



# Sports Illustrated *Play*<sup>TM</sup>

**COACH'S GUIDE**

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# INTRODUCTION

This guide is designed to assist coaches/privileged volunteers with using their Team Website.

# VOLUNTEER PERMISSIONS

In order for a Coach to have access to a Sports Illustrated Play Team Website, the following must occur:

1. The volunteer must be registered for the session/division they are interested in.
2. An administrator of the league must assign the volunteer to the team they will be participating in.
3. An administrator must activate the team. Once this step happens, the volunteer will receive an email letting them know that they may log into their team website and the app.

# LOGIN TO YOUR ACCOUNT

To access your team's information, you will use the same account you initially registered yourself with and/or to register your children.

To login:

1. Navigate to your **SI Play Team Website**.
2. In the upper right corner of the webpage, click **Login**.
3. Enter the **Email Address** associated with your SI Play Account.
4. Enter your **Password**.
5. Once complete, click **Login**.

**NOTE:** If you are unsure of your SI Play Team Website URL, it can be found in the email that was sent to let you know the team website was available.

If you no longer have access to the email, you may log into your account from the organizations' website. From within your account, to the right of the team you'd like to access, click the **Team Website** button. You may wish to bookmark the URL for future use.

# SI PLAY TEAM WEBSITES FEATURES

## Team Chat

Team Chat is a feature that is available *ONLY* to the members on your team. Anything posted via Team Chat is not visible to the public. Team members will receive an email when a Team Chat is posted.

**NOTE:** Team chats that are added to the website will NOT be visible in the SI Play mobile app and vice versa.

To access Team Chat:

1. Navigate to your SI Play Team Website's **Home** page.
2. In the left-hand vertical menu, click **Team Chat**.
3. Read chats that have been posted, or click **+Add New Chat** to create a new team chat.

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### News

You have the option to create and display news articles that pertain to your sport or organization directly onto your Team Webpage.

To create a news article:

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **News**.
3. Click **+Add News Item**.
4. Fill out form as desired.
5. (Optional) Click **Upload** to upload an article image.
  - To crop image, you can use the + and - symbols to enlarge or shrink. You can also drag image to reposition. Once complete, click the **Crop**  icon.
6. Once complete, click **Save**.

### Photo Albums

Photo albums give you the ability to create and manage collections of photos within your SI Play Team Website.

**NOTE:** Photo Albums that are added to the website will NOT be visible in the SI Play mobile app and vice versa.

#### Create a Photo Album

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Photo Albums**.
3. Click **+Add Photo Album**.
4. Fill out form as desired.
5. Under Add Photos, drag and drop or upload images.
  - **NOTE:** You can add several images at once in this step.
6. Once complete, click **Save**.

#### Edit a Photo Album

1. Navigate to your SI Play Team Website's **Home** page.
2. Select the Photo Album you wish to manage.
3. Click **Edit Album**.
4. Make desired edits.
5. Once complete, click **Save**.

#### Delete a Photo Album

**NOTE:** This action cannot be undone.

1. Navigate to your SI Play Team Website's **Home** page.
2. Select the Photo Album you wish to manage.
3. Click **Delete Album**.
4. Click **Yes, Delete**.

### Schedule

Using the Scheduling feature allows coaches to easily:

- **Create** team schedules.
- **Publish** schedules for team viewing.

**NOTE:** Events created by volunteers will be published automatically.

### Add Events

**NOTE:** Games created by volunteers on the Team Website, or mobile app, will not count towards league standings. Opposing teams appear as a write-in or a custom team. In order for a game to count towards standings, it must be created by a league administrator.

To add events to your team schedule:

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Schedule**.
3. Click **+Add Event**.
4. Fill out form as desired.
5. Once complete, click **Save** ---or--- if you are adding more than one event, click **Save & New**.

### Cancel Events

**NOTE:** You may only cancel events that you created.

1. Log in to your Team Website.
2. Click **Schedule**.
3. Find the event you'd like to cancel on the schedule.
4. Click the down-facing arrow to expand the event.
5. Click **See Full Event Details**.
6. Click **Cancel**.
7. If you'd like to notify the team of the cancellation, keep **Notify Team of Cancellation** selected.
8. If you'd like to enter a message to your Players & Volunteers, you may do so in the **Custom Message** to Players & Volunteers text box.
9. When satisfied, click **Cancel Event**.
10. The event will now show up as canceled on the schedule.

### Delete Events

**NOTE:** You may only delete events that you created.

1. Log in to your Team Website.
2. Click **Schedule**.
3. Find the event you'd like to delete on the schedule.
4. Click the down-facing arrow to expand the event.
5. Click **See Full Event Details**.
6. Click **Delete**.
7. If you'd like to notify the team of the deletion, keep **Notify Team of Deletion** selected.
8. If you'd like to enter a message to your Players & Volunteers, you may do so in the **Custom Message** to Players & Volunteers text box.
9. When satisfied, click **Delete Event**.
10. The event will no longer show on the schedule.

### Subscribe to Schedule

If you are trying to subscribe using iCal:

1. Log into your Team Website from the Web.
2. On the left-hand side of the screen, click **Schedule**.
3. On the right-hand side of the screen, select **iCal**.
4. Click **Subscribe** and follow the onscreen instructions.

If you are trying to subscribe using Google Calendar:

1. Log into your Team Website from the Web.
2. On the left-hand side of your Team Website, click **Schedule**.
3. On the right-hand side of the screen, click **iCal**.
4. Right-click on Subscribe ---or--- long press if on mobile.
5. Click **Copy Link Address**.
6. Log in to the main Google Calendar page from your PC. Make sure to use the desktop version if on mobile. ([Calendar.google.com](https://calendar.google.com))
7. On the left-hand side of the screen, click the drop-down arrow to the right of **Other calendars**.
8. Select **Add by URL**.
9. Paste the URL - which you previously copied - into the designated area. If this doesn't work, repeat steps 1-3 and try again.
10. Once complete, click **Add Calendar**.

## Results

The Results feature allows you to manage your team's game scores.

### Score/Update Games

**NOTE:** Games created by volunteers on the Team Website, or mobile app, will not count towards league standings. Opposing teams appear as a write-in or a custom team. In order for a game to count towards standings, it must be created by a league administrator.

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Results**.
3. Click **Add/Update Score**.
4. Fill out form as desired.
5. Once complete, click **Save OR Save and Update Stats**.
  - To enter stats, after clicking Save and Update Stats, fill out desired statistical information and click **Save Changes** once complete.

### Delete Game Scores

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Results**.
3. Click **Update Score**.
4. Click **Delete**.
5. Click **Yes, Delete**.

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### Standings

The Standings feature shows the standings for your team's division and each active division within your season. Information will be populated when games have been scored.

### Roster

Rosters allow you to view all rostered volunteers and players. If you are logged in as a volunteer, you can view their contact information and upload volunteer/player images.

Visitors that are not logged into your team website will only see the public name display set by your league administrator. These options are:

- First Name, Last Initial
- First Initial, Last Name
- Full Name
- Player Number Only

### Upload a Volunteer/Player Image

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Roster**.
3. Select the volunteer/player you wish to manage.
4. Click **Upload**.
5. Select and Edit photo as desired.
  - To crop image, you can use the + and - symbols to enlarge or shrink. You can also drag image to reposition.
6. Once complete, click the **Crop**  icon.

### Statistics

The Statistics page displays only your team's stats. To manage your team's stats, you will need to go through the Results page as these are calculated on a per game basis.

### Add/Update Stats

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Results**.
3. Click **Add/Update Score**.
4. Ensure form is filled out as desired.
5. Click **Save and Update Stats**.
6. Enter statistics as desired.
7. Once complete, click Save Changes.

### Sponsors

The Team Sponsors page allows you to view the League's Sponsors (which cannot be edited by a volunteer) as well as the team sponsors. Volunteers may add or edit their team sponsors.

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### Add a Team Sponsor

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Sponsors**.
3. Click **+Add Sponsor**.
4. **Upload** a Sponsor Logo.
  - To crop image, you can use the + and - symbols to enlarge or shrink. You can also drag image to reposition.
5. Once complete, click the **Crop**  icon.
6. Fill out remainder of form fields as desired.
7. Once complete, click **Save**.

### Edit a Team Sponsor

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Sponsors**.
3. Under the team sponsor you wish to manage, click **Edit Sponsor**.
4. Make desired edits.
5. Once complete, click **Save**.

## More

Any menu items you create under your Website Settings feature will be housed in a drop down menu in this location.

[Click here](#) for more information on adding menu items to your Team Website.

## COACH TOOLS

### Email Team

Creating and sending emails to your team is easy through the SI Play Team Website system.

Emails will only be sent to Family Administrators (typically the parents of the player). Family Members (those who have been given access to follow your team) will not receive emails.

**NOTE:** Any email responses you receive from your team will go to the email associated with your SI Play account.

To send email:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under **Coach Tools** click **Email Team**.
3. If applicable, choose the desired email address from the drop down menu.
4. (*Optional*) To deselect particular recipients, click the **Recipients** link.
  - All registered players/volunteers are selected by default.
5. Fill out the **Email Subject**.
6. Fill out the **Email Body**.

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- Utilize any necessary formatting tools from the text editor provided.
7. Once complete, click **Send Email**.

## Text Team

Through the SI Play Team Website, coaches have the ability to send messages delivered by text (SMS). Sending a text is an ideal way to broadcast time-sensitive information to your team.

Texts will only be sent to Family Administrators (typically the parents of the player). Family Members (those who have been given access to follow your team) will not receive texts.

**NOTE:** In order for your members to receive text messages, they must opt into this service through their own SI Play account.

To send text messages:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under **Coach Tools**, click **Text Team**.
3. (*Optional*) To deselect particular recipients, click the **Recipients** link.
  - All registered players/volunteers are selected by default.
4. Fill out **Text Message** body.
5. Once complete, click **Send Text**.

## Custom Page Content

The Custom Page Content feature allows you to create custom content for your website. These pages will be viewable when they are linked to a [Menu Item](#).

### Add Custom Content

1. Navigate to your SI Play Team Website's **Home** page.
2. Under **Coach Tools**, click **Custom Page Content**.
3. Click **+Add Content**.
4. Fill out form as desired.
  - **NOTE:** You can create a Parent Custom Menu Item to house this content under Website > Menu Settings. [Click here](#) for more information on creating a Custom Menu Item.
5. (*Optional*) Click **Upload** to upload an article image.
  - To crop image, you can use the + and - symbols to enlarge or shrink. You can also drag image to reposition. Once complete, click the **Crop**  icon.
6. Once complete, click **Save**.

## Website Settings

### General Settings

Under the **General Settings** tab, you can customize your website address and add a Facebook page and/or Twitter handle to your SI Play Team Website's Home page.

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To customize website address:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. The **General Settings** tab is selected by default.
4. In the **Customized Website Address field**, insert your desired text.
  - **NOTE:** There can be no spaces between any text.
5. Once complete, click **Save Changes**.

To add a Facebook page:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. The **General Settings** tab is selected by default.
4. Enter the link to the desired Facebook page in the **Facebook Page** field.
  - **NOTE:** Personal Facebook profiles cannot be used.
5. Once complete, click **Save Changes**.

To add a Twitter handle:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. The **General Settings** tab is selected by default.
4. Enter the desired Twitter handle in the **Twitter Handle** field.
  - **NOTE:** You do not need to enter any # or @ symbols.
5. Once complete, click **Save Changes**.

## Visual Settings

By default, your SI Play Team Website **Visual Settings** are inherited from the League's settings. You can customize your Team Website by uploading a team logo, site banner, and/or background image and by changing your website color scheme.

To upload a team logo/site banner/background image:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. Select the **Visual Settings** tab.
4. Click **Upload** for the desired image setting.
  - To crop image, you can use the + and - symbols to enlarge or shrink. You can also drag image to reposition.
5. Once complete, click the **Crop**  icon.
6. Once complete, click **Save Changes**.

## Color Scheme

There are two ways to update the colors of your website.

Enter the code:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. Select the **Visual Settings** tab.
4. Scroll to the **Website Colors** section of the page.
5. Enter the color code for each desired section.

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- After entering a color code, click off of the color pallet to populate the color.
6. Once complete, click **Save Changes**.

Select the color from the color pallet:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. Select the **Visual Settings** tab.
4. Scroll to the **Website Colors** section of the page.
5. Select the color field(s) that you would like to edit.
6. When the color pallet appears, use the **Rainbow Panel** on the right to select your color family.
7. Click and drag the circle within the pallet to save your color code.
8. Once complete, click **Save Changes**.

## Menu Settings

**Menu Settings** allow you to create and manage your custom menu items. Menu items will appear in the More drop down on your left hand side navigation menu. Content for these items can be added in the Custom Page Content page.

To create a custom menu item:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. Select the **Menu Settings** tab.
4. Add desired/required information and specifications.
5. Under Menu Type, ensure **Custom Page** is selected.
6. Select the article you wish to link to this menu item from the **Select Custom Page Content** field.
  - **NOTE:** In order for your menu item to appear on your left hand side navigation, an article must be linked to your menu item. [Click here](#) for more information on creating a Custom Page Content.
7. Once complete, click **Save Menu Item**.

To create a custom menu item with a link to an external website:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. Select the **Menu Settings** tab.
4. Add desired/required information and specifications.
5. Under Menu Type, select **External URL**.
6. Enter desired URL in the **External URL** field.
7. Once complete, click **Save Menu Item**.

To disable a custom menu item:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings**.
3. Select the **Menu Settings** tab.
4. In the right hand column, select the menu item that you wish to disable.
5. Under Show on Side Navigation, uncheck Enabled.
6. Once complete, click **Save Changes**.

**NOTE:** Only custom menu items can be disabled. Default menu items cannot be disabled.

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### Attendance Settings

**Attendance Settings** will allow you to set Attendance Reminders, which send your players' parents an email asking if their child will be attending any event types that you select.

Event Types are classified as:

- Games
- Practice
- Other Events

**NOTE:** In order for members to receive these notifications, they must have the Event Reminders feature enabled on their account.

If Attendance Reminders are enabled, you as a coach will also receive **Attendance Summaries** to aid you in tracking attendance. Attendance Reminders and Summaries are sent with the same frequency:

- Game Reminders:
  - 3 days before the game.
  - 24 hours prior if game starts **before** 12PM.
  - 12 hours prior if game starts **after** 12PM.
- Practice/Non-Game Event Reminders:
  - 24 hours prior if event starts **before** 12PM.
  - 12 hours prior if event starts **after** 12PM.

To set attendance reminders:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Website Settings > Attendance Settings**.
3. Ensure all desired event types are selected for which you would like to track attendance.
  - By default, all event types are selected.
4. Once complete, click **Save Changes**.

### Manage Team Info

If you are required to input information about your players, this can be done through **Manage Team Info**. Some information that you might need to add could include:

- A player rating.
- Updating weight, if the player is O/L, if they've attended a specific class.
- Inputting the Player's Jersey Number.

**NOTE:** If you are **NOT** required to enter information about your players, you will not see this option in your SI Play Team Website.

To input player information:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Manage Team info**.
3. In the row of the desired player to manage, Click **Edit**.
4. Once complete, click **Save**.

### Print Rosters

Within the Coach Tools, each coach has the ability to print team rosters.

To print team rosters:

1. Navigate to your SI Play Team Website's **Home** page.
2. Under Coach Tools, click **Print Rosters**.
3. Select the desired **Roster**.