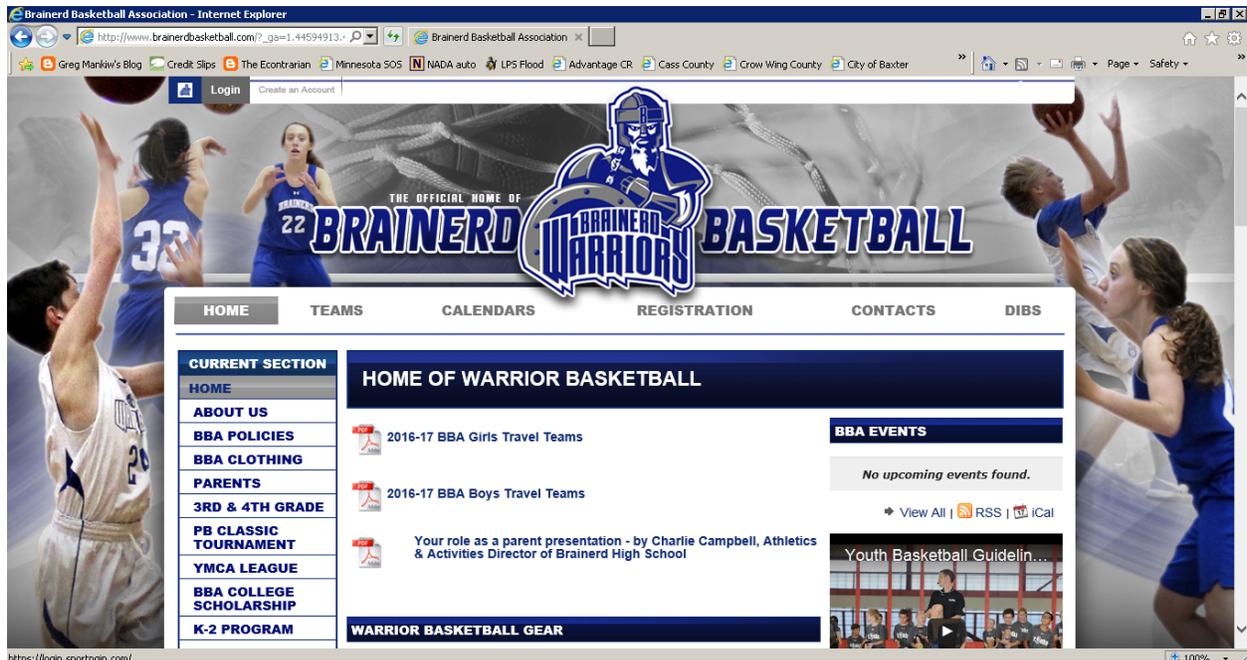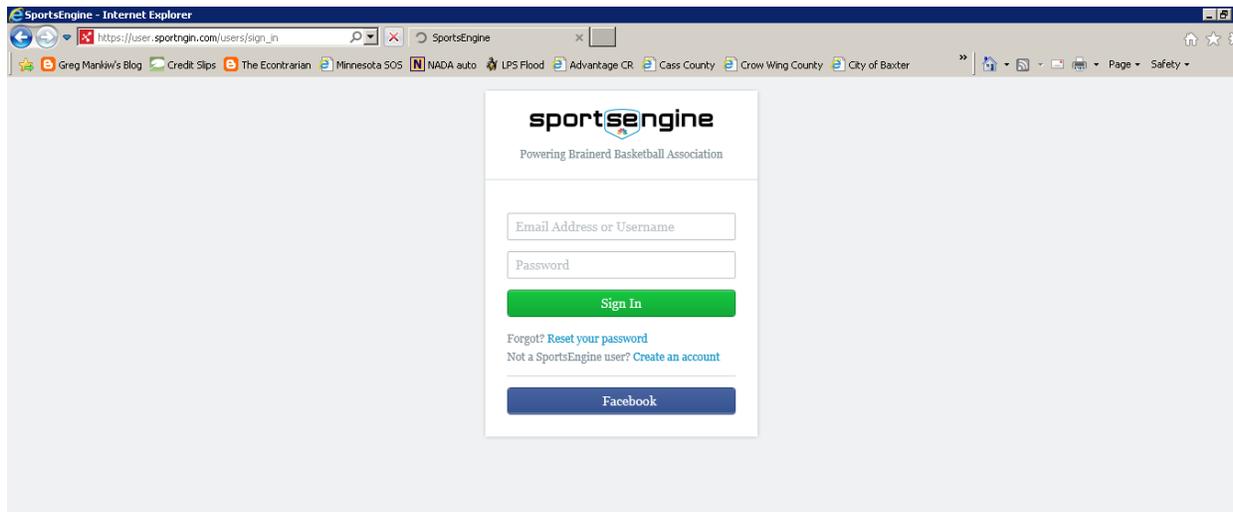# Sending messages to your team using SportsEngine
Web version
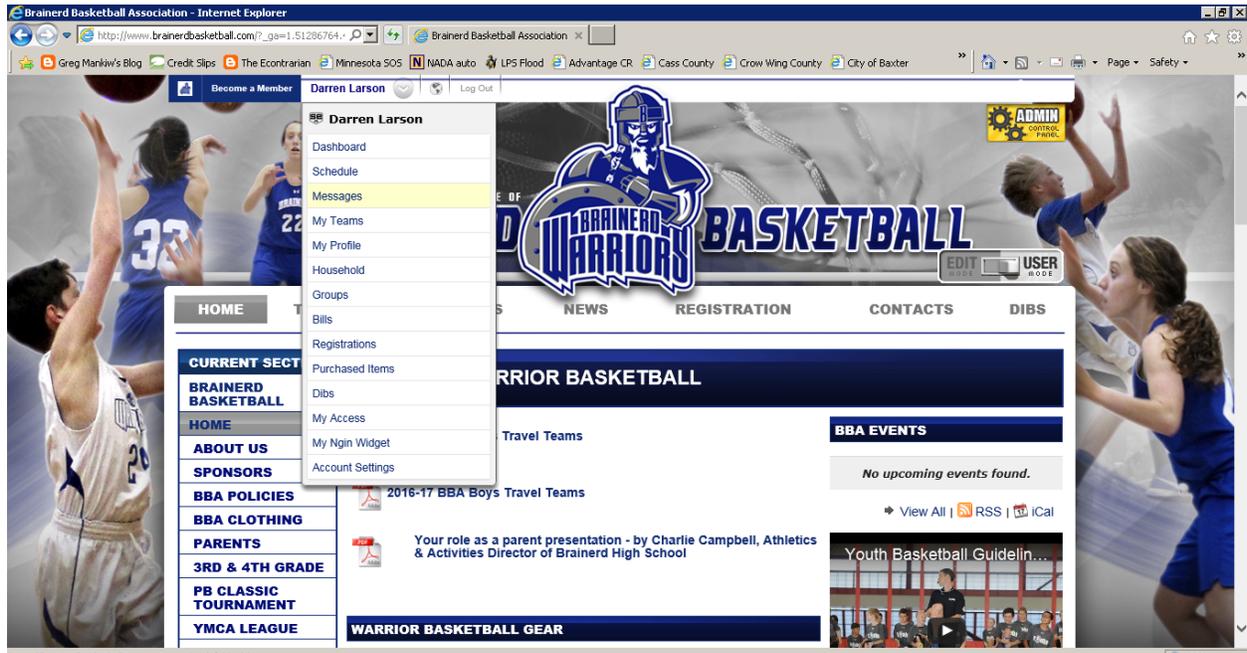
1. Go to www.brainerdbasketball.com and login by clicking Login on top left of page
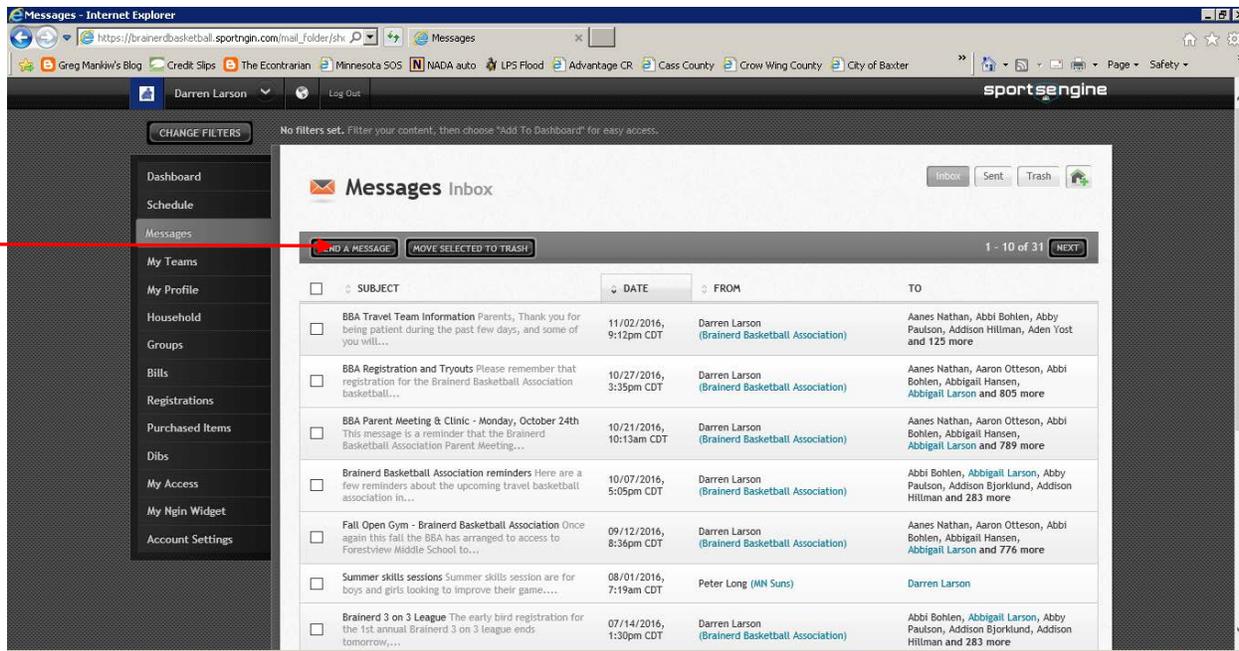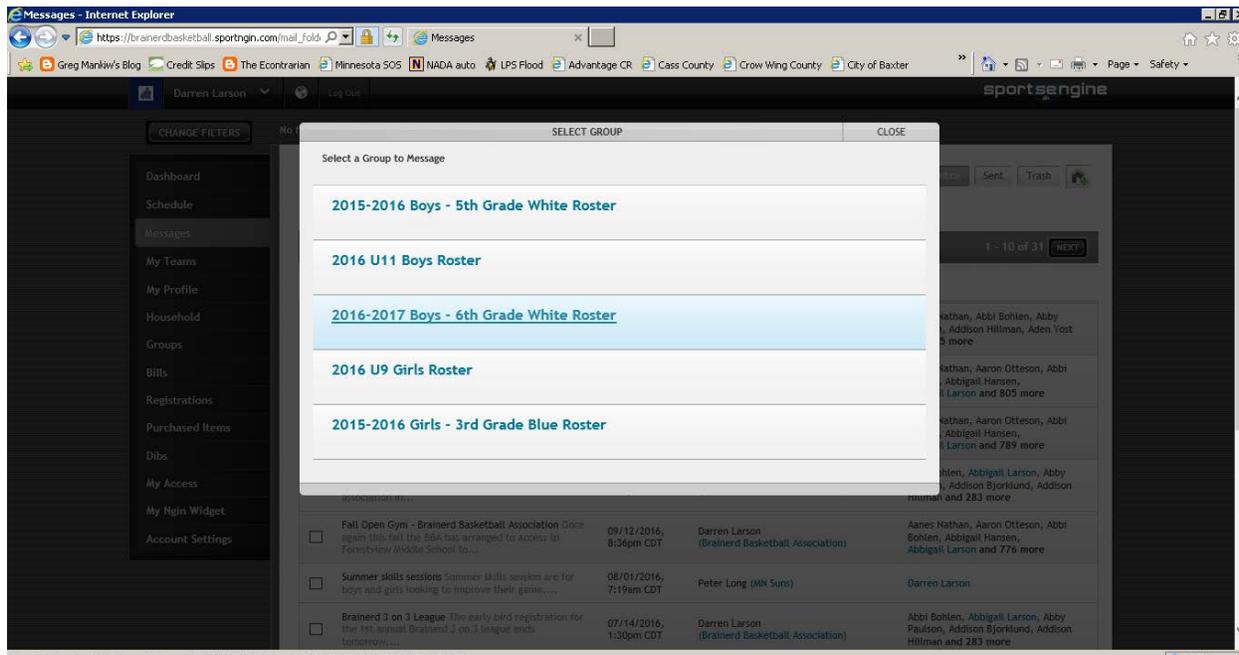

This login screen will appear

2. There will be a drop down menu that appears when clicking on your name after login. Select Messages.
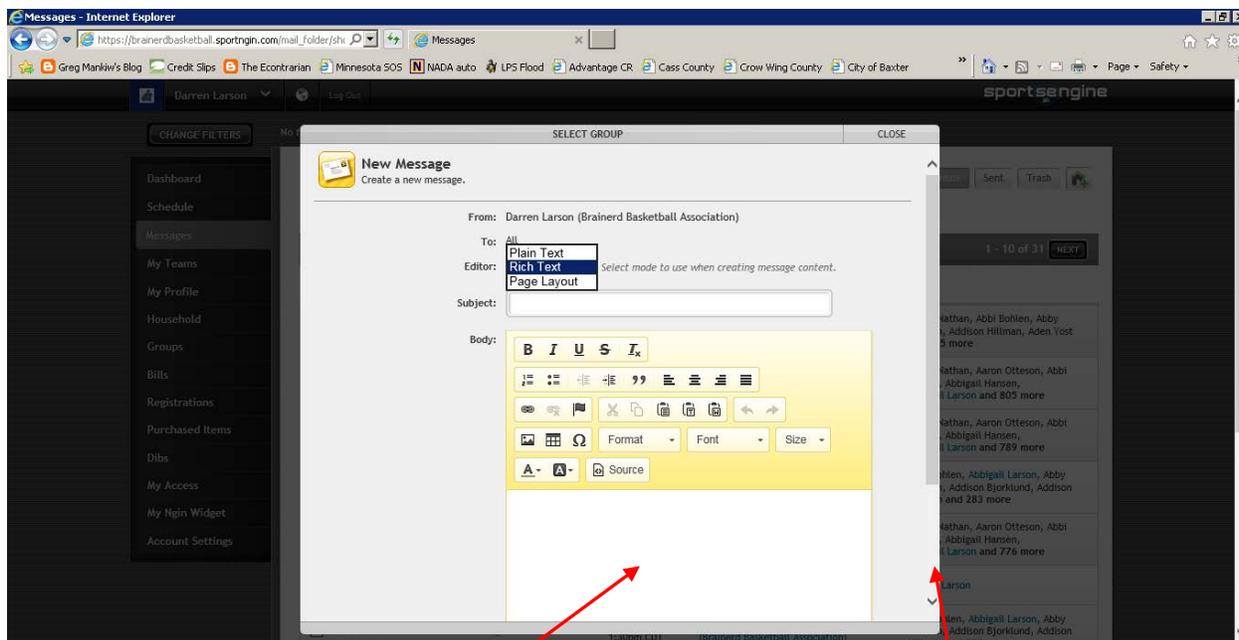

3. This will bring you to your Inbox. Click on Send a Message above the first item

4. Select the Group you want to message. The next screen will ask you whether you want to send the message to the entire group, or if you would like to select certain recipients.

5. The message box will appear. Selecting the "Rich Text" edition option will allow you more formatting preferences. The system defaults to Rich Text. Either will work fine.

Compose your message in the white message box. To send, you may need to scroll down to find the Send button.

That's it!