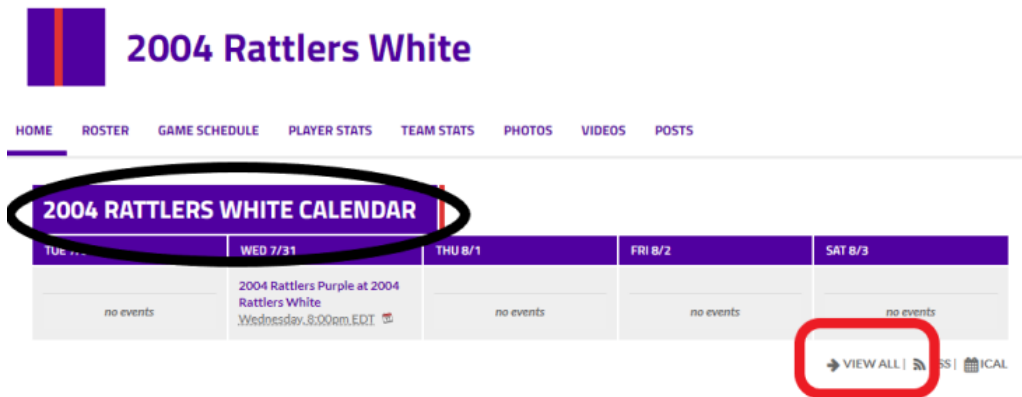


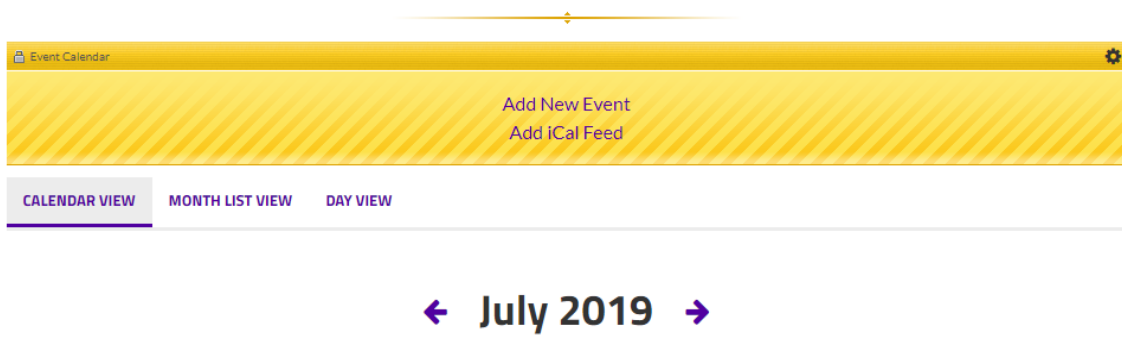
Adding Practices to your Team Page

SportsEngine has THREE different ways for you to add in your game schedule.

1) Main Team Page – Team Calendar Area



Make sure you are in EDIT mode, by clicking your EDIT button to ON. This is done in the long gray area on the left side of your team page and your page will then have yellow editing areas appear. (If you don't see an edit bar here, please contact Michelle Regner at mregner@suburbanice.com to get editing access for your team.)



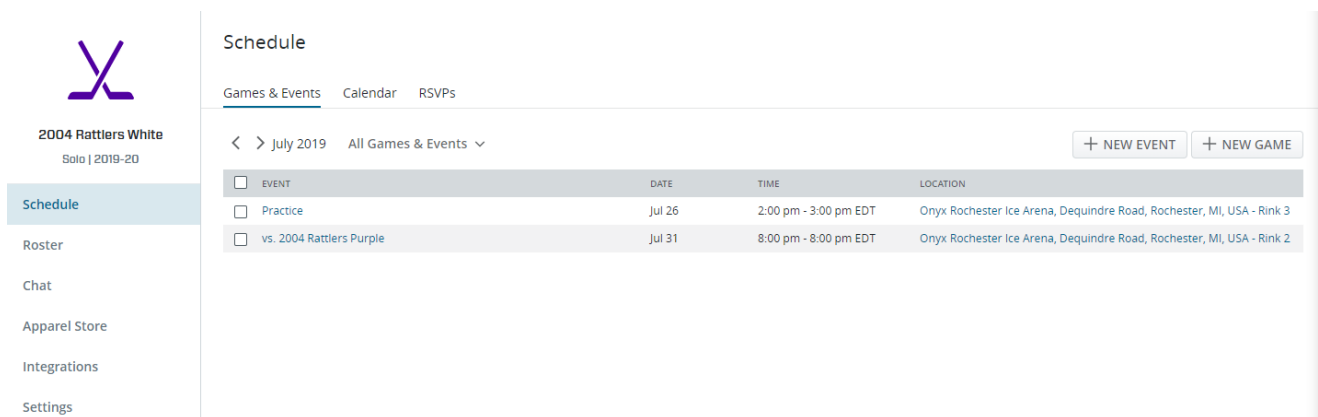
Hit **"Add New Event"** and enter game information. When completed, hit **"Create This Event."** Here you can also add **REPEATING practice times**. Be sure that your team remains **"tagged"** in the tag area above.

The screenshot shows the "ADD NEW EVENT" form. It has a yellow header with "ADD NEW EVENT" and "CLOSE" buttons. The form is titled "CALENDAR EVENT" and has a sub-header "Select which Tag(s) to attach to your Calendar Event. Input event name, description, location, date and time." Below this is a section for "CURRENTLY SELECTED TAG(S):" which includes "Rochester Hockey Club" and "2004 Rattlers White (2019-20)". There is a "Show Tag Menu" button. Below the tags are two dropdown menus for "Top Event Template:" and "Bottom Event Template:", both set to "None". The "Event Name:" field is empty. The "When:" field is set to "07/30/2019" from "1:15 pm" to "2:15 pm" in "Eastern Time (US & Canada)". The "Repeats:" dropdown is circled in red and set to "Does not repeat". The "Location:" field is empty with a placeholder "Enter a location" and an "Add Link to Location" button. The "Location Details:" field is empty with a placeholder "Example: Field #2".

2) **Manage Team Area – TeamCenter** (Access while in EDIT mode)



Clicking “**Manage Team**” will take you into the **TeamCenter** area. From TeamCenter, you can **schedule Practices (Events)** and games, roster players, send messages, and view RSVPs. (This can be done here in Games & Events tab or Calendar tab.)



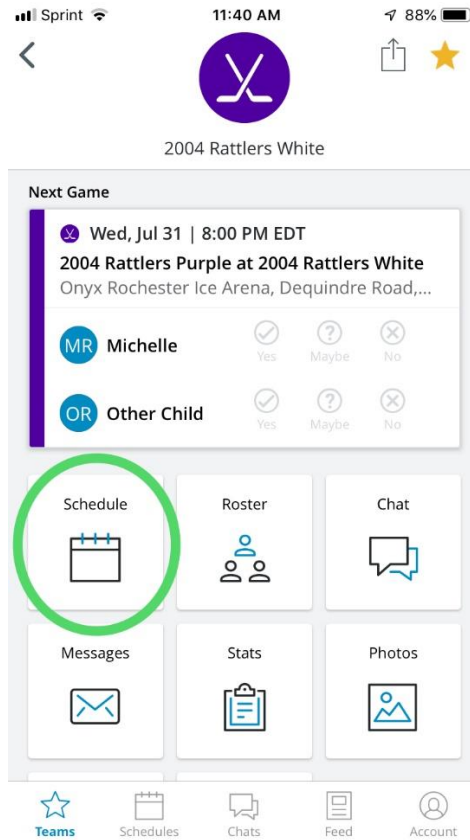
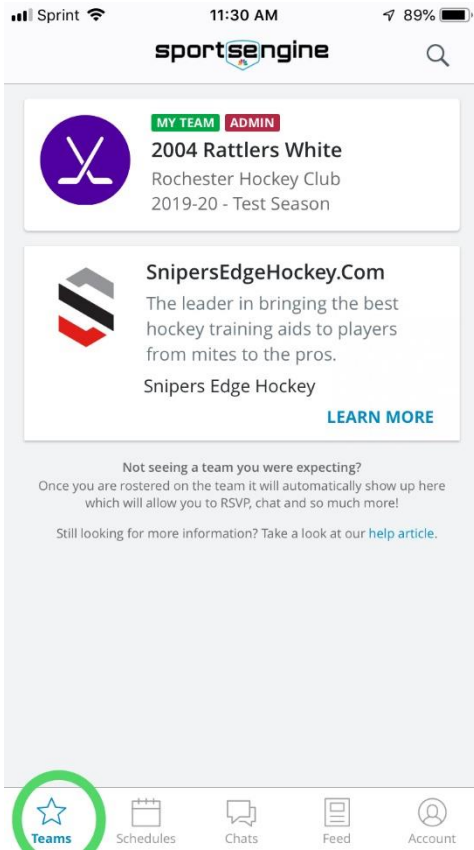
In TeamCenter, you can add “**New Events (Practices)**” or “**New Games.**” Click “**New Event**” add all information and click “**Add Event.**” This area will also give you the option to make these **REPEATING** events.

The image shows the 'New Event' form in TeamCenter. It has a title bar with 'New Event' and a close button. The form contains the following fields:

- Event Name *
- Date * (07/30/2019) with a calendar icon and an 'All Day' checkbox.
- Start Time * (2:00 pm) with a clock icon.
- End Time (3:00 pm) with a clock icon.
- Time Zone (UTC-04:00 Eastern Time (U...)) with a dropdown arrow.
- TBD checkbox.
- Repeats checkbox.
- Location (TBD)
- Location URL (http://)
- Location Details (Ex. Field #3)
- Description

At the bottom are 'CANCEL' and 'ADD EVENT' buttons.

3) Using the SportsEngine App



Login to SportEngine app using the same email and password combination you use on the Rochester Hockey Club website. Once logged in you will see your options **along the bottom** – **click on TEAMS** – and into **“My Team”** at the top, of which you should show as an ADMIN. Once in your team area, **click into SCHEDULE**.

Once in the “Schedule” area, you will see your upcoming schedule appear along with a **Blue + in the bottom right corner**. Click on the Blue + and it will give you the option to add a **“New Event (practice)”** and decide if it repeats.

