sportsengine

TeamCenter Admin Guide

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TABLE OF CONTENTS

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Introduction

SportsEngine's TeamCenter makes it easy for coaches, team managers, and volunteers to manage their teams. TeamCenter allows you to roster your players and coaches, schedule your games and events, and communicate with your players and staff.

NOTE: To access TeamCenter, you must have Team Page "Edit/Ownership", or "Webmaster" permissions.

HOW TO ACCESS TEAMCENTER FROM A TEAM PAGE
1. Sign in to your site and go to your Team Page you want to manage.
2. Turn on Edit Mode.
3. On the right-side in the middle of the page, click the yellow **Manage Team** button.
   - This opens TeamCenter in a new tab.

HOW TO ACCESS TEAMCENTER FROM YOUR SE BAR
1. Sign in to your site with your SportsEngine account.
2. In the top-right corner, click on the **My Organizations** dropdown.
3. Under *My Teams*, click the team name you would like to manage.
   - If you don't see your team, click **View All Teams** to see more.

GAMES AND EVENTS

HOW TO SCHEDULE GAMES AND EVENTS
1. On the left-hand navigation, click **Schedule**.
2. In the top-right corner of the page, click either **+ New Event** or **+ New Game**.
3. Enter the game or event information and click **Add Game** or **Add Event**.
   - **NOTE:** At the bottom of the event or game creation screen, you have the option to choose who is invited and if you'd like to send RSVPs to those players/staff or not.

HOW TO EDIT AN EXISTING GAME OR EVENT
1. On the left-hand navigation, click **Schedule**.
2. Click on the event or game "name" you want to edit.
3. Next to game or event *Details*, click on the **pencil icon**.
4. Make your updates and click **Save Changes**.

ROSTERS

HOW TO ADD PLAYERS AND STAFF
1. On the left-side navigation, click **Roster**.
2. Under the *Roster* heading, choose either the **Player** or **Staff** sub tab.

3. Depending on which tab you have chosen, click either **+ Add Players** or **+ Add Staff**.
4. Input the "First Name", "Last Name", and "Email Address" of the player or staff.
   - **NOTE:** Use the email that is associated with the player or staff's SportsEngine account. If they don't have an account, that email address will be the one to receive communication to create their SportsEngine account.
5. Click **Add Players**/**Add Staff**.
   - **NOTE:** The new player or staff will not receive team communications until they accept their invite.

HOW TO REMOVE PLAYERS OR STAFF
1. On the left-side navigation, click **Roster**.
2. Under the *Roster* heading, choose either the **Player** or **Staff** sub tab.
3. On the left-side of the rostered profile, check the box next to their name.
   - You can check more than one rostered profile.
4. Click **X Remove**.
5. Click **Remove Players** or **Remove Staff** to confirm.

HOW TO EDIT A PLAYER OR STAFF PROFILE
1. On the left-side navigation, click **Roster**.
2. Under the *Roster* heading, choose either the **Player** or **Staff** sub tab.
3. Click on the "Name" of the rostered profile.
   - A new screen will slide from the right-side of the page.
4. In the top-right corner of the profile, click on the gray **pencil icon**.
5. Edit the rostered profile information and click **Save Player**/**Save Staff**.

MESSAGING

HOW TO SEND A MESSAGE TO MY ROSTER
1. On the left-side navigation, click **Roster**.
2. Click **Message**.
3. Select the recipients in the "To" field.
4. Choose **All Players** and **All Staff** to send the message to the entire roster.
5. Type the message and click **Send**.

RSVPS
Each time you create a new game or event, you will have the option to send out an RSVP notification to all invited players and staff.

NOTE: RSVPs are automatically sent to all players and staff that are invited to the game or event.

HOW TO MANUALLY SEND RSVP INVITES

1. On the left-hand navigation, click **Schedule**.
2. Under the *Schedule* sub-header, click on **RSVPs**.
3. Next to the player or staff members "name", click **Invite**.

HOW TO VIEW MY TEAM RSVPS

1. On the left-hand navigation, click **Schedule**.
2. Under the *Schedule* sub-header, click on **RSVPs**.
   - Month-by-month, you can see who is going and who is not.

HOW TO SEND RSVP REMINDERS

1. On the left-hand navigation, click **Schedule**.
2. Click on the event or game "name" you want to send reminders from.
3. Under the "name" of the game or event, choose either the **Player RSVPs** or **Staff RSVPs** sub tab.
4. Check the box next to the player or staff you want to send a reminder to, then click the blue **Send Reminders** button.
5. Click **Send** to confirm.

CHAT

The Chat tab will allow you to communicate to your full team roster with quick messages. When your team uses the mobile app to communicate with each other, you will see all chats that have already been sent.

To send a new chat message in TeamCenter, input your message in the field labeled **Type Message** and click **SEND**.

INTEGRATIONS

The Integration tab will display any and all integrations that you have on this particular Team Page. If you are not using any integrations, you will be able to "connect" them here.

SETTINGS

The Settings tab is where you can adjust the name, short name, abbreviation, gender, colors, and logo of your team.