



## Team Management in Sports Engine

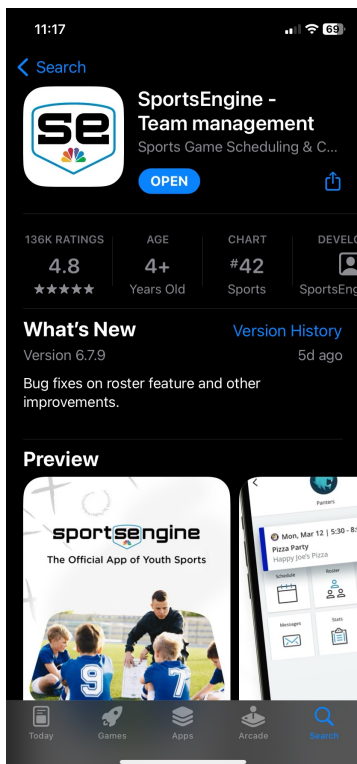
The Team Center can help manage you manage the team's schedule and team communications.

### Accessing the Team Center

1. Log in to your Sports Engine account and find your team in the upper right-hand corner. Feel free to bookmark the URL for quick future access.



2. Download the Sports Engine app from the Apple or Google app stores. If you are a rostered coach, your team will automatically show in the app once you sign in.





## Team Management in Sports Engine

### Adding events and games

It's easy to schedule an event for your team and to see RSVPs. You can use an event for practices and/or games.

A screenshot of the 'New Event' form in Sports Engine. The form includes fields for 'Event Name', 'Date', 'Start Time', 'End Time', and 'Time Zone'. There are also checkboxes for 'Notify Team Now', 'All Day', 'TBD', and 'Repeats'. Red dashed boxes highlight the 'Notify Team Now' section and the 'Repeats' checkbox. Red arrows point from the explanatory text to these elements.

When creating an event, make sure the team notification is turned on.

If you know your practice is on the same day at the same time you can check the Repeat button.

A screenshot of the 'New Event' form in Sports Engine, showing advanced options. The 'Visible to Team Members Only' section is expanded, showing 'Arrival Time', 'Uniform', and 'Team Notes' fields. Red dashed boxes highlight the 'Arrival Time' dropdown and the 'Uniform' text input. A red arrow points from the explanatory text to the 'Arrival Time' field. At the bottom, there are 'CANCEL' and 'ADD EVENT' buttons.

You can set the time you want your team to arrive (e.g., 45 minutes prior to event start time).

You can also indicate what uniform should be worn, if applicable.



## Team Management in Sports Engine

### RSVPs

You can easily see who has responded to your event and who plans to attend to better manage practices/games.

Under schedule in the left navigation, you can select an event, or you can see a comprehensive list of RSVPs for all events from the top navigation.

The screenshot shows the 'Schedule' page in the Sports Engine interface. The left navigation menu has 'Schedule' highlighted. The main content area shows the 'RSVPs' tab selected, displaying a list of events for September 2023. The table below is a representation of the data shown in the screenshot.

EVENT	DATE	TIME	LOCATION
<input type="checkbox"/> practice	[REDACTED]	5:45 pm - 7:15 pm EDT	Great Embankment Park - GEP 2
<input type="checkbox"/> [REDACTED]	[REDACTED]	1:00 pm - 2:30 pm EDT	Great Embankment Park - Field #3
<input type="checkbox"/> practice	[REDACTED]	5:45 pm - 7:15 pm EDT	Great Embankment Park
<input type="checkbox"/> [REDACTED]	[REDACTED]	1:00 pm - 2:30 pm EDT	Jefferson Rd Elementary School
<input type="checkbox"/> practice	[REDACTED]	5:45 pm - 7:15 pm EDT	Great Embankment Park
<input type="checkbox"/> [REDACTED]	[REDACTED]	1:00 pm - 2:00 pm EDT	Jefferson Rd Elementary School
<input type="checkbox"/> practice	[REDACTED]	5:45 pm - 7:15 pm EDT	Hopkins Park - HOP 1

If you select an event, you can view event details, see RSVPs or edit the event by clicking the pencil in the top right corner.

The screenshot shows the 'Event Details' page for a practice event. The left navigation menu has 'Schedule' highlighted. The main content area shows the 'practice' event details. The 'Information' tab is selected, and the 'Event Details' section is visible. A pencil icon in the top right corner indicates the edit function.

practice

Information | Player RSVPs | Staff RSVPs

Event Details

Friday, September 8, 2023

5:45 pm - 7:15 pm EDT

Great Embankment Park - GEP 2  
631 Marsh Rd, Pittsford, NY



## Team Management in Sports Engine

### RSVPs

RSVPs are color coded for a quick at-a-glance. You can also see by player who has responded and who has not.

For this view, you can send a reminder to respond.

The screenshot displays the 'practice' RSVP page in Sports Engine. The interface includes a sidebar on the left with navigation options: Schedule, Roster, Chat, and Settings. The main content area shows the practice title 'practice' and tabs for Information, Player RSVPs, and Staff RSVPs. A progress bar indicates 7 Yes, 1 Maybe, 1 No, and 3 No Response. A table lists players with their RSVP status and a 'SEND REMINDERS' button is highlighted.

NAME	RSVP	NOTE
[Redacted]	Yes	Add a Note
[Redacted]	Yes	Add a Note
[Redacted]	No	Add a Note
[Redacted]	Maybe	Add a Note
[Redacted]	--	Add a Note
[Redacted]	--	Add a Note
[Redacted]	--	Add a Note





## Team Management in Sports Engine

### Sending Messages

To send a message via Team Center continued:

3. Enter the team member's name or choose the name from the drop-down list.
  - You can message the entire team, selected members or all staff by choosing All Players or All Staff from the drop-down list.
4. Enter the subject line and message text.
5. Click Send Message.

### New Message ✕

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To \*

From: Suzi Magill

Subject

Text messages do not show the subject.

Message

140 remaining for text message / 950 remaining for email

\* Required



## Team Management in Sports Engine

### **Sending Messages**

To send a chat via the mobile app:

Please remember you cannot currently select members in the mobile app.

1. Tap Chats
3. Enter the message.
4. Click Send.

### **Additional Resources**

How to cancel a game:

<https://help.sportsengine.com/en/articles/6342211-how-to-cancel-a-game-with-notifications>

How to add a guardian to a player's profile using the app:

<https://help.sportsengine.com/en/articles/6417497-how-to-add-a-guardian-to-a-player-s-profile-using-the-mobile-app>

How to send RSVP reminders:

<https://help.sportsengine.com/en/articles/6338757-how-to-send-rsvp-reminders>

Please contact Kristin West at [kristinwest1@gmail.com](mailto:kristinwest1@gmail.com) for additional questions or technical issues.