

Sending Messages and RSVPs to Your Team

With SportsEngine, you can send messages to an individual member, selected team members, or the entire team from the Team Center or from the Sport Mobile app.

- 🐾 [Sending RSVPs via The Website The Team Page](#)
- 🐾 [Sending RSVPs via The Sportsengine App](#)
- 🐾 [Managing Your RSVPs](#)

Messages

Once you send a message, a notification is sent via text, within the SportsEngine mobile app, and via email to the recipients. *Note:* Text notifications are NOT a two-way communication, they essentially act like a no-reply email. Also, you must opt-in to receive text notifications. If you have questions regarding how to send a message or how to send a message via the mobile app, please see the help article:

<http://help.sportsengine.com/customer/portal/articles/2090442-sending-a-message-through-team-center>

1. Log in to your account and switch on *Edit* mode.
2. Click on Manage Team.

HOME ROSTER GAME SCHEDULE PLAYER STATS TEAM STATS PHOTOS VIDEOS POSTS ADMIN | **MANAGE TEAM**

3. On the Roster tab, click **Players** on the top of the Roster page.
4. Check the box within the gray bar to select all the players.
5. After you have all your players selected, click on the **Message** button.

The screenshot displays the SportsEngine interface. On the left, a sidebar shows navigation options: Roster (circled in red), Schedule, and Integrations. The main content area is titled 'Roster' and includes a search bar and a 'Message' button (circled in red). Below the search bar is a table with columns for NAME, NUMBER, and POSITIONS. A red circle highlights a checkbox in the first row of the table. A 'New Message' modal is open in the foreground, featuring fields for 'To*', 'From: Suzi Magill', 'Subject', and a large text area for the message. At the bottom of the modal, it indicates '140 remaining for text message / 950 remaining for email' and includes 'Cancel' and 'Send Message' buttons.

RSVPs

Know who's coming and who's not. Team coordinators are able to send out RSVPs for families to respond to. The families will be notified of the event (through email, the website inbox, and text based on your preferences) for which you need to RSVP. The responses from the parents (Going, Not Going, or Maybe) will show on a single screen within your team's TeamCenter, which makes it quick to see who is coming or not. If you have questions, please see the RSVP help article at:

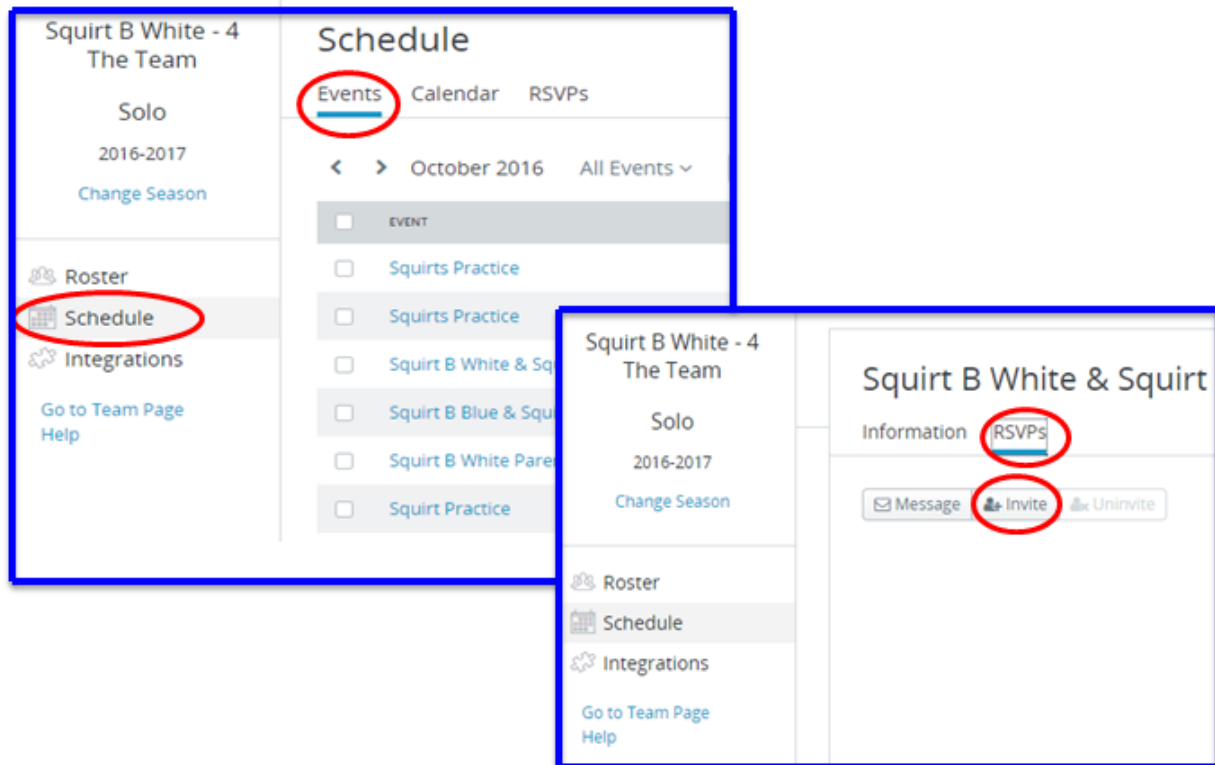
<http://help.sportsengine.com/customer/en/portal/articles/2093069-managing-rsvps>

RSVP via The Website From The Team Page

1. Log in to your account and switch on *Edit* mode.
2. Click on Manage Team



3. On the Schedule tab, click **Events** on top of the Schedule page. The list of events for the month will be listed.
4. Click on the event you want the parents to RSVP to.
5. Once the event loads, click on **Invite**.



Continued...

Invite



Search

14/14

<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
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14 TOTAL

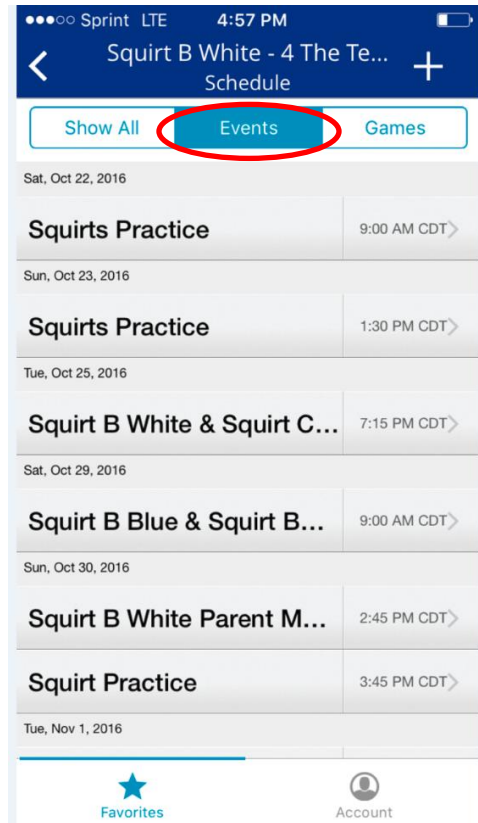
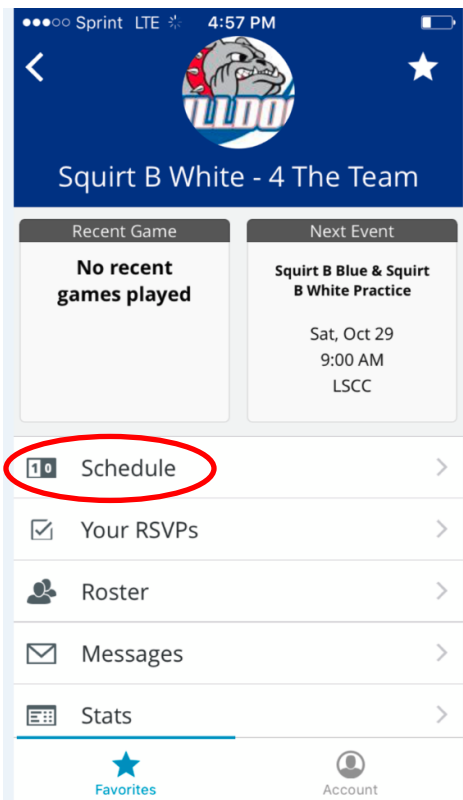
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Cancel

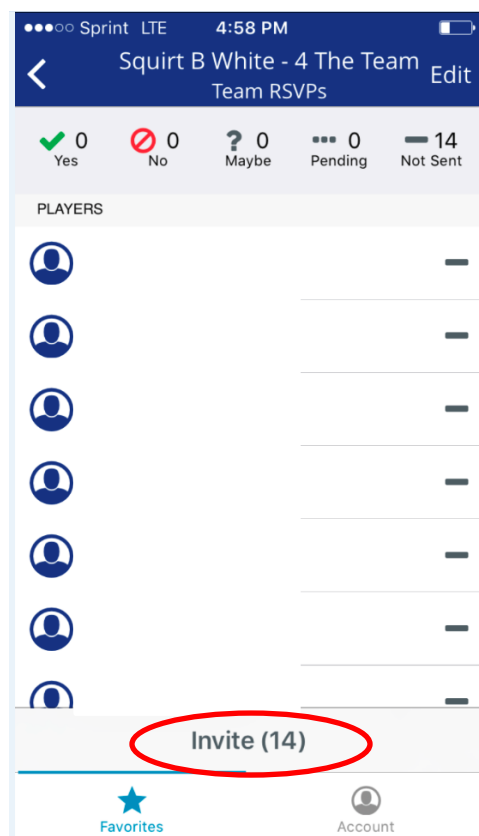
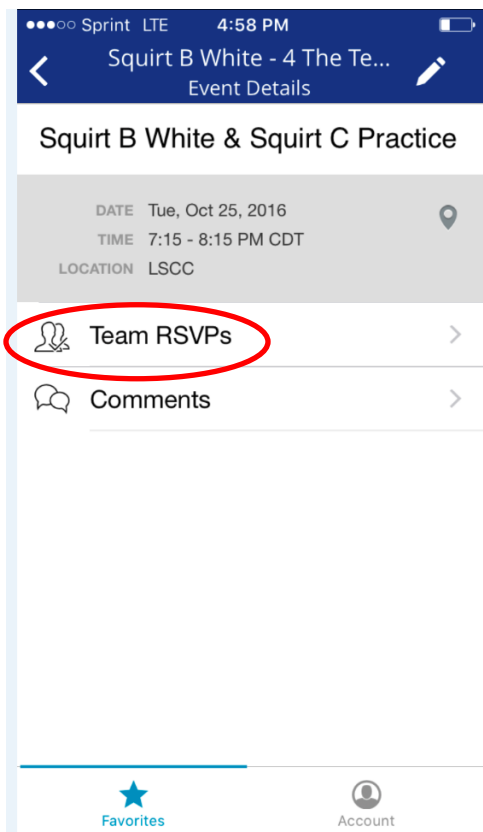
[\(TOP\)](#)

RSVP via The Sportsengine App

1. Click on the Schedule button, when the next screen loads click on **Events**.
2. Click on the event you would like to send a RSVP for.



3. Click on **Team RSVPs**, then **Invite**



Managing RSVPs

You can see who has RSVP'd to an event or game, the Team Coordinator can also resend a RSVP to parent(s) who have not responded. This will make things quick to see who is coming and who is not.

HOME ROSTER GAME SCHEDULE PLAYER STATS TEAM STATS PHOTOS VIDEOS POSTS ADMIN | **MANAGE TEAM**

1. On the Schedule tab, click **RSVP** on the top of the Schedule page. A list of team members and their RSVP responses will be displayed.

Squirt B White - 4
The Team

Solo

2016-2017

[Change Season](#)

Roster

Schedule

Integrations

[Go to Team Page](#)

[Help](#)

Schedule

Events Calendar **RSVPs**

< > November 2016 All Events v [Message](#) [+ New Event](#)

<input type="checkbox"/>	NAME	SQUIRT B BLUE & SQ... NOV 1, 6:15 PM CDT	SQUIRT B BLUE & SQ... NOV 4, 6:15 PM CDT
<input type="checkbox"/>	Players	0 / 0	0 / 0
<input type="checkbox"/>		-- v	-- v
<input type="checkbox"/>		-- v	-- v
<input type="checkbox"/>		-- v	-- v

KEY:

- ✓ Going
- ⊗ Not Going
- ? Maybe

2. If you have received a response from a parent, click on the *Pending* drop down list and you can resend the invite.

Schedule

Events Calendar **RSVPs**

< > July 2015 All Events v [Message](#) [+ New Event](#) [+ New Game](#)

<input type="checkbox"/>	NAME	SUMMER PARTY JUL 25, 5:00 PM
<input type="checkbox"/>	Players	1 / 4
<input type="checkbox"/>		✓ v
<input type="checkbox"/>		Pending v
<input type="checkbox"/>		Resend Invite
<input type="checkbox"/>		Cancel Invite
<input type="checkbox"/>		✓ Going
<input type="checkbox"/>		⊗ Not Going
<input type="checkbox"/>		? Maybe

[\(TOP\)](#)

