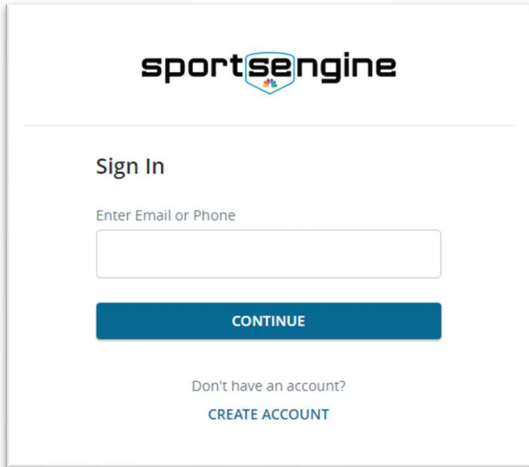


SVBL SportsEngine Team Access

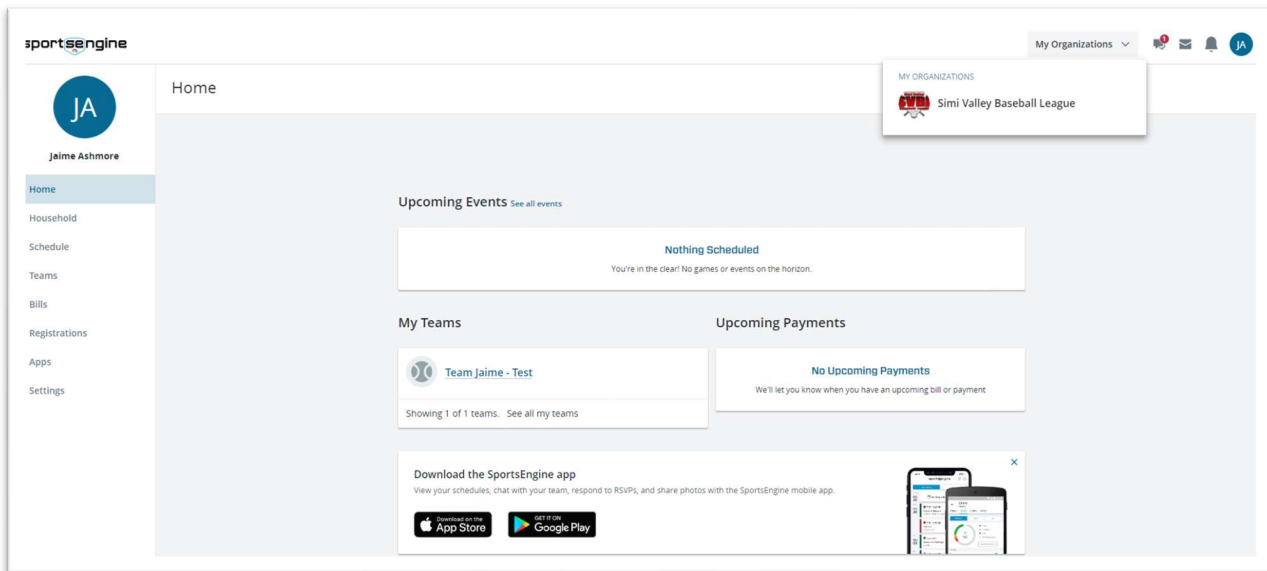
Accessing Online

Note: Some features may only be available to Team Administrators.

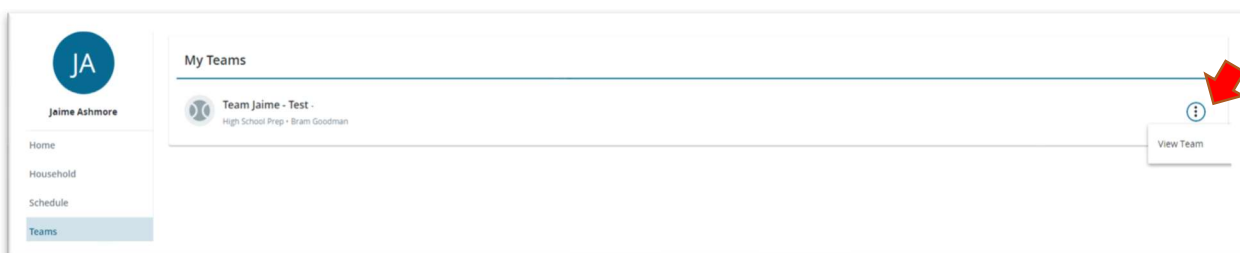
1. Using the email you signed up with, log in at https://user.sportngin.com/users/sign_in



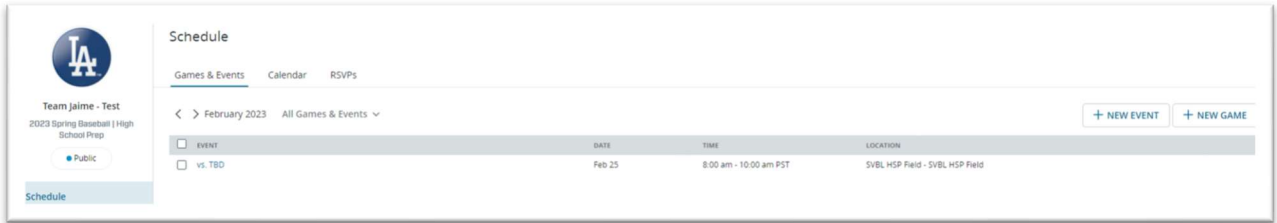
2. You will be taken to the SportsEngine Home page with your profile. If you have multiple SportsEngine accounts, be sure to select SVBL under "My Organizations"



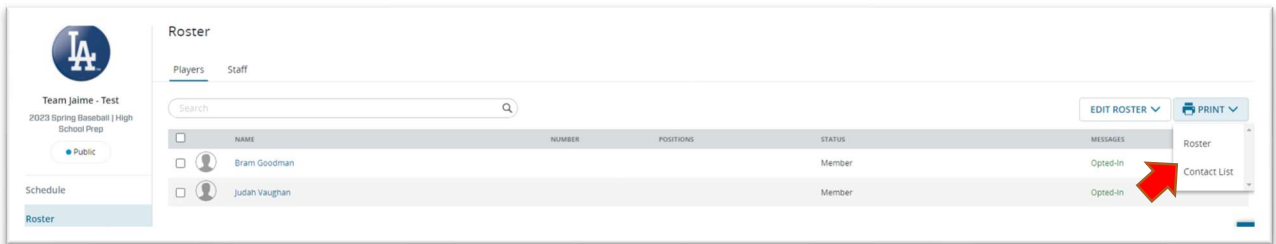
3. Select "Teams" from the menu. Here you will see the teams that you Manage. Select the 3 dots on the right hand side of your team name to view your team.



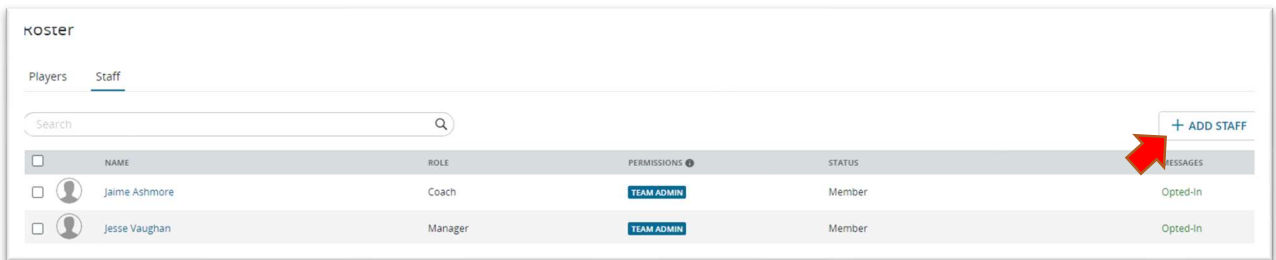
4. On the next screen you will be able to see your Team Schedule, Roster, Chat with your team and update Settings.
 - a. **Schedule** – Once the league has published the game schedule, you will see all games & events and view RSVPs from your players. You can also add events like Practices or important league events (i.e. Picture Day). Only Team Admins will be able to add events and update schedules.



- b. **Roster** – To view/print your team roster and download player contact information select “Print” then “Contact List” or “Roster”.



To add an Admin for your team, select “Staff” from the Roster menu then “Add Staff”. Enter their Name, Email Address and Role then move Team Admin to “Granted” and click “Save Staff”.



Add Staff ✕

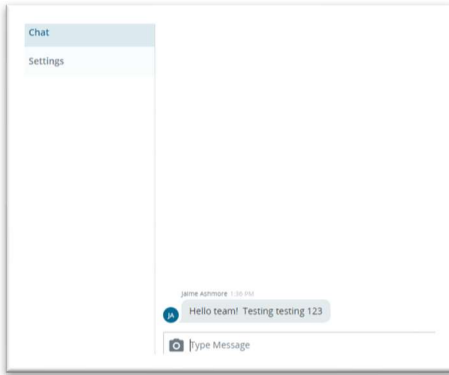
First Name Last Name

Email Address Role

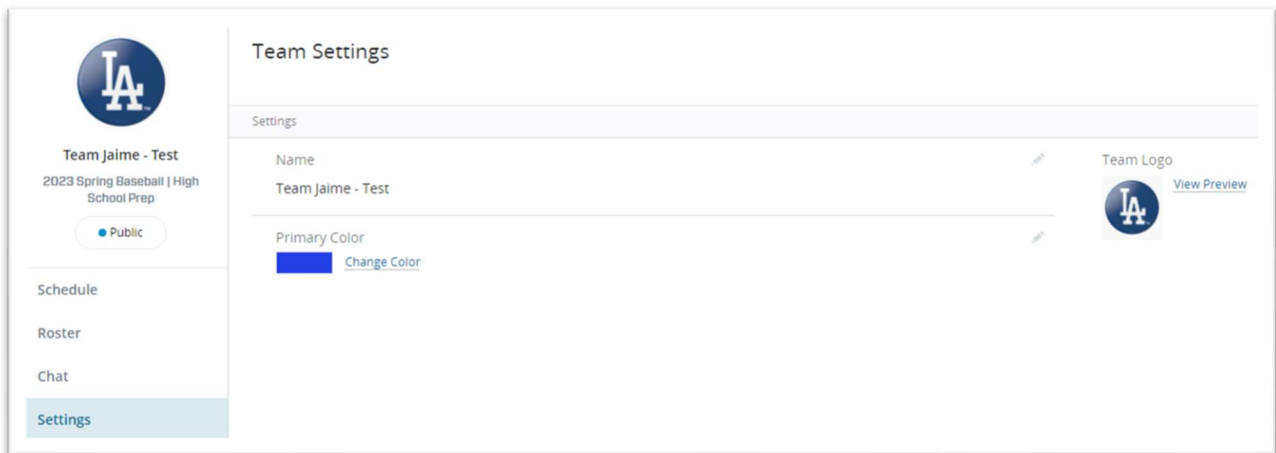
Team Admin Granted

The 'Team Admin' permission allows a user to schedule the team's games and events, manage RSVPs, and access team administrative features.

- c. **Chat** – Communicate with your team about quick announcements or reminders. Any chats will also show up in the app.



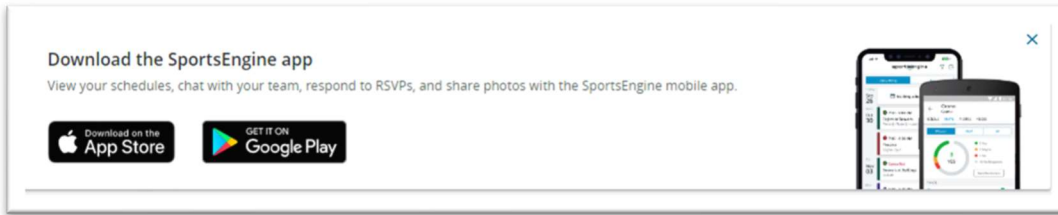
- d. **Settings** – Upload your team logo and colors.



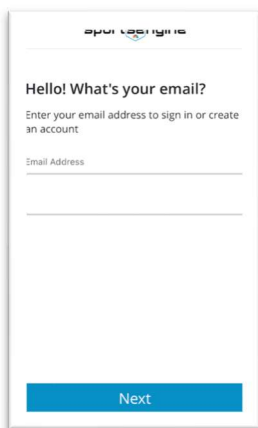
Accessing through the App

Note: Some features may only be available to Team Administrators.

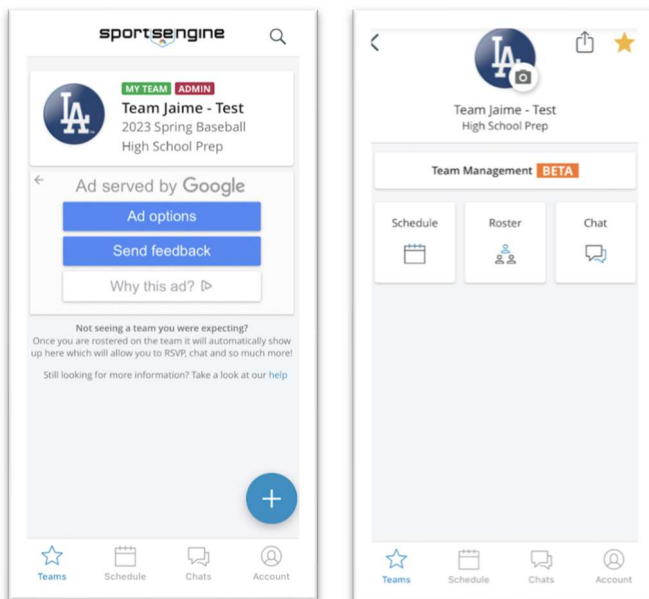
1. Download the SportsEngine App on your mobile device



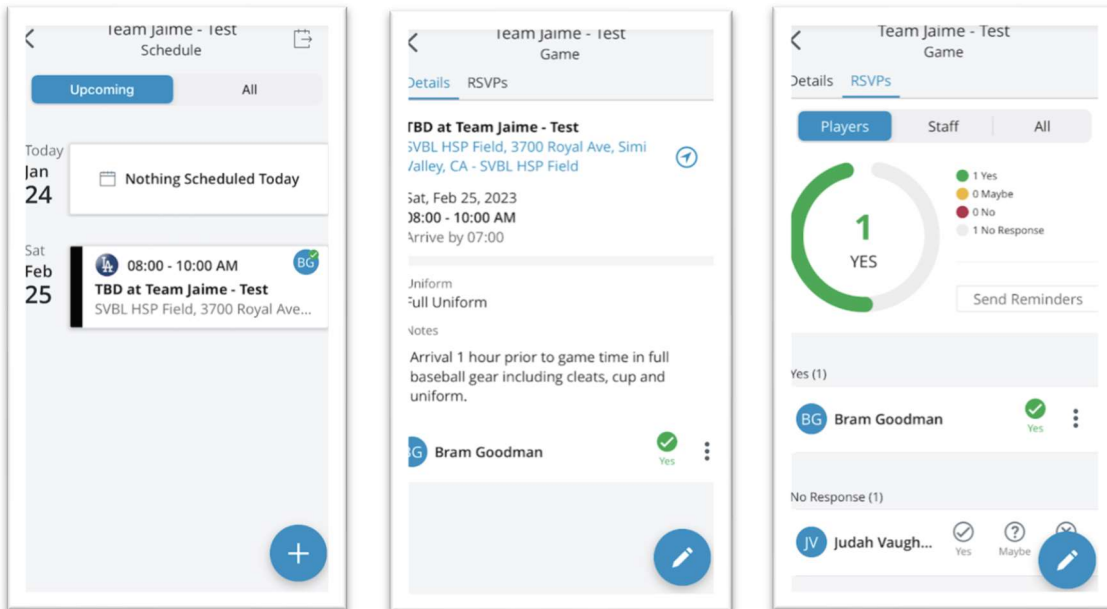
2. Log in with the email you signed up with.



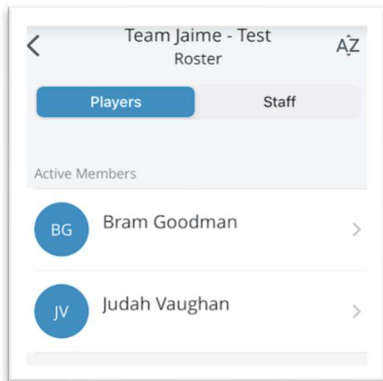
3. Select your team to view the schedule, roster, chat with the team and access your account settings.



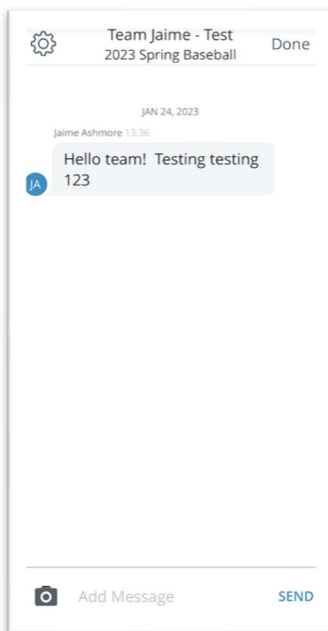
- a. **Schedule** – Once the league has published the game schedule, you will see all games & events and view RSVPs from your players. You can also add events like Practices or important league events (i.e. Picture Day). Only Team Admins will be able to add events and update schedules.



- b. **Roster** – To view your Team roster, click on the Roster Icon. From there you can click into each player to see contact and additional information.



- c. **Chat** – Communicate with your team about quick announcements or reminders. Any chats will also show up online.



d. **Account** – View/update your profile, settings, and account information from the App.

