



THE PLAYERFIRST EXPERIENCE:

MANAGER HOW TOS

PLAYERFIRST V2.0



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SIGNING INTO YOUR ACCOUNT

Note: If logging in to complete an @Home Challenge, the player must choose themselves when logging in (not the parent).

The screenshot shows the 'SIGN IN' screen of the PlayerFirst app. At the top, the status bar shows the time as 4:09 and battery at 46%. The app header is blue with the PlayerFirst logo and the text 'SIGN IN'. Below the logo is a large white 'P' with a blue square inside. Underneath, there are two input fields: 'USERNAME' and 'PASSWORD'. Below these fields is a blue 'SIGN IN' button. At the bottom, there are two links: 'SIGN IN WITH AN ACCESS CODE' and 'RETRIEVE SIGN IN INFO'.

Use the same Username & Password as on your club's website.

You will no longer get logged out with any app updates within this 2.0 version.

The screenshot shows the 'SIGN IN' screen of the PlayerFirst app. At the top, the status bar shows the time as 4:16 and battery at 46%. The app header is blue with the PlayerFirst logo and the text 'SIGN IN'. Below the logo is a large white 'P' with a blue square inside. Underneath, there are two options: 'I AM A PARENT' and 'I AM AN ATHLETE', each with a right arrow. Below these options is a link: 'PARENTS CAN VIEW ALL THEIR ATHLETE SCHEDULES'.

If you're a parent, select "I AM A PARENT." You will be able to view all athlete schedules.

Only athletes should select "I AM AN ATHLETE." Afterwards, you will be guided through additional steps to access your correct account.



SIGNING IN: USERNAME & PASSWORD HELP

GO TO THE PLAYERFIRST PAGE ON YOUR CLUB'S WEBSITE AND FOLLOW THE STEPS TO RETRIEVE YOUR LOGIN INFO.

PLAYERFIRST
LOG IN

Use Your Club's PlayerFirst Login ⓘ

Username

Password

LOG IN

Need Help? [Retrieve Your Login](#)
[Create an Account](#)

CLICK "RETRIEVE YOUR LOGIN"
YOU DON'T HAVE YOUR
USERNAME OR PASSWORD

RETRIEVE PLAYERFIRST LOGIN

I NEED MY USERNAME

I HAVE MY USERNAME, BUT NEED MY PASSWORD

[Back to Log In](#)

If you are still having trouble after following the above reset link instructions, email
support@playerfirsttech.com



YOUR DASHBOARD

MAIN PAGE THAT HIGHLIGHTS YOUR MOST CURRENT AND IMPORTANT CONTENT:
RECENT MESSAGES, UPCOMING EVENTS, ALERTS AND MORE!

MENU

ACCESS YOUR PROFILES
Switch between profiles under your account

IMPORTANT NOTIFICATIONS
Your high priority notifications will display here until read.

YOUR SCHEDULE PREVIEW
Upcoming events for all your teams and also athletes (if applicable) will be displayed here.

DASHBOARD

SCHEDULE

MESSAGES

TEAMS PAGE

The screenshot shows a mobile app interface for 'PATRICK'S PLAYERFIRST'. At the top, there's a status bar with the time 11:16 and battery level 45%. Below the status bar is a header with the app name and a profile picture. The main content area includes a 'HELLO, PATRICK' greeting, a 'COMING UP' section with two event cards for Monday, March 30th, and a bottom navigation bar with icons for Dashboard, Schedule, Messages, and Teams. A separate menu screen is shown on the left, listing options like 'SIGNED IN AS PATRICK', 'ACCOUNT SETTINGS', 'ORDERS & INVOICES', and 'SUPPORT'.



SCHEDULE

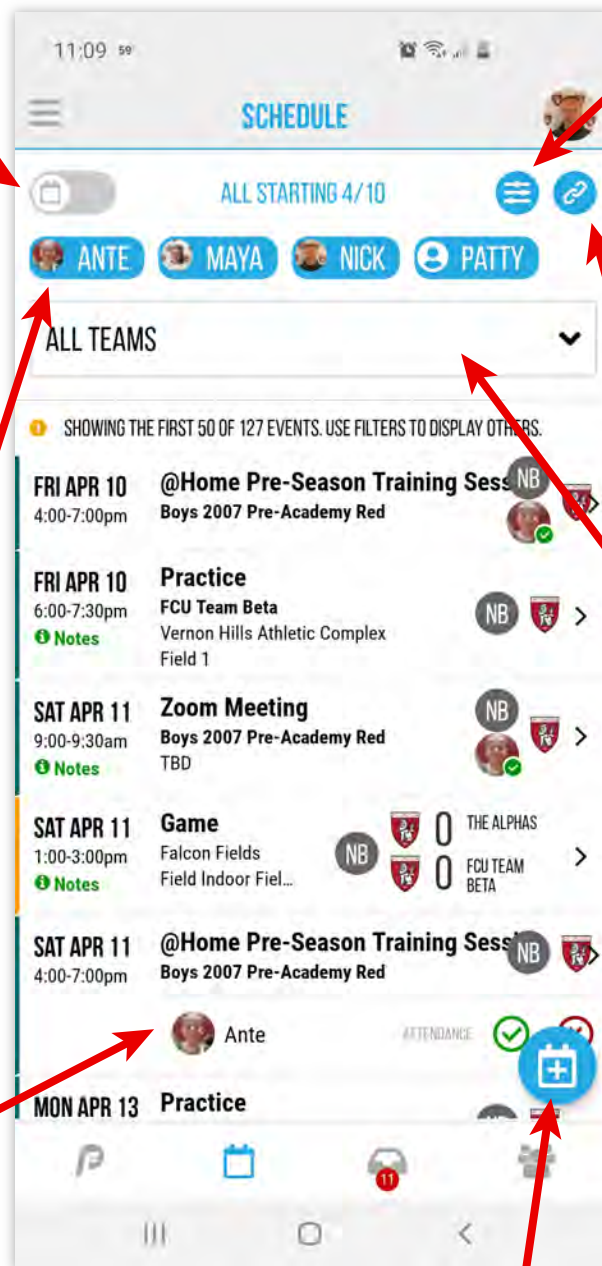
VIEW SCHEDULE & UPDATE PLAYER ATTENDANCE (BY EVENT). CLICK ON INDIVIDUAL DATES/EVENTS TO EDIT & VIEW MORE DETAILS.

CALENDAR VIEW TOGGLE



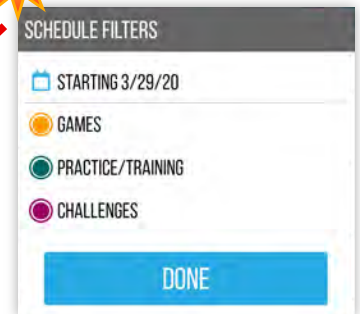
NEW FILTER BY ATHLETE
Only when logged in as a parent. Click to turn on/off each athlete's schedule from the list view. Default shows all calendars.

ATTENDANCE
Shows your own kids



CREATE EVENT

NEW SCHEDULE FILTERS

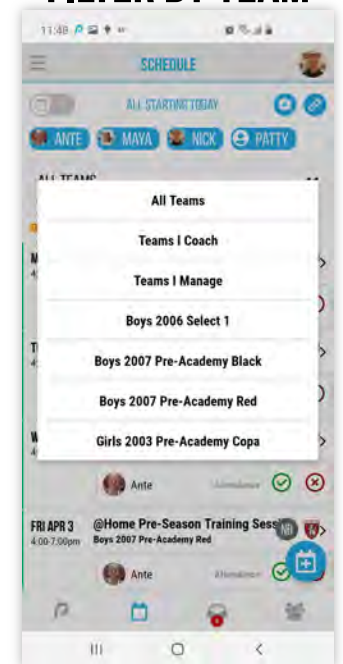


Click on "Starting Today" to view past events.

Choose event types to display only certain ones.

EXPORT SCHEDULE

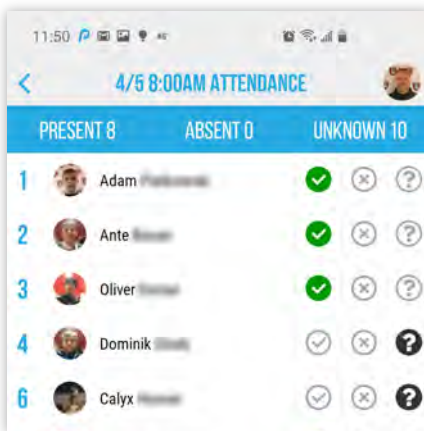
FILTER BY TEAM





INDIVIDUAL EVENT VIEW: PRACTICE

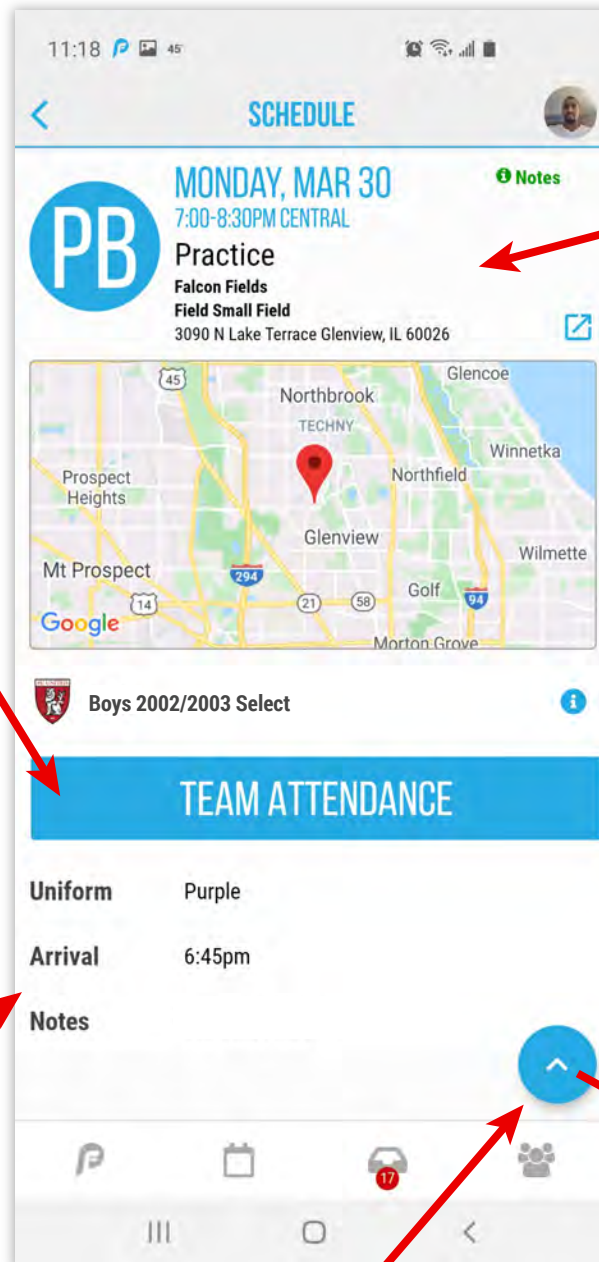
VIEW TEAM ATTENDANCE



	PRESENT 8	ABSENT 0	UNKNOWN 10
1	Adam	✓	✗ ?
2	Ante	✓	✗ ?
3	Oliver	✓	✗ ?
4	Dominik	✓	✗ ?
6	Calyx	✓	✗ ?

GET SPECIFIC EVENT DETAILS

Which uniform to wear,
arrival time,
additional notes



SCHEDULE

MONDAY, MAR 30
7:00-8:30PM CENTRAL

PB Practice
Falcon Fields
Field Small Field
3090 N Lake Terrace Glenview, IL 60026

Map showing location in Glenview, IL.

Boys 2002/2003 Select

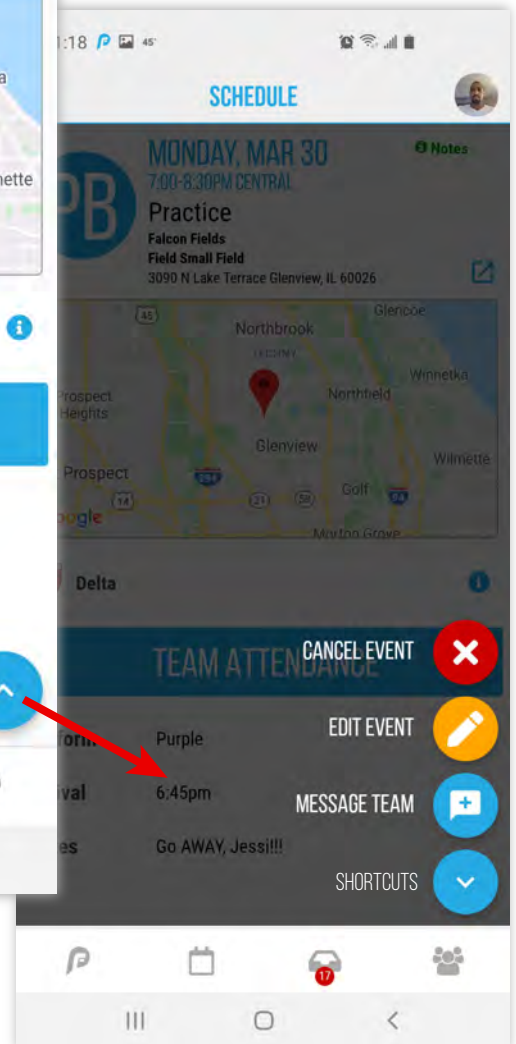
TEAM ATTENDANCE

Uniform: Purple
Arrival: 6:45pm
Notes:

CLICK SHORTCUT MENU
TO MESSAGE TEAM AND
MANAGE EVENTS

IMPORTANT ALERTS

GET LOCATION DETAILS



SCHEDULE

MONDAY, MAR 30
7:00-8:30PM CENTRAL

PB Practice
Falcon Fields
Field Small Field
3090 N Lake Terrace Glenview, IL 60026

Map showing location in Glenview, IL.

Delta

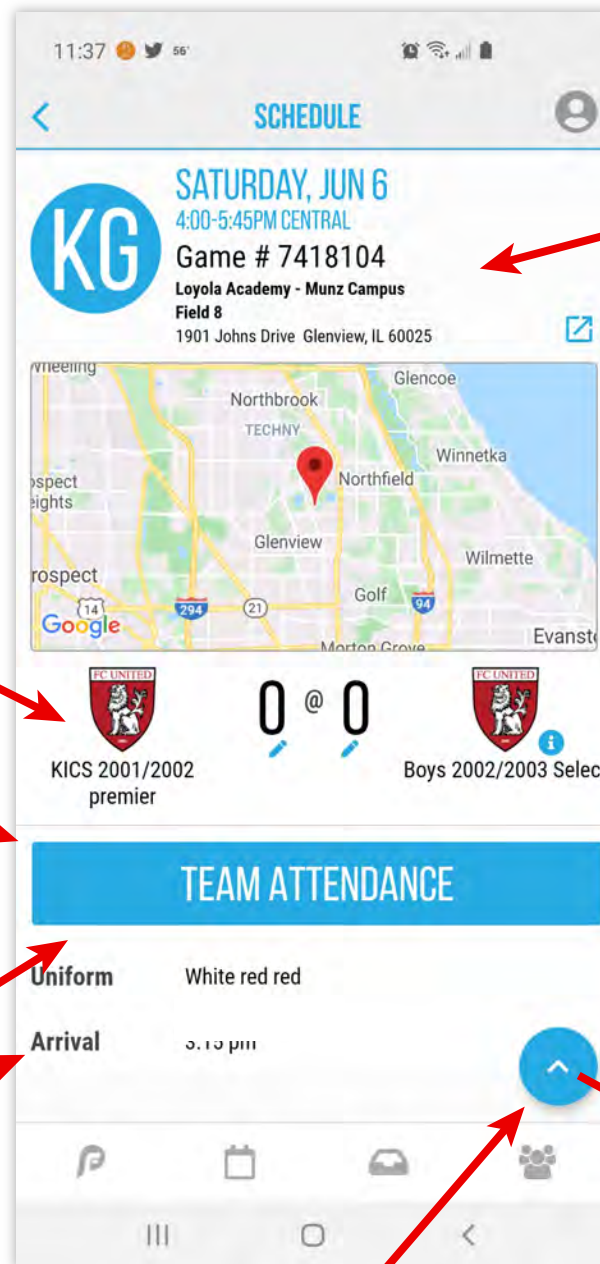
TEAM ATTENDANCE

CANCEL EVENT ✕
EDIT EVENT ✎
MESSAGE TEAM 💬
SHORTCUTS ▼

Uniform: Purple
Arrival: 6:45pm
Notes: Go AWAY, Jessi!!!



INDIVIDUAL EVENT VIEW: GAME



GET LOCATION DETAILS

VIEW TEAMS & SCORE

UPDATE PLAYER
ATTENDANCE

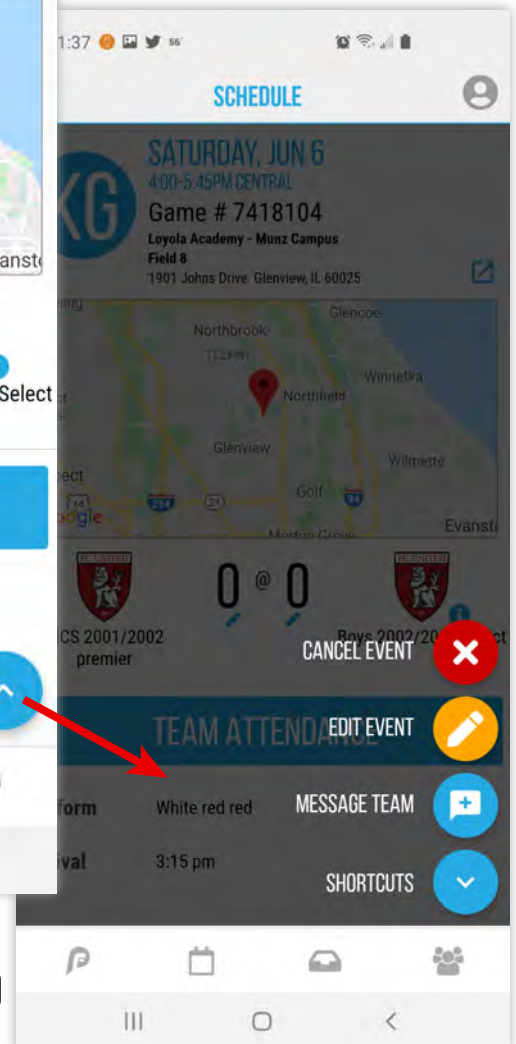
If you also have an athlete
in this team

VIEW TEAM ATTENDANCE

GET SPECIFIC
EVENT DETAILS

Which uniform to wear,
arrival time,
additional notes

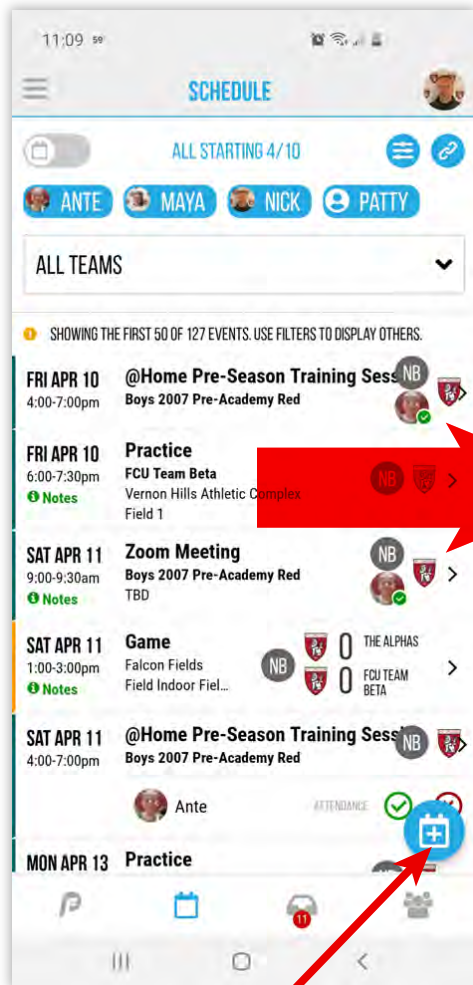
CLICK SHORTCUT MENU
TO MESSAGE TEAM AND
MANAGE EVENTS



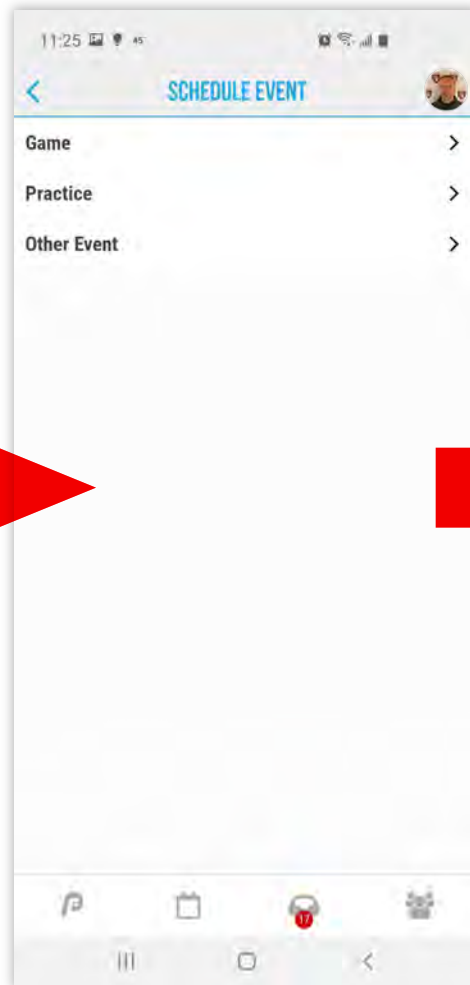


SCHEDULE: HOW TO CREATE AN EVENT

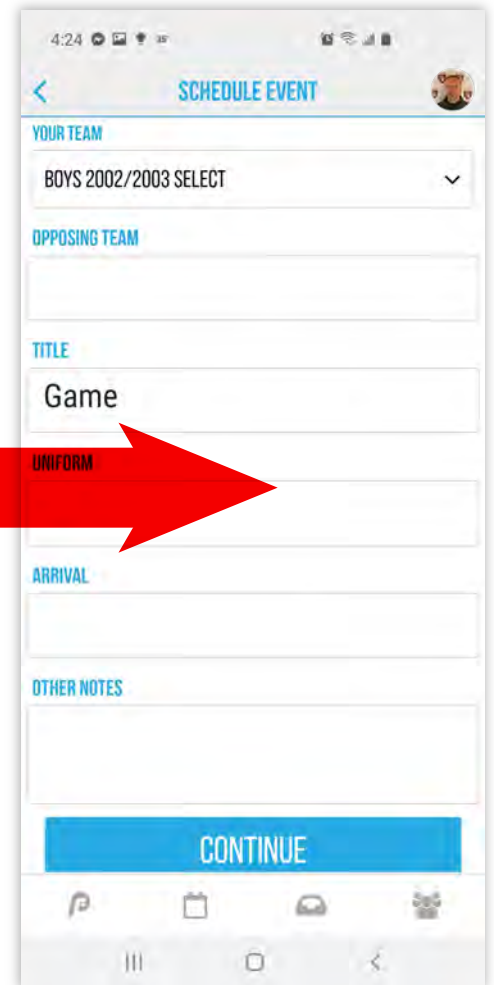
YOU CAN ONLY CREATE EVENTS WHEN LOGGED IN AS A COACH OR MANAGER.



CLICK "ADD EVENT" BUTTON



SELECT EVENT TYPE



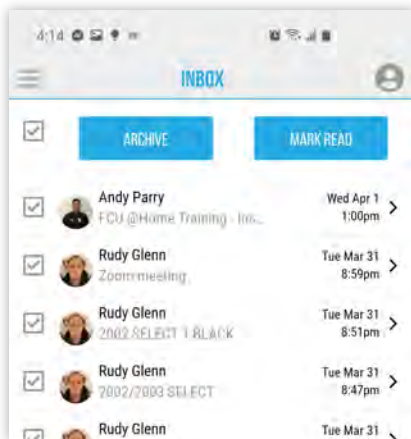
FILL IN FIELDS



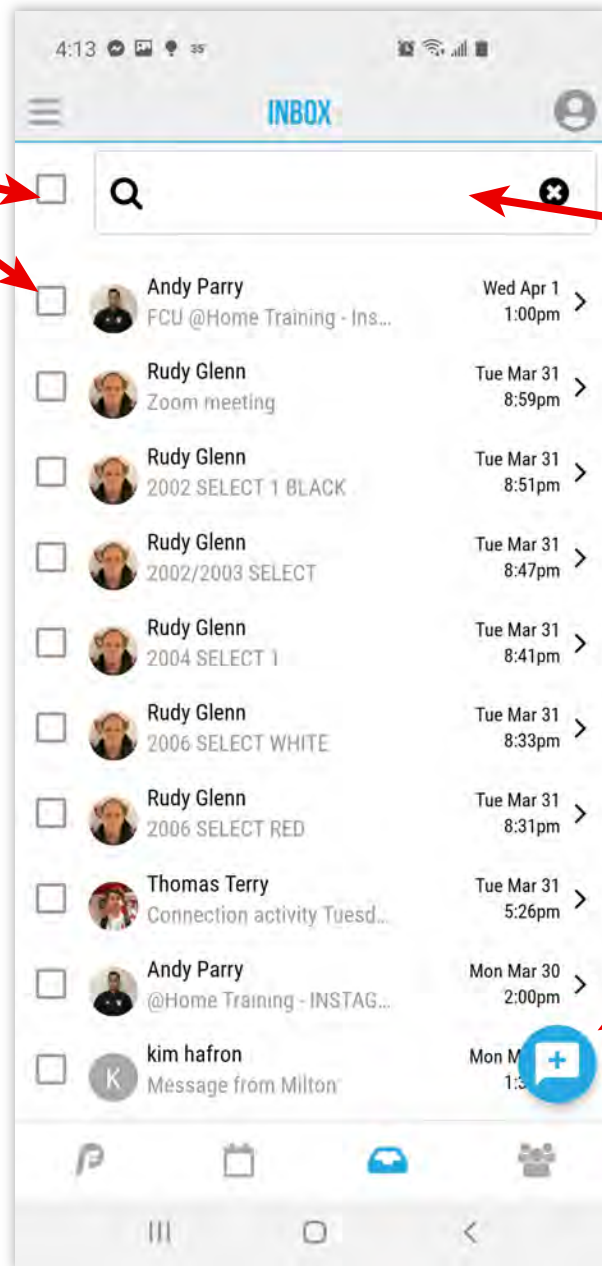
MESSAGING

MANAGE INBOX, MESSAGE YOUR COACH/MANAGER/TEAMMATES/PARENTS

NEW CLICK BOX
TO ARCHIVE OR MARK
AS READ



NEW SEARCH
THROUGH MESSAGES



**CLICK TO CREATE
NEW MESSAGE**
View more details on
next page

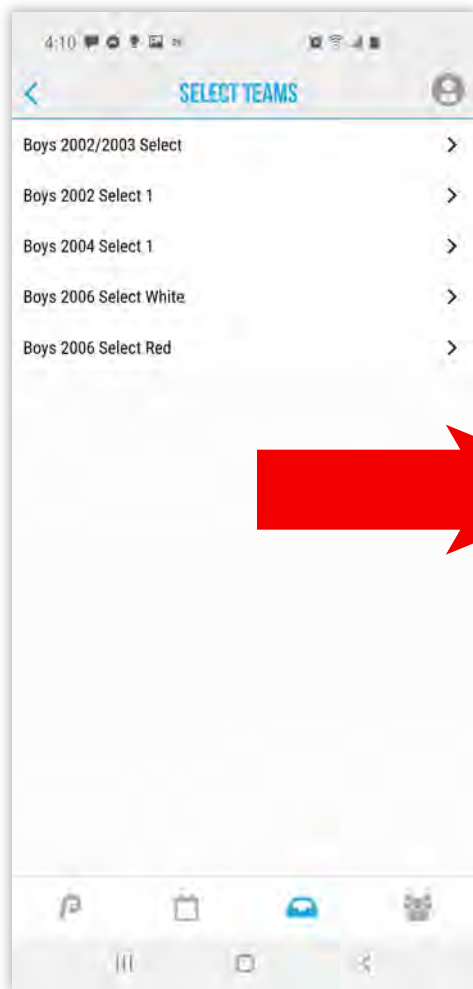


MESSAGING: CREATING A NEW MESSAGE

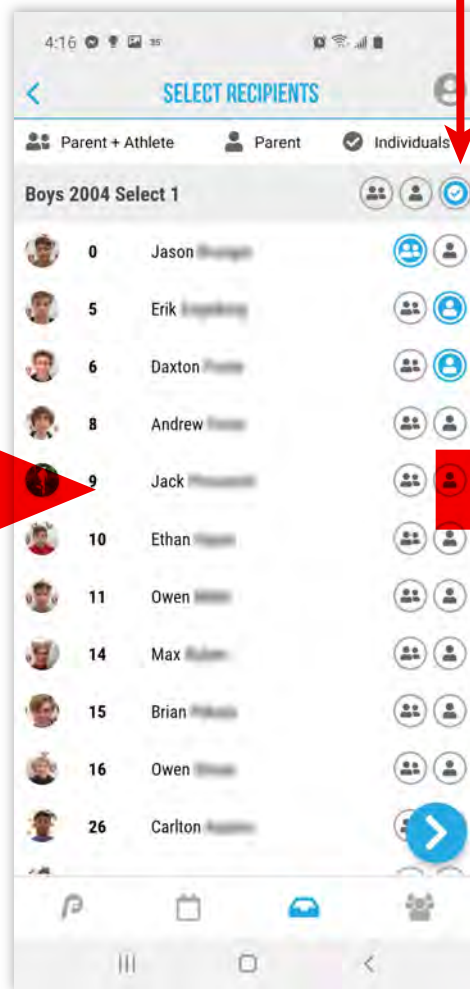
MESSAGE YOUR COACHES/ATHLETES/PARENTS

To view entire team list,
click the "Individuals" check-
mark button

ADD ATTACHMENTS

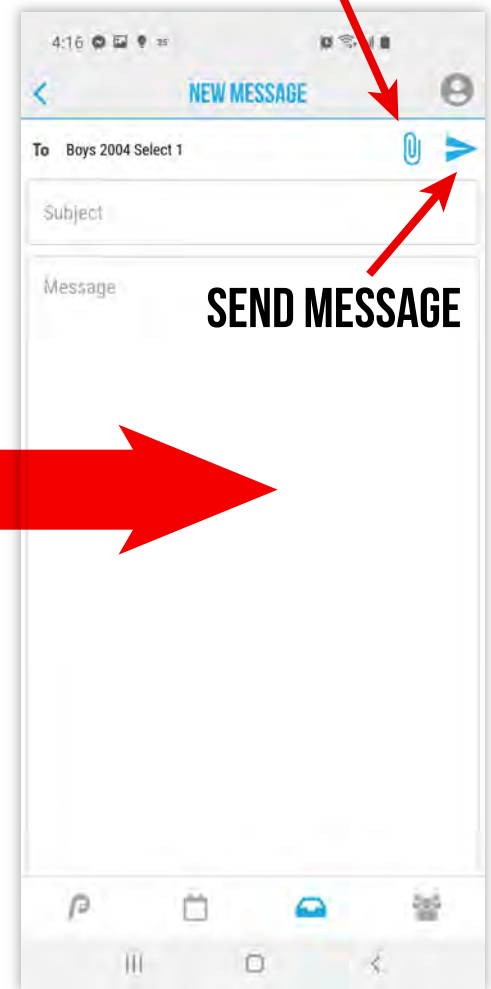


SELECT YOUR TEAM



SELECT YOUR RECIPIENTS

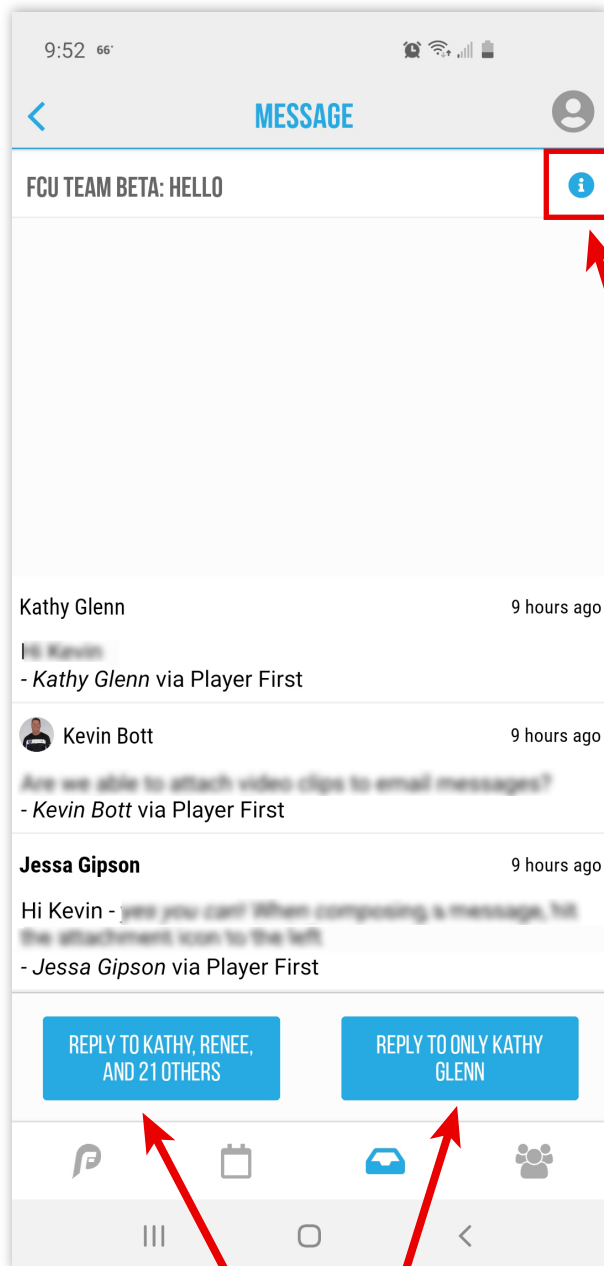
Select to message whole team or just specific individuals. Must select "Parent" or "Parent + Athlete." You don't have the capability to solely message athletes.



NEW MESSAGE

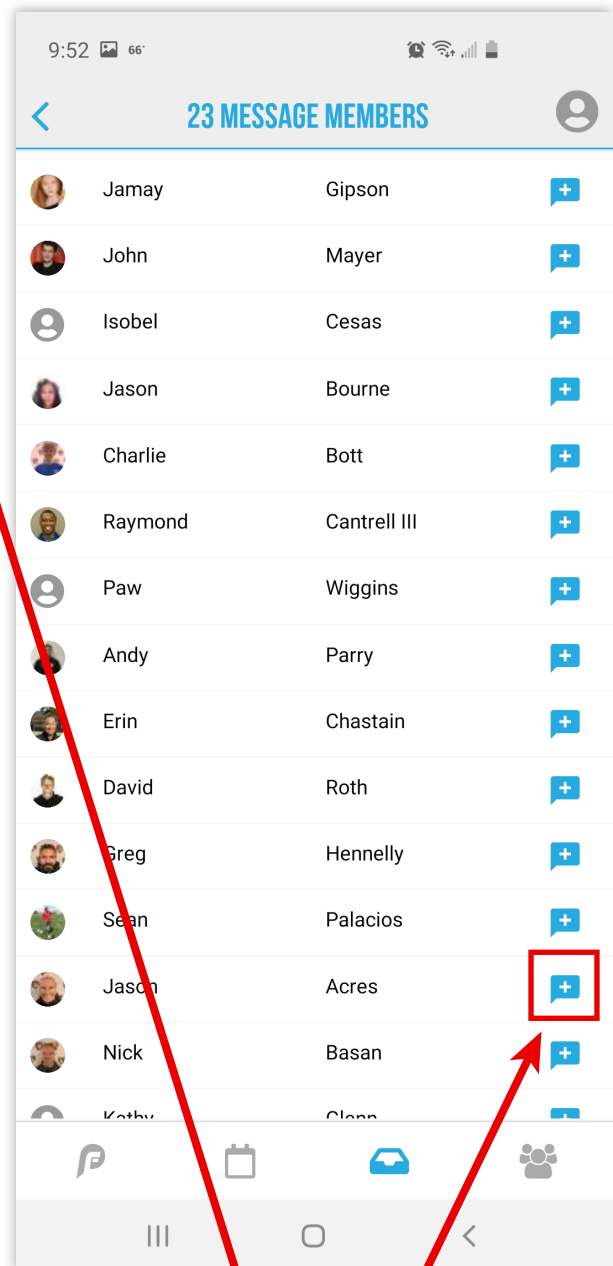


MESSAGING: GROUP MESSAGES



GROUP MESSAGE VIEW

Reply to the whole group or just to who started the message



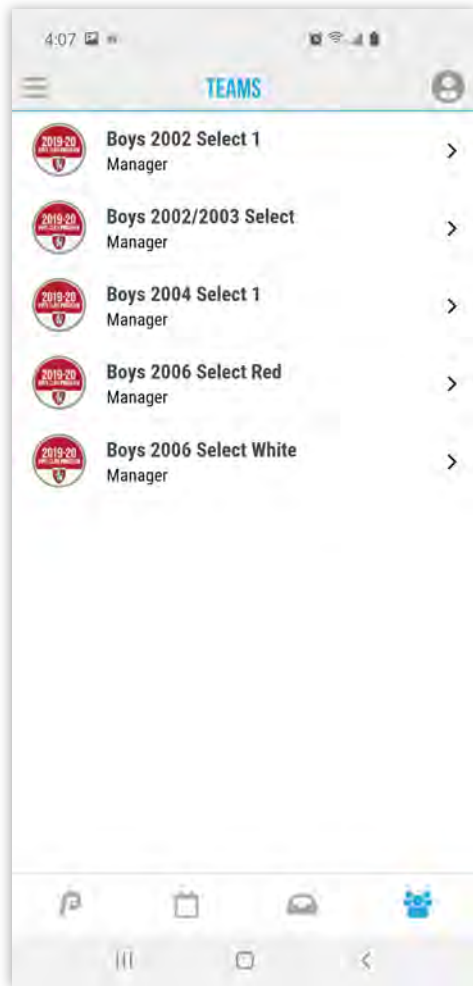
NEW MESSAGE INDIVIDUALS FROM GROUP

Click top right "i" icon to view everyone in the group. Click message icon on the right to start a new message.

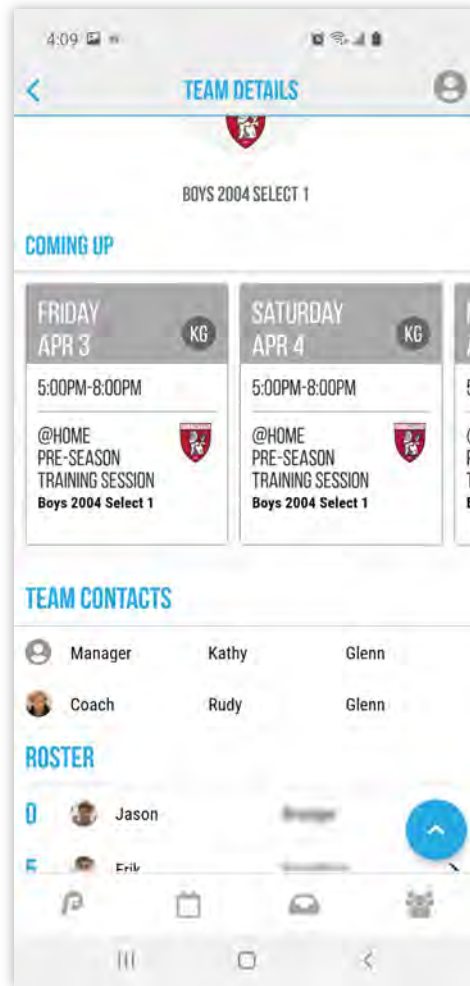


TEAM PAGE

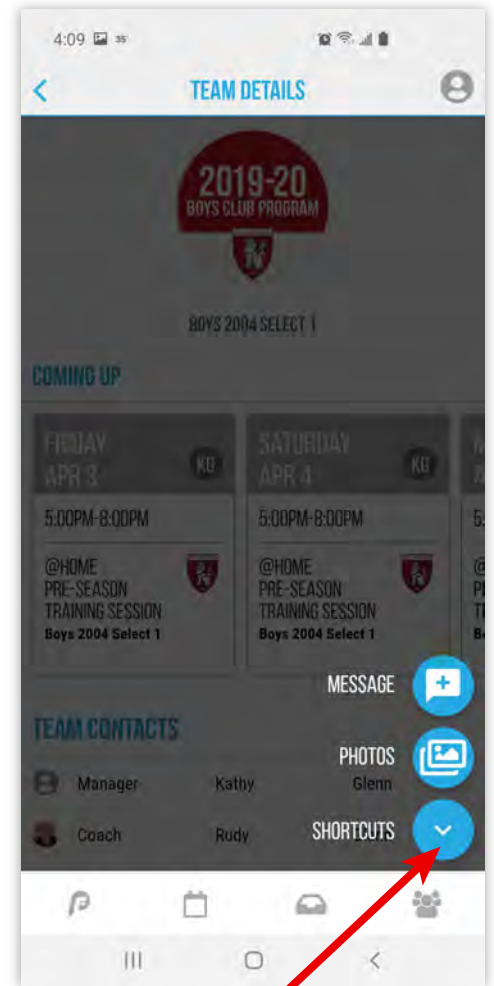
KEEP TRACK OF ALL YOUR TEAMS, SCHEDULED EVENTS, STANDINGS & MORE!



SELECT YOUR TEAM



VIEW TEAM DETAILS



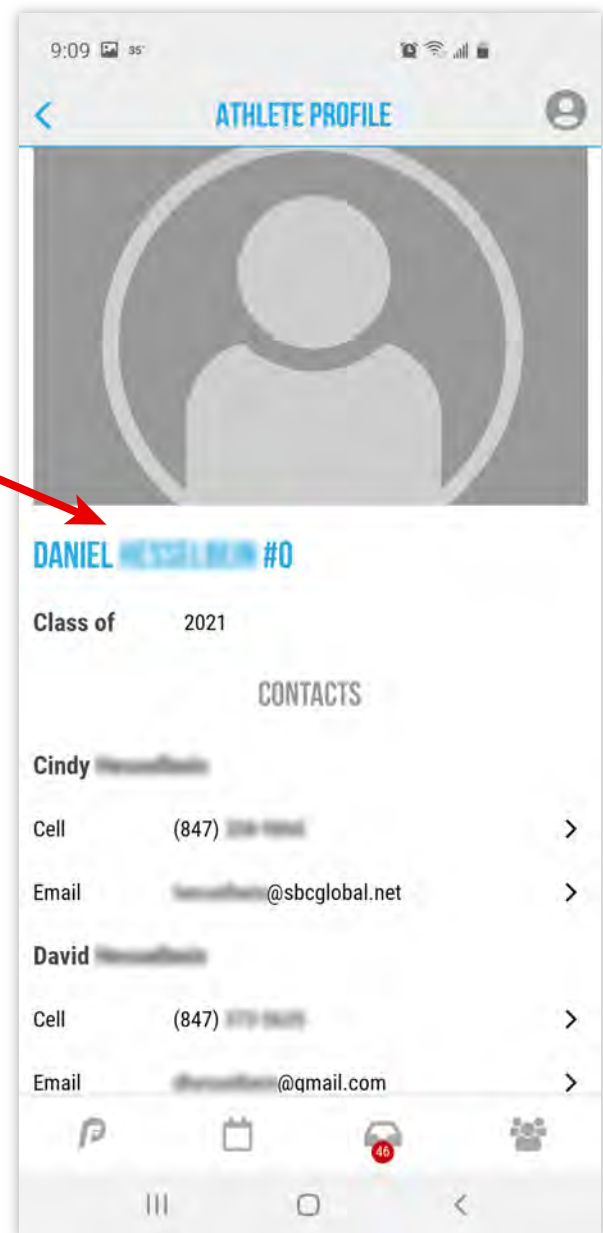
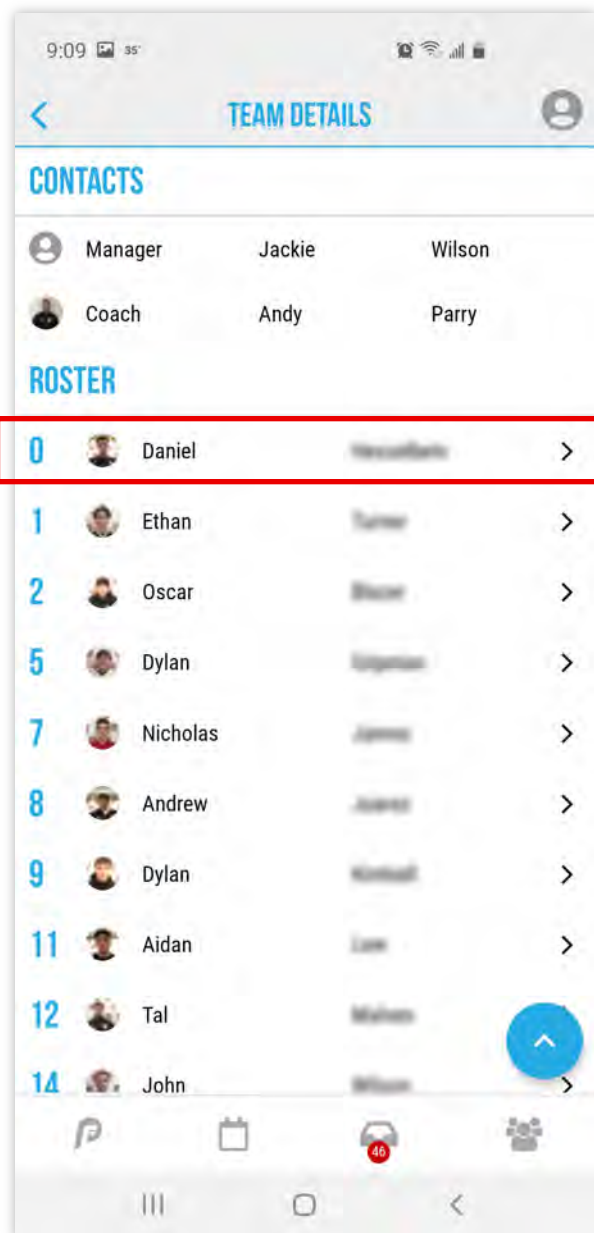
NEW **CLICK SHORTCUT MENU
TO ACCESS ADDITIONAL
OPTIONS: MESSAGE TEAM &
TEAM PHOTO GALLERY**

View, download and upload your
team photos!



TEAM PAGE

PLAYER'S ROSTER & CONTACT INFORMATION



CLICK PLAYER'S NAME IN THE
ROSTER TO VIEW ATHLETE PROFILE
& PARENT CONTACT INFO



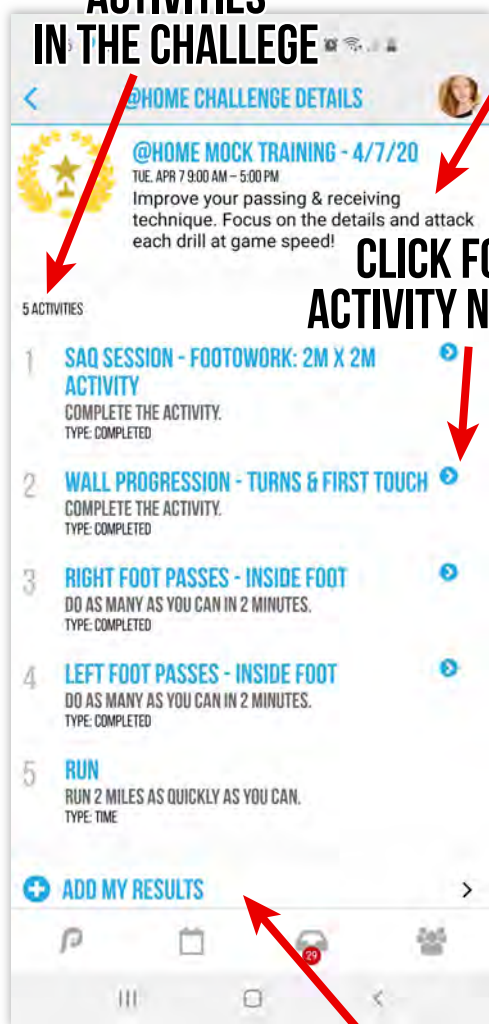
@HOME CHALLENGES

ATHLETES CAN GET CHALLENGED BY A SERIES OF ACTIVITIES, COMPILED BY THEIR COACH. COMPLETE THE CHALLENGE, INPUT DATA AND PHOTOS/VIDEOS.

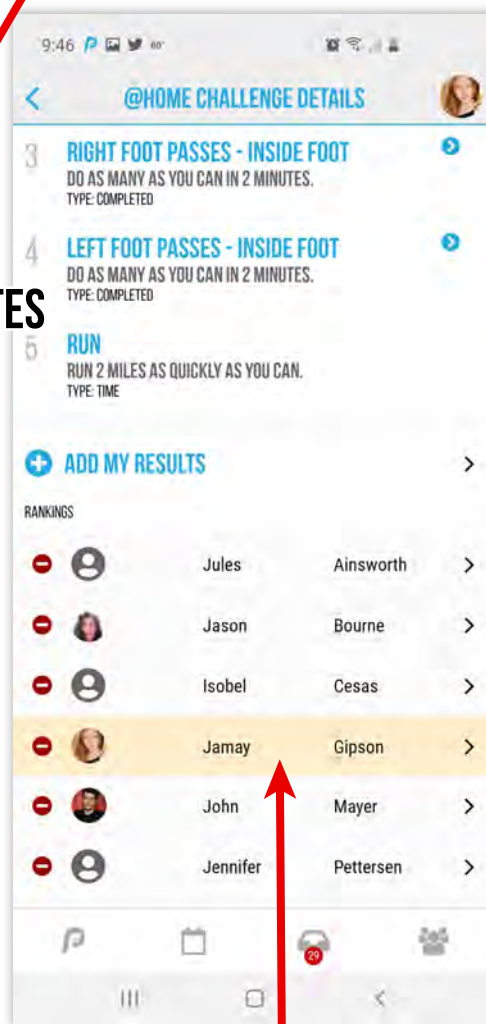
TOTAL AVAILABLE
ACTIVITIES
IN THE CHALLENGE

CHALLENGE NOTES

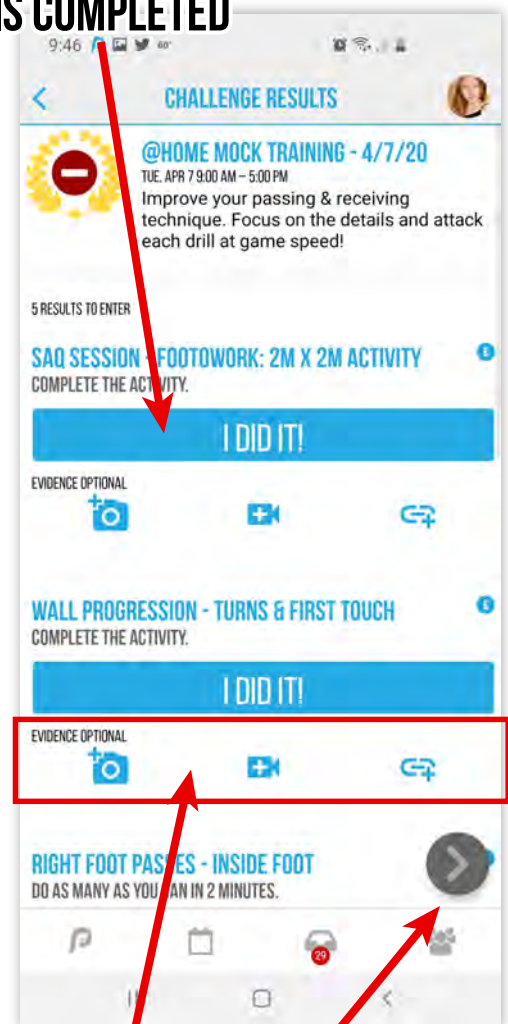
CLICK AFTER ACTIVITY
IS COMPLETED



CLICK FOR
ACTIVITY NOTES



ATHLETE'S RANKING
Team rankings only show if
leaderboard feature is
turned on by the coach.



CLICK TO VIEW &
ENTER CONTENT

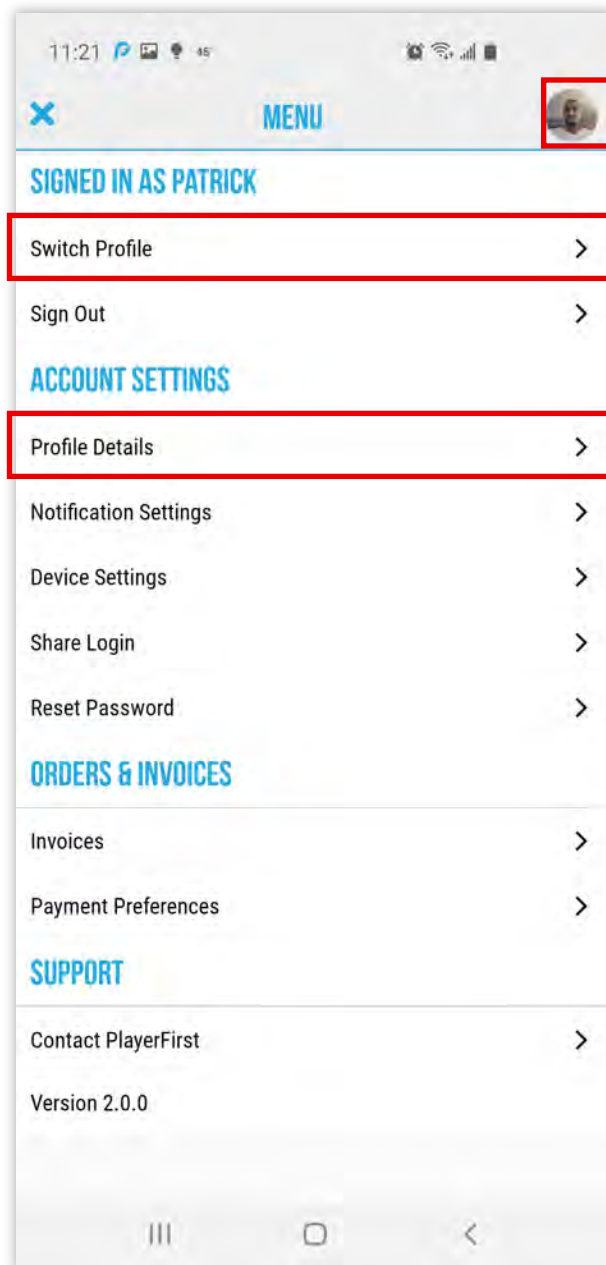
SUBMIT RESULTS

ENTER EVIDENCE
(PHOTOS/VIDEO/LINKS)



ACCESSING PROFILES

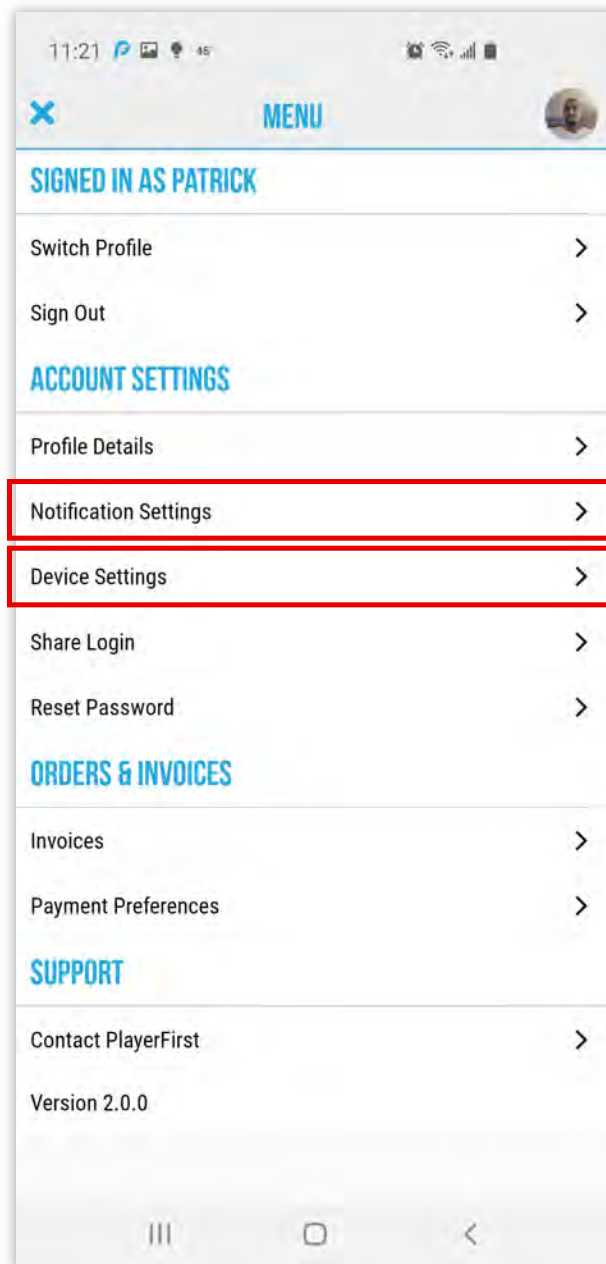
HOW TO VIEW, EDIT AND SWITCH BETWEEN USER PROFILES





NOTIFICATION SETTINGS

CUSTOMIZE NOTIFICATION SETTINGS BY DEVICE OR BY INDIVIDUAL PROFILES.
CAN BE FOUND IN THE TOP LEFT MENU.

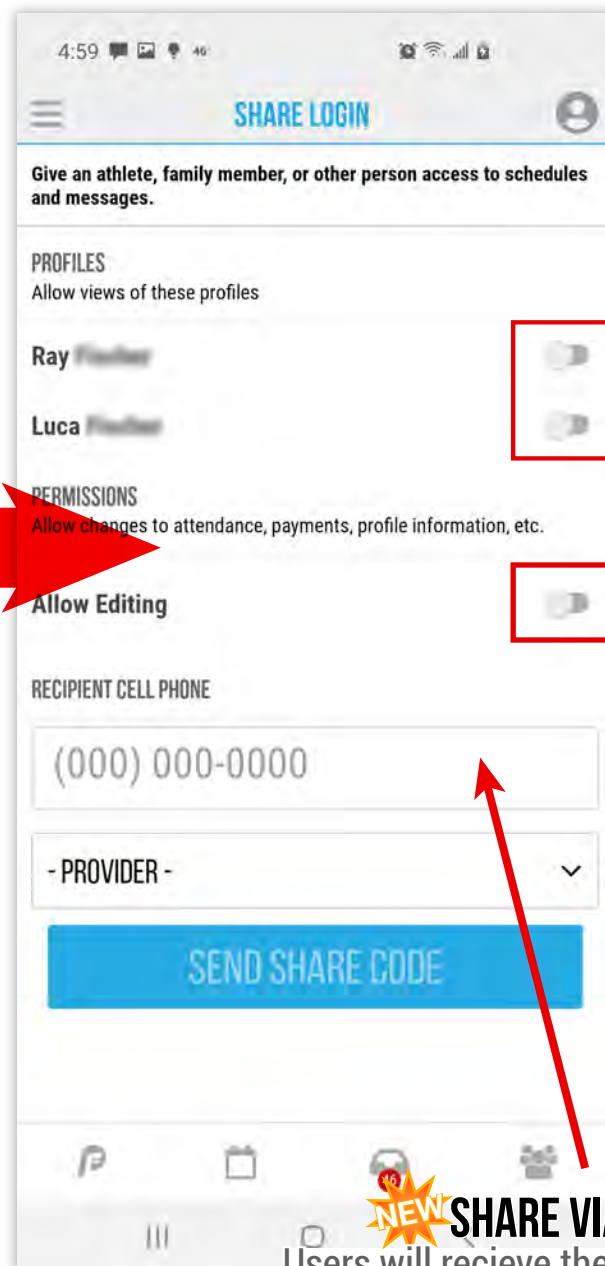
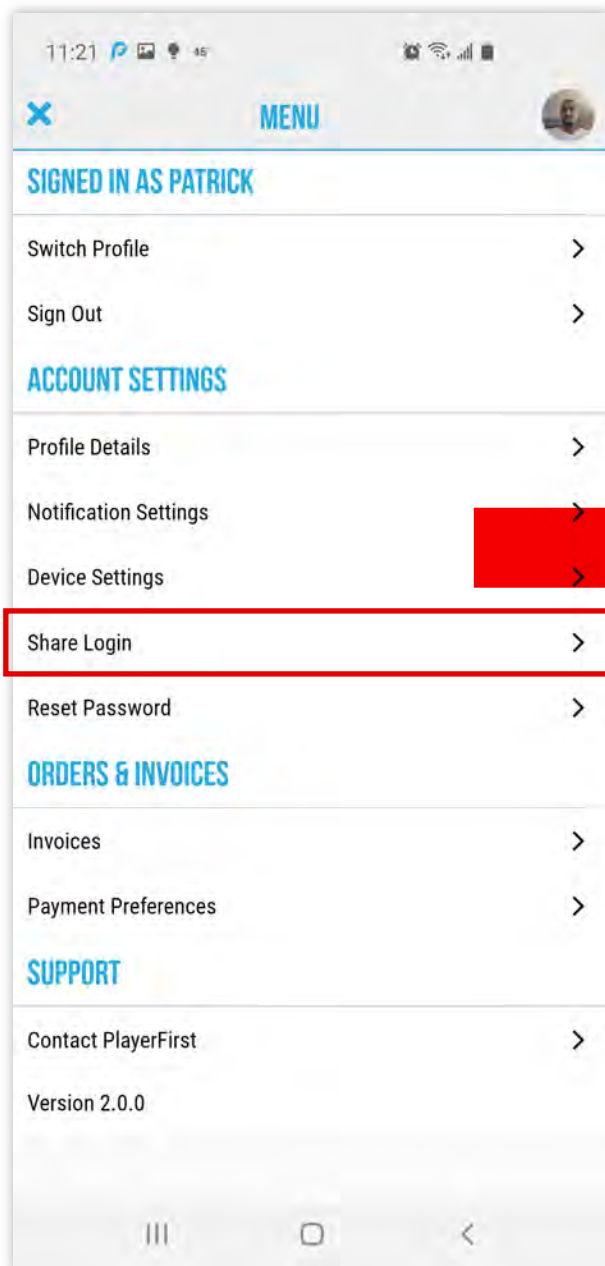


Manage how you receive notifications for schedule changes and messages from coaches, athletes, parents and the club



SHARING YOUR LOGIN INFO

SHARE A LOGIN CODE WITH ATHLETES OR OTHER FAMILY MEMBERS SO THEY HAVE ACCESS TO YOUR PROFILE AND SCHEDULE. CAN BE FOUND IN THE TOP LEFT MENU. ONLY VIEWABLE IN PARENT PROFILE.



SELECT USER

PERMISSIONS

Flip this toggle to limit user access.

NEW SHARE VIA TEXT

Users will receive the following text:
You are invited to sign in to the PlayerFirst app with username: xxxxxx and access code: xxxxxxxx. Invite expires in 24 hours.