

"Built for Agents. Trusted by Teams"

SHERPA ONBOARDING MANUAL

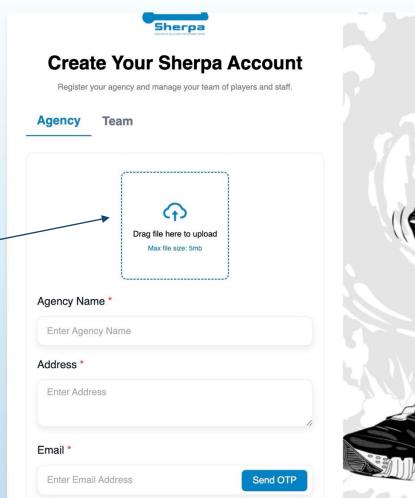
TEAMS

THIS MANUAL IS FOR THE TEAM ONBOARDING TO THE SHERPA PLATFORM.

DIRECTIONS- SHERPA PLATFORM

Welcome to Sherpa! This manual will show you how to navigate the platform and unlock its full potential. (Thank you for using Sherpa)

Upload your information here, then select whether you're registering as a Team or an Agency.













Dashboard

Players

Teams

Expenses

Financials

Salary Tracker

NIL Deals

□ News

Messages

Settings

[→ Sign Out

WELCOME BACK!, DJ Johnson



Current NIL Deals



Total Sponsorships



Recruiting & Scouting

Manage player targets and scouting data



Deals & Opportunities

Track opportunities and deals



Marketing & Branding

Marketing campaigns and branding



Payments

Payment processing and records



Compliance & Legal

Ensuring compliance with laws through integrity and transparency.



Player Development

Develop players through coaching, skills, and character growth.



Team Structure

Manage team structure, depth charts, and positions.



Performance Insights

Analyze player and team performance trends.



Roster & Cap Management

Manage roster and salary cap effectively.



Contract & Negotiations

Handle player contracts and negotiations seamlessly.



Talent Strategy

Planning recruitment, scouting talent, and compiling evaluation reports to build a strong pipeline



Performance Analytics

Analyzing athlete performance metrics to track progress, identify strengths and weaknesses, and support data-driven decisions



Risk Compliance

A real-time dashboard to track, assess, and manage organizational risks and compliance status.

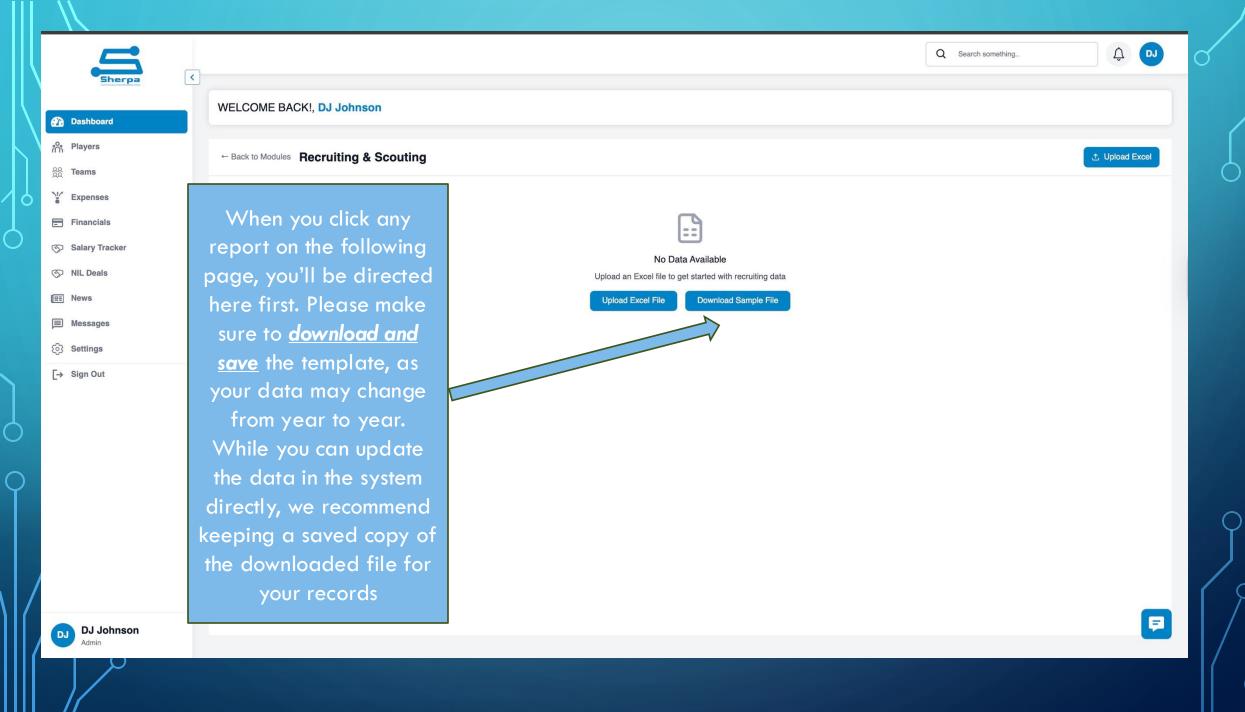
Use this section to select the reports most relevant to you and import data from existing **Excel** or **Google** Sheets.

Important: You must download our template and transfer your data into the provided Excel file to ensure the reports and data load correctly.



DJ Johnson







Dashboard

Players

Teams

Expenses

Financials Salary Tracker

NIL Deals

Messages

Settings

[→ Sign Out

Role Management

Q Search here... Search

Admin Controls

Only admin users can access this section.

Create a role first, then assign permissions.

Need help? See page 8 of the user manual.

In the upper right-hand corner, admin users can create roles and assign permissions. (See next slide.) You must first create a role before setting its permissions. Refer to page 7 for detailed instructions.

+ Create Role

Q Search something...

Johnson

135 Duffy Daugherty Football Building, 771 Chestnut Rd., East Lansing, MI 48824-

Role Management Define and manage roles to control access.

User Management ald, update, and nanage user accounts.

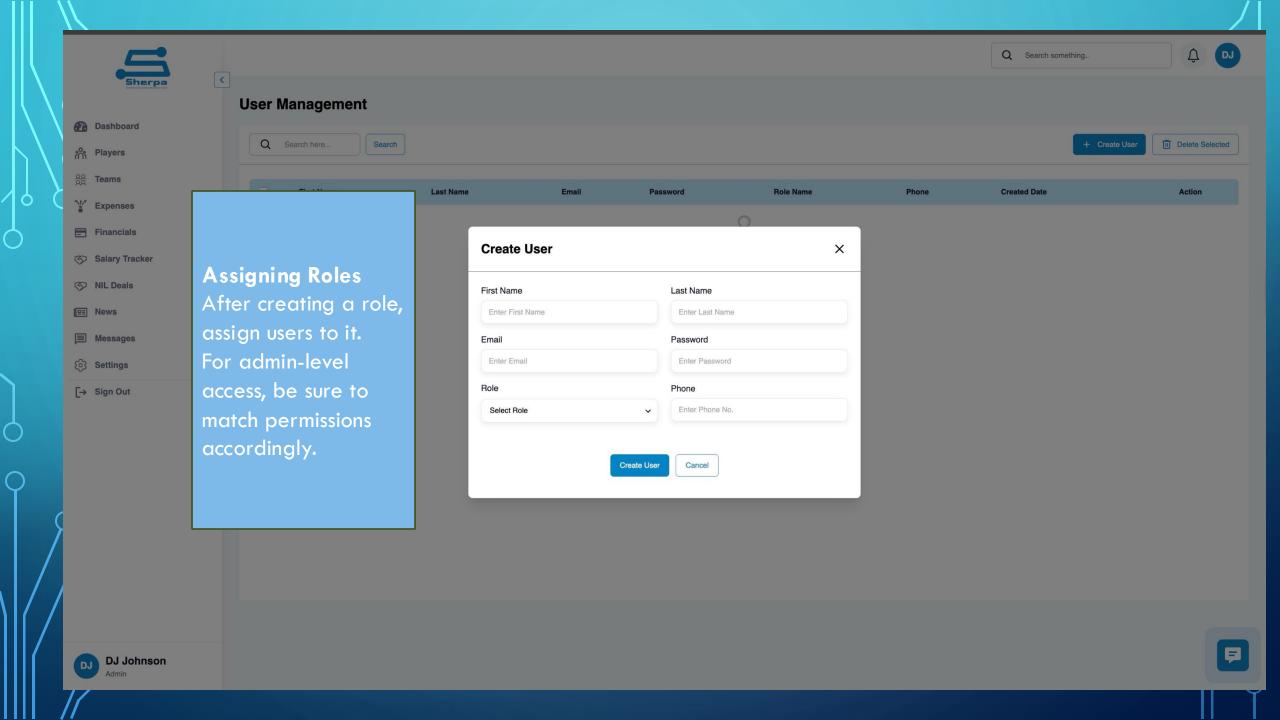
Role Management

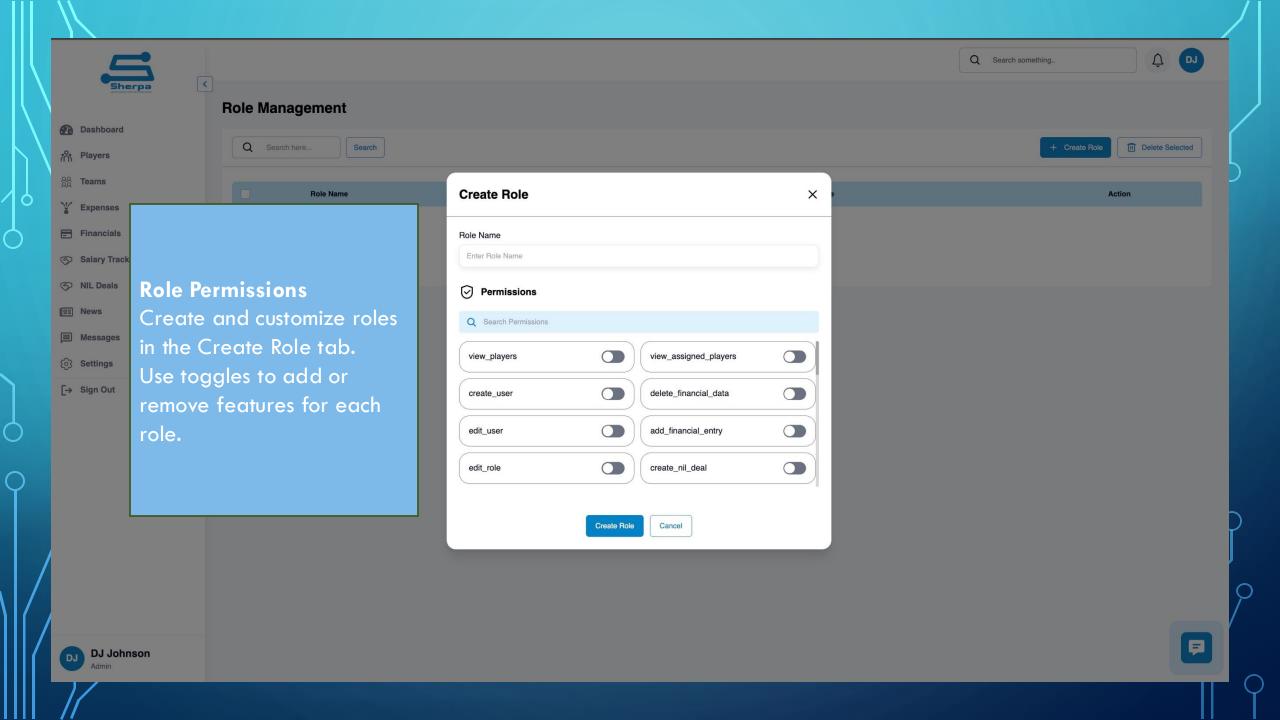
Admins can edit user permissions at any time from the Role Management tab.

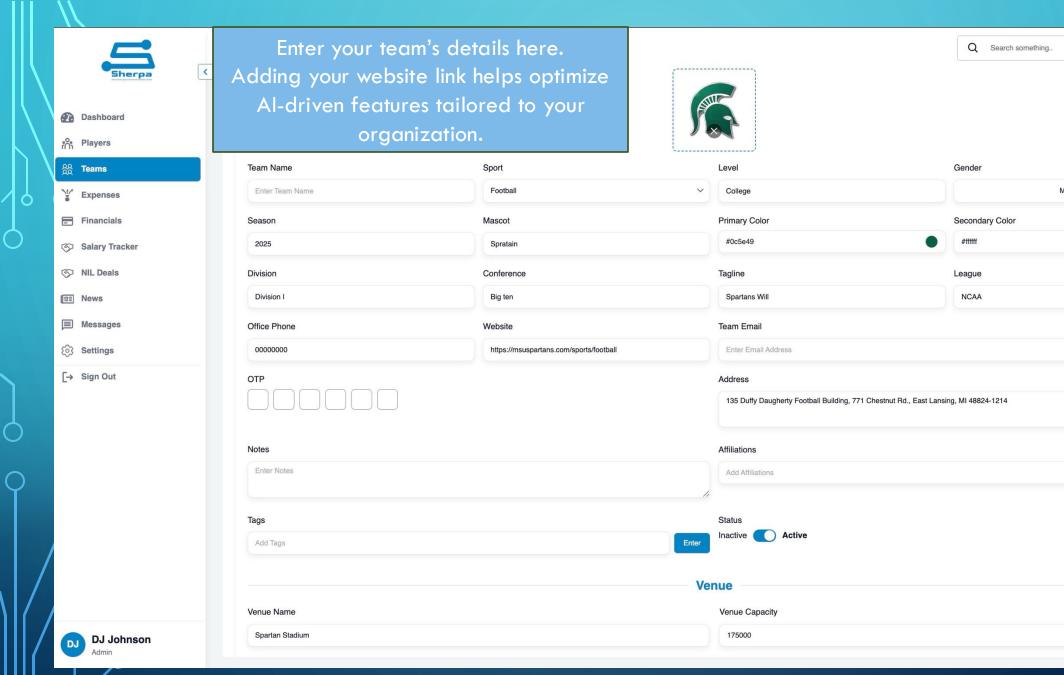


DJ Johnson









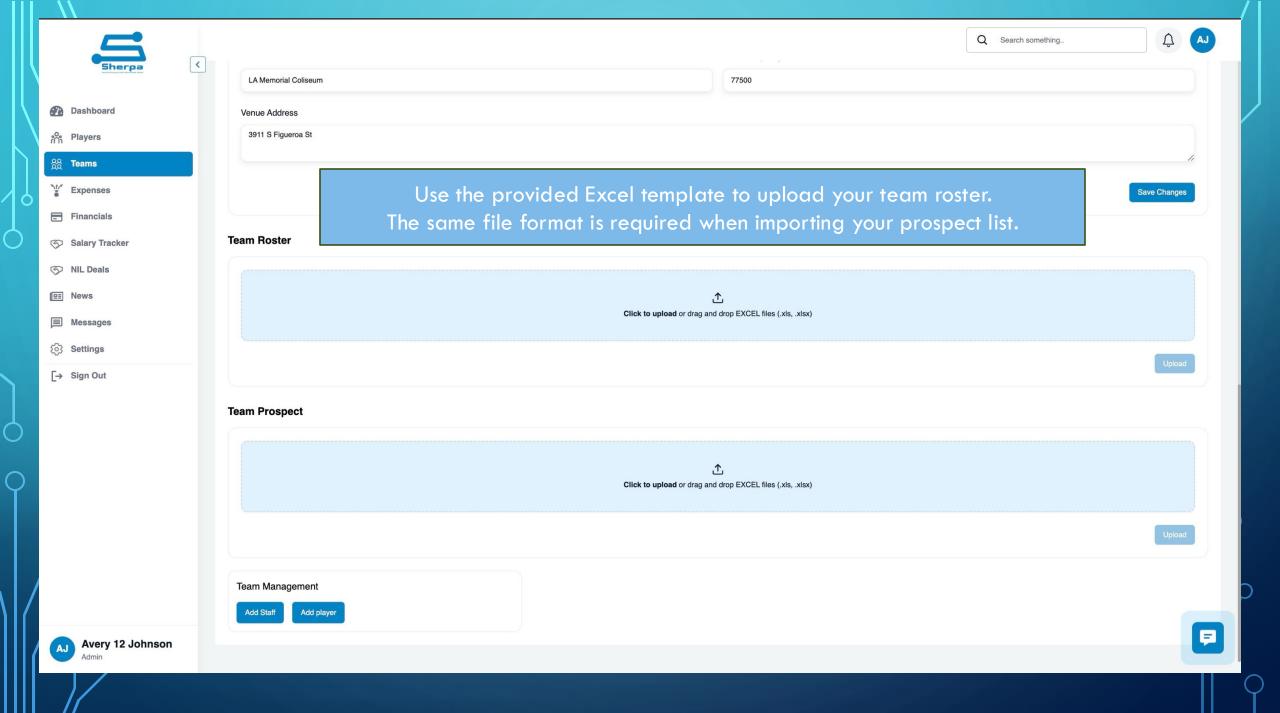
Û

Send OTP

Enter

F

DJ





Salary Tracker

NIL Deals

Messages

Settings

Sign Out

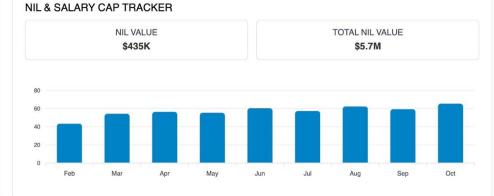
□ News

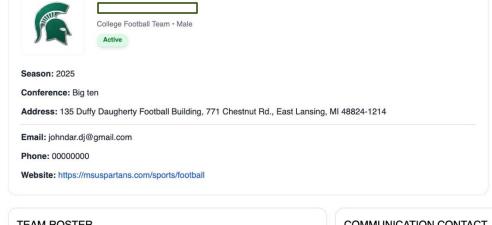


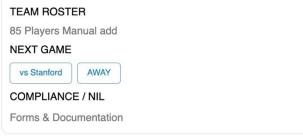
olace. Q Sear



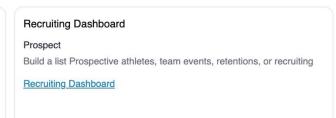


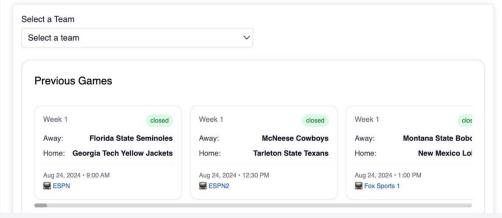


















<

Team Depth

Dashboard

Players

₩ Teams

Expenses

Financials

Salary Tracker

NIL Deals

□ News

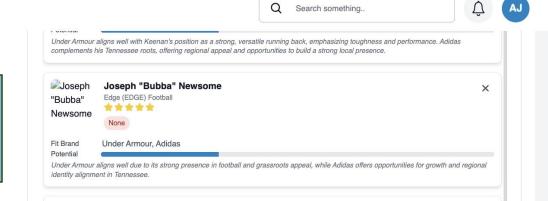
■ Messages

Settings

[→ Sign Out

Import your current depth chart and filter by offense or defense.

(Be sure to download and use our Excel template for compatibility.)



Unit	Position	Starter	Backup
Offense	Z	8 Ja'Kobi Lane OR 81 Kyle Ford	N/A
Offense	Υ	6 Makai Lemon	44 Josiah Zamora
Offense	LG	70 Emmanuel Pregnon	66 Gino Quinones
Offense	Н	1 Zachariah Branch	9 Jay Fair
Offense	LT	72 Elijah Paige	59 Micah Banuelos
Offense	RT	76 Mason Murphy	73 Tobias Raymond
Offense	С	79 Jonah Monheim	67 Kilian O'Connor
Offense	RG	77 Alani Noa OR 75 Amos Talalele	N/A
Offense	Χ	10 Kyron Hudson OR 2 Duce Robinson	15 Jaden Richardson
Defense	NB	21 Greedy Vance Jr.	15 Anthony Beavers Jr. 16 Prophet Brown





Upload Depth Chart

Dashboard

Players

20 Teams

Expenses

Financials

NIL Deals

Messages

Settings

[→ Sign Out

□ News

Salary Tracker

Q Search something..





Recruiting Dashboard Team Details Updated Team Team Contract

Recruiting Dashboard Prospects

Roster

The Recruiting Dashboard allows you to add players you're interested in and track their progress. staff in your organization to see.

Use the Smart Prospect Search to find similar players and add them to your board. If you're especially high on a player, mark them as a Top Prospect and move them to your Prospect

Q Smart Prospect Search

Recruiting Dashboard

Click on any player row to view additional details or add notes

	NAME	POSITION	TYPE	STATUS	HEIGHT / WEIGHT	YEAR	NIL VALUE	FOLLOWERS	ACTIONS
1 >	Joseph "Bubba" Newso	Edge (EDGE)	Base	None	5-10 194	2025	N/A	~ N/A	Notes View Mark Player Remove
2 >	Joshua "soup " ander	Cornerback (Base	None	5-11 160	2026	N/A	~ N/A	Notes View Mark Player Remove
3 >	Ka' Von Chisolm	DL	N/A	N/A	6-5 260	N/A	N/A	~ N/A	Notes View Mark Player Remove
4 >	Kai Wheaton	Cornerback (Star	Committed	- N/A	2026	\$56	~ 688	Notes View Mark Player Remove
5 >	Lamar Brown	ATH	Star	undecided	77 292	2026	N/A	~ N/A	Notes View Mark Player Remove
6 >	Nicholas "alex" swif	Wide Receive	Base	None	5- 11 180	2026	N/A	~ N/A	Notes View Mark Player Remove
7 >	Sabastian "bash" jon	Running Back	Base	None	5-9 N/A	2026	N/A	~ N/A	Notes View Mark Player Remove
8 >	Tre' McKitty	TE	N/A	N/A	6-4 246	N/A	N/A	~ N/A	Notes View Mark Player Remove



Avery 12 Johnson





<

Q Search something..







Players

₩ Teams

Expenses

Financials

Salary Tracker

NIL Deals

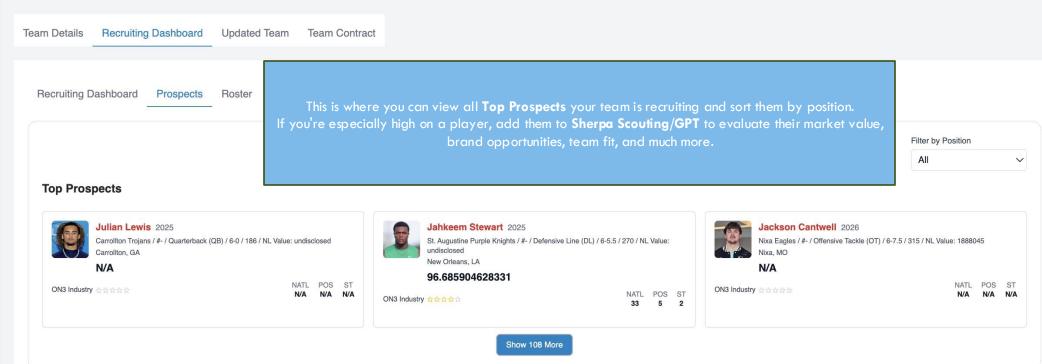
□■ News

■ Messages

Settings

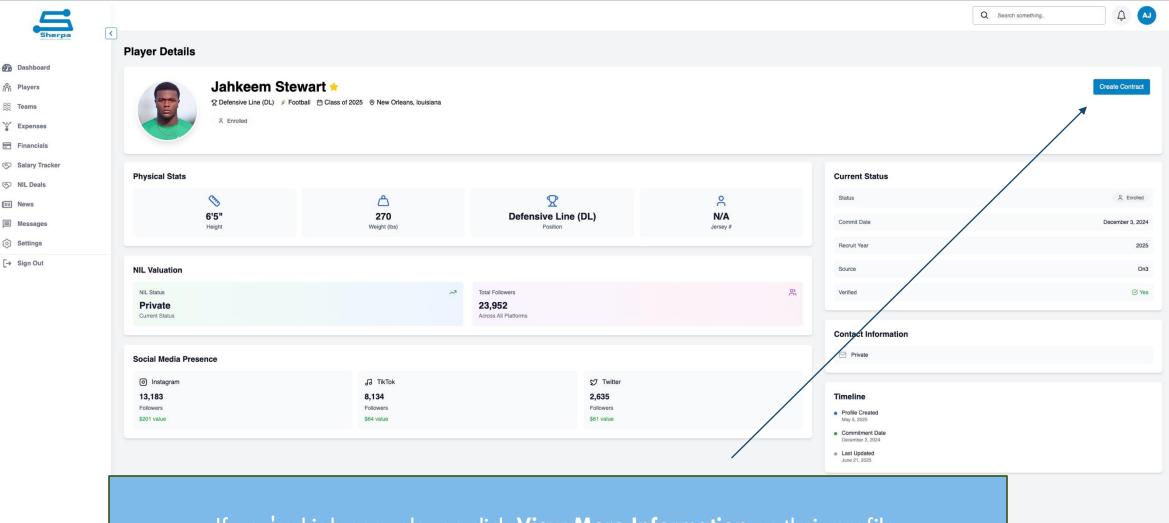
[→ Sign Out

Teams









If you're high on a player, click View More Information on their profile. From there, you can upload your own contract or summarize a deal provided by an agent or brand for your players and collectives.



Dashboard

Expenses Financials

NIL Deals

■ Messages

(6) Settings

[→ Sign Out

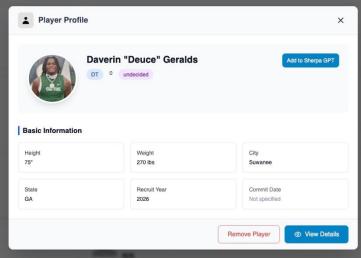
■ News

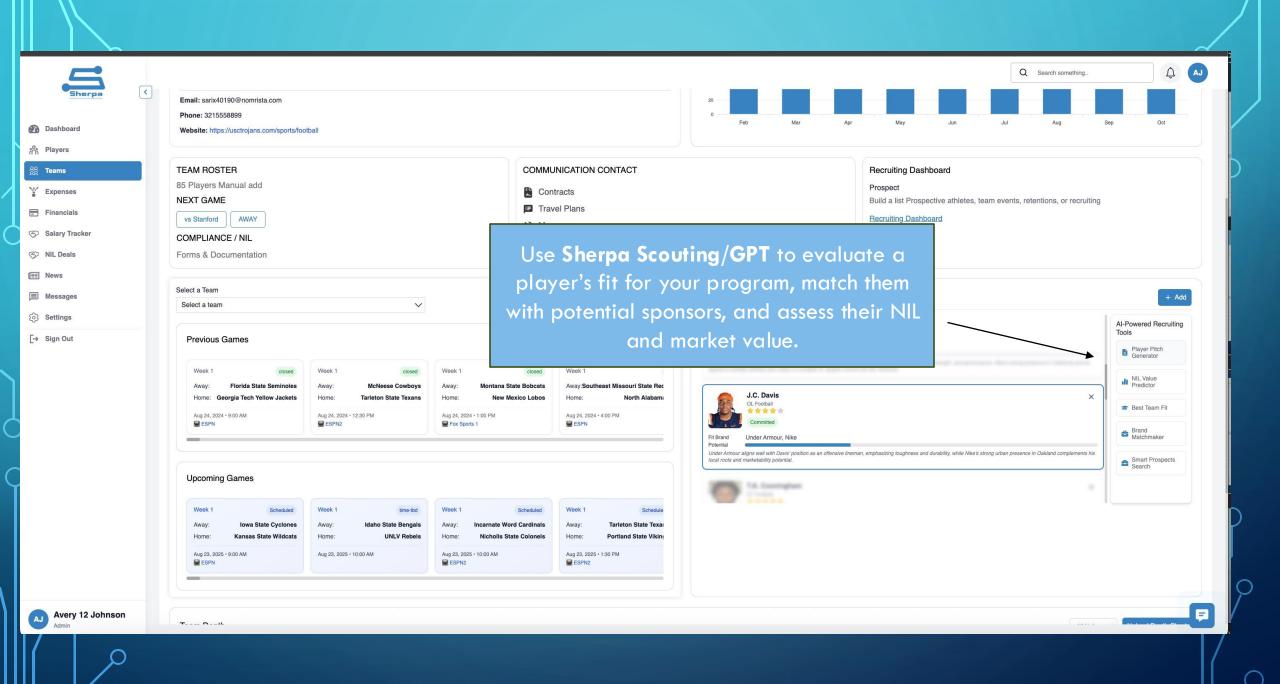


View prospects on the Prospect Board and review key details such as height, weight, and rankings from ESPN, On3, 247Sports, and Rivals. If you're high on a player, add them to your **Sherpa Scouting** or **GPT Board** for deeper evaluation.

224

224







SettingsSign Out

Teams

Q Search here..

Team Details Recruiting Dashboard Updated Team Team Contract

info@itech0.com

Search

Team Contracts
Upload, manage, and summarize contracts for both players and prospects — all in one place.

+ Create Contract

Q Search something..

Q AJ

Delete Selected

Player Name	Player Email	Created At	Start Date	End Date	Status	Sig. Requested	Action
Mark Bowman	basebep704@mytaemin.com	2025-07-15	2025-07-15	2025-07-22	Signed	Yes	:
DJ Harvey	basebep704@mytaemin.com	2025-07-15	2025-07-16	2025-07-17	Signed	Yes	:
Asante Das	basebep704@mytaemin.com	2025-07-15	2025-07-15	2025-07-17	Pending	No	I
Taniela Tupou	xahis24537@claspira.com	2025-07-14	2025-07-14	2025-07-21	Pending	No	:
Brendan Cho	brendan12@gmail.com	2025-07-14	2025-07-15	2025-09-25	Pending	No	:
Brendan Cho	brendan12@gmail.com	2025-07-14	2025-07-19	2025-09-25	Pending	No	1
Aaron Dunn	johndar.dj@gmail.com	2025-07-13	2025-07-15	2026-07-15	Sent	Yes	1
Julian Lewis	johndar.dj@gmail.com	2025-07-13	2025-07-15	2026-07-15	Pending	No	I
Jahkeem Stewart	johndar.dj@gmail.com	2025-07-13	2025-07-15	2027-02-19	Sent	Yes	I
Jahkeem Stewart	johndar.dj@gmail.com	2025-07-13	2025-07-14	2026-07-13	Sent	Yes	I
Alani Noa	johndar.dj@gmail.com	2025-07-08	2025-07-08	2026-06-26	Sent	Yes	i .
Prince Strachan	johndar.dj@gmail.com	2025-07-08	2025-07-09	2026-01-30	Sent	Yes	I
Julian Lewis	johndar.dj@gmail.com	2025-07-08	2025-07-09	2026-07-08	Sent	Yes	ŧ
Jaden Richardson	info@itech0.com	2025-07-08	2025-07-02	2026-01-01	Pending	No	1
Taniela Tupou	apa.globaliasoft@gmail.com	2025-07-08	2025-07-31	2025-08-20	Pending	No	ŧ

2025-07-02

2026-01-01

2025-07-08





Q Search something..



AJ

Dashboard

Players

Reams

Expenses

Financials

Salary Tracker

NIL Deals

□≡ News

■ Messages

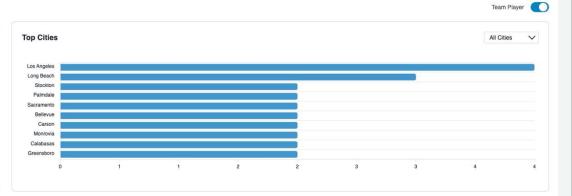
Settings

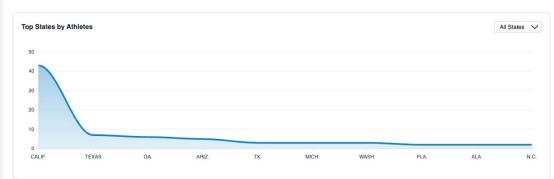
[→ Sign Out

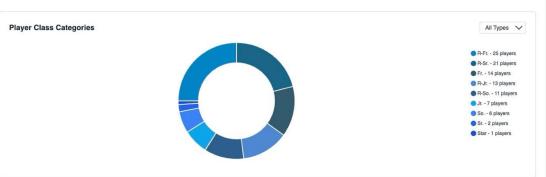
Player Management

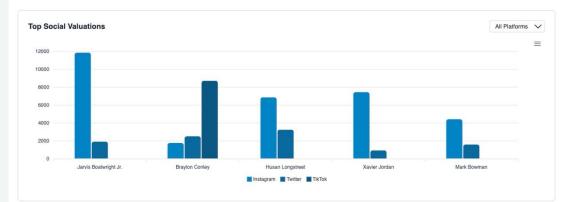
Use the **Player Management Dashboard** to view transfer portal players and free agent profiles.

Track your roster by class category and identify top recruiting hotbeds for your team.









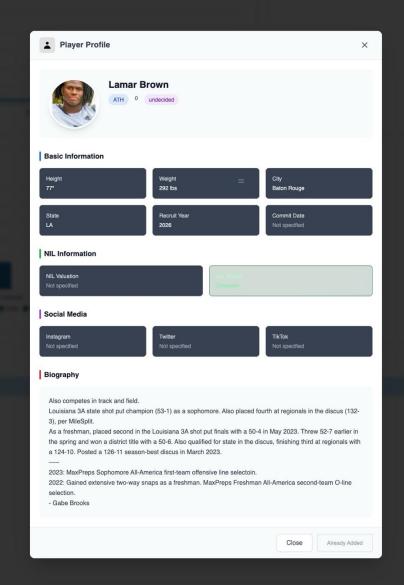


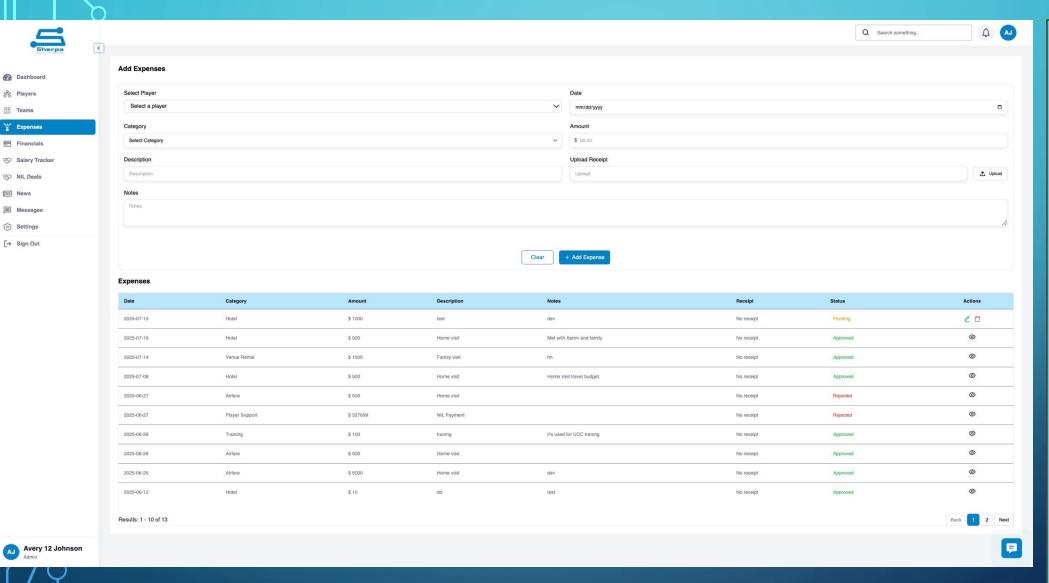


Use the Player Management

Data Pool to search for players and add them directly to your Recruiting

Board.





Dashboard Players

¥ Expenses

Financials

NIL Deals

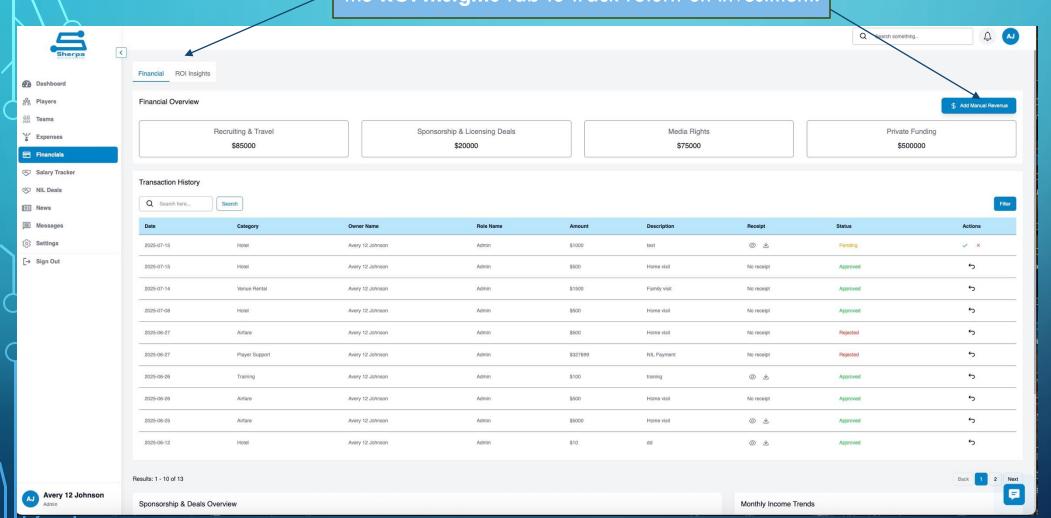
□ News

[→ Sign Out

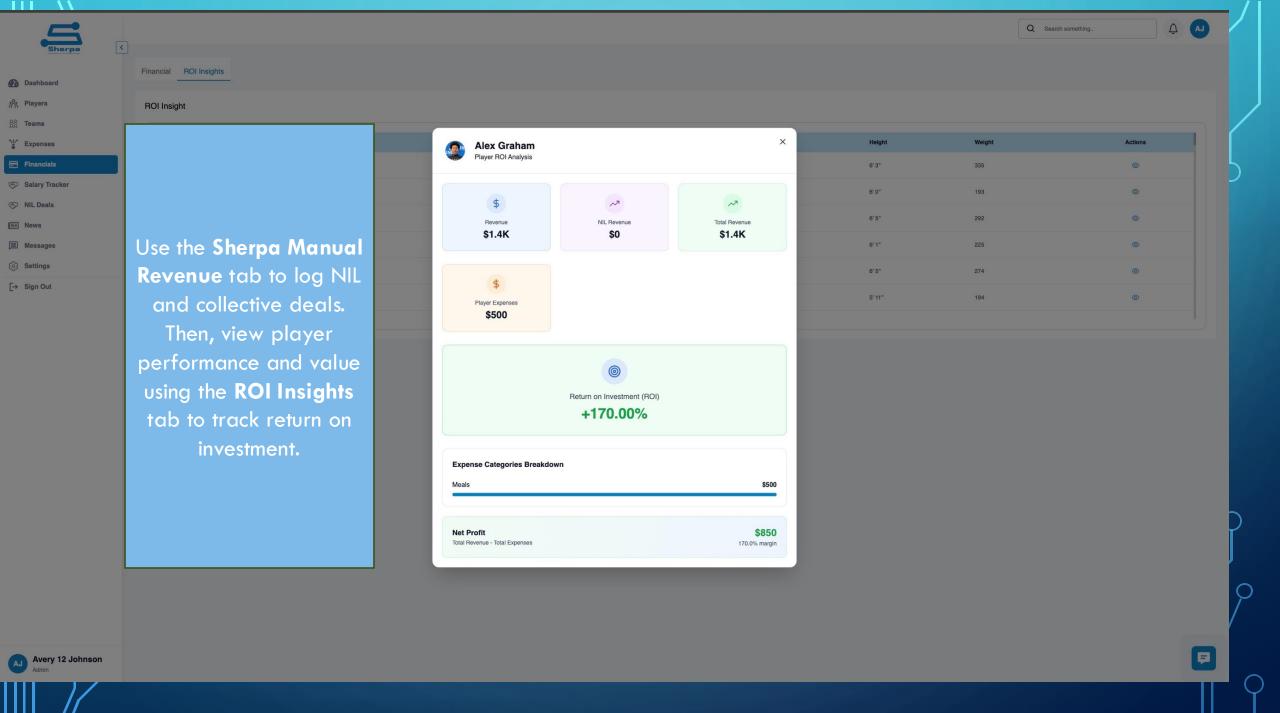
Salary Tracker

Use the **Expense** section to track both company and playerrelated expenses. As an admin, you can control whether users have permission to approve expenses on their end. You can also link expenses directly to specific players to monitor spending and stay up to date on player-related costs.



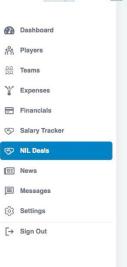


Use the Financial section to input your budget, track earnings from sponsorships and collective funding, and set travel budgets for your coaching staff. Monitor all transactions in real time — as an admin, you can approve or reject each one directly from the dashboard.





Q Search something..

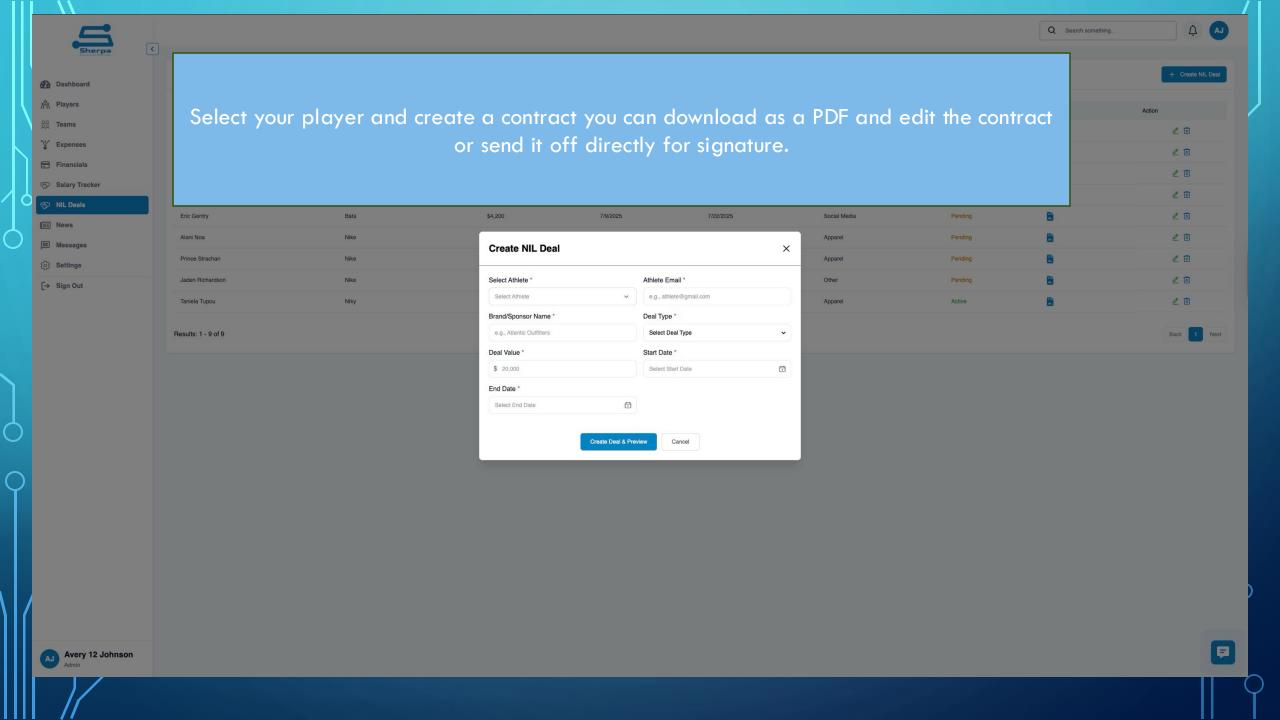


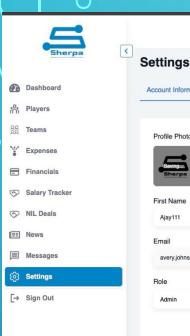
Q Search here Search								+ Create NIL Deal
Athlete Name	Sponsor/Brand	Deal Value	Start Date	End Date	Deal Type	Status	Contract	Action
Brendan Cho	jaden	\$150	7/14/2025	9/24/2025	Apparel	Pending	B	€ 11
Mark Bowman	fghfhfg	\$20	7/18/2025	10/14/2025	Apparel	Pending	&	₾ 111
Aaron Dunn	Nike	\$50,000	7/14/2025	7/14/2026	Apparel	Pending	8	₽ 111
Jahkeem Stewart	Nike	\$50,000	7/14/2025	2/18/2027	Apparel	Pending		€ 🖽
Eric Gentry	Bata	\$4,200	7/9/2025	7/22/2025	Social Media	Pending	8	€ 🖽
Alani Noa	Nike	\$20,000	7/7/2025	6/25/2026	Apparel	Pending	8	2 11
Prince Strachan	Nike	\$20,000	7/8/2025	1/29/2026	Apparel	Pending		2 11
Jaden Richardson	Nike	\$250,000	7/1/2025	12/31/2025	Other	Pending		€ 11
Taniela Tupou	Niky	\$10,000	7/30/2025	8/19/2025	Apparel	Active	2	€ 111
Results: 1 - 9 of 9								Back 1 Next

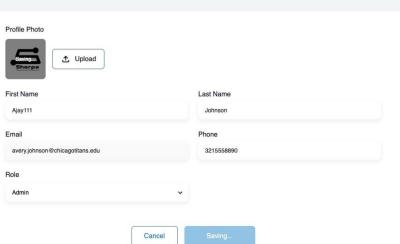
Track all of your player contracts and use Sherpa to help you generate contracts for NIL, Marketing endorsement an much more. (see next page)











Security Settings Notification Privacy Settings Application Preferences Feedback

Upload your profile photo, adjust your security settings and notifications, and choose between Light or Dark Mode.

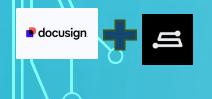
If you're having trouble, use the Support & Feedback tab to get help or share suggestions.

And if you love using Sherpa — we'd love to hear that too. Our platform is built for the people who use it every day.

Q Search something..







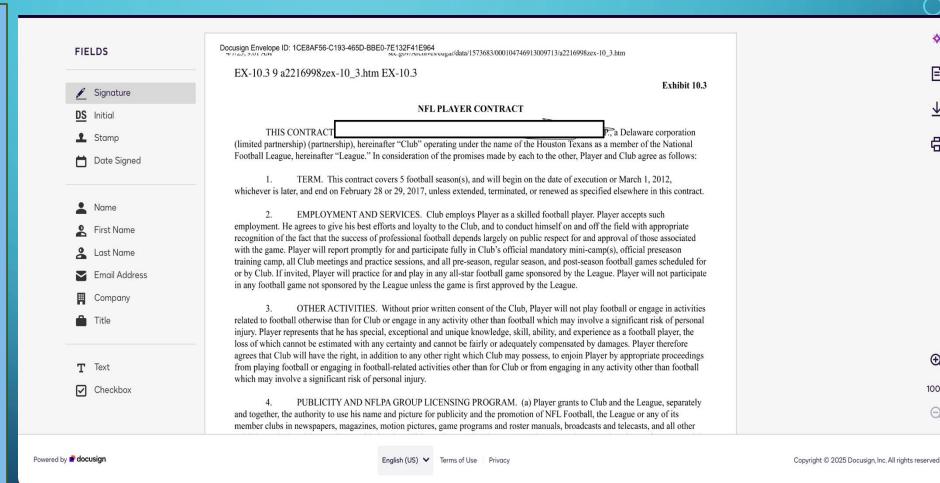
Sherpa partners with DocuSign to streamline your document workflows — and we cover the storage costs, so you don't have to.

However, we recommend setting up your own DocuSign account to independently track and manage your signed documents outside of the Sherpa platform. This gives you added visibility and control over your agreements.

Seamless Signing with DocuSign

Sherpa makes it easy for teams to manage contracts through our DocuSign integration. You can use DocuSign's built-in tools to set signature requirements, add custom fields, and ensure compliance.

Athletes can drag and drop their signature, ask questions, or send the contract back for clarification — giving your front office more control and flexibility in the signing process.



100%

0

