

## FOR TEAM MANAGERS AND COACHES ONLY:

### Logging in with an Existing SportsEngine Account:

If you already have an account from another SportsEngine website, Sign In using that same Username and Password. Once you are logged in, click on the circle in the upper right that should show your initials circle and in the drop-down, click on **“Connect to Site”** to join the network for your hockey club.

### Creating a New Account:

If you do not already have an account for the website, please click on the **“Sign In”** link in the upper left corner of the page. On the “Welcome” page, click create an account. Enter a unique Username and Password for yourself (please write this down and keep track of it) and click “Sign Up”.

This account will be linked to your email address – where it will send you a verification email to verify your membership (be sure to watch for this email, even checking your junk mail if needed).

Once you create your account, go back and log-in and click on the circle in the upper right that should now show your initials. Click on that circle and in the drop-down, click on **“Connect to Site”** to join the network for your hockey club. Once that process has been completed, send an email to [mregner@suburbanice.com](mailto:mregner@suburbanice.com) to locate your membership account and grant you permissions for your team page

### Editing your Team Page:

All team pages have been set up with a similar design, including rosters, game schedules, statistics, contacts, and news. All team managers will be given appropriate access to edit their team's page.

One additional page element which may be of interest to you is Photos or Photo Galleries, which can be added at your discretion. All teams are expected to enter your game & practice schedule and keep up-to-date.

When logged in and on to your team’s homepage, you will see the **“Edit Mode”** strip appear on the far left side of the page. Click into **“Edit Mode”** to add or edit content.

Content tab: use the **“Add Page Element”** to edit or add Text, Photos, Documents, Events, News Articles, Links, Contact Info, Videos, etc. to your team’s page.

### Support:

If you need any help with any of the system's features or Page Elements, you can access the [SportsEngine KnowledgeBase](#) by clicking on the “Need Help” tab on the right-side of the page. You are also welcome to contact our webmaster, Michelle Regner at [mregner@suburbanice.com](mailto:mregner@suburbanice.com) or 248-479-1132, should you have any questions. Please be sure to include your team name and a link to your team page with a description of the problem if sending an email.