



User Account Dashboard Guide

Introduction

Your SportsEngine “Account Dashboard” is your one-stop shop for all things regarding your own personal SportsEngine account information.

From your dashboard, you can:

- View upcoming events
- See teams you are rostered to
- Pay an invoice
- Explore past registration information
- Locate previously purchased items
- Update your notification settings, plus more.

YOUR USER DASHBOARD

HOW TO ACCESS YOUR USER DASHBOARD

1. Sign in to your SportsEngine Account.
 - Go to solonsoccerclub.com.
 - In the top right-hand corner of the screen, click Sign In.
 - Enter your email address and click Next.
 - Enter your password and click Sign In.
 - If you have forgotten your password, click Forgot to reset.
2. In the top-right corner of the screen, click on your “initials” or “account photo”.
3. Under your name, choose Go To My Account.

PROFILES

Your Profile tab will display the “Account Owner” and “Sub Profiles” that exist on your SportsEngine account. The owner of the account will be signified by an orange banner that reads “Me”. The sub-profiles will all be listed after the owner. Usually the owner is the parent who registered during our registration in May and the sub profiles will be each player you registered. Sometimes a 2nd parent will have a sub profile as well.

DIFFERENT PROFILE TYPES

• Account Owner Profile:

- This is the profile for the owner of the SportsEngine account - usually the Parent/Guardian of the athlete.
- This profile usually is not tied to a roster unless the Account Owner is a coach, athlete, or team manager.
- The Account Owner signs in to the SportsEngine account, has access to edit the account information, and manages other sub-profiles on the account.

• Sub-Profile:

- These accounts are the athletes of the Account Owner.
- These profiles are the ones that are tied to registrations and rosters.
- Sub-profiles do not have sign in access to the account and can't edit any information within the account.
- These accounts can only be added to a SportsEngine account when going through a registration or by claiming a roster spot.

HOW TO EDIT PROFILE INFORMATION

1. Click on the “Profile” that you want to update.
2. Under Profile Information, in the top-right hand corner, click the Pencil Icon to edit.
3. In the relevant field(s), input or change all of your updated information and click Save.

4. To update or edit the photo click on the profile photo or camera icon, upload a new photo and click Save.

HOW TO ADD GUARDIANS TO MY SUB PROFILES

1. Click on the Profiles tab of your dashboard.
2. Click on an athlete sub profile.
 - NOTE: You can not add a Guardian to the account owner's profile.
 - If you don't have a sub profile for the athlete, you will need to add one either through a registration or by claiming a roster spot.
3. On the right side, click the plus sign (+) to add a Guardian.
4. Input the Guardian's email address to invite them.
5. Toggle which athlete profile(s) this Guardian should manage.
6. Click Send Invitation.
7. Guardian will need to accept invitation and you will then see them listed under Athlete profile in guardian section.

HOW TO ADD SECONDARY EMAIL ADDRESS

1. In the top-right corner of the screen, click Add Email Address.
 - If only one parent has been receiving club wide emails it is likely because there is only one parent email in Athletes profile.
2. Enter the new email address and click Add Email Address.
 - NOTE: If you receive an error message that means your secondary email address is already in use. You cannot have two SportsEngine accounts with the same email address (primary or secondary).
3. Navigate to your email's inbox.
4. In your inbox, open the "Verify Email" to verify your email address.
5. Once you have verified your secondary email address, return to your Settings tab of your user dashboard.
6. Click the Make Primary button next to your new email address.

HOW TO ADD A MOBILE PHONE NUMBER

1. Under your Account Information header, click Add Mobile Phone.
2. Input your mobile number.
3. Click Submit.
 - You will be sent a mobile validation code.
4. Check your mobile device and input your validation code number.
5. Click Submit.

HOW TO UPDATE YOUR NOTIFICATION SETTINGS

1. Scroll down until you get to Notification Settings.
2. Check the boxes next to your email address or phone number to start or stop receiving communication from a particular organization.
 - If you have not been receiving club wide emails make sure your email is checked. If you check both email and text, notifications will likely only be sent as an email.

SCHEDULE

Your Schedule tab shows you all of the events and games that you are invited to based off of which Teams you are rostered on. You can also view schedule on website or on the SE app and are able to sync the SE calendar for your team (s) to a personal calendar application. It will then appear on your calendar application and be updated each team SSC updates your teams schedule. Select whichever method is preferable for you to sync your teams calendar to your personal calendar application.

METHOD 1: HOW TO SYNC YOUR SCHEDULE USING YOUR SE ACCOUNT PAGE

Syncing to Your Google Calendar:

1. Click the Schedule tab.
2. On the right-side of the screen, click Sync to Calendar.
3. Choose Google Calendar and click Sync.

4. Sign in to your Google Calendar.
5. A Google prompt will appear, click Add.

Syncing to another Calendar Application:

1. Click the Schedule tab.
2. On the right-side of the screen, click Sync to Calendar.
3. Choose Other Calendar and click Copy.
4. Paste your calendar link into your preferred calendar application.

METHOD 2: HOW TO SYNC YOUR SCHEDULE USING THE SSC WEBSITE

1. Got to the "Calendar Page" on www.solonsoccerclub.com
2. Scroll down until you see the option in the bottom-right corner of the calendar labeled **Show Tag Menu**.
3. Click **Show Tag Menu** and scroll down and select the team page for your son's team
 - This is where you will find your son's team
 - Tap on the Tag that relates to your son's team(s).
 - As you select your Tags, the calendar will update with events and games specific to that team.
4. Scroll down and tap Subscribe to iCal Feed.
5. Highlight and copy the iCal feed link and paste in your own calendar application.

Add iCal Feed to My iPhone [iOS]

1. Open your iPhone and tap the Settings app.
2. Scroll down and tap Passwords & Accounts.
3. Tap Add Account.
4. Tap Other.
5. Tap Add Subscribed Calendar.
6. Tap, hold, and then paste the iCal Feed link you have copied.
7. In the top-right corner, tap Next.

- In the Description field, update the name of the calendar (optional).
8. In the top-right corner, tap Save.
 9. Tap your Calendar app to view your calendar.

Add iCal Feed to My Android [Android]

NOTE: You will first need to add the iCal link feed to a Google Calendar

1. Go to your Google Calendar.
2. Log in to the Google Account that is used on your Android device.
3. On the left-side navigation, scroll down and next to Add Calendar, click the three dots.
4. Choose From URL.
5. Paste the iCal feed link.
6. Click Add Calendar.
7. Open up your Android mobile device.
8. Tap the Calendar App.
9. In the top-right corner, tap on the three dots.
 - If you are already logged in to your Google Calendar, tap refresh and skip the remaining steps.
10. Tap Manage Calendars.
11. Tap Google.
12. Sign in to your Google Account.
13. Next to the calendar you added, tap the check box.
14. Go back to your Calendar App to view the added calendar.

METHOD 3: HOW TO SYNC YOUR SCHEDULE VIA THE SE APP

1. From your SE App, click on teams and select your team from the list.
2. Click on Schedule
3. On schedule page click on icon in top left corner (☰)
4. Under what do you want to sync, select All Games and Events
5. Select which calendar you would like to sync to.

- If you select Apple calendar will automatically sync to your phone/mobile device calendar
 - If you select Google this will launch a web view of Google Calendar. Click “yes”, add this calendar to confirm your subscription.
 - If you select “Other Calendar” this will copy the webcal URL to your clipboard so you can paste it in your preferred calendar app.
6. Click OK. You will now see the games and events on your personal calendar and they will automatically update as your team schedule changes.

TEAMS

The Teams tab will show you all of the SportsEngine teams your profiles are rostered to. From here, you can view team information and update notification reminders.

HOW TO VIEW TEAM INFORMATION

1. On the right-side of the screen, click View Team.
2. Here is where you see the team schedule, the roster, and any chats that occurred on the mobile device.

HOW TO MANAGE NOTIFICATIONS AND REMINDERS

1. On the right-side of the screen, click Manage Reminders.
2. Check the box next to your user email address to update your reminder options.
3. Click Save.