

KAISH SCOUT

User Manual

Complete guide for coaches, staff, scouts, and families

Last updated: June 3, 2026

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1. Introduction

What Kaish Scout is

Kaish Scout is the web scouting and team workflow product for coaches, staff, scouts, and families who need one place to manage players, games, stats, official lineups, scouting notes, reports, watchlists, and game-day prep materials.

Kaish Scout is separate from any video workflow in Kaish App. This manual describes the Kaish Scout web app only.

Who it is for

Kaish Scout supports several everyday users:

- **Owners** who manage a team workspace, members, invites, and access.
- **Coaches** who manage roster, schedule, stats, lineups, and Game Prep.
- **Staff** who help prepare team materials and scouting work.
- **Scouts** who track players, write private notes/reports, and intentionally share reports when needed.
- **Parents** who have read-only access focused on lineup/public-style information.

Team Workspace vs Scout Workspace

Kaish Scout has two workspace styles:

Workspace	What it is for	Typical users
Team Workspace	A team-specific operating space for roster, schedule, stats, official lineups, team settings, and Game Prep.	Owner, Coach, Staff, some Scout or Parent read-only views.
Scout Workspace	A private scouting workspace for prospects, watched players, notes, reports, and scout-visible schedules/lineups by enabled sport.	Scout users.

The workspace switcher controls which context you are working in. If something looks missing, first confirm you are in the correct workspace and active team/sport.

What Game Prep is

Game Prep is Kaish Scout's promoted game-planning workflow. It helps a Team Workspace build a connected package for a selected game:

27. Lineup Board
28. Opponent Lineup
29. Pre-Scout Packet

- 30. Coach Card
- 31. Game Report
- 32. Presentation Packet

Game Prep tools require a Team Workspace and Owner, Coach, or Staff-style access. They are not a general Scout Workspace or Parent editing feature.

What public sharing means

Public sharing means a user intentionally creates or copies a share link for a specific item, such as a published lineup or a scout report. Public pages are read-only. A public link does not give the viewer access to the full private workspace, team settings, notes list, reports list, billing, or editing tools.

2. Account types and roles

Owner

Can see

- The Team Workspace they own.
- Roster, games, stats, lineups, notes/reports they created, watchlist areas, teams, settings, members, invites, access/billing controls, and Game Prep.

Can edit

- Team profile details where available.
- Team roster and schedule.
- Stats and official lineup drafts/published lineups.
- Game Prep workspace drafts.
- Team membership and pending invites.

Cannot do

- Owners should not expect notes/reports created by other people to automatically appear as shared staff documents. Notes and reports are user-scoped/private by default.

Privacy expectation

- Owner access does not mean every staff note/report is automatically pooled. Users should intentionally share report links when they want distribution.

Coach

Can see

- The Team Workspace where they are a coach member.
- Team roster, games, stats, official lineups, Game Prep, and their own notes/reports.

Can edit

- Team workflow areas such as players, games, stats, and lineups when granted Coach access.
- Their own notes/reports.
- Game Prep materials for the active team and selected game.

Cannot do

- Cannot assume access to another staff member's private notes/reports.
- Cannot use Owner-only protections or billing controls unless shown in the interface.

Staff**Can see**

- The Team Workspace where they have Staff-style access.
- Team workflow and Game Prep areas appropriate for staff.
- Their own notes/reports.

Can edit

- Team workflow and Game Prep materials when the app shows editing controls.
- Their own notes/reports.

Cannot do

- Cannot manage owner protections or billing unless the interface explicitly provides that access.
- Cannot see private user-scoped notes/reports created by others by default.

Scout**Can see**

- Scout Workspace features for enabled sports.
- Scout-visible players, scout-created prospects, schedules, published lineups, notes, reports, and watchlist.
- Team roster players in an allowed sport where visible to the scout.

Can edit

- Scout-created prospects.
- Their own private notes and reports.
- Their own watchlist.
- Public/share links for reports when available.

Cannot do

- Cannot edit team roster, team games, stats, official lineups, settings, billing, or Game Prep unless separately granted Team Workspace Coach/Staff-style access.

- Cannot use Game Prep from Scout Workspace.

Privacy expectation

- Scout notes and reports are private to the scout by default. Scouts can intentionally share reports through report share links when that feature is available.

Parent

Can see

- Read-only team/public-style information, especially lineup-related information when granted access.

Can edit

- Parent users should not expect editing controls for team workflow, notes, reports, stats, official lineups, or Game Prep.

Cannot do

- Cannot create, edit, or delete notes/reports.
- Cannot manage roster, schedule, stats, lineups, Game Prep, members, invites, or billing.

Invite behavior

Owners and permitted team admins can create invite links from Settings. The invite UI may show **Admin** and **Coach** options, but accepted Admin and Coach invites both become Coach-style team membership. Do not treat Admin as a separate team role in normal team membership.

3. Navigation overview

The sidebar is role-aware, so some pages may be hidden depending on workspace and role.

Core Scout

- **Dashboard**: Your high-level workspace overview.
- **Players**: Roster players, scout-visible players, and scout-created prospects.
- **Reports**: Your user-scoped scouting reports.
- **Notes**: Your user-scoped notes.
- **Watchlist**: Your private scouting queue.

Team Workflow

- **Games**: Schedule, results, published lineup status, and stat import status.
- **Stats**: Game-by-game stat review and entry.
- **Lineups**: Official sport-specific lineup builder and public lineup publishing.
- **Game Prep**: Connected game-planning workflow for Team Workspace Owner/Coach/Staff-style access.

Admin

- **Teams**: Workspace selection, active team switching, and team creation when allowed.
- **Settings**: Profile, team profile, members, invites, access, and billing actions when visible.

4. Dashboard / app shell

What this page is for

The dashboard and app shell orient you in the correct workspace, team, sport, season, account, and session before you work.

Who can use this

All signed-in users can use the dashboard shell. What appears depends on role and workspace.

How to use it

33. Check the **workspace switcher** near the top of the app.
34. Confirm whether you are in **Scout Workspace** or **Team Workspace**.
35. Confirm the active team name, sport, and season.
36. Review dashboard totals and recent activity.
37. Use the sidebar to move to the page you need.

Key shell areas

- **Workspace switcher**: Changes between Scout Workspace and Team Workspace when both are available.
- **Sport context**: Shows the active sport. Scout users may see a sport coverage pool.
- **Current account/session**: Shows the signed-in account and session controls.
- **Live totals**: Shows counts such as published lineups, scout notes, reports, or watched players when appropriate.
- **Role-aware navigation**: Hides pages you cannot use from the current workspace/role.

What saves where

The dashboard itself is primarily a navigation and summary page. Edits happen on the destination pages.

5. Players page

What this page is for

The Players page is the searchable player database. It supports team roster management in Team Workspace and prospect tracking in Scout Workspace.

Who can use this

- **Owner/Coach/Staff**: Can manage team roster players in Team Workspace.
- **Scout**: Can view scout-visible players and create scout prospects in Scout Workspace.
- **Parent**: Read-only where access is available.

How to use it

38. Open **Players**.
39. Confirm the workspace at the top of the app.
40. Search by player name.
41. Filter by position. Scout Workspace also provides broader filters such as sport, class/graduation year, school, hometown, and status when available.
42. Open a player profile for details.
43. Use quick actions to add the player to the watchlist, add a note, or start/open a report.

Team roster players

In Team Workspace, players belong to the active team and sport. Coaches and staff with write access can add or edit roster players.

Scout-created prospects

In Scout Workspace, a scout can use **Add Prospect** to create an unrostered player for private scouting. Scout-created prospects are part of the scout's coverage workflow and are different from official team roster players.

Add Player / Add Prospect

- **Add Player** appears for team roster management.
- **Add Prospect** appears for Scout Workspace prospect creation.
- Required fields are first name, last name, and sport.

CSV roster import

When available in Team Workspace, roster CSV import lets you download a template, upload a CSV, review parsed rows, fix errors, and confirm import.

Supported roster columns:

- `first_name` required
- `last_name` required
- `sport` required
- `jersey_number` optional
- `position` optional
- `class_year` optional
- `school` optional
- `hometown` optional

Player profile

A player profile shows player identity, roster/scouting context, bio-style fields, and quick access to notes/reports.

Stats snapshot

Player cards and profiles can show stat snapshots from entered or imported stats. The display is sport-aware.

Discovery snapshot

Scout-facing player views can include recruiting/discovery context such as school, hometown, club/team, class year, status, commitment, and related information when entered.

Watchlist, note, and report actions

From Players, users can:

- Add/remove a player from their watchlist.
- Add a note tied to the player.
- Create or open a report tied to the player.

What saves where

- Team roster players save to the active Team Workspace.
- Scout-created prospects save to the scout's scouting context.
- Watchlist, notes, and reports are user-scoped/private by default.

6. Games page

What this page is for

The Games page manages the schedule, results, imported stat status, and published lineup status for the active context.

Who can use this

- ****Owner/Coach/Staff****: Can create/edit games and import schedule/stat CSVs in Team Workspace.
- ****Scout****: Can review a read-only schedule for enabled scout sports.
- ****Parent****: Read-only where available.

How to use it

44. Open ****Games****.
45. Review schedule cards/table rows.
46. Search or filter by team, opponent, location, status, sport, and related schedule fields where available.

47. Select a game to review context, notes, imported stats count, and lineup status.

48. If you have edit access, create or edit games and import CSV files.

Schedule view and Team vs Opponent display

Games show the active team context against the opponent. A game normally includes opponent, date, location, sport, status, and score/result fields when entered.

Creating games

Use **Add Game** or the game form. Opponent and date are required. Sport is tied to the active team or selected schedule import row.

Editing games

Use the edit action on a game row/card. You can update schedule details, status, location, and scores when permitted.

Importing schedule CSV

Schedule import supports a downloadable template and a review step before import.

Required schedule columns:

- `opponent_name`
- `game_date`
- `sport`

Optional schedule columns:

- `location_name`
- `status`
- `team_score`
- `opponent_score`

Importing game/player stats

Game Sheet CSV Import lets a team select a game, download a sport-specific template, upload game/player stats, review the rows, and confirm import.

Read-only Scout schedule behavior

In Scout Workspace, scouts can review games for enabled sports but should not expect to create or edit team schedule records.

Published lineup status

The Games page can show whether a game has a published lineup. Use this as a quick check before sending lineup links.

Imported stats row count

The Games page can show how many stat rows have been imported for a game. If the count is zero or lower than expected, review the selected game and CSV import results.

What saves where

- Team game edits and imports save to the active Team Workspace.
- Scout Workspace schedule views are read-only.

7. Stats page

What this page is for

The Stats page is where users review game-by-game stats and enter or edit box-score data.

Who can use this

- ****Owner/Coach/Staff****: Can enter/edit stats in Team Workspace.
- ****Scout/Parent****: Read-only where stats are visible.

How to use it

49. Open ****Stats****.
50. Select a game.
51. Review existing stats for the selected game.
52. If you have write access, enter or edit player stat values.
53. Click ****Save stats****.

Sport-specific stats

Stats are sport-aware:

- ****Hockey****: goals, assists, points, PIM, plus/minus, and goalie stats.
- ****Soccer****: goals, assists, points, and goalkeeper stats.
- ****Basketball****: points, rebounds, assists, steals, blocks, turnovers, and fouls.
- ****Baseball****: hitter stats and pitcher stats.

Hockey skater vs goalie behavior

Hockey skaters use skater stat fields. Players listed as goalies use goalie fields such as starts, wins/losses, shots against, saves, goals against, shutouts, and save percentage display.

Baseball, basketball, and soccer behavior

- Baseball pitchers use pitching fields; other baseball players use batting/fielding-oriented stat fields.
- Basketball players use basketball box-score fields.
- Soccer goalkeepers use goalkeeper fields; other soccer players use goals/assists/points.

Read-only behavior

If your role is read-only, the save button may be disabled or labeled read-only. Ask a team owner for Coach or Staff-style access if you need to enter stats.

What saves where

Stats save to the active Team Workspace and are used by player snapshots, game views, reports, and Game Prep source pulls where applicable.

8. Official Lineups page

What this page is for

The Official Lineups page builds, saves, and publishes the team's official lineup for a selected game.

Who can use this

- ****Owner/Coach/Staff****: Can save lineup drafts and publish public lineup links in Team Workspace.
- ****Scout/Parent****: Read-only lineup behavior where visible.

How to use it

54. Open ****Lineups****.
55. Select a game.
56. Build the lineup using the sport-specific builder.
57. Save the lineup draft.
58. Publish the lineup when it is ready to share.
59. Copy the public lineup link if needed.

Saving lineup drafts

A draft lets the team continue editing before publication. Drafts are tied to the selected game and sport.

Publishing lineup

Publishing creates or updates a read-only public lineup page. Use publish only when the lineup is ready for external viewing.

Public lineup links

A public lineup link opens a read-only lineup page. The link is intended for people who need lineup information without entering the full app.

Public token behavior at a user level

The app creates a shareable public link for the published lineup. Treat this like any shared document link: anyone with the valid link may be able to view the public lineup until it is replaced, revoked, or no longer available.

Sport-specific lineup builders

Hockey

Build forward lines, defense pairs, goalies, scratches, and extra skaters.

Soccer

Choose a formation, assign goalkeeper, back line, midfield, forwards, and bench.

Basketball

Assign starters by position and bench players.

Baseball

Build batting order, field positions, pitcher/catcher, infield, outfield, and bench.

Read-only parent/scout behavior

Parents and scouts should expect lineup viewing rather than official lineup editing unless their account also has Team Workspace write access.

What saves where

- Lineup drafts save to the Team Workspace.
- Published lineup links create read-only public lineup pages.

9. Reports page

What this page is for

Reports are structured scouting evaluations. They help a user turn observations into a shareable player report.

Who can use this

- ****Scout****: Can create private scouting reports and intentionally share them by link when available.
- ****Owner/Coach/Staff****: Can create reports in their team context, but reports remain user-scoped/private by default.
- ****Parent****: Cannot create, edit, or delete reports.

How to use it

60. Open ****Reports****.

61. Search/filter the list.
62. Click ****Create Report**** or open an existing report.
63. Link the report to a player and/or game when useful.
64. Fill in report fields.
65. Save changes.
66. Open the report detail page to print or copy a public link if available.

Report fields

Common report fields include:

- Player
- Game
- Sport
- Report title
- Summary
- Projection
- Created date/context

Creating, editing, and deleting reports

Use the report form to create or update your own reports. Delete only when you are sure you no longer need the report.

Create report from note

When a note contains useful evaluation content, use the note-to-report action where available to start a report from that note's content and context.

Public/share link behavior

On report detail, **Copy public link** creates a shareable read-only link for that specific report. This is an intentional sharing action.

Scout reports vs team-context reports

Scout reports live in the scout's private scouting workflow. Team-context reports may be linked to team players/games, but they are still user-scoped/private by default.

Privacy note

Reports are **not automatically shared across all staff**. Share a report link intentionally if another person needs to read it.

What saves where

Reports save to the signed-in user's report workspace. A public report link creates read-only access to that report only.

10. Notes page

What this page is for

Notes capture quick observations about players, games, and scouting context before they become formal reports.

Who can use this

- **Scout**: Can create/edit/delete private scout notes.
- **Owner/Coach/Staff**: Can create/edit/delete their own notes in team context when permitted.
- **Parent**: Cannot create, edit, or delete notes.

How to use it

67. Open **Notes**.
68. Search notes or filter by player/game.
69. Click **New Note** or open an existing note.
70. Optionally link it to a player and/or game.
71. Write the note text.
72. Save.
73. Convert the note into a report when it is ready for a formal evaluation.

Player notes and game notes

A note can be tied to a player, a game, both, or broader scouting context depending on the form options shown.

Creating, editing, and deleting notes

You can edit or delete your own notes when you have write access. Parent users and other read-only users do not receive editing access.

Converting a note into a report

Use the conversion action where available. The report starts from the note's player/game/sport context so you do not have to re-enter everything.

Scout notes vs team-context notes

Scout notes support private coverage workflows. Team-context notes can be linked to team players/games, but they are still user-scoped/private by default.

Privacy note

Notes are **not automatically shared across all staff**. If you need shared communication, use intentional report sharing or another team process.

What saves where

Notes save to the signed-in user's note workspace and remain private by default.

11. Watchlist page

What this page is for

The Watchlist is a private scouting queue for players who need another viewing, a note, or a report.

Who can use this

- ****Scout****: Primary user for private tracking.
- ****Owner/Coach/Staff****: Can use watchlist-style tracking where available.
- ****Parent****: Read-only/no editing expected.

How to use it

74. Add a player to the watchlist from Players or a player profile.
75. Open ****Watchlist****.
76. Review players grouped by scouting status/context.
77. Open the player profile, add a note, or create/open a report.
78. Remove the player when follow-up is complete.

Scouting queue

The watchlist is designed to answer: "Who needs my next scouting action?" Each watched player can show latest note/report context when available.

Scout/private behavior

Watchlist entries are user-scoped/private. Adding a player to your watchlist does not add them to every staff member's watchlist.

What saves where

Watchlist changes save to your signed-in user context.

12. Teams page

What this page is for

The Teams page manages which team/workspace is active and lets eligible users create or switch teams.

Who can use this

- ****Owner/Coach/Staff****: Use Teams to switch active team context.
- ****Scout****: May see limited team/scout context depending on access.
- ****Parent****: Read-only team context where available.

How to use it

79. Open **Teams**.
80. Review available teams/workspaces.
81. Select the team you want active.
82. Confirm sport, season, and team name.
83. Create a team only if the app shows that option for your account.

Sport/season/team context

The active team controls which roster, games, stats, lineups, settings, and Game Prep materials you see.

Subscription/team-limit behavior

Some accounts may have limits on how many teams or workspaces they can create based on their plan. If the create option is unavailable or an access message appears, review Settings or contact the account owner. This manual does not cover internal billing details.

What saves where

Active team selection changes your working context. Team creation saves a new Team Workspace if allowed.

13. Settings page

What this page is for

Settings manages personal profile information, team profile information, members, invites, access, and billing actions when visible.

Who can use this

- **Owner**: Fullest settings access, including member/invite management and owner protections.
- **Coach/Staff**: Limited settings depending on permissions.
- **Scout/Parent**: Limited profile/access information; no team admin expected.

How to use it

84. Open **Settings** from a Team Workspace.
85. Review your profile/session context.
86. Update team profile fields if permitted.
87. Review members and roles.
88. Create or revoke invites if you have permission.
89. Open access/billing actions if shown.

Profile

Profile settings identify the current signed-in account and default account type.

Team profile

Team profile settings describe the active team, sport, and season where editable.

Members

Members show current team access. Owners have protection so they are not accidentally removed from owner-level access.

Invites

Invite creators can enter an email, choose an invite option, create an invite link, copy it, and revoke pending invites.

Invite roles Admin/Coach and accept-as-Coach behavior

The invite UI may show **Admin** and **Coach**. Both accept into Coach-style team membership. Do not describe Admin as a separate team membership role.

Access/billing

Settings may show plan/access information and actions such as a billing portal. Use the visible portal action to manage billing when available. The app intentionally avoids exposing internal billing details in normal workflow pages.

Owner protections

Owner access is protected. If you need to transfer ownership or make major access changes, use the visible controls or contact support/account ownership contacts.

What saves where

- Profile changes save to your account.
- Team profile/member/invite changes save to the active Team Workspace.
- Billing portal actions happen through the visible billing flow.

14. Game Prep overview

What this workflow is for

Game Prep turns a selected game into a connected preparation package: lineup planning, opponent prep, scouting packets, bench card, post/pre-game report materials, and a presentation deck.

Who can use this

Game Prep requires:

- Team Workspace selected.
- Active team selected.
- Owner, Coach, or Staff-style access.

Scout Workspace and Parent/read-only access should not expect Game Prep editing tools.

How to use it

90. Switch to the correct Team Workspace.
91. Open ****Game Prep****.
92. Select the target game.
93. Work through the cards in order:
 94. Game Prep Hub
 95. Lineup Board
 96. Opponent Lineup
 97. Pre-Scout Packet
 98. Coach Card
 99. Game Report
 100. Presentation Packet
101. Save each tool before moving downstream.
102. Print or Save PDF when the package is ready.

Selected game context

Every Game Prep tool is tied to the selected game. If you open a tool without a selected game, return to the hub and select one.

Source chain

Game Prep tools feed each other:

- Lineup Board and Opponent Lineup feed Pre-Scout and Coach Card.
- Pre-Scout feeds Coach Card and Game Report.
- Lineup Board, Opponent Lineup, Pre-Scout, Coach Card, and Game Report feed Presentation Packet.

Back to Game Prep behavior

Each tool includes a **Back to Game Prep** action so you can return to the hub while keeping the same selected game context.

Print/PDF behavior

Game Prep print actions use the browser print system. Choose **Save as PDF** in your browser print dialog when you need a PDF.

What saves where

- **Workspace save**: The preferred save location for Game Prep materials tied to the team and selected game.
- **Local draft fallback**: A temporary fallback used when a workspace save is unavailable. It helps avoid losing work on the current device/browser, but it is not a substitute for a successful workspace save.

15. Game Prep Hub

What this page is for

The Game Prep Hub is the command center for a selected game's preparation package.

Who can use this

Owner, Coach, and Staff-style users in Team Workspace.

How to use it

103. Open **Game Prep**.
104. Select a game.
105. Review workflow cards and status badges.
106. Follow the **Next step** recommendation.
107. Use **Refresh status** after saving work in another tool.
108. Use **Duplicate prep package** if shown to copy saved prep items from another game.

Status badges

- **Workspace saved**: This item has been saved to the team workspace for the selected game.
- **Local draft fallback**: A draft exists only as a fallback on the current device/browser.
- **Not started**: No saved work has been found yet.
- **Missing**: A source or required item is not available.
- **Ready**: The item or source is available to use.
- **Unsaved changes**: The current tool has changes that should be saved.

What saves where

The hub checks saved status. It does not replace saving inside each individual tool.

16. Lineup Board

What this page is for

Lineup Board converts the official lineup and roster context into a visual board for game preparation.

Who can use this

Owner, Coach, and Staff-style users in Team Workspace.

How to use it

109. Open **Lineup Board** from Game Prep.
110. Select/confirm the game.
111. Import the official lineup if available.
112. Arrange player cards on the sport-specific board.
113. Save the board.
114. Print when needed.

Official lineup import

The board can pull assignments from the saved official lineup for the selected game so you do not have to rebuild from scratch.

Sport-specific board behavior

- **Hockey**: Lines, defense pairs, goalies, scratches/extras.
- **Soccer**: Formation-style layout and bench/depth context.
- **Basketball**: Starters and bench/depth context.
- **Baseball**: Batting order, field positions, and bench/depth context.

How it feeds downstream tools

A saved Lineup Board can feed Pre-Scout, Coach Card, Game Report, and Presentation Packet source pulls.

What saves where

Use workspace save whenever possible. If the app reports local draft fallback, save again when workspace saving becomes available.

17. Opponent Lineup

What this page is for

Opponent Lineup tracks expected opponent starters, lines/formations, matchups, scratches, and opponent player context.

Who can use this

Owner, Coach, and Staff-style users in Team Workspace.

How to use it

115. Open **Opponent Lineup** from Game Prep.
116. Confirm the selected game and opponent.

117. Add opponent players to the opponent library.
118. Build the opponent lineup with the available sport-specific template or board.
119. Save.
120. Print if needed.

Opponent team/library

The opponent library is a place to list known opponent players for the selected game context. Add enough detail to support matchups and coach notes.

Templates if present

Use templates or default layouts when shown to speed up common opponent structures.

How it feeds downstream tools

A saved Opponent Lineup can feed Pre-Scout, Coach Card, Game Report, and Presentation Packet.

What saves where

Opponent lineup work should be workspace saved for the selected team/game. Local fallback means the current device has a backup draft only.

18. Pre-Scout Packet

What this page is for

Pre-Scout Packet captures opponent tendencies, keys, matchups, watch notes, and organized prep buckets before game day.

Who can use this

Owner, Coach, and Staff-style users in Team Workspace.

How to use it

121. Open **Pre-Scout Packet**.
122. Confirm the selected game.
123. Pull sources from lineup/opponent context when available.
124. Choose view, edit, or present mode.
125. Add or edit packet sections.
126. Use **Add Bucket** and the **Report Canvas** to organize information.
127. Use the selected bucket inspector to refine a bucket.
128. Apply templates where available.
129. Duplicate or reset items only when you intentionally want to copy or clear work.
130. Save and print.

Packet sections

Packet sections commonly include keys, opponent tendencies, matchups, special situations, player notes, and game reminders.

How it feeds downstream tools

Pre-Scout content feeds Coach Card, Game Report, and Presentation Packet.

What saves where

Save to workspace for the selected game. Treat local fallback as temporary device/browser backup.

19. Coach Card

What this page is for

Coach Card creates a bench-ready front/back card for quick game-day reference.

Who can use this

Owner, Coach, and Staff-style users in Team Workspace.

How to use it

131. Open **Coach Card**.
132. Confirm the selected game.
133. Pull sources from Lineup Board, Opponent Lineup, and Pre-Scout.
134. Build the front and back canvas.
135. Use **Add Card Block** to add keys, matchups, reminders, diagrams, notes, or video references.
136. Select a block and use the inspector to edit title, content, size, style, or visibility.
137. Apply templates where helpful.
138. Duplicate or reset blocks only when intentional.
139. Save and print.

Bench-ready purpose

The card should be short, readable, and practical during a game: keys to start, matchups to watch, reminders, special situations, period/quarter notes, adjustments, timeout notes, and lineup snapshots.

How it feeds downstream tools

Coach Card content can feed Game Report and Presentation Packet.

What saves where

Save the card to the workspace for the selected game. Local fallback means a temporary draft exists on the current device/browser.

20. Game Report

What this page is for

Game Report turns Game Prep sources and game stats into a structured report and optional report canvas.

Who can use this

Owner, Coach, and Staff-style users in Team Workspace.

How to use it

140. Open **Game Report** from Game Prep.
141. Confirm the selected game.
142. Use **Generate from Sources** or refresh from sources.
143. Review **View Report**.
144. Use **Edit Sections** to adjust written sections.
145. Use **Canvas Builder** for a visual report layout.
146. Use **Print Report** or **Print Canvas**.
147. Save to workspace.

Stats rendering

Game Report can render sport-specific stats from the selected game.

Hockey skater/goalie split

Hockey reports separate skater-style stats from goalie-style stats where possible so goalies are evaluated with goalie metrics.

How it feeds Presentation Packet

Presentation Packet reads the Game Report source from the workspace first. Save the Game Report to the workspace before generating the deck if you want the latest report content included.

What saves where

Game Report supports workspace save and local fallback. Workspace save is the preferred source for downstream Presentation Packet generation.

21. Presentation Packet

What this page is for

Presentation Packet is the deck builder for team meetings, scout meetings, and game prep presentations.

Who can use this

Owner, Coach, and Staff-style users in Team Workspace.

How to use it

148. Open **Presentation Packet** from Game Prep.
149. Confirm the selected game.
150. Click **Generate Deck** to build from available sources.
151. Click **Save Deck** after edits.
152. Use **Load Saved Deck** to return to saved work.
153. Choose built-in presets or local templates where available.
154. Navigate slides with thumbnails or the slide dropdown.
155. Edit slide canvas objects.
156. Use the selected object inspector to adjust content, layout, visibility, and diagram items.
157. Add slides, objects, source blocks, diagrams, and video objects as needed.
158. Review the deck.
159. Present in room view.
160. Print or Save PDF.

Built-in presets and local templates

Built-in presets provide starting structures. Local templates help reuse a deck structure without retyping common slide layouts.

Slide thumbnails/dropdown and slide canvas

Use thumbnails/dropdown for navigation. Use the canvas to arrange each slide's text, source blocks, diagrams, image/video placeholders, and coaching notes.

Add Object, Add Source Block, Add Diagram, and video objects

- **Add Object** adds general slide content.
- **Add Source Block** inserts content from Game Prep sources.
- **Add Diagram** creates visual teaching blocks with markers, arrows, zones, or labels.
- **Video objects** provide clip/video reference placeholders and notes.

Review Deck and Present

- **Review Deck** hides editing handles for pacing and readability review.
- **Present** opens a room-style presentation view with previous/next controls.

Game Report source behavior

Presentation Packet reads Game Report from the workspace first. If the deck seems to use old report content, return to Game Report, save to workspace, then regenerate or refresh the deck.

What saves where

Presentation Packet supports workspace save and local fallback. Workspace-saved decks are the preferred source for the selected game; local fallback is a device/browser backup.

22. Public pages

What this page is for

Public pages provide read-only lineup or report views for people who have a valid share link.

Who can use this

Anyone with a valid public link can view the public page. They do not receive app editing access.

How to use it

161. Publish a lineup or copy a report public link from inside Kaish Scout.
162. Send the link only to intended viewers.
163. Viewers open the link and see a read-only page.

Public lineup link

A public lineup link shows the published lineup card for a sport/game. It does not show private notes, private reports, settings, billing, member lists, or editing controls.

Public report/share links

A public report link shows the selected report in read-only form. It does not open the full Reports workspace.

Public lineup layouts

- **Hockey**: Forwards, defense, goalies, extra skaters, scratches.
- **Soccer**: Formation, goalkeeper, back line, midfield, forwards, bench.
- **Basketball**: Starters and bench.
- **Baseball**: Batting order, pitcher/catcher, infield, outfield, bench/extras.

What saves where

Public pages read from published/shareable copies. The public viewer cannot save changes.

23. CSV imports

What this section is for

CSV imports help teams move roster, schedule, and game/player stats into Kaish Scout faster than manual entry.

Who can use this

Owner, Coach, and Staff-style users in Team Workspace when the import panels are shown.

General CSV steps

164. Download the template from the relevant page.
165. Fill out the CSV using the template columns.
166. Upload the CSV.
167. Review row-level issues.
168. Correct errors and re-upload if needed.
169. Confirm import.

Roster CSV

Required:

- `first_name`
- `last_name`
- `sport`

Optional:

- `jersey_number`
- `position`
- `class_year`
- `school`
- `hometown`

Schedule CSV

Required:

- `opponent_name`
- `game_date`
- `sport`

Optional:

- `location_name`
- `status`
- `team_score`
- `opponent_score`

Game/player stats CSV

Basic identity columns:

- `first_name`
- `last_name`

- `jersey_number`

Sport-specific stat columns are based on the selected game's sport.

Hockey stats columns

- `goals`
- `assists`
- `points`
- `pim`
- `plus_minus`
- `goalie_starts`
- `goalie_wins`
- `goalie_losses`
- `goalie_ot_losses`
- `shots_against`
- `saves`
- `goals_against`
- `shutouts`

Soccer stats columns

- `goals`
- `assists`
- `points`
- `goalie_starts`
- `goalie_wins`
- `goalie_losses`
- `goalie_ties`
- `shots_against`
- `saves`
- `goals_against`
- `shutouts`

Basketball stats columns

- `points`
- `rebounds`
- `assists`
- `steals`
- `blocks`
- `turnovers`
- `fouls`

Baseball stats columns

Hitting:

- `at_bats`
- `runs`
- `hits`
- `rbi`
- `doubles`
- `triples`
- `home_runs`
- `walks`
- `strikeouts`
- `stolen_bases`

Pitching:

- `innings_pitched`
- `pitching_hits_allowed`
- `pitching_runs_allowed`
- `earned_runs`
- `pitching_walks`
- `pitching_strikeouts`
- `pitching_home_runs_allowed`
- `pitching_wins`
- `pitching_losses`
- `saves_recorded`

Common import errors

- File is not a CSV.
- Required column is missing.
- Required field is blank.
- Date is not valid.
- Sport is not one of Hockey, Soccer, Basketball, or Baseball.
- Jersey/class year/stat values are not valid numbers.
- Duplicate rows appear in the same upload.
- Player names do not match existing roster rows for a game stat import.

24. Printing and PDF

What this section is for

Printing and Save PDF workflows turn lineup and Game Prep materials into shareable sheets.

Who can use this

Any user who can view a printable page can use browser print. Editing and saving still follow role rules.

How to print or save PDF

170. Open the page or tool you want to print.
171. Click the page's **Print**, **Print Report**, **Print Canvas**, or **Print / Save PDF** action if shown.
172. In the browser dialog, choose a printer or **Save as PDF**.
173. Check orientation, scale, margins, and background graphics.
174. Save or print.

Pages/tools that can print

- Official lineup sheets and public lineup pages.
- Opponent Lineup.
- Pre-Scout Packet.
- Coach Card.
- Game Report and Game Report Canvas.
- Presentation Packet.
- Report Detail.

Expected output

- **Lineup sheets**: Sport-specific lineup card.
- **Opponent lineup**: Opponent assignments and notes.
- **Pre-scout**: Packet sections and report canvas.
- **Coach card**: Bench-ready front/back card.
- **Game report**: Written report and/or canvas report.
- **Presentation packet**: Slide deck pages for meeting use.

25. Troubleshooting

I cannot see a team

- Confirm you are signed into the correct account.
- Open the workspace switcher and choose Team Workspace.
- Ask the owner to confirm your invite was accepted and your membership is active.
- If you are a Scout or Parent, confirm you are expected to have team access rather than only scout/public access.

I cannot edit

- Check your role. Parent and read-only Scout views cannot edit team workflow.
- Confirm you are in Team Workspace for team roster, games, stats, lineups, settings, and Game Prep.
- Ask the owner for Coach or Staff-style access if you need editing rights.

I see read-only access

Read-only access usually means your role does not include editing for that page, or you are in Scout Workspace/public view rather than Team Workspace.

Stats are missing

- Confirm the correct game is selected.
- Confirm stats were saved or imported for that game.
- Check sport-specific fields: goalies and pitchers may display different stat columns.
- Re-import the CSV if the imported row count is lower than expected.

Source is missing in Game Prep

- Return to the upstream tool and save it to workspace.
- Refresh status on the Game Prep Hub.
- Confirm you are using the same selected game in every Game Prep tool.

Save did not appear

- Check whether the tool says **Workspace saved**, **Unsaved changes**, or **Local draft fallback**.
- If you see local fallback, try saving again when the workspace connection is available.
- Refresh the hub after saving.

Public link not working

- Confirm the item was published or the public link was created.
- Copy the newest link from the app.
- Make sure the link has not been revoked or replaced.
- For lineup links, confirm the lineup is published for the selected game.

Print layout looks wrong

- Try landscape vs portrait.
- Reduce scale slightly.
- Enable background graphics if the design needs them.
- Use the page's print button rather than printing from an edit-heavy view when possible.

Wrong workspace selected

- Use the workspace switcher.
- Confirm the active team/sport/season in the top bar.
- Return to the page after switching context.

26. Glossary

Workspace

The active working context in Kaish Scout. It controls which data and tools you see.

Team Workspace

A team-specific workspace for roster, games, stats, official lineups, settings, and Game Prep.

Scout Workspace

A scout-focused workspace for private prospects, watchlist, notes, reports, and scout-visible games/lineups by enabled sport.

Game Prep

The connected game-planning workflow that includes Lineup Board, Opponent Lineup, Pre-Scout Packet, Coach Card, Game Report, and Presentation Packet.

Workspace draft

A saved draft stored for the team/workspace and selected game. This is the preferred saved state for Game Prep tools.

Local draft fallback

A temporary device/browser backup used when workspace save is unavailable. It helps prevent lost work but should be replaced by a workspace save when possible.

Public lineup

A read-only published lineup page available through a shareable public link.

Scout-created prospect

An unrostered player created by a scout for private scouting and evaluation.

Watchlist

A user-scoped/private queue of players who need follow-up, notes, or reports.

Coach Card

A concise bench-ready card with keys, matchups, reminders, lineup/opponent snapshots, and quick coaching notes.

Presentation Packet

A slide deck builder that uses Game Prep sources to prepare a meeting or game-plan presentation.

Game Report

A structured report generated or edited from Game Prep sources and game stats, with written sections and optional canvas layout.