

## How do I send RSVPs? (website)

Once games and other events have been scheduled, RSVPs can be sent out to your team to see who can attend. 1/22/2018



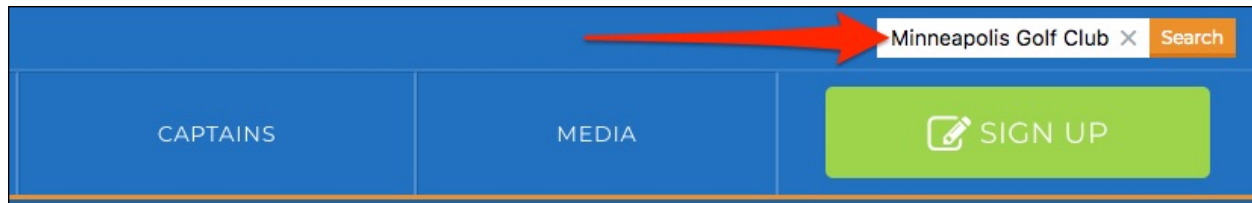
- **Step 1: Login to your SportsEngine account**

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



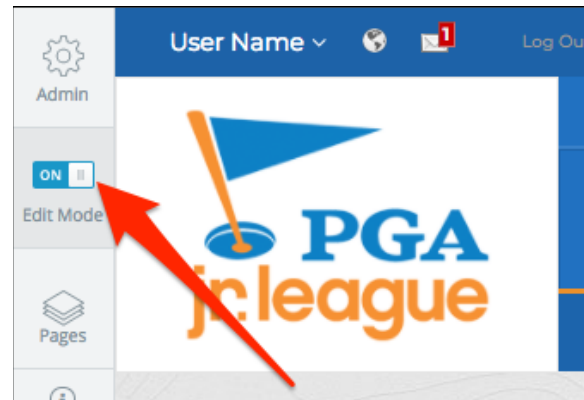
- **Step 2: Locate the team page you would like to view**

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

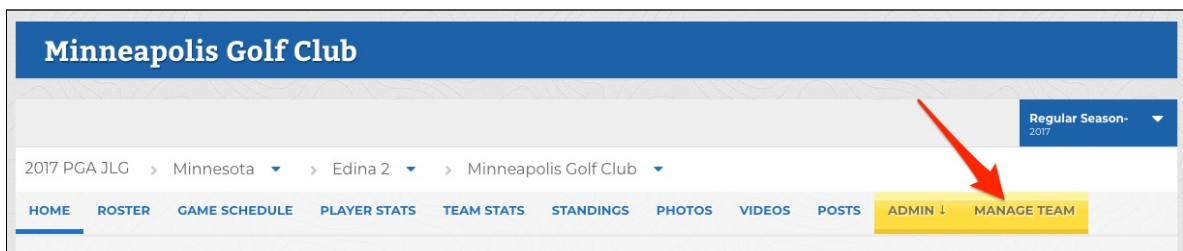


- **Step 3: Locate the team center**

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



- » Click on the 'Manage Team' button



- **Step 4: Send the RSVPs**

- » 1. Select 'Schedule' from the lefthand menu
- » 2. Select the RSVPs tab at the top
- » 3. Click on the game you wish to send RSVPs out for

The screenshot shows the Minneapolis Golf Club 2017 PGA JLG interface. On the left is a navigation menu with 'Schedule' highlighted with a red box and a '1'. The main area is titled 'Schedule' and has three tabs: 'Games & Events', 'Calendar', and 'RSVPs', with 'RSVPs' highlighted with a red box and a '2'. Below the tabs, there are navigation arrows and the text 'July 2017 All Games & Events'. A table lists games with columns for 'NAME', 'Players', and three game titles. The first game, 'VS. BRAEMAR GOLF ... JUL 9, 6:00 PM CDT', is highlighted with a red box and a '3'. Below the table, a list of players is shown with checkboxes and dropdown menus for each game.

NAME	VS. BRAEMAR GOLF ... JUL 9, 6:00 PM CDT	@ BRAEMAR GOLF C... JUL 16, 6:00 PM CDT	VS. MEDINA GOLF & ... JUL 26, 6:00 PM CDT
Players	0 / 0	0 / 0	0 / 0
Fernando Pluimer	- v	- v	- v
Grace Pluimer	- v	- v	- v
Jack Newhouse	- v	- v	- v
Landon Miller	- v	- v	- v
Lily Augdahl	- v	- v	- v

- » Select the players you would like to send the RSVPs out to
- » Click 'Send Reminders'

The screenshot shows the 'Braemar Golf Club at Minneapolis Golf Club' interface. It has three tabs: 'Information', 'Player RSVPs', and 'Staff RSVPs', with 'Player RSVPs' selected. At the top, there is a large green '0' and the word 'YES'. Below this are statistics for '0 Yes', '0 Maybe', '0 No', and '0 No Response'. A red arrow points to a 'SEND REMINDERS' button. Below the statistics is a table with columns for 'NAME', 'RSVP', and 'NOTE'. The table lists players: Fernando, Grace, Jack, Landon, Lily, Mason, Preston, Ryan, and Thomas. A red box highlights the checkboxes in the first column of the table.

NAME	RSVP	NOTE
Fernando	- v	
Grace	- v	
Jack	- v	
Landon	- v	
Lily	- v	
Mason	- v	
Preston	- v	
Ryan	- v	
Thomas	- v	