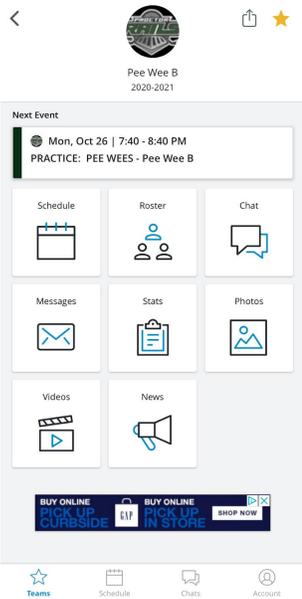




How to check in/RSVP your player on Sportsengine for an event

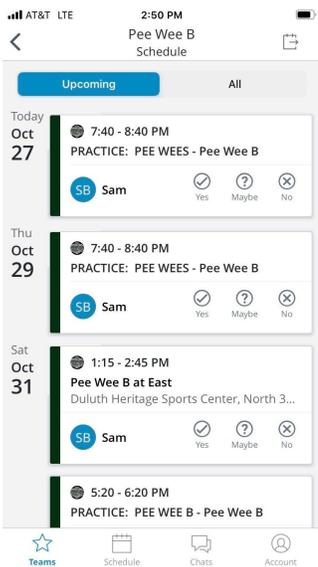
1. Parent/caregiver will need to download the app SportsEngine, available in android or ios app stores (contact your manager if you are unable to download or use the app for any reason).
2. Team Manager will invite the parent/caregiver to “join the team” by sending an email invite.
3. Parent/caregiver will accept the invite and will now be able to view the team as a member.
4. If more than one parent/caregiver should be able to RSVP, the parent/caregiver must add each additional person as a “guardian” under their SportsEngine dashboard/account (on app or computer).
5. In the app, search for “Proctor Hockey” and look for your team name.
 - a. Click on team name
 - b. Click on the star in the upper right corner to make the team a favorite and then it will become a part of your homepage on the app
6. For every team event (game/practice/dryland), regardless of arena, parent/guardian will do the following anytime on the day of the event, whether your player is attending or not:
 - a. Go to the schedule tab and find that day’s event. You should either be able to RSVP right from there, or click on the event and then click on the “RSVP” tab.
 - i. Check **YES** if:
 1. The player will be attending that activity and
 - a. is **NOT** experiencing
 - i. **one or more** of the following: fever greater than or equal to 100.4 F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell or
 - ii. **Two or more** of the following: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.
 - ii. Check **NO** if:
 1. The player is not attending the activity for any reason.
 2. The player is ineligible for the activity due to being COVID positive, waiting for COVID test results, quarantined due to exposure or household COVID or experiencing the above symptoms. Immediately contact Covid Contact on your team with this info (unless previously informed) and email pahacovid@gmail.com. All covid situations must be reported to PAHA Covid Coordinator.
 - b. If your player is not attending, follow your team protocol for who to report the absence to.
7. REMINDER: Players SHOULD NOT attend practice if any of the above (6.ii 2) is true. Players instructed per MDH policies to quarantine are considered ineligible for participation during that period. MN Hockey rules shall be enforced for playing Ineligible players, including team ineligibility for districts, regions and state competition and player and head coach suspension.
8. Coaches/team managers will check to make sure that players in attendance have checked in.
9. This is mandatory for all PAHA players regardless of arena. In addition, if an arena has a check in system, PAHA players MUST complete both the arena check in and PAHA sportsengine check in.



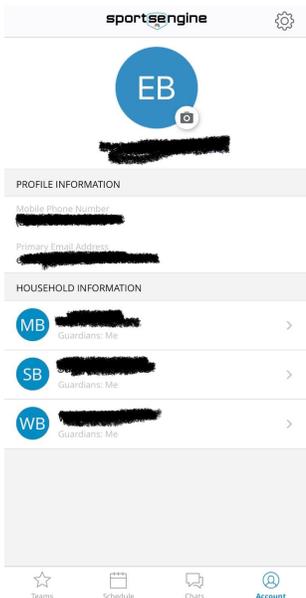
Click this star to favorite a team

Access team schedule from this tab

At the bottom, click on teams to see all your teams, click on schedule to see your schedule for all teams, or click on account to add guardians



Click yes or no here to RSVP/check in



Click on the account icon at the bottom of the screen, then click on one of your players for the option to add a guardian.

