

## **Instructions for Parent Set-up of Sports Engine**

### **To add a guardian (for all parents):**

1. Click on Roster
2. Click on your child's name
3. Click on the pencil edit button on the bottom right corner
4. Select Add Guardian
5. Enter in the guardian's email address. A link will be sent to them to accept the invitation. Once they have accepted the invite, they will be added as the guardian.

### **To edit your parent information (for all parents):**

1. On the main page of the app, click on account at the bottom right
2. Click on edit beside your name, in top centre
3. You will then be taken to our website to login to your account.
4. Once logged in through the website, you can edit/update your contact information

### **Schedule (for all parents and coaches):**

1. From the main screen, click on 'schedule'
2. You will see a list of the upcoming events and games
3. To update your attendance, click on a specific event. You will see the details, and you can check off your availability.
  1. Beside your availability, you can click on the three dots, and add a note, eg. If your child will be showing up late
4. At the top of the event details, you can select 'RSVPs', to see who is attending that event

### **Messages/Emails/Chat (for all parents and coaches):**

1. You can send email messages through this section of the app. You can choose to email to the whole team, or to specific individuals.
2. You can use the chat feature, if your team prefers this method. Notifications will show up in the app, but chats do not get sent to people's emails. Chats are visible to all members in your roster

### **Photos/Videos (for all parents and coaches):**

1. You can choose to upload photos and videos of your team to share with each other. Please note that these will also show up on your team page, which has public access through the CLL website. Be sure parents are ok with your team posting pictures/videos here.