

How to RSVP in the SportsEngine App

A Quick Guide for Chaska Juniors Volleyball Club Parents

Chaska Juniors Volleyball Club | April 2026

1. Why Your RSVP Matters

We know your family's schedule is busy — between school, work, and everything in between, there's a lot to juggle! Taking a quick moment to RSVP for each practice, game, and tournament makes a bigger difference than you might think:

- **Helps coaches plan ahead** — When coaches know who will be at practice or a game, they can prepare drills, formations, and lineups in advance rather than scrambling at the last minute.
- **Ensures fair and organized team activities** — Knowing attendance helps coaches make sure every player gets the attention and playing time they deserve.
- **Keeps communication clear** — Your RSVP gives the whole coaching staff and team manager an at-a-glance view of who to expect, reducing confusion and last-minute texts.
- **Shows respect for coaches' time and preparation** — Our coaches put in a lot of effort behind the scenes. A simple RSVP helps honor that commitment.

Please make it a habit to RSVP as soon as you know your player's availability — and update it if plans change!

2. How to RSVP: Step-by-Step

RSVPing takes less than a minute. Here's how:

1. Open the **SportsEngine (SE) Mobile App** on your phone.
2. From the Home tab, select your player's **team**.
3. Tap **Schedules** to view upcoming practices, games, and events.
4. Locate and tap the **event** you want to RSVP for (practice, game, tournament, etc.).
5. Tap the **RSVP** tab on the event.
6. Select your response: **Yes**, **No**, or **Maybe**.
 - **Yes** — Your player will be there!
 - **No** — Your player will not attend (*see below on how to add a comment*)
 - **Maybe** — You're not sure yet but will update when you know. (*see below on how to add a comment*)
7. Your RSVP is saved automatically — no need to look for a submit button.

That's it!

Once you select your response, you're all set. The coaching staff will see your RSVP right away.

3. How to Add a Comment to Your RSVP

Adding a comment is especially helpful when you respond **No** or **Maybe**. A brief note gives your coach context so they can plan accordingly — and they really appreciate it!

Here are some examples of helpful comments:

- "Will miss practice — school concert that evening."
- "Running 15 minutes late, will be there by 6:15."
- "Out of town this weekend, back for Tuesday practice."
- "Maybe — waiting to see schedule for softball games."

Steps to Add a Comment

8. After selecting your RSVP (Yes, No, or Maybe), find your player's name in the RSVP list.
9. Tap the **three-dot menu icon (:)** to the right of your player's name.
10. Select **"Add Note"** from the menu.
11. Type your comment in the text field.
12. Tap **Save**.

Good to Know

Coaches and team managers can see your RSVP status and any comments you add. Other parents on the team cannot see your notes.

4. How to Change Your RSVP

Life happens, and coaches understand. Simply go back to the event in your Schedules tab and tap a different response. Your updated RSVP is saved automatically.

If you change your RSVP from a previous response, please make sure you add a comments as to why your RSVP is changing, use the same **three-dot menu (:)** next to your player's name and edit your note.

Please update your RSVP as soon as your plans change so coaches have the most accurate information.

5. Quick Tips

- **RSVP as early as possible** — don't wait until the last minute. Even a quick "Maybe" is better than no response.
- **Always add a comment when marking No or Maybe** so your coach has context and doesn't need to follow up.

- **Check your Schedules tab regularly** for new events added by your team manager — practices, games, and tournaments may be added or updated throughout the season.
- **Turn on push notifications** in the SportsEngine app so you never miss an RSVP request or schedule change.
- **Having trouble with the app?** Visit the SportsEngine Help Center or reach out to your team manager for assistance.

Questions? Reach out to your team's coach or team manager for help. Thank you for being an engaged Chaska Juniors Volleyball Club family! 🏐