewhere?*

Respectfully, no. We want all our team data in one place, managed by the people who know it best: our Reps.

*Our Team has a “Team Inbox” and we would like communications to go there as well.*

Great! Just add a “fake” Team Rep with that email address, and we will include it on our email distributions. We have already set up the ones we know about. But log into the websites using your personal email – do not use these shared email addresses for logging in.



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*Having to use both the [www.mcdiving.org](http://www.mcdiving.org) site and the new site is confusing – why aren't they combined?*

The [www.mcdiving.org](http://www.mcdiving.org) site is older and difficult to upgrade – it simply isn't a platform we could effectively evolve to meet our current needs. But moving completely to a brand-new system for our rosters, meet management and scoring was more than we could accomplish in a single season. We will work to streamline the experience over time – we are not done yet!



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### Dos and Don'ts

- DO log into the system as soon as possible and familiarize yourself with it. Many of the Board members have tested it and entered the required data for their teams in less than 15 minutes.
- DO get email addresses and if possible mobile numbers for all your coaches and officials. The league will be using this data for communications, and they will miss important information if they aren't in our system.
- DO reach out to [board@mcdiving.org](mailto:board@mcdiving.org) for help if you have problems or don't understand something. We are here to help.
  
- **DO NOT create duplicate officials / reps / coaches.** If you see something incorrect has been loaded in, creating a duplicate record only increases the work to clean it up. Contact us first and we will help.
- DO NOT enter names in all uppercase or all lowercase – use natural capitalization – keep our data beautiful!
- **DO NOT share your personal account for the new sites with anyone – ever.** If there is someone else on your team who needs access to do Rep functions on the site, add them with their own account as a Rep.