

BPRBA Website Overview

March 2016

CPR/AED Program

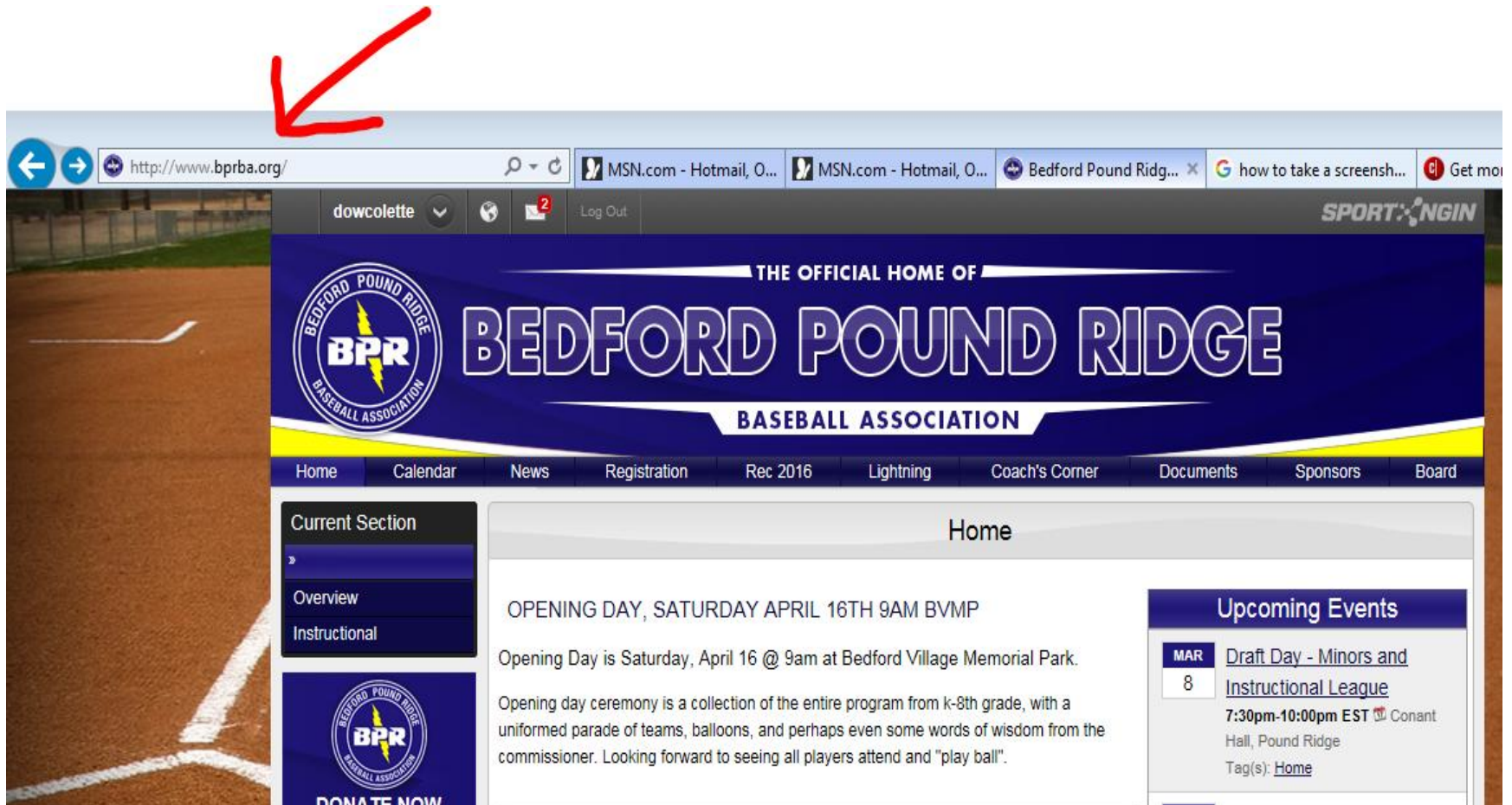
- Training is REQUIRED ANNUALLY
 - Sign up: <http://doodle.com/poll/tkz7qi7xuzkbqq7w>
- Provides training in:
 - CPR
 - Using an AED
 - General First Aid
 - Concussion protocol
- AED will be at each baseball field
- Each team will receive a First Aid Kit



Coaching Tools

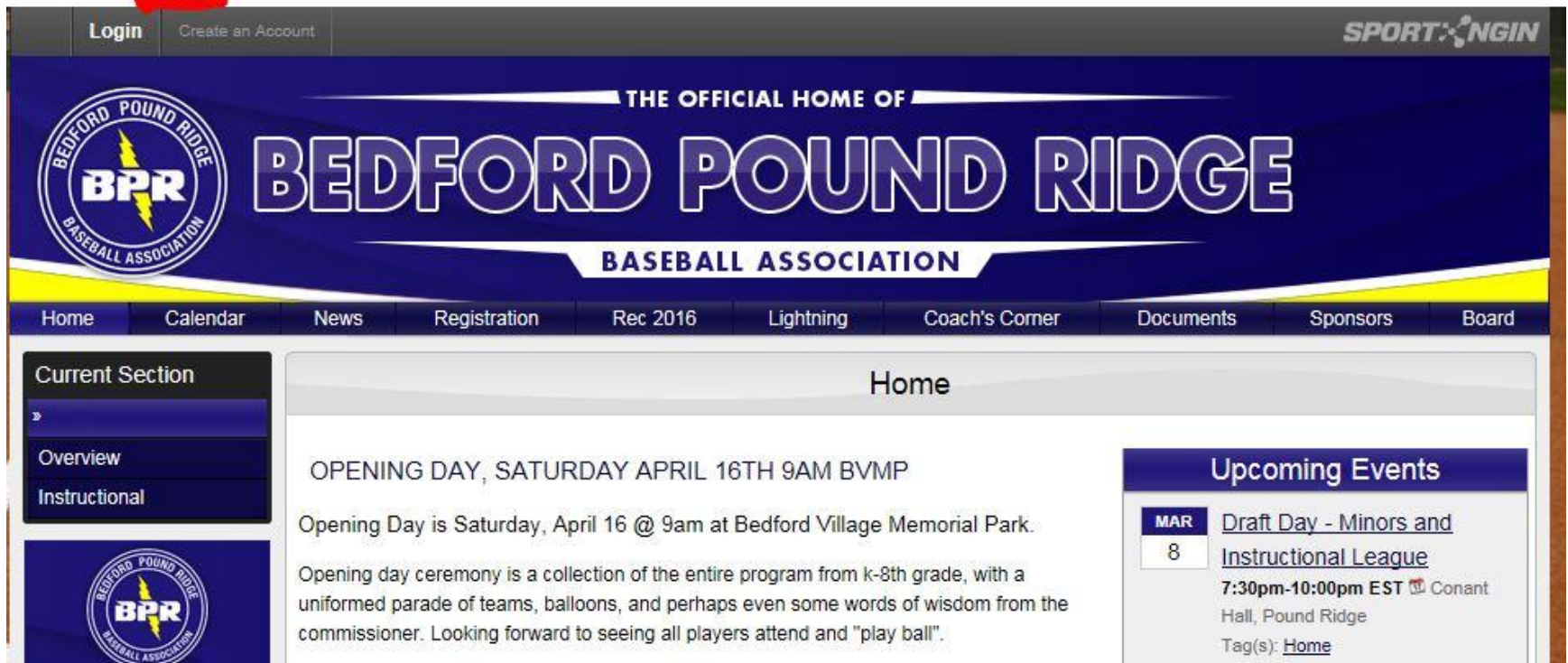
Coach's Corner provides coaching tools, apps and templates for player instruction and team organization. The purpose of these tools is to enhance player and community experience.

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.



The screenshot shows the website for the Bedford Pound Ridge Baseball Association. At the top, there is a dark grey navigation bar with a "Login" button and a "Create an Account" link. A red arrow points to the "Login" button. To the right of the navigation bar is the "SPORT:NGIN" logo. Below the navigation bar is a large blue banner with the text "THE OFFICIAL HOME OF" and "BEDFORD POUND RIDGE" in large, white, outlined letters. Below this is "BASEBALL ASSOCIATION". On the left side of the banner is a circular logo with "BEDFORD POUND RIDGE" and "BPR" in the center. Below the banner is a yellow navigation bar with links: Home, Calendar, News, Registration, Rec 2016, Lightning, Coach's Corner, Documents, Sponsors, and Board. On the left side of the page, there is a "Current Section" sidebar with a dropdown menu showing "Overview" and "Instructional". Below this is another circular logo. The main content area is titled "Home" and features a section for "OPENING DAY, SATURDAY APRIL 16TH 9AM BVMP". The text describes the opening day ceremony on Saturday, April 16 @ 9am at Bedford Village Memorial Park, mentioning a parade of teams, balloons, and a collection of the entire program from k-8th grade. To the right of the main content is a "Upcoming Events" section for March 8th, listing "Draft Day - Minors and Instructional League" from 7:30pm-10:00pm EST at Conant Hall, Pound Ridge. The tag(s) are listed as "Home".

SPORT:NGIN

THE OFFICIAL HOME OF

BEDFORD POUND RIDGE

BASEBALL ASSOCIATION

Home Calendar News Registration Rec 2016 Lightning Coach's Corner Documents Sponsors Board

Current Section

Overview

Instructional

Home

OPENING DAY, SATURDAY APRIL 16TH 9AM BVMP

Opening Day is Saturday, April 16 @ 9am at Bedford Village Memorial Park.

Opening day ceremony is a collection of the entire program from k-8th grade, with a uniformed parade of teams, balloons, and perhaps even some words of wisdom from the commissioner. Looking forward to seeing all players attend and "play ball".

Upcoming Events

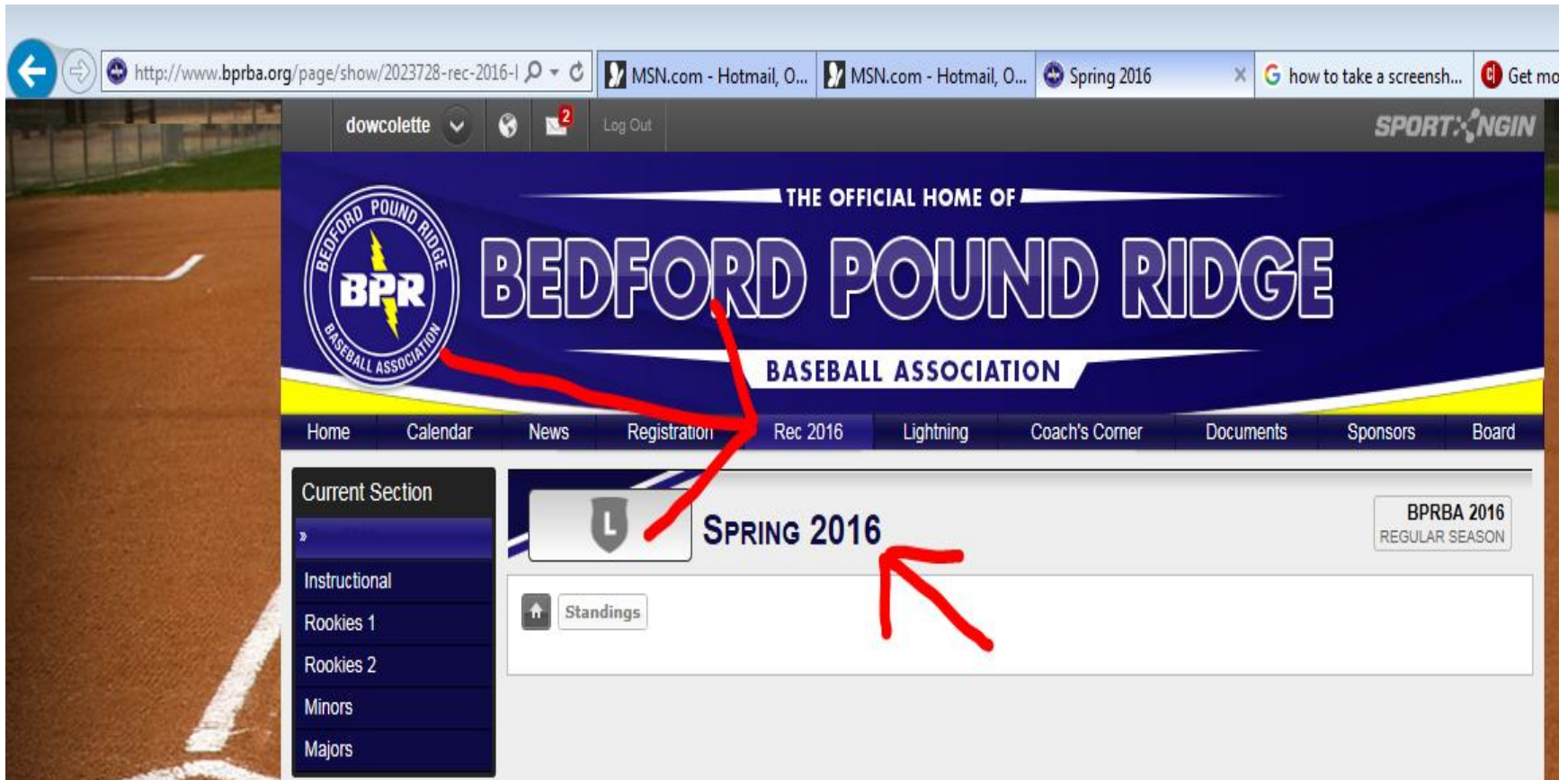
MAR 8

Draft Day - Minors and Instructional League

7:30pm-10:00pm EST Conant Hall, Pound Ridge

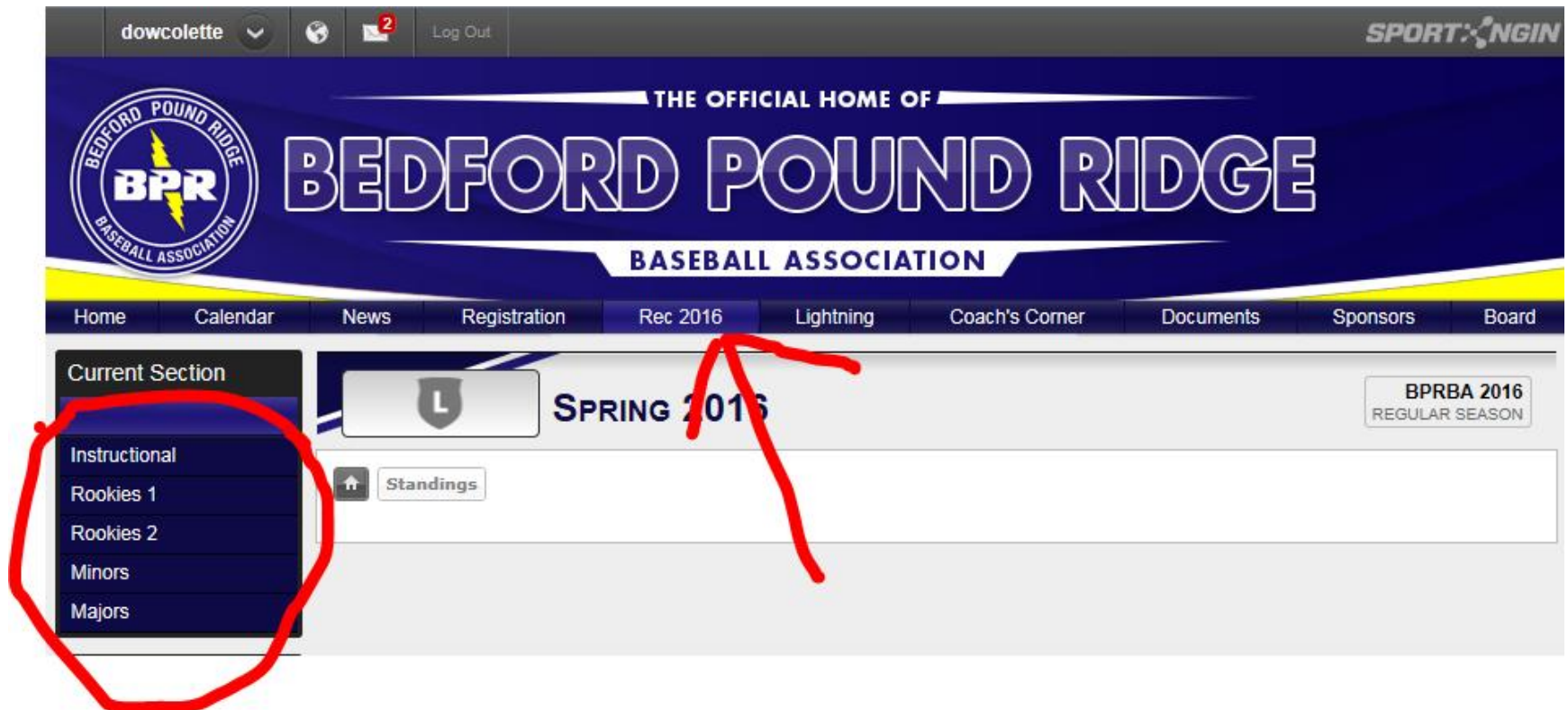
Tag(s): Home

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

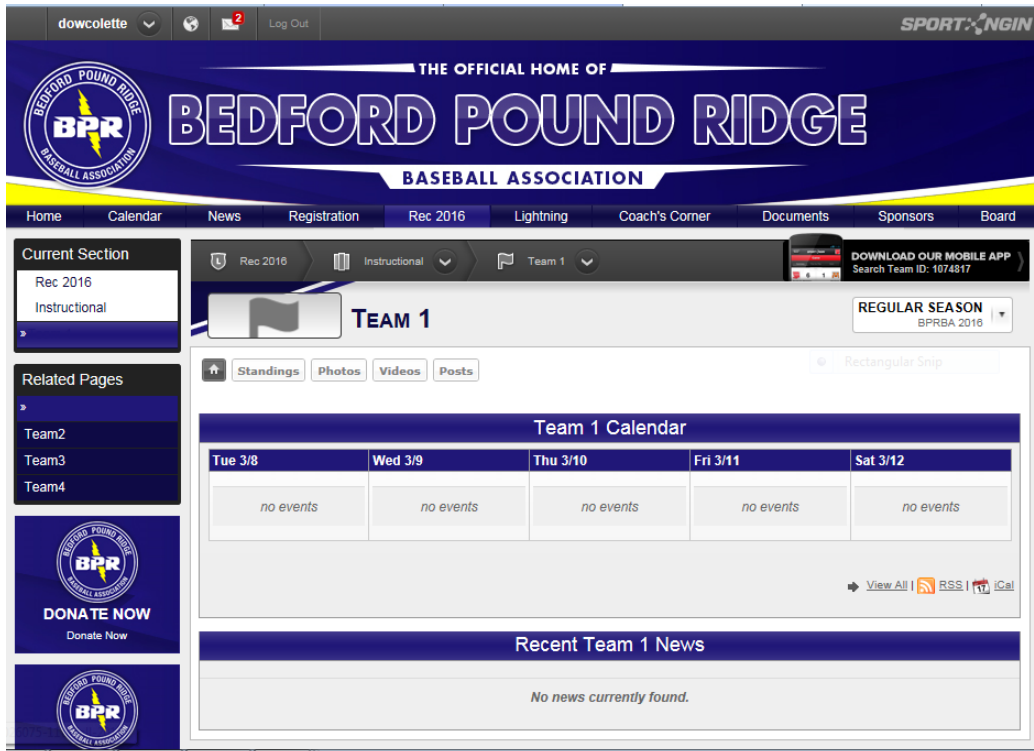
Either click on menu on left, or on your team name in the list or there is a drop down menu under the applicable league under the Rec 2016 tab

The screenshot displays the BPRBA 2016 website. The top navigation bar includes links for Home, Calendar, News, Registration, Rec 2016, Lightning, Coach's Corner, Documents, Sponsors, and Board. The left sidebar features a 'Current Section' menu with 'Rec 2016' selected, and a 'Related Pages' menu with links to Rookies 1, Rookies 2, Minors, and Majors. The main content area is titled 'INSTRUCTIONAL' and includes a 'Standings' button. Below this, there are four team-specific links: TEAM 1 | BPRBA 2016, TEAM2 | BPRBA 2016, TEAM3 | BPRBA 2016, and TEAM4 | BPRBA 2016. A red arrow points to the 'INSTRUCTIONAL' header. Below the team links is an 'Instructional Calendar' table with columns for Tue 3/8, Wed 3/9, Thu 3/10, Fri 3/11, and Sat 3/12. All cells in the table contain the text 'no events'. At the bottom of the page, there is a 'Recent Instructional News' section with the text 'No news currently found.'.

Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12
no events	no events	no events	no events	no events

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?

SITE DESIGN CURRENTLY IN PROGRESS

EDIT USER

HOME DEMOS TOURNAMENT TOURNEYS SCHOOLS TOURNAMENT REGISTRATION LEAGUE CALENDAR DIBS

CURRENT SECTION

- EDIT TOP NAV
- LEAGUE
- LEAGUE
- NL CENTAL
- TWINS**
- ADD NEW PAGE

RELATED PAGES

- TWINS
- TIGERS
- WHITE SOX

Manage Graphics

League NL Cental Twins

2014 Season 2014 Season

Roster Game Schedule Player Stats Team Stats Standings Photos Videos Posts Admin

Options Permissions Groups

CREATE NEW GROUP

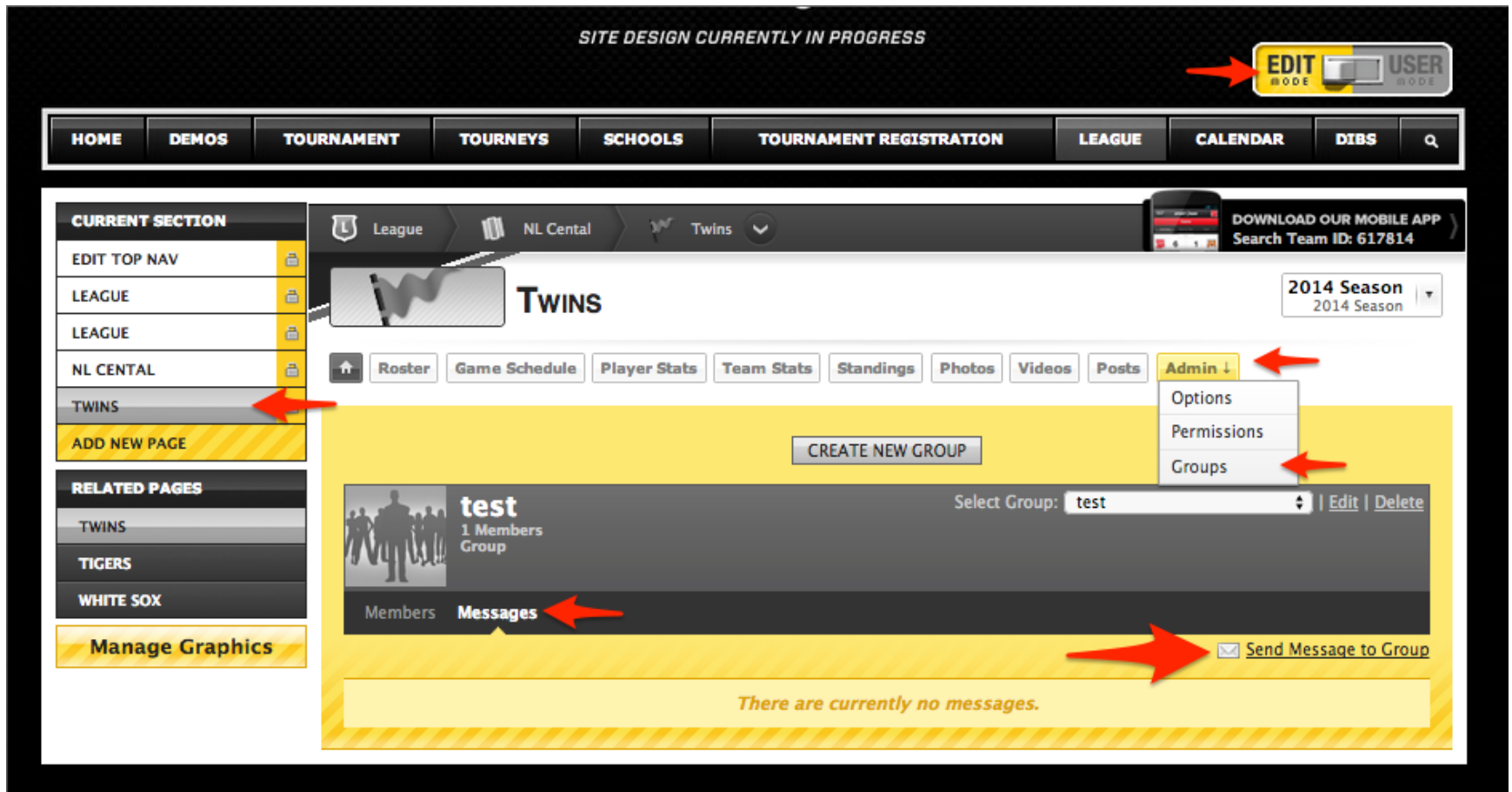
Select Group: test | Edit | Delete

test 1 Members Group

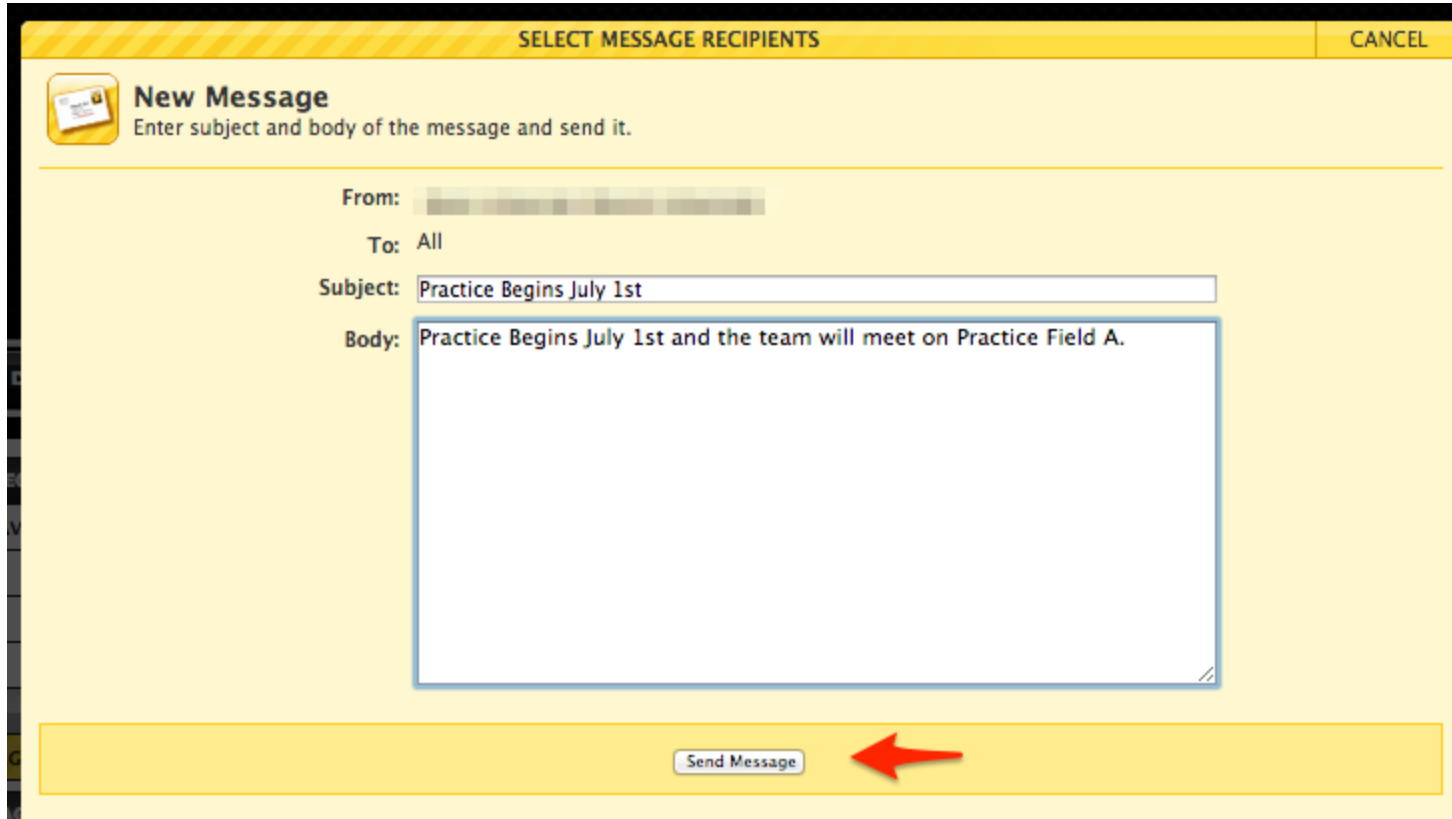
Members Messages

Send Message to Group

There are currently no messages.



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



SELECT MESSAGE RECIPIENTS **CANCEL**

New Message
Enter subject and body of the message and send it.

From: [Redacted]

To: All

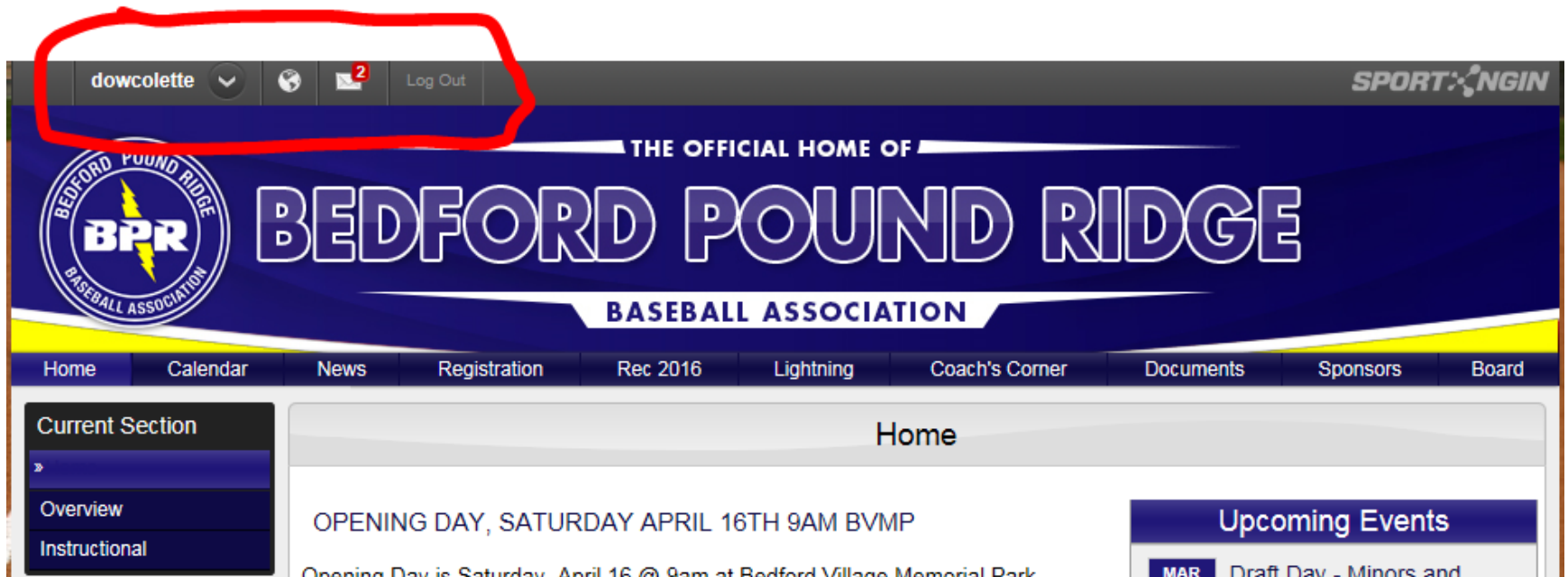
Subject: Practice Begins July 1st

Body: Practice Begins July 1st and the team will meet on Practice Field A.

Send Message ←

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.

See page 16 for screen shot

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

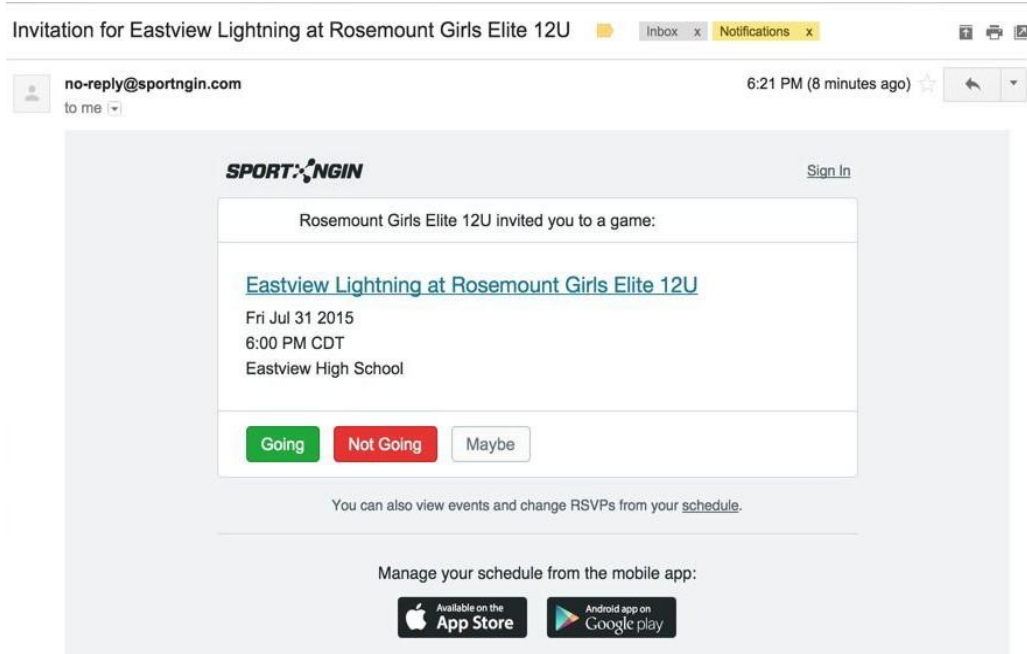
Add Event

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

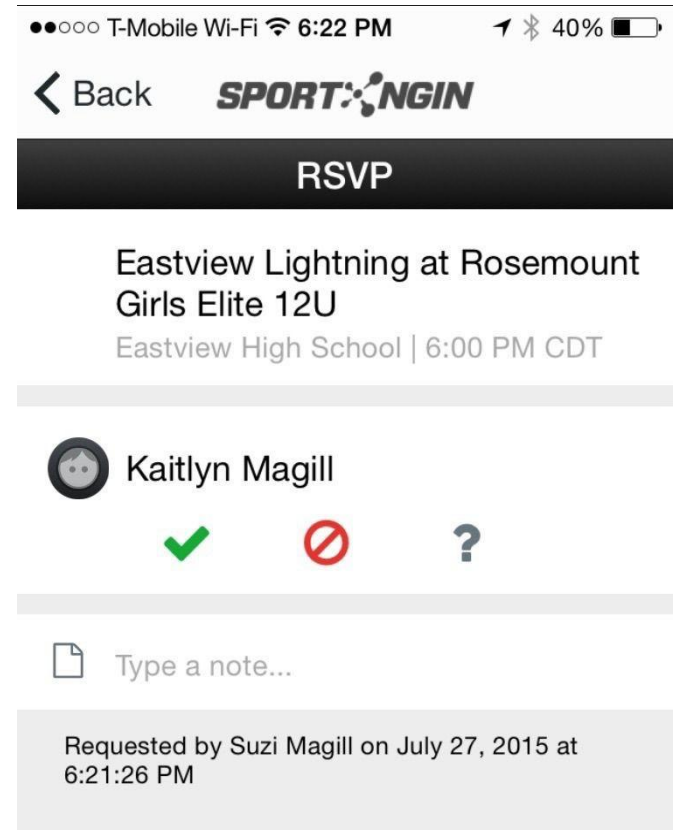
- The people you invite to a game or event will receive an invitation email to which they can RSVP. There is no need to log in to the team website to RSVP, they can simply click a button within the email indicating that they are going, not going, or maybe going.



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 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

Schedule

Events Calendar RSVPs

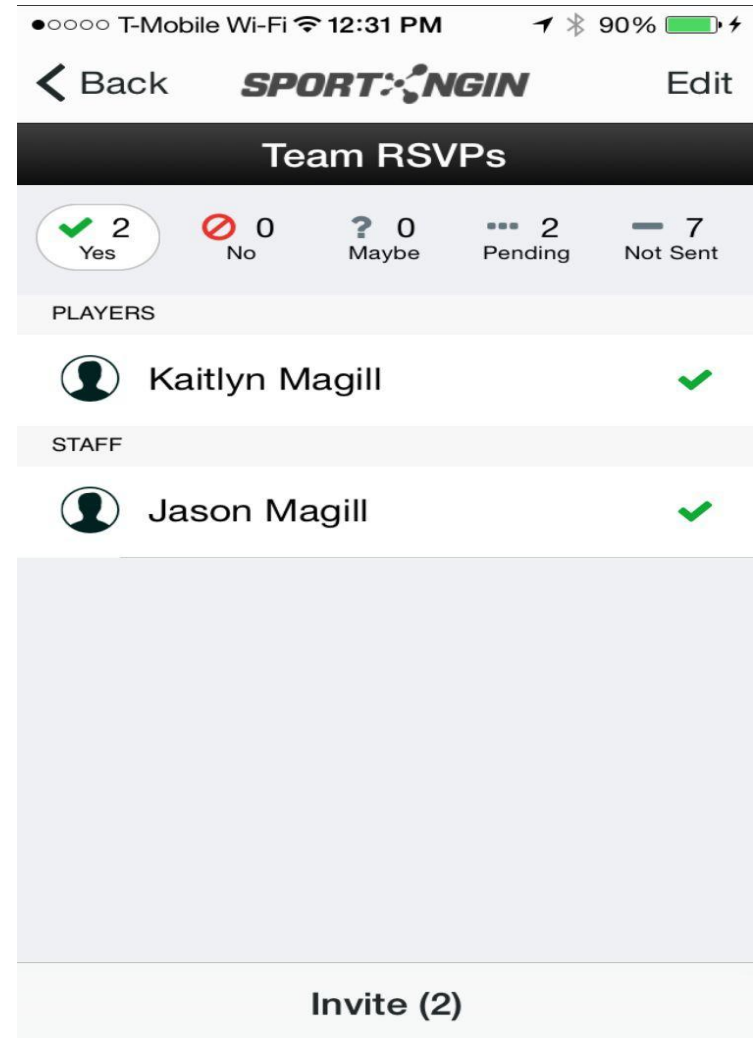
< > July 2015 All Events ▾ Message + New Event + New Game

<input type="checkbox"/>	NAME	SUMMER PARTY JUL 25, 5:00 PM
<input type="checkbox"/>	Players	1 / 4
<input type="checkbox"/>	Chloe Magill	✓ ▾
<input type="checkbox"/>	Joey Edgar	Pending ▾
<input type="checkbox"/>	Kaitlyn Magill	Resend Invite Cancel Invite ✓ Going ⊗ Not Going ? Maybe
<input type="checkbox"/>	Taylor Pomeroy	
<input type="checkbox"/>	Whitney Tuttle	
<input type="checkbox"/>	Staff	
<input type="checkbox"/>	Jason Magill	Pending ▾
	Total	1 / 5

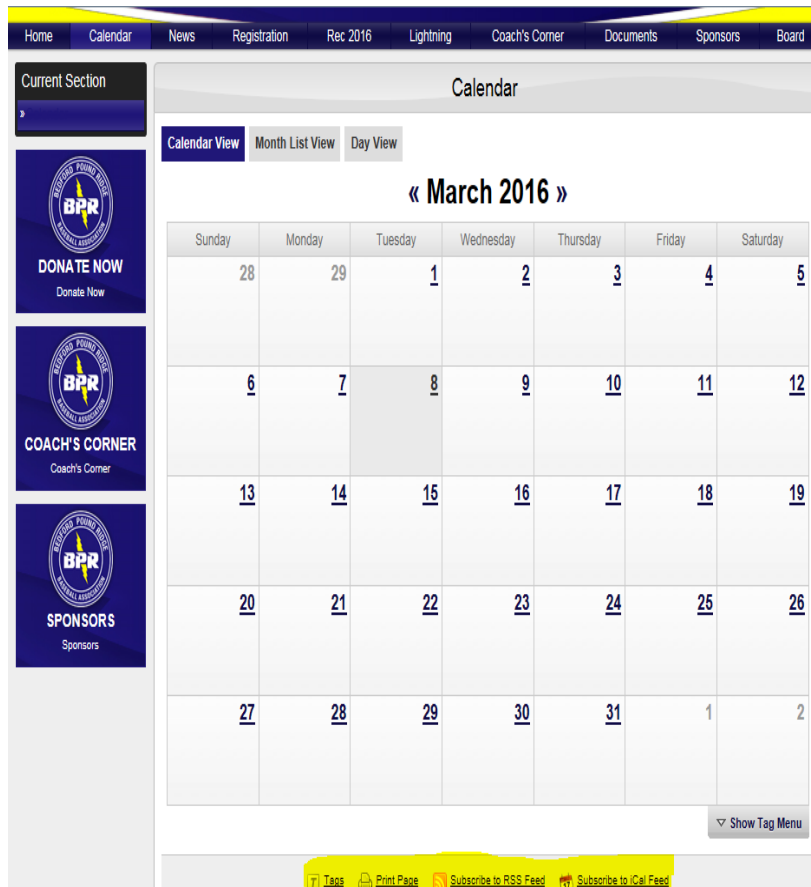
Viewing RSVPs in the Mobile App

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



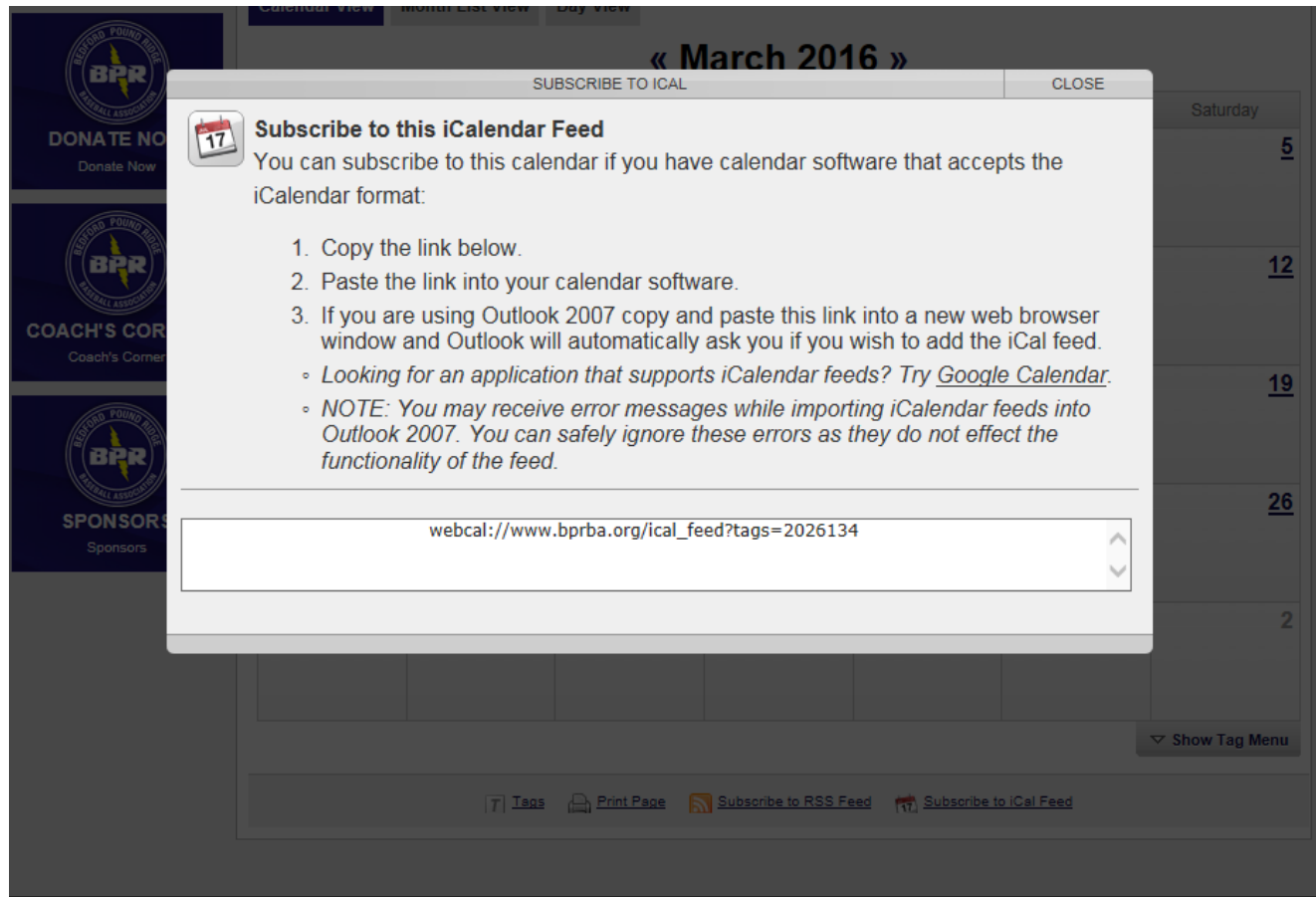
Your Team Calendar can be linked to your Smart phone.

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](tel: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