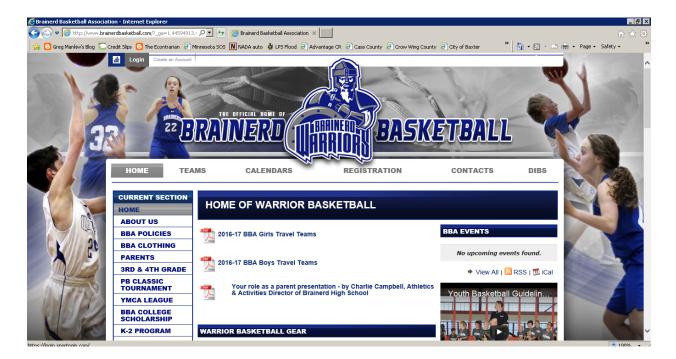
Sending messages to your team using SportsEngine Web version

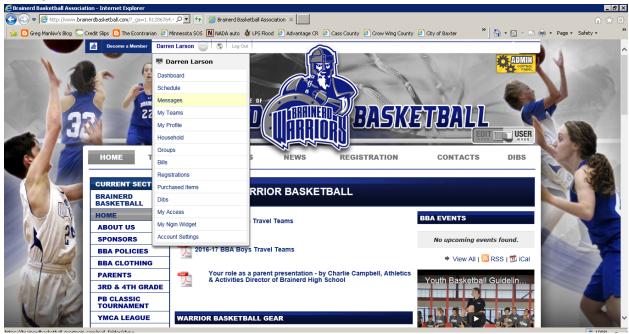
1. Go to www.brainerdbasketball.com and login by clicking Login on top left of page



This login screen will appear

🖉 SportsEngine – Internet Explorer		B
C C V K https://user.sportngin.com/users/sign_in	ne ×	🟦 🛧 8
👍 🕒 Greg Mankiw's Blog 💭 Credit Slips 🤒 The Econtrarian 🗿 Minnesota SOS N NADA auto	🖓 LPS Flood 🔋 Advantage CR 🔋 Cass County 🔋 Crow Wing County 🔋 City of Baxter	🍟 🚰 🔹 🖾 🖃 🖶 🖷 Page 🔹 Safety 🕶
	sportsengine	
	Powering Brainerd Basketball Association	
	Email Address or Username	
	Password	
	Sign In	
	Forgot? Reset your password	
	Not a SportsEngine user? Create an account	
	Facebook	

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

Darren Larson	Cog Out		sportsengine
CHANGE FILTERS	No filters set. Filter your content, then choose "Add To Dashboard" fo	ir easy access.	
Dashboard Schedule	Messages Inbox		Inbox Sent Trash
Messages	ND A MESSAGE MOVE SELECTED TO TRASH		1 - 10 of 31 NEXT
My Teams My Profile	C SUBJECT	¢ DATE ♦ FROM	то
Household Groups	BBA Travel Team information Parents, Thank you for being patient during the past few days, and some of you will	11/02/2016, Darren Larson 9:12pm CDT (Brainerd Basketball Association)	Aanes Nathan, Abbi Bohlen, Abby Paulson, Addison Hillman, Aden Yost and 125 more
Bills Registrations	BBA Registration and Tryouts Please remember that registration for the Brainerd Basketball Association basketball	10/27/2016, Darren Larson 3:35pm CDT (Brainerd Basketball Association)	Aanes Nathan, Aaron Otteson, Abbi Bohlen, Abbigail Hansen, Abbigail Larson and 805 more
Purchased Items Dibs	BBA Parent Meeting & Clinic - Monday, October 24th This message is a reminder that the Brainerd Basketball Association Parent Meeting	10/21/2016, Darren Larson 10:13am CDT (Brainerd Basketball Association)	Aanes Nathan, Aaron Otteson, Abbi Bohlen, Abbigail Hansen, Abbigail Larson and 789 more
My Access	Brainerd Basketball Association reminders Here are a few reminders about the upcoming travel basketball association in	10/07/2016, Darren Larson 5:05pm CDT (Brainerd Basketball Association)	Abbi Bohlen, Abbigail Larson, Abby Paulson, Addison Bjorklund, Addison Hillman and 283 more
My Ngin Widget Account Settings	Fall Open Gym - Brainerd Basketball Association Once again this fall the BBA has arranged to access to Forestview Middle School to	09/12/2016, Darren Larson 8:36pm CDT (Brainerd Basketball Association)	Aanes Nathan, Aaron Otteson, Abbi Bohlen, Abbigail Hansen, Abbigail Larson and 776 more
	Summer skills sessions Summer skills session are for boys and girls looking to improve their game	08/01/2016, Peter Long (MN Suns) 7:19am CDT	Darren Larson

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.

				Baxter 🎽 🏠 🔹 🔂 🖌 🖃 💼 👻 Page 🕶 S
No.1	SELECT (GROUP		CLOSE
S	elect a Group to Message			Sent Trash
	2015-2016 Boys - 5th Grade White Ro			Sent. Andra Pri
	2015-2016 Boys - 5th Grade white Ko	ster		
	2016 U11 Boys Roster			1-10 of 31 (JEXT)
	2016-2017 Boys - 6th Grade White Ros	ster		lathan, Abbi Bohlen, Abby
), Addison Hillman, Aden Yost 5 more
	2016 U9 Girls Roster			lathan, Aaron Otteson, Abbi Abbigail Hansen,
				Larson and 805 more
	2015-2016 Girls - 3rd Grade Blue Rost	er		lathan, Aaron Otteson, Abbi Abbigail Hansen,
				I Larson and 789 more
	association must			i, Addison Bjorklund, Addison niumañ and 283 more
	Fall Open Gym - Brainerd Basketball Association Once		Darren Larson	Aanes Nathan, Aaron Otteson, Abbi
		8:36pm CDT	(Brainerd Basketball-Association)	Bohlen, Abbigail Hansen, Abbigail Larson and 776 more
	Summer skills sessions Summer skills service are for boys and girls looking to improve their game	08/01/2016, 7:19am CDT	Peter Long (MN Suns)	Darren Larson

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.

CHANGE FILTERS No 1	SELECT GROUP	CLOSE
Dashboard	New Message Create a new message.	Sent Trash
Schedule	From: Darren Larson (Brainerd Basketball Association)	
Messiges	To: All	1-10 of 31 (HEXT)
My Teams	Editor: Rich Text Editor: Rich Text Description: Select mode to use when creating message control	
My Profile	Page Layout Subject:	
Household		Vathan, Abbi Bohlen, Abby I, Addison Hillman, Aden Yost
Groups	B I U S Ix	5 more
Bills	には、後本 27 と ま ま 目	Vathan, Aaron Otteson, Abbi , Abbigail Hansen, V Larson and 805 more
Registrations		Nathan, Aaron Otteson, Abbi
Purchased Items	🖬 🎛 Ω Format 🔹 Font 🔹 Size -	
Dibs	A - D - O Source	ihlen, Abbigail Larson, Abby
My Access		i, Addison Bjorklund, Addison t and 283 more
My Ngin Widget		lathan, Aaron Otteson, Abbi Abbigail Hansen,
Account Settings		Larson and 776 more
		Larson
		Ven, Abbigail Larson, Abby

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

That's it!