



Sports Illustrated *Play*TM

COACH'S GUIDE

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INTRODUCTION

This guide is designed to assist Coaches in utilizing an organization's website through the Sports Illustrated Play system.

VOLUNTEER PERMISSIONS

In order for a Coach to have access to a Sports Illustrated Play Team Website, they *MUST* be designated as a **Privileged Volunteer**. This designation is given by the administrator of the league.

The following actions are required to obtain privileged volunteer access:

1. Be registered as a volunteer.
2. Assigned to a team.
3. The assigned team must be set to Active.

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 your email is associated with more than one organization, you will have to choose which organization the team is associated with before selecting the option to access the SI Play Team Website.

SI PLAY TEAM WEBSITES FEATURES

Team Chat

Team Chat is a feature that is made available *ONLY* to the members on your team. Anything posted via Team Chat will not be visible to the public. When a Team Chat is added through your SI Play Team Website, all team members will receive an email.

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 menu on the left-hand side of the screen, Click **Team Chat**.

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From here, you can read chats that have already been posted or you can click **+Add New Chat** to create your own chat.

News

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

NOTE: If your news items contain files or links to external sites – these will not work in the mobile app. If items are posted to the app, these will not populate on the Team Website.

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

NOTE: Photo Albums added to Team Websites will not push down to the 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**.

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Delete 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 **Delete Album**.
4. Click **Yes, Delete**.
 - **NOTE:** This action cannot be done.

Schedule

Using the Scheduling feature allows coaches to easily:

- **Input** their team schedules into the system.
- **Publish** the schedules for team viewing.

NOTE: Events will automatically be made available for viewing by team members on the website and in the mobile app. However, coaches are also presented with the option of emailing registrants regarding events as well as printing the schedule.

Adding Events

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**.

NOTE: Games created by a coach on the Team Website, or in the mobile app, will not populate into the league standings. Opposing teams will appear as a write-in or custom team. A league administrator must schedule events through the League Admin account in order for those results to populate.

Subscribing to Team Calendars via iCal

To subscribe to iCal using iCalendar:

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Schedule**.
3. Click **iCal**.
4. Click **Subscribe**.
 - A pop up window should appear with the Calendar URL already filled into the proper field.
5. Once again, click **Subscribe**.
6. Fill in form as desired.
7. Once complete, click **OK**.

To subscribe to iCal using Google Calendar:

1. Navigate to your SI Play Team Website's **Home** page.
2. Click **Schedule**.
3. Click **iCal**.

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4. Right-click **Subscribe**.
5. Choose **Copy Link Address**.
6. Go to Google Calendar.
7. Click the drop down menu next to **Other Calendars**.
8. Choose **Add by URL**.
9. Paste URL.
10. Once complete, click **Add Calendar**.

Results

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

Score/Update Games

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.

NOTE: Games created by a coach on the Team Website or in the mobile app, will not populate into the league standings. Opposing teams will appear as a write-in or custom team. A league administrator must schedule events through the League Admin account in order for those results to populate.

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**.

Standings

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

Roster


Roster will 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 see only see the public name display set by your league administrator. These options are:

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- 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 will only display your team stats. To manage your team stats, you will need to go through your Results page as these are calculated on a per game basis.

NOTE: Statistics will not appear in the SI Play Mobile App.

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 Sponsors page will display advertisements for your league sponsors and allow you to manage your team sponsors. Sponsors will not appear on the SI Play Mobile App.

NOTE: League Sponsors are only viewable and are not available for edits.

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.

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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.

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**.
 - 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.

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.


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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.

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:


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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 your League default 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.
 - 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**.

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Menu Settings

Menu Settings will allow you to create and manage your custom menu items. These 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.

Attendance Settings

Attendance Settings will allow you to set Attendance Reminders, which will send your 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

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:

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- 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**.