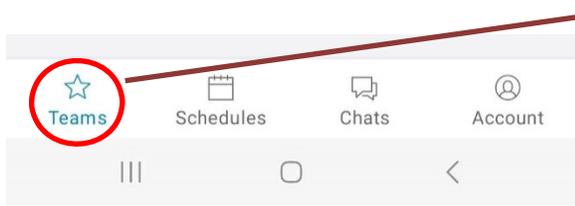## FAQs for Common SportsEngine tasks at LHYL

Answers to the following frequently asked questions (FAQs) are provided in this document:

- [How do I add a spouse or other family member to my player's SportsEngine profile?](#)
- [How do I score a game in SportsEngine?](#)
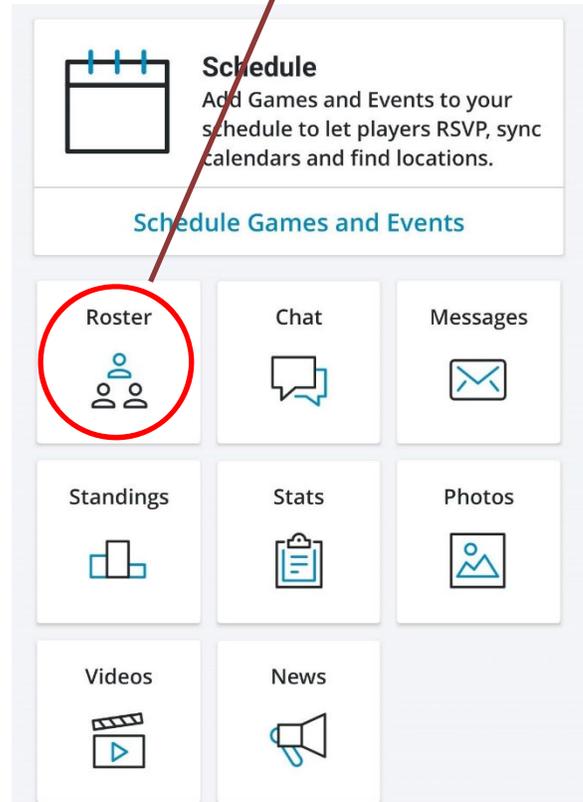- [How do I add a calendar event to my Schedule in SportsEngine?](#)

LHYL will be adding to this list as needed. Send additional questions to lhylpresident@gmail.com.
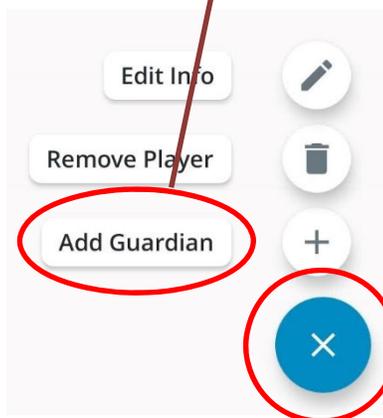
Adding a parent/family member in SportsEngine

1. Teams button

2. Roster button

- Open SportsEngine.
- Touch on the Teams button.
- Touch on the Roster button.
- Touch on your player.
- In the lower righthand corner, touch on the blue pencil
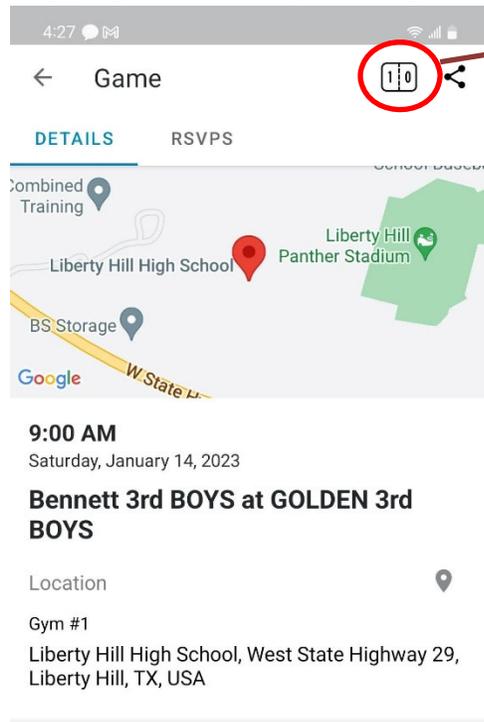- Touch Add Guardian.

Schedule
Add Games and Events to your schedule to let players RSVP, sync calendars and find locations.

Schedule Games and Events

Roster	Chat	Messages
Standings	Stats	Photos
Videos	News	

4. Add Guardian
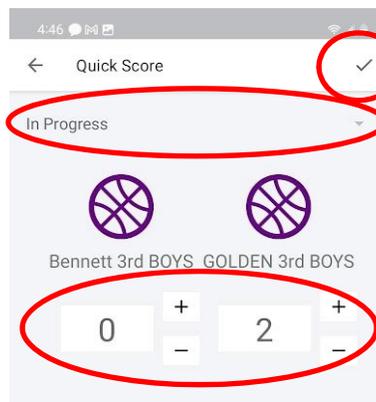
Edit Info

Remove Player

Add Guardian

3. Blue pencil button

Logging scores in SportsEngine

1. Quick Score button

- Go to your team schedule and touch on the game you are ready to score.
- Touch on the Quick Score button in the upper right portion of the game details.
- Update the game score for each team using the "+" and "-" buttons.
- Chance the game status to Final.
- A green checkmark will appear in the upper right portion of the Quick Score window. Touch it to submit the score.
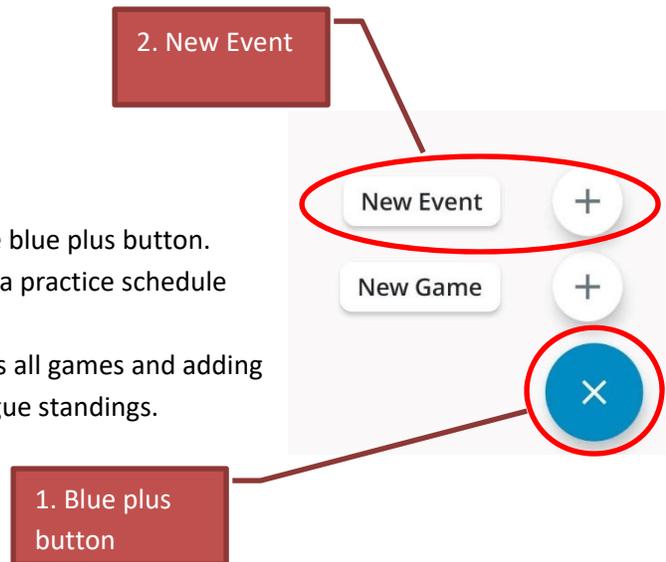

4. Submit

3. Game status

2. Change score

Creating Events in SportsEngine

2. New Event

New Event +

New Game +

- Go to your team schedule.
- In the lower right-hand corner, click the blue plus button.
- Touch on the New Event button to add a practice schedule item or other team event.
- DO NOT create a new game – LHYL adds all games and adding new games could potentially affect league standings.

1. Blue plus button

- Enter information for your single or recurring event, including name, date, and tme.
- Choose whether to notify your team.
- Use a standard location, such as LHYL Downtown Fields or Lions Foundation Park.

New Event

Notify Team
Send a notification to your team about this event

6. Push notification

Event Name

3a. Name

All Day

TBD

Starts   February 12, 2023   11:00 PM

Ends   12:00 AM

3b. Date and time

Central Standard Time

Does Not Repeat

4. Recurring event?

Choose Location

Description

5. Location