

sport**se**ngine



User Account Dashboard Guide



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Introduction

Your SportsEngine “Account Dashboard” is your one-stop shop for all things regarding your own personal SportsEngine account information. From your dashboard you can:

- View upcoming events
- See teams you are rostered to
- Pay an invoice
- Explore past registration information
- Locate previously purchased items
- Update your notification settings, plus more.

NOTE: You will first need to [create a SportsEngine account](#) to view your Dashboard.

YOUR USER DASHBOARD

HOW TO ACCESS YOUR USER DASHBOARD

1. [Sign in](#) to your SportsEngine Account.
2. In the top-right corner of the screen, click on your initials or account photo.
3. Under your *name*, choose **My SportsEngine**.

HOME

The Home tab shows you your upcoming events, gives you quick access to the teams you belong to, and lists any upcoming payments you may have.

HOW TO VIEW ALL UPCOMING EVENTS

1. On the **Home** tab, under *Upcoming Events*, click **See all events**.
2. Click on the title of the event to see more information.
 - **NOTE:** Click on the green check mark (✓) to RSVP to the event.

HOW TO VIEW ONE OF MY TEAMS' TEAMCENTER

1. On the **Home** tab, under *My Teams*, to view teams click the “Team Name”.
 - You will not see any teams if you do not belong to any teams.
 - Click [HERE](#) to learn more about TeamCenter.

HOW TO MAKE A PAYMENT

1. On the **Home** tab, under *Upcoming Payments*, click **Pay Now**.
2. Continue through the checkout process.

HOUSEHOLD

Your Household tab will display the account owner and sub-profiles that exist on your SportsEngine account. The owner of the account will be signified by an orange banner



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that reads “Me.” The sub-profiles will all be listed after the owner.

DIFFERENT PROFILE TYPES

- **Account Owner Profile:**
 - This is the profile for the owner of the SportsEngine account - usually the Parent/Guardian of the athlete.
 - This profile usually is not tied to a roster unless the account owner is a coach, athlete, or team manager.
 - The account owner signs in to the SportsEngine account, has access to edit the account information, and manages other sub-profiles on the account.
- **Sub-Profile:**
 - These accounts are the athletes of the account owner.
 - These profiles are the ones that are tied to registrations and rosters.
 - Sub-profiles do not have sign in access to the account and can't edit any information within the account.
 - These accounts can only be added to a SportsEngine account when going through a registration or by claiming a roster spot.

HOW TO EDIT PROFILE INFORMATION

1. Click on the [Household](#) that you want to update.
2. Choose the desired profile or sub-profile.
3. Under *Profile Information*, in the top-right hand corner, click the **Pencil Icon** to edit.
4. In the relevant field(s), input or change all of your updated information and click **Save**.

HOW TO ADD A PROFILE PICTURE

1. Choose the [Household](#) that needs a photo.
2. Choose the desired profile or sub-profile.
3. In the top-left corner, click the **Camera Icon** on the profile image.
 - Click **Clear Photo** if there is a picture you would like to remove.
4. Click **Upload a New Photo** and select the new photo from your computer.
5. Click and drag the arrows to resize the image crop circle.
6. Click **Save**.

HOW TO ADD ADDITIONAL PROFILES

You are not able to add another account owner to a SportsEngine account. The owner is setup at the time the profile is created. An account owner must be above the age of 13 to own the account.

- Sub-profiles are created or added through registering athletes and/or claiming roster spots for a team on SportsEngine.



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HOW TO ADD GUARDIANS TO MY SUB PROFILES

1. Click on the [Household](#) tab of your dashboard.
2. Click on an athlete sub profile.
 - **NOTE:** You can not add a Guardian to the account owner's profile.
 - If you don't have a sub profile for the athlete, *you will need to add one either through a registration or by claiming a roster spot.*
3. On the right side, click the plus sign (+) to add a Guardian.
4. Input the Guardian's email address to invite them.
5. Toggle which athlete profile(s) this Guardian should manage.
6. Click **Send Invitation**.

HOW TO ADD ADDITIONAL EMAILS TO RECEIVE NOTIFICATIONS

1. Click on the [Household](#) tab of your dashboard.
2. Click on a profile.
3. To the right of the *Profile Information* header, click the **pencil icon**.
4. Scroll down the page until you find the field labeled "Email Address 1" and "Email Address 2."
5. Input a new email address.
6. Click **Save**.
7. On the left-hand navigation, click the **Settings** tab.
8. Under *Notification Settings*, scroll down and find the organization that you would like that added email to receive communications from.
9. To the right of the *name of the profile you added the email address to*, check the box next to the new email address.
10. That email address will now receive communication that is sent to that profile from that organization.

HOW TO BECOME A MEMBER OF A SPORTSENGINE WEBSITE

1. On any SportsEngine website, in the top-right corner, click **Sign In**.
2. In the top-right corner of the screen, click on either your "account initials" or your "account profile" photo.
3. Choose **My SportsEngine**.
4. Select a profile.
5. Click **Update Membership** for selected profile(s).

HOW TO CANCEL MY MEMBERSHIP WITH AN ORGANIZATION

1. Click on the [Household](#) tab of your dashboard.
2. Select an athlete's profile that you would like to cancel a membership for.
3. Under the profile name, select the **Organizations** sub tab.
4. In the top-right corner for each organization listed, click the **X**.
5. Click **OK** to confirm.



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- If you have multiple athlete profiles that are members of the same organization, you will need to repeat these steps for each profile.

SCHEDULE

Your Schedule tab shows you all of the events and games that you are invited to based off of which Teams you are rostered on.

HOW TO SYNC YOUR SCHEDULE TO GOOGLE CALENDAR

1. Click the [Schedule](#) tab.
2. On the right side of the screen, click **Sync to Calendar**.
3. Choose **Google Calendar** and click **Sync**.
4. Sign in to your Google Calendar.
5. A Google prompt will appear, click **Add**.

HOW TO SYNC YOUR SCHEDULE TO A CALENDAR APPLICATION

1. Click the [Schedule](#) tab.
2. On the right side of the screen, click **Sync to Calendar**.
3. Choose **Other Calendar** and click **Copy**.
4. Paste your calendar link into your preferred calendar application.

TEAMS

The Teams tab will show you all of the SportsEngine teams your profiles are rostered to. From here you can view team information and update notification reminders.

HOW TO VIEW TEAM INFORMATION

1. Click the [Teams](#) tab.
2. On the right side of the screen, click **View Team**.
3. Here is where you see the team schedule, the roster, and any chats that occurred on the mobile device.

HOW TO MANAGE NOTIFICATIONS AND REMINDERS

1. Click the [Teams](#) tab.
2. On the right side of the screen, click **Manage Reminders**.
3. Check the box next to your user email address to update your reminder options.
4. Click **Save**.

WHY CAN'T I SEE MY TEAM THAT I'M ASSOCIATED WITH?

Your organization will need to first roster you to a team page in order for you to have access. Please reach out to your org admin if you do not see your team on this tab.

GROUPS

Your group information will populate here once you're placed in a group by one of your



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website administrators. Group members may have special permissions to certain pages on the website that other users do not.

HOW TO MESSAGE A GROUP

1. Click the [Groups](#) tab.
2. On the right side of the screen under the *Actions* column, click **Send Message**.
3. **Choose either All or Selected group members.**
4. **Input your message and click Send Message.**

BILLS

The Bills tab shows you all bills that have been invoiced to your account. Administrators of an organization can invoice your SportsEngine Account for things like registration fees, volunteer fees, apparel items, and more.

HOW TO VIEW A SALE ITEM

1. Click the [Bills](#) tab.
2. Under the *Sale* column, click the “sale number.”
3. Here is where you will see an in-depth outline of what the invoice is for.

HOW TO PAY AN INVOICE

1. Click the [Bills](#) tab.
2. On the right side of the screen, under the *Payment Status* column, click **Make a Payment**.
3. Click **Proceed to Checkout**
4. Choose your payment method.
5. Input your credit card or bank account information and click **Pay**.

HOW TO CHANGE MY CREDIT CARD INFORMATION FOR AN INVOICING BILL

1. Sign in and go to the [Bills](#) tab of your dashboard.
2. On the right side under the *Payment Status* column, select **Make Payment** for the item that is due.
3. Click **Proceed to Checkout**.
4. Under *Payment Method*, click **New Credit Card**.
5. Enter your new credit card information and click **Pay \$_____**.

CAN I ADJUST A DUE DATE?

If you need to adjust an invoice due date, please reach out to your organization admin as they will need to make that change.

REGISTRATIONS

Your Registration tab shows you all of the registrations that you have signed up for



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under this particular SportsEngine Account.

HOW TO PRINT A REGISTRATION ENTRY

1. Click the [Registrations](#) tab.
2. Click on the “title” of the registration you want to view.
3. In the top-right corner of the entry, click **Print Entry**.

HOW TO DOWNLOAD AN AUTOFORM

“AutoForms” copy all of your registration information from a registration to a printable PDF form. AutoForms can be added to a registration if you are signing up with a governing body, for example: USA Hockey, US Lacrosse, US Club Soccer, and USAV.

NOTE: Not all registrations have AutoForms attached to them. Your organization sets up your AutoForms during the registration process.

1. Click the [Registrations](#) tab.
2. Click on the “title” of the registration that has the AutoForm entry attached to it.
3. At the top of the page, click the hyperlinked “name” of the PDF.
4. After the AutoForm is downloaded, print the form if needed (optional).

HOW TO VIEW A REGISTRATION RECEIPT/ORDER

1. Click the [Registrations](#) tab.
2. Next to the title of the registration that has the receipt, on the right side of the screen, click **Order Details**.
3. View receipt details.
4. In the top-right corner, click **Print Order Receipt** (optional).

HOW TO UPDATE MY CREDIT CARD THAT IS CONNECTED TO A PAYMENT PLAN

NOTE: The next scheduled payment will automatically charge immediately after you change your payment method.

Please wait until you are closer to the next scheduled payment when changing your payment method if you are not ready to be charged.

1. Go to your [Registrations](#) tab within your dashboard.
 - You may need to sign in to your SportsEngine account.
2. On the right side of the screen, click **Order Details**.
3. Scroll down to your *Payment Calendar*.
4. Next to the payment you wish to update your card information for, click **Make Payment**.
 - A new tab will appear.
5. Choose one of the following:
 - **Submit Next Payment:** Choose this option if you want to only pay the next



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scheduled payment.

- **Submit Balance In Full:** Choose this option if you want to pay the entire remaining balance.
6. Choose one of the following:
 - **Use Existing Credit Card**
 - **Enter New Payment Method**

IF USE EXISTING CREDIT CARD WAS SELECTED...

1. Click **Make Payment**.

IF ENTER NEW PAYMENT METHOD WAS SELECTED...

1. Click **Enter New Payment Method** to continue with adding your new credit card information.

HOW TO MAKE A FUTURE PAYMENT ON A REGISTRATION PAYMENT PLAN

NOTE: The next scheduled payment will automatically charge immediately after you make a payment.

Please wait until you are closer to the next scheduled payment when changing your payment method if you are not ready to be charged.

1. Go to your [Registrations](#) tab within your dashboard.
 - You may need to sign in to your SportsEngine account.
2. On the right side of the screen, click **Order Details**.
3. Scroll down to your *Payment Calendar*.
4. Next to the future payment you want to make, click **Make Payment**.
 - A new tab will appear.
5. Choose to **Submit Next Payment**.
6. Choose one of the following:
 - **Use Existing Credit Card**
 - **Enter New Payment Method**

IF USE EXISTING CREDIT CARD WAS SELECTED...

1. Click **Make Payment**.

IF ENTER NEW PAYMENT METHOD WAS SELECTED...

1. Click **Enter New Payment Method** to continue with adding your new credit card information.

HOW TO CANCEL A PAYWALL OR WEBSITE PAYMENT SUBSCRIPTION

NOTE: If you don't see the option to cancel, you are signed up under a payment plan and not a subscription. Please reach out to an organizational administrator to cancel.



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1. Click [HERE](#) to view your past orders.
 - You may need to sign in to your SportsEngine Account.
2. On the right side of the page, under the *Actions* column, choose **Cancel**.

Your recurring payment will be canceled.

CAN I CHANGE A PAYMENT DATE?

If you need to adjust your registration payment plan, please reach out to your organization admin as they will need to make that adjustment.

SETTINGS

This tab allows you to update your SportsEngine profile settings. Here is where you can update your password, change your login email address, update your notifications, unsubscribe from certain organization messages, and receive text messages.

HOW TO CHANGE MY SIGN IN/PRIMARY EMAIL ADDRESS

1. Click the [Settings](#) tab.
2. In the top-right corner, click **Add Email Address**.
3. Enter the new email address and click **Add Email Address**.
 - **NOTE:** If you receive an error message that means your secondary email address is already in use. *You can not have two SportsEngine accounts with the same email address (primary or secondary).*
4. Navigate to your email's inbox.
5. In your inbox, open the "Verify Email" to verify your email address.
6. Once you have verified your secondary email address, return to your [Settings](#) tab of your user dashboard.
7. Click the **Make Primary** button next to your new email address.

HOW TO ADD SECONDARY EMAIL ADDRESS

1. Click the [Settings](#) tab.
2. In the top-right corner of the screen, click **Add Email Address**.
3. Enter the new email address and click **Add Email Address**.
 - **NOTE:** If you receive an error message that means your secondary email address is already in use. You cannot have two SportsEngine accounts with the same email address (primary or secondary).
4. Navigate to your email's inbox.
5. In your inbox, open the "Verify Email" to verify your email address.
6. Once you have verified your secondary email address, return to your *Settings* tab of your user dashboard.
7. Click the **Make Primary** button next to your new email address.



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HOW TO CHANGE A PASSWORD

1. Click the [Settings](#) tab.
2. In the top-right corner of the screen, click **Change Password**.
3. Input your current password.
4. Add your new password.
 - Passwords must be at least 8 characters in length and must contain at least one uppercase letter, one lowercase letter, and one number or symbol.
5. Enter your new password again to confirm.
6. Click **Change Password**.

HOW TO ADD A MOBILE PHONE NUMBER

1. Click the [Settings](#) tab.
2. Under your *Account Information* header, click **Add Mobile Phone**.
3. Input your mobile number.
4. Click **Submit**.
 - You will be sent a mobile validation code.
5. Check your mobile device and input your validation code number.
6. Click **Submit**.

HOW TO UPDATE YOUR NOTIFICATION SETTINGS

1. Click the [Settings](#) tab.
2. Scroll down until you get to **Notification Settings**.
3. Check the boxes next to your email address or phone number to start or stop receiving communication from a particular organization.

DIBS

Your Dibs tab will display all of the active sessions that your SportsEngine Account is associated with, as well as any claimed or completed Dibs items that you have on your account.

NOTE: This tab will be hidden if you are not using Dibs.

HOW TO REQUEST CANCELLATION OF A DIBS ITEM

1. Click the [Dibs](#) tab.
2. Under the *Claimed Items* header, click on the “title” of the Dibs item.
3. On the right side of the page, click **Request Cancellation**.
 - The Admin will be notified of your cancel request.

DELETE ACCOUNT

Since your account is associated with all of your SportsEngine information including past registrations, invoices, profile information, rosters, purchases on your account, old dibs sessions and more, we *dot not* recommend deleting your account since you *will*



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not be able to recover any of this information.

HOW DO I DELETE MY SPORTSENGINE ACCOUNT?

NOTE: This process can not be undone!

Please reach out to accounthelp@sportsengine.com for assistance in permanently deleting your account.