



Team Management

Coaches and Team Managers Guide

November 2015

Table of Contents

[Table of Contents](#)

[Overview](#)

[Audience](#)

[About the Mobile App Examples](#)

[Creating a Sport Ngin Account](#)

[Accessing Team Center](#)

[For Your Webmaster - Granting Team Page Owner Access](#)

[Accessing Team Center from within Your Team Page](#)

[Accessing Your Team Using the Mobile App](#)

[How do I get my teams to show up in the app?](#)

[Adding to the Team Roster](#)

[Adding a Player or Staff](#)

[Inviting a Player or Staff to Join a Team](#)

[Editing Roster Profiles](#)

[Editing Profile Information](#)

[Uploading a Profile Photo](#)

[Removing a Profile from the Roster](#)

[Messaging Your Team](#)

[Enabling Text Messaging](#)

[Sending a Message through Team Center](#)

[Sending a Message through the Sport Ngin Mobile App](#)

[Message Notification Formats](#)

[Managing Team Games and Events](#)

[Adding a New Game](#)

[Adding a New Event](#)

[Updating Games](#)

[Updating Events](#)

[Deleting Games and Events](#)

[Managing RSVPs](#)

[Email Notification](#)

[Mobile App Notification](#)

[Viewing RSVPs in your Team Center](#)

[Viewing the RSVPs in the Mobile App](#)

[Introduction](#)

[About the Mobile App Examples](#)

[Create a Sport Ngin Account](#)

[Installing the Mobile App](#)

[For Your iPhone Device](#)

[How do I get my teams to show up in the app?](#)
[Sending and Responding to Messages](#)
 [Enabling Messaging](#)
 [Sending a Message through the Mobile App](#)
 [Messaging Formats](#)
[Viewing Invitations and Responding to RSVPs](#)
 [Email Notification](#)
 [Mobile App Notification](#)
[Viewing the Team RSVPs](#)

Overview

Managing your team just got easier with the release of **new team management features** which are located in the new Team Center page on Sport Ngin and Sport Ngin mobile. You can easily add new players and staff to your roster, create events, send out RSVPs and receive responses in real time. You can also send messages to your team, pushing notifications through text message, email, within the mobile app, and within your team's website.

Audience

This guide is meant for coaches, manager, and other volunteers who *manage a team* on Sport Ngin. A separate [Parent Guide](#) is available for parents which walks them through how to set up their Sport Ngin account, join their child's team, and interact with coaches, managers, and other team members via the Sport Ngin mobile app.

About the Mobile App Examples

This guide contains screens from the Sport Ngin iOS app. The instructions will be the same for the Android app.

Creating a Sport Ngin Account

You need to have a Sport Ngin account to access your team's Sport Ngin team page.

To create a free Sport Ngin Account, do the following:

1. Navigate to your team's Sport Ngin website.
Note: If you do not know your team's website, try doing a Google search for your association name and clicking on the link to the association website. Your team will be a page on the overall association website.
2. At the top left of the association website, select **Create an Account**, to the right of Login.



3. You will then be brought to an Account Information entry screen. Fill out all of the following fields:
 - a. First Name
 - b. Last Name
 - c. Email Address (and Retype Email Address)
 - d. Mobile Phone Number

- e. Desired Username
 - f. Password (and Retype Password)
 - g. Date of Birth
 - h. Gender
5. Select whether you'd like to receive emails on updates and offers from Sport Ngin by selecting the corresponding check boxes.
Note: If you are creating a Sport Ngin Account to register your child, you will must still create the account in your name and with your own information. Once you register the child, their information will be added as a sub-profile on your account.
6. Click the **Sign Up For Your Sport Ngin Account** button at the bottom of the page when you are finished.
7. An Activation Email will be sent to the email address you provided, which you will use to finish creating your account. If you do not see the email within a few minutes, be sure to check your Spam Folder as it may have been misidentified as such by your email service.
8. Open the email and click the Activation Link provided. You will then be brought back to the website, where you can now successfully log in with your Sport Ngin Account.
For more information, refer to the [Sport Ngin Help Center](#).

Accessing Team Center

Team Center is the new home for your team on Sport Ngin. Every coach, manager, and volunteer who has Team Page Owner access for their team page also has access to Team Center to easily add and edit player info, manage schedules, and message team members.

For Your Webmaster - Granting Team Page Owner Access

In order to make edits in your Team Center, your association's Website Webmaster must grant you *Team Page Owner* permissions for your team's team page.

To grant a user Team Page Owner permissions, the Webmaster must complete these steps:

1. Log into the team's website.
2. Switch to **Edit** mode.
3. Click on the team's page.

4. Click the Admin drop-down list and select **Permissions**.

The screenshot shows the Sport Ngin web interface. On the left is a dark sidebar with navigation options: Admin, Edit Mode, and Pages. The main content area is for the 'Rosemount' team page. At the top, there's a banner for 'HOME OF Minnesota Girls Hockey TWIN CITIES, MINNESOTA'. Below the banner, there's a navigation bar with links: Home, Roster, Game Schedule, Player Stats, Team Stats, Standings, Photos, Videos, Posts, Admin, and Manage Team. The 'Admin' dropdown menu is open, showing 'Options', 'Permissions', and 'Groups'. The 'Permissions' tab is selected. Below the tabs, there are three buttons: 'DISABLED', 'PRIVATE', and 'PUBLIC'. The 'PUBLIC' button is selected. Below these buttons, there's a section titled 'INDIVIDUAL PROFILE PERMISSIONS'. It includes a table with columns: Profile, Owner, Edit, and View. The table lists three profiles: 'Anyone', 'Webmasters', and 'Abby Smith (rebeccasmith1)'. The 'Webmasters' and 'Abby Smith' profiles have checkboxes for 'Owner', 'Edit', and 'View' permissions, all of which are checked. At the bottom of the table, there is an 'Add Profile' button.

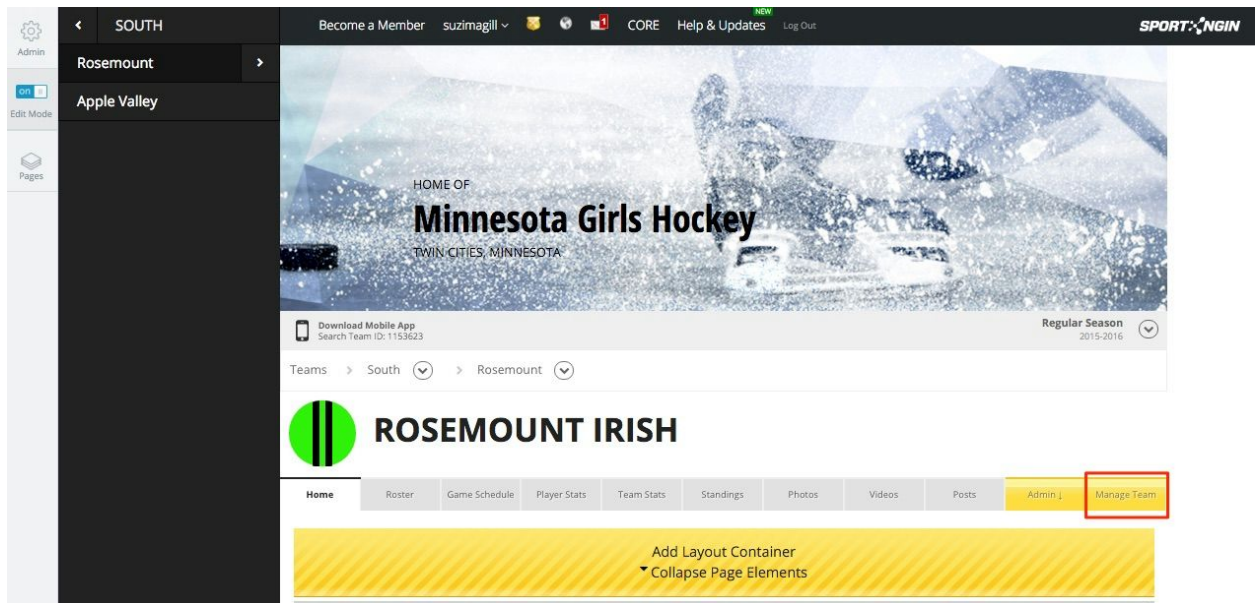
5. Under the Individual Profile Permissions sections, click the **Add Profile** button.
6. In the Search profiles by name field, search for the user name.
7. Click the user name and select the **Owner** checkbox.
8. Click **Add Profile**.

Accessing Team Center from within Your Team Page

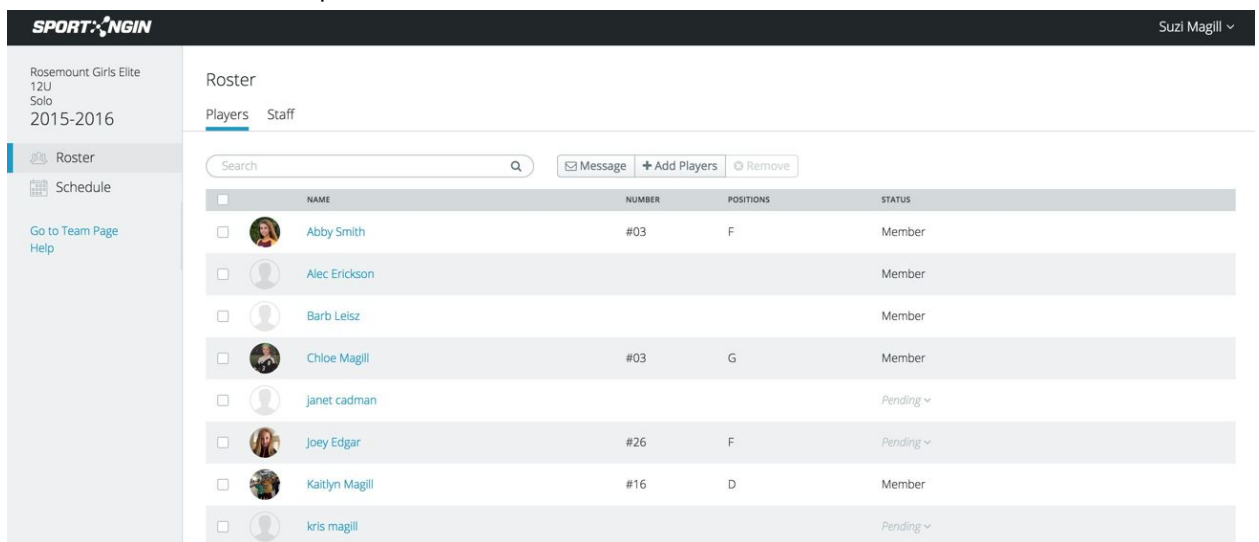
To access your Team Center from your team page, do the following:

1. Login to your team website.
2. Select the team page.
3. Switch to **Edit Mode**.

4. On the top navigation, click **Manage Team**.



5. Your Team Center will open.



Accessing Your Team Using the Mobile App

You can manage your team using the Sport Ngin mobile app.

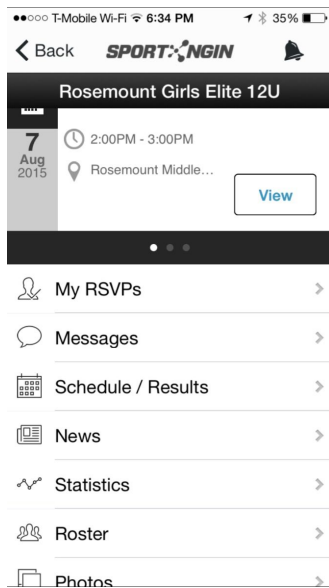
How do I get my teams to show up in the app?

Any teams for which you are on the roster will automatically appear in the **My Teams** tab. Teams that you want to follow (but are not rostered to) will appear in the **Following** tab after you add them.

To access your team from the mobile app, do the following:

1. Tap the Sport Ngin app on your device. Login with your username and password.

2. Tap the team name.



Adding to the Team Roster

You can add players and staff to the roster in your Team Center.

Adding a Player or Staff

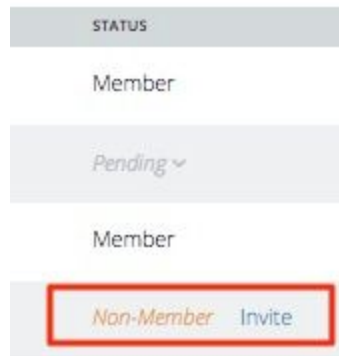
To add a player or staff to the team from your Team Center, do the following:

1. Log in to your team's website.
2. Select your team's page.
3. Switch to **Edit Mode**.
4. Click the Admin drop-down list and select **Manage Team** to access your Team Center.
5. On the Roster tab, click **Add Player** or **Add Staff**.
6. Enter the player/staff name and email address in rows. If you need additional rows, click **Add Another**.
7. Click **Add Staff** or **Add Player**. The new team members are added to the roster.

For each new player, an email will be sent to invite them to join the team. Once they accept the invite, they will now be able to view the team's website and receive and send communications.

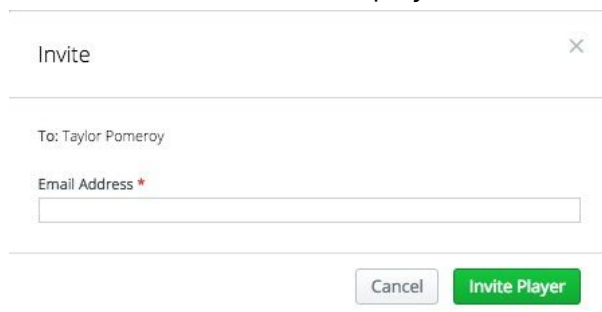
Inviting a Player or Staff to Join a Team

You invite players and staff to join your team, after which you can send messages and notifications, and manage them with the rest of the team in your Team Center.



To invite a team member to join the team, do the following:

1. On the Roster tab, click either Players or Staff.
2. In the Status column for the player or staff member, click **Invite** to send an invitation.



3. Enter the email address and click **Invite Player**. If the player has a Sport Ngin account, they will then receive an email and a notification in their Sport Ngin User Dashboard notifying them to join the team. Once they do, the status will change from Non-Member to Member.

Editing Roster Profiles

You can edit a player or staff profile directly in your Team Center.

Editing Profile Information

To edit a player or staff profile, do the following:

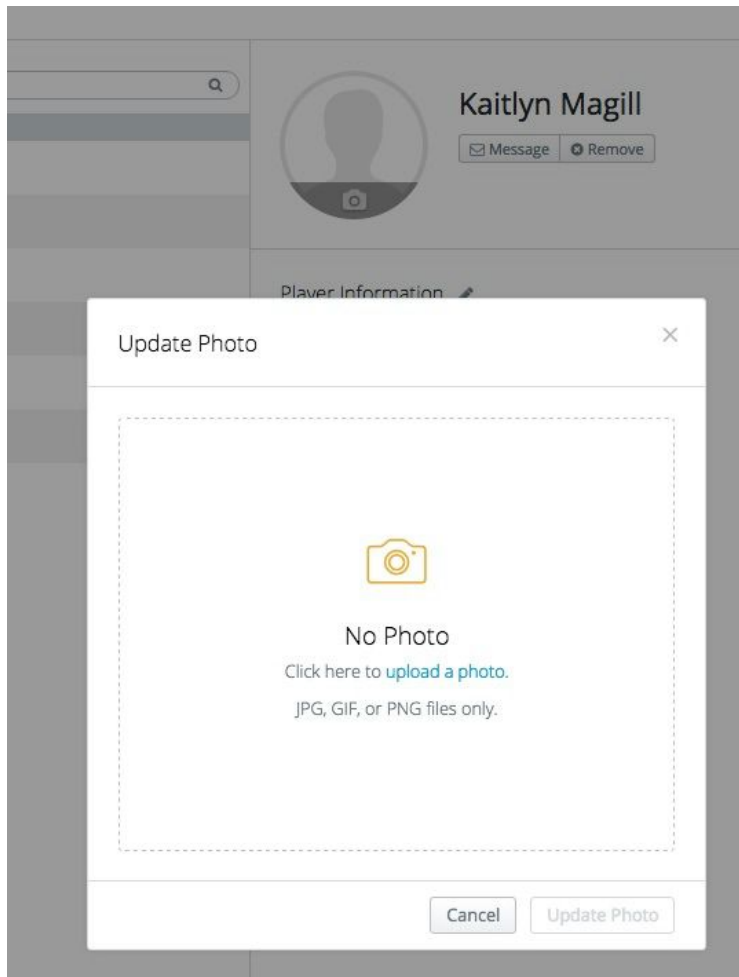
1. On the Roster tab, click either Players or Staff.
2. Click the name of the profile you want to edit.
3. Click the pencil icon next to the Information section and update the information.
Note: You cannot edit the Gender or Birth Date once you claim the profile because the information is taken from the your Sport Ngin account.
4. Click **Save Player** or **Save Staff**.

Uploading a Profile Photo

Let's say you have photos for each team member and you want to use those photos for their profile photo. You can easily upload them in your Team Center. Or, better yet, line up team members and take their photo with your smartphone and immediately add the photo to their profile within the Sport Ngin app.

To add a profile photo for a team member, do the following:

1. On the Roster tab, click the Player or Staff name.
2. Click on the camera icon in the empty profile photo image.



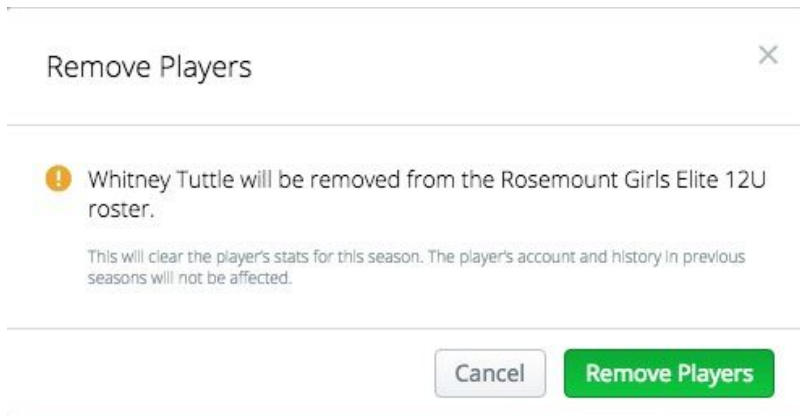
3. Click **upload a photo** in the Update Photo page.
4. Select the photo and click **Update Photo**.
5. Use the arrows to widen or narrow the amount of image you want to select.
6. Click **Update Photo** to set the profile photo.

Removing a Profile from the Roster

To remove a team member from the roster, do the following:

1. On the Roster tab, click the checkbox next to the Player or Staff name.

2. Click **Remove**. A warning message appears.



3. Click **Remove Players** or **Remove Staff**.

Messaging Your Team

You can send a message to an individual player or the entire team directly from Team Center or from the Sport mobile app. Once you send the message, a *notification* is sent via text, within the app, and via email to the recipients.

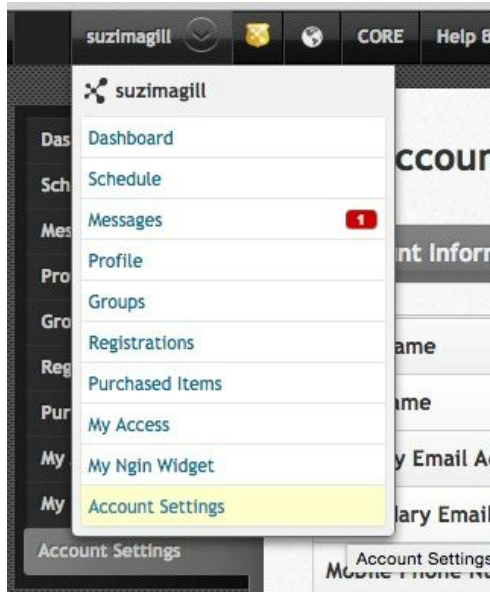
Note: Text notifications need to be enabled within your profile.

Enabling Text Messaging

In order to receive text notifications, you need to add your mobile phone number to your profile and enable text notifications to be sent to your mobile phone.

To receive text notifications, do the following:

1. On your team's website, click on your profile name on the top left of the screen.
2. Click **Account Settings** from the profile drop-down list.



- Under **Notification Settings**, click the checkbox next to the team for which you want to receive text notifications.

Sending a Message through Team Center

To send a message through your Team Center, do the following:

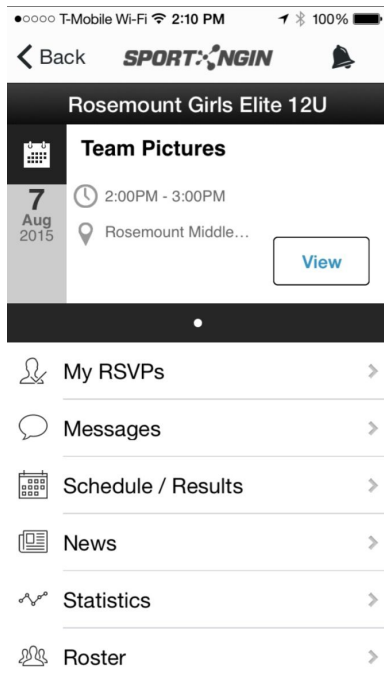
- On the Roster tab, click the **Message** button on the top of either Roster page.

- Enter the recipient's name or choose the name from the drop-down list. You can message the entire team or all staff by choosing **All Players** or **All Staff** from the drop-down list. Click both to message all team members.
- In the Subject field, enter the message subject.
Note: The subject line will not appear in the SMS text notification due to character count restraints.
- In the Message field, enter your message.
Note: Text messages are limited to 140 characters and do not show the subject. Messages will not exceed 950 characters and the font will turn red once you are approaching that limit.
- Click **Send Message**.

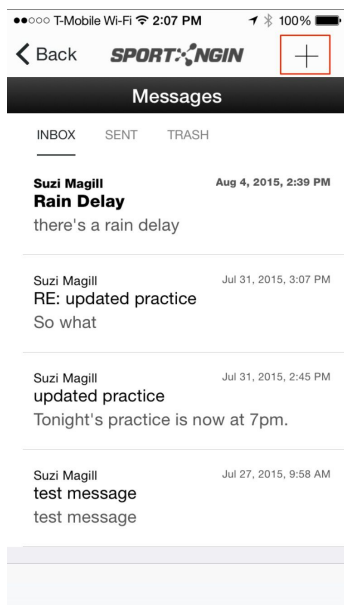
Sending a Message through the Sport Ngin Mobile App

To send a message through the Sport Ngin mobile app, do the following:

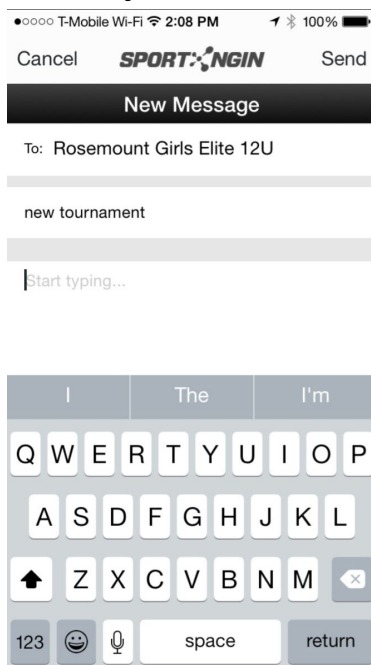
1. Tap to open the Sport Ngin app. Login with your username and password.
2. Tap the team name.
3. Tap the **Messages** icon from the team home screen. A list of all received messages appears.



4. Click the “+” to create a new message.

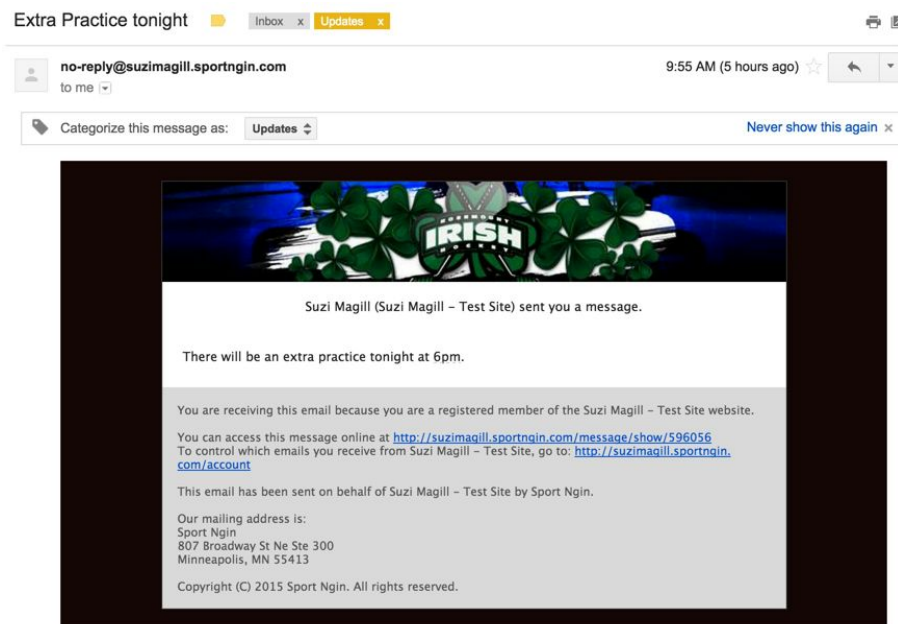


5. Enter subject text and then start typing your message. When completed, tap **Send**.



Message Notification Formats

Messages are delivered to your Sport Ngin inbox automatically (you'll also receive notifications via email and text). In the email and the text notification, you will see the beginning of the message. You can then click on the link to read the entire message.



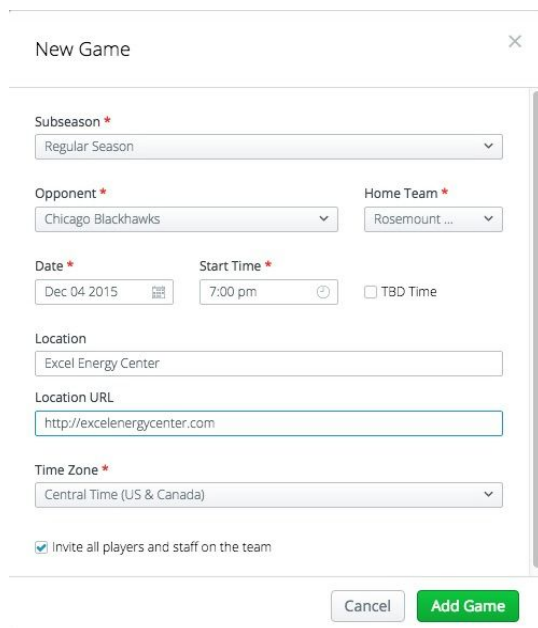
Managing Team Games and Events

You can manage your team's schedule, including creating, updating, and deleting games and events, in your Team Center and in the Sport Ngin mobile app. You can also manage RSVPs from your team and view availability for these events.

Adding a New Game

To add a new game to your schedule:

1. On the Schedule tab, click the **New Game** button. The New Game window displays.



2. In the New Game window, enter the following information (required fields have a **red ***).
 - a. **Subseason** - Select the season for which the game is played.
 - b. **Opponent** - Select the opponent from the drop-down box. If you are part of a league, select the opponent from the drop-down list of league opponents. If you are a solo team (not in a league), select from your list of existing opponents or click *New* and enter the *Team Name* in the new field. If the team is not known, select *TBD* from the drop-down box.
Note: If you are in a league and do not see your opponent's team listed, contact your webmaster to have them create a team page for your opponent.
 - c. **Home Team** - Designate whether or not you are the home team.
 - d. **Date** - Select the game date.
 - e. **Start Time** - Select game start time. If the time is not yet known, select TBD.
 - f. **Location** - Enter the game location.
 - g. **Location URL** - Enter the URL of the game location or venue. For example, you can enter the URL for the location from Google Maps.
 - h. **Time Zone** - Enter the time zone.

- i. **Invite all players and staff on the team** - Select this checkbox if you want to invite all team members to the game and ask them to RSVP.
3. Click **Add Game**. The new game appears in the table in the Events tab and on the Calendar.

Adding a New Event

To add a new event to your schedule, do the following:

1. On the Schedule tab, click the **New Event** button. The New Event page displays.

New Event

Event Name *
Team Pictures

Date *
Aug 07 2015

Start Time *
2:30 pm

End Time
3:00 pm

☐ All Day Event ☐ Repeats

Location
Rosemount Middle School

Location URL
http://

Time Zone *
Central Time (US & Canada)

Description
Bring your picture forms

☒ Invite all players and staff on the team

Cancel Add Event

- a. **Event Name** - Enter the name of the event.
 - b. **Date** - Select the event date.
 - c. **Start Time** - Select the event start time.
 - d. **End Time** - Select the event end time.
 - e. **All Day Event** - Select the checkbox if it is an all day event.
 - f. **Repeatable Event** -If it is a repeatable event, select the checkbox and then select the frequency of the event. Enter the End Repeat date, if necessary.
 - g. **Location** - Enter the event location.
 - h. **Location URL** - Enter the URL of the event location or venue. For example, you can enter the URL for the location from Google Maps.
 - i. **Time Zone** - Enter the time zone.
 - j. **Description** - Select this checkbox if you want to invite all team members to the event
3. Click **Add Event**. The new event appears in the table in the Events tab and on the Calendar.

Updating Games

Prior to the start of the game, you can update the date, time, location, etc. After the game is over, you can update with attendance information and weather conditions.

To update an existing game, do the following:

1. In your Team Center from either the Calendar or the Events Summary table, click the game you want to update.
2. In the Game window, update or enter the following information (required fields have a red *).
 - a. **Home Team** - Designate whether or not you are the home team.
 - b. **Date** - Select the game date.
 - c. **Start Time** - Select game start time. If the time is not yet known, select TBD.
 - d. **Location** - Enter the game location.
 - e. **Field Type** - Select whether it is a neutral playing field and if it is a natural surface.
 - f. **Location URL** - Enter the URL of the game location or venue. For example, you can enter the URL for the location from Google Maps.
 - g. **Time Zone** - Enter the time zone.
 - h. **Attendance** - Enter the attendance number from the game and select the checkbox if the game was sold out.
 - i. **Weather** - Enter the weather details for the game including temperature, Wind Speed, Wind Direction, and other Weather Conditions.
 - j. **Tickets** - You can add a link to buy tickets for your game. Enter text in the Ticket Text and enter the URL for website to buy tickets.
 - k. **Broadcast** - If your game will be broadcast, enter the broadcast Text and URL into the fields. Or, paste the code to embed the recorded video once the game is over.
 - l. **Live Video Embed** - Paste the embed code URL.
 - m. **Allow Comments** - Select the checkbox if you will allow comments about the game to be entered.
 - n. **Notes** - Enter any notes in the Notes field.
 - o. Click **Save Changes**.

Updating Events

Prior to the event, you can update the date, time, location, etc.

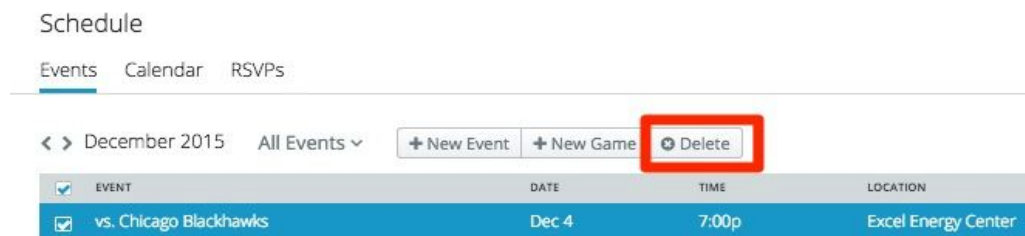
To update an existing event, do the following:

1. From either the Calendar or the Events Summary table, click the event you want to update.
2. In the Event window, update or enter the following information (required fields have a red *).
 - a. **Event Name** - Enter the name of the event.
 - b. **Date** - Select the game date.
 - c. **Start Time** - Select the event start time.

- d. **End Time** - Select the event end time.
 - e. **All Day Event** - Select the checkbox if it is an all day event.
 - f. **Repeatable Event** -If it is a repeatable event, select the checkbox and then select the frequency of the event. Enter the End Repeat date, if necessary.
 - g. **Location** - Enter the event location.
 - h. **Location URL** - Enter the URL of the event location or venue. For example, you can enter the URL for the location from Google Maps.
 - i. **Time Zone** - Enter the time zone.
 - j. **Description** - Select this checkbox if you want to invite all team members to the event.
3. Click **Save Changes**. You will be prompted to decide if you want to resend the invitation. If so, the updated invitation will be sent to the same group and will clear out their initial response requiring them to RSVP again.

Deleting Games and Events

To delete a game or event, select it in the Events table and click **Delete**.

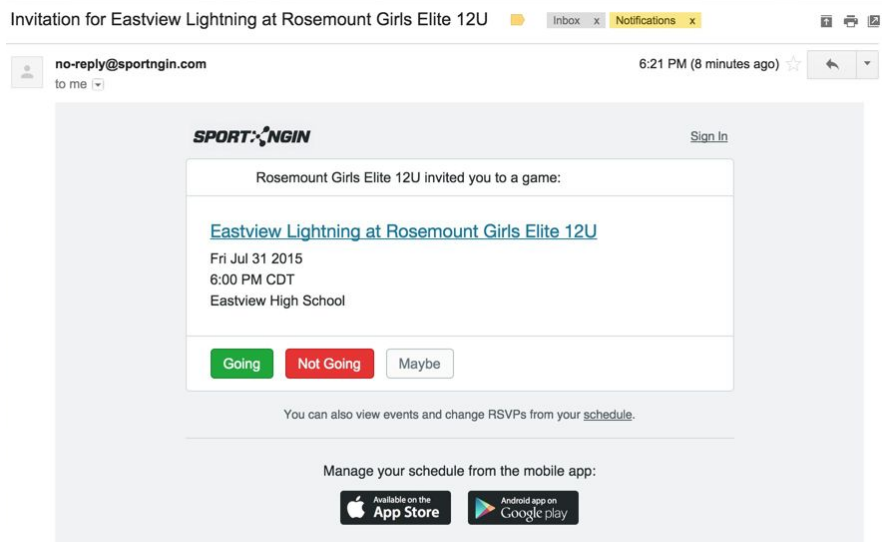


Managing RSVPs

Each team member will receive a notification for a new event or game for which they need to RSVP. You can manage the RSVPs from each team member within your team's Team Center or within the Sport Ngin mobile app.

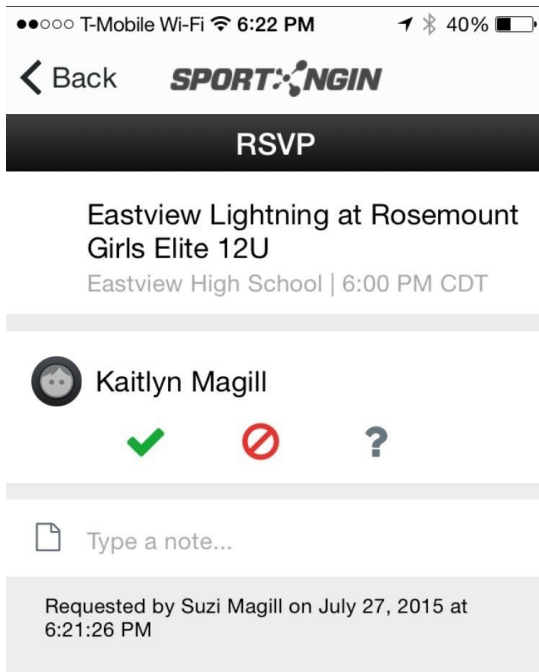
Email Notification

The people you invite to a game or event will receive an invitation email to which they can RSVP. There is no need to log in to the team website to RSVP, they can simply click a button within the email indicating that they are going, not going, or maybe going.



Mobile App Notification

The team members you invite to a game or event will receive an invitation alert on their smartphone from the Sport Ngin mobile app where that they can tap to respond to the RSVP in My RSVPs. There is no need to log in to the team website to RSVP, they can simply tap their response indicating they are going, maybe going, or not going.

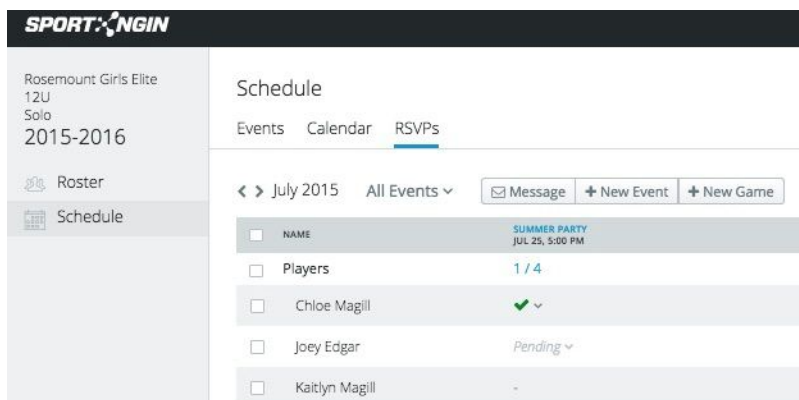


Viewing RSVPs in your Team Center

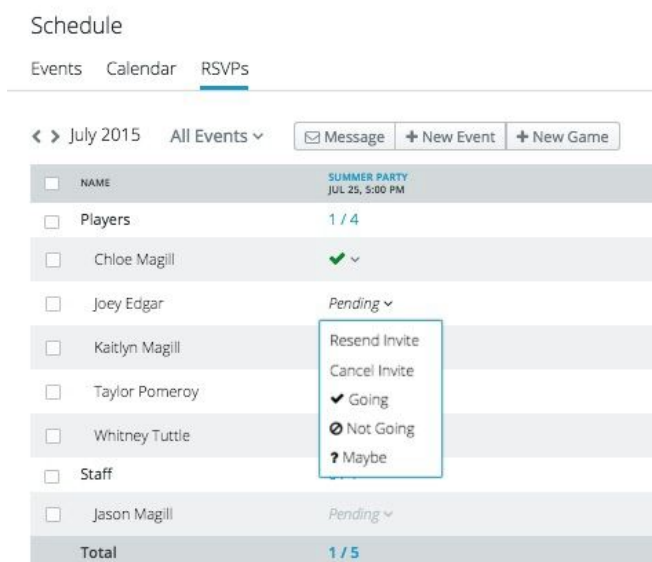
Coaches and Managers can see who has RSVP'd to an event or game and they can also resend to those who have not responded.

To view RSVPs, do the following:

1. On the Schedule tab, click **RSVPs** on the top of the Schedule page. A list of team members and their RSVP responses for the events and game are displayed for the month.

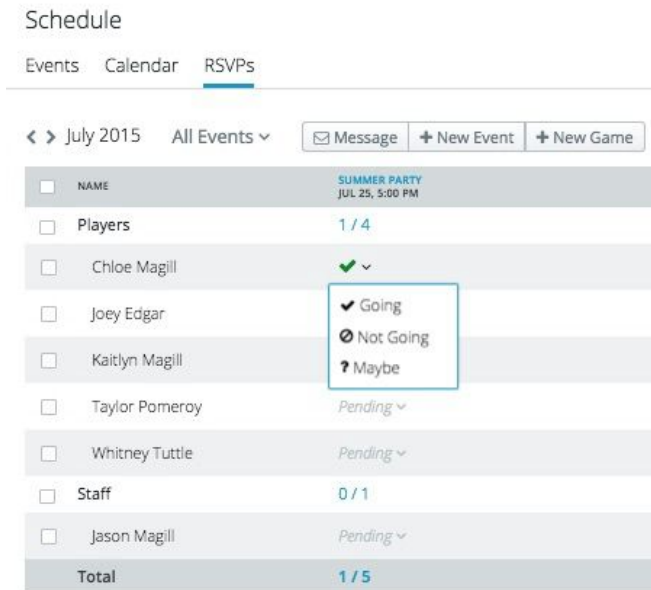


2. To view an RSVP response for a team member, click the link under the Event in the table to review the RSVP response.
3. If you have not received a response from a team member, click on the *Pending* drop-down list.



4. Select from one of the options to update the RSVP.

5. If the team member needs to change their RSVP, click the drop-down list for the event and update the response.



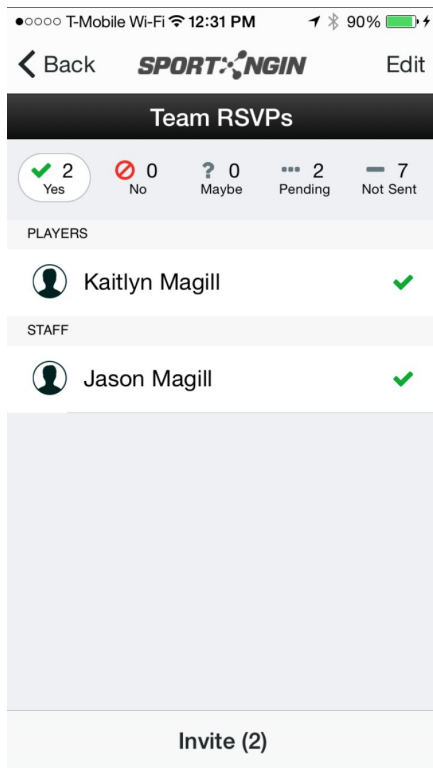
Viewing the RSVPs in the Mobile App

Coaches and Managers can see who has RSVP'd to an event or game and they can also resend the invitation using the mobile app.

To view the RSVPs, do the following:

1. Tap to open the Sport Ngin mobile app. Login with your username and password.
2. Tap the team name.
3. Tap **Schedule/Results**. A list of all games and events will display. You can also view just events or games by tapping each respective tab.

4. Select the event or game you want to view, and then tap **Team RSVPs**.



5. You can choose to view the RSVPs in one list or by their response.
6. If you have not received a response from a team member, tap the *Pending* drop-down list. Tap **Invite** at the bottom of the page to resend the invitation(s). You can also tap **Edit** and select team members to resend the invitation to.
7. If the team member needs you to change their RSVP, click the drop-down list for the event and update the response.

Introduction

Keeping track of your child's sports schedules can be a full time job. We've made it easier with the **new team management features** within your team's Sport Ngin website and mobile app. You can now manage your child's schedule by responding to invitations to games and events in real time. You can communicate with your team manager, coach, and other parents directly within the app and receive notifications of messages as text messages and email.

About the Mobile App Examples

This guide contains screens from the Sport Ngin iOS app. The instructions will be the same for the Android app.

Create a Sport Ngin Account

You must have a Sport Ngin account to access your team's Sport Ngin website team page.

To create a Sport Ngin Account, do the following:

1. Using the URL provided by Sport Ngin, access the website that has been created for your organization.
Note: If you do not know your team's website, try doing a Google search for your association name and clicking on the link to the association website. Your team will be a page on the overall association website.
2. At the top, left of the resulting screen, select **Create an Account**, to the right of Login.



3. You will then be brought to an Account Information entry screen. Fill out all of the following fields:
 - a. First Name
 - b. Last Name
 - c. Email Address (and Retype Email Address)
 - d. Mobile Phone Number
 - e. Desired Username
 - f. Password (and Retype Password)
5. Certify that you are at least thirteen years of age, and signify whether you'd like to receive emails on updates and offers from Sport Ngin by selecting the corresponding

check boxes.

Note: If you are creating a Sport Ngin Account to register your child, you will must still create the account in your name and with your own information. Once you register the child, their information will be added as a sub-profile on your account.

6. Select the **Sign Up** button at the bottom of the page when you are finished.
7. An Activation Email will be sent to the email address you provided, which you will use to finish creating your account. If you do not see the email within a few minutes, be sure to check your Spam Folder as it may have been misidentified as such by your email service.
8. Open the email and select the Activation Link provided. You will then be brought back to the website, where you can now successfully log in with your Sport Ngin Account.

For more information, refer to the [Sport Ngin Help Center](#).

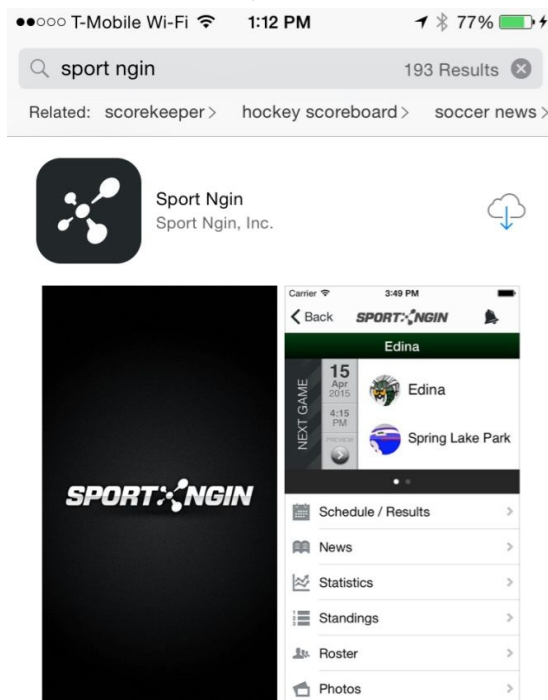
Installing the Mobile App

The Sport Ngin mobile app is available for iOS and Android devices and is available on the Apple App Store and on Google Play.

For Your iPhone Device

To install the Sport Ngin app on your iPhone, do the following:

1. On your device, open the **App Store**.
2. Search for Sport Ngin.



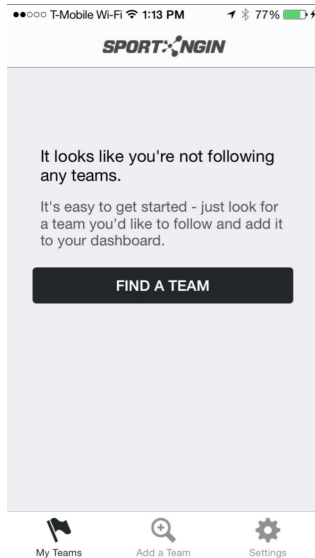
3. Tap the **Get** button to begin installing the app.

4. Open the app on your device.
5. On the Settings tab, tap **Account** and tap the **Sign In** button to sign into your Sport Ngin account.

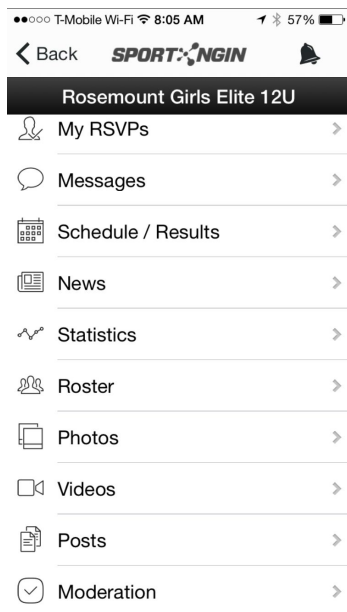
How do I get my teams to show up in the app?

Any teams for which you are on the roster will automatically appear in the **My Teams** tab. Teams that you want to follow will appear in the **Following** tab after you add them.

6. You can follow other teams so they appear in the app. Tap **Find a Team**.

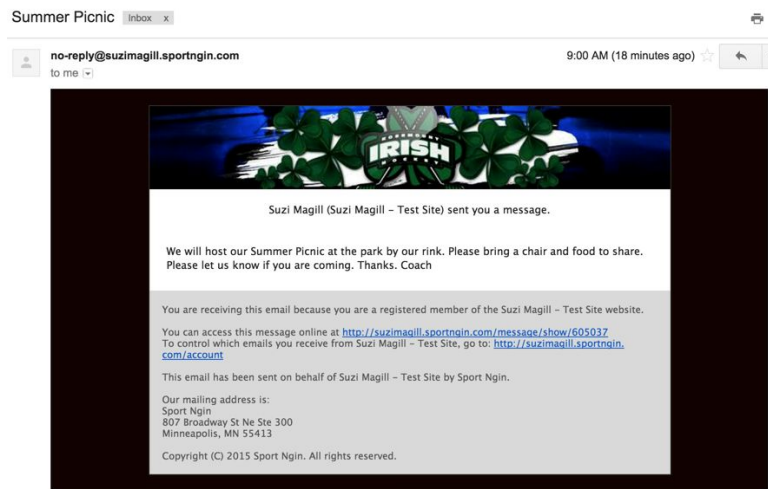


7. Enter the team's name in the search field and select the team. The teams you follow will then appear on the **Following** tab.
8. Access all of the team functionality within the team's home screen.



Sending and Responding to Messages

Anyone on your team can send a message to individuals or in groups including the entire team from the team website or within the Sport Ngin mobile app. You can also delete and reply to a message after you've opened it in the app. Once you send the message, a *notification* is sent via text message, within the app, and email to the recipients.



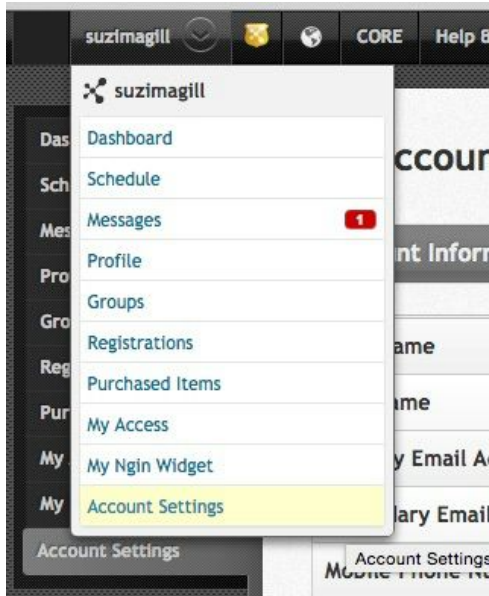
Enabling Messaging

In order to receive text notifications, you need to add your mobile phone number and enable text notifications to be sent to your mobile phone.

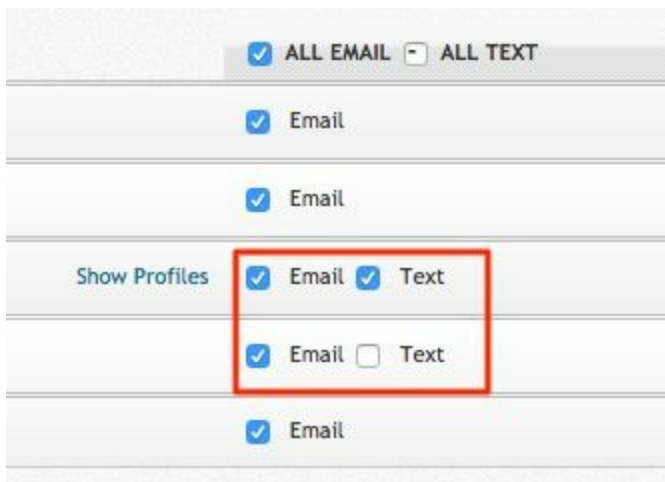
To receive text notifications, do the following:

1. On your team's website, click on your profile name on the top left of the screen.

2. Click **Account Settings** from the profile drop-down list.



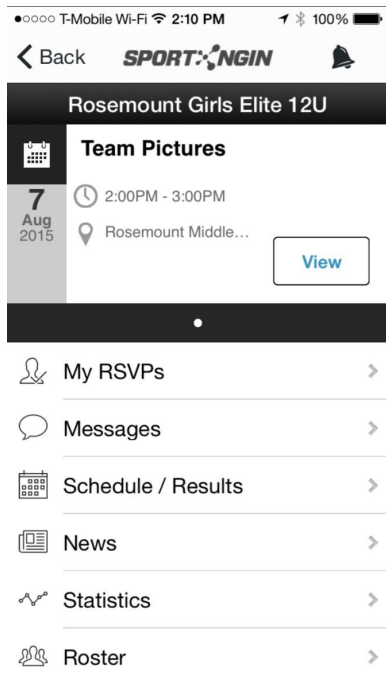
3. Under **Notification Settings**, click the checkbox next to the team for which you want to receive text notifications.



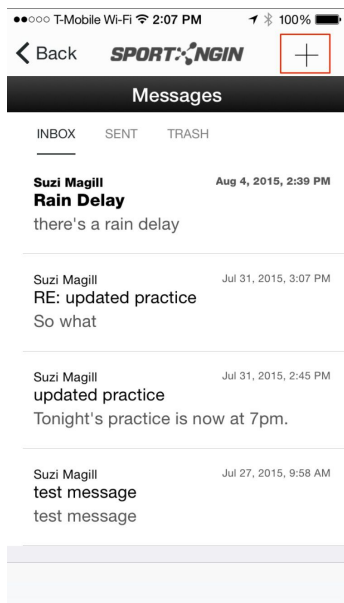
Sending a Message through the Mobile App

To send a message through the Sport Ngin mobile app, do the following:

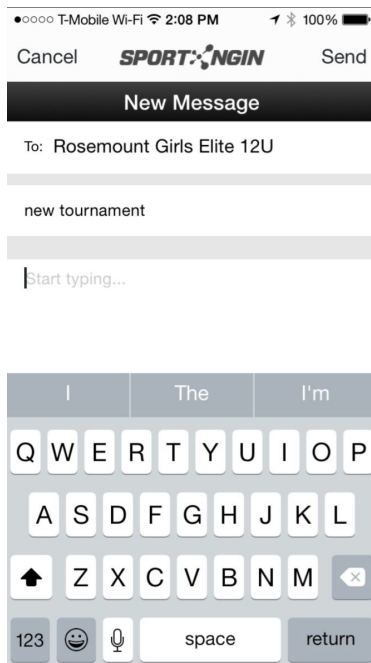
1. Tap to open the Sport Ngin app. Login with your username and password.
2. Tap the team name.
3. Tap the **Messages** icon from the team home screen. A list of all received messages appears.



4. Click the “+” to create a new message.

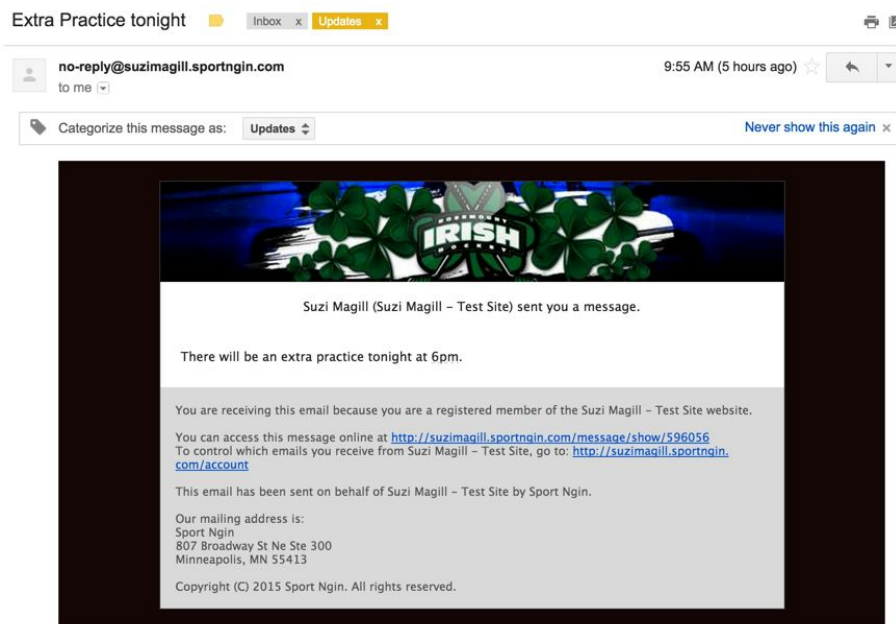


5. Enter subject text and then start typing your message. When completed, tap **Send**.



Messaging Formats

Messages are delivered to your Sport Ngin inbox automatically. The full message will display in the email and text. However, text messages are limited to 140 characters per text (and do not show the subject), so messages beyond 140 characters will continue in a subsequent text message.

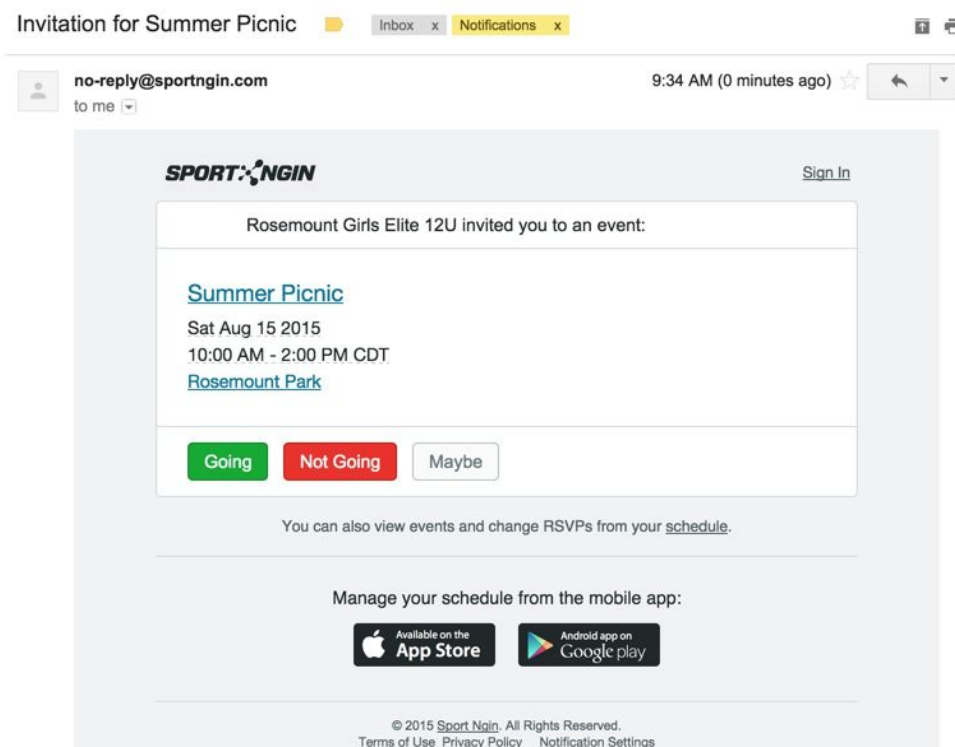


Viewing Invitations and Responding to RSVPs

When your Team Manager or Coach creates a new game or event, you will receive a notification email and message in the website and mobile app for which you need to RSVP.

Email Notification

You will receive an invitation email to which you can RSVP. There is no need to log in to the team website to RSVP, simply click a button within the email indicating that you are going, Not Going, or Maybe.



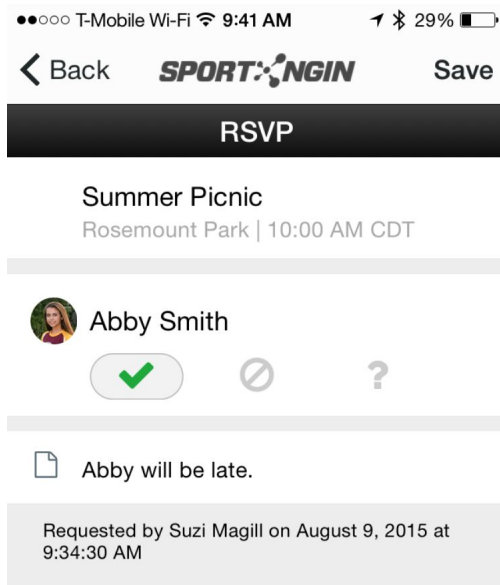
Mobile App Notification

You will receive a message in the My RSVPs section of the mobile app to which you can RSVP. There is no need to log in to the team website to RSVP, simply tap their response indicating they are going, maybe going, or not going. You can also add a note.

To respond to an invitation do the following:

1. In the **My RSVPs** tab, tap the invitation.

2. Tap the icon to indicate if you are going, not going, or undecided.



3. You can also add a note which is only read by the team manager and not other players.
4. Click **Save**.

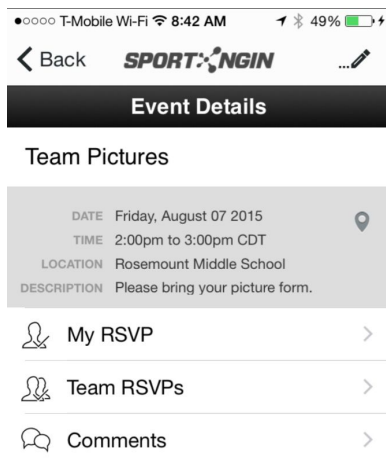
Note: You can also change your response at anytime following the same instructions.

Viewing the Team RSVPs

You can also see who from your team has responded to the invitations.

To view the team RSVPs, do the following:

1. In the mobile app, tap the **Schedule/Results** tab.
2. Tap the name of the event or game.
3. Tap **Team RSVPs**.



4. The responses for each player are shown in the list.

