

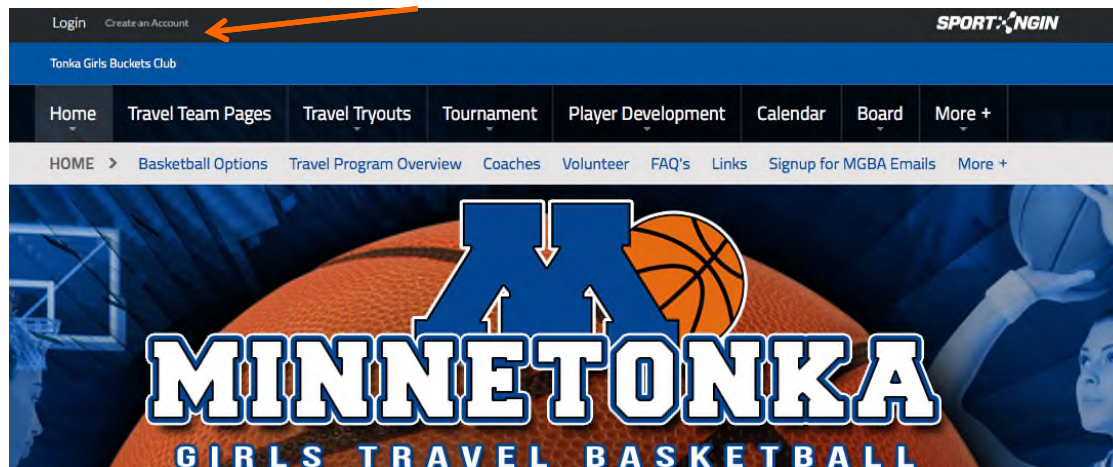
# Minnetonka Girls Basketball Association



November 2015

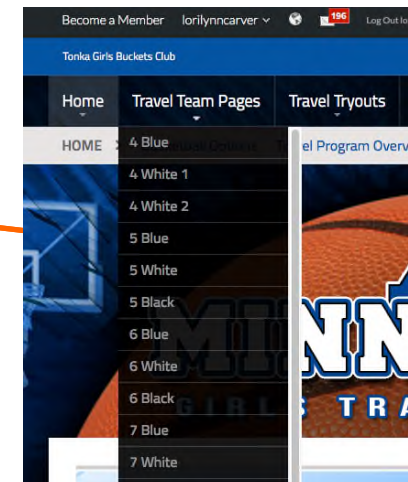
# Logging onto Your Team's Page

Go to [www.tonkabuckets.org](http://www.tonkabuckets.org) and hit the Login button (upper left of screen) and log in with your SportNgin login id.



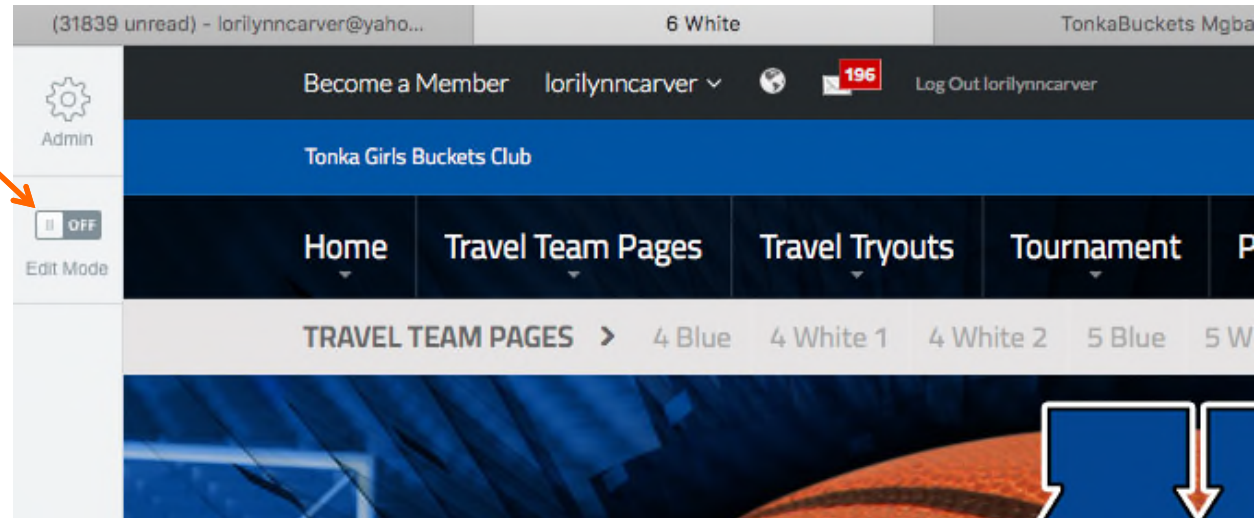
Since you are identified as a Coach or Team Parent, you have special permissions for editing your team's page.

Navigate to your team's page



## Logging onto Your Team's Page, cont'd

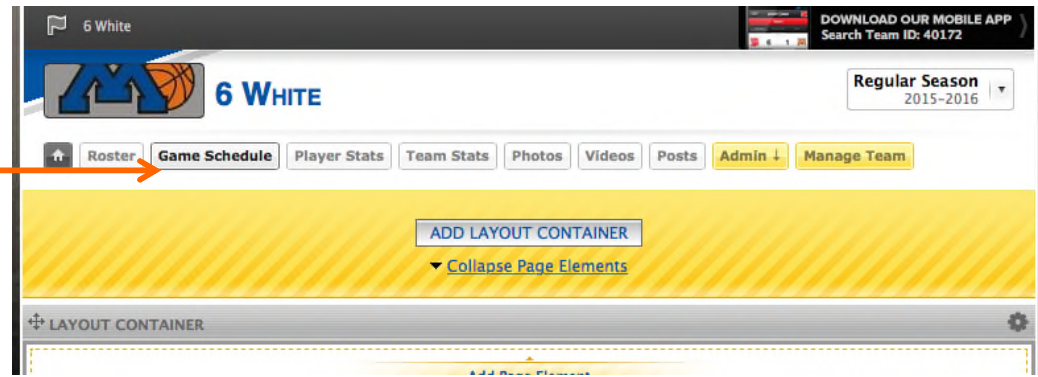
In the upper left corner, you will see the Edit Mode button. Click "Off" to change it to "On" mode.



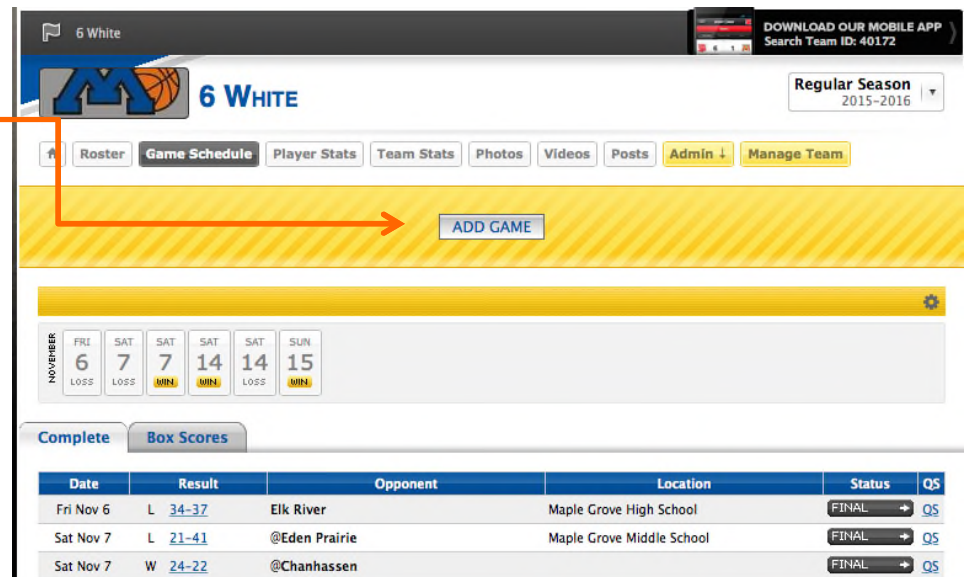
YOU WILL NOW BE IN EDIT MODE AND CAN MAKE MANY CHANGES.  
Please refrain from hitting icons like trash cans (that delete) or dragging around components on the screen.

# Adding Games to Team Calendar

To add games, go to Game Schedule in the tabbed navigation menu,

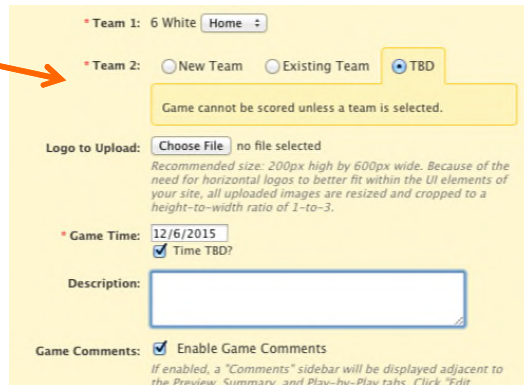


select ADD GAME



# Adding Games to Team Calendar, cont'd

Fill in the game details. Make sure to include opponent, arrival time, uniform color, location address, court#. If game info is unknown, use opponent TBD or time TBD.



\* Team 1: 6 White Home

\* Team 2:  New Team  Existing Team  TBD

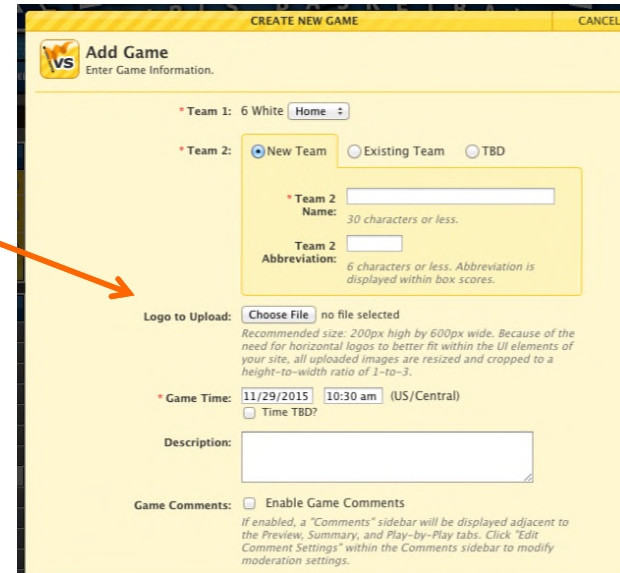
Game cannot be scored unless a team is selected.

Logo to Upload:  no file selected  
Recommended size: 200px high by 600px wide. Because of the need for horizontal logos to better fit within the UI elements of your site, all uploaded images are resized and cropped to a height-to-width ratio of 1-to-3.

\* Game Time: 12/6/2015  
 Time TBD?

Description:

Game Comments:  Enable Game Comments  
If enabled, a "Comments" sidebar will be displayed adjacent to the Preview, Summary, and Play-by-Play tabs. Click "Edit"



CREATE NEW GAME CANCEL

**VS** Add Game  
Enter Game Information.

\* Team 1: 6 White Home

\* Team 2:  New Team  Existing Team  TBD

\* Team 2 Name:   
30 characters or less.

Team 2 Abbreviation:   
6 characters or less. Abbreviation is displayed within box scores.

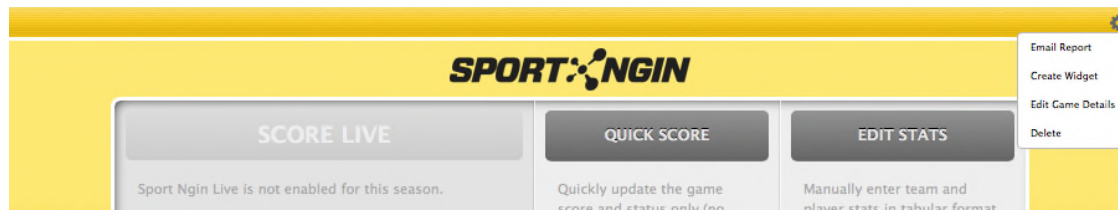
Logo to Upload:  no file selected  
Recommended size: 200px high by 600px wide. Because of the need for horizontal logos to better fit within the UI elements of your site, all uploaded images are resized and cropped to a height-to-width ratio of 1-to-3.

\* Game Time: 11/29/2015 10:30 am (US/Central)  
 Time TBD?

Description:

Game Comments:  Enable Game Comments  
If enabled, a "Comments" sidebar will be displayed adjacent to the Preview, Summary, and Play-by-Play tabs. Click "Edit Comment Settings" within the Comments sidebar to modify moderation settings.

To edit games, click on gear icon



**SPORT:NGIN**

SCORE LIVE  
Sport Ngin Live is not enabled for this season.

QUICK SCORE  
Quickly update the game score and status only (no

EDIT STATS  
Manually enter team and player stats in tabular format.

⚙️

- Email Report
- Create Widget
- Edit Game Details
- Delete


# Scoring Games

To score games, click on QS

Complete		Box Scores			
Date	Result	Opponent	Location	Status	QS
Fri Nov 6	L 34-37	Elk River	Maple Grove High School	FINAL →	QS
Sat Nov 7	L 21-41	@Eden Prairie	Maple Grove Middle School	FINAL →	QS
Sat Nov 7	W 24-22	@Chanhassen		FINAL →	QS
Sat Nov 14	W 25-21	Jordan	<a href="#">Hidden Oaks Middle School 15855 Fish Point Road, Prior Lake, MN 55372</a>	FINAL →	QS
Sat Nov 14	L 13-34	@Burnsville Gold	<a href="#">Hidden Oaks Middle School 15855 Fish Point Road, Prior Lake, MN 55372</a>	FINAL →	QS
Sun Nov 15	W 33-18	New Prague	<a href="#">Prior Lake High School</a>	FINAL →	QS
Fri Dec 4	-	Hopkins	Minnetonka High School	6:30 PM Cst	QS

Fill in the scores in spaces provided

EDIT GAME QUICK SCORE CANCEL

 **Quick Score Game**  
Enter the game status and scores for each team. Quick Scoring functionality is for game result reporting purposes only. Games entered in this way do not affect team and player season totals until team and player stats are entered.

Game Status:

Scores:  at   
Hopkins at 6 White

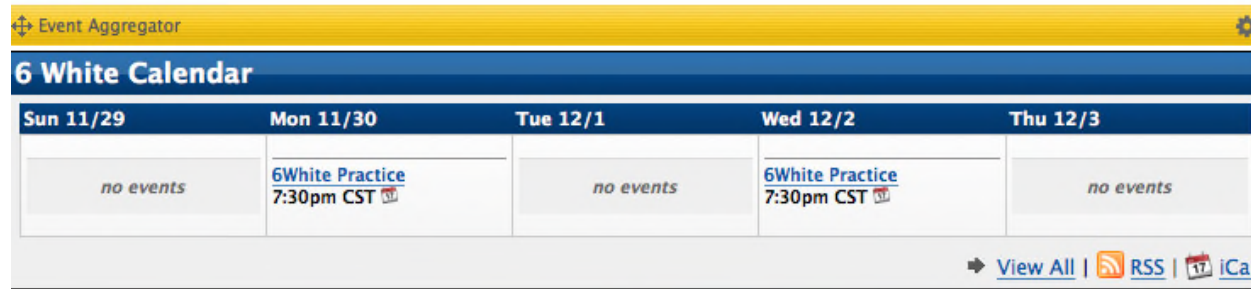
Comment:

Overtime

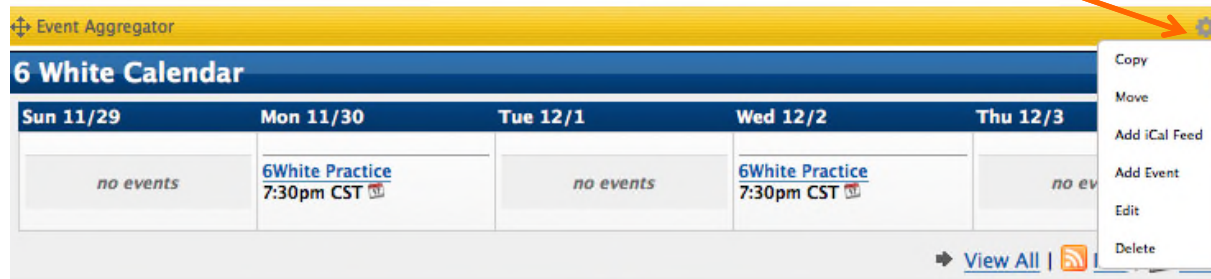
Save

# Add Practices or Special Events

Go to Calendar on your team's home page to the calendar section



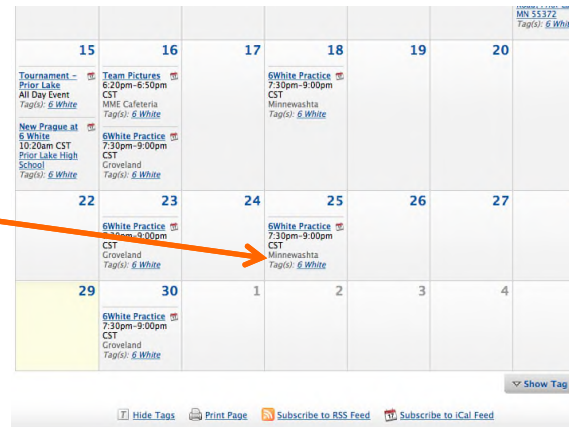
Click the gear icon to get the drop down menu, click Add Event



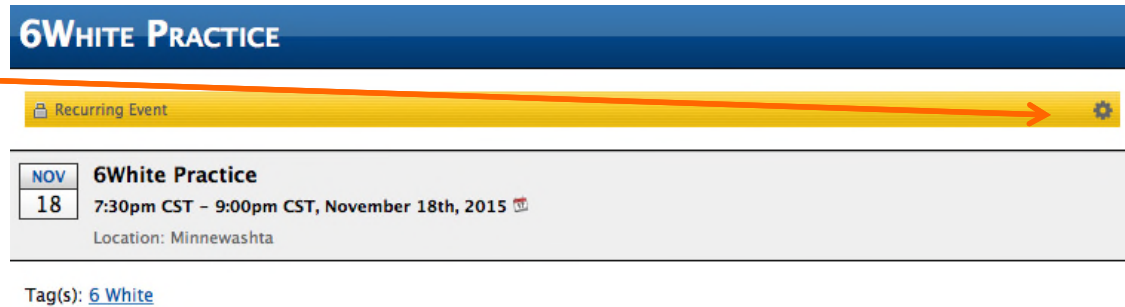
Fill in the event details.

The screenshot shows the 'ADD NEW EVENT' form. It includes a 'Calendar Event' title, a 'Currently Selected Tags' section with 'Tonka Girls Buckets Club' and '6 White (2015-2016)', and a 'Show Tag Menu' link. There are dropdowns for 'Top Event Template' and 'Bottom Event Template', both set to 'None'. The 'Event Name' field is empty. The 'When' field is set to '11/29/2015 11:00 am to 12:00 pm (US/Central)' with an 'All day' checkbox. The 'Repeat' field is set to 'Does not repeat'. The 'Location' field is empty. There is a 'Description' field with a rich text editor toolbar below it.

To edit an event, click on the event on the team's calendar



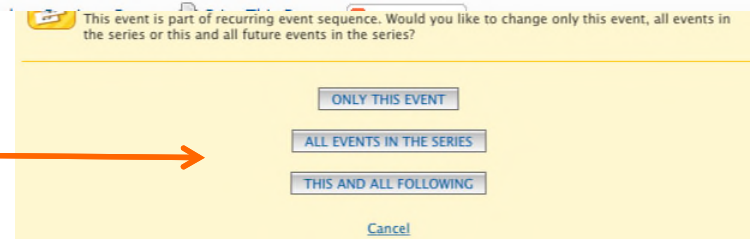
Click the gear icon



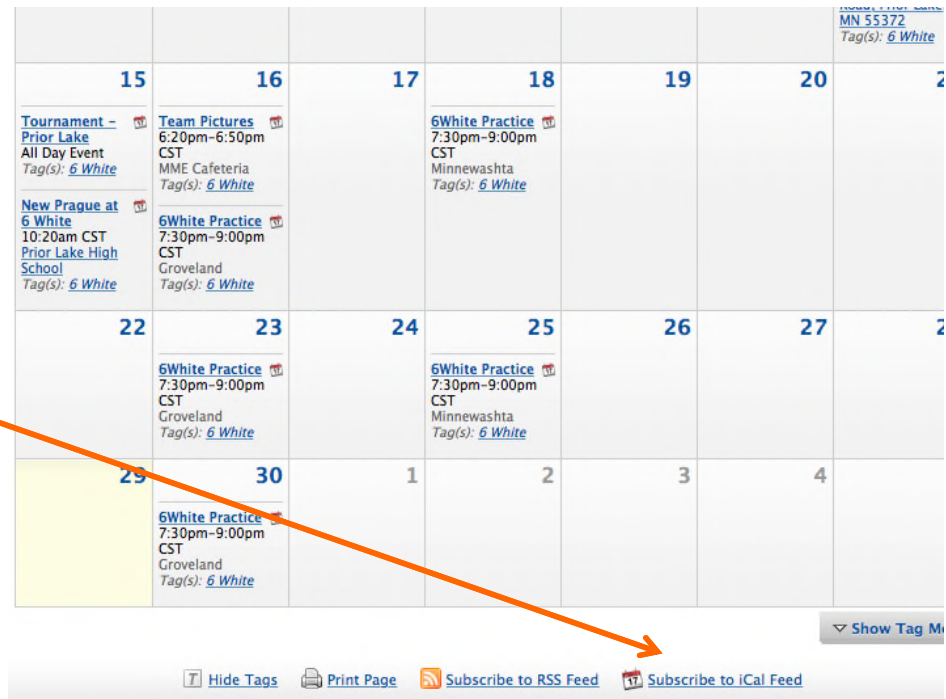
Click edit, delete in the drop down menu



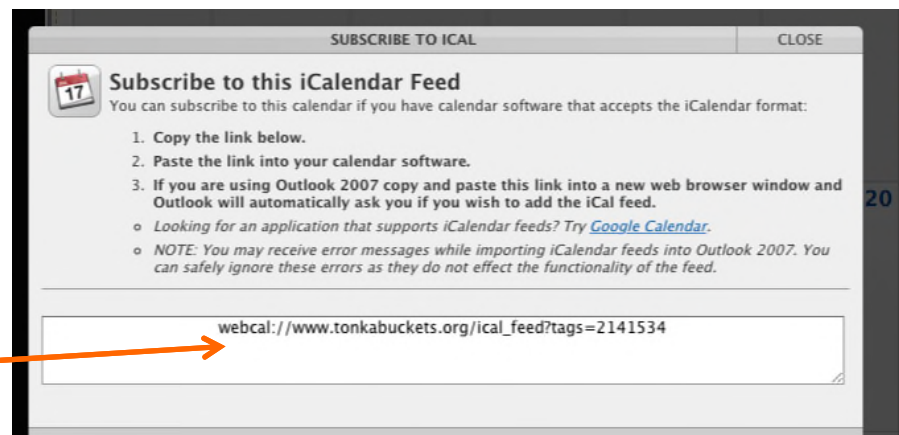
Select to change all events or just one event in the series (if repeating event, like practice)



Communicate to your team the ability to subscribe to this calendar via iCal



Use the link provided to add to your iCal (Google, Outlook, etc.) Games and practices will then automatically be added to their personal calendars



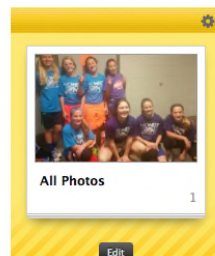
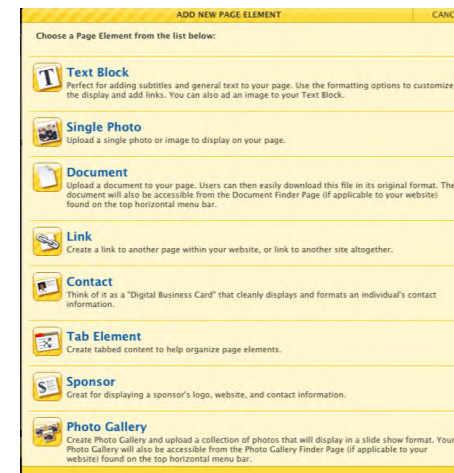
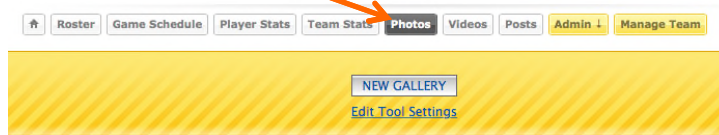
# Adding Sections to Team Page

To further customize your team page, for example by adding text blocks, photos, etc. click on Add Page Element



Select the page element you want to add

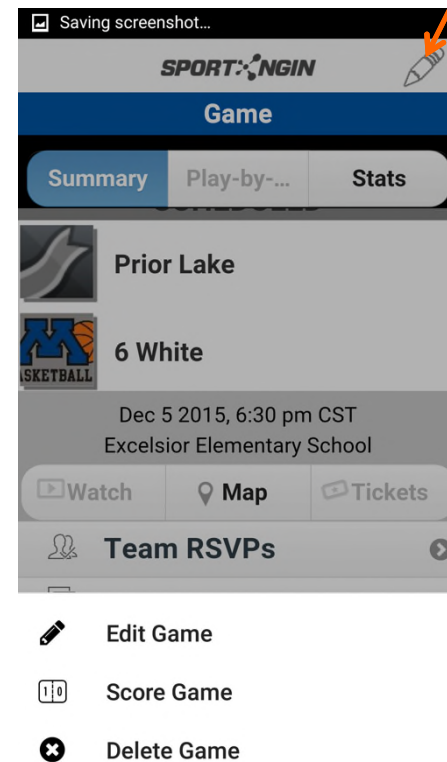
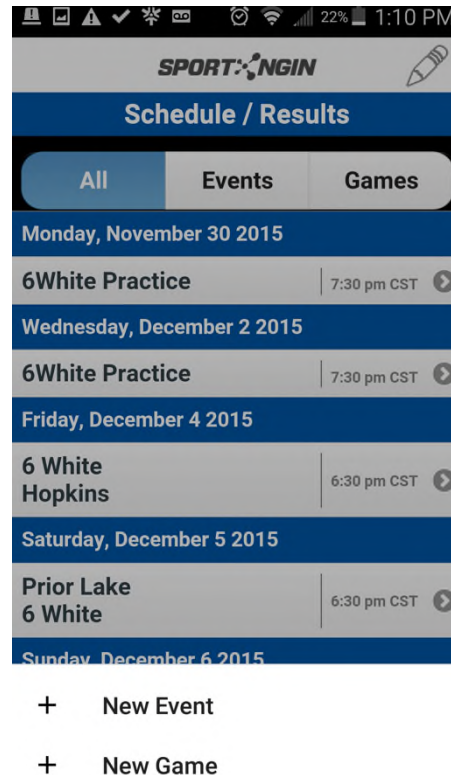
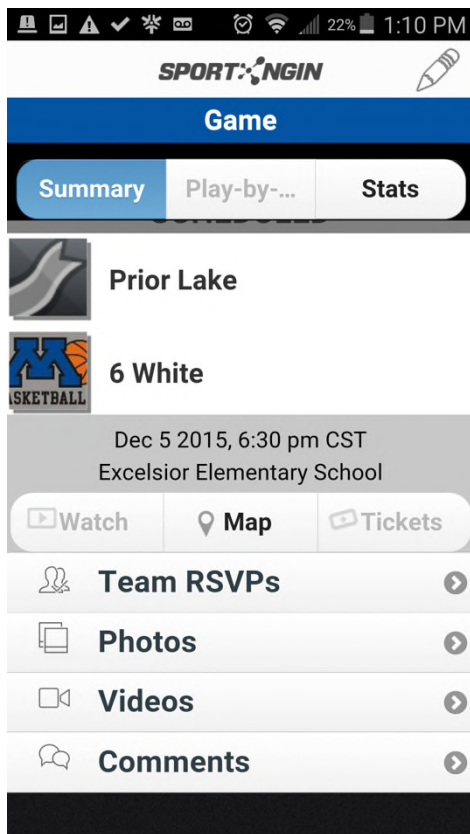
You can also select Photos on the tab menu to add a photo gallery



# Mobile App

Sport Ngin's free mobile app is handy for scoring games right there at the game, adding or editing games, viewing roster and other useful things.

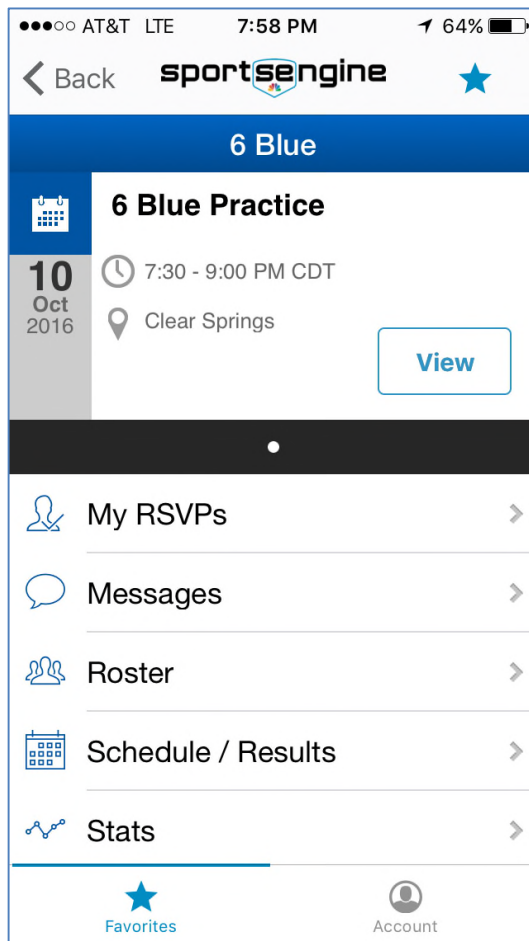
Use the pencil icon to edit, add, delete events



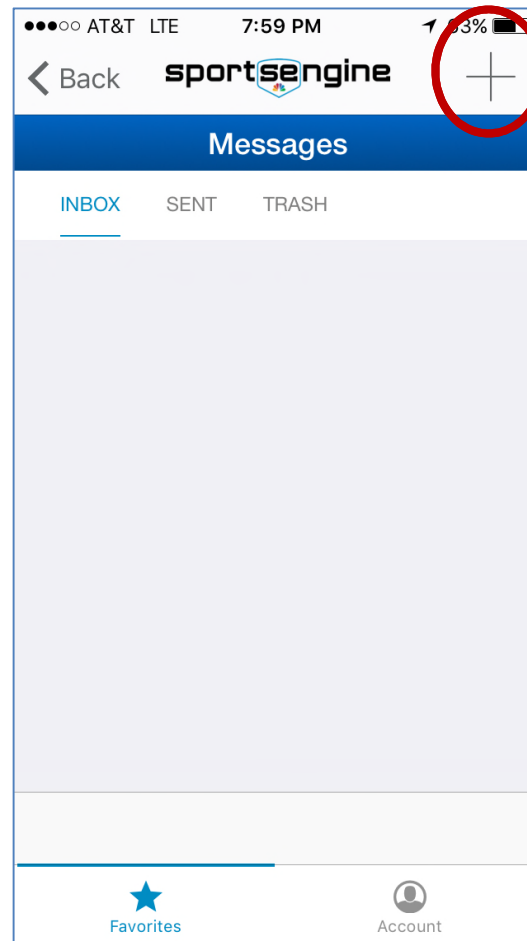
# Mobile App – Messaging the team

Sport Ngin's free mobile app also allows you to message individuals from the team or the whole team.

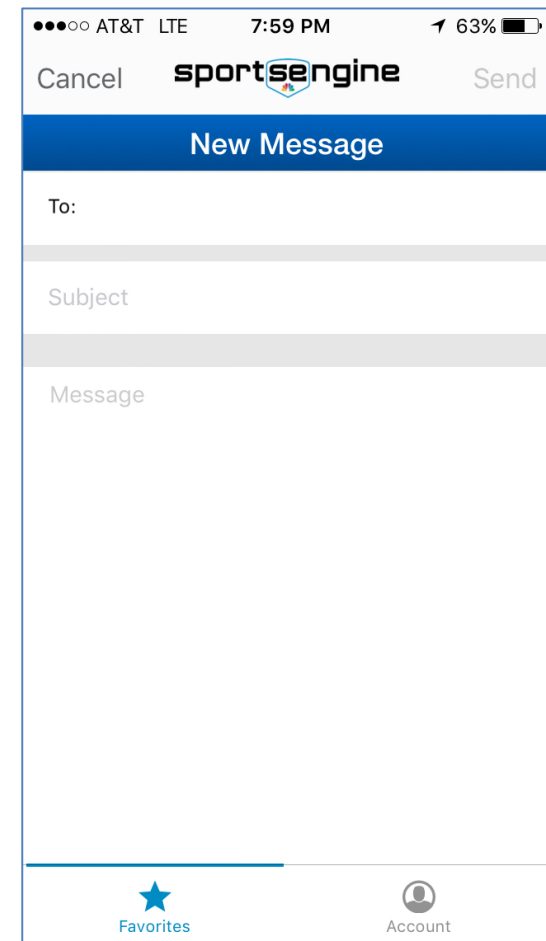
- Select Messages



- Select the + sign



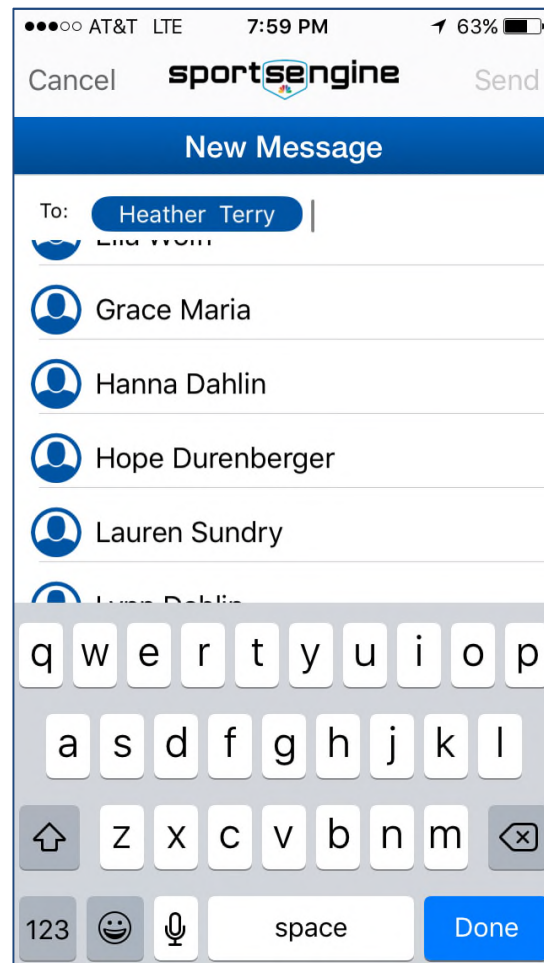
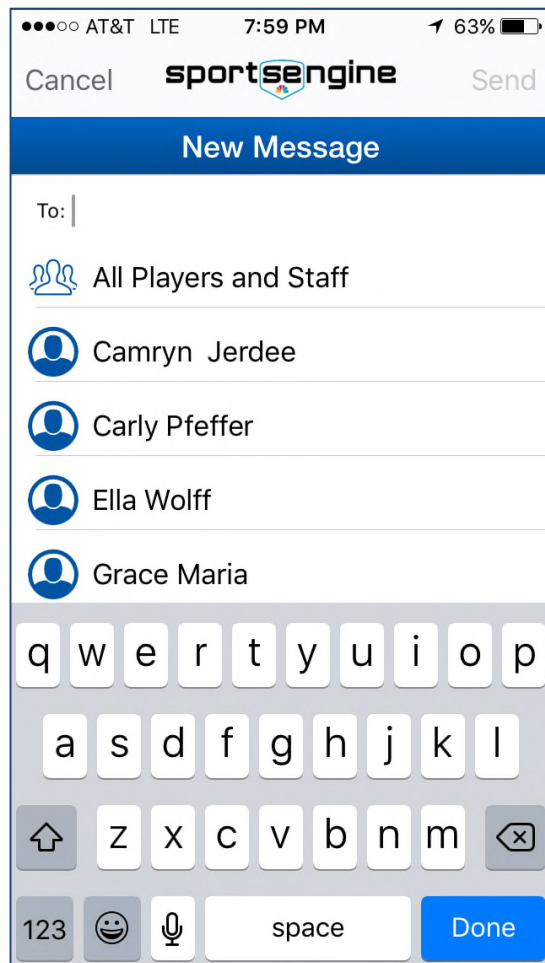
- Tap in the To: field.



# Mobile App – Messaging the team

This will email the parents. If you want to add an additional email that receives these, update your SportsEngine Account to add that email.

- Select people to message.
- Tap Done.



- Enter subject, message and tap send.

