



SportsEngine User Guide for Team Managers

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Team managers will utilize the SportsEngine platform for all team communications and event scheduling. This ensures that we protect personal information of our members and that we have a consistent communications platform. As a team manager, you will be given administrative access to manage your team page after you have completed the team manager registration form.

Please note that this user guide is a work in progress. If you have questions or feedback, please contact treasurer/webmaster, Jenn (treasurer@foothillshockey.org).

This guide will describe how to:

Log In to your Team Webpage


Edit the Team Page (Add Content/Documents)

Add Team Events to the Calendar

Message the Team from the Team Page

Use the SportsEngine Mobile App

Additionally, there is a SportsEngine How-To Page on the FHA website under [Home → Resources → SportsEngine How-To](#) that has helpful articles. Please share this with your team parents in your early communications with the team!



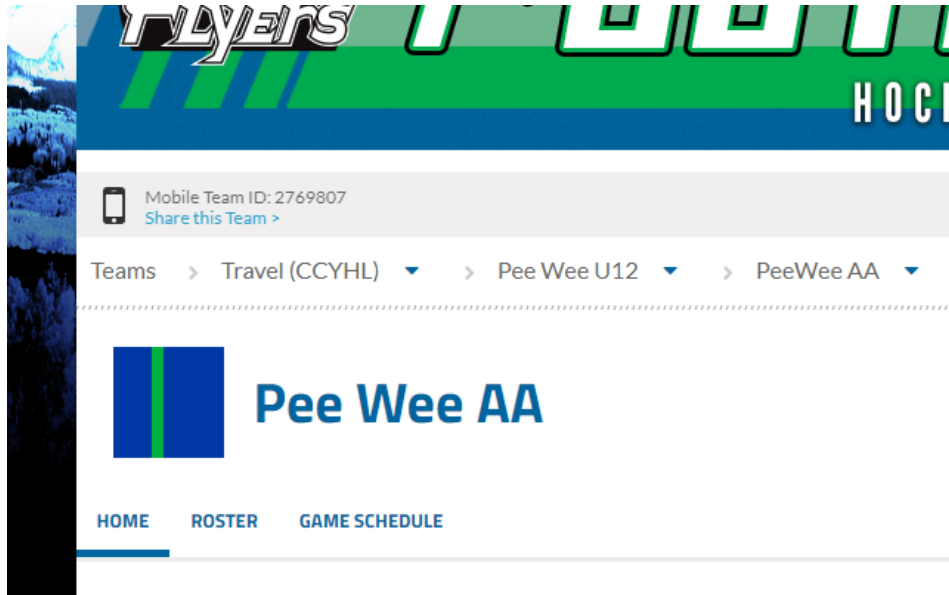
SPORTS ENGINE HOW-TO FOR PARENTS

- [Logging Into Your SportsEngine Account](#)
- [Download the SportsEngine Mobile App](#)
- [Following Your Team on the SportsEngine Mobile App](#)
- [Subscribing to a Team Calendar Using an iCal Feed](#)
- [Updating Your Notification Settings](#)
- [Add Additional Contacts to Receive Messages for an Athlete](#)
 - [Adding a Guardian to Your Account](#) (A guardian can view the team schedule, message team members, and edit the athlete's profile.)
 - [Add Contacts to Receive Messages](#) (Contacts receive messages but cannot manage the athlete's profile.)

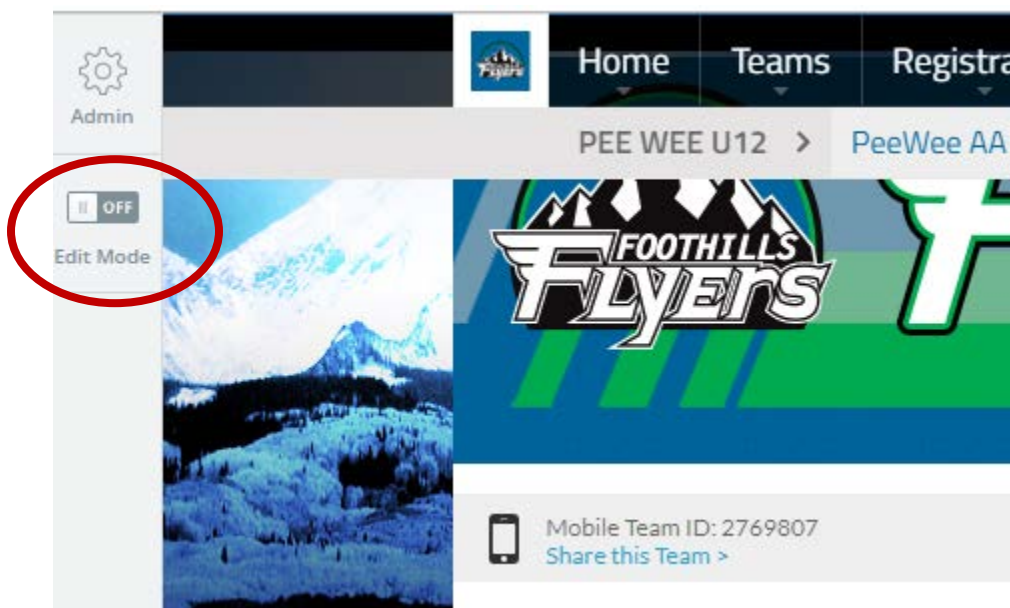
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Log In to your Team Webpage

1. Go to the FHA website (www.foothillshockey.org) and log in to your Sports Engine Profile.
2. From the homepage, navigate to your team page under Teams.

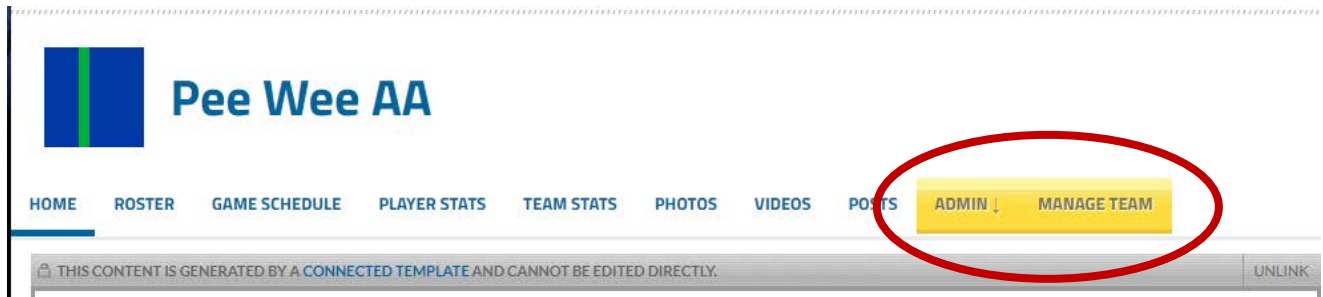


3. You should see the Edit Mode toggle button at the upper left. Toggle the button on.



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4. While in Edit Mode, you should see the yellow Admin & Manage Team tabs.



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Edit the Team Page (Add Content/Documents)

SportsEngine does not allow you to email attachments through the SportsEngine messaging app. Managers should use this feature to upload documents that you may need to send to parents such as your team budget or additional waivers or forms. Once the document is added to your page, you can send the link (URL) of the document in the messaging app. Parents may also access the document from the team page at any time.

There are other types of content that can be added to the page. Note that team pages are open to the public. **Please DO NOT add any documents or content to a team page that contains personally identifiable information.**

1. To add a document to the team page, click the Add Page Element link in the middle of the page. (You are not authorized to edit the content containers at the top or bottom of the page. These containers are locked to ensure a consistent look and feel for all team pages.)

THIS CONTENT IS GENERATED BY A CONNECTED TEMPLATE AND CANNOT BE EDITED DIRECTLY.

UNLINK

BANTAM A CALENDAR

| SUN 8/25 | MON 8/26 | TUE 8/27 | WED 8/28 | THU 8/29 |
|--|---|--|---|----------------------|
| <div>Bantam Practice</div> <div>Sunday 11:45am MDT-12:45pm MDT</div> | <div>Bantam Team Practice</div> <div>Monday 7:30pm MDT-8:30pm MDT</div> | <div>Bantam Practice</div> <div>Tuesday 8:30pm MDT-10:00pm MDT</div> | <div>Bantam Practice</div> <div>Wednesday 6:15pm MDT-7:15pm MDT</div> | <div>no events</div> |

VIEW ALL

RSS

ICAL

Add Layout Container

Collapse Page Elements

LAYOUT CONTAINER

Add Page Element

THIS CONTENT IS GENERATED BY A CONNECTED TEMPLATE AND CANNOT BE EDITED DIRECTLY.

UNLINK

TEXT BLOCK

BANTAM A NEWS

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2. In the Add New Page Element box, click on Document



TEXT BLOCK

Perfect for adding subtitles and general text to your page. Use the formatting options to control the display and add links. You can also add an image to your Text Block.



SINGLE PHOTO

Upload a single photo or image to display on your page.



DOCUMENT

Upload a document to your page. Users can then easily download this file in its original format. The document will also be accessible from the Document Finder Page (if applicable to your website) on the top horizontal menu bar.



LINK

Create a link to another page within your website, or link to another site altogether.

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3. In the Document Page Element box, enter a name for the document and click on the Choose File button. Then click on the Create This Page Element link in the lower right corner.

ADD NEW PAGE ELEMENT CLOSE

DOCUMENT

Title your document. Find the document you would like to upload on your computer.

* Document Title:

* Document to Upload: No file chosen

Document size:

SportsEngine Mirroring:

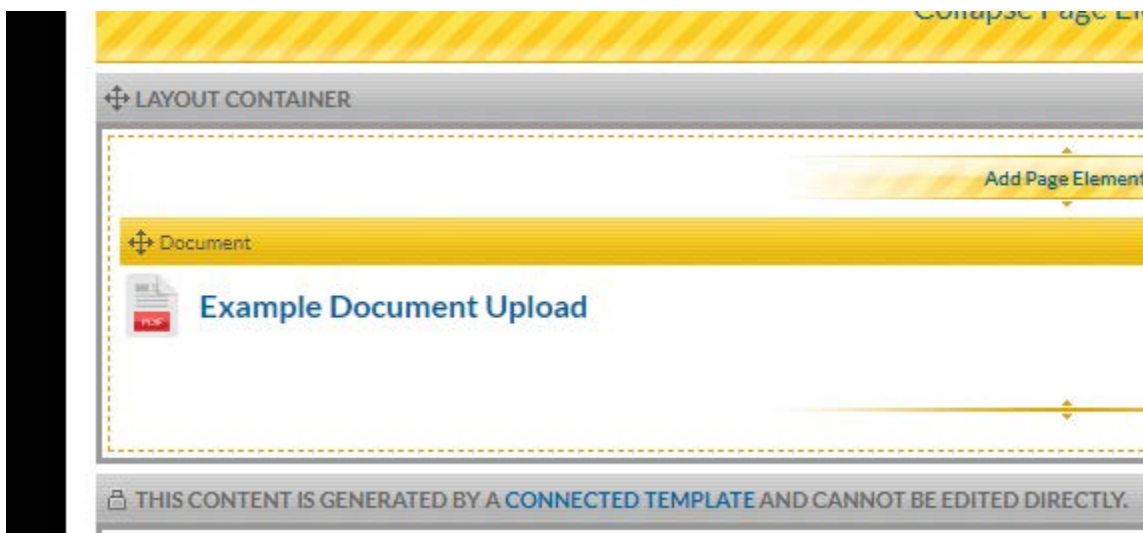
Mirrors of this Page Element that are placed on other pages will reflect all updates that are made to this element. If this content is ever disabled or deleted, all mirrors reflecting this content will also be disabled or deleted.

Lock in Place: ☐ Prevent this element from being repositioned.

Disable Editing: ☐ Prevent non-webmasters from editing this element.

[Create This Page Element](#)
[Return to Page Element Menu](#)

Your document will not be added to your page. To copy the link (URL) of the document, right click on the document name and select Copy Link Address.



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Add Team Events to the Calendar

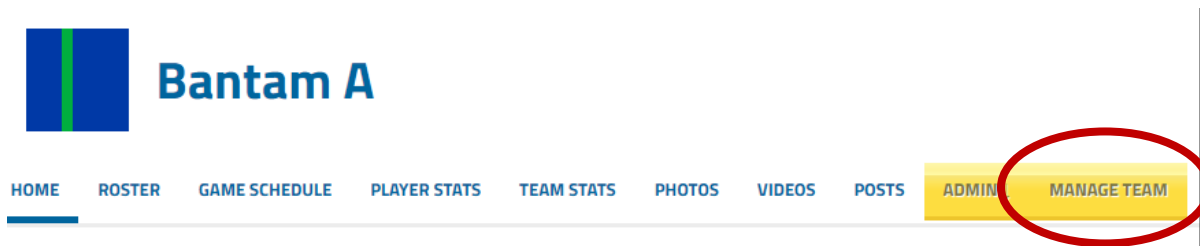
You may add events such as team building, team meals or travel tournament games to the team schedule.

DO NOT add Practices or League Games. This will be done by Gabe or the FHA Scheduler.

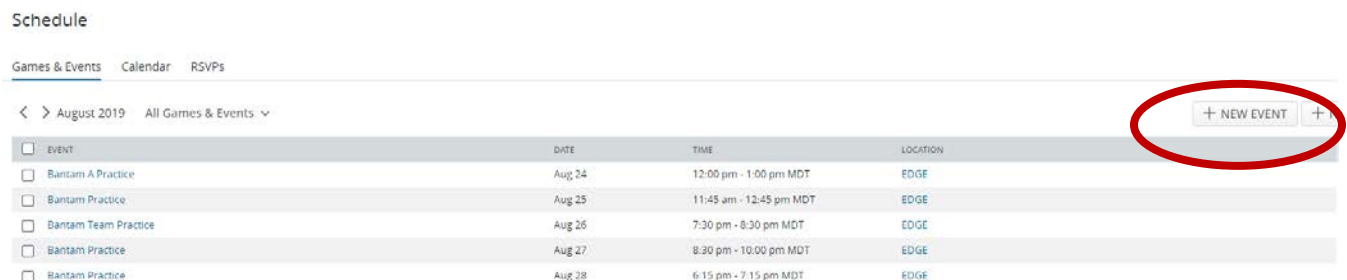
DO NOT use the + New Game button. If you are missing a game on your schedule, please contact Gabe.

Please note that there can be a delay in the sync between the CAHA calendar (official game schedule) and the team calendar. Managers should always double check the CAHA calendar.

1. To add an event, click on the yellow Manage Team tab. This should take you to the team admin functions. The default page is the team Schedule.



2. Click on the + New Event button.



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3. Add the event details and click on the Add Event button. The event will be added to your team calendar including the SportsEngine app and calendar feeds.

The screenshot shows a 'New Event' modal form. At the top is a title bar with 'New Event' and a close button. The form contains several input fields and checkboxes. The 'Event Name' field is empty. The 'Date' field is set to '08/25/2019' with a calendar icon and an 'All Day' checkbox. The 'Start Time' is '9:00 pm' and the 'End Time' is '10:00 pm', both with clock icons. The 'Time Zone' is '(UTC-06:00) Mountain Time ...'. There are checkboxes for 'TBD' and 'Repeats'. The 'Location' field is 'TBD'. The 'Location URL' field is 'http://'. The 'Location Details' field is 'Ex. Field #3'. The 'Description' field is empty. At the bottom right, there are two buttons: 'CANCEL' and 'ADD EVENT'. The 'ADD EVENT' button is green and is circled in red.

New Event

Event Name *

Date *

08/25/2019

All Day

Start Time *

9:00 pm

End Time

10:00 pm

Time Zone

(UTC-06:00) Mountain Time ...

TBD

Repeats

Location

TBD

Location URL

http://

Location Details

Ex. Field #3

Description

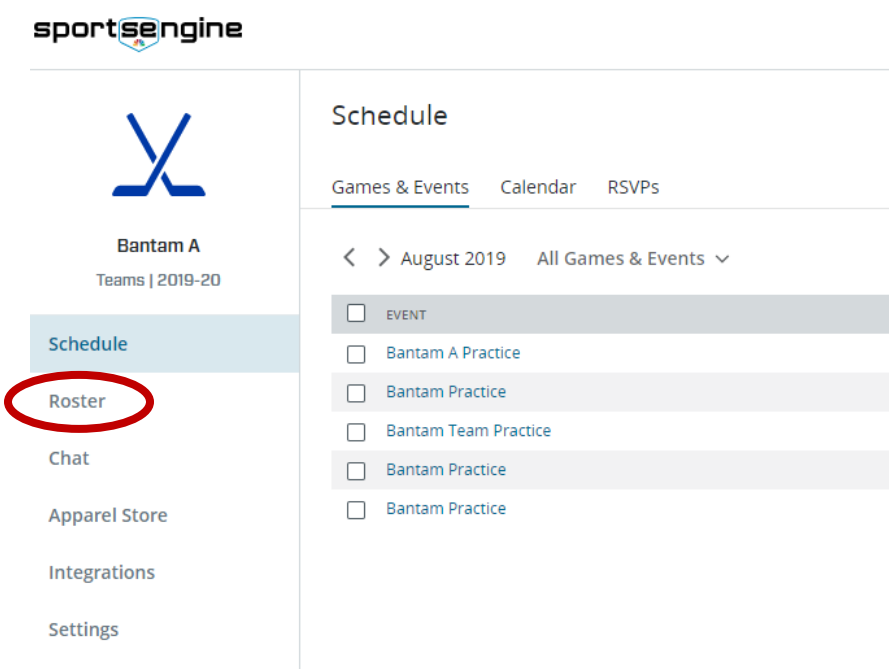
CANCEL ADD EVENT

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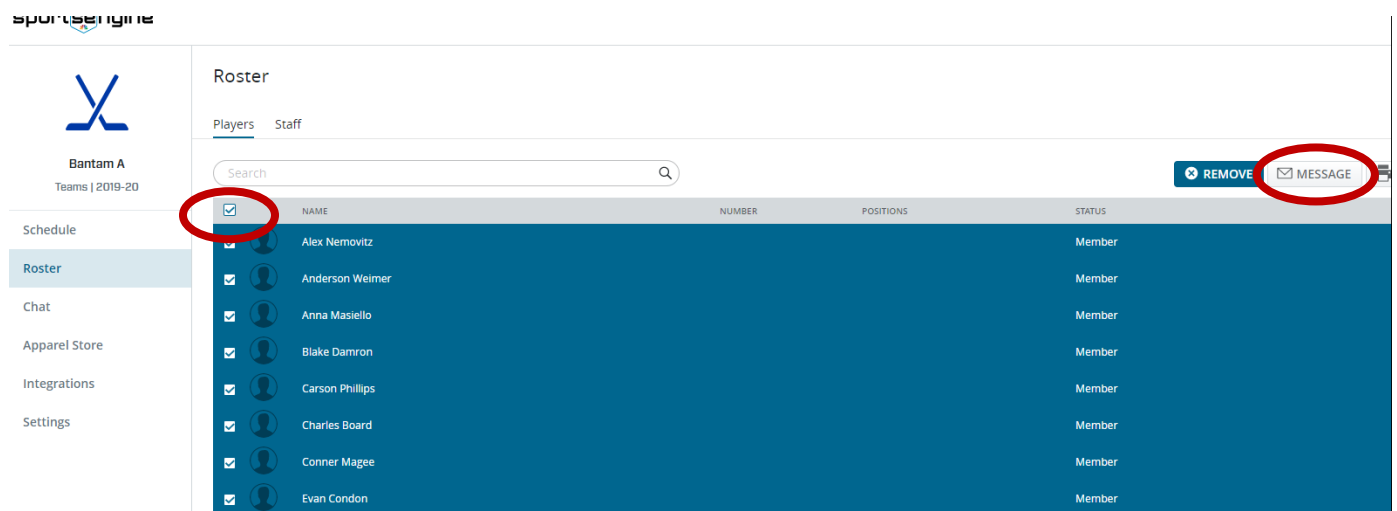
Message the Team from the Team Page

You may email the entire team or selected individuals from the team page.

1. From the Manage Team area, click on the Roster link on the left-hand navigation.



2. To message all team members, click on the select all check box at the top of the Roster then click on the Message button. To message an individual or a subset of the team, click on the individual names in the Roster and then click on the Message button.



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3. Enter your subject and compose the message in the message box (include links to documents or websites in the message box). Either click on the Preview Notification button to preview the message or click on the Send button to send the message.

Compose Message

To *

Carson Phillips ×

Charles Board ×

Conner Magee ×

Evan Condon ×

Joseph Roebuck ×

Justin Swider ×

Kyle Wipper ×

Landon Faber ×

Lillianne Pearson ×

Max Hart ×

Nicholas Jacobs ×

Parker Vogel ×

Quinn Nesline ×

race baird ×

Wesley Repins ×

From: Jennifer Fry

Subject

Message *

Required *

CANCEL

PREVIEW NOTIFICATION

SEND

More on Messaging:

The roster page will indicate whether a player's family is opted-in for messaging. If they are opted-out, they will not get any communications from you!

If multiple parents/guardians wish to receive communications, the parent that registered their player must add the other parent/guardian as either a Contact or a Guardian in their Sports Engine profile. Contacts will receive all notifications but do not have the ability to manage the player's registration. Guardians receive notifications AND they can manage their players' profiles/registrations. The SportsEngine How-To page has instructions for both methods.

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Notes on SportsEngine Rosters

The SportsEngine roster is NOT linked to USA Hockey or CAHA. It is primarily for communicating with the team families. DO NOT add or remove players or staff from the roster. If you need to do this, please contact Jenn (treasurer@foothillshockey.org).

You may edit the players to add their numbers and positions, as this will display on the SportsEngine app. This is useful for parents who use the app as their roster card.

You will be provided with a link to your USA Hockey roster by Gabe. This link will remain constant even if your roster changes.

Use the SportsEngine Mobile App

The SportsEngine mobile app is a very effective way to communicate with the team. Families can use the app to view the team schedule and participate in team chat. You can also use the Sports Engine Mobile App to manage your team. Download the app and log in with your SportsEngine credentials. You should see your team with a Red Admin box. The SportsEngine How-To page has instructions on how to use the mobile app.