SPORT NGIN

Team Management

Parent/Athlete Guide

September 2015

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Introduction

Keeping track of your child's sports schedules can be a full time job. We've made it easier with the **new team management features** within your team's Sport Ngin website and mobile app. You can now manage your child's schedule by responding to invitations to games and events in real time. You can communicate with your team manager, coach, and other parents directly within the app and receive notifications of messages as text messages and email.

About the Mobile App Examples
This guide contains screens from the Sport Ngin iOS app. The instructions will be the same for the Android app.

Create a Sport Ngin Account

You must have a Sport Ngin account to access your team's Sport Ngin website team page.

To create a Sport Ngin Account, do the following:

1. Using the URL provided by Sport Ngin, access the website that has been created for your organization.
   Note: If you do not know your team's website, try doing a Google search for your association name and clicking on the link to the association website. Your team will be a page on the overall association website.

2. At the top, left of the resulting screen, select **Create an Account**, to the right of Login.

3. You will then be brought to an Account Information entry screen. Fill out all of the following fields:
   a. First Name
   b. Last Name
   c. Email Address (and Retype Email Address)
   d. Mobile Phone Number

      e. Desired Username

      f. Password (and Retype Password)

5. Certify that you are at least thirteen years of age, and signify whether you'd like to receive emails on updates and offers from Sport Ngin by selecting the corresponding check boxes.
   Note: If you are creating a Sport Ngin Account to register your child, you will must still create the account in your name and with your own information. Once you register the child, their information will be added as a sub-profile on your account.

6. Select the **Sign Up** button at the bottom of the page when you are finished.

7. An Activation Email will be sent to the email address you provided, which you will use to finish creating your account. If you do not see the email within a few minutes, be sure to check your Spam Folder as it may have been misidentified as such by your email service.

8. Open the email and select the Activation Link provided. You will then be brought back to the website, where you can now successfully log in with your Sport Ngin Account.

For more information, refer to the Sport Ngin Help Center.
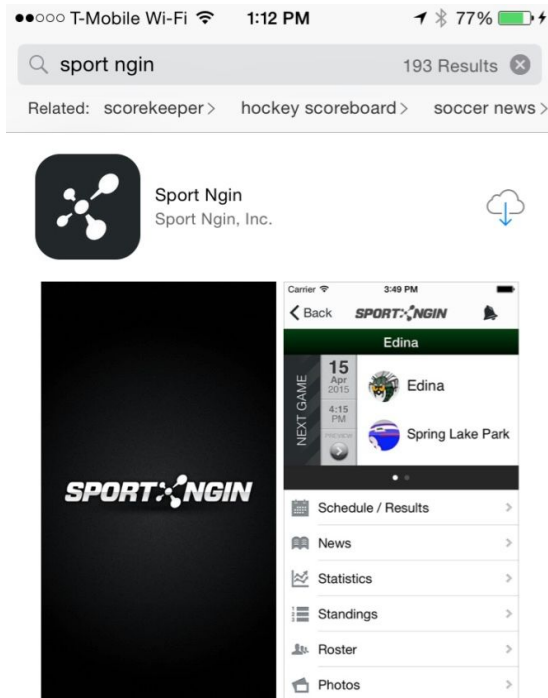
Installing the Mobile App

The Sport Ngin mobile app is available for iOS and Android devices and is available on the Apple App Store and on Google Play.

For Your iPhone Device

To install the Sport Ngin app on your iPhone, do the following:

1. On your device, open the **App Store**.

2. Search for Sport Ngin.

3. Tap the **Get** button to begin installing the app.
4. Open the app on your device.
5. On the Settings tab, tap **Account** and tap the **Sign In** button to sign into your Sport Ngin account.

How do I get my teams to show up in the app?

Any teams for which you are on the roster will automatically appear in the **My Teams** tab. Teams that you want to follow will appear in the **Following** tab after you add them.

6. You can follow other teams so they appear in the app. Tap **Find a Team**.
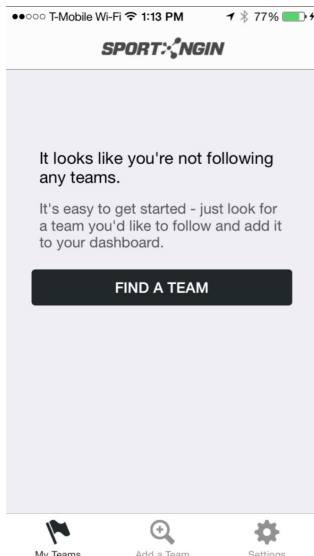
7. Enter the team's name in the search field and select the team. The teams you follow will then appear on the **Following** tab.
8. Access all of the team functionality within the team's home screen.
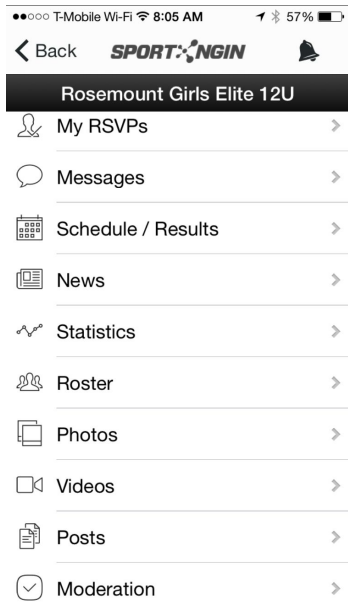
Sending and Responding to Messages

Anyone on your team can send a message to individuals or in groups including the entire team from the team website or within the Sport Ngin mobile app. You can also delete and reply to a message after you've opened it in the app. Once you send the message, a *notification* is sent via text message, within the app, and email to the recipients.
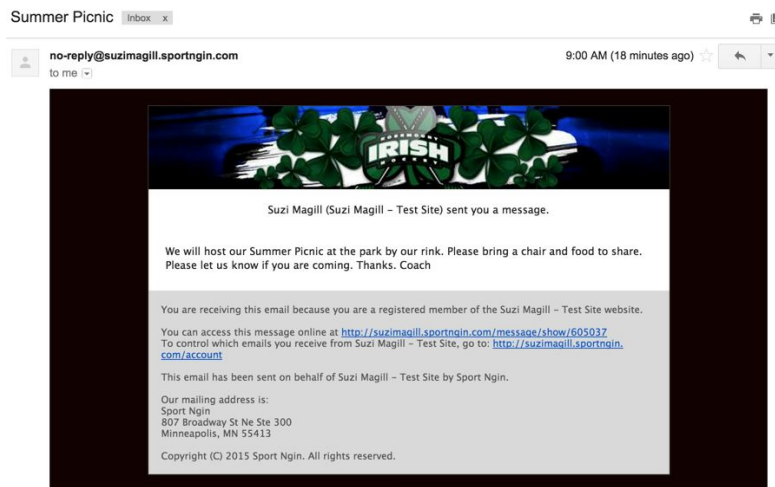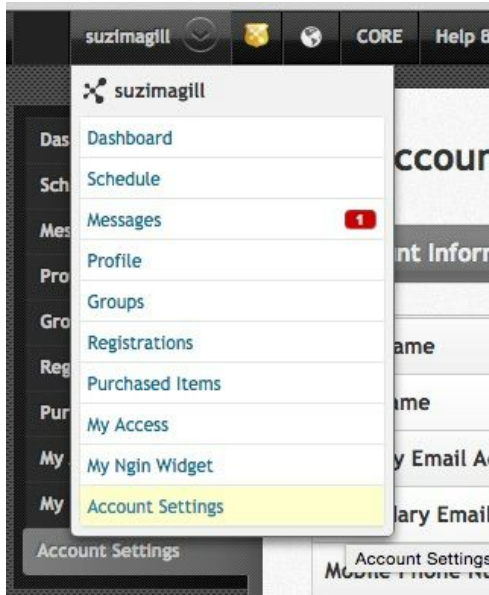
Enabling Messaging

In order to receive text notifications, you need to add your mobile phone number and enable text notifications to be sent to your mobile phone.

To receive text notifications, do the following:

1. On your team's website, click on your profile name on the top left of the screen.
2. Click **Account Settings** from the profile drop-down list.

3. Under **Notification Settings**, click the checkbox next to the team for which you want to receive text notifications.
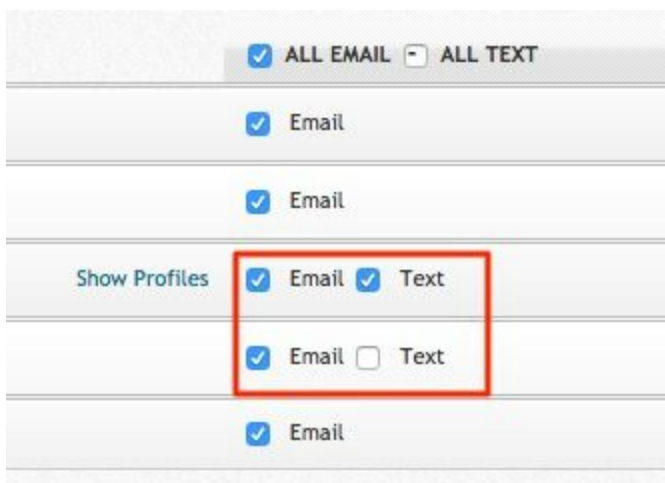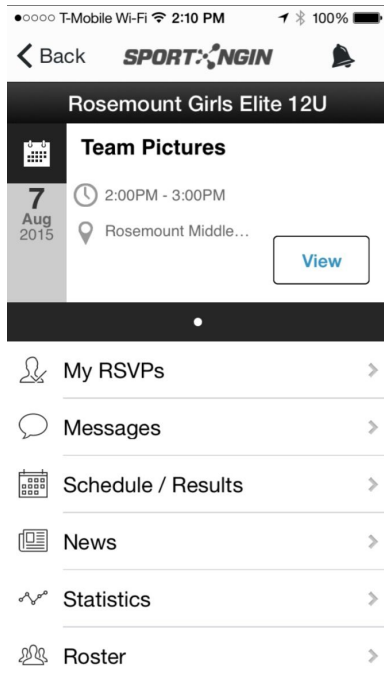

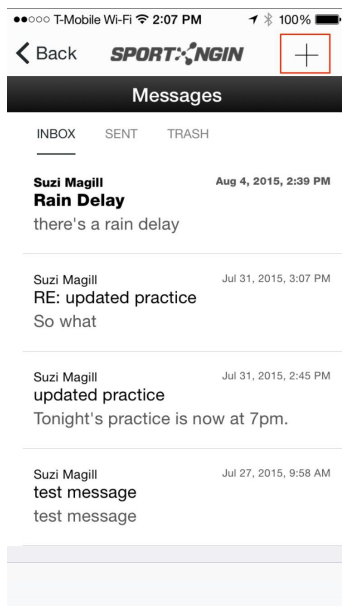## Sending a Message through the Mobile App

To send a message through the Sport Ngin mobile app, do the following:

1. Tap to open the Sport Ngin app. Login with your username and password.
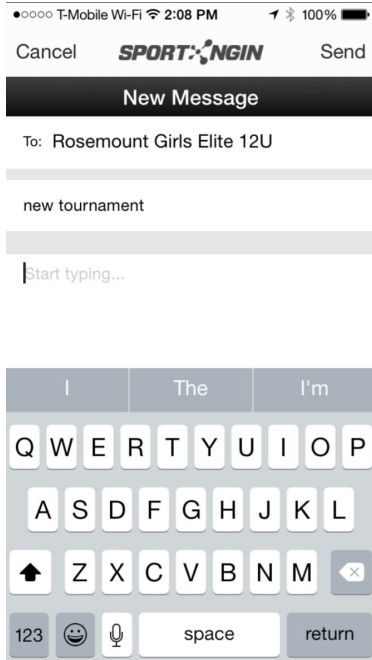2. Tap the team name.

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3. Tap the **Messages** icon from the team home screen. A list of all received messages appears.

4. Click the "+" to create a new message.

5. Enter subject text and then start typing your message. When completed, tap **Send**.

Messaging Formats

Messages are delivered to your Sport Ngin inbox automatically. The full message will display in the email and text. However, text messages are limited to 140 characters per text (and do not show the subject), so messages beyond 140 characters will continue in a subsequent text message.
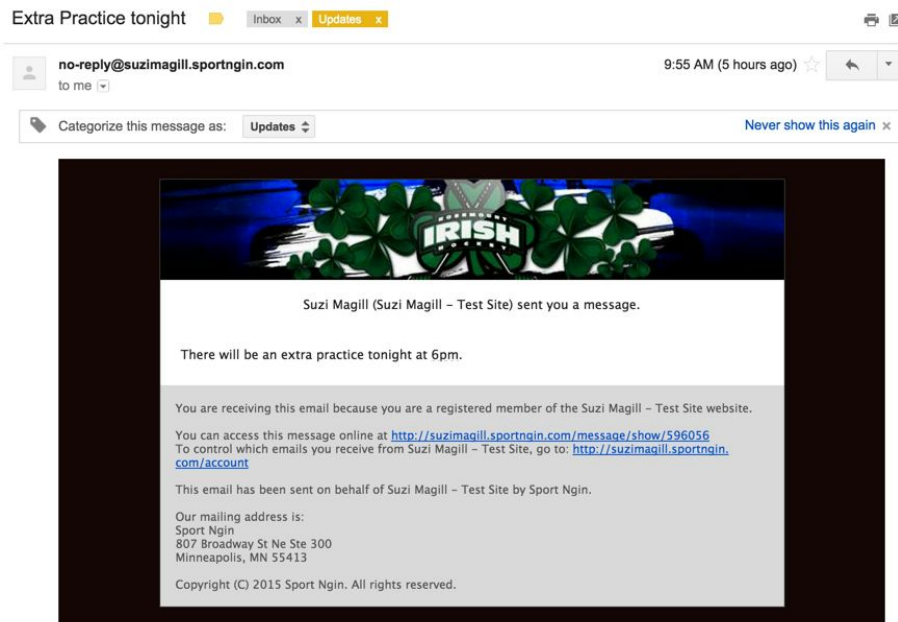
Viewing Invitations and Responding to RSVPs

When your Team Manager or Coach creates a new game or event, you will receive a notification email and message in the website and mobile app for which you need to RSVP.

Email Notification

You will receive an invitation email to which you can RSVP. There is no need to log in to the team website to RSVP, simply click a button within the email indicating that you are going, Not Going, or Maybe.
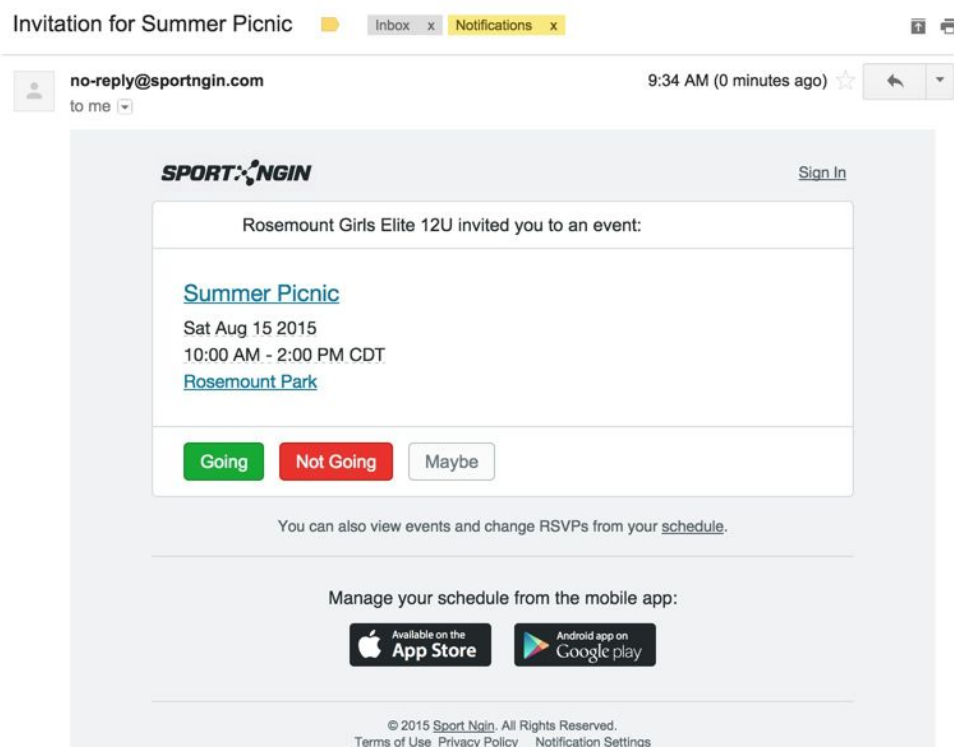

Mobile App Notification

You will receive a message in the My RSVPs section of the mobile app to which you can RSVP. There is no need to log in to the team website to RSVP, simply tap their response indicating they are going, maybe going, or not going. You can also add a note.

To respond to an invitation do the following:
1. In the **My RSVPs** tab, tap the invitation.

2. Tap the icon to indicate if you are going, not going, or undecided.
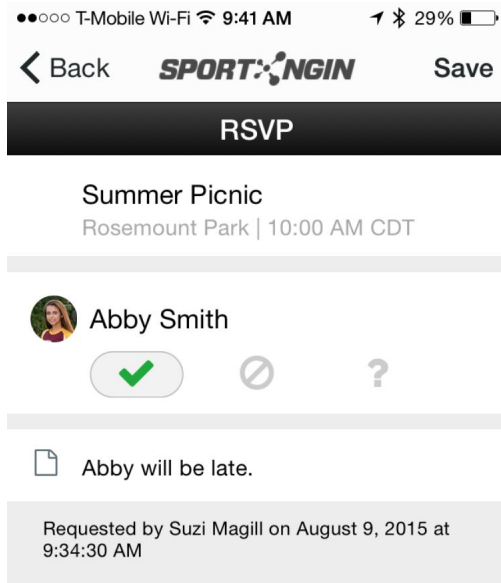
3. You can also add a note which is only read by the team manager and not other players.
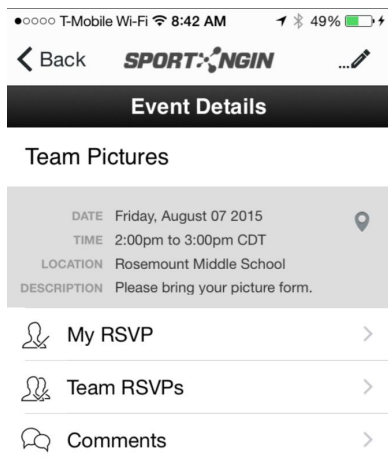4. Click **Save**.

Note: You can also change your response at anytime following the same instructions.

Viewing the Team RSVPs

You can also see who from your team has responded to the invitations.

To view the team RSVPs, do the following:
1. In the mobile app, tap the **Schedule/Results** tab.
2. Tap the name of the event or game.
3. Tap **Team RSVPs**.

4. The responses for each player are shown in the list.