

# Parent Guide to SportsEngine



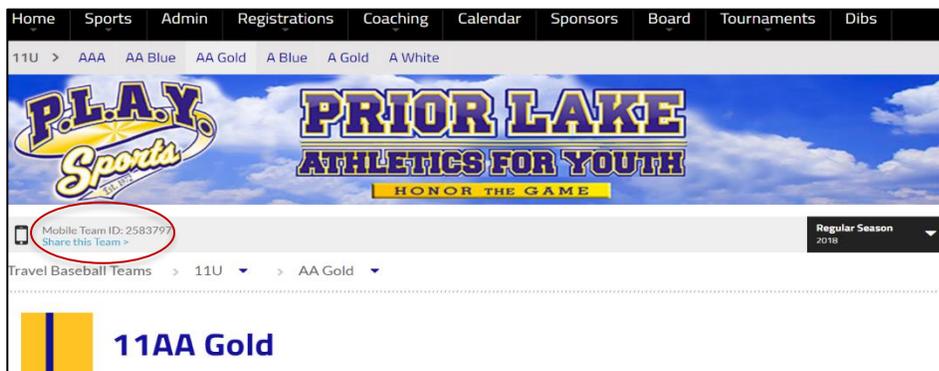
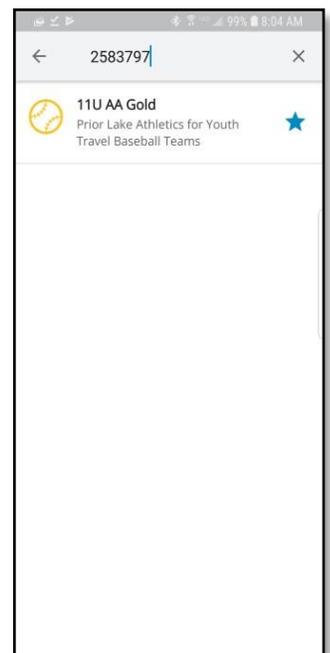
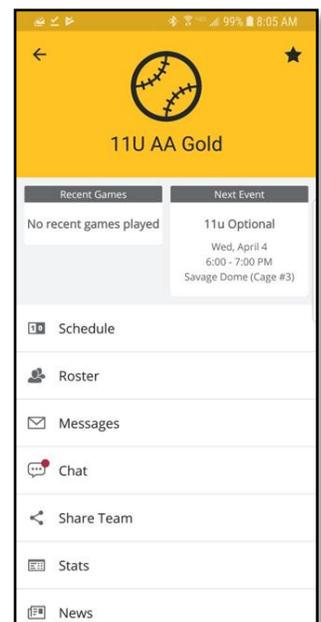
Welcome to your team! In order to keep up to date with all things regarding your team, P.L.A.Y. uses SportsEngine, a mobile app used for sports management. We have compiled a quick user guide to SportsEngine so that you and your team can effectively stay in the loop.

## Why do we use SportsEngine?

- The ability to view your sports schedule
- Team information right at your fingertips
- Messaging and chat
- The ability to RSVP to events
- Easy access to view rosters
- Live scoring and stats
- The ability to add guardians

## How to set up SportsEngine

1. Download the SportsEngine app in the iTunes or Android store
2. Create an account or login to your existing account
3. On the bottom toolbar, look for “teams” with a star logo
4. In the top right corner find the search bar and enter your team ID number and “favorite” it by clicking the star next to the number
  - a. Your team ID can be found on your teampage on the SportsEngine website or on the email you should have received upon being admitted to the team
  - b. Another way to find it is by going to [www.playinfo.org](http://www.playinfo.org) and locating the team number is in the upper left corner of the team page



## Navigating the app

### Adding a guardian

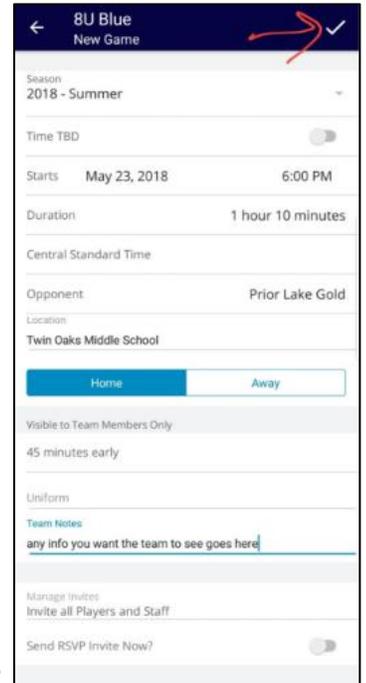
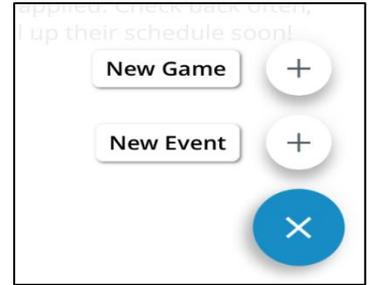
1. Click on the Account tab
2. Select the athlete for which you'd like to add a guardian
3. Select the guardians tab and choose 'Add Guardian'
4. Simply enter their email. The guardian will get a notification letting them know they have been added. If they already have a SportsEngine account, they can simply accept the guardianship. If not, they will be prompted to create an account. You will receive notification once the guardianship is completed.

### Scheduling

1. Select your team in the favorites tab
2. Click on the arrow icon in the top right corner and choose if you want to include a game and practices or simply games

### Adding a game/event

1. Log in and navigate to TeamCenter
2. Click the schedule
3. Click the blue plus sign in the bottom right corner of screen
4. Click New Game or New Event. A window will pop up allowing you to enter the details of your game/event including date, location, and any additional notes or instructions for players.



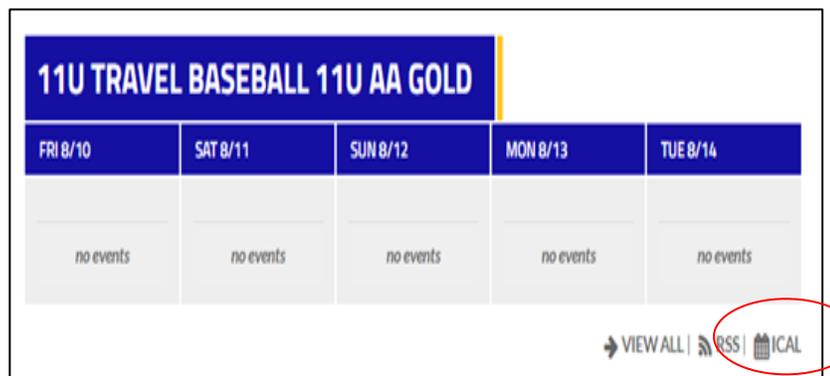
## Navigating the webpage

### Finding the team page

1. Under playinfo.org, click the drop-down menu for sports and locate your team

### Subscribe to the team calendar

1. Go online to our homepage at [playinfo.org](http://playinfo.org)
2. Scroll down to your calendar on your sports homepage and in the bottom right corner select the button that says iCal
3. Instructions will appear how to merge the schedule with your calendar app



## Other questions or concerns?

Talk to your team coordinator or visit SportsEngine's help center page online.