



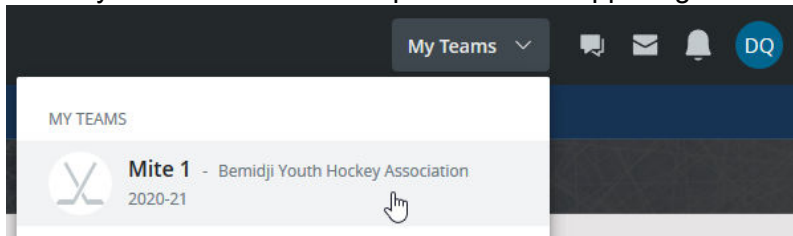
SportsEngine Tips for Parent Reps

You should have “owner” access to your respective teams. If you find that you do not have authority to make any of these updates let me know. With owner access you can:

- Modify the team’s website, schedule, and roster
- Roster the team directly from registrations (though I’ve done this already for most teams)
- Schedule the team’s games and events, manage RSVPs, and access team administrative features from the mobile app.

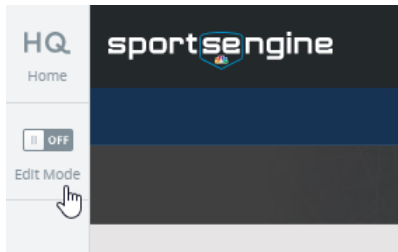
To get to the team’s administrative page:

1. Go to <https://www.bemidjiyouthhockey.org/> and sign into your account
2. Select your team from the drop down in the upper right corner.

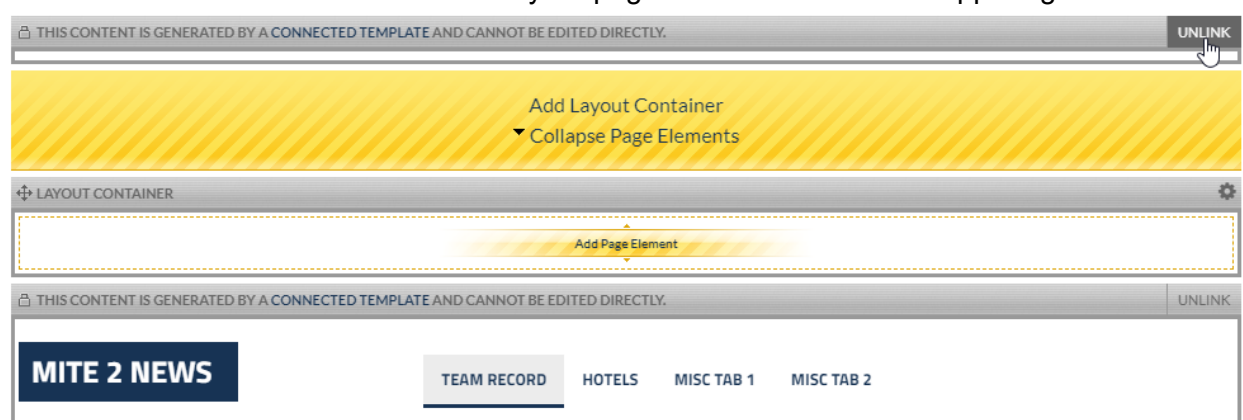


If you are attempting to edit your team page and find that you are unable you might need to unlink the template that was used to create the page.

1. Select the Edit Mode button on the left panel.



2. Feel free to unlink the content boxes on your page. The button is in the upper right corner.





SportsEngine Tips for Parent Reps

When sending out information to your team, I would recommend using SportsEngine to send messages and chats. SportsEngine should have any updated email address and contact information for your players. You can use the mobile app to send messages OR you can use the team page, via the roster tab. The “Chat” option is also available in the app and team site (which comes in handy for the lost elbow pad at termite practice). All parents/guardians have access to the Chat option. Only Parent Reps (and coaches if they are setup) can use the message option to send to the whole team.

The screenshot shows the SportsEngine interface for a team named 'Termite' (Bemidji Youth Hockey Association | 2020-21). The 'Roster' tab is selected, showing a list of players. A 'MESSAGE' button is highlighted with a mouse cursor.

	NAME	NUMBER	POSITIONS	STATUS	MESSAGES
<input type="checkbox"/>	Anders Coauette			Member	Opted-In
<input type="checkbox"/>	Blake Carlson			Member	Opted-In
<input type="checkbox"/>	Boston Hendricks			Member	Opted-In
<input type="checkbox"/>	Bryce Sherwood			Member	Opted-In
<input type="checkbox"/>	Conrad Bakke			Member	Opted-In
<input type="checkbox"/>	Daniel Wilson			Member	Opted-In

Chances are there will be a higher volume of communication this year. I would recommend that your parents add any significant others as an additional guardian of their athletes.

<https://help.sportsengine.com/en/articles/314-how-to-add-guardians>

Contact & roster lists can be found under the print button on the roster page. The contact list will contain all the guardians for your players.

The screenshot shows the same SportsEngine interface as above, but with the 'PRINT' button highlighted and a dropdown menu open. The dropdown menu shows two options: 'Roster' and 'Contact List'. A mouse cursor is pointing at the 'Contact List' option.