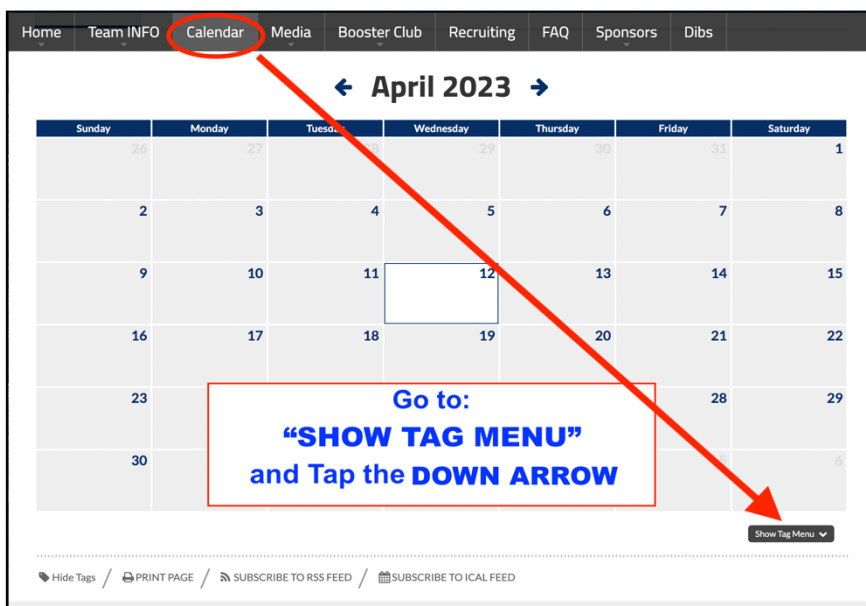


How to Setup and Manage Your Team Calendar

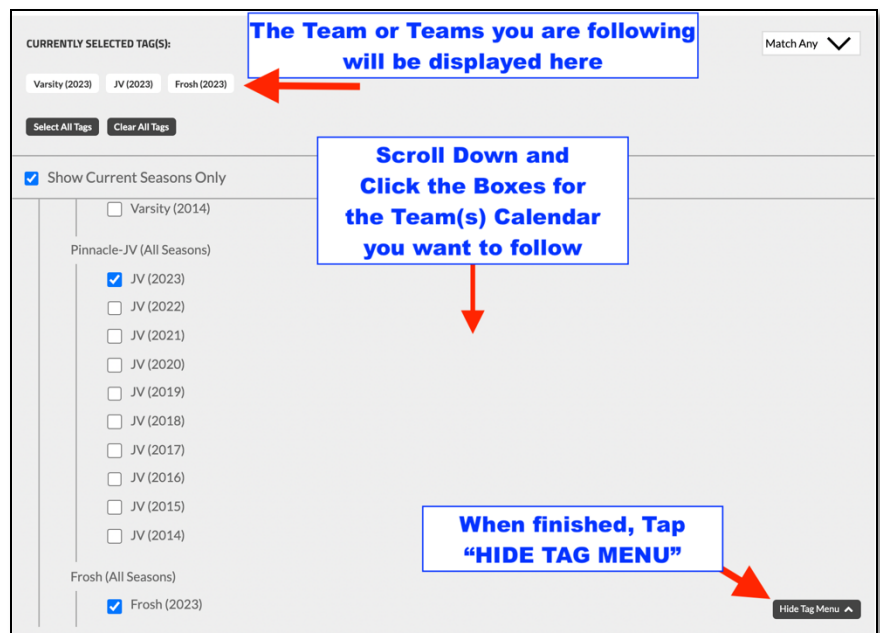
on The Pinnacle Football Website

How to Access and View Team Calendars

1. Sign-in to the Pinnacle Football Website with your SportsEngine email and password then Navigate to the Calendar Tab
2. From the Calendar - scroll down to the **Bottom Right Corner of the page** and Tap **SHOW TAG MENU**
3. Click the **Down Arrow** and scroll down to select the **Team(s) Calendar** you want to follow.
Note: If your Athlete plays on more than one team, (i.e., JV & Varsity) you will want to follow calendar events for both teams.



4. When you are finished selecting your team(s), Tap **HIDE TAG MENU**
5. Calendar events for the team(s) you selected will now be visible.



CALENDAR FAQs

How to View Team Calendars on the SportsEngine Mobile App

See instructions.

Why I Am Not Seeing Any Events on the Calendar?

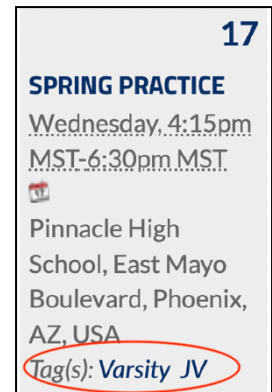
Possible Reasons:

1. **Most Common:** You are NOT signed-in to the Football Website! You must be signed-in with your SportsEngine login and password to view the Team Calendar.
2. You are NOT the Account Owner or Guardian on your SportsEngine profile, or you have signed-in with a different email. (See instructions for SE Account Set-up)
3. You have NOT **"Tagged"** your Team's Calendar (see instructions for above)
4. Your Player has not been rostered (*uncommon*). If you believe this may be the problem, please contact your Team Rep.

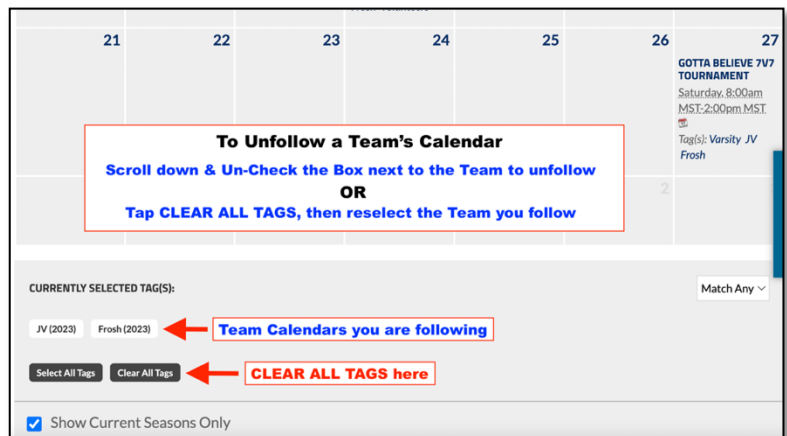
My Son plays JV. Why Does My Calendar Show Frosh Events?

Possible reasons why events for a different Team are visible on your calendar.

1. **Some events apply to more than one team** and will be visible on multiple team calendars. For example, JV and Varsity practice together so both teams are tagged for practice events.
2. To see if an event applies to more than one team, check the tags listed below each event. If your team is not tagged - you are not following that calendar. Follow directions above to fix.
3. You have tagged more than one team calendar or the wrong team calendar.
4. From the website calendar, click **"Show Tag Menu"**. On the left side of the page, you will see the names of each Team or Group calendar you have tagged to follow.
5. To Un-Tag a Calendar - Scroll down through all the teams & groups and uncheck Boxes for teams you do not want visible on your calendar.



- OR - Tap **"Clear All Tags"** and reselect the Team calendar(s) you want visible.



[Can I View Calendar Events for More Than One Team?](#)

Yes! You can view any team calendar if you are signed-in to the Football Website and are a SportsEngine Account Owner or Guardian of a rostered Pinnacle football player.

[Why Can't My Friends or Relatives View the Team Calendar?](#)

For safety reasons, events posted on the calendar are for team/parent/player planning and communication and are not visible to the public. Only Members, Players, Admins, and Coaches of Pinnacle Football can view calendar events. ***(Members - are SportsEngine Account Owners and Guardians of a Rostered Pinnacle Football Player.)***

Game schedules and public events are posted on the home page of the football website and are visible to all.

[My Son's Grandparent/Older Sibling Provides Transportation for Practices. How Can They View the Practice Schedule?](#)

If there is someone in your family who needs access to the Team Calendar for scheduling purposes, you or the SE Account Owner can add them as a Guardian under your Player's profile. *(See instructions for How to Add a Guardian)*