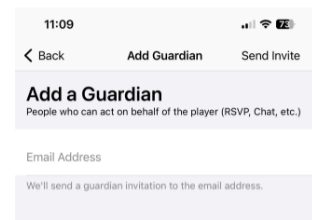




The FCGSL uses SportsEngine for rosters, game schedules, scores, and all team communications. Parents and coaches are strongly encouraged to download the app on their mobile device to keep up with their teams progress throughout the season.

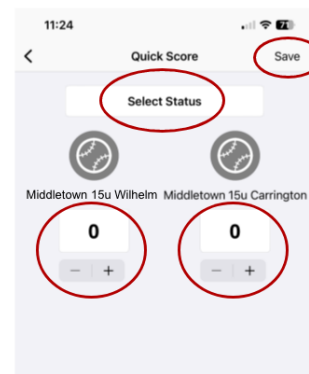
How to Add Additional Parents/Family Members to your team in the App

- The Head Coach (or someone with Admin rights) should go to the **SE App** and tap on **Roster**.
- Tap on the player name.
- At the bottom right of the screen, tap on the **Guardian** button.
- Enter the guardian’s email address and tap **Save**.
- The guardian should receive an email where they can accept the invite from SportsEngine.
- Once the invite is accepted, they should be able to see their team in the App.



How to Enter Game Scores

- The Head Coach should go to the **SE App** and tap on **Schedule**.
- Tap on the **Game** to enter the score for.
- At the bottom right of the screen, tap on the **Score** button.
- Use the +/- to add the scores for both teams.
- At the top of the screen, tap the **Select Status** button and change the status to **FINAL**. **Be sure to complete this step or the score will not be recorded.**
- Tap Save on the upper right.



How to Postpone/Reschedule Games in the App

- The Head Coach should go to the **SE App** and tap on **Schedule**.



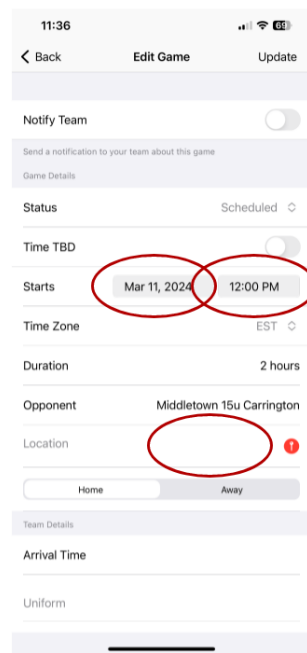
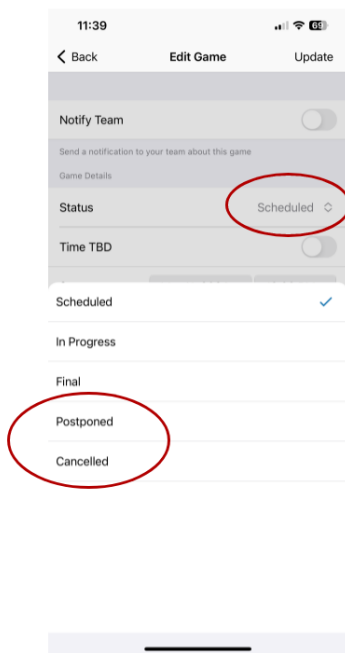
- Tap on the **Game** you need to update.

- At the bottom right of the screen, tap on the **Edit button**.



- If the game has been **postponed** (not rescheduled yet) or **cancelled** (will not be made up), change the Status line under Game Details.

- If you need to change the date, time or location of the game, you can edit those fields on this screen:



- Be sure to tap **Update** on the upper right to save the changes.

IMPORTANT NOTE:

PLEASE DO NOT TAP THE DELETE GAME BUTTON AT THE BOTTOM even if the game will not be made up. This will completely erase the event from SE and we need to account for all scheduled games.

