

Using Your MUS Team Webpage

Note: webpage editing cannot be done on a mobile device



Log into your Sports Engine Profile (top left corner of the website), Navigate to your Team Webpage & click the Edit Mode Switch to ON in the left column on your Team Webpage (this will add lots of yellow to your webpage).

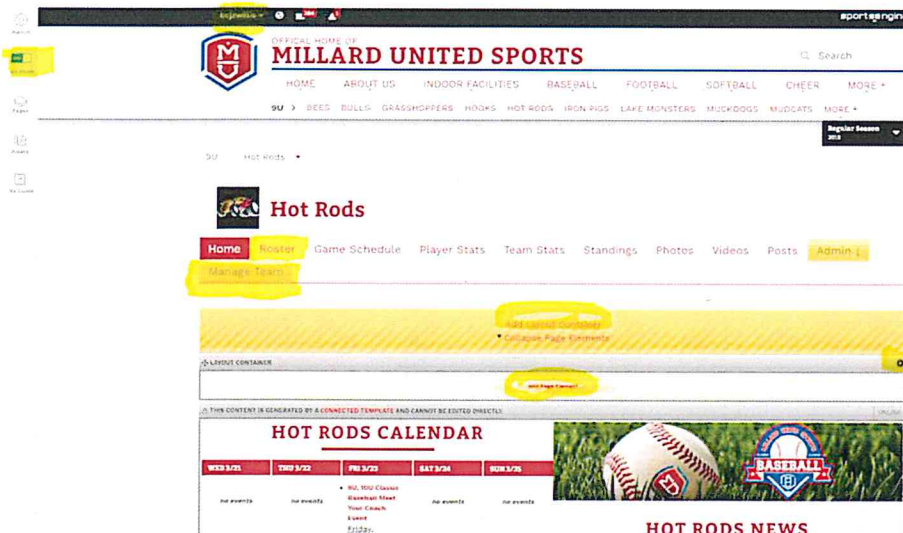
- **Editing your Team Webpage: Main Page**

- Add Layout Containers – Click Add Layout Container/New Layout Container – Select desired column layout that will work for what you are adding to your page
- Add Page Elements – Click on Add Page Element – Select desired page element from list this includes:
 - Text block (similar to using Microsoft Word)
 - Photos/Videos
 - Document (like a PDF)
 - Link – to outside website
 - Contact – list your/assistant coach/team parent contact info
 - Tab element – fun tool, try it out!
 - Table Builder – Makes posting a Snack Schedule easy
 - Pitcher Eligibility Tracker* Required for some age groups/ask your director if you have questions

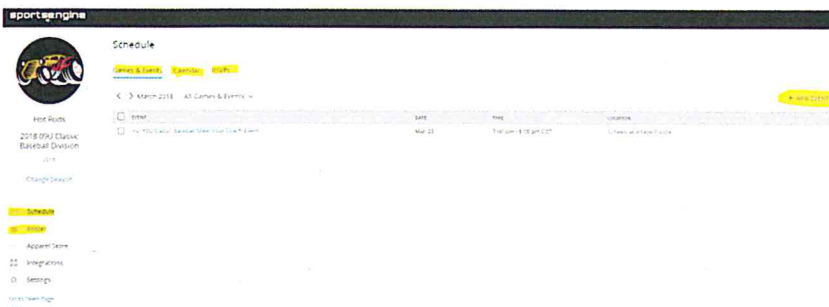
To Edit/Delete any Layout Container or Page Element on your page at any time, click on the sprocket in the bar of the item.

- **Editing your Team Webpage: Rosters - Click on the Roster Tab**

- Players – DO NOT add these. The office will add these once all roster changes/late registration have been processed (in 1-2 weeks).
- Coaches – You can add yourself and any assistants or team parent (Must have their email address to link to Sports Engine). Click Add Coach, Create Coach – Fill out Info & Include Email Address so that it will link their account. *Do not need CEP#.*



- **To add Events to your Calendar:** Click on Manage Team, Click on +New Event, and enter details. You can also send RSVPs for events & send messages to your team through this system! *Coaches can be added in this area as well*



Using Your SPORTS ENGINE Team App

The FREE & easy way to stay connected with your team on the go!



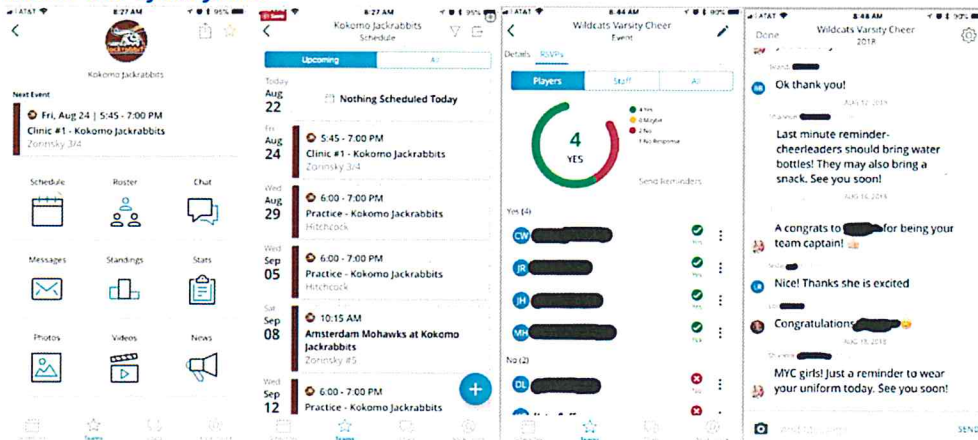
Setting Up the SE App – STRONGLY URGE ALL PARENTS TO DOWNLOAD & UTILIZE - This App works in conjunction with your Team Webpage!

1. Download the free Sports Engine Team Management App
2. Open the app and ALLOW notifications (this way you get notified of any game time changes, news article posts, etc)! Click on My Account and Sign in to your Sports Engine Account. You can then also adjust the Notification Settings – to allow all or specify what items you do or don't want notifications for. You can go back after adding teams to adjust notifications for each specific team.
3. Click on Teams Tab and click the Magnifying Glass to Find & Follow your Team, Click the star to Follow it – You can follow multiple teams. Clicking on your team in the Teams Tab will open that Team's specific page to access everything associated with that team including: Schedule, Roster, Chat, Messages, Standings, Stats, Photos, Videos & News
4. Click on Schedules Tab to see schedule. If following more than one team it will list combine all schedules on this tab. To see one team's specific schedule, click on the team (on Team Tab) and select Schedule.
 - a. Click on an Event – then RSVPs tab to see RSVPs for an event or resend RSVPs
5. Chat Tab – functions as a Group Text/Instant Messaging for your team. Turn on notifications for it to work best!

Using the MUS App to Manage your Team

You can do many of the same things on the app –Score Games, Send Messages, Add Events/Practices, Upload Photos/Videos & track RSVPs!

TIP! They are frequently updating the SE App. If you notice a glitch we recommend logging out and back in to reset which will often fix it!



Some teams chose to utilize Team Snap instead of the SE App, but save time by not having to manage two locations for calendars, all roster with emails/contact information already available! Why pay for what you have access to for free!

PLAN OPTIONS	TEAM SNAP					SE APP	
	AVAILABLE	FREE	<\$10/ mo	\$12.49/ mo	\$17.99/ mo	AVAILABLE	
Storage per team (files, photos, etc)		0mb	500mb	2gb	unlimited	unlimited	
Team Home Page	YES	X	X	X	X	YES	On MUS Website - Parents already familiar to visit
Team Roster	MANUAL	X	X	X	X	Coach enters info/parent edit	Syncs with Sport Engine Profile
Team Game Schedule	MANUAL	X	X	X	X	Coach enters Games	MUS Enters Games for Some Sports/Divisions
Team Practice Schedule	YES	X	X	X	X	Coach enters Practices	Coach enters Practices
Calendar Syncing	YES	X	X	X	X		YES
Messages	YES	X	X	X	X	Team Messages/Chat	YES
Team Snap Live!	YES	X	X	X	X		YES
Member Availability	YES		X	X	X		YES
Photo Sharing	YES		X	X	X		YES
Mobile Ap	YES		X	X	X		YES
Statistics	YES			X	X		YES
Assignments/Other Tracking	YES			X	X		NO
Sponsorships	YES				X		YES
Priority Support	YES				X		YES
MUS NEWS	NO						YES
Multiple Player/Team	NO						YES
Video Sharing	NO						YES