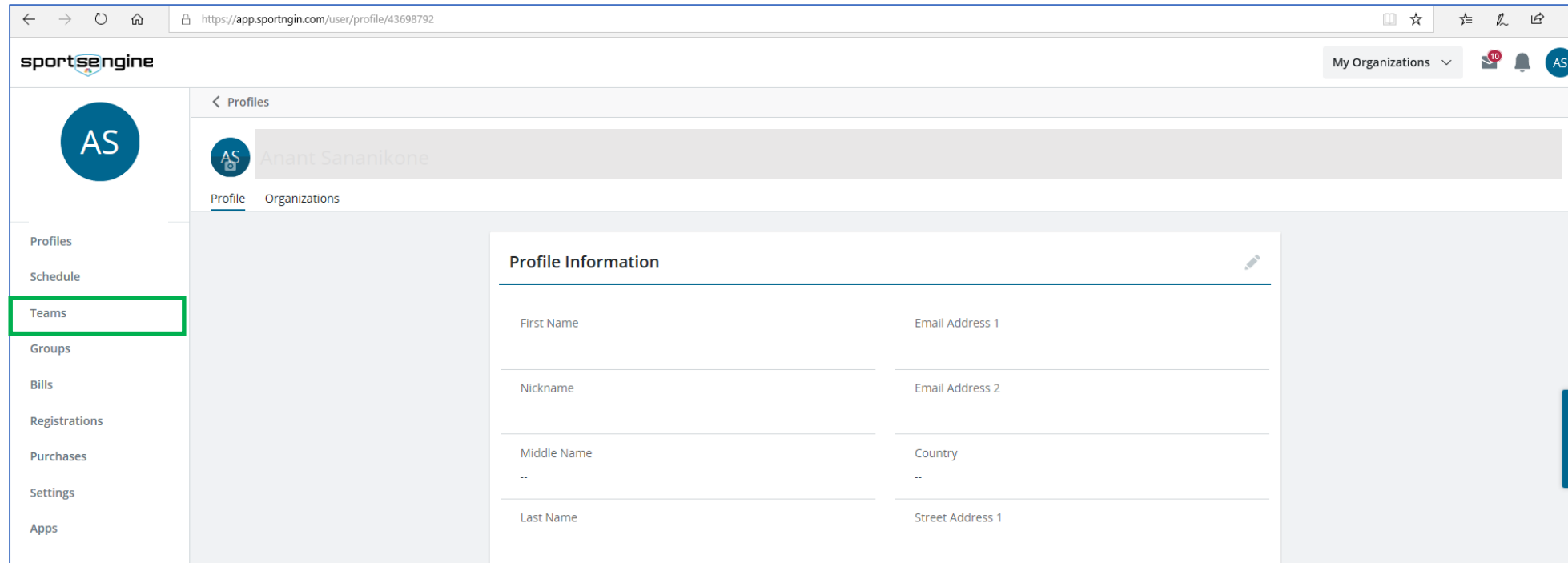


Sterling Soccer Club SE Coaches Portal – Accessing the team page



After logging on to your members account on Sports Engine, you will see your profile information, and the members links listed on the navigation menu on the left.

To manage your assigned team(s), click on the *Teams* link on the menu.

Sterling Soccer Club SE Coaches Portal – Accessing the team page

On the Teams page, you will see a link for the team that was assigned to you.

Click on the team name to go to the page.

Teams		
Andy Smith's Teams		
SPORT ⌵	TEAM ⌵	SEASON ⌵
Soccer	Sterling 1 - Smith	Spring 2019 Regular Season

Sterling Soccer Club SE Coaches Portal – Accessing the team page

On the Teams management page, you will see links for Schedule, Roster, Chat and other team functions for your team on the menu.

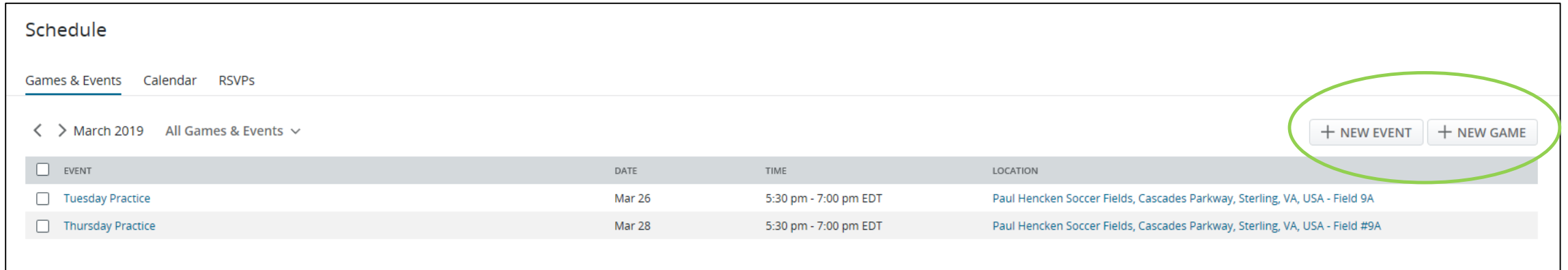
On this example, on the Schedule page, you will see that this coach has created his team's practice schedule by creating the New event link. (shown on next slide)

The screenshot shows the 'sportsengine' interface for Sterling 1 - Smith, Teams | Spring 2019. The left sidebar contains a menu with 'Schedule' highlighted. The main content area is titled 'Schedule' and has tabs for 'Games & Events', 'Calendar', and 'RSVPs'. Below the tabs, there are navigation arrows, 'March 2019', and 'All Games & Events'. A table lists the following events:

<input type="checkbox"/>	EVENT	DATE	TIME
<input type="checkbox"/>	Tuesday Practice	Mar 26	5:30 pm - 7:00 pm EDT
<input type="checkbox"/>	Thursday Practice	Mar 28	5:30 pm - 7:00 pm EDT

Sterling Soccer Club SE Coaches Portal – Adding Schedules

To create the practice schedules for your team, click on the *New Event* button on the top right.



Schedule

Games & Events | Calendar | RSVPs

< > March 2019 | All Games & Events ▾

<input type="checkbox"/> EVENT	DATE	TIME	LOCATION
<input type="checkbox"/> Tuesday Practice	Mar 26	5:30 pm - 7:00 pm EDT	Paul Hencken Soccer Fields, Cascades Parkway, Sterling, VA, USA - Field 9A
<input type="checkbox"/> Thursday Practice	Mar 28	5:30 pm - 7:00 pm EDT	Paul Hencken Soccer Fields, Cascades Parkway, Sterling, VA, USA - Field #9A

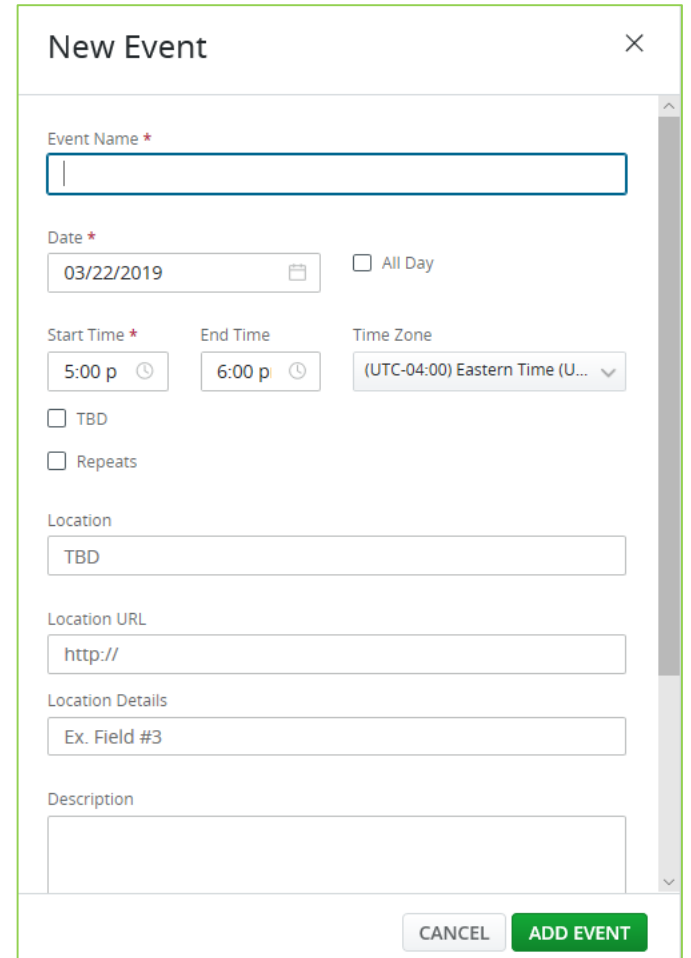
+ NEW EVENT | + NEW GAME

If you want to add the game schedules, click on the *New Game* button.

Sterling Soccer Club SE Coaches Portal – Adding Schedules

On the popup window, enter your practice or game information and click *Add Event* or *Add Game* once done.

The practices and games you entered will be visible to the parents and everyone registered with the team once they log on the SE web portal or use the SE mobile app.



The screenshot shows a 'New Event' form with the following fields and options:

- Event Name ***: A text input field.
- Date ***: A date picker showing '03/22/2019' and an 'All Day' checkbox.
- Start Time ***: A time picker showing '5:00 p'.
- End Time**: A time picker showing '6:00 p'.
- Time Zone**: A dropdown menu showing '(UTC-04:00) Eastern Time (U...)'.
- TBD**
- Repeats**
- Location**: A text input field containing 'TBD'.
- Location URL**: A text input field containing 'http://'.
- Location Details**: A text input field containing 'Ex. Field #3'.
- Description**: A large text area.

At the bottom right, there are two buttons: 'CANCEL' and 'ADD EVENT'.

Sterling Soccer Club SE Coaches Portal – Contacting your team

To view the team roster, click on the *Roster* link. To contact your team, click on the *MESSAGE* link.

The screenshot shows the Sterling Soccer Club SE Coaches Portal. On the left, there is a sidebar with the team name 'Sterling 1 - Smith' and a sub-menu for 'Spring 2019' containing 'Schedule', 'Roster', and 'Chat'. The 'Roster' link is highlighted. The main content area features a search bar and a table with columns: NAME, NUMBER, POSITIONS, STATUS, and MESSAGES. In the top right corner, there are three buttons: 'MESSAGE' (highlighted with a blue box), 'PRINT ROSTER', and 'PRINT CONTACT LIST'.

This will open up a window (right) where you can type your message to the team.

On the *To* field, you can choose to select individual players or everyone to send to.

Before clicking *SEND*, there is an option to preview your message to the team by clicking *PREVIEW NOTIFICATION*.

The 'Compose Message' window is shown on the right. It has a title bar with a close button (X). The form contains the following fields and buttons:

- To ***: A dropdown menu for selecting recipients.
- From:** Anant Sananikone
- Subject**: A text input field.
- Message ***: A large text area for composing the message.
- Required ***: A label indicating that the 'To' and 'Message' fields are required.
- CANCEL**: A button to close the window.
- PREVIEW NOTIFICATION**: A button to preview the message.
- SEND**: A green button to send the message.

Sterling Soccer Club SE Coaches Portal – Contacting your team

Your message to the team will resemble the example shown here, when opened in the parent’s email application on their end.

If they signed up for mobile alerts on SE, they will also receive a text link to view this message.

Questions?

Please contact our league administrator Tara, if you need any assistance.
administrator@sya.net

sportengine

Andy Smith (Sterling Soccer Club) sent you a message.

Hello U11 Boys Parents,

Welcome to the Spring 2019 season. I will be your team coach this season, and am excited to get started.

Our first practice is on Monday, March 25 at 7:00 PM. We also practice on Wednesday at the same time from 7:00 PM to 8:00 PM at Hencken field #5A.

Our SFL schedule is not yet released but will be shortly, on the first week of April. You can view on the SFL league website anytime once it comes out. I will inform all parents of the upcoming schedule once it is out.

Uniforms – if you are new to Sterling soccer this season, please be sure to purchase your uniform kit at the Sterling soccer store. The information is on the Sterling soccer website at www.sterlingsoccerclub.org.

Looking forward to meet everyone at practice. Let’s have some fun!

Coach Andy Smith
U11 Boys
Sterling Soccer Club
<http://www.sterlingsoccerclub.org>
Powered by SportsEngine
<https://www.sportsengine.com>

Download the SportsEngine app!

Stay connected no matter where you are with our mobile app!

