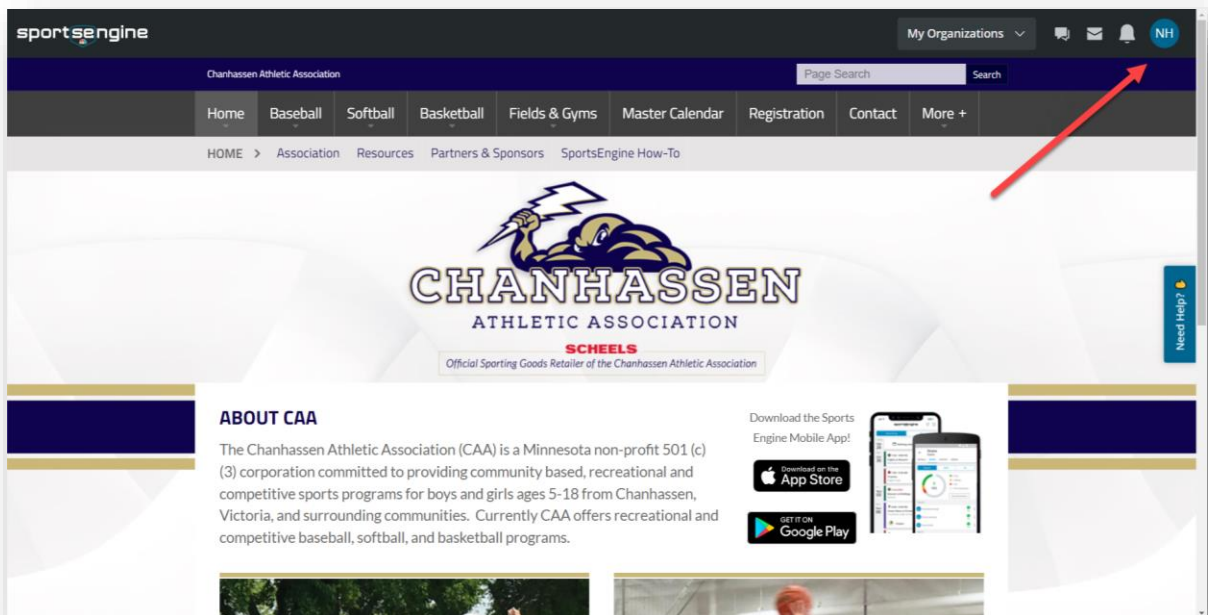


# Adding Team Events in Sports Engine

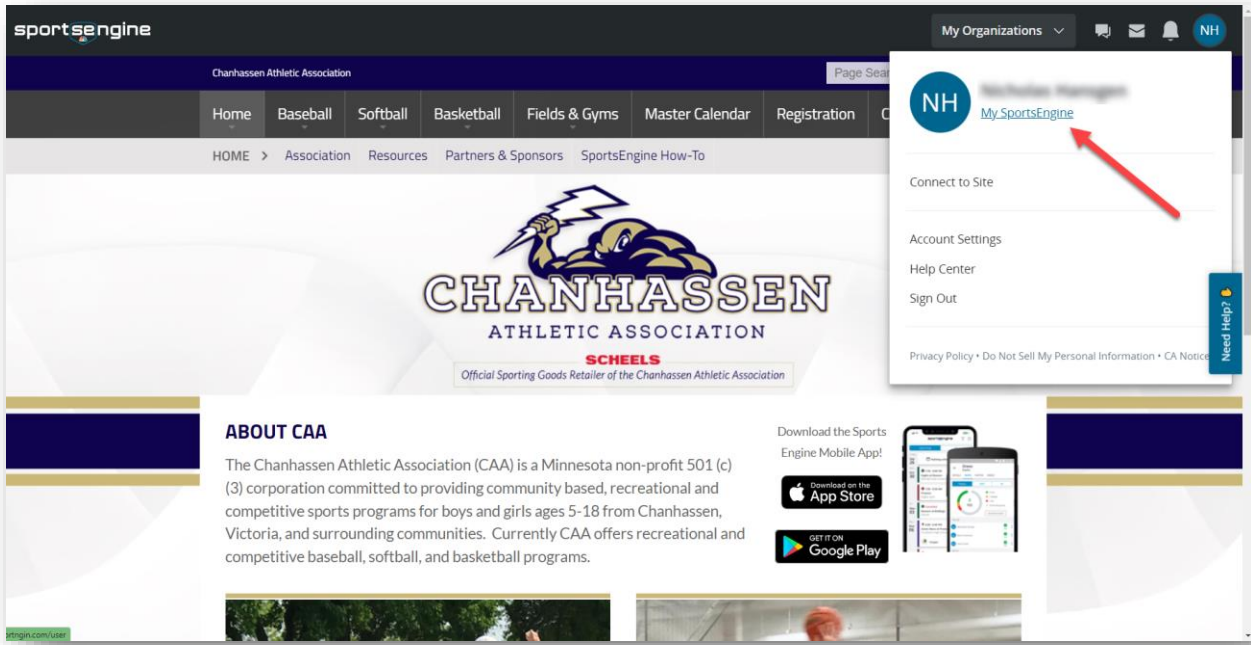
Go to <https://www.chanathleticassociation.com/>

Click on your initials in the upper right-hand corner.

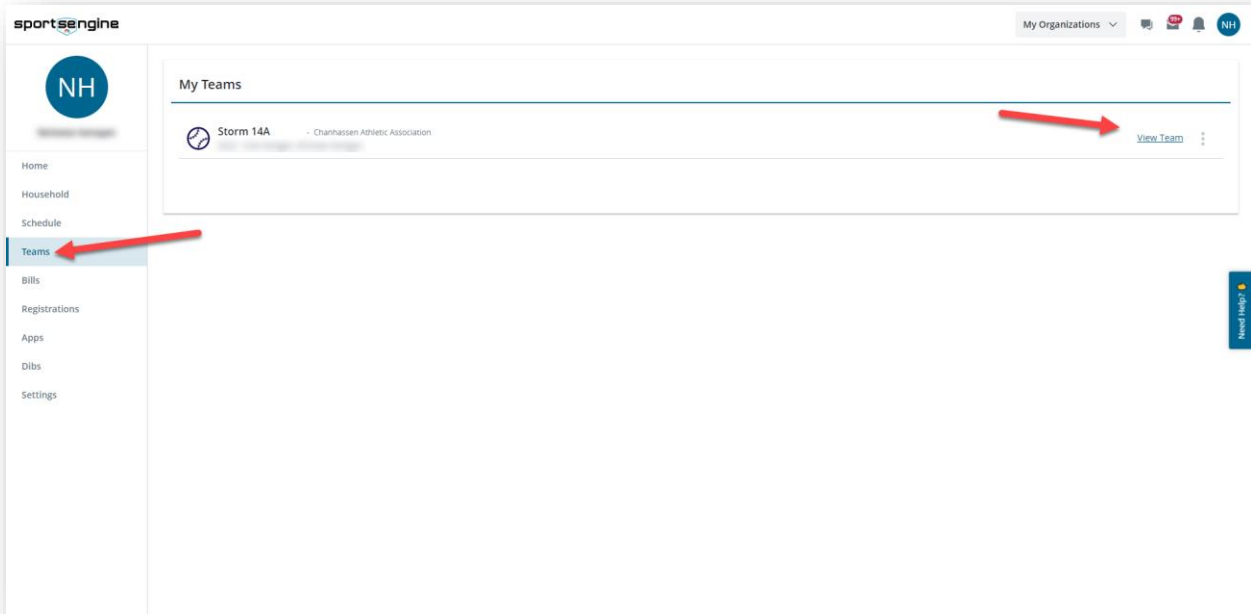
*If you don't see your initials in the upper right-hand corner, click the "Sign In" button and log into Sports Engine*



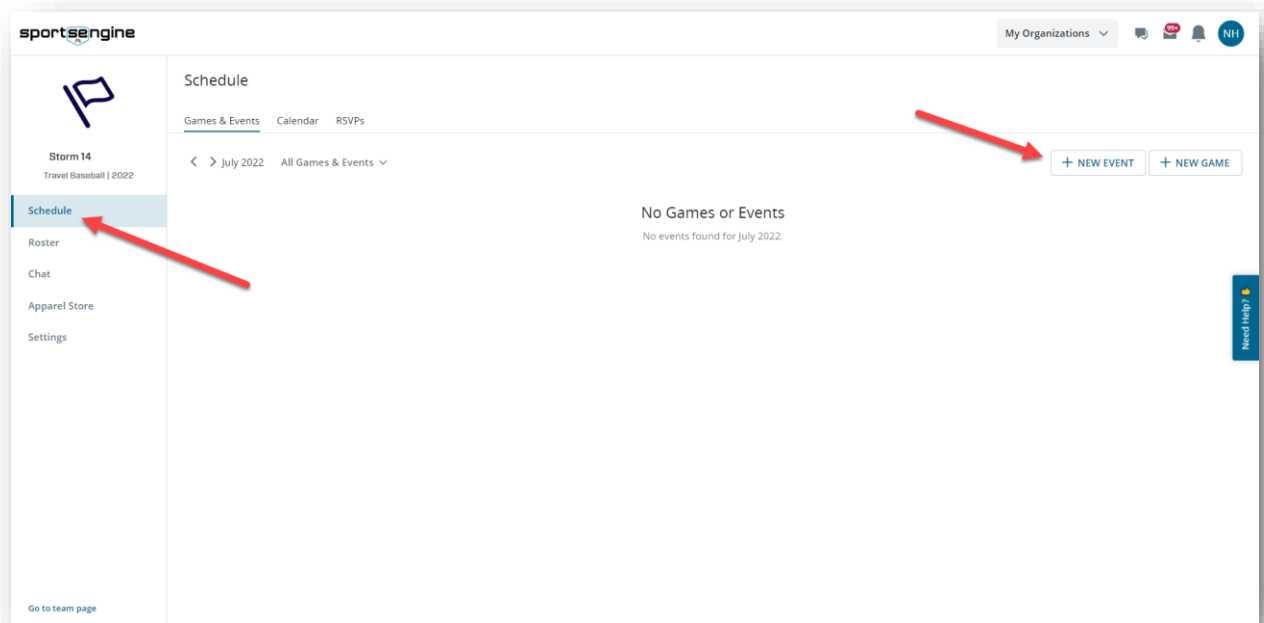
From there, click on “My SportsEngine”



Click on “Teams” on the left-hand navigation and then “View Teams” on the right-hand side



Click on "Schedule" on the left-hand navigation and then "+ New Event" on the right-hand side.



Add in the appropriate Event Details and click Add Event

The screenshot shows the 'New Event' form. The form has a title 'New Event' and a close button (X). The form contains the following fields and options:

- Event Name \***: A text input field with a calendar icon on the right.
- Notify Team Now**: A toggle switch, currently turned on. Below it, the text 'Send a message to your team about this event.' is displayed.
- Date \***: A date input field showing '07/01/2022' with a calendar icon. To the right is an 'All Day' checkbox, which is currently unchecked.
- Start Time \***: A time input field showing '3:00 pm' with a clock icon.
- End Time**: A time input field showing '4:00 pm' with a clock icon.
- Time Zone**: A dropdown menu showing '(UTC-05:00) Central Time (US & Cana...'. Below this are two checkboxes: 'TBD' and 'Repeats', both of which are currently unchecked.
- Location Name or Address**: A text input field showing 'TBD'.
- Location or Facility Detail**: A text input field showing 'Ex. Field #3'.

At the bottom of the form, there are two buttons: 'CANCEL' and 'ADD EVENT'.