
How to complete the No Limits Sports timesheet

Dear Coach,

Please see below a simple guide to using the timesheet.

Enter the portal via the Time Sheet link - <https://www.nlstimesheet.com/>

- **STEP 1** - Enter your full name. (i.e BAKER, John)
- **STEP 2** - Enter your email and phone number. Ensuring both are current and accessible.
- **STEP 3** - When submitting our time sheet, we must include all coaching sessions for the current month in one submission, starting from the beginning of the month until the end of the previous month.
 - Enter the date of your session in the drop-down menu - **(dd/mm/yyyy)**
 - In the **"Start Time"** section, Enter the starting time of the session as agreed upon with John or with the School.
 - In the **"End Time"** section, Enter the time of the end of the session as agreed upon with Josh Clark or with officials at the school or organisation you are coaching at.
 - In the **"Description"** section, please provide the school or location and then the Sport you are coaching.
 - In the **"Pay Rate"** section, please enter the hourly rate that was previously agreed upon with Josh before the session. For instance, if you both agreed on a rate of \$30 per hour, then please enter \$30.
 - The coaching details you have just entered will appear below

2 of 4 completed

Step 3
Enter times worked from calendar

Enter day Start time End time

08/05/2023 10:00 am 12:00 pm

Description
Roselle Primary School, Evasion Games

Pay rate
30

2023-05-08 10:00 ~ 12:00 \$30
Roselle Primary School, Evasion Games

Please continue this process until all coaching sessions from the beginning of the month until the end of the month have been logged.

- **STEP 4** – Submitting your Time Sheets. Before submitting, it is crucial that you thoroughly review and ensure that all the information you have entered is accurate and correct.