



SportsEngine - How to and Instructions

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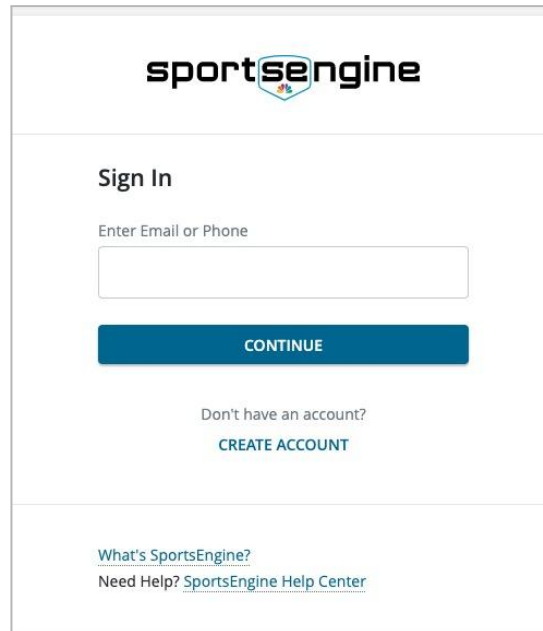
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How to Sign in to My SportsEngine Account

1. Sign in [HERE](#) or navigate your organization's site and click **Sign In** in the upper right-hand corner.
 - You will be redirected to sportsengine.com if you are already signed in to your account.
2. Enter the "Email Address" associated with your account. If you're unsure of what email address to use, try entering your "Phone Number" to find your account.

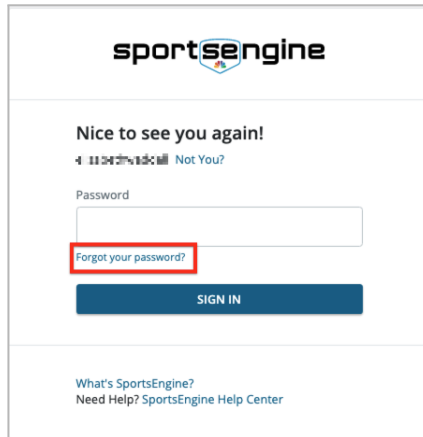


The screenshot shows the SportsEngine sign-in interface. At the top is the SportsEngine logo. Below it is the heading "Sign In". A text input field is labeled "Enter Email or Phone". Below the input field is a blue "CONTINUE" button. Underneath the button is the text "Don't have an account?" followed by a blue "CREATE ACCOUNT" link. At the bottom of the page are two links: "What's SportsEngine?" and "Need Help? SportsEngine Help Center".

3. Click **Continue**.
 - If your account is not found with the information you've entered, try using a different email or your phone number before creating a new account.
4. Enter your "Password," then click **Sign In**.
5. To access WBRL, in the top right corner, select **My Organizations**, then **Westport Babe Ruth League**.

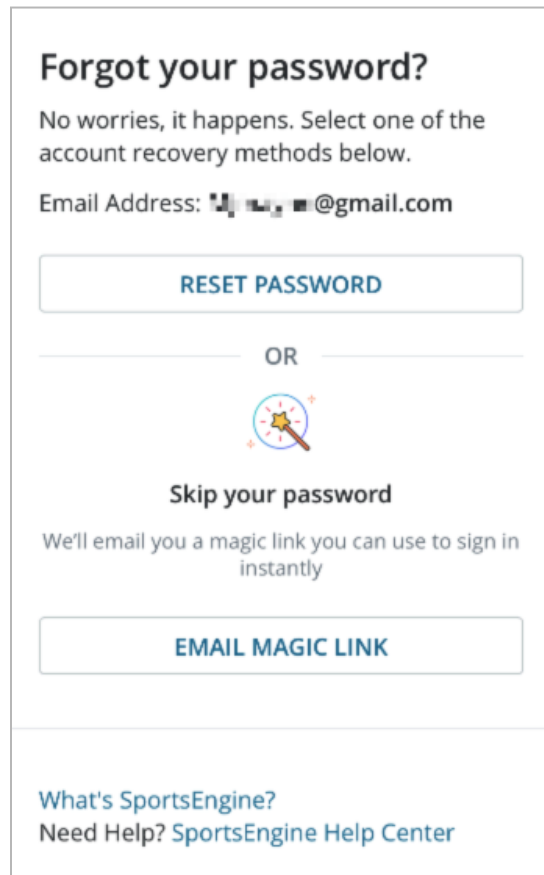
Forgot your password?

1. Click **Forgot your password?** on the *Enter Your Password* screen.



The screenshot shows the SportsEngine login interface. At the top is the SportsEngine logo. Below it, the text reads "Nice to see you again!" followed by a "Not You?" link. There is a "Password" input field. A red rectangular box highlights the "Forgot your password?" link located below the password field. Below the link is a blue "SIGN IN" button. At the bottom of the page, there are links for "What's SportsEngine?" and "Need Help? SportsEngine Help Center".

2. Select either **Reset Password** or **Email Magic Link**.
3. Follow the prompts:



The screenshot displays the "Forgot your password?" screen. The title "Forgot your password?" is at the top. Below it, the text says "No worries, it happens. Select one of the account recovery methods below." The email address "Email Address: [redacted]@gmail.com" is shown. There are two main options: a "RESET PASSWORD" button and an "EMAIL MAGIC LINK" button. Between these buttons is a section titled "Skip your password" which includes a magic wand icon and the text "We'll email you a magic link you can use to sign in instantly". At the bottom, there are links for "What's SportsEngine?" and "Need Help? SportsEngine Help Center".

Viewing Registrations

1. After signing into the WBRL organization on SportsEngine (see [sign in instructions](#) above), the current registration should appear on the Home screen.
 - If registration does not appear or if you would like to view a different registration, select **Registration** in the left side toolbar, then **Registrations**.
2. The default Quick Report that appears at the bottom of the registration screen only contains player names, DOB, account email (and other information most people do not need to review).
 - Any information captured on the registration can be included in the Quick Report by checking it off under Fields. Common fields to include are:
 - First Name, Last Name
 - Birthdate
 - Guardian First Name, Guardian Last Name
 - Phone Number 1, Phone Number 2,
 - Email
 - Previous Team (under Player Profile)

Registrations

Registrations Store Items Discounts

Quick Report Saved Reports Messages Discounts Events [How do I create a report or filter data?](#)

▼ **Fields**
(Choose the information you'll see)

▼ **Player & Guardian Information** ☐ Select All

<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> City	<input type="checkbox"/> Occupation
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Would you like to add a Second Guardian's Information?
<input type="checkbox"/> Middle Initial	<input type="checkbox"/> Country	<input type="checkbox"/> Would you like to volunteer as a Coach or Assistant Coach?
<input checked="" type="checkbox"/> Birthdate	<input type="checkbox"/> Zip	<input type="checkbox"/> Volunteer Options
<input type="checkbox"/> Gender	<input type="checkbox"/> Guardian First Name	<input type="checkbox"/> Parent/Guardian 2 First Name
<input type="checkbox"/> Player Profile Picture	<input type="checkbox"/> Guardian Last Name	<input type="checkbox"/> Parent/Guardian 2 Last Name
<input type="checkbox"/> Player Birth Certificate choice	<input type="checkbox"/> Phone Number 1	<input type="checkbox"/> Parent/Guardian 2 Phone
<input type="checkbox"/> Player Birth Certificate	<input type="checkbox"/> Phone Number 2	<input type="checkbox"/> Parent/Guardian 2 Email
<input type="checkbox"/> Address 1	<input type="checkbox"/> Email	<input type="checkbox"/> Employer
<input type="checkbox"/> Address 2	<input type="checkbox"/> Employer	<input type="checkbox"/> Occupation

▶ **Player Profile** ☐ Select All

▶ **Organization Options** ☐ Select All

▶ **Waiver** ☐ Select All

▶ **Extra Data** ☐ Select All

3. Registration information can also be filtered but requires the use of a rule. For example, to only see player registrations who answered the “Divisions Played in Last Year” field as Minor, the following filter can be used:

The screenshot shows a web interface for creating a quick report. At the top, there are navigation tabs: 'Registrations' (selected), 'Store Items', and 'Discounts'. Below this is a sub-navigation bar with 'Quick Report' (selected), 'Saved Reports', 'Messages', 'Discounts', and 'Events'. A link 'How do I create a report or filter data?' is on the right. The main area is divided into sections: 'Fields' (Choose the information you'll see), 'Filters' (Include entries matching these conditions), and 'Sort' (Choose sort fields). The 'Filters' section contains a 'Match' dropdown set to 'All' and the text 'of the following rules:'. Below this is a rule builder interface with a text input containing 'Division Played in Last Year', a dropdown set to 'is', another dropdown set to 'Minor', and an 'Add Condition' button. A blue 'UPDATE QUICK REPORT' button is centered at the bottom. At the very bottom, there are utility icons for 'Fullscreen', 'Print', 'Send Message', 'Create Group', 'Export to Excel (.csv)', and 'Save As...'.

4. You can also sort the data appearing on the Quick Report. For example, if I wanted to see the registrations sorted by the date of birth of each player, I could use the following sort:

Registrations

Registrations Store Items Discounts

Quick Report Saved Reports Messages Discounts Events [How do I create a report or filter data?](#)

▶ **Fields**
(Choose the information you'll see)

▶ **Filters**
(Include entries matching these conditions)

▼ **Sort**
(Choose sort fields)

Sort by: Birthdate Ascending x

Add a Sort (Maximum of four allowed)

UPDATE QUICK REPORT

5. Make sure to select **Update Quick Report** after changing the Fields, Filters and/or Sort.
6. To save the report for future use, select **Save As...** The report can also be exported to Excel (.csv file type).

Registrations

Registrations Store Items Discounts

Quick Report Saved Reports Messages Discounts Events [How do I create a report or filter data?](#)

▶ **Fields**
(Choose the information you'll see)

▶ **Filters**
(Include entries matching these conditions)

▶ **Sort**
(Choose sort fields)

UPDATE QUICK REPORT

Fullscreen Print Send Message Create Group Export to Excel (.csv) **Save As...**

7. Go to **Saved Reports** to view it in the future or to mark it as the **Default Quick Report**:

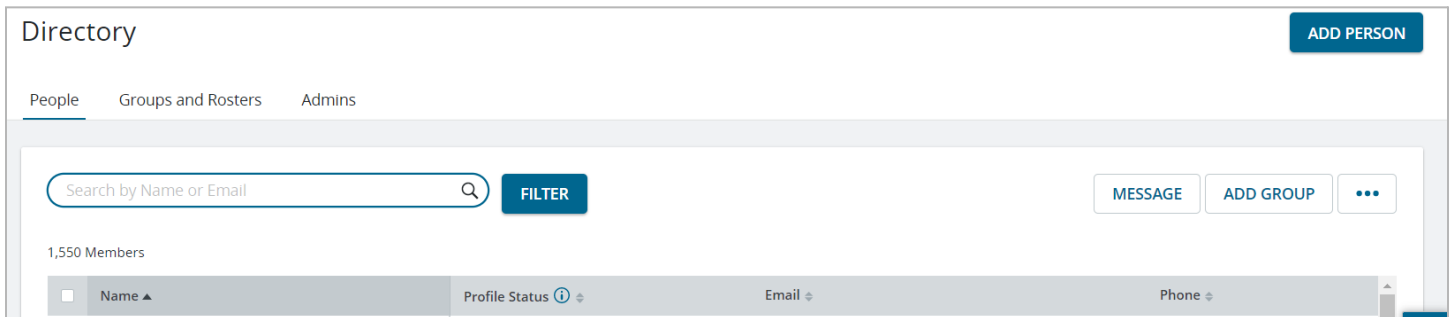
CREATE REPORT

[Learn more about saved reports](#)

Report Name	Qty	Actions	Created at
2023 Minor Players by DOB	8	Mark as Default Quick Report X Delete Report	01/10/2023

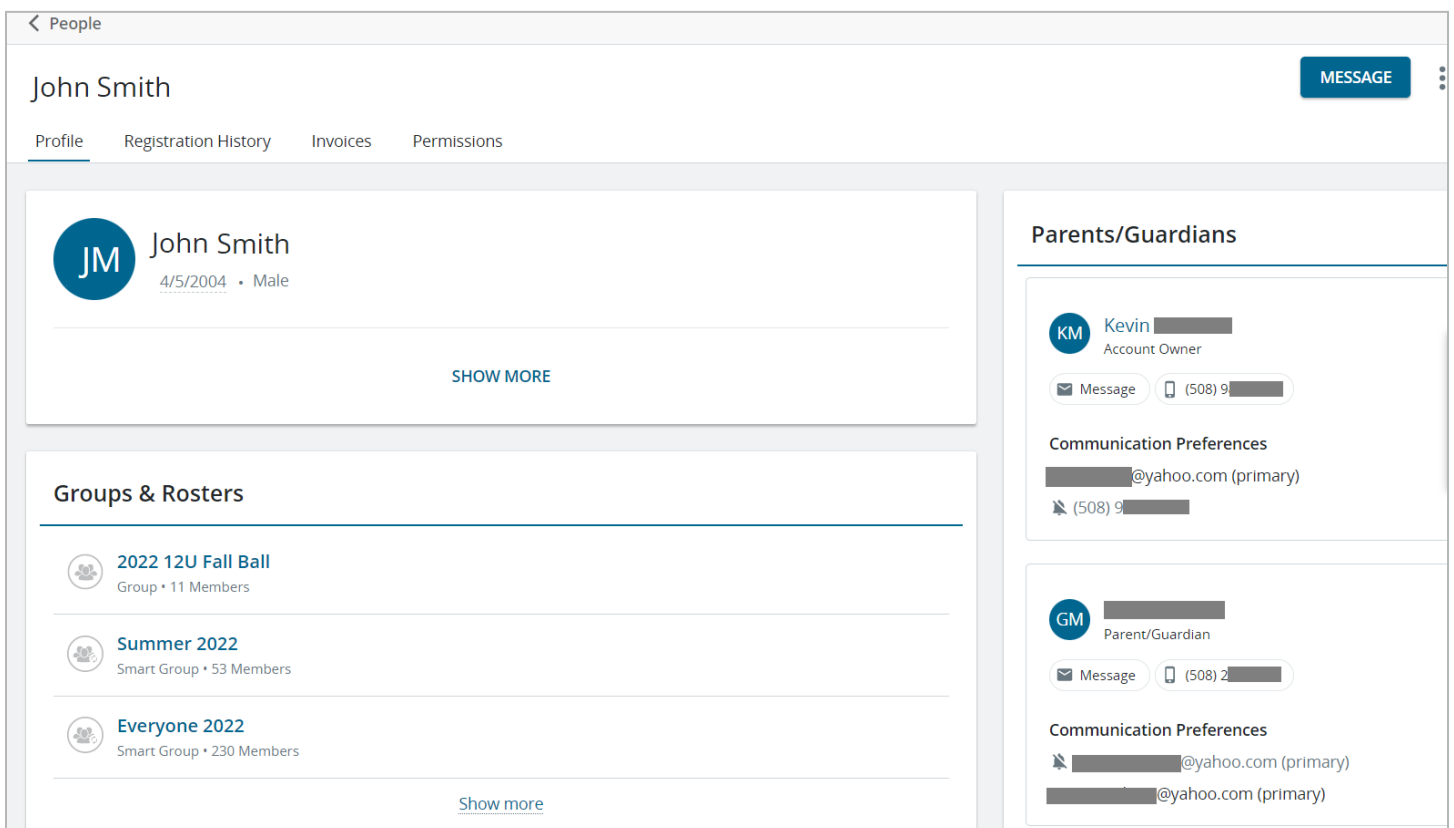
Viewing the Member Directory

1. After signing into the WBRL organization on SportsEngine (see [sign in instructions](#) above), select **Members** in the left side toolbar, then **Directory**.
2. A player can be located by entering their name into the search bar (or the parent/guardian name they are associated to):



The screenshot shows the 'Directory' page in the SportsEngine interface. At the top right is an 'ADD PERSON' button. Below the title are tabs for 'People', 'Groups and Rosters', and 'Admins'. A search bar labeled 'Search by Name or Email' with a magnifying glass icon and a 'FILTER' button is present. To the right of the search bar are buttons for 'MESSAGE', 'ADD GROUP', and a three-dot menu. Below the search bar, it indicates '1,550 Members'. A table header is visible with columns: 'Name' (with a dropdown arrow), 'Profile Status' (with a help icon and dropdown arrow), 'Email' (with a dropdown arrow), and 'Phone' (with a dropdown arrow).

3. Once a member has been selected, you can see their name, DOB, previous groups they belonged to (such as 2022 12U Fall Ball), and parent/guardian phone numbers and email addresses. Registration information for this player can be viewed on the Registration History tab if necessary:



The screenshot shows the profile page for 'John Smith'. At the top left is a back arrow and the text '< People'. The name 'John Smith' is displayed prominently, with a 'MESSAGE' button to the right. Below the name are tabs for 'Profile', 'Registration History', 'Invoices', and 'Permissions'. The profile section includes a circular avatar with 'JM', the name 'John Smith', and the date of birth '4/5/2004' and gender 'Male'. A 'SHOW MORE' button is located below this information. The 'Groups & Rosters' section lists three groups: '2022 12U Fall Ball' (Group • 11 Members), 'Summer 2022' (Smart Group • 53 Members), and 'Everyone 2022' (Smart Group • 230 Members). A 'Show more' link is at the bottom of this section. The 'Parents/Guardians' section on the right lists two individuals: 'Kevin [redacted]' (Account Owner) with a 'Message' button and phone number '(508) 9[redacted]', and '[redacted]' (Parent/Guardian) with a 'Message' button and phone number '(508) 2[redacted]'. Both have communication preferences listed as '[redacted]@yahoo.com (primary)' and a phone number '(508) 9[redacted]'.

Assigning Players and Coaches to Teams

1. After signing into the WBRL organization on SportsEngine (see [sign in instructions](#) above), select **Competition** in the left side toolbar, then **Rostering**.
2. To assign players, select players from the current year/season's registration under Select a List of People of People:

Rostering

Assign Players Assign Staff Transfer People

People

Select a List of People

Member Directory (1550)

Registrations

- 2023 Westport Babe Ruth League Registration
- 2022 Westport Babe Ruth League Fall Registration
- 2022 Westport Babe Ruth League Summer Registration
- 2022 Westport Babe Ruth League Registration

Searching...

Teams (97 Results)

NAME ▲	PLAYERS ◊	STAFF ◊	DIVISION ◊	...
District Team 10 U 2021	12	4	..	
District Team 10 U 2022	12	3	..	
District Team 12 U 2021	12	3	..	
District Team 12 U 2022	10	2	..	
District Team 8 U 2021	10	4	..	
District Team 8 U 2022	12	4	..	
Major League Astros 2019	11	1	..	
Major League Astros 2020	11	0	..	
Major League Astros 2021	10	3	..	
Major League Astros 2022	10	2	..	
Major League Merc				

1 - 25 of 97 Teams

3. After selecting the correct registration, you can search by player name by clicking on the magnifying glass:

Rostering

Assign Players Assign Staff Transfer People

People (25 Results)

SEARCH FILTER

Current Filters 1

<input type="checkbox"/> NAME ▲	DATE OF BIRTH ◊	GENDER ◊	TEAMS ◊	...
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4. Assigning a player to a team can be done by dragging and dropping the name from the left **People** column, into the right **Teams** column.
 - To shorten the list of teams appearing in the right column, use the magnifying glass and enter keywords using commas between them. For example: **2022, Minor** will show all Minors teams that are available for the 2022 spring season (2023 will be created shortly).

Rostering

Assign Players Assign Staff Transfer People

People (3 Results) FILTER

Current Filters 2022 Westport Babe Ruth League Registration Keyword Search: john

NAME	DATE OF BIRTH	GENDER	TEAMS
<input type="checkbox"/> Smith, John	2005-06-30	M	Minor League ...

Teams (5 Results) FILTER

Current Filters 2

NAME	PLAYERS	STAFF	DIVISION
Minor League A's 2022	12	3	--
Minor League Cardinals 2022	10	3	--
Minor League Pirates 2022	11	3	--
Minor League Red Sox 2022	10	3	--
Minor League Tigers 2022	11	3	--

5. To assign coaches to a team, select **Assign Staff** (instead of Assign Players) and choose Member Directory for Select a List of People. Follow steps 3 and 4 above to assign coaches to a team.

Rostering

Assign Players Assign Staff Transfer People

People

Select a List of People

Member Directory (1550)

Registrations

2023 Westport Babe Ruth League Registration

2022 Westport Babe Ruth League Fall Registration

2022 Westport Babe Ruth League Summer Registration

2022 Westport Babe Ruth League Registration

Searching...