

How do I view RSVPs? (desktop)

Once you have sent RSVPs to your players, you are able to see who has responded. 1/22/2018



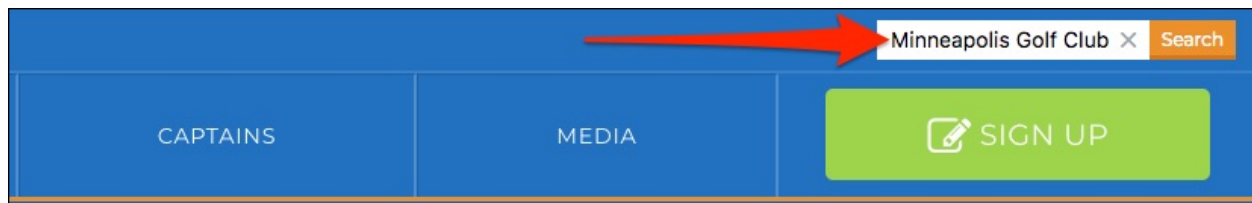
- **Step 1: Login to your SportsEngine account**

- » Navigate to www.pgajrleague.com
- » In the top right corner of your screen, click the 'Login' button



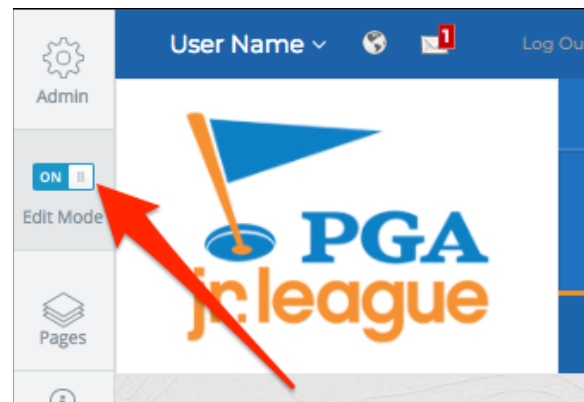
- **Step 2: Locate the team page you would like to view**

- » Search for team via the 'Search' bar in the top right corner of the page

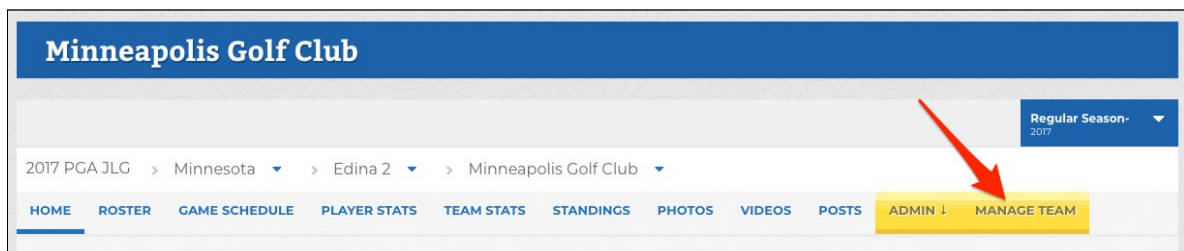


- **Step 3: Locate the team center**

- » Switch into Edit mode at the top left corner of the page



- » Click on the 'Manage Team' button



- **Step 4: View who has RSVP'd to your event**
 - » 1. Select 'Schedule' from the lefthand menu
 - » 2. Select the RSVPs tab at the top
 - » 3. Click on the game you are wanting to see RSVPs for

The screenshot shows the interface for the Minneapolis Golf Club 2017 PGA JLG. On the left, a sidebar menu has 'Schedule' highlighted with a red box and the number '1'. At the top, the 'Schedule' section has three tabs: 'Games & Events', 'Calendar', and 'RSVPs', with 'RSVPs' highlighted by a red box and the number '2'. The main content area shows a calendar for July 2017 with a dropdown menu set to 'All Games & Events'. A table lists games and player RSVP status. The first game, 'VS. BRAEMAR GOLF ...', is highlighted with a red box and the number '3'. Below it, a list of players shows their RSVP status.

NAME	VS. BRAEMAR GOLF ... JUL 9, 6:00 PM CDT	@ BRAEMAR GOLF JUL 16, 6:00 PM CD
Players	1 / 1	0 / 0
Craig	Yes ▾	- ▾
Dan	- ▾	- ▾
David	- ▾	- ▾
Griffin	- ▾	- ▾
TOTAL	1 / 1	0 / 0

- » Clicking on the game will bring you into the event and give you the option to message all or select individuals, as well as reminding people to RSVP to your event.