

A photograph of a volleyball game in progress, overlaid with a semi-transparent orange filter. A player in a green jersey is jumping high in the air, reaching for the ball. Other players in white jerseys are positioned on the court, ready to receive the ball. The net is visible in the background, and spectators can be seen in the stands. The text "sportsYou®" and "playbook" is centered over the image in a white, bold, sans-serif font.

sportsYou[®] playbook



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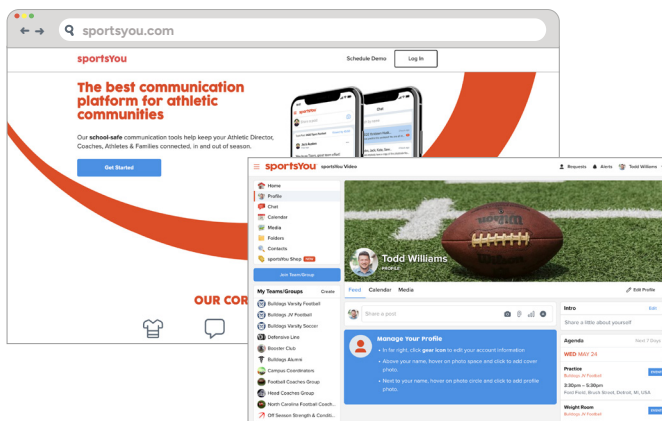
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Get Started

I'm new to sportsYou and ready to get started... Now what?

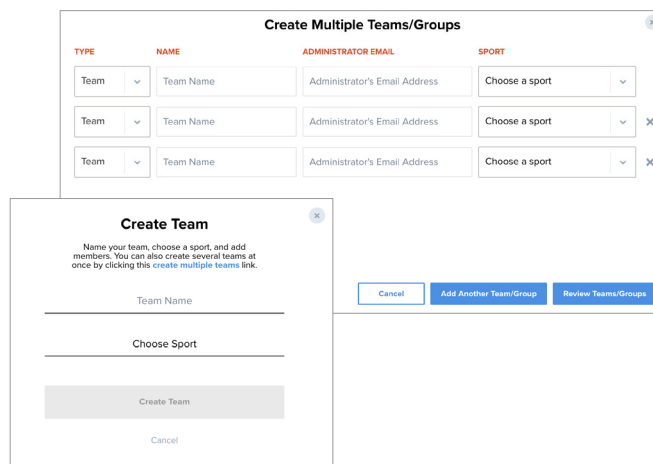
1 Sign Up for sportsYou

- From your [computer](#), [phone](#), or [tablet](#), visit [sportsyou.com](#) and click Get Started.
- Follow the prompts and enter your information to set up your account login.



2 Create Your First Team/Group

- Locate Teams/Groups and click the Create button to create a new team/group. Add your team/group name and information.
- Coaches can be responsible for creating their own teams, or Athletic Directors can create all teams for their coaches (select create multiple teams).

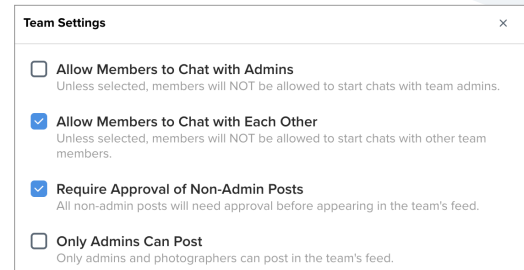


3 Add Members

- sportsYou allows unlimited members, with some features adjusting to accommodate teams larger than 500 members.
- Members can join a team/group via Access Code, Email Invite, [sportsYou Contacts Invite](#), or QR Code PDF (**Fan Favorite!**).
- All members are notified of chats, posts, and calendar events in real-time via mobile app push notifications.

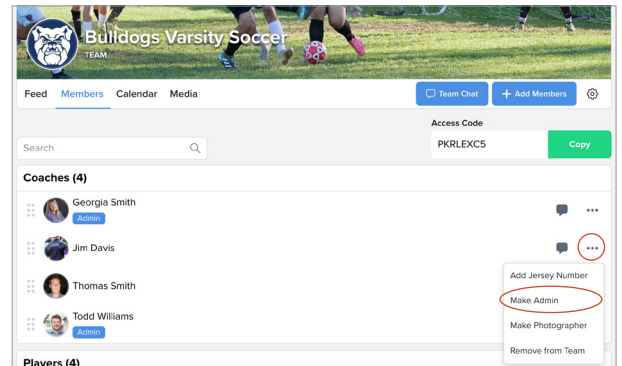
4 Configure Team Settings

- Allow Members to Chat with Admins
- Allow Members to Chat with Each Other
- Require Approval of Non-Admin Posts
- Only Allow Admins to Post



5 Designate Admins

- Admins can post freely on the feed, add/delete members, manage calendar, and manage settings.
- There is no limit to the number of admins per team.
- In your team/group, locate which member you want to designate as an admin. Click the ⋮ next to their name. Select Make Admin.



TIP: Set up more than one coach as a Team Admin to ensure seamless coaching transitions.

sportsYou is free to sign up and self-serving to customize for your teams and athletic program. No contracts or sportsYou representatives are required, though we're happy to help if you have any questions!

Need some additional help getting your department started?



Visit our [help center](#) for walk-through articles and videos on getting set up.



Schedule a [brief demo or onboarding session](#) with a sportsYou representative.

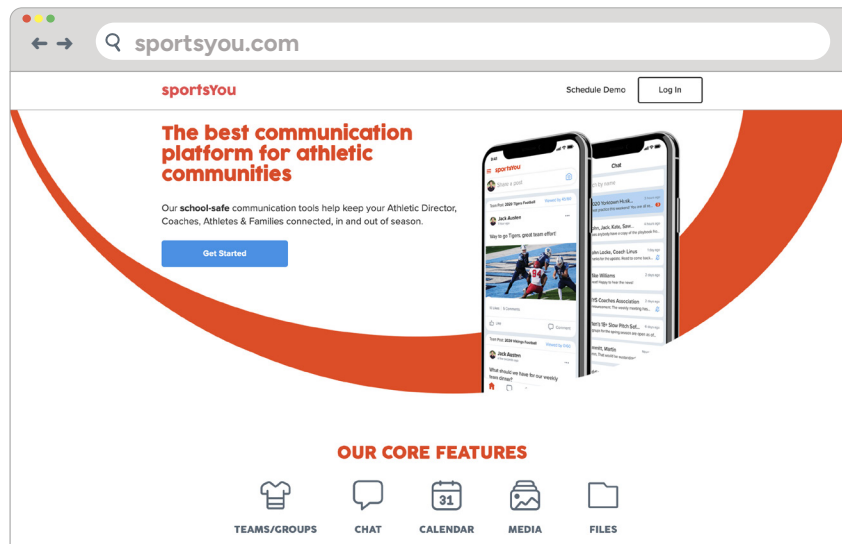


NOTE: As a 100% American owned company, we store all data in the US and school districts may request a history of student data for a minimum of seven years.

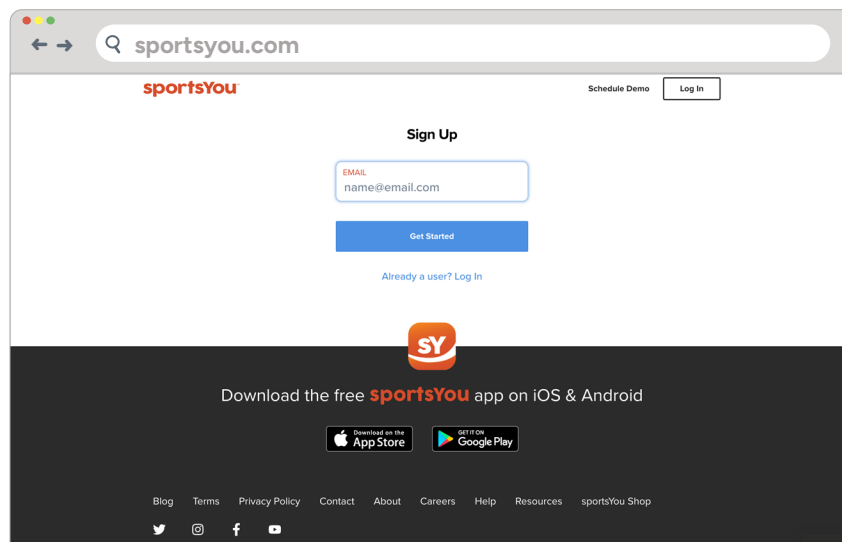
Create an Account

Join via Website

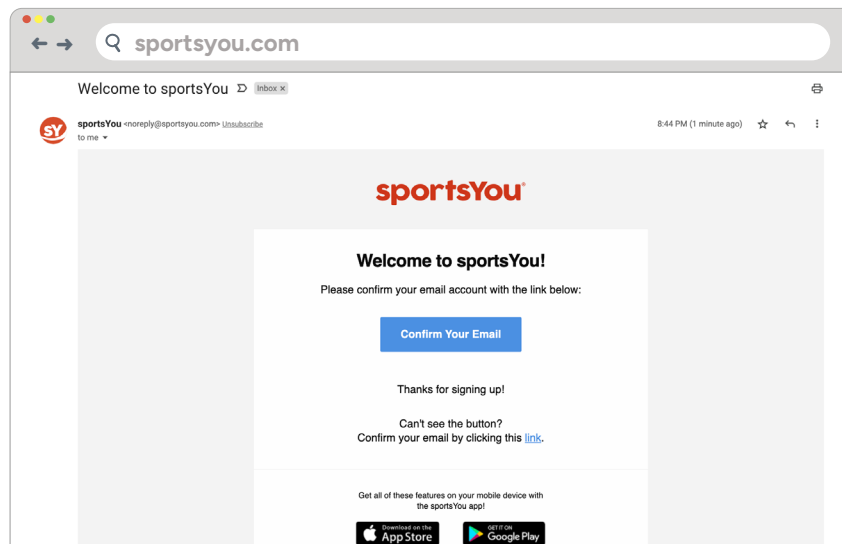
- 1 From your computer, phone, or tablet, visit sportsyou.com and click Get Started.



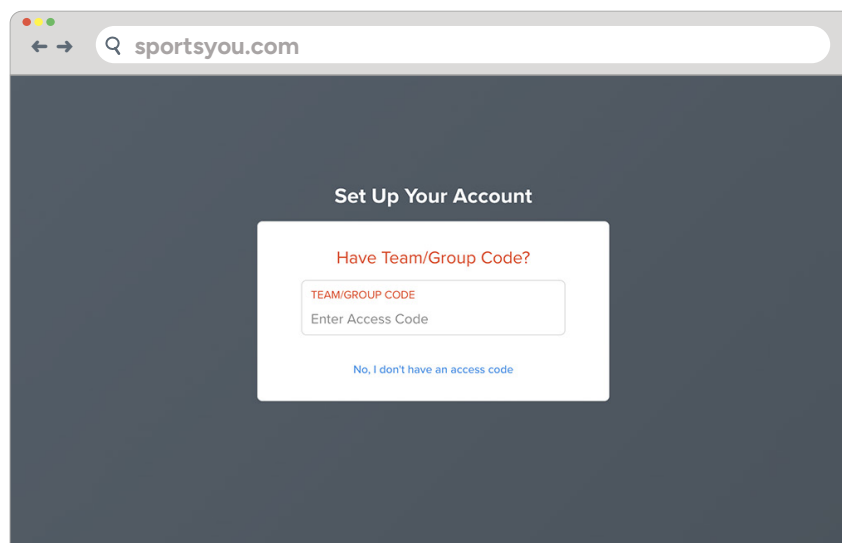
- 2 Enter your email and click Get Started.



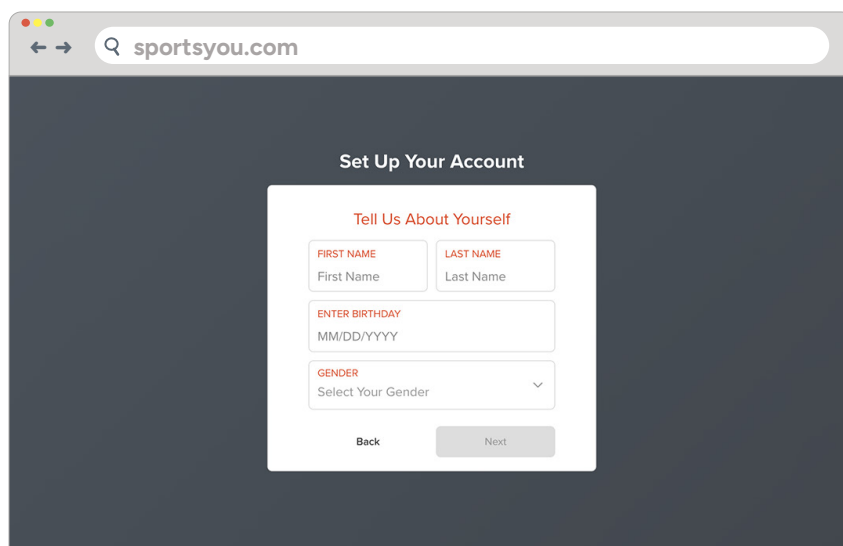
- 3 Check your inbox for the verification email. Click Confirm your Email.



- 4 If you have received a Team/Group access code, enter your access code. If you have not received a Team/Group access code, click No, I don't have an Access Code.

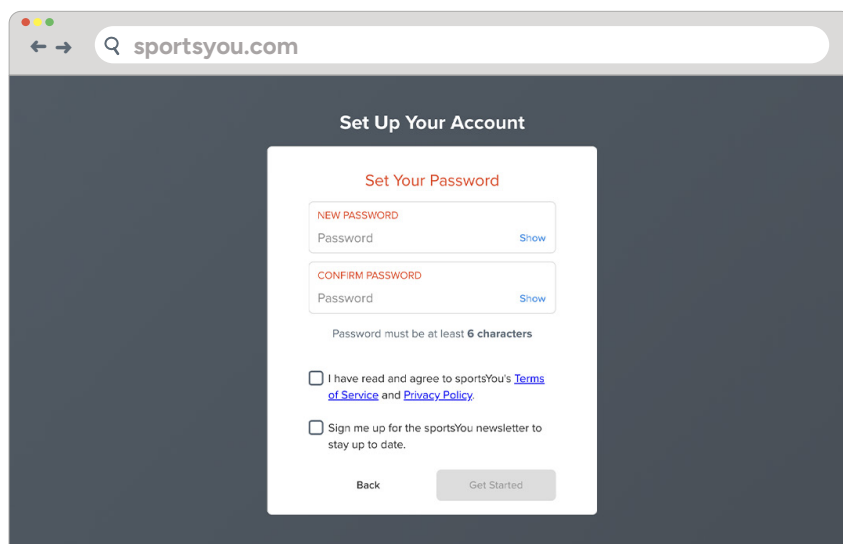


5 Finish setting up your account and Get Started.



The screenshot shows a web browser window with the URL `sportsyou.com`. The page title is "Set Up Your Account". The main heading is "Tell Us About Yourself". There are four input fields: "FIRST NAME" (with a sub-label "First Name"), "LAST NAME" (with a sub-label "Last Name"), "ENTER BIRTHDAY" (with a sub-label "MM/DD/YYYY"), and "GENDER" (with a sub-label "Select Your Gender" and a dropdown arrow). At the bottom of the form are "Back" and "Next" buttons.

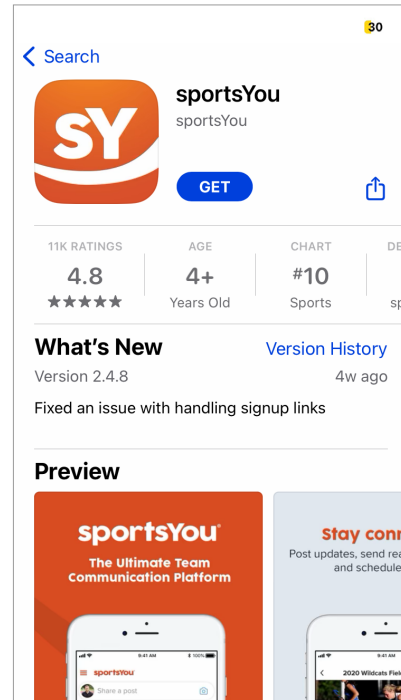
Federal Law requires users must be age 13+. We recommend parents set up an account to share with students younger than 13.



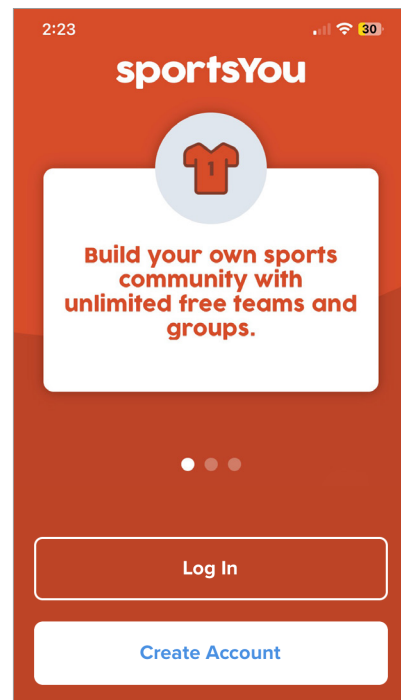
The screenshot shows a web browser window with the URL `sportsyou.com`. The page title is "Set Up Your Account". The main heading is "Set Your Password". There are two password input fields: "NEW PASSWORD" (with a sub-label "Password" and a "Show" link) and "CONFIRM PASSWORD" (with a sub-label "Password" and a "Show" link"). Below the fields is the text "Password must be at least 6 characters". There are two checkboxes: "I have read and agree to sportsYou's [Terms of Service](#) and [Privacy Policy](#)." and "Sign me up for the sportsYou newsletter to stay up to date." At the bottom of the form are "Back" and "Get Started" buttons.

Join via App

- 1 On your mobile device, download the sportsYou app from the App Store (iOS) or Google Play Store (Android).



- 2 Open the application and tap Create Account.



- 3 If you have received a Team/Group access code, **enter your access code**. If you have not received a code and are not joining an existing Team/Group, click **No, I don't have an Access Code**.

- 4 Proceed sign up and enter your email or your phone number.

If you sign up via email, a verification email will immediately be sent to you. Go to your email and click **Confirm your Email**.

If you sign up via phone number, a verification code will immediately be sent to you via text. **Enter the verification code in the app**.

- 5 Finish setting up your account, then **Get Started**.

Join via Email

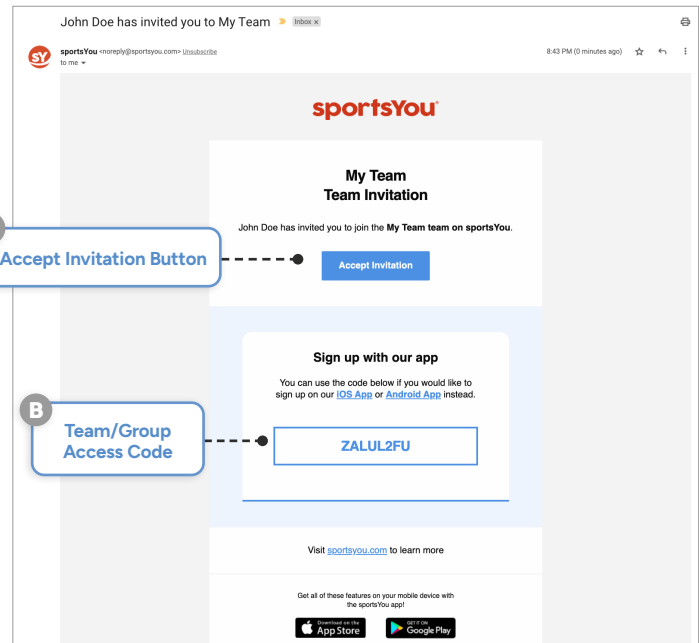
You will have the ability to join sportsYou via email if you have been invited to an already existing team or group.

If you do not have an existing sportsYou Account:

A Proceed with the team/group invitation by clicking the blue Accept Invitation button. You will be asked to confirm your email address. Proceed with your additional account details and finish signing up.

OR

B Sign up for an account via the [app](#) or [website](#). Reference the team/group code in your email invite and get started with your new sportsYou account.



If you have an existing sportsYou Account:

- 1 Proceed with the team/group invitation by clicking the blue Accept Invitation button.
- 2 Log into your existing sportsYou account.
- 3 You have successfully joined the team/group.

OR

- 1 Log into your existing sportsYou account.
- 2 Follow the instructions on [how to Join a Team/Group](#).



Avoid Duplicate Accounts:

If you previously created an account on the app, be sure to **select the LOG IN option on the browser**, located in the top right corner.

If you created an account via the web browser, use the same login credentials when signing onto the application.

Manage Your Profile

Profile Photo

Hover on photo circle next to your name and click to add profile photo.

Cover Photo

Hover on photo space and click to add cover photo.

Settings

Click on the gear icon to edit your account information, account settings, and notification settings.

The screenshot shows a user profile for 'John Doe' with a green profile picture and a blue cover photo featuring sports icons. The navigation bar includes 'Feed', 'Contacts', 'Calendar', and 'Media', along with 'Edit Profile' and a gear icon. A 'Share a post' input field is visible, and a 'Share a Post' modal is open below it. The right sidebar contains 'Intro' and 'Agenda' sections.

Share a Post

Share a post

Schedule Post

Add Photo/Video Attach File/Document Create Poll Color Text Post

Back Next

Core Features



Teams/Groups

Create a team or group in seconds! No limits on how many members or teams you can add.



Feed

Connect with your teams, groups, and sportsYou contacts. Share and view posts with all team and group members in one place.



Chat

Clearly communicate by setting up chats for specific group or team members. Avoid a cluttered reply-all with our one-way chat feature.



Calendar

Keep everyone on the same page with last minute changes. Easily update schedules, share event locations with maps integration and set reminders ahead of time.



Media

Capture your favorite memories with our photo + video storage. Designate a Photographer on your Members tab, enabling members to create albums for events and games.



Files

Easily store Files on your sportsYou account to share on a Team/Group Feed or via Chat.

Teams/Groups

Difference Between a Team and Group

Teams

- By default, a post must be approved by an admin before all team members have access to view the post. The admin can turn this feature off in settings.
- Only admins can start a Team Chat, and the ability for members to message one another individually can be turned on/off by an Admin.
- Members of a team are labeled Coaches, Players, and Family.

Groups

- Groups do not have an Approval Process by default. The admin can adjust these settings.
- Anyone can start a Group Chat, and Members can message each other individually.
- All members are labeled Members.

TIP: Default settings for Teams and Groups can be updated in the team or group settings.

Team/Group Settings

Configure Settings via Website

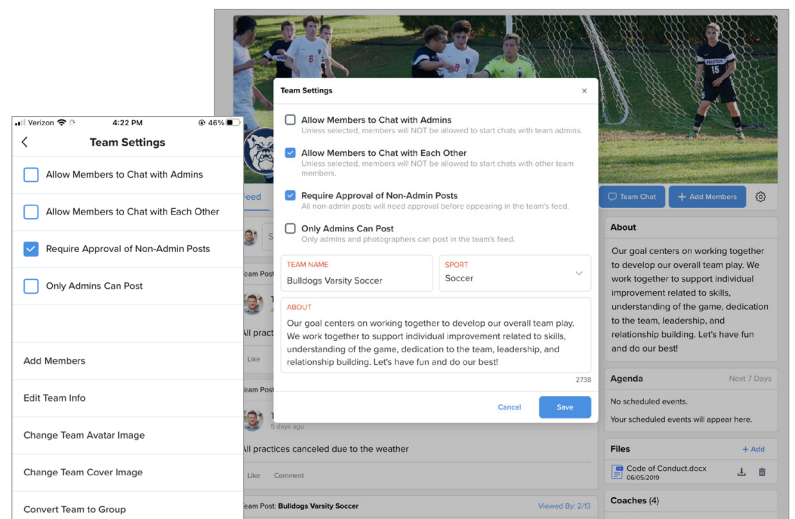
In Team Settings or Group Settings, you can choose to **a)** Allow Members to Chat and **b)** Approve Non-Admin Posts. You can also edit the About section as well as change your team/group name.

1. In far right under the cover photo, click the ⚙️ icon.
2. Click Team Settings or Group Settings.

Configure Settings via App


In Team Settings or Group Settings, you can choose to **a)** Allow Members to Chat and **b)** Approve Non-Admin Posts. You can also do multiple other actions.

1. Tap your team or group, then tap ⚙️ in top right.




Create a Team/Group

Set up via Website

1. In left column, click the  button located next to My Teams or My Groups to create a new team or group.
2. Enter your team/group name, choose a sport, and click Create Team or Create Group.
3. Add members to your team/group.

Set up via App

1. In bottom tray, tap Teams/Groups.
2. Tap floating  button and select Create Team or Create Group.
3. Enter your team/group name and choose a sport.
4. Add members to your team/group.

Add Members to Your Team/Group

There are multiple methods to add members to your team or group whether you are using the sportsYou app or website.

Add Members via QR Code

- Share the QR code image with your members via text, email, image, or AirDrop.

Add Members via Access Code

- Copy your provided access code and send it along to your members via text, email, or download a PDF file with detailed instructions on how to join.

Add Members via Email

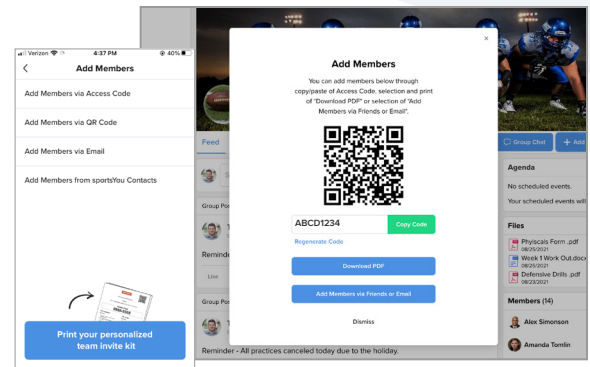
- Manually input individual members' email addresses and assign their role on the team (Coach, Player, Family Member).
- Send invitation to multiple recipients by separating each email address with a space or comma.
- If a desired recipient does NOT have a sportsYou account, add them via email by typing in their email address.

Add Members via sportsYou Contacts

- sportsYou Contacts are all members you have shared a mutual group or team with.
- Select contacts to add to your new team or group and assign their role on the team (Coach, Player, Family Member).

Add Members via Website

1. In left-hand column, select the Team/Group you want to add members to.
2. Click the blue Add Members button located far to the right and select the method that is best for you (QR Code, Access Code, Email, sY Connections).



Add Members via App

1. In the bottom tray, tap Teams/Groups and select the team or group you wish to add members to.
2. At the top of the team/group, tap the Members tab.
3. Tap floating + button and select the method that is best for you (QR Code, Access Code, Email, sY Connections).

TIP: To save time on the website, click the green Copy Code button and share via sportsYou or in a text or email.

Members Tab

Navigate to the Members tab within your team or group to:

View All Members

A list of all members in a selected team/group can be found here. Members will be sectioned by Coaches, Players, and Family.

Add Player Info

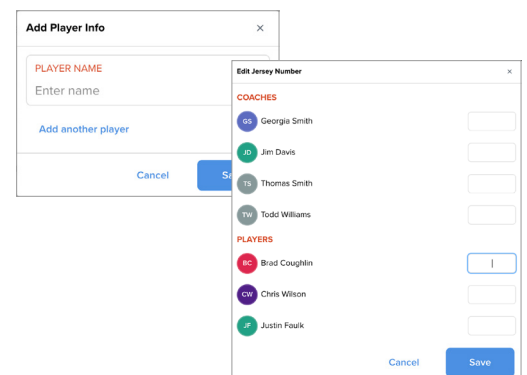
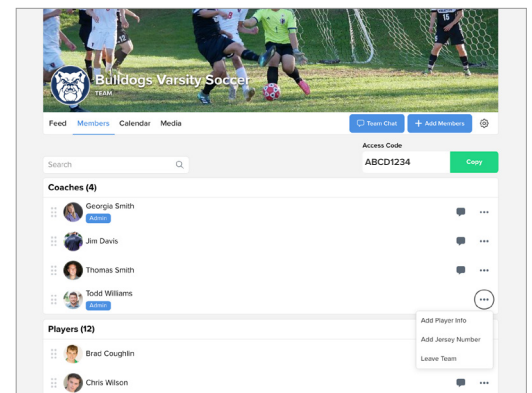
Player info can be used to tag important information to a member of any role type.

Add Jersey Number

Admins may enter a player's designated jersey number.

Change Team Role

Manually assign a member's role on the team (Coach, Player, or Family).



Join a Team/Group

Join via Website


1. From the left-hand column, select the blue Join Teams/Groups button.
2. Enter your provided Team/Group Access Code.
3. Choose your role within the team (Coach, Player, or Family) and click Join Team.

Join via App


1. In the bottom tray, tap Teams/Groups.
2. Select Join in the top right-hand corner and enter your given Team/Group Access Code.
3. Choose your role within the team (Coach, Player, or Family) and click Join Team.

Leave a Team/Group

Leave Team/Group via Website

1. In the left-hand column, select the Team/Group you wish to leave.
2. Click the  icon and select Leave Team.

Leave Team/Group via App

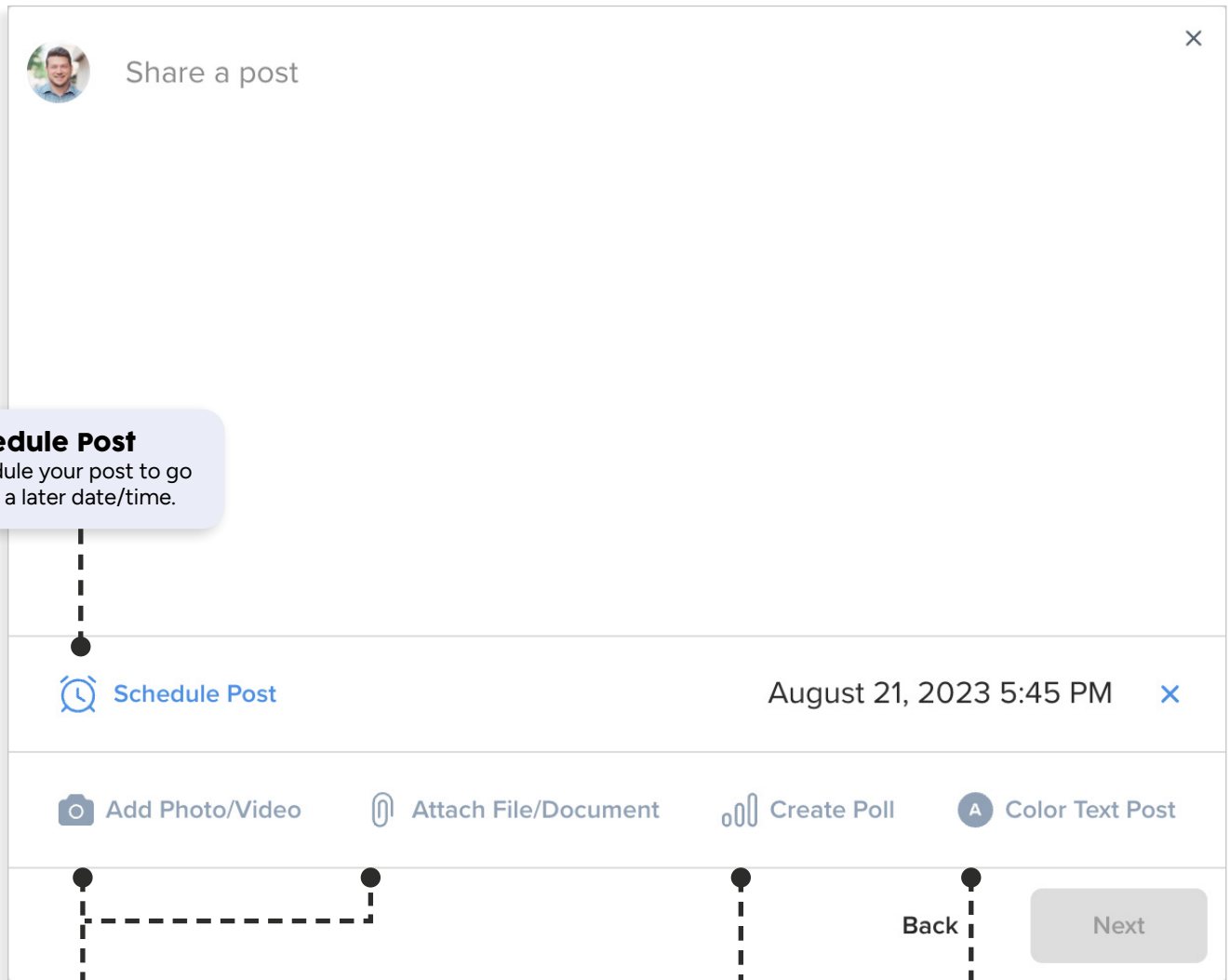
1. In the bottom tray, tap Teams/Groups and select the team you want to leave.
2. Tap the  icon.
3. Scroll to the bottom and select Leave Team.



We encourage sportsYou for all your offseason + preseason communication. You can set up a program-wide team, or invite your graduating student-athletes into an Alumni & Friends Group. **Update your Members as your rosters change each season!**

Feed

Stay connected with your teams, groups, and sportsYou contacts.
Share and view posts all in one place.



Schedule Post

Schedule your post to go live at a later date/time.



Schedule Post

August 21, 2023 5:45 PM X



Add Photo/Video



Attach File/Document



Create Poll



Color Text Post

Back

Next

Include Photos, Videos, Files, and Documents

Create Poll

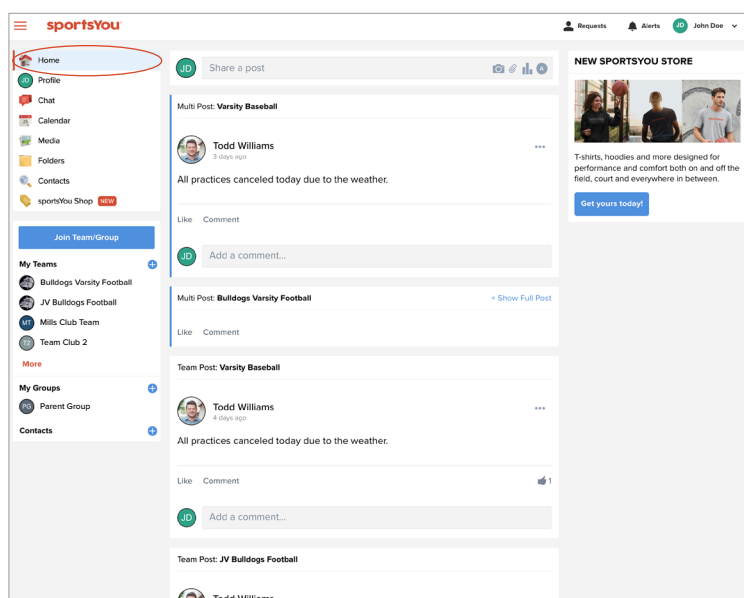
Get instant feedback.

Color Text Post

Make your post stand out with colored visuals.

Difference Between the Home Page Feed and Team/Group Feed

Account Home Page Feed



WEB VIEW



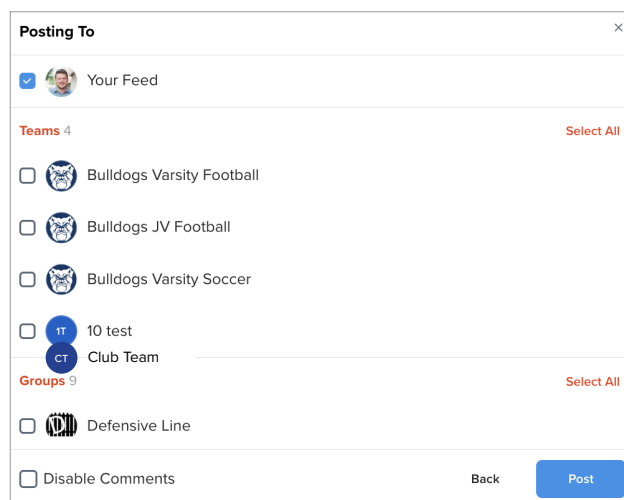
APP VIEW

Your Feed is the default Home page view when you open the sportsYou app or website. All posts from your sportsYou contacts and your teams/groups will aggregate here.

- Posts made from a team/group will appear as **Team Post: [Team Name]** above the post.
- Posts made from sportsYou contacts will appear as the poster's name above the post.

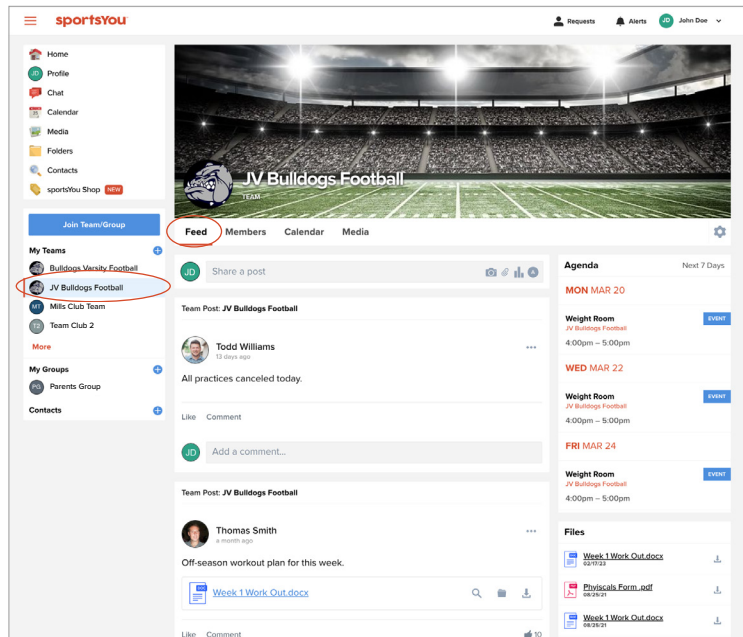
When creating a post from your home page feed, you will have the option to select the audience for your post (Your Feed, a Team, or Group). As a default, none of the options will be pre-selected.

TIP: Posts you share to Your Feed will be shown to your sportsYou Contacts, but in most cases the Feed Post is often sent to selected Teams and Groups selected.

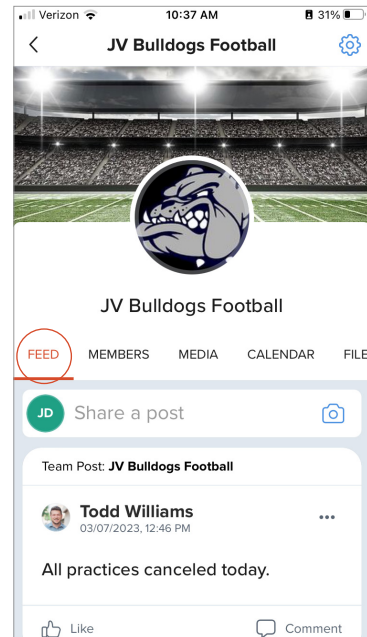


Difference Between the Home Page Feed and Team/Group Feed

Team/Group Feed



WEB VIEW

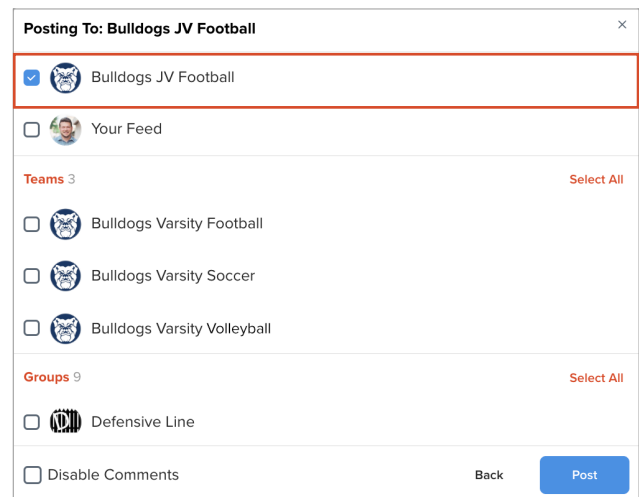


APP VIEW

The Team/Group Feed is the default view when clicking on the respective team or group page. All posts specified for a select team/group can be found here.

- Depending on the settings of your team/group, non-admin posts may need to be approved.

When creating a post in the team/group feed, you will have the option to select which feeds you want to post to. Your team/group feed will be automatically selected by default.



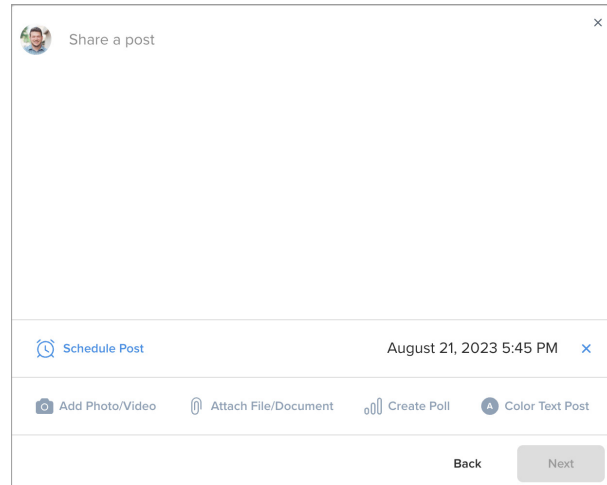
Post to a Team/Group Feed

Post to a Team/Group via Website

1. In left-hand column, select your Team/Group. The Feed tab will be selected by default.
2. Click Share a Post.
3. Create your **New Post** in the default textbox. You can select additional actions for your post:
 - Schedule Post
 - Add Photo/Video
 - Attach File/Document
 - Create Poll
 - Color Text Post

Click **Next**.

4. Select which Teams/Groups you would like to post your message to. If you would like to disable comments, toggle the **Disable Comments** option.
5. Click **Post**.

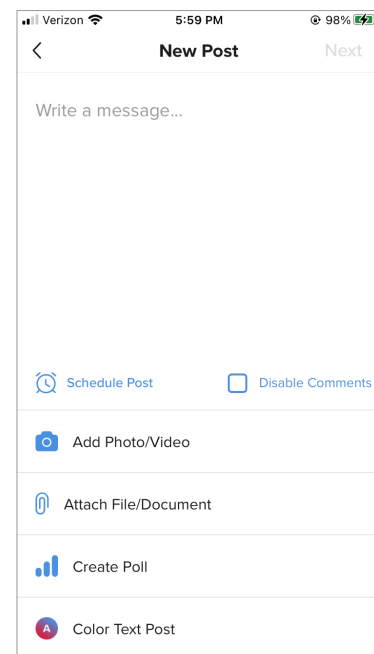


Post to a Team/Group via App

1. In the bottom tray, tap Teams/Groups and select the team you want to post to. The Feed tab will be selected by default.
2. Click Share a Post.
3. Create your **New Post** in the default textbox. You can select additional actions for your post:
 - Schedule Post
 - Disable Comments
 - Add Photo/Video
 - Attach File/Document
 - Create Poll
 - Color Text Post

Click **Next**.

4. Select which Teams/Groups you would like to post your message to. If you would like to disable comments, toggle the **Disable Comments** option.
5. Click **Post**.



TIP: You can *not* add attachments, photos, or videos to a colored text post.

TIP: You can *not* schedule a post that includes a poll.

Post Actions

When creating a new post, you can select additional actions:

1 Schedule Post

Schedule your post to go live at a later date or time.

 Schedule Post

June 5, 2023 2:30 PM ×

June							Time
Su	Mo	Tu	We	Th	Fr	Sa	
							2:15 PM
28	29	30	31	1	2	3	2:30 PM
4	5	6	7	8	9	10	2:45 PM
11	12	13	14	15	16	17	3:00 PM
18	19	20	21	22	23	24	3:15 PM
25	26	27	28	29	30	1	3:30 PM
							3:45 PM

2 Add Photo/Video

Photos and videos will automatically aggregate to the Team/Group Media tab.

 Add Photo/Video

ATTACHMENTS

Drag and drop your file here, or click to select

3 Attach File/Document

Ensure important documents are reaching your Team/Group members.

 Attach File/Document


ATTACHMENTS

Drag and drop your file here, or click to select

4 Create Poll

Receive quick feedback from your Team/Group members.

 Create Poll



×

[+ Add Another Option](#)

POLL ENDS ON
 06/05/2023 12:45 PM

5 Color Text Post

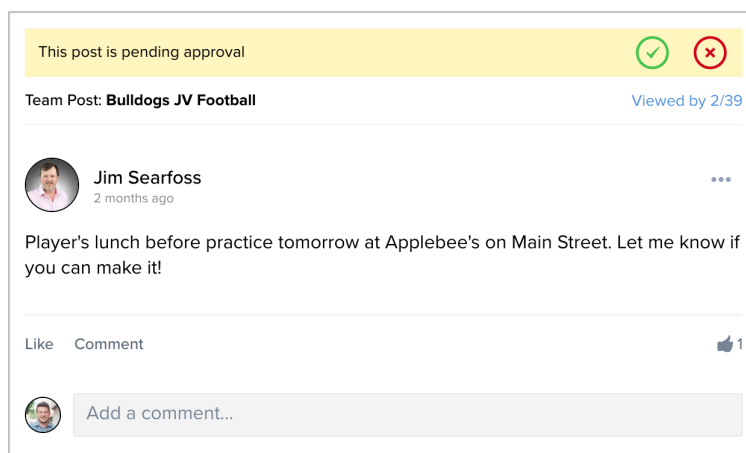
Make your text post stand out with colorful visuals.

 Color Text Post

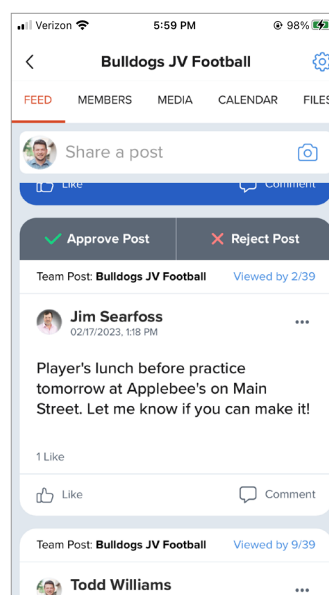
New Post
×

Share a Post

Approving Non-Admin Member Posts



WEB VIEW



APP VIEW

Approve via Website

1. From the left-hand column, select your Team/Group.
2. Locate the non-admin feed post. Above the post, a green check mark and a red X will appear.
 - Click the green check mark to approve the post to go live to your team/group.
 - Click the red X to deny the post from going live to your team/group.

Approve via App

1. In the bottom tray, tap your Team/Group.
2. Locate the non-admin feed post. Above the post, a green check mark and a red X will appear.
 - Click the green check mark to approve the post to go live to your team/group.
 - Click the red X to deny the post from going live to your team/group.

Chat

Start a Chat

Start a New Chat or New Team/Group Chat.

Members

See full list of members included in the chat.

Chat Settings

Open in Chat Window in your browser or leave a chat.

The screenshot shows the SportsYou chat interface. On the left is a 'Chat' sidebar with a 'New Chat' button and a list of chat items: 'Uniforms' (4 months ago), '2023 Bulldogs Varsity Football' (9 months ago), and '2023 JV Bulldogs Football' (a year ago). The main chat window is titled '2023 JV Bulldogs Football' and shows a message from 'Todd Williams' (a year ago) that says 'JV - Make sure to wear your blue jerseys to the varsity game on Friday.' A yellow bar at the top of the chat window reads 'Sender has disabled replies'. Callout boxes with dashed lines point to various elements: 'Start a Chat' points to the 'New Chat' button; 'Members' points to the member icon (40); 'Chat Settings' points to the gear icon; 'All Chats' points to the chat list; 'Reaction Button' points to the thumbs-up icon; and 'Disabled Reply' points to the yellow bar.

All Chats

All individual and group chats are found here.

Reaction Button

Click to 'thumbs up' a message.

Disabled Reply

If your team/group admin has disabled replies to a chat, a yellow bar will notify you at the top.

Difference Between Chat and Team/Group Chat

Chat

- Create a Chat with anyone in your [sportsYou Contacts](#).
- No need to create a new Team/Group for a smaller circle. Use Chat (*Chat Group on sY app*) to communicate multiple sportsYou Contacts without including all members of an given team/group.

Team/Group Chat

- Create a Chat with a select Team/Group. This will automatically include all team/group members.

Create a New Chat

Create via Website

1. In the left column, visit the Chat page.
2. Click the blue **New Chat Button** and select to create a **New Chat** or **New Team/Group Chat**.
3. Write your message in the default text box. Include optional files/attachments in your message.
4. Select the recipients of your message. If you want to send a message to your entire team/group, select the checkbox next to **Include All Members** option.
5. Toggle the **Disable Replies** button in the menu if you want to prohibit replies to your chat.
6. Click **Send**.

Create via App

1. In the bottom tray, tap **Chat**.
2. Click the floating **+** button to select a new **Chat**, **Chat Group**, or **Team/Group Chat**. Click **Start**.
 - **Chat**: Message specific individuals in your sportsYou Contacts.
 - **Chat Group**: Message multiple individuals in your sportsYou Contacts.
 - **Team/Group Chat**: Message all of the members in your Team/Group (option: disable replies).
3. Write your message in the default text box. Include optional files/attachments in your message.
4. Click **Send**.

Need to Reach Your Coach?

Visit your Team settings and toggle the **Allow Members to Chat with Admins** setting.*

*In Groups, *all* members have the authority to start chats.

[See more Chat Settings →](#)

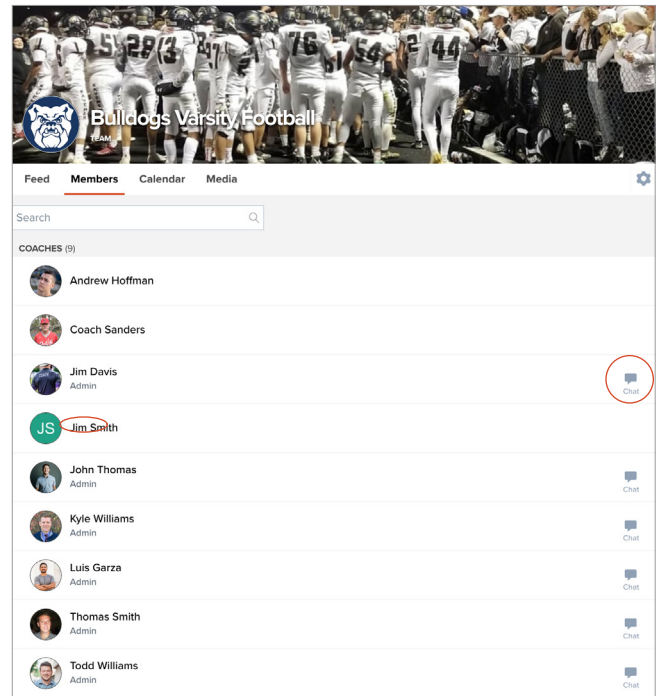
Access Team/Group Chat Settings

Access Settings via Website

1. In the left-hand column, select your Team/Group.
2. In the top right corner, click the ⚙️ icon, then Team Settings.
3. Toggle the options for your group:
 - Allow Members to Chat with Admins
 - Allow Members to Chat with Each Other
4. Click Save.

Access Settings via App

1. In the bottom tray, tap your Team/Group
2. In the top right corner, click the ⚙️ icon.
3. Toggle the options for your group:
 - Allow Members to Chat with Admins
 - Allow Members to Chat with Each Other
4. Click Back. Changes will save automatically.



If your settings allows members to chat with admins, you will see a chat bubble next to their name on the Members Tab.



Safety Feature Highlight

Your school district administration has the ability to request a history of **any** messaging involving students in your school district that occurs on sportsYou, regardless of your selected team/group Chat settings.

Calendar

Print

Create Event or Game

Schedule meeting times, invite recipients, and add reminders.

Subscribe

Export sportsYou calendars to other calendar apps.

Calendar View

Toggle between Day, Week, Month, and Year view.

The screenshot displays the sportsYou calendar interface. On the left, there is a sidebar with a '+ Create Event' button and a 'My Calendar' section containing 'Personal Calendar'. Below this are sections for 'Teams (4)' and 'Groups (9)', each with a 'Hide' option and a list of items with colored circular indicators. The main area shows a weekly calendar for December, with days of the week as columns and dates as rows. Events are represented by colored bars within the date cells, such as '1:00pm Film Session' (green), '7:00am Weight Room' (pink), and '4:00pm Practice' (teal). At the top right of the calendar, there are navigation arrows, a 'Today' button, a 'Print' icon, and view toggle buttons for 'Day', 'Week', 'Month', and 'Year'. An overlaid window on the right shows a month view for May, with the 20th selected. At the bottom right, a navigation bar includes icons for Home, Chat, Teams/Groups, Calendar (with a '+' icon), and Alerts.

My Calendars

Team and Group calendars are separated. Toggle to view select calendars.

Events List

View your scheduled events/ games on a select day.

Create Event or Game

Create a Calendar Event/Game

Create Calendar Event or Game via Website

1. In left-hand column, click Calendar.
2. Click blue Create Event button and select between Event or Game.
3. Add event or game details:
 - Event Name or Opponent Name
 - Location / Date / Time
 - Select your Personal or Team Calendar for your event
 - Add a Description, Attachments, and Reminder Notification Settings
4. Add recipients to send event invitations to select teams/groups, or individuals.
5. Click Save in the top right-hand corner.

New Event [Cancel] [Save]

Event | Game

EVENT

Event name

Notify all recipients of new event

LOCATION

Enter a location

DATE/TIME United States - Eastern Time

02/08/20: 12:00pm to 02/08/20: 1:00pm

All Day Repeat Remove end time

CALENDAR

My Team

DESCRIPTION

Add a note or description

ATTACHMENT

+ Add attachment

ADD RECIPIENTS

Enter name or email

Mills Club Team

CONTACTS Select All

TEAMMATES Select All

Alan Goulet

Alex Simonson

Amanda Noel

Amanda Tomlin

Andrew Hoffman

Anthony Caruso

Bernard Tompkins

Billy Simmons

Bob Hopper

Brad Coughlin

Bryce Lock

RECIPIENTS 0

Allow everyone to view attendance

TIP: Creating multiple events at once? Uncheck this box to avoid notifying members with each separate event.

Create Calendar Event or Game via App

1. In the bottom tray, tap Calendar.
2. Tap floating button in the bottom right and select between Create Event or Create Game.
3. Add event or game details.
4. Add recipients to send event invitations to select teams/groups, or individuals.
5. Click Save in the top right-hand corner.

TIP: The events on your personal calendar are only visible to you.

9:41 [Back] [Save]

New Event

New Event | Game

Enter event name

Choose a calendar

Event location

Notify all recipients of new event

START DATE/TIME

Mon, May 20 12:00 PM

All Day Event

END DATE/TIME

Mon, May 20 1:00 PM

Remove End Time

Event does not repeat

REMINDERS

None 0 Minutes

ADD RECIPIENTS

Enter name or email

Add a note or description

Add Attachment

RECIPIENTS 3

Wildcats Soccer

COACHES 2

PLAYERS 1

FAMILY 0

ADD RECIPIENTS 0

Allow everyone to view attendance

Import a Calendar

Import via Website

1. In left-hand column, click **Calendar** and locate which Team you'd like to import your calendar to.
2. Select the dropdown arrow next to your chosen team and click **Import External Calendar**.
 - Enter the URL of the calendar you'd like to import in the iCalendar URL box and adjust your preferred settings.
 - If you have an Internet Calendaring and Scheduling (ICS) file, upload your ICS file.

TIP: If you are importing a Google Calendar URL, you want to copy the link that says, "Public address in iCal format."

Export a Calendar

Export Calendar via Website

1. In left-hand column, visit the **Calendar** page and click **Subscribe**.
2. Choose which calendars you want to subscribe to. Additional options allow you to select which events will be included (*Include Games, Include Events, Include Reminders*).
3. Copy the URL to export your sportsYou calendars to your Google Calendar, Apple iCal, or Microsoft Outlook Calendar.

Export Calendar via App

1. In the bottom tray, tap **Calendar**.
2. Tap **Export** in the bottom right and choose which calendars and events you'd like to export.
3. Click **Subscribe** – Selected events/games/reminders will export to the default calendar application on your device .
4. If you want to export a sportsYou calendar to another application, copy the URL and paste into your desired calendar application.

Export/Subscribe to sportsYou Calendar

Bring your sportsYou Calendar(s) to one of our supported platforms (**Apple iCal, Google Calendar, Microsoft Outlook**) and get all of your games/events to automatically show up in one place. For step-by-step instructions on how to subscribe to Apple iCal, Google Calendar and Microsoft Outlook, [click here](#).

<https://calendar.sportsyou.com/access/us-19f5cec4-5337-41f4-8267-cd4f502035f> Copy URL

Choose the calendars that you want to subscribe to below. Click the arrow for more options.

▼

Personal Calendar

On

Include Games
 Include Events
 Include Reminders

▶

2023 Bulldogs Varsity Football Calendar

On

▶

2023 JV Bulldogs Football Calendar

Off

▶

My Team Calendar

Off

▶

Mills Club Team Calendar
Varsity Season Calendar

On

Done

Media

Upload, post, and store your team photos/videos. Create albums for every event for easier access to your favorite memories.

Media View

Toggle between Photos, Videos, and Albums.

The screenshot displays the 'Media View' interface. At the top, there are three tabs: 'Photos', 'Videos', and 'Albums'. The 'Photos' tab is selected. Below the tabs is a grid of photos. The first photo in the grid is a placeholder with a plus sign and the text '+ Upload Photos'. The other photos show various sports activities: a player in a red jersey, a player in a blue jersey running with the ball, a player in a blue jersey running through an obstacle course, a player in a blue jersey performing a drill with weights, and a player in a blue jersey running with the ball. A 'New Album' dialog box is open in the bottom right corner, featuring a close button (x), a label 'ALBUM TITLE', a text input field with the placeholder 'Enter album title', and a button with a plus sign and the text '+ Upload Media'.

Album View

Organize your media for ease and accessibility.

Difference Between Media and Team/Group Media

Media

- Located on the left-hand column under Media. All media files you post to Your Feed and your Team/Group Feeds will aggregate here.

Team/Group Media

- Located within the Media tab of a select Team/Group. Only the media that has been posted/uploaded to your designated Team/Group will aggregate here.
- Only Admins or designated Photographers can upload media to a team/group without admin approval.

Utilize Albums for a Team/Group

Albums are easy to use and allow you to organize all of your media.

- Within your respective Team/Group, find Albums under the Media tab.
- Albums can be created by admins or designated photographers.
- Create separate albums by category for ease and accessibility (see below for examples).

TIP: All media that is uploaded to an album will automatically aggregate to the Photo or Video tab.

Example Team:

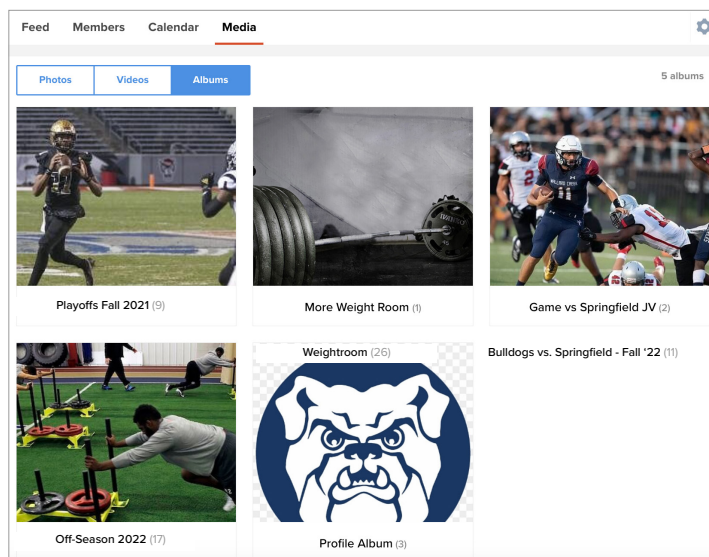
Bulldogs JV Football

- Album 1: Playoffs Fall 2021
- Album 2: Weightroom
- Album 3: Bulldogs vs. Springfield - Fall '22
- Album 4: Off-Season 2022

Example Group:

Regional High School Football Family Members 2023

- Album 1: Varsity Photos 2023
- Album 2: Varsity Videos 2023
- Album 3: JV Photos 2023
- Album 4: JV Videos 2023



WEB VIEW: Bulldogs JV Football Albums

Assign a Photographer to Your Team/Group

Allows select members to post photos and videos to the feed without admin approval. Photographers can also create albums and organize all digital assets (photos/videos).

Assign Photographer via Website

1. In left-hand column, select your Team/Group and navigate to the Members tab.
2. Locate the member whose role you wish to change and click Edit, then select Make Photographer.

Assign Photographer via App

1. In the bottom tray, tap Teams/Groups.
2. Select your Team/Group and navigate to the Members tab.
3. Locate the member whose role you wish to change, click Options, then select Make Photographer.


TIP: Posting a photo/video in your team/group feed will aggregate in your personal media tab.

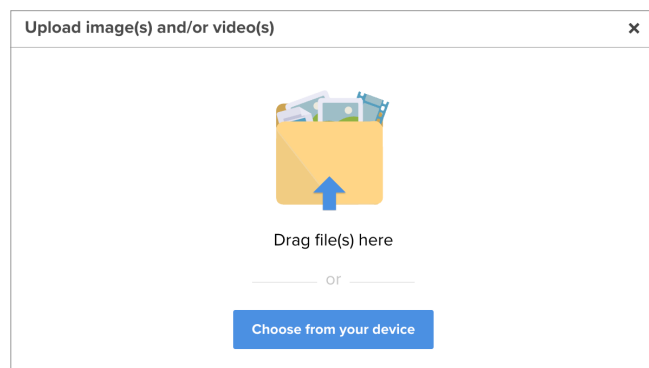
Upload Photos or Videos to Your Team/Group

Upload via Website

1. In left-hand column, select your Team/Group and navigate to the Media tab.
2. Click Upload, then select or drop in your photos and videos you want to add to the team/group.

Upload via App

1. In the bottom tray, tap Teams/Groups. Select your Team/Group and navigate to the Media tab.
2. Click floating  button and select Upload Media.
3. Add your photos and videos from the Camera or Image Library.



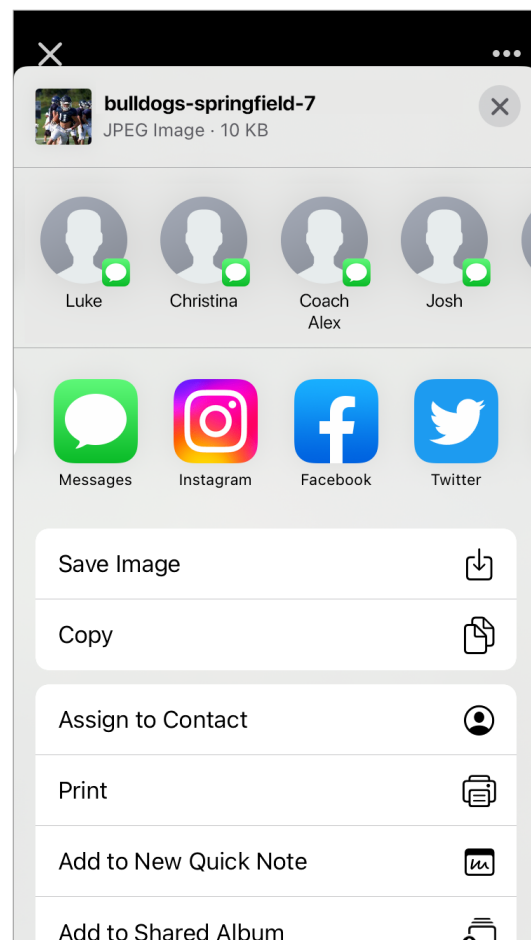
TIP: Photos and videos uploaded to the media tab will *not* be automatically posted to the team/group feed, but *can* be posted manually.

Share Media to Your Social Accounts

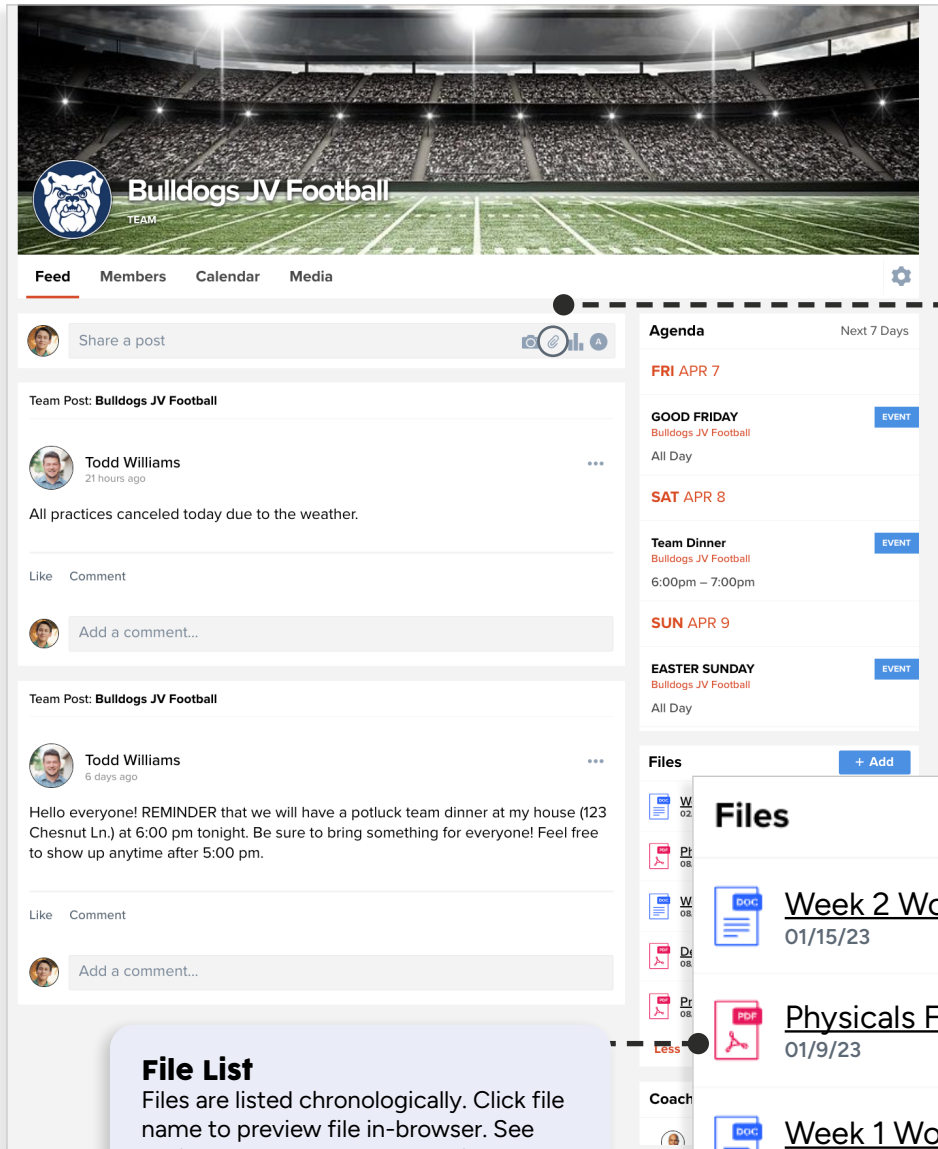
App Only

Easily re-share your team/group photos and videos to your third-party social media platform.

1. In the bottom tray, tap **Teams/Groups** and select the team/group you want to share photos from.
2. From the **Media** tab, select the photo/video you wish to share.
3. Tap the **⋮** button in the top right corner and select **Share Externally**.
4. Sharing options will aggregate on the screen. Select the platform you'd like to share your media to:
 - Messages (Text), Facebook, Instagram, Twitter, Email, etc.



Files



Quick Upload to Post

Click the paperclip icon shortcut to easily upload a file to your new feed post.

Add/Upload File

File List

Files are listed chronologically. Click file name to preview file in-browser. See options to download, save to folders, send via chat, and post to feed.

Download File

Share a New File on a Team/Group Feed Post

Post New File to Feed via Website

1. In the left-hand column, select your Team/Group. Create your new post in the default textbox.
2. Click the **Attach File/Document** button at the bottom of the New Post menu.
3. Upload your desired file/s by **dragging and dropping** them into the Attach Files menu, or click **Choose from your Device**. Click **Next**.
4. (Optional) Post your file to other teams/groups by selecting additional audiences for your post.
5. Click **Post**.

Post New File to Feed via App

1. In the bottom tray, tap **Teams/Groups** and select the team you want to post to. Create your post in the default textbox.
2. Click the **Attach File/Document** button at the bottom of the New Post menu. Select your desired file/s and click **Open**. Click **Next**.
3. (Optional) Post your file to other teams/groups by selecting additional audiences for your post.
4. Click **Post**.

TIP: When posting a new file to your team/group feed, the file will **automatically aggregate** to the Files section of your team/group for easy accessibility.

Share an Existing File on a Team/Group Feed Post

Web Only

Repost an existing file without scrolling through your entire feed.

1. In the left-hand column, select your Team/Group. Locate the Files menu to the right of the feed.
2. Click the name of the file you want to post.
3. A file preview will open. Click **Post to Feed**.
4. Create your new post in the default textbox.
5. In the dropdown menu, **revise/add the audience** for your post.
6. Click **Post**.

