

## How do I message my team? (website)

Once players have been rostered to your team, you will be able to send them messages. Follow the steps below for assistance in messaging your team. 1/22/2018



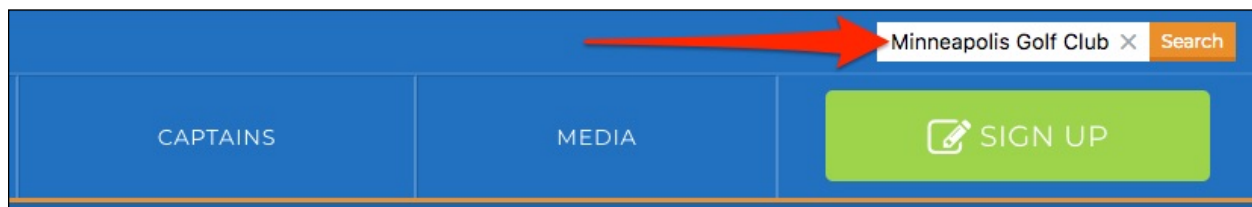
- **Step 1: Login to your SportsEngine account**

- » Navigate to [www.pgajrleague.com](http://www.pgajrleague.com)
- » In the top right corner of your screen, click the 'Login' button



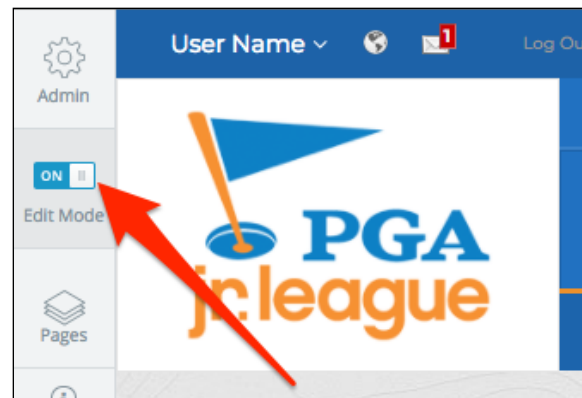
- **Step 2: Locate the team page you would like to send messages to**

- » Search for the team via the 'Search' bar in the top right corner of the page

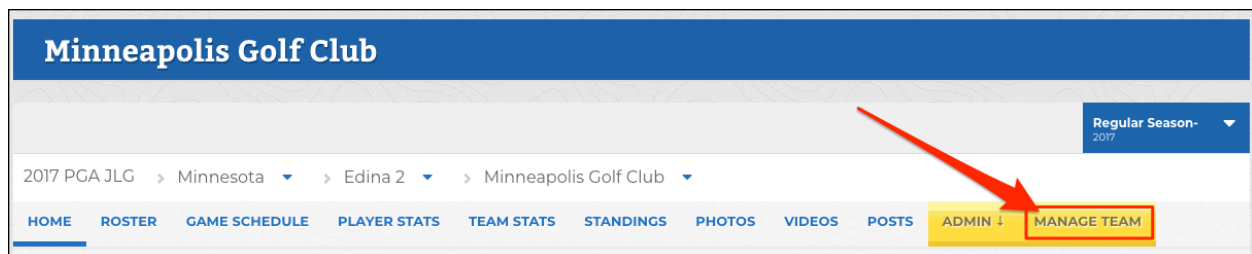


- **Step 3: Navigate to the team center**

- » Switch into Edit mode at the top left corner of the page



- » Click on the 'Manage Team' button



- **Step 4: Message the team**

- » Click the check box to the left of 'Name' to select all players on the roster.
- » If you only want a few people to receive the message, select the checkbox next to their name(s).
- » After selecting who will receive the message, click the 'Message' button

Minneapolis Golf Club  
2017 PGA JLG  
2017

Roster

Players Staff

Search

REMOVE MESSAGE

	NAME	NUMBER	POSITIONS	STATUS	MESSAGES
<input checked="" type="checkbox"/>	Fernando			Member	Opted-In
<input checked="" type="checkbox"/>	Grace			Member	Opted-In
<input checked="" type="checkbox"/>	Jack			Member	Opted-In
<input checked="" type="checkbox"/>	Landon			Member	Opted-In
<input checked="" type="checkbox"/>	Lily			Member	Opted-In
<input checked="" type="checkbox"/>	Mason			Member	Opted-In
<input checked="" type="checkbox"/>	Preston			Member	Opted-In
<input checked="" type="checkbox"/>	Ryan			Member	Opted-In
<input checked="" type="checkbox"/>	Thomas			Member	Opted-In

- » Enter in the subject and the message body. When complete, click 'Send Message'

From: User Name

Subject

Practice Today - Driving Range

Message \*

Hi Team!

As a reminder, we will be meeting for practice out at the driving range today. We will provide the buckets of balls, so no need to worry about that.

Thank you!

Required \*

CANCEL PREVIEW NOTIFICATION SEND MESSAGE