



Coaches and Team Managers Getting Started Guide

For coaches and parent volunteers who use SportsEngine to manage teams and schedules.



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Introduction

Managing a sports team, of any size, is a tough job. We make it easier with tools for coaches, team managers, and volunteers to communicate with each other and manage the team's schedule and roster. Managers and coaches can use the TeamCenter website to easily manage players, schedules, and send messages to the team.

This guide helps you get going within SportsEngine and how to use TeamCenter to help manage your team. For more in-depth information on these topics and more, refer to the [SportsEngine Help Center](#).

Verifying Your Access

In order to access TeamCenter and to edit your team's website you will need *Team Page Owner* permissions. Contact your organization's Webmaster will need to grant you this access.

Editing Your SportsEngine Team Page

In order to edit your team's web page, you need to switch your view to Edit Mode. Once in edit mode you will be able to edit page elements, rosters, calendar events, etc. Also, you will be able to access TeamCenter.

To switch to Edit Mode, do the following:

1. Login to your website using your SportsEngine username and password.
2. Navigate to your team's web page.
3. Click the **Edit Mode** button. Depending on your site's version, this is either located on the left navigation panel or on the top navigation bar.

Accessing TeamCenter

In order to edit your team's web page, you need to switch your view to Edit Mode. Once in edit mode you will be able to edit page elements, rosters, calendar events, etc. Also, you will be able to access TeamCenter.

To access TeamCenter, do the following:

1. Login to your website using your SportsEngine username and password.
2. Navigate to your team's web page.
3. Click the **Edit Mode** button. Depending on your site's version, this is either located on the left navigation panel or on the top navigation bar.
4. On the page's menu bar, click the **Manage Team** button to open TeamCenter.

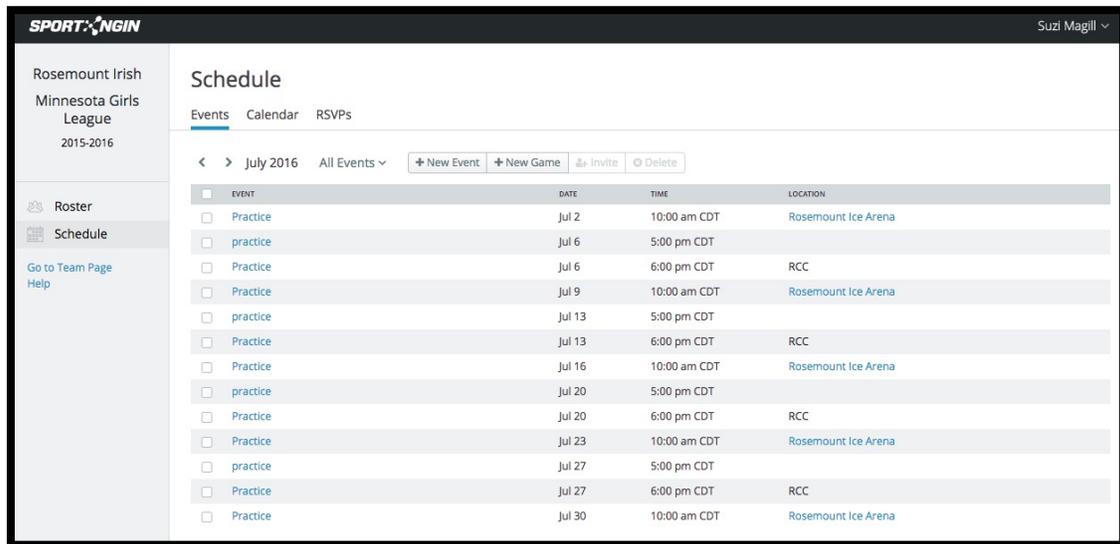
Tip: You can bookmark the URL for your TeamCenter web page to use as a shortcut.

Using Team Center

You can easily add new players and staff to your site, create events and add games to your schedule and send invites and receive responses in real time.

Schedules

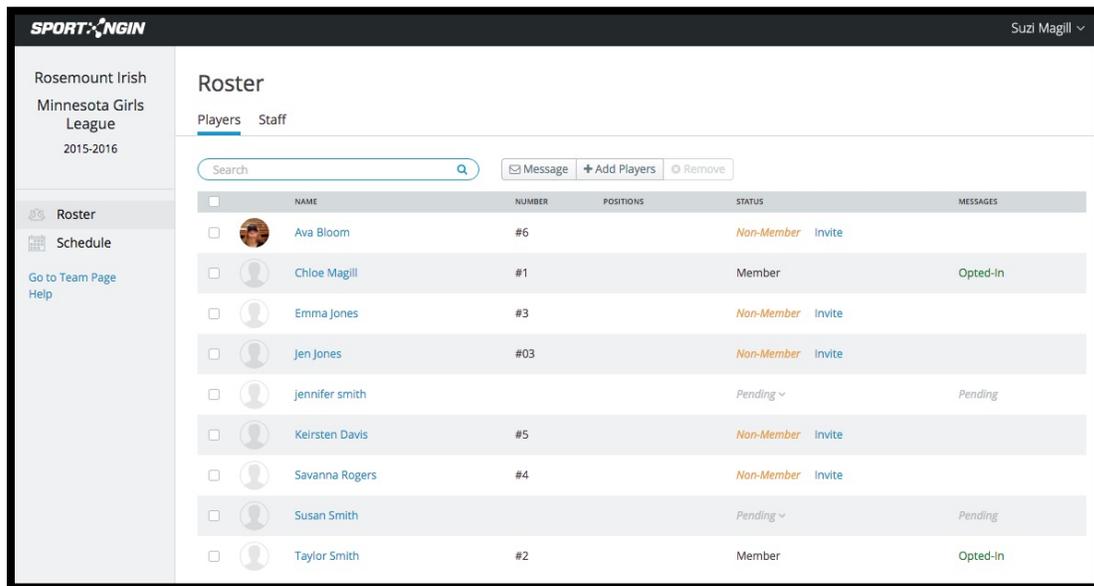
In the Schedules view, you can add new events and games, view your team's calendar, and track RSVPs for your team.



EVENT	DATE	TIME	LOCATION
<input type="checkbox"/> Practice	Jul 2	10:00 am CDT	Rosemount Ice Arena
<input type="checkbox"/> practice	Jul 6	5:00 pm CDT	
<input type="checkbox"/> Practice	Jul 6	6:00 pm CDT	RCC
<input type="checkbox"/> Practice	Jul 9	10:00 am CDT	Rosemount Ice Arena
<input type="checkbox"/> practice	Jul 13	5:00 pm CDT	
<input type="checkbox"/> Practice	Jul 13	6:00 pm CDT	RCC
<input type="checkbox"/> Practice	Jul 16	10:00 am CDT	Rosemount Ice Arena
<input type="checkbox"/> practice	Jul 20	5:00 pm CDT	
<input type="checkbox"/> Practice	Jul 20	6:00 pm CDT	RCC
<input type="checkbox"/> Practice	Jul 23	10:00 am CDT	Rosemount Ice Arena
<input type="checkbox"/> practice	Jul 27	5:00 pm CDT	
<input type="checkbox"/> Practice	Jul 27	6:00 pm CDT	RCC
<input type="checkbox"/> Practice	Jul 30	10:00 am CDT	Rosemount Ice Arena

Rosters

In the Rosters view, you can add, update, and delete players and staff. You can also send messages and add additional contacts for player.

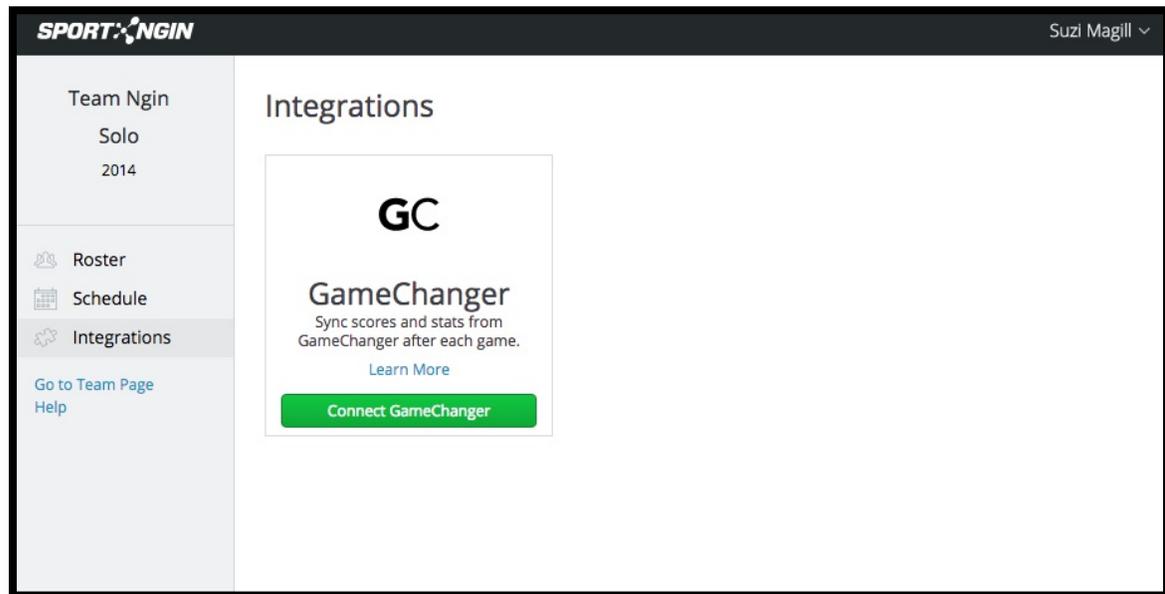


	NAME	NUMBER	POSITIONS	STATUS	MESSAGES
<input type="checkbox"/>	Ava Bloom	#6		Non-Member	Invite
<input type="checkbox"/>	Chloe Magill	#1		Member	Opted-in
<input type="checkbox"/>	Emma Jones	#3		Non-Member	Invite
<input type="checkbox"/>	Jen Jones	#03		Non-Member	Invite
<input type="checkbox"/>	jennifer smith			Pending	Pending
<input type="checkbox"/>	Keirsten Davis	#5		Non-Member	Invite
<input type="checkbox"/>	Savanna Rogers	#4		Non-Member	Invite
<input type="checkbox"/>	Susan Smith			Pending	Pending
<input type="checkbox"/>	Taylor Smith	#2		Member	Opted-in

Integrations

In the Integrations view, whatever integrations available to you will be displayed.

Note: The Integrations tab is not available for all sports at this time.



Adding Events and Games In TeamCenter

You can easily add new events and games to your team's schedule.

To add a new game or event, do the following:

1. From your team's TeamCenter, click **New Game**. The New Game window displays.
2. In the New Game window, enter the required information in the fields.
3. Click **Add Game**.

Note: For detailed information on adding a game or event, see the [Help Center](#).

Adding Players

You can easily add a player (or Staff) to your team's roster.

To add a new player or staff, do the following:

1. From your team's TeamCenter, click **Add Players**. The Add Players window displays.

The screenshot shows a window titled "Add Players" with a close button (X) in the top right corner. The window contains two columns of input fields: "Name *" and "Email Address". There are 10 rows of these fields. Each row has a small "x" icon to the right of the email field. At the bottom left, there is a "+ Add Another" link. At the bottom right, there are two buttons: "Cancel" and "Add Players".

2. Enter the name and email address of the new player or staff.
3. Click **Add Players**. An email is sent to that email address inviting the user to claim the player profile. Until that profile is claimed, the coach can add additional contacts to that player profile in TeamCenter in order to send them messages.

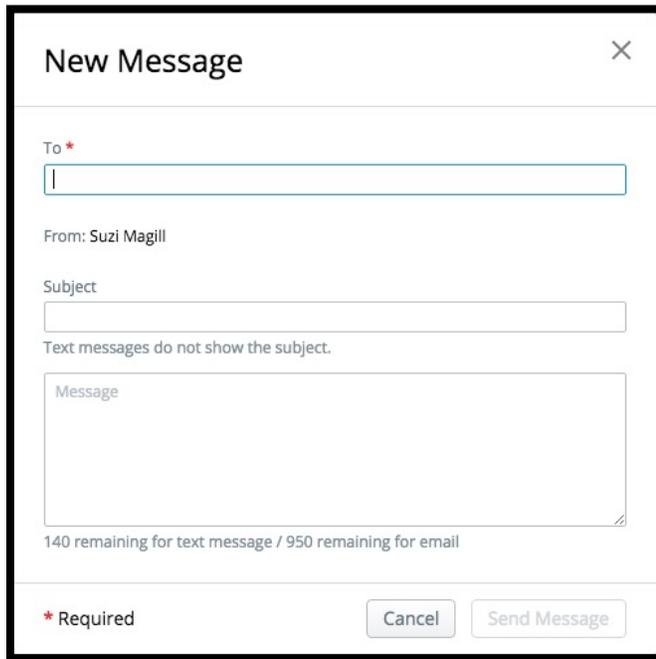
Note: For detailed information on adding a game or event, see the [Help Center](#).

Sending Messages

You can send a message to your team through TeamCenter. Messages can be sent to one team member, a group of team members, or the entire team. A text message notification is also sent to users who opt-in to receive text messages.

To send a message, do the following:

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



The screenshot shows a 'New Message' dialog box. At the top, it says 'New Message' with a close button (X). Below that is a 'To *' field with a dropdown arrow. The 'From' field is pre-filled with 'Suzi Magill'. There is a 'Subject' field. Below the subject field, it says 'Text messages do not show the subject.' There is a large text area for the message. At the bottom of the text area, it says '140 remaining for text message / 950 remaining for email'. At the very bottom, there is a legend '* Required' and two buttons: 'Cancel' and 'Send Message'.

2. Enter the team member's name or choose the name from the drop-down list. You can message the entire team, selected members or all staff by choosing All Players or All Staff from the drop-down list.
3. Enter the Subject.
4. Enter the message.
5. Click **Send Message**.

For detailed information on messages, see the [Help Center](#).

Managing RSVPs

You can manage RSVPs for your team within TeamCenter or within the mobile app.

- An email is sent to each invitee and they can respond directly within the email without having to login to SportsEngine.
- A notification from the SportsEngine app appears on your phone.
- You can also manage RSVPs within TeamCenter. You can update a player's response and resend or cancel the invite.

For detailed information on messages, see the [Help Center](#).