BPRBA Website Overview

March 2016

CPR/AED Program

- Training is REQUIRED ANNUALLY
  - Sign up: http://doodle.com/poll/tkz7qi7xuzkbqq7w

- Provides training in:
  - CPR
  - Using an AED
  - General First Aid
  - Concussion protocol

- AED will be at each baseball field

- Each team will receive a First Aid Kit
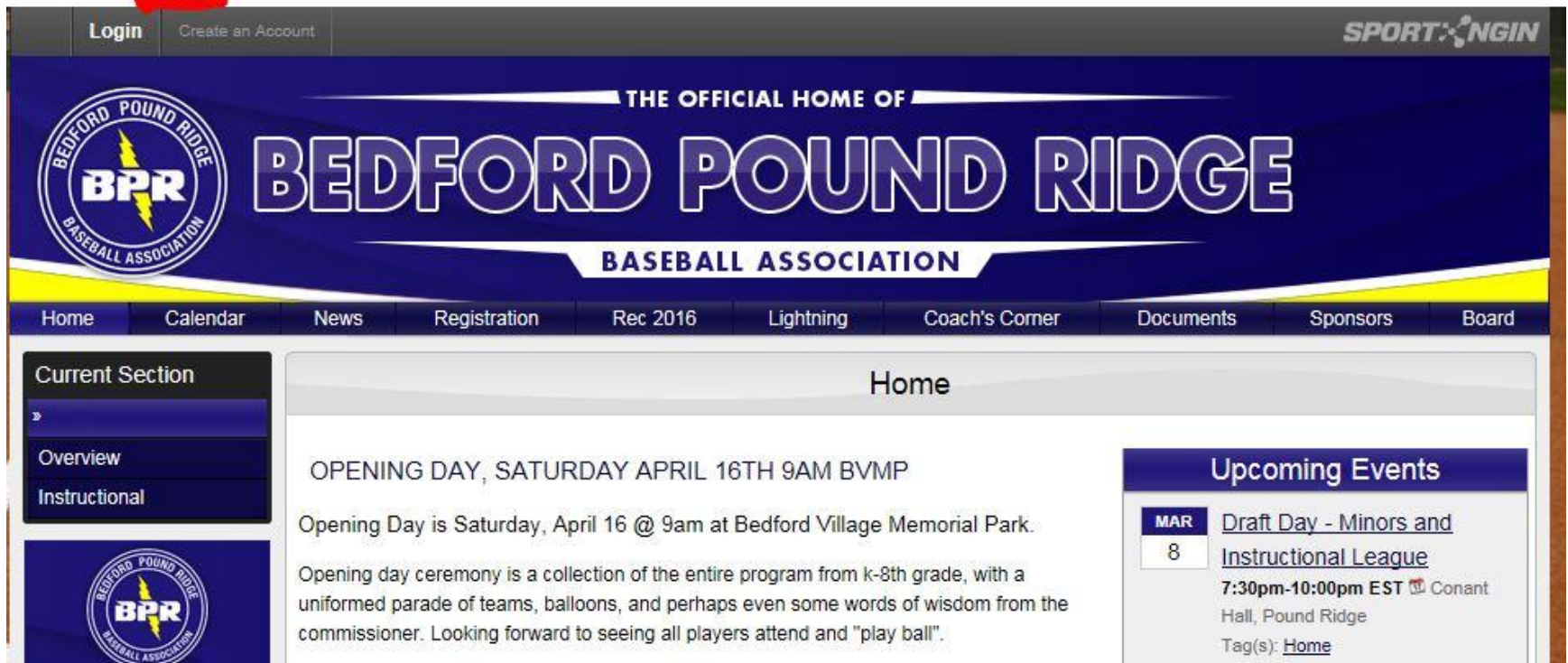
Coaching Tools
Coach's Corner provides coaching tools, apps and templates for player instruction and team organization. The purpose of these tools is to enhance player and community experience.

1 – Type bprba.org into your web browser
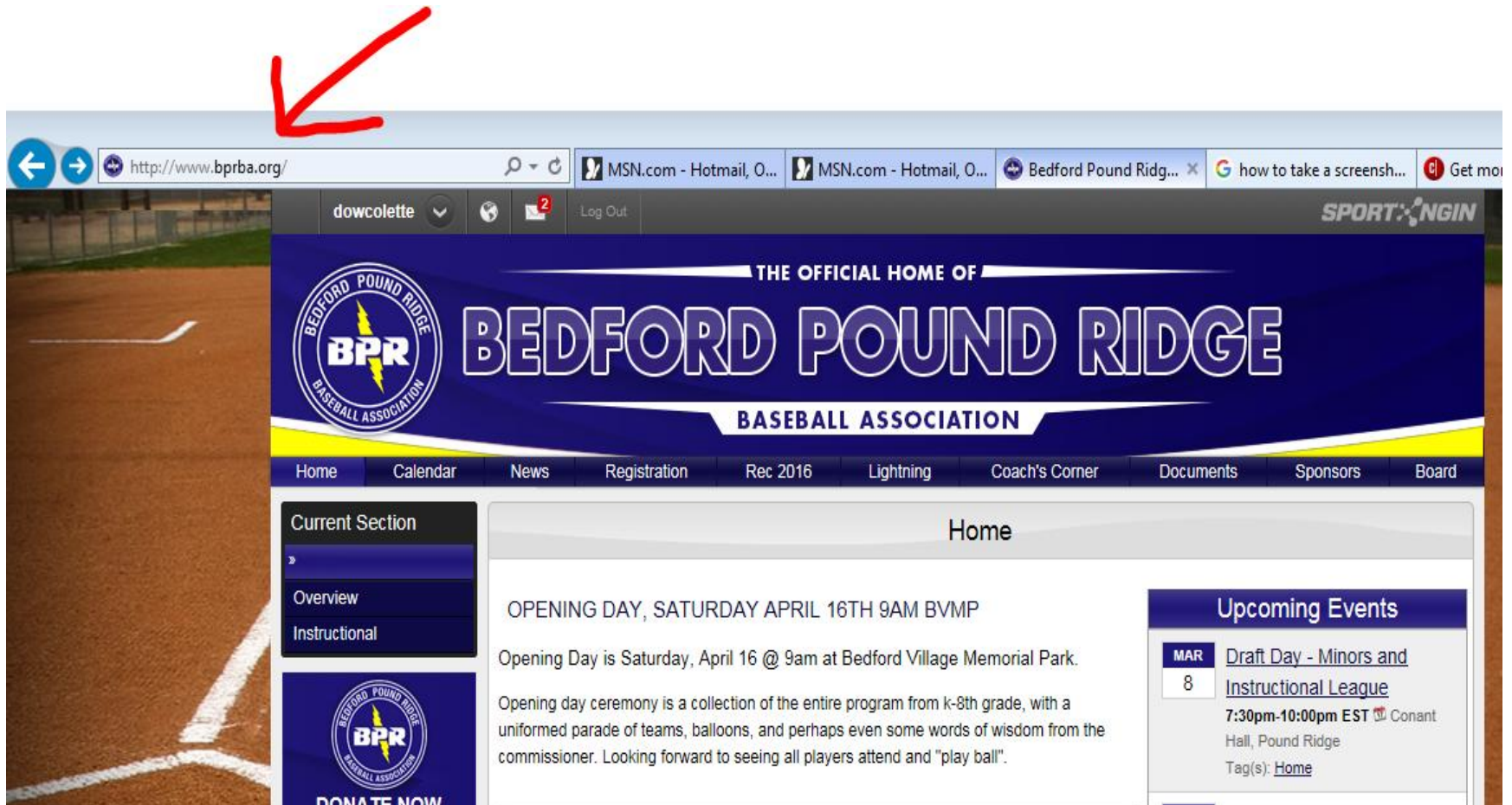
2 - Login

When you registered your child you should have set up a login and password for your Sport NGIN account.

3 – Click on "Rec 2016"

4 – Click on your league

Either click on menu on left or there is a drop down menu under Rec 2016 tab
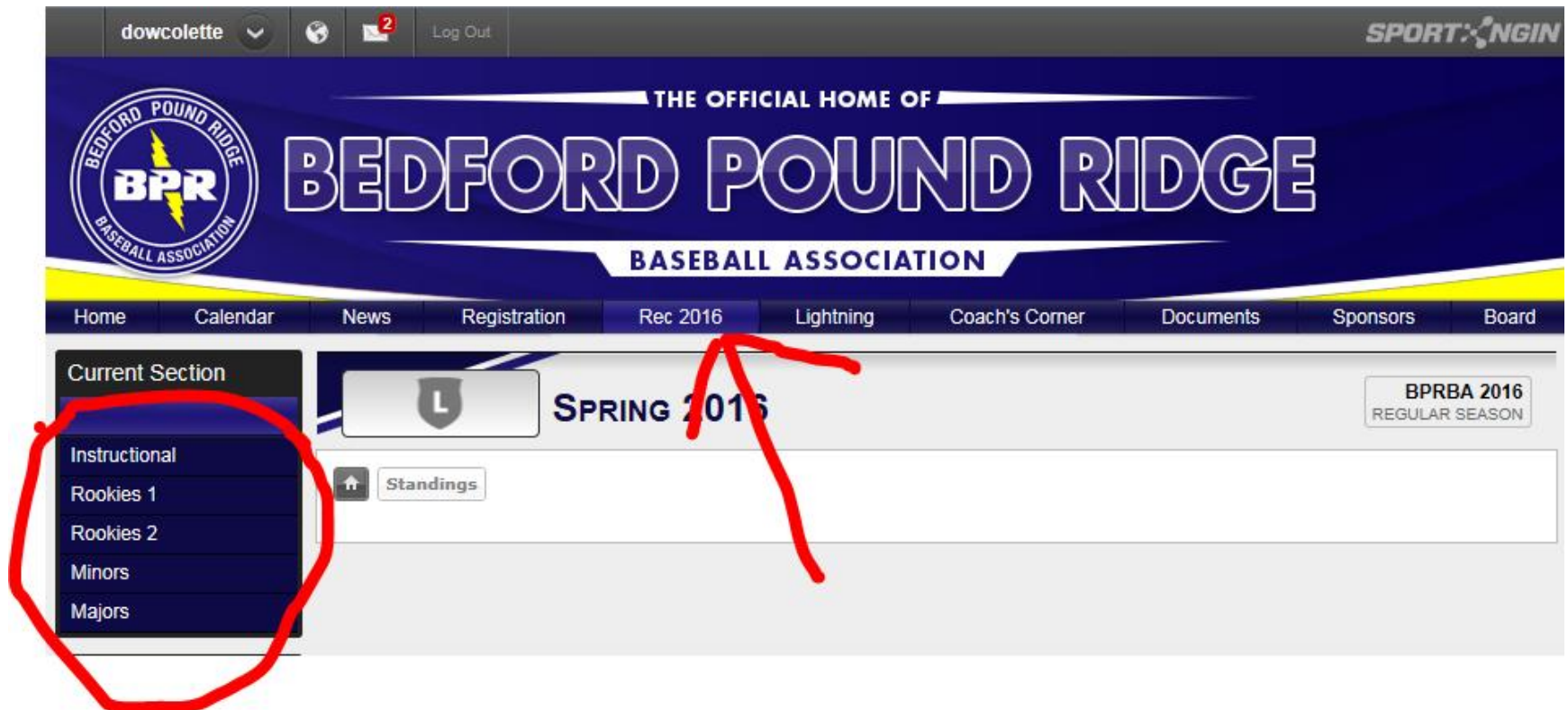
5 – Click on your team name to access your team

Either click on menu on left, or on your team name in the list or there is a drop down menu under the applicable league under the Rec 2016 tab

Note - Entire league calendar is also available

6 – You are now at your Team Page
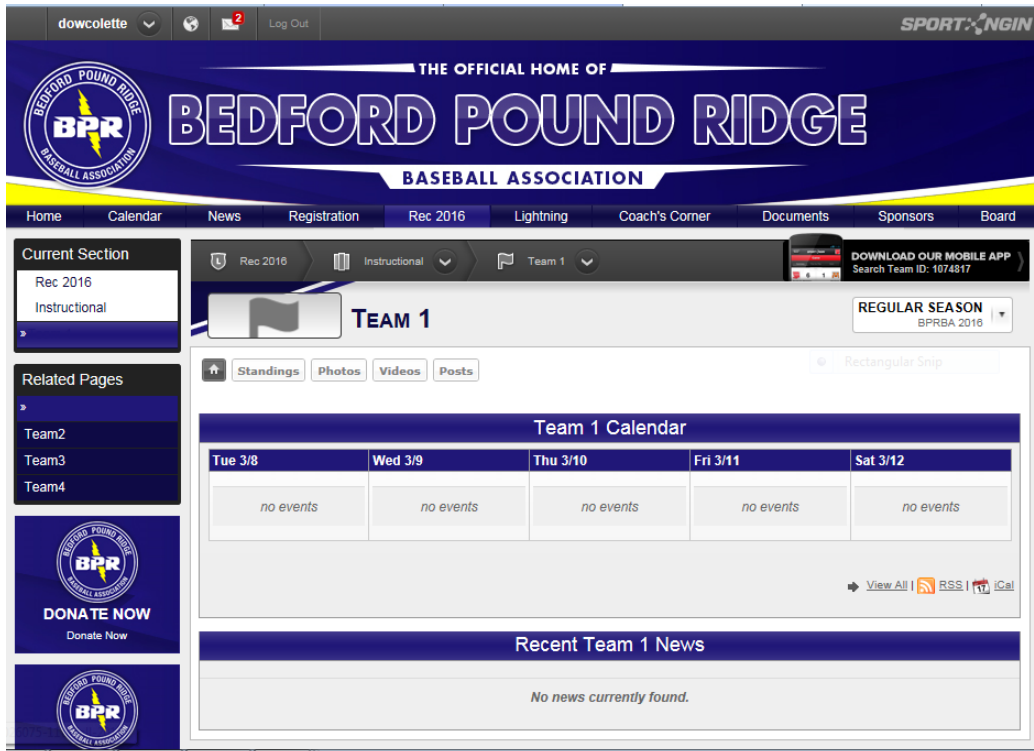
Here you will find your specific Team Calendar and Team News.

You will also find links to the following:
- Team Roster
- Game Schedule
- Team and Player Stats
- League Standings
- Photos, Videos and any Team related Posts
- Admin --- only active if you have been given permission to edit/manage your Team Page
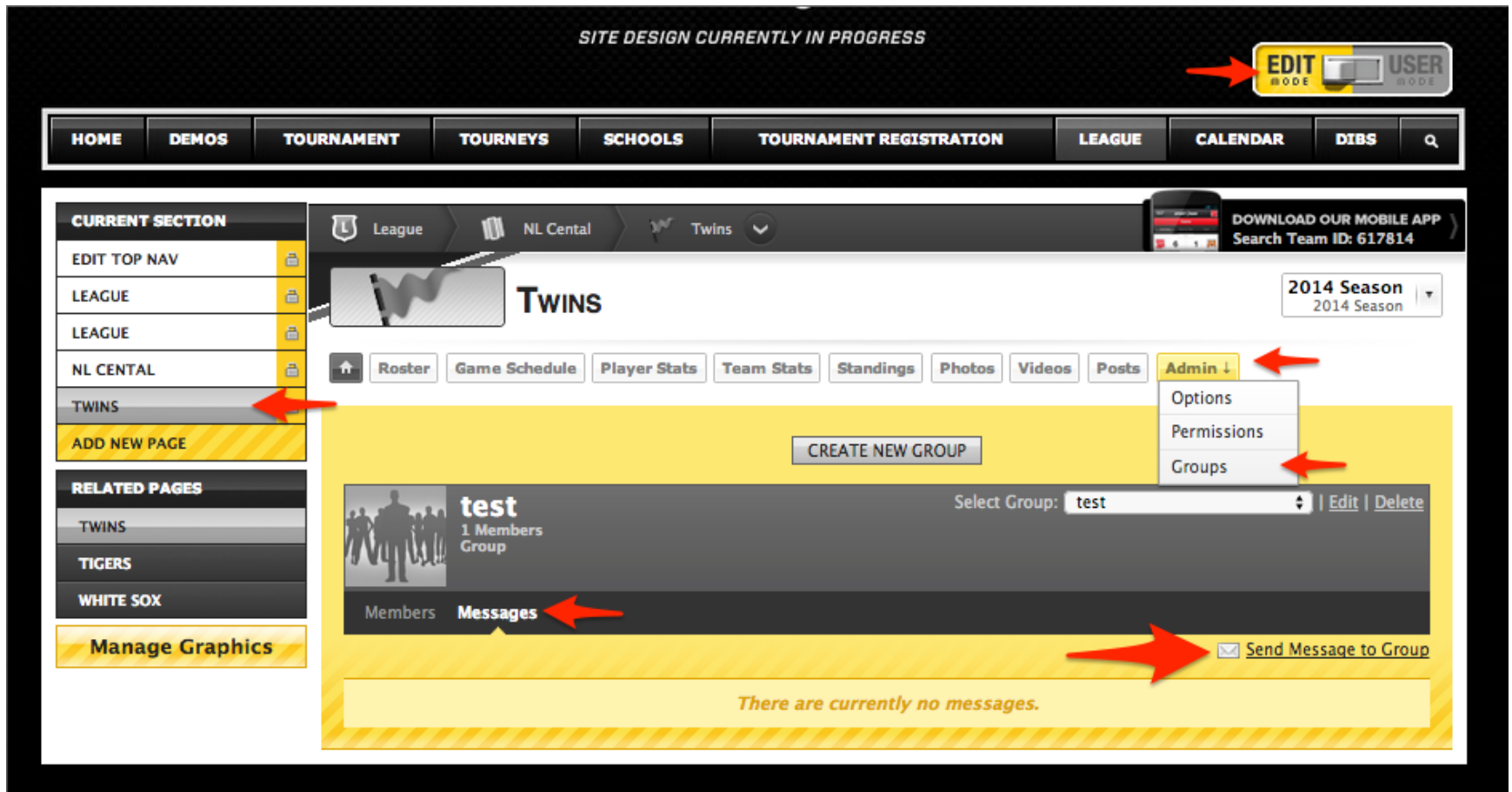
How do I send an email from a general page or to a team roster?

Step 1: Log In

Step 2: Go to the team page or general page you have permissions for and ensure you're in Edit Mode

Step 3: Click the Admin tab and then the Groups sub-tab

Step 4: Click the Messages tab of the group you wish to send an email to

Step 5: Click Send Message to Group

Step 6: Choose the All or Selected Option. "Selected Option" allows you to send a message to individuals or sub-groups.

Step 7: Choose a Plain Text (no formatting), Rich Message (able to change size, color, and other text formatting options), Page Layout (ability to add a created template and/or page elements).

Step 8: Begin typing your message and hit **Send Message** when finished

See pages 11 & 12 for related screen shots.

How do I send an email from a general page or to a team roster?

How do I send an email from a general page or to a team roster?

Check your inbox

When you login to the site there will be a notification at the top indicating the number of unread messages you have. You may have also received these via regular email but this box should be checked routinely.
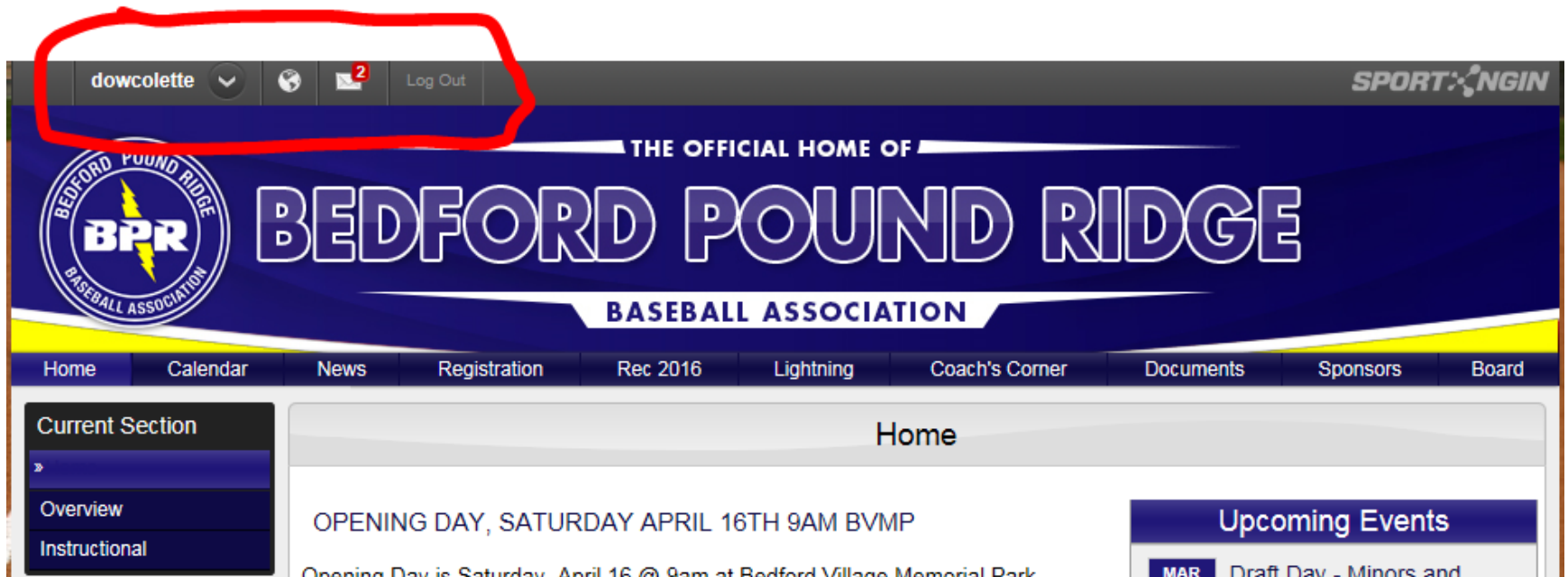
Sport Ngin App

- Many of the things you can do on the desktop version of the website you can do on the mobile app including
    - Emailing/Texting your team
    - Changing games/practice schedule

- **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**
- On your device, open the **App Store**.
- Search for Sport Ngin.
- Tap the **Get** button to begin installing the app.
- Open the app on your device.
- On the Settings tab, tap **Account** and tap the **Sign In** button to sign into your Sport Ngin account.

Adding a New Event/Practice

- On the Schedule tab, click the **New Event** button. The New Event page displays.
- In the New Event window, enter the following information (required fields have a red *).
  - **Event Name** - Enter the name of the event.
  - **Date** - Select the event date.
  - **Start Time** - Select the event start time.
  - **End Time** - Select the event end time.
  - **All Day Event** - Select the checkbox if it is an all day event.
  - **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.
  - **Location** - Enter the event location.
  - **Location URL** - Enter the URL of the event location or venue. For example, you can enter the URL for the location from Google Maps.
  - **Time Zone** - Enter the time zone.
  - **Description** - Select this checkbox if you want to invite all team members to the event
- Click **Add Event**. The new event appears in the table in the Events tab and on the Calendar.

Adding a New Event/Practice

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

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.
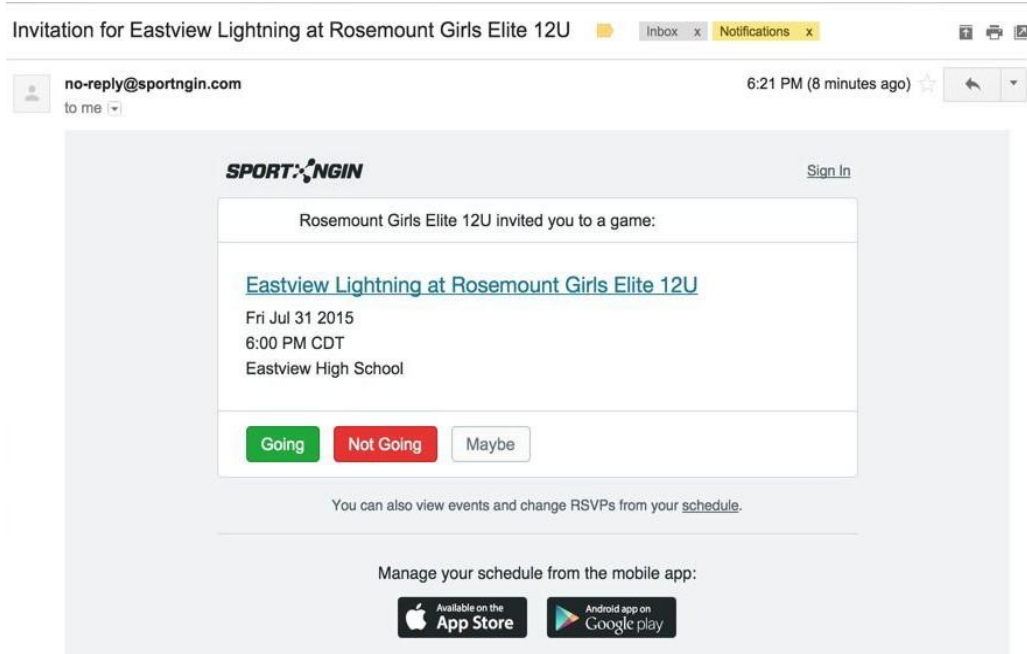
Managing RSVPs

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.
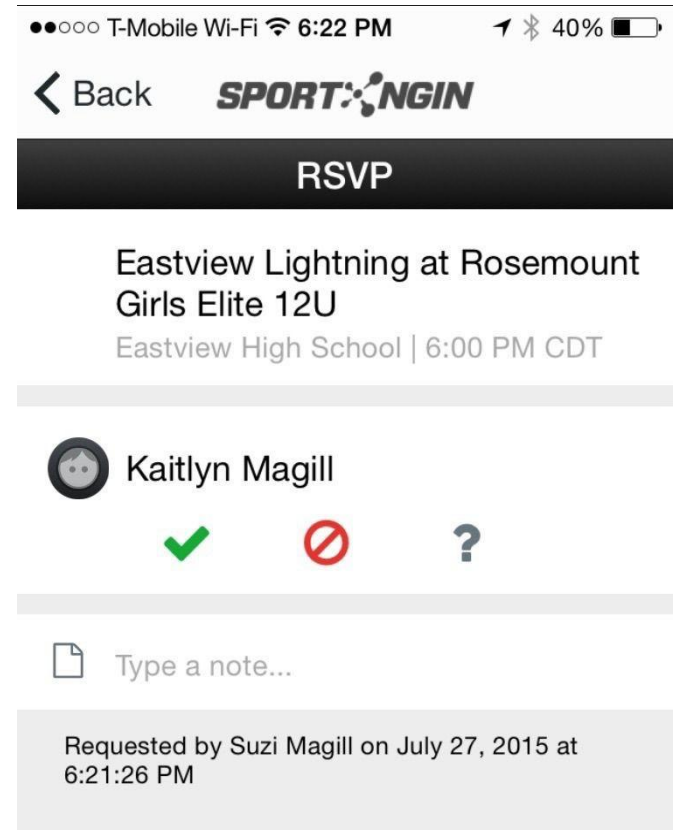
Managing RSVPs

- 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:***
- 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.

- To view an RSVP response for a team member, click the link under the Event in the table to review the RSVP response.

- If you have not received a response from a team member, click on the *Pending* drop-down list.

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

See page 20 for screen shot

Managing RSVPs

Viewing RSVPs in the Mobile App

To view the RSVPs in the Mobile App:
- Tap to open the Sport Ngin mobile app.
- Login with your username and password.
- Tap the team name.
- 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.
- Select the event or game you want to view, and then tap **Team RSVPs**.
- You can choose to view the RSVPs in one list or by their response.
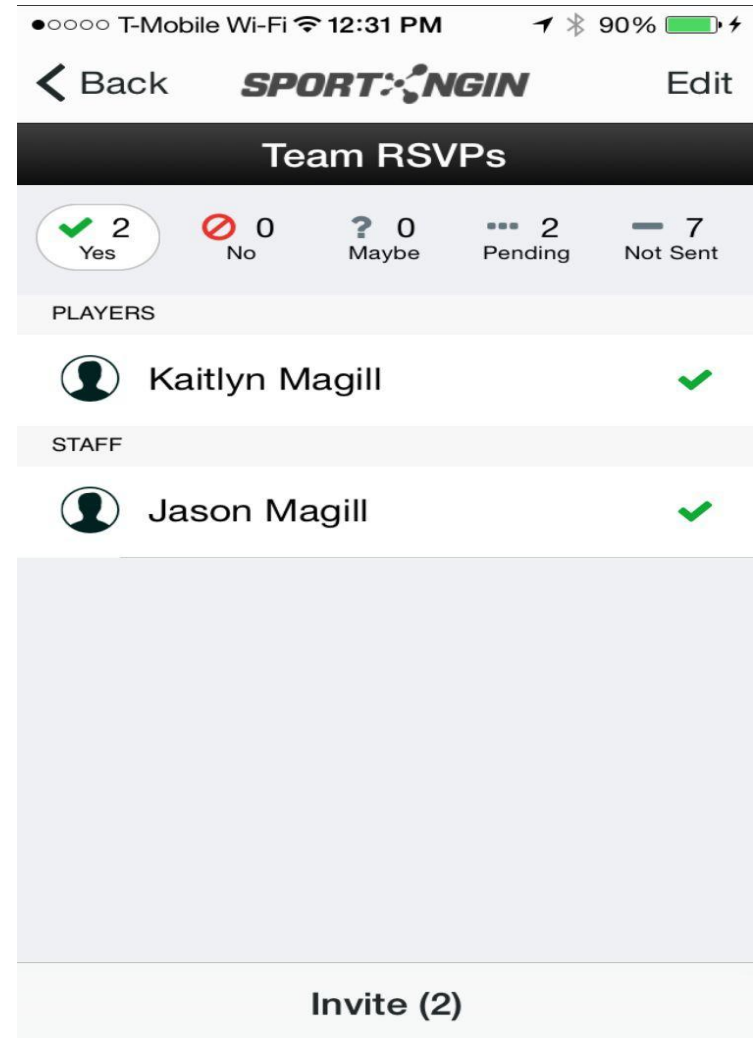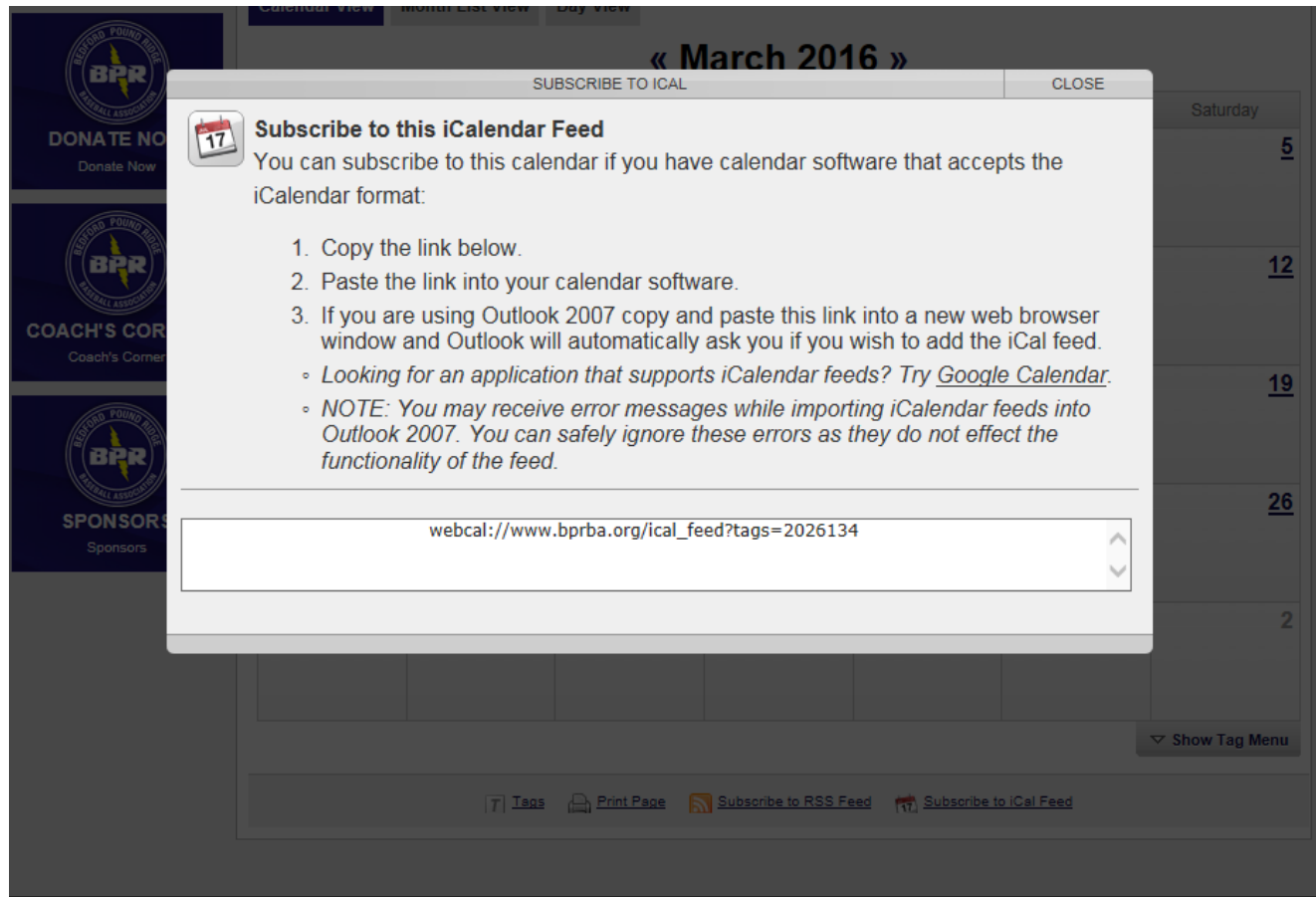
Linking your Team Calendar
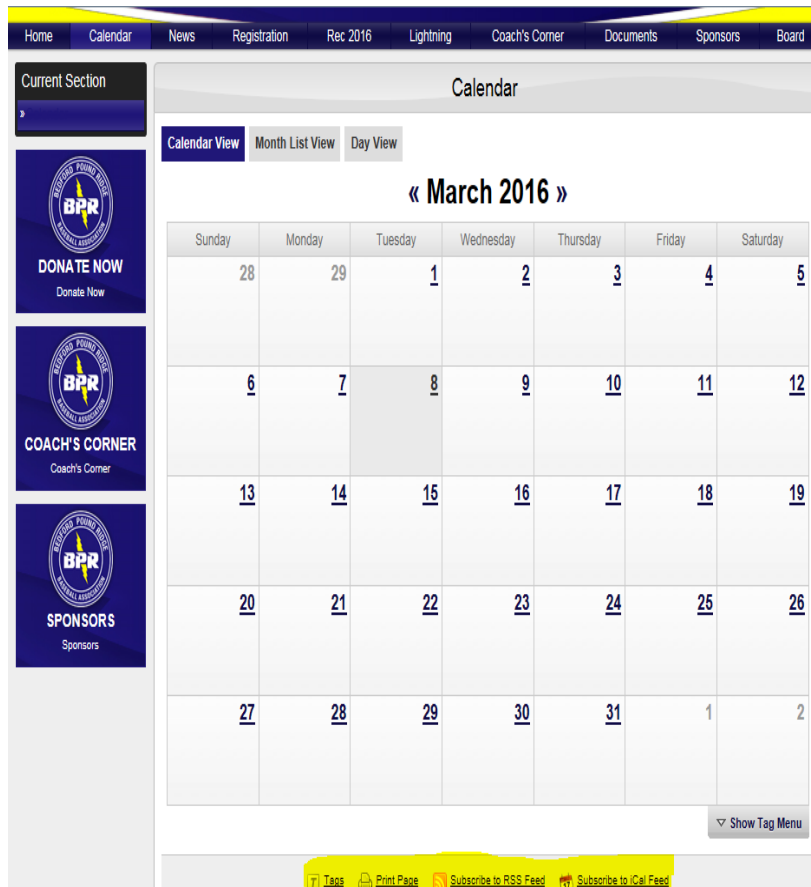
Your Team Calendar can be linked to your Smart phone.

Automatically updates when changes are made to the calendar.

Also available to parents.

Detailed step-by-step instructions provided in the handout which will also be available on the website in the Coach's Corner.

Subscribe to iCalendar Feed

Detailed step-by-step instructions are included in the separate handout and will be available in the Coach's Corner on the Website.

HAVE QUESTIONS?

Ask Me – I will do my best to get back to you as quickly as possible

My contact information:

 dowcolette@gmail.com

Cell - 917-523-6132

Home – 914 – 764 - 4597

Help function

Type sportngin.com into your web browser or search engine and when you get to the home page click on SUPPORT at the bottom left.

Here you will find answers to frequently asked questions, tutorials and helpful videos with step by step instructions.

Most of what you may have questions on for your specific team can likely be found under the following:
1 - Team Management
2 – Team Pages

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