

SportsEngine for Team Managers



TeamCenter & Mobile 5.9

Introduction

This handbook will provide you with the basics for effectively managing your youth sports team on the SportsEngine platform. Organized chronologically, each section highlights the activities that are typical for a youth sports organization from sign-up through the season.

While this handbook provides the most common functions of a team manager, it is by no means definitive, as each sport and league have their own special considerations. For more comprehensive information, the [SportsEngine Help Center](#) and [SE Community Forum](#) are available.

A Message from Our Team	4
Season Setup	5
Registration	6
Rostering You	7
Rostering Athletes	8
Season Startup	9
Sending a welcome message	10
Scheduling your practices	11
Game schedules by your organization	14
Team MEMBER ONLY INFO	15
Team Headshots	16
In Season Management	17
Chat & Messaging	18
RSVPing to games & practices	20
Photos & Videos	22
Resources	24

A MESSAGE FROM OUR TEAM

SportsEngine provides a variety of online resources to help you get the most out of our tools. These include access to the SportsEngine help center, community, and a dedicated team of support experts. Below are quick links to those resources as well as other content that we think would be helpful in making your season a success.

-SportsEngine Support Team

Live Support Hours

Monday-Friday | 8am-7pm CST

Saturday/Sunday/Holidays | 9am-6pm CST

IMPORTANT LINKS

Help Center	https://team.help.sportsengine.com
Contact Support	https://www.sportsengine.com/support
SportsEngine Community	https://community.sportsengine.com
SportsEngine Forum	https://communityforum.sportngin.com

SEASON SETUP

Before teams are formed, team managers are assigned, volunteer opportunities are posted, and your association is working hard to get ready for the season. This section provides an overview of some of those items that affect how you interact with your team.

REGISTRATION

As a team manager, you probably have an athlete in your association that went through registration. Especially for returning athletes, it may seem like a lot of busy work to just collect season fees, but the information collected is important to making sure that you and the association have all of the information to make the season safe and successful.

HERE ARE SOME OF THE THINGS THAT REGISTRATION IS USED FOR

- **Member verification**

Most sports are part of a governing body that requires membership for participation. Registration is the best place to collect that information and make sure that your organization is covered by any benefits conferred to members such as insurance

- **Medical information & emergencies**

In case of an emergency on the field, having medical information is critical. This information can be collected during registration and then printed using SportsEngine's Autoforms. This way each team manager has a hard copy in case of an incident

- **Waivers**

To remain compliant with your governing body, parents often must sign a safety waiver. These can be included and tracked right in registration removing the burden from the team manager to collect them and get them signed

- **Team assignments**

Once registration is completed, the data is then used to roster each team in preparation to hand them off to the level coordinator or team manager

- **Club communication**

Administrators also use the registration data to send out club wide emails

ROSTERING YOU

Team managers, coaches, and other volunteers that interact with youth should have gone through a background screen. Upon completion of the screen, your administrator can use the SportsEngine rostering tools to quickly assign you to your team and provide the appropriate permissions so that you can manage it.

THINGS THAT YOU CAN DO WITH TEAM MANAGER PERMISSIONS

- Edit the team page
- Add players & staff*
- Add games & events*
- Manage & create RSVPs
- Score games*
- Enter Stats*
- Moderate content

*Your organization may opt to disable this feature

ROSTERING ATHLETES

After registration closes (or tryouts), your registrar will roster each team. Once this is complete they will hand over management to each manager. Alternatively, some organizations have their level coordinators or managers roster their own teams using the season registration.

IF YOU HAVE BEEN ASSIGNED TO ROSTER YOUR OWN TEAM, YOU CAN FOLLOW THE REGISTRAR'S INSTRUCTIONS [ROSTER PLAYERS AND STAFF TO TEAMS](#)

SEASON STARTUP

Once set up is done and your team is rostered, you're on deck. The following are some of the key activities most team managers need to do as part of their duties.

SENDING A WELCOME MESSAGE

One of the first activities team managers should do is send out a welcome message to all families. This usually contains pertinent information about the season, when the first practices are and generally how the team will operate.

SportsEngine provides several methods to send out a welcome message depending on the type of content you need to provide your families. The preferred (easy) method is in [green](#).

MESSAGE TYPES

- [Simple message](#)

[Simple messages are text only messages and a great way to do a quick hello to your team. These can be created in the mobile app, TeamCenter and from the team page on the team page](#)

- Formatted message

Formatted messages allow you to add things like bold, italics, lists and other basic formatting. These can be done from the team page

- Newsletter style message

If you prefer to send a fully formatted message which includes page elements like photos, documents and tables, you can use the newsletter style message which can be sent from the team page

SCHEDULING YOUR PRACTICES

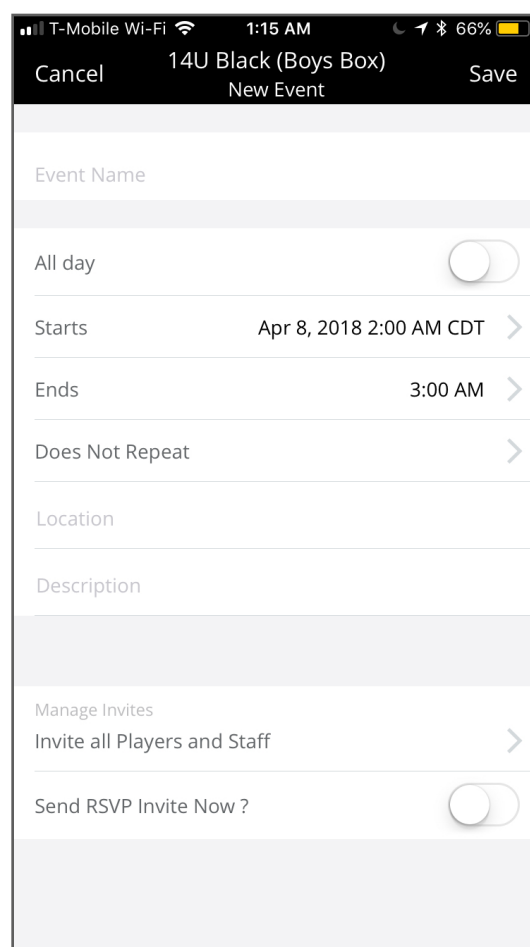
Most team managers along with their coach are responsible for managing the practice schedule and updating it with changes during the season.

SportsEngine provides several methods to manage your practice schedule depending on your needs

SCHEDULING EVENTS

Mobile App

1. Launch the SportsEngine mobile app
2. Find your team on the favorites tab and click on it
3. Click on the schedule tab
4. In the upper right corner, you will find a plus (+). Click on the plus and choose 'New Event'
5. Enter the event name—probably practice or 14U Boys Practice or something similar
6. Enter the date and time and choose whether it recurs on a regular basis
7. Add a location—SportsEngine uses Google Maps to provide driving directions so make sure the location is something Google recognizes
8. Add any additional description information such as equipment needed or where at the practice location to meet
9. Finally, you can choose to send out an email requesting recipients RSVP to the event



The screenshot shows the 'New Event' form in the SportsEngine mobile app. The form is titled '14U Black (Boys Box) New Event' and has 'Cancel' and 'Save' buttons at the top. The form fields include: 'Event Name', 'All day' (toggle), 'Starts' (Apr 8, 2018 2:00 AM CDT), 'Ends' (3:00 AM), 'Does Not Repeat', 'Location', 'Description', 'Manage Invites' (Invite all Players and Staff), and 'Send RSVP Invite Now?' (toggle).

TeamCenter

1. Log in to your SportsEngine account and navigate to your user dashboard
2. From the left navigation, select 'Teams 'and then click on the team you wish to manage
3. TeamCenter will launch. Make sure you are on the schedule tab and then, in the upper right corner, click on 'New Event'
4. Follow steps 5 - 9 on the previous page

New Event [X]

Event Name *
[]

Date *
04/08/2018 [calendar icon] All Day

Start Time * 2:00 am [dropdown]
End Time 3:00 am [dropdown]
Time Zone (UTC-05:00) Central Time (US... [dropdown]

TBD
 Repeats

Location
TBD

Location URL
http://

New Event [X]

Location
TBD

Location URL
http://

Description
[]

Who's invited?
 All players & staff
 Let me pick

Send RSVP invites now?
 Yes
 No

SPORTSENGINE FOR TEAM MANAGERS

Team Page

1. Log in to your organization's website and navigate to your team page.
2. Toggle the 'Edit Mode' button to 'On'
3. Find your team's 'Event Aggregator' and click on the gear in the upper right corner—choose 'Add New Event'
4. Verify that your team is tagged appropriately with your team name
5. Follow steps 5 -9 on the previous page
6. You can also add a URL that the location will open with instead of using Google's search algorithm.

The screenshot shows a web interface for a 'BOYS VARSITY CALENDAR'. At the top, there is a yellow bar with 'Event Aggregator' and a gear icon. Below this is a table with columns for days of the week: SUN 4/8, MON 4/9, TUE 4/10, WED 4/11, and THU 4/12. The calendar shows several events: 'Boys JV / V Practice' on Monday and Tuesday, 'SNAP Fundraiser Orientation Meeting' on Tuesday, 'Impact Testing' on Wednesday, and two 'Scrimmage' events on Wednesday. A context menu is open on the right side of the calendar, listing options: Copy, Move, Add iCal Feed, Add Event, Edit, and Delete. At the bottom right, there are links for 'VIEW ALL', 'RSS', and 'ICAL'.

Top Event Template:

Bottom Event Template:

* Event Name:

* When: to

TBD Time All day

Repeats:

Location:

Add Link to Location

Location Link Type: Absolute Location Link
Use this for links to external sites. Requires domain and path, example: www.sportngin.com/page/show

Relative Location Link
Use this for links to internal pages within your site. Requires only path, example: page/show

Location Link URL:

Open Location Link in:

Description:

Include a short description of the event; description is shown in the Event List Aggregator types, but not the Five Day View Aggregator.

Enable Page Elements on Event Page
Add additional content to this Event using Page Elements and Layout Containers.

GAME SCHEDULES BY YOUR ORGANIZATION

Generally, game schedules are handled by your organization or league and added for you. Once the games are scheduled, you can add additional information to each game that is relevant to your team.

[IF YOUR ORGANIZATION REQUIRES YOU TO SCHEDULE YOUR OWN GAMES, YOU CAN FOLLOW THE GAME SCHEDULER INSTRUCTIONS SCHEDULING GAMES & EVENTS](#)

WHAT INFORMATION CAN I ADD ONTO GAMES?

Arrival Times

Arrival times can be added to each game to specify how much before the game they should arrive.

Uniform Information

If you need to provide home/away jersey information for a game, this can be included

Team Notes

Any additional game notes that you want to be visible to only your team can be added to the games in the 'Team Notes' section

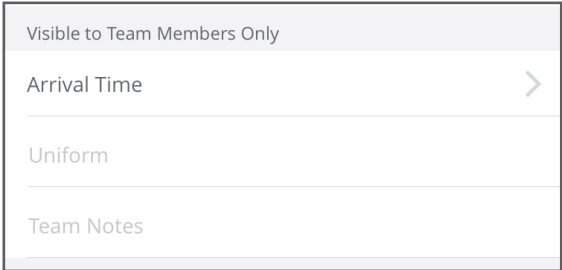
HOW DO I ADD TEAM MEMBER ONLY INFORMATION?

Once games are scheduled, you can add this additional information from either the SportsEngine mobile app or from TeamCenter.

TEAM MEMBER ONLY INFO

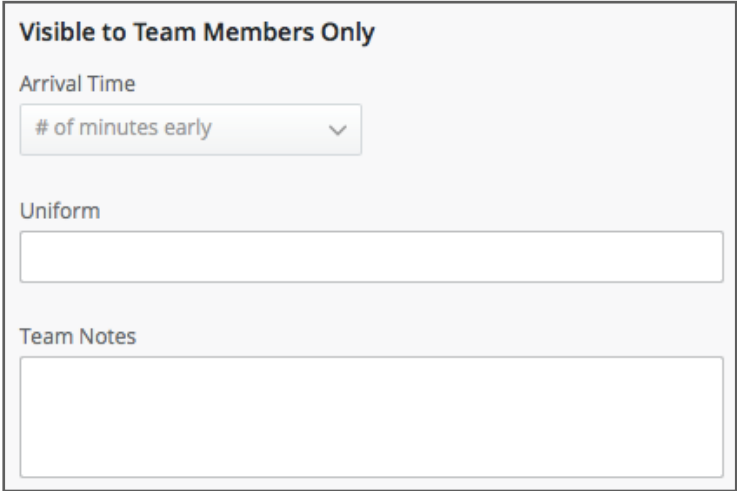
Mobile App

1. Log into the mobile app and select the team from the favorites tab
2. Click on the schedule button
3. Locate the game you'd like to modify and click on it
4. In the upper right corner, click on the 'pencil' and choose 'Edit'
5. Scroll down to the section labeled 'Visible to Team Members Only' and enter the information you'd like



TeamCenter

1. Log in to your SportsEngine account and navigate to your user dashboard
2. From the left navigation, select 'Teams' and then click on the team you wish to manage
3. TeamCenter will launch. Make sure you are on the schedule tab and find the game you want to edit. If you don't see it, you may need to change months using the month carat at the top of the screen
4. Click on the game and then select the 'pencil' in the upper right corner to edit the game.
5. Scroll down to the section labeled 'Visible to Team Members Only' and enter the information you'd like



TEAM HEADSHOTS

Team photos are a fun way to build team spirit and give your athletes a chance to reminisce after the season. While, you'll surely have lots of action shots (we'll cover those later), head shots in team uniforms are a great way to start the season.

Using the SportsEngine mobile app, you can quickly take head shots of each player.

HOW TO TAKE TEAM HEADSHOTS USING THE MOBILE APP

1. Line up your team alphabetically by FIRST NAME
2. Launch the mobile app and click on the 'Favorites' tab
3. Select your team you'd like to add headshots for
4. Click on the roster tab
5. Click on the first athlete which should be the first athlete in your line
6. Click on the pencil in the upper right corner
7. Choose 'Edit'
8. Click on 'Photo Upload' and choose 'Take Photo'
9. This will launch your phone's camera and allow you to take
10. Take the photo. If you are satisfied with the results, click 'Use Photo'
11. Click 'Save'
12. You will be returned back to the roster list where you can select the next player and repeat the above steps

FOR MORE PROFESSIONAL PHOTOS, CONSIDER TAKING THE PHOTOS DIRECTLY TO YOUR CAMERA ROLL AND USE A THIRD-PARTY PHOTO APP ON YOUR PHONE AS MANY OF THESE INCLUDE CONTROLS THAT CAN HELP OVERCOME POOR LIGHTING IN GYMNASIUMS.

FOR OUTDOOR SETTINGS, THE BEST TIME IS DURING THE GOLDEN HOUR, JUST BEFORE SUNSET. MAKE SURE THE SUN IS TO YOUR BACK WHEN TAKING YOUR TEAM HEADSHOTS.

IN SEASON MANAGEMENT

Games & practices have been entered, you've had your team meeting and answered 'all' the parent questions, you've taken team photos, and now you are ready to get into game play.

Communication in season is the key to running an organized team. The next couple of pages are some of the tasks that keep everyone informed of what's going on and where they need to be.

Additionally, we have a few notes on how to keep the team involved when they aren't on the field with ways to share what's going on with their friends and family.

CHAT & MESSAGING

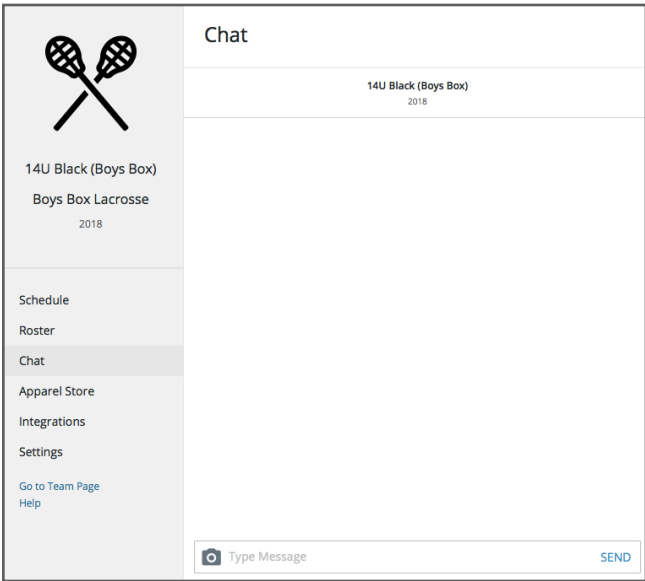
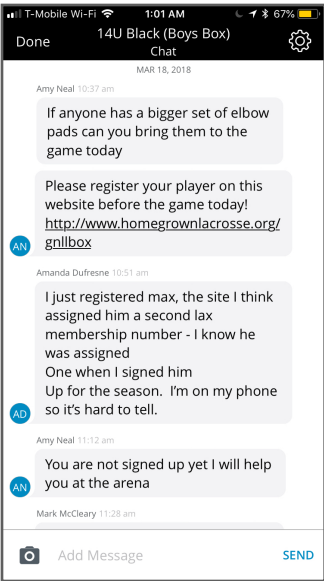
Once the schedule is set, team communication is the most important activity outside of game play.

SportsEngine offers several tools to keep you in constant contact with your team and keep you 'in the loop.'

Team Chat

Chat is a Facebook style messenger chat that allows you to send messages, photos, animated gifs and videos in a continuous threaded format. Our team chat allows for group communication between team members and staff.

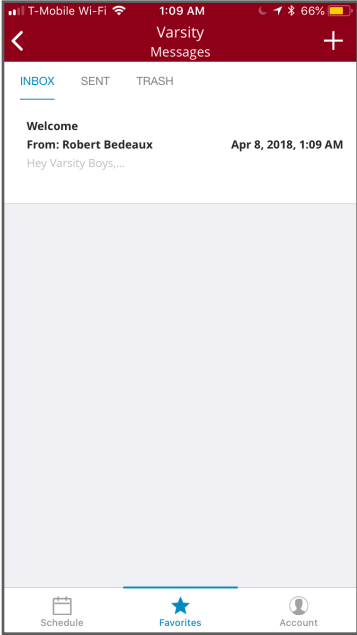
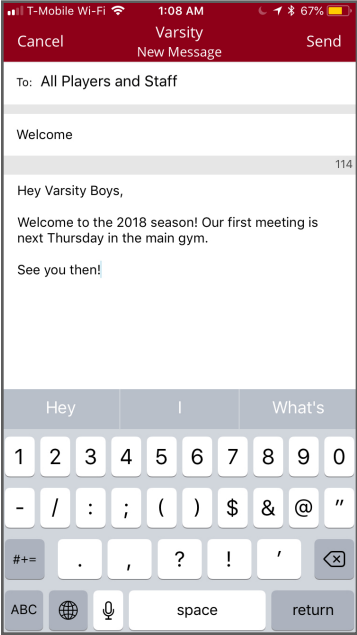
Team chat is available on the SportsEngine mobile app as well as in TeamCenter (coming soon).



SPORTSENGINE FOR TEAM MANAGERS

Team Messages

Team messages are best suited for communication from a team manager to the team, that does not require the group to interact with each other. This is a “one-to-many” medium.



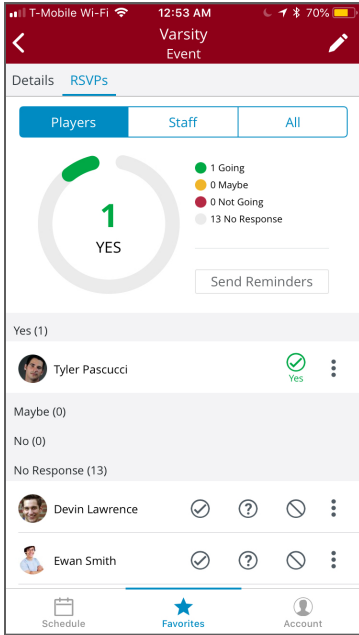
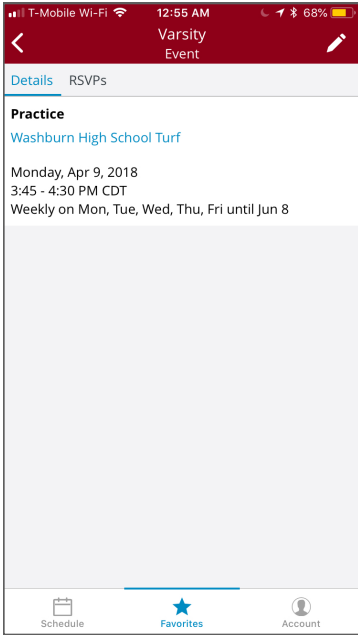
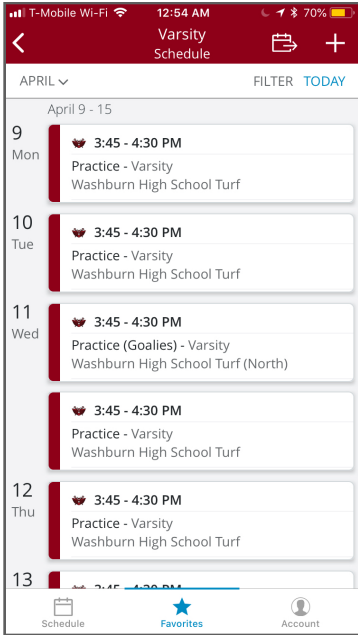
RSVPING TO GAMES & PRACTICES

Make sure you aren't in a situation where you have to forfeit a game or cancel a practice because you don't know who is attending. SportsEngine makes it easy to send out availability invitations and track who is coming to each event.

HOW DO I KEEP TRACK OF RSVP INFORMATION?

Mobile App

Clicking into a single event you are able to see the current RSVP status of each individual athlete. Additionally, you can update status and add notes.



SPORTSENGINE FOR TEAM MANAGERS

TeamCenter

TeamCenter provides the same options as the SportsEngine mobile app for viewing and editing RSVP information.

Schedule

Games & Events | Calendar | RSVPs

< > April 2018 All Games & Events

MESSAGE + NEW EVENT + NEW GAME

NAME	PRACTICE APR 2, 3:45 PM CDT	PRACTICE APR 3, 3:45 PM CDT	PRACTICE APR 4, 3:45 PM CDT	PRACTICE (GOALIES) APR 4, 3:45 PM CDT
Players	14 / 14	1 / 14	1 / 14	2 / 2
Devin Lawrence	Yes	--	--	Invite
Ewan Smith	Yes	--	--	Invite
Hunter Bradley	Yes	--	--	Invite
James Stone	Yes	--	--	Invite
John Andrews	Yes	--	--	Yes
Jonathan Barker	Yes	--	--	Invite
Logan Fisher	Yes	--	--	Invite
Nathan Williamson	Yes	--	--	Invite
TOTAL	15 / 15	1 / 15	1 / 15	2 / 2

24 Hour Email Reminders

24 hours before each event a summary is sent out to all staff members showing the RSVP status of each athlete and staff member. Using this information, you can easily reach out to athletes via SportsEngine (send another reminder) or you can manually contact them.

Practice

Team: Varsity
When: Friday, April 6, 2018
Time: 3:45 pm - 4:30 pm CDT
Where: [Washburn High School Turf](#)

PLAYERS 1/14

1 Yes 0 Maybe 0 No 13 No Response

STAFF 0/1

0 Yes 0 Maybe 0 No 1 No Response

PLAYER NAME	RSVP
Tyler Pascucci	Yes
Devin Lawrence	--
Ewan Smith	--
Hunter Bradley	--
James Stone	--

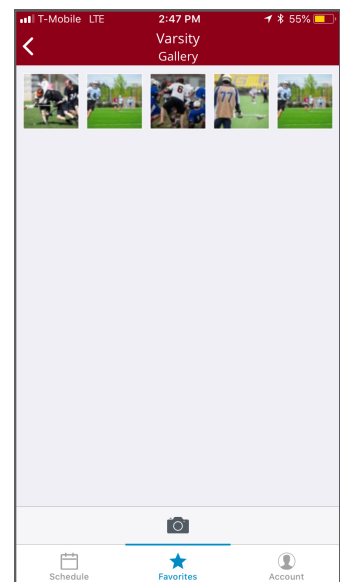
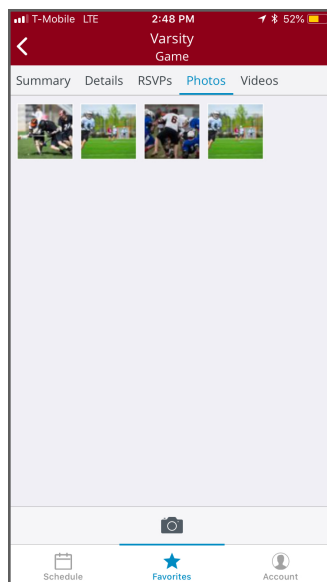
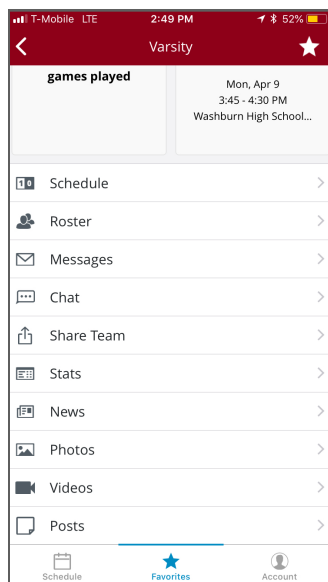
PHOTOS & VIDEOS

Adding photos, videos and posts are a great way to share with family members that can't make it to your games. The SportsEngine mobile app as well as your team page allows you to upload content associated with your team that is then broadcast out to team members and followers.

HOW DO I ADD PHOTOS TO MY TEAM?

Mobile App

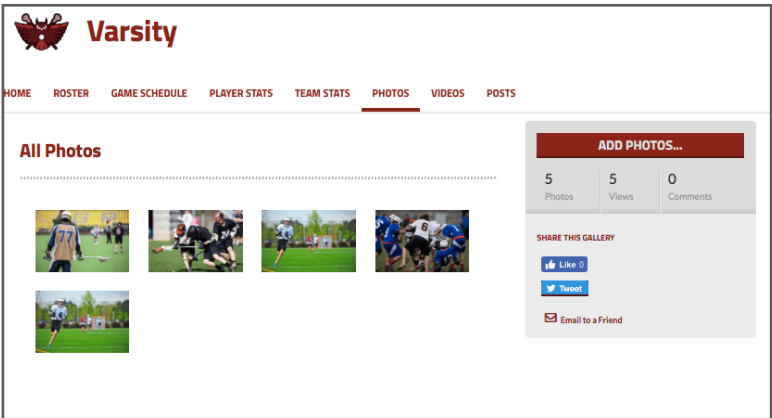
1. Launch the mobile app and navigate to your team
2. Decide if you want to link the photos to the team or to a specific game
3. For games, click on the schedule tab and locate the game you'd like to add photos or video to. For teams, just find the photo or video tab on the main team tab
4. Click on the photos or videos tab
5. Upload or shoot the photos



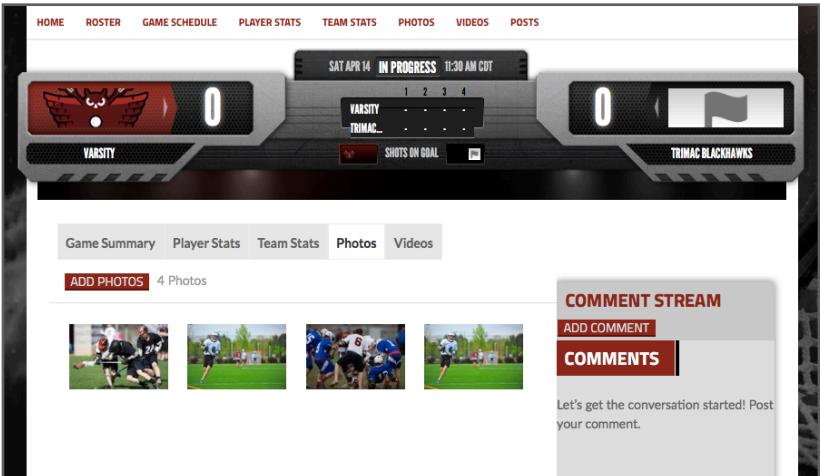
SPORTSENGINE FOR TEAM MANAGERS

Team Page

- 1. Log in to your organization’s website and navigate to your team page.
- 2. Decide if you want to link the photos to the team or to a specific game
- 3. For games, locate the game on the ‘Game Schedule’ tab and click on the ‘Status’ indicator to view the game page. For teams, just find the photo or video tab on the main team tab
- 4. Click on the photos or videos tab
- 5. Upload or shoot the photos



TEAM PAGE



GAME PAGE

RESOURCES

- **Roster Players and Staff to Teams**
<https://help.sportsengine.com/customer/en/portal/articles/795560>
- **Scheduling Games & Events**
<https://help.sportsengine.com/customer/en/portal/articles/1104377>
- **Three tips for shooting great sports photos**
https://community.sportsengine.com/news_article/show/503674
- **Team Pages**
<https://help.sportsengine.com/customer/en/portal/articles/1617844>
- **RSVPs**
<https://help.sportsengine.com/customer/en/portal/articles/2643190>
- **Scoring and Stats Guide**
<https://help.sportsengine.com/customer/en/portal/articles/1628710>
- **Adding Photos and Videos to Your Team Gallery**
<https://help.sportsengine.com/customer/portal/articles/2782462>
- **Moderating content**
<https://help.sportsengine.com/customer/en/portal/articles/1136644>