

## Adding Games to your Team Page

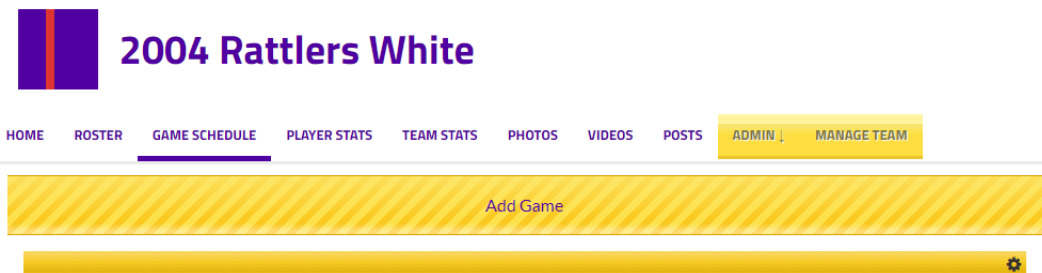
SportsEngine has THREE different ways for you to add in your game schedule.

### 1) Main Team Page – Game Schedule Area



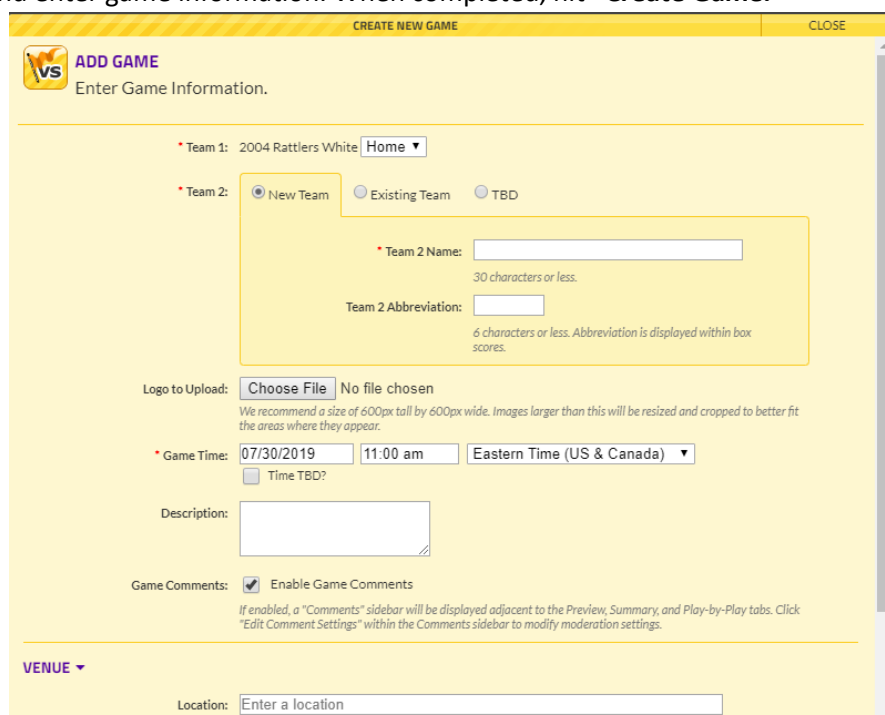
The screenshot shows the team page for "2004 Rattlers White". The navigation menu includes HOME, ROSTER, GAME SCHEDULE (circled in black), PLAYER STATS, TEAM STATS, PHOTOS, VIDEOS, and POSTS. Below the menu is a "2004 RATTLETS WHITE CALENDAR" table with columns for TUE 7/30, WED 7/31, THU 8/1, FRI 8/2, and SAT 8/3. The WED 7/31 cell contains the event "2004 Rattlers Purple at 2004 Rattlers White" on Wednesday, 8:00pm EDT. At the bottom right, there are links for VIEW ALL, RSS, and IICAL.

**Make sure you are in EDIT mode**, by clicking your EDIT button to ON. This is done in the long gray area on the left side of your team page and your page will then have yellow editing areas appear. (If you don't see an edit bar here, please contact Michelle Regner at [mregner@suburbanice.com](mailto:mregner@suburbanice.com) to get editing access for your team.)



The screenshot shows the same team page, but with a yellow editing bar at the bottom. The bar contains the text "Add Game" and a gear icon on the right side.

Hit **"Add Game"** and enter game information. When completed, hit **"Create Game."**



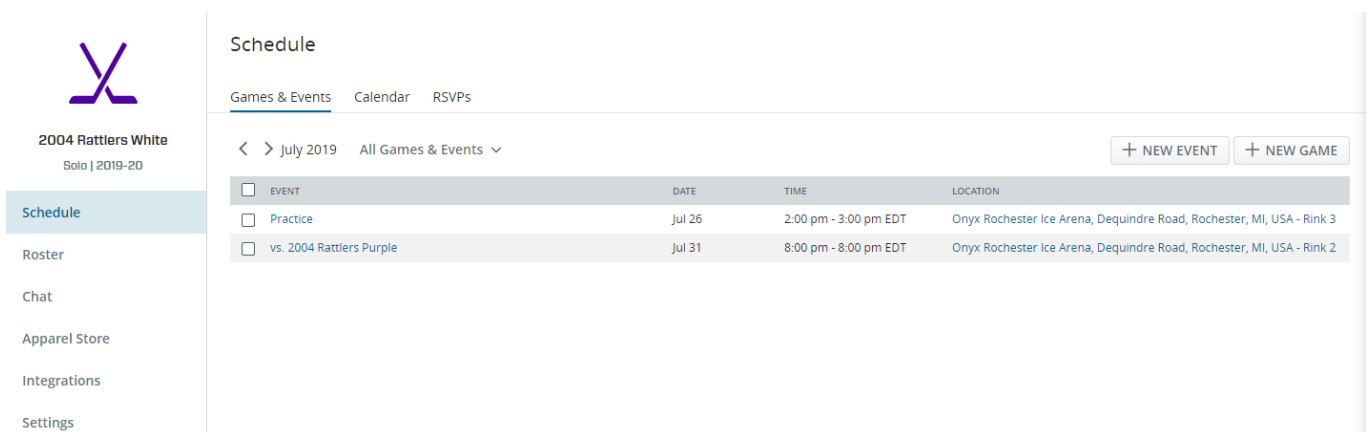
The screenshot shows the "CREATE NEW GAME" form. The form is titled "ADD GAME" and "Enter Game Information." It includes the following fields and options:

- Team 1: 2004 Rattlers White (Home)
- Team 2:  New Team,  Existing Team,  TBD
- Team 2 Name:  (30 characters or less)
- Team 2 Abbreviation:  (6 characters or less. Abbreviation is displayed within box scores)
- Logo to Upload:  No file chosen
- Game Time: 07/30/2019, 11:00 am, Eastern Time (US & Canada) (dropdown)
- Time TBD?
- Description:
- Game Comments:  Enable Game Comments
- VENUE:  Location:

2) **Manage Team Area – TeamCenter** (Access while in EDIT mode)



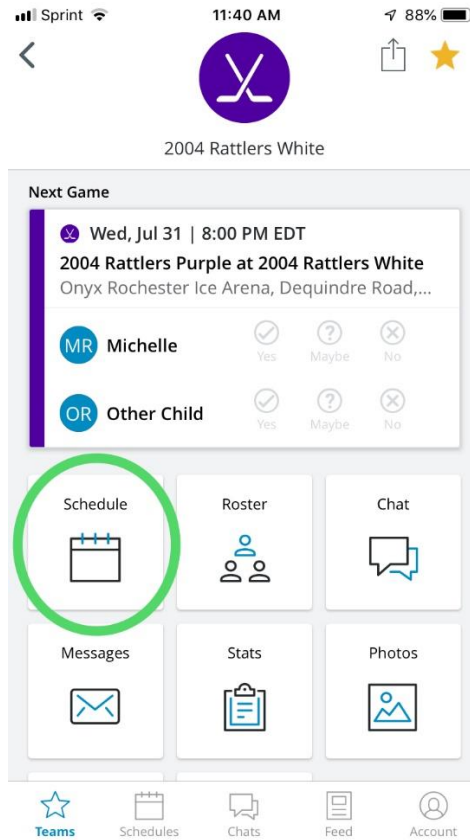
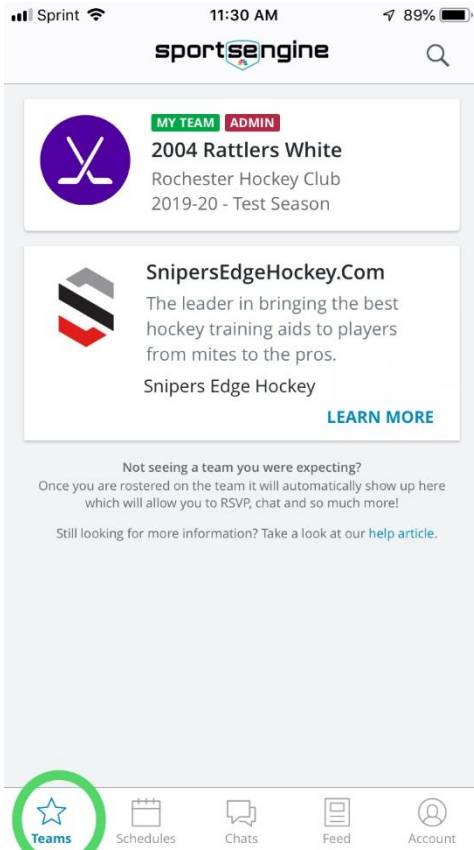
Clicking “Manage Team” will take you into the TeamCenter area. From TeamCenter, you can schedule games, roster players, send messages, and view RSVPs. (This can be done here in Games & Events tab or Calendar tab.)



In TeamCenter, you can add “New Games” or “New Events (Practices).” This area will also give you the option to add details that will be visible to Team Members Only. Click “New Game” add all information and click “Add Game.”

The image shows the 'New Game' form in TeamCenter. It has a title bar with a close button. The form contains several fields: 'Opponent \*' (TBD), 'Home Team \*' (2004 Rattlers ...), 'Date \*' (07/30/2019), 'Start Time \*' (12:00 pm), 'Duration \*' (H : ...), 'Time Zone' ((UTC-04:00) Eastern Time (US...)), 'TBD Time' (checkbox), 'Location' (TBD), 'Location URL' (http://), 'Location Details' (Ex. Field #3), 'Visible to Team Members Only' section with 'Arrival Time' (# of minutes early) and 'Uniform' fields. At the bottom are 'CANCEL' and 'ADD GAME' buttons.

### 3) Using the SportsEngine App



Login to SportEngine app using the same email and password combination you use on the Rochester Hockey Club website. Once logged in you will see your options **along the bottom – click on TEAMS –** and into **“My Team”** at the top, of which you should show as an ADMIN. Once in your team area, **click into SCHEDULE.**

Once in the “Schedule” area, you will see your upcoming schedule appear along with a **Blue + in the bottom right corner.** Click on the Blue + and it will give you the option to add a “New Game” or “New Event (practice).”

