



WELCOME TO WWW.SHANAHANATHLETICS.ORG!

Introduction

Keeping track of your High School sports schedules can be a full time job. We've made it easier with the easy to use team management and communication features within your team's SportsEngine website and mobile app.

You can manage your Athlete's schedule in real time. You can communicate with your team manager, coach, and other parents directly within the app and receive notifications of messages as text messages and email.

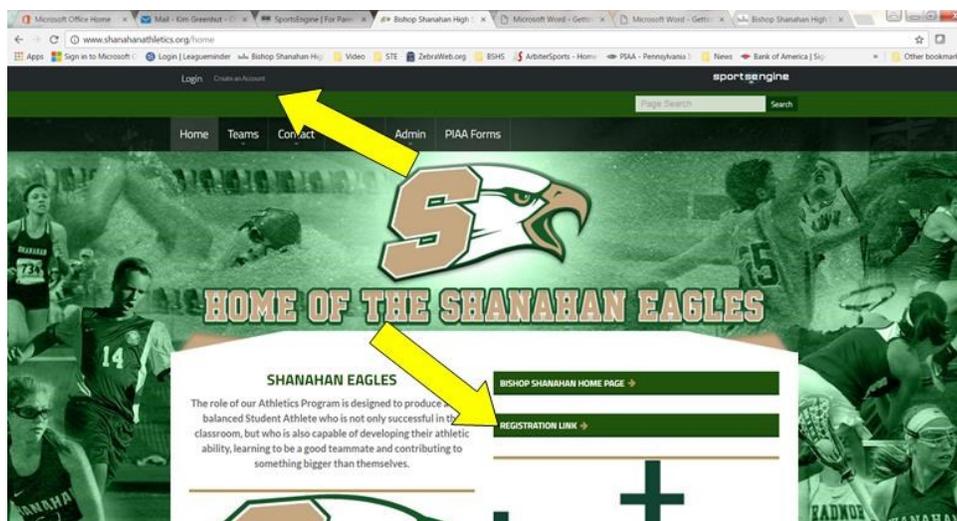
This guide helps you get going with SportsEngine including how to create and access your SportsEngine account, view invitations and schedules, and how to download the free SportsEngine mobile app. For more in-depth information on these topics and more, refer to the SportsEngine Help Center.

Creating a SportsEngine Account

A SportsEngine account allows you to manage your member profile, team schedule, and receive messages and manage your volunteer hours. And that's just the start. Your SportsEngine account is your main access point for managing your Athlete's High School experience.

To create a SportsEngine Account, do the following:

1. Go to the organization's website for which you want to create a SportsEngine account. If you have done this in the past for another team that uses SportsEngine, then you may be told you already have an account. You can login with that access or reset your account password.
2. At the top left of the screen, click Create an Account to the right of Login.
3. Athletes can use the Registration Link on the Home page.



Registration (continued)

4. You will then be brought to an Account Information entry screen. Fill out all of the following fields:
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Mobile Phone Number
 - e. Desired Username
 - f. Password

TECHNOLOGY CONSENT FORM— You will be asked to fill out this form for your athlete. If you don't have a way to scan it, simply fill it in, save it and upload to the site. If you want to sign it and scan it to upload it, that works, too!

Note: If you are creating a SportsEngine account to register your Athlete, you must still Create an Account in your name and with your own information. Family and Friends can do this too. Once you've registered the Athlete, their information will be added as a subprofile of your account and located in the Household section of your profile.

Select the Sign Up button at the bottom of the page when you are finished.

An activation email will be sent to the email address you provided, which will be used to finish creating your account. If you do not see the email within a few minutes, be sure to check your Spam Folder as it may have been misidentified as such by your email service.

Open the email and click the Activation Link provided. You will then be brought back to the website, where you can now successfully log in with your SportsEngine account.

Updating Your Profile

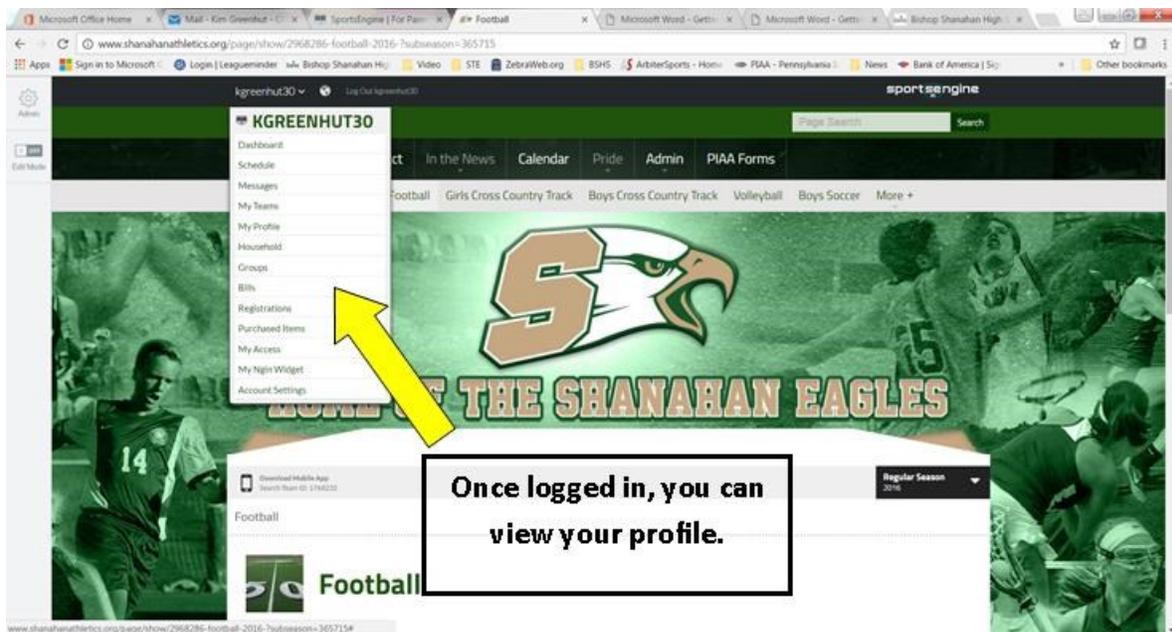
Viewing Your SportsEngine Profile Once you are logged in, you can now view and update your profile.

Your profile is located in the top navigation drop-down menu.

Click on your username and the drop-down menu appears.

From here, you can access the following:

- Account Dashboard
- Schedule(s) for all of your profiles
- Messages sent by your teams
- My Teams
- My Profile
- Household – any sub profiles added to your account (Athlete profiles)
- Groups
- Account Settings



Installing the SportsEngine Mobile App

The SportsEngine mobile app is available for iOS and Android devices and is available on the Apple App Store and on Google Play.

For iPhone Devices

To install the SportsEngine app on your iPhone, do the following:

1. On your device, open the App Store.
2. Search for SportsEngine.
3. Select the Get button to begin installing the app.
4. Open the app on your device.
5. On the Settings tab, select Account and select the Sign In button to sign into your SportsEngine account.

For Android Devices

To install the SportsEngine app on your Android device, do the following:

1. On your device, open Google Play.
2. Search for SportsEngine.
3. Select the Get button to begin installing the app.
4. Open the app on your device.
5. On the Settings tab, select Account and select the Sign In button to sign into your SportsEngine account.

How do I follow teams?

Any teams for which you are a member will automatically appear in the Favorites tab when you first log in to the app.

You can search a team using the codes below. Teams that you want to follow but are not a member of will also appear in the Favorites tab after you add them.

Important: When you are done using the App, sign out so the information is current the next time you open the App.

App Team Codes

Field Hockey	1768222	Girls Basketball	1815853
Boys Soccer	1781661	Boys Basketball	1826842
Girls Soccer	1781675	Ice Hockey	1781624
Football	1768232	Swim	1826843
Girls Cross Country Track	1768241	Baseball	1781708
Boys Cross Country Track	1834617	Girls Lacrosse	1781715
Volleyball	1768248	Boys Lacrosse	1781720
Tennis	1834846	Softball	1832637
Golf	1835826	Cheer	1835799

Viewing Invitations and RSVP's

Email Invitation

- ◆ When your Team Manager or Coach creates a new game or event, you will receive an invitation via email and in your SportsEngine Inbox.
- ◆ You will also receive a notification on your mobile app.
- ◆ You will need to RSVP to one of the notifications.
- ◆ Viewing the Email Invitation You will receive an invitation email to which you can RSVP. There is no need to login to the team website to RSVP, simply choose your response within the email indicating that you are Going, Not Going, or Maybe. You can also add a note to your response

Viewing the Mobile App Invitation

You will receive a message in the My RSVPs section of the mobile app to which you can RSVP.

To respond to an invitation from the mobile app, do the following:

1. In the My RSVPs tab, tap the invitation.
2. Tap the icon to indicate if you are Going, Not Going, or Maybe.
3. You can also add a note, which is only read by the team manager and not other players.
4. Click Save.

Sending and Responding to Team Messages

Messages are delivered to your SportsEngine inbox, email address, the mobile app, and a notification is sent via text message. The full message will display in the email and text notification. However, text messages are limited to 140 characters per text (and do not show the subject), so messages beyond 140 characters will continue in a subsequent text message.

Allowing Text Messages

In order to receive text notifications, you need to add your mobile phone number and allow text notifications to be sent to your mobile phone.

To receive text notifications, do the following:

1. On your team's website, click on your profile name on the top left of the screen.
2. Click Account Settings from the profile drop-down list.
3. Under Notification Settings, click the checkbox next to the team for which you want to receive text notifications.

Sending a Message through the Mobile App

You can send a message to individuals or in groups including the entire team from the team website or within the SportsEngine mobile app.

You can also delete and reply to a message after you've opened it in the app.

To send a message through the SportsEngine mobile app, do the following:

1. Open the SportsEngine app. Login with your username and password.
2. Select the team.
3. Select the Messages icon from the team home screen.
4. Click the "+" to create a new message.
5. Enter the recipients' names, enter the subject text and then start typing your message.
6. When completed, select Send.

Linking Accounts to Receive Same Messages

You may want more than one person to receive the same messages sent from your Athlete's team.

You can do this by linking another SportsEngine account to the Athlete's profile. By doing so, the linked account will receive a copy of all messages sent to the Athlete. This would be helpful if a parent has a separate SportsEngine account from their Athlete and would like to receive all messages sent to the player.

Also, this would be helpful in situations where parents are in different households and both need to receive the same communications. Additionally, a Linked Account can view any Private Roster that the Linked-to Account belongs to.

To Link an Additional SportsEngine Account

1. Access your Organization's SportsEngine website.
2. Login using your SportsEngine username and password.
3. Click the drop-down list next to your username and select Profile.
4. On the bottom left, in the Linked Accounts section, click Add.
5. Enter the email address that you would like to link and click Send Invitation. The other user will need to accept the invitation.
6. If you would like to CC an email address without a SportsEngine Account, you can add a secondary email address to your account by clicking add a secondary email address.

Enabling the Linked Account to Receive the Same Text Messages

If you want the linked SportsEngine account to also receive the text notifications, they will need to become a member of team site and opt in to receive text messages in their profile settings.

How To Change Information On Your Account

Update Contact Email or Phone Number

To make sure that you are receiving the messages that you want where you want them, it's a good idea to keep your email, phone, and notification preferences up to date.

You'll notice **in your dashboard** that there are a few places your contact information appears:

- Under the **Account Settings** tab
- Under the **My Profile** tab
- Under the sub-profiles in the **Household** tab

There is a specific purpose for the contact info in each of these areas, but as a good rule of thumb you should keep the email address and phone number in each of these areas updated to your primary contact info to make sure you receive all communications.



Update Account Contact Info

Your account contact info determines which email addresses and phone number receive messages related to your SportsEngine user account, such as password reset emails, and also controls the email addresses that you can log in to SportsEngine with. To change your account email and phone number:

GO TO ACCOUNT SETTINGS

Head over to [your dashboard](#) or to your organization's website and log in. Then select **Account Settings** from the dashboard menu or dropdown menu on the website.

ADD NEW CONTACT INFO

Click **Add Email Address** or **Add Mobile Phone**, enter the new email address or phone number, then click **Submit**. You will be asked to confirm the new email address (check your email!) or enter a validation code texted to the added phone number (check your phone!).

Pro Tip

You will be able to log in with an email added as a secondary email address

MAKE THE NEW EMAIL THE PRIMARY ADDRESS (OPTIONAL)

If you would like to use the new email address as your primary account email, just click **Make Primary** under the secondary email address. You can also remove the old address if you would like once you have switched them out by clicking **Remove**.

(SEE NEXT PAGE FOR IMAGE)

Kathleen Basile x Microsoft Office Home x Mail - kgreenhut@Shan... x SportsEngine | Search Re... x Account Settings x

Secure | https://bishopshanahanathletics.sportngin.com/account?_ga=2.163242491.654525271.1505305113-1530808852.1494595477

Apps Sign in to Microsoft Login | Leaguemind Bishop Shanahan Hig Video STE ZebraWeb.org BSHS ArbitersSports - Home PIAA - Pennsylvania News Bank of America | Sig Other bookmarks

Dashboard
Schedule
Messages 1
My Teams
My Profile
Household
Groups
Bills
Registrations
Purchased Items
My Access
My Ngin Widget
Account Settings

Account Settings (kgreenhut30)

Account Information CHANGE NAME CHANGE PASSWORD ADD EMAIL ADDRESS ADD MOBILE PHONE

First Name	Kim	
Last Name	Greenhut	
Primary Email Address	kgreenhut@shanahan.org	 <small>Account information notifications, receipts, and messages are sent to your primary email.</small>
Secondary Email Address	none	
Mobile Phone Number		<small>Used to receive text messages and reset passwords.</small>

Notification Settings UNSUBSCRIBE FROM ALL

Select how you want to be notified from the following sources. ALL EMAIL ALL TEXT

Rugby Pennsylvania	Kim Greenhut
	<input checked="" type="checkbox"/> Email (kgreenhut@shanahan.org)
Bishop Shanahan High School Athletics	<a>Show Profiles <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Text
Comets Girls Basketball	<a>Show Profiles <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Text
Occasional SportsEngine updates and special offers from relevant third-parties	<input type="checkbox"/> Email

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