



# **THE PLAYERFIRST EXPERIENCE:**

## COACH HOW TOS

# **PLAYERFIRST V2.2**



# TABLE OF CONTENTS

<b>Page 3:</b>	Signing Into Your Account
<b>Page 4:</b>	Signing In: Username & Password Help
<b>Page 5:</b>	Your Dashboard
<b>Page 6:</b>	Schedule
<b>Page 7:</b>	Individual Event View: Game
<b>Page 8:</b>	Schedule: How to Create an Event
<b>Page 9:</b>	Messaging
<b>Page 10:</b>	Messaging: Creating a New Message
<b>Page 11:</b>	Messaging: Group Messages
<b>Page 12:</b>	Team Page
<b>Page 13:</b>	Team Page: Roster & Contact Info
<b>Page 14:</b>	@Home Challenges
<b>Page 15:</b>	@Home Challenges
<b>Page 16:</b>	Accessing Profiles
<b>Page 17:</b>	Notification Settings
<b>Page 18:</b>	Sharing Your Login Info



# 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 46% battery. The app header has a blue background with the PlayerFirst logo and the text 'SIGN IN'. Below the header, there are two input fields: 'USERNAME' and 'PASSWORD'. Below these fields is a blue 'SIGN IN' button. Under the button, there is a note: 'Your PlayerFirst sign in is the same as on your club's website'. At the bottom, there are two links: 'SIGN IN WITH AN ACCESS CODE' and 'RETRIEVE SIGN IN INFO'. The bottom navigation bar shows three icons: a list, a home icon, and a back arrow.

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 46% battery. The app header has a blue background with the PlayerFirst logo and the text 'SIGN IN'. Below the header, there are two options: 'I AM A PARENT' and 'I AM AN ATHLETE', each with a right arrow. Below these options, there is a note: 'PARENTS CAN VIEW ALL THEIR ATHLETE SCHEDULES'. The bottom navigation bar shows three icons: a list, a home icon, and a back arrow.

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](mailto: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 the app interface for 'NICK'S PLAYERFIRST'. At the top, there's a status bar with the time 11:46 and battery level 45%. Below that, the app header shows the time, a menu icon, the name 'NICK'S PLAYERFIRST', and a profile picture. The main content area features a large photo of a soccer team, a greeting 'HELLO, NICK' with a 'Test Priority Email' notification, and a 'COMING UP' section showing two identical event cards for 'MONDAY MAR 30' from '4:00PM-7:00PM' at '@HOME PRE-SEASON TRAINING SESSION'. The bottom navigation bar has five icons: a blue 'P' logo, a calendar icon, a message icon with a red '6' badge, a group of people icon, and a back arrow. Red arrows point from text labels to these specific UI elements.



# SCHEDULE

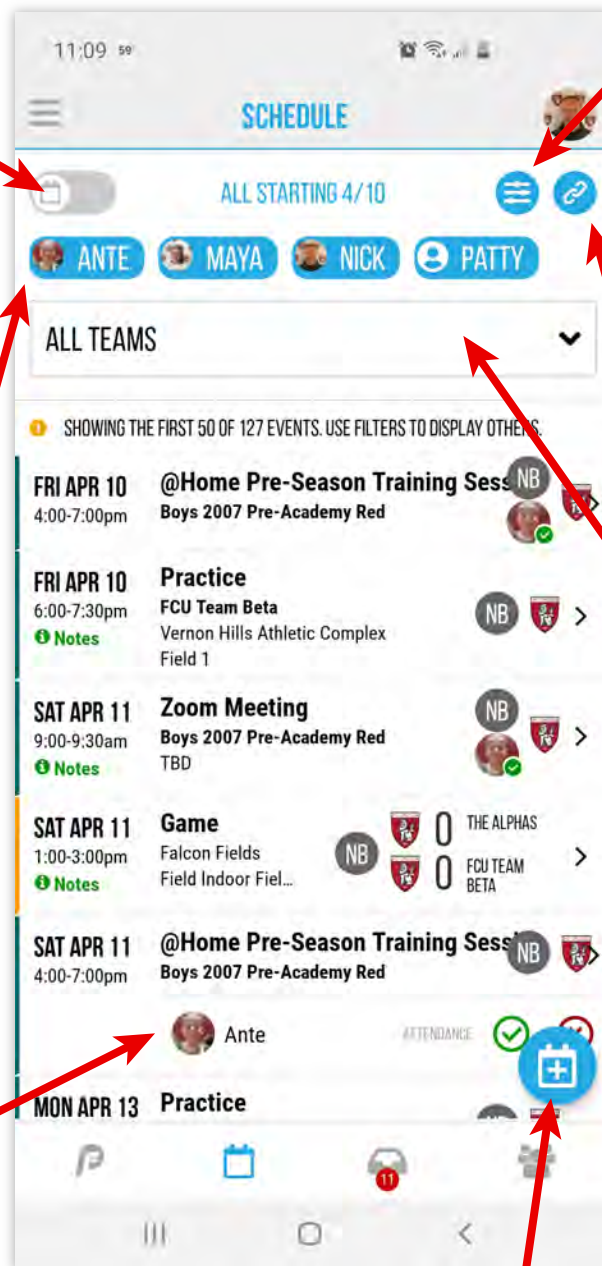
VIEW SCHEDULE & UPDATE PLAYER ATTENDANCE (BY EVENT). CLICK ON INDIVIDUAL DATES/EVENTS TO EDIT & VIEW MORE DETAILS.

## CALENDAR VIEW TOGGLE



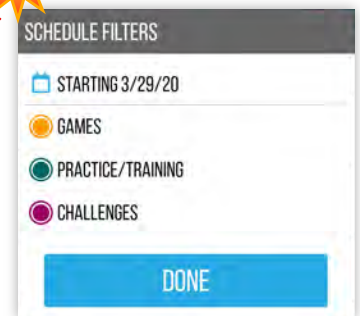
**NEW FILTER BY ATHLETE**  
Only when logged in as a parent. Click to turn on/off each athlete's schedule from the list view. Default shows all calendars.

**ATTENDANCE**  
Shows your own athletes



**CREATE EVENT**

## NEW SCHEDULE FILTERS

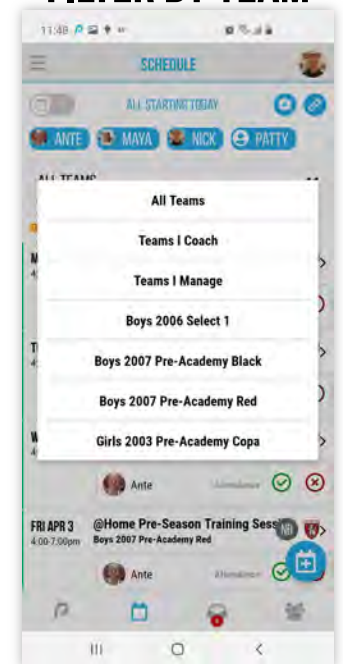


Click on "Starting Today" to view past events.

Choose event types to display only certain ones.

## EXPORT SCHEDULE

## FILTER BY TEAM





# INDIVIDUAL EVENT VIEW: GAME

**VIEW TEAMS & EDIT SCORE**

**UPDATE PLAYER ATTENDANCE**  
If you also have an athlete on this team.

**VIEW TEAM ATTENDANCE**

**IMPORTANT ALERTS**

**GET LOCATION DETAILS**

**TEAM ATTENDANCE**

**ADDITIONAL EVENT DETAILS**  
Which uniform to wear, arrival time, additional notes

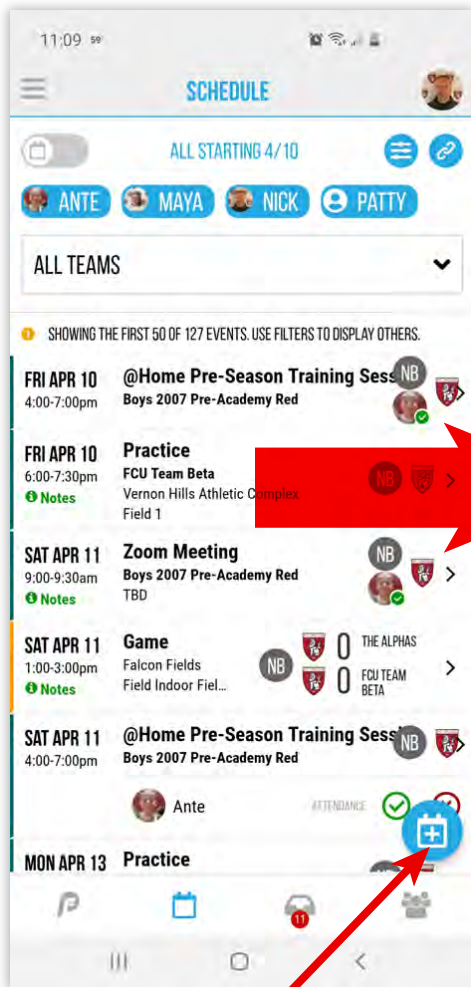
**CLICK SHORTCUT MENU TO MESSAGE TEAM AND MANAGE EVENTS**



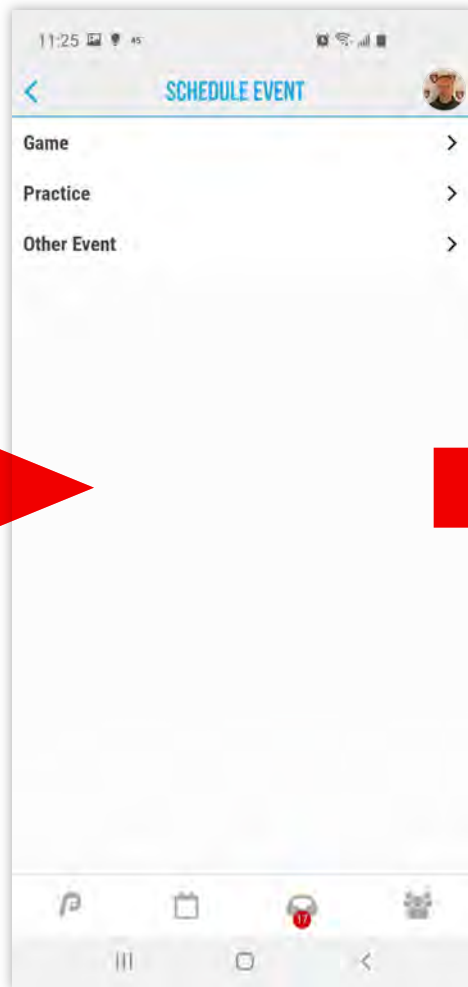


# SCHEDULE: HOW TO CREATE AN EVENT

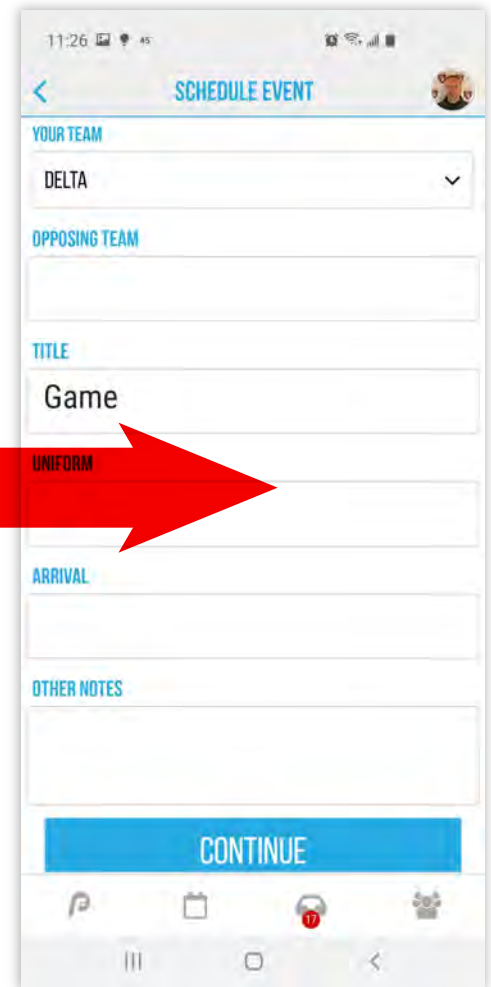
YOU CAN ONLY CREATE EVENTS WHEN LOGGED IN AS A COACH OR MANAGER.



CLICK "ADD EVENT" BUTTON



SELECT EVENT TYPE



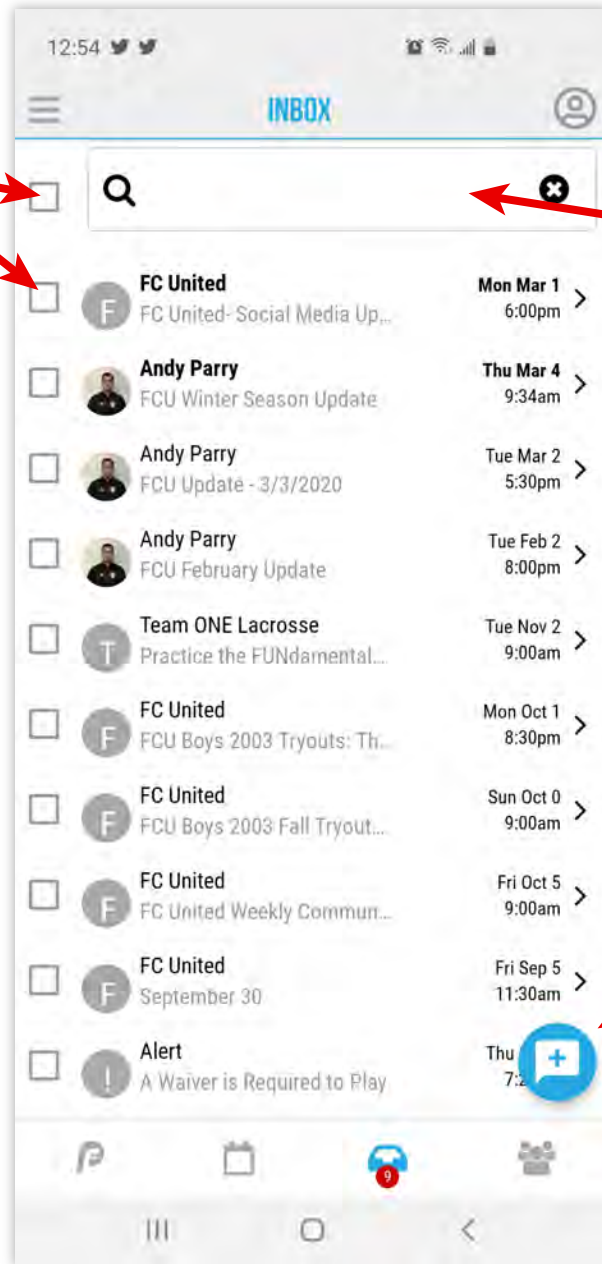
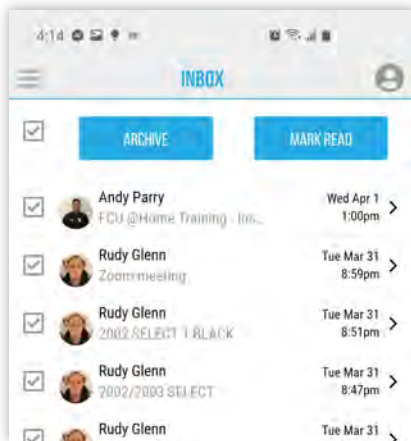
FILL IN FIELDS



# MESSAGING

MANAGE INBOX, MESSAGE YOUR MANAGERS/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



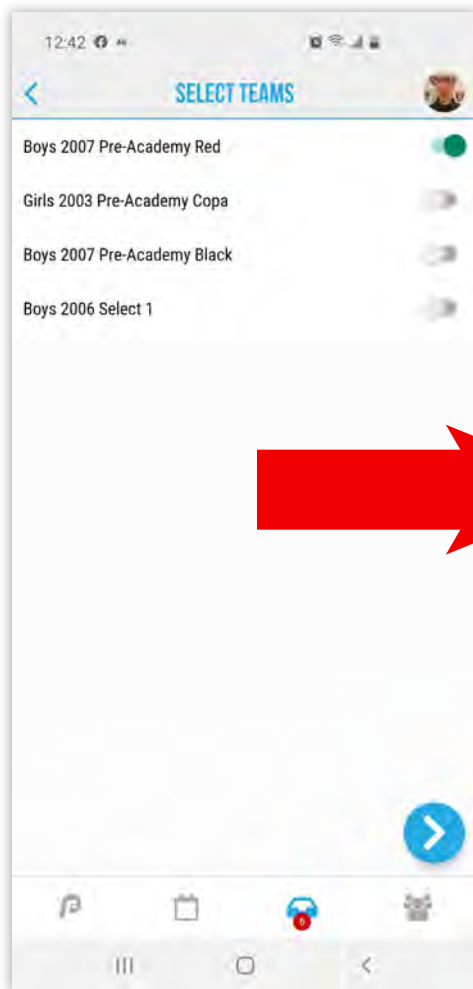
# MESSAGING: CREATING A NEW MESSAGE

## MESSAGE YOUR MANAGERS/ATHLETES/PARENTS

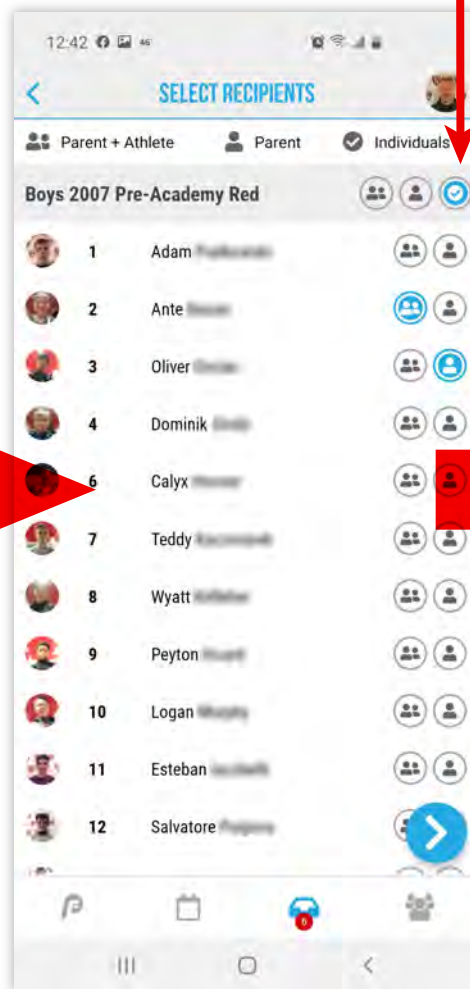
To view entire team list,  
click the "Individuals" check-  
mark button

ADD ATTACHMENTS

SEND MESSAGE



**SELECT YOUR TEAM**



**SELECT YOUR RECIPIENTS**

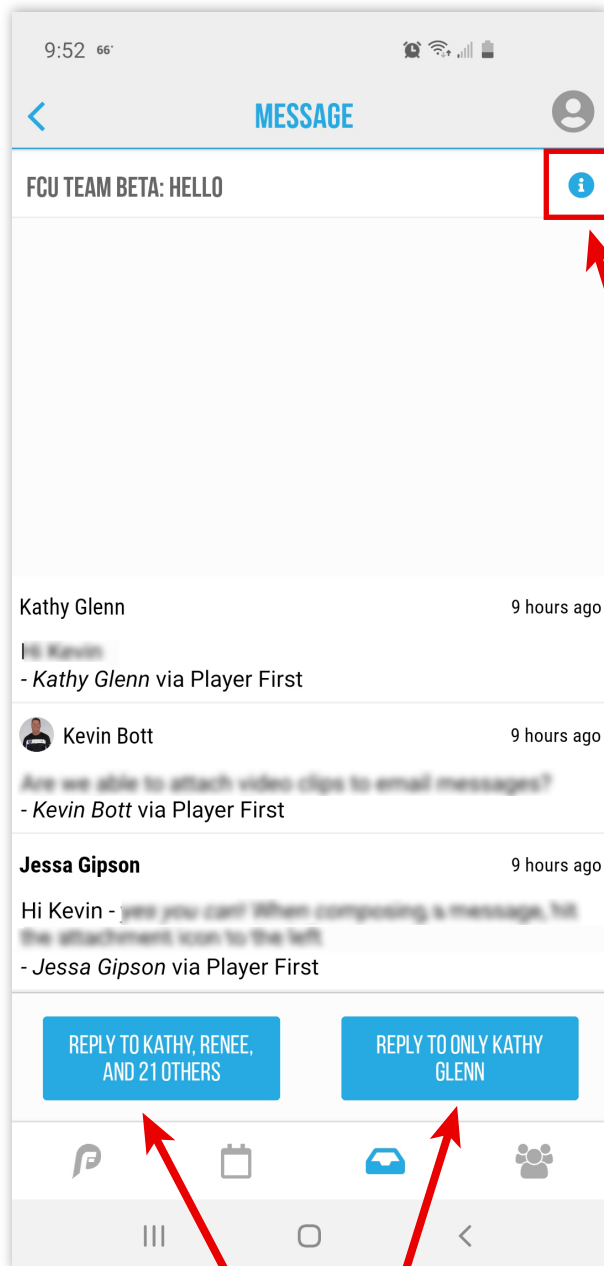
Select to message whole team  
or just specific individuals.  
Must select "Parent" or "Parent  
+ thlete." You don't have the  
capability to solely message  
athletes.



**NEW MESSAGE**

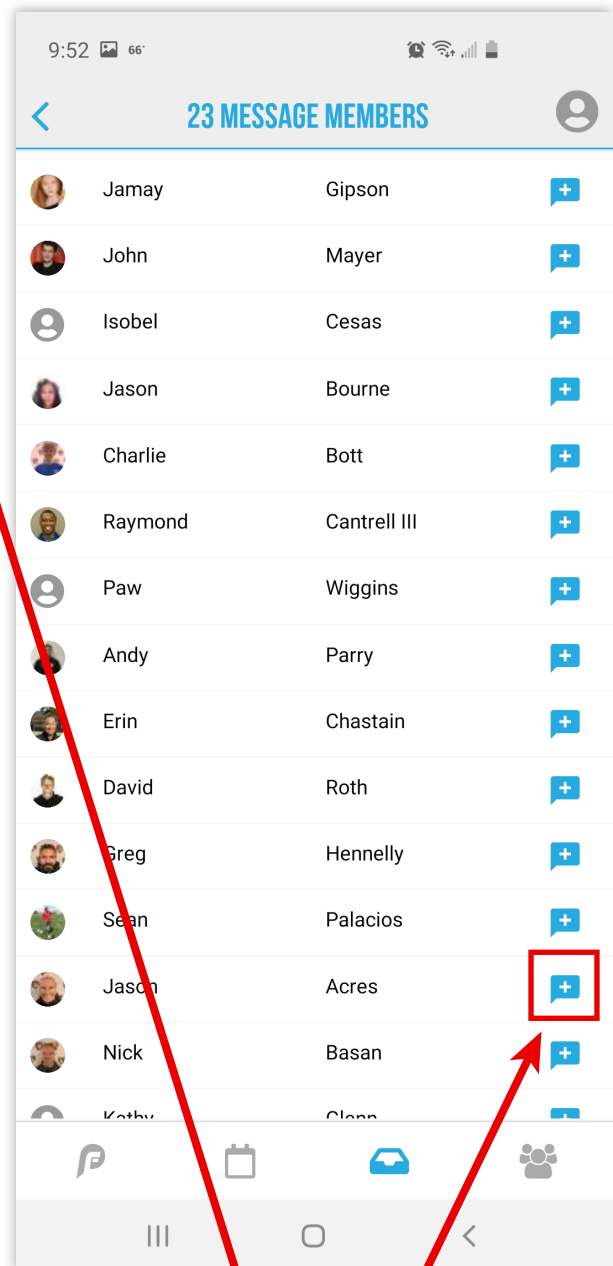


# MESSAGING: GROUP MESSAGES



## GROUP MESSAGE VIEW

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



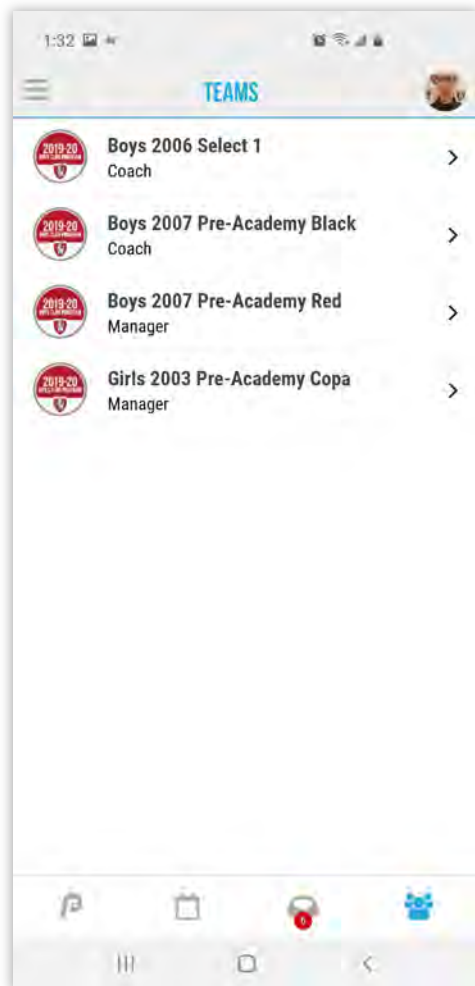
## **NEW** MESSAGE INDIVIDUALS FROM GROUP

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

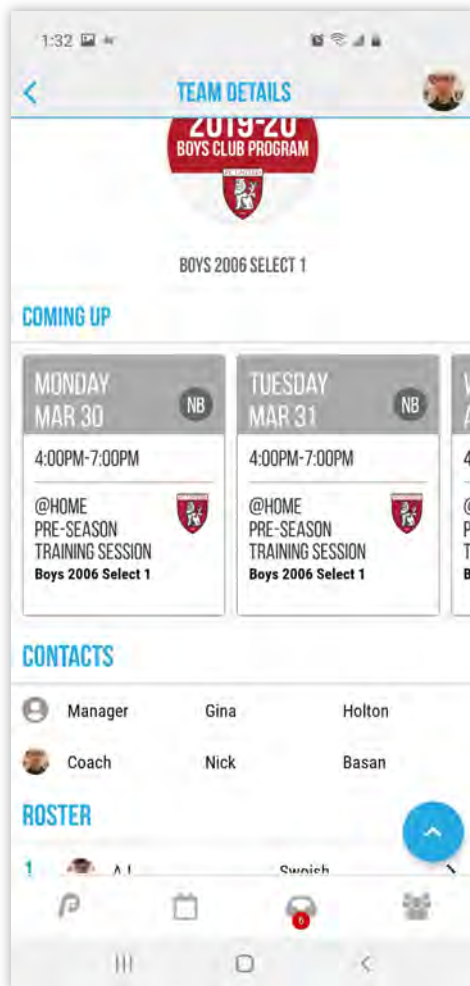


# TEAM PAGE

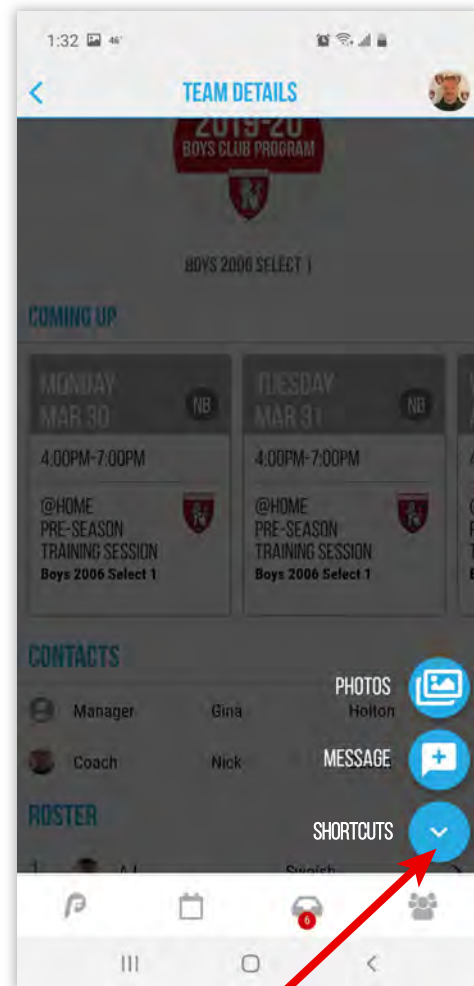
KEEP TRACK OF ALL YOUR TEAMS, SCHEDULED EVENTS, STANDINGS & MORE!



**SELECT YOUR TEAM**



**VIEW TEAM DETAILS**



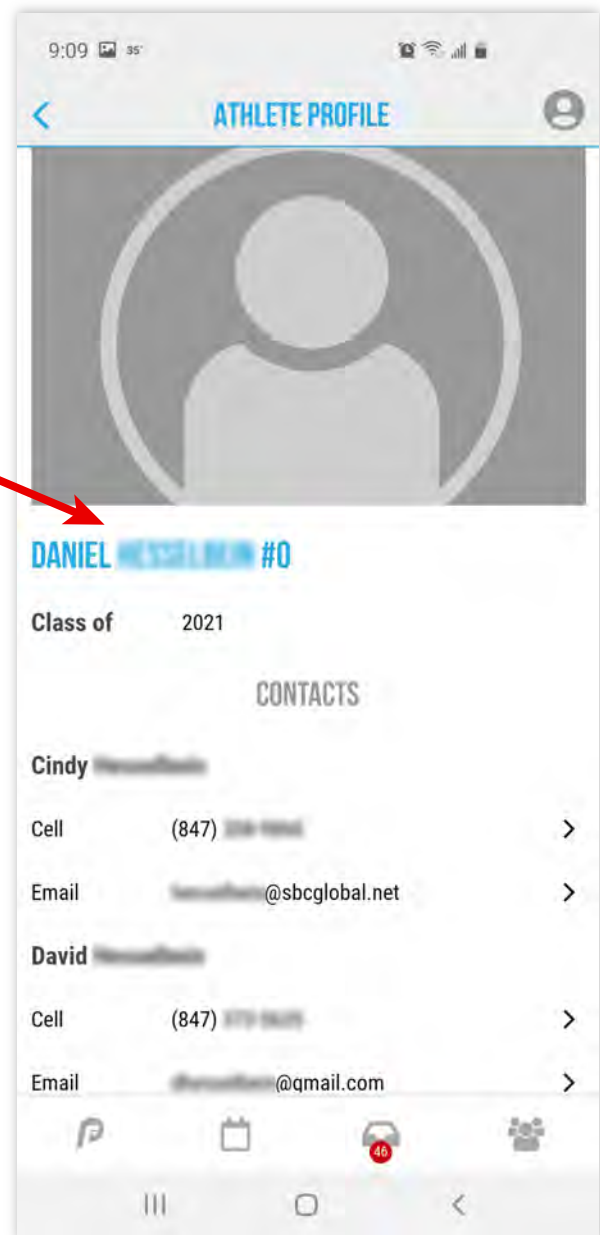
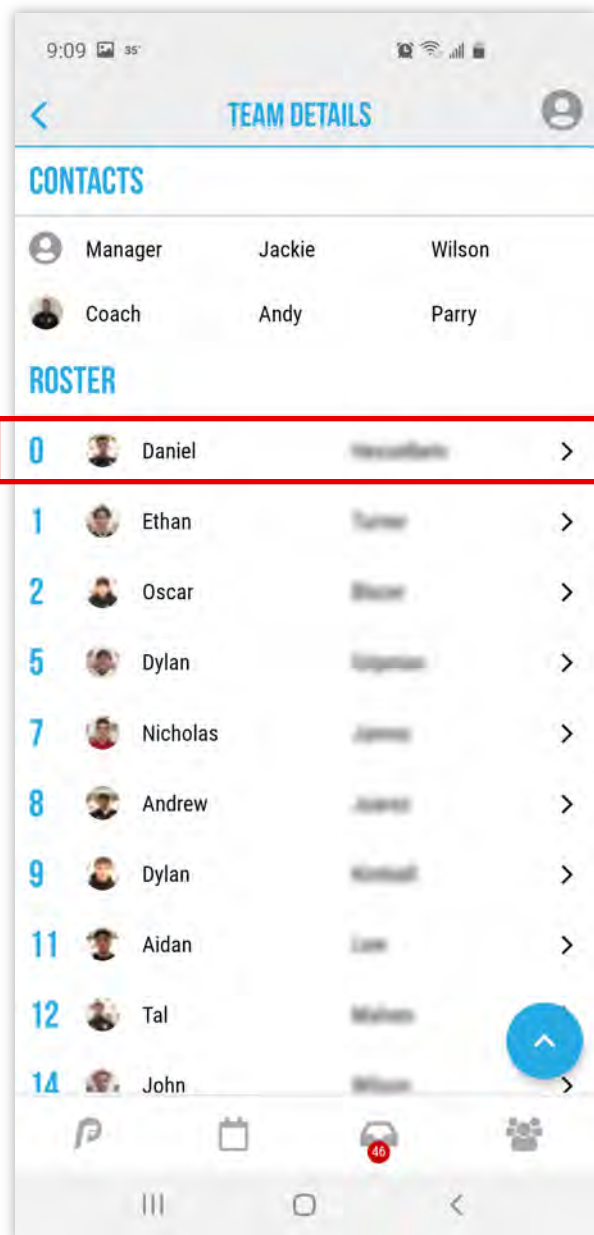
**NEW** CLICK SHORTCUT MENU  
TO ACCESS ADDITIONAL  
OPTIONS: MESSAGE TEAM &  
TEAM PHOTO GALLERY





# TEAM PAGE

## PLAYER'S ROSTER & CONTACT INFORMATION



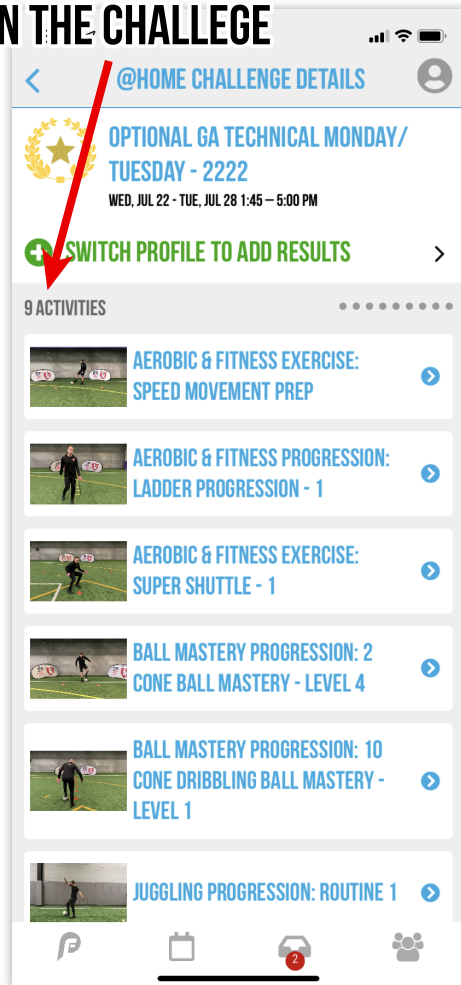
CLICK PLAYER'S NAME IN THE  
ROSTER TO VIEW ATHLETE PROFILE  
& PARENT CONTACT INFO



## @HOME CHALLENGES

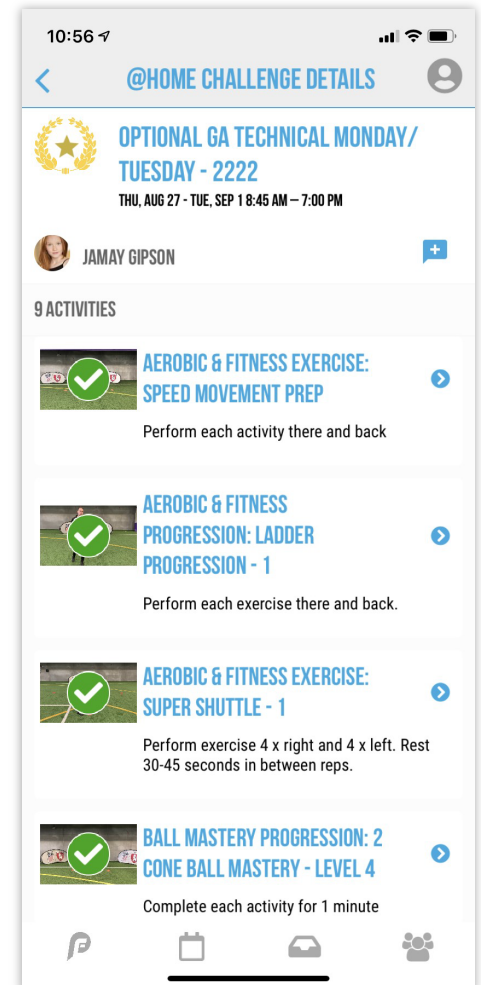
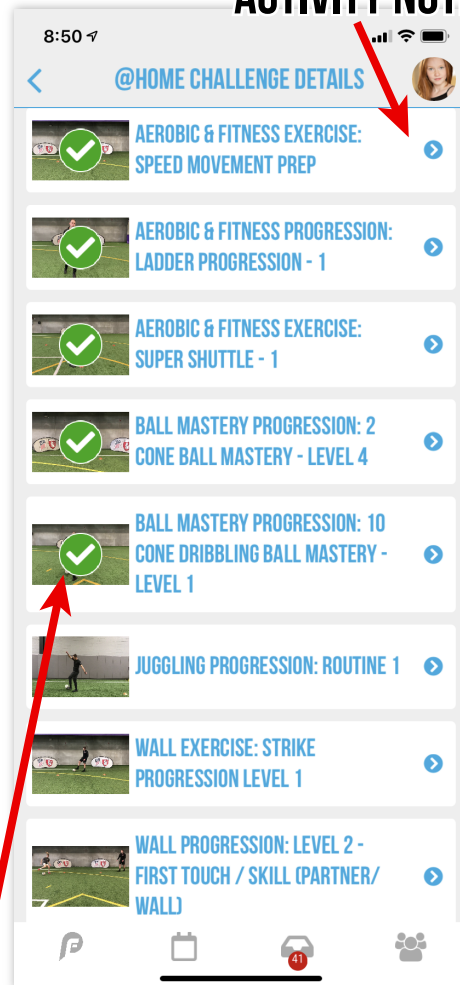
CHALLENGE ATHLETES WITH A SERIES OF ACTIVITIES. ASSIGN A CHALLENGE TO A TEAM FOR A SPECIFIC DATE & TIME. ONCE COMPLETED, ATHLETES ENTER DATA & EVIDENCE, THEN CAN VIEW THEIR RANKING IN THE LEADERBOARD.

TOTAL AVAILABLE  
ACTIVITIES  
IN THE CHALLENGE



COMPLETED CHALLENGES  
DISPLAY CHECKMARKS

CLICK FOR  
ACTIVITY NOTES



ATHLETE'S RESULTS  
Click on athlete in leaderboard  
to view their results

\*Leaderboards will only show if coach chooses to turn on that feature.  
For more detailed instructions, please view our additional challenges tutorial.



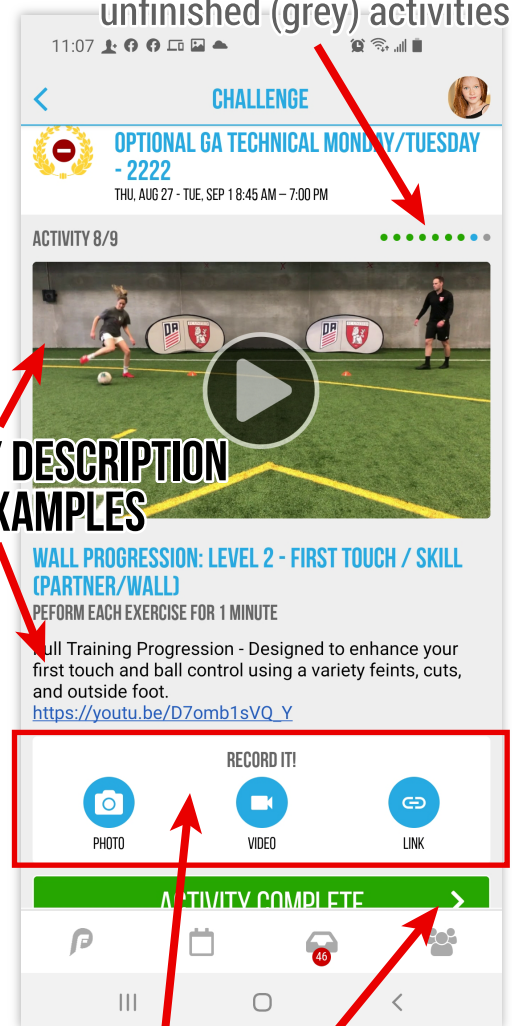
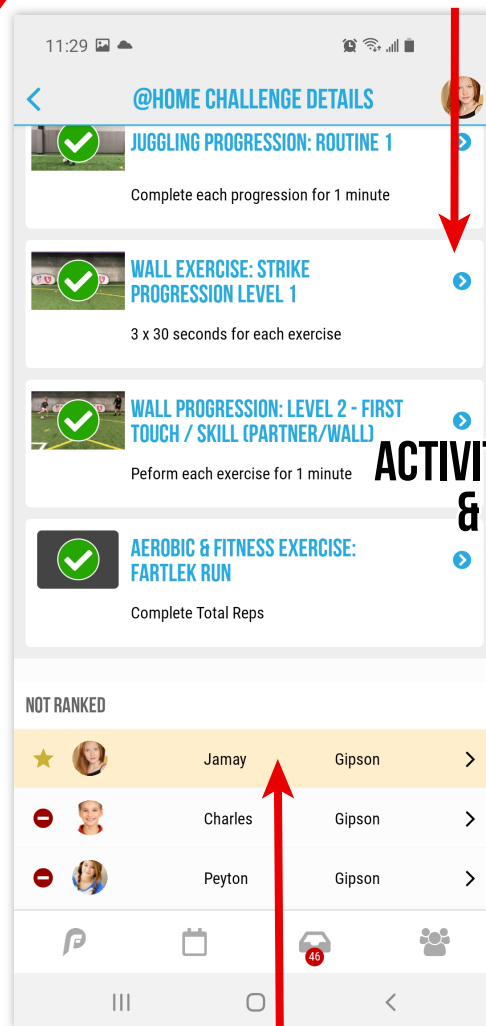
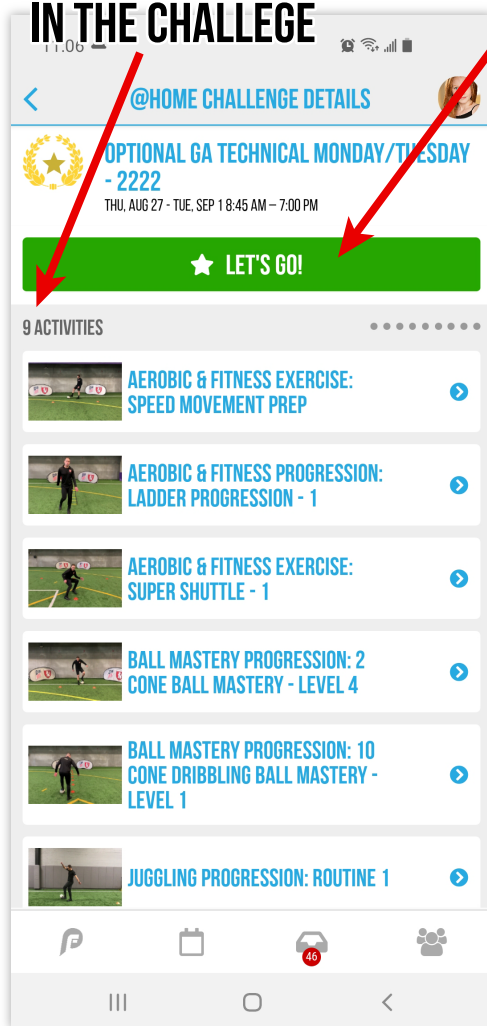
# @HOME CHALLENGES: ATHLETE'S VIEW

**TOTAL AVAILABLE  
ACTIVITIES  
IN THE CHALLENGE**

**CLICK TO START**

**CLICK FOR  
ACTIVITY NOTES**

**# OF ACTIVITIES**  
Shows completed (green),  
current (blue) &  
unfinished (grey) activities



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

**ENTER EVIDENCE  
(PHOTOS/VIDEO/LINKS)**

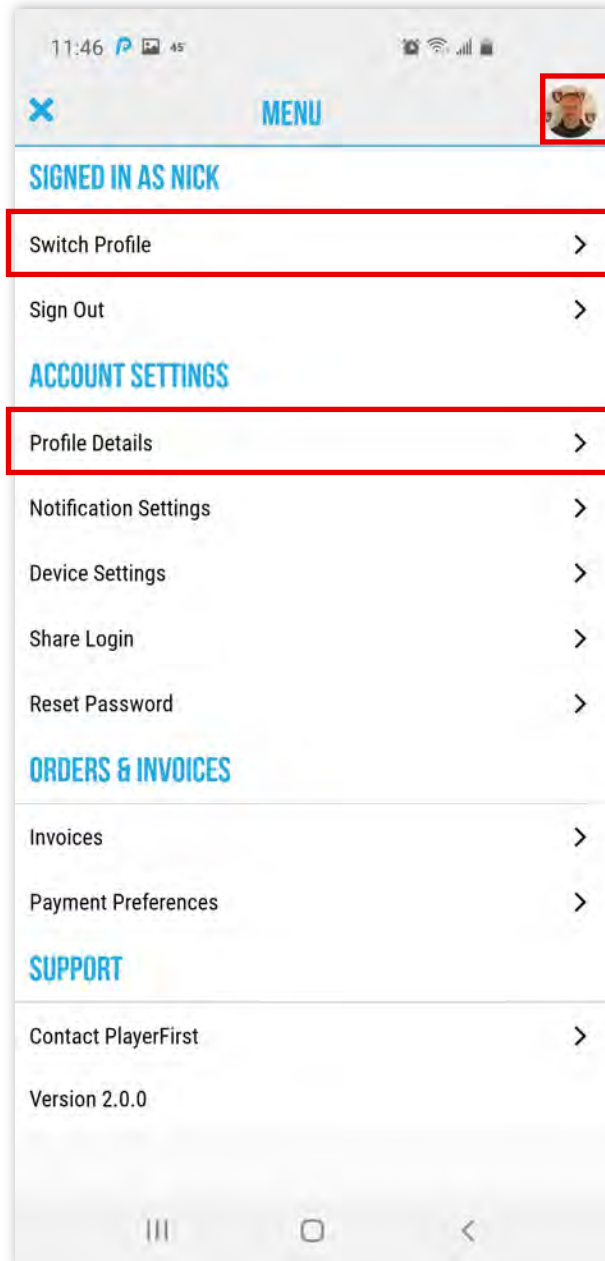
**CLICK TO GO TO  
NEXT ACTIVITY**

For more detailed instructions, please view our additional challenges tutorial.



# ACCESSING PROFILES

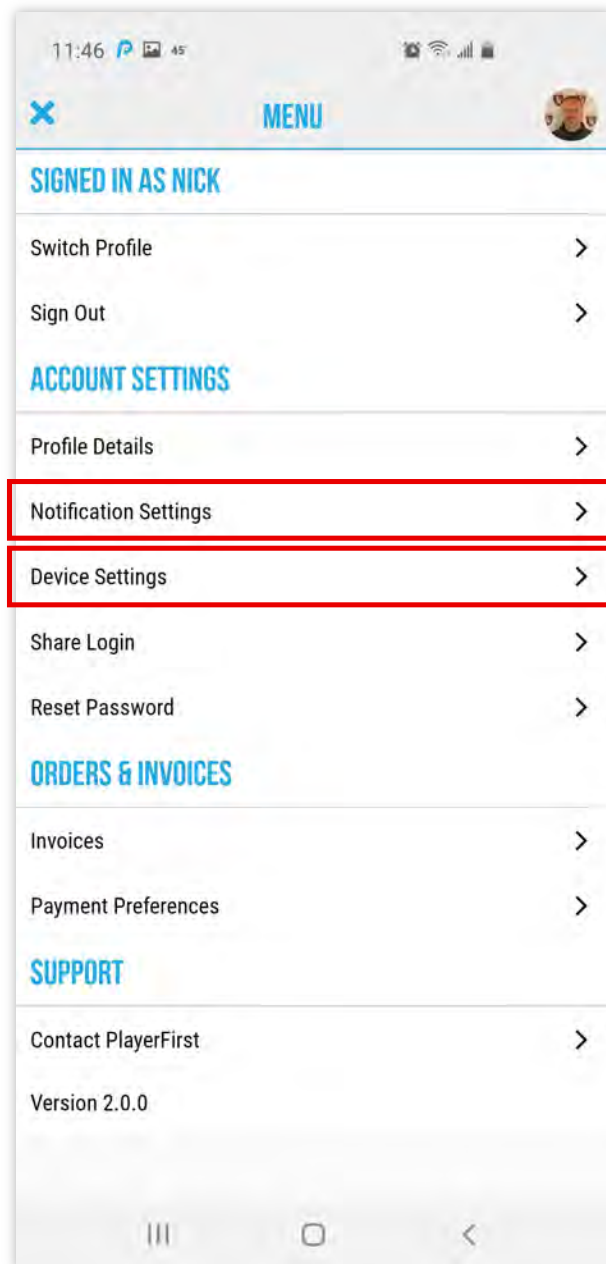
## HOW TO VIEW, EDIT AND SWITCH BETWEEN USER PROFILES





# NOTIFICATION SETTINGS

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



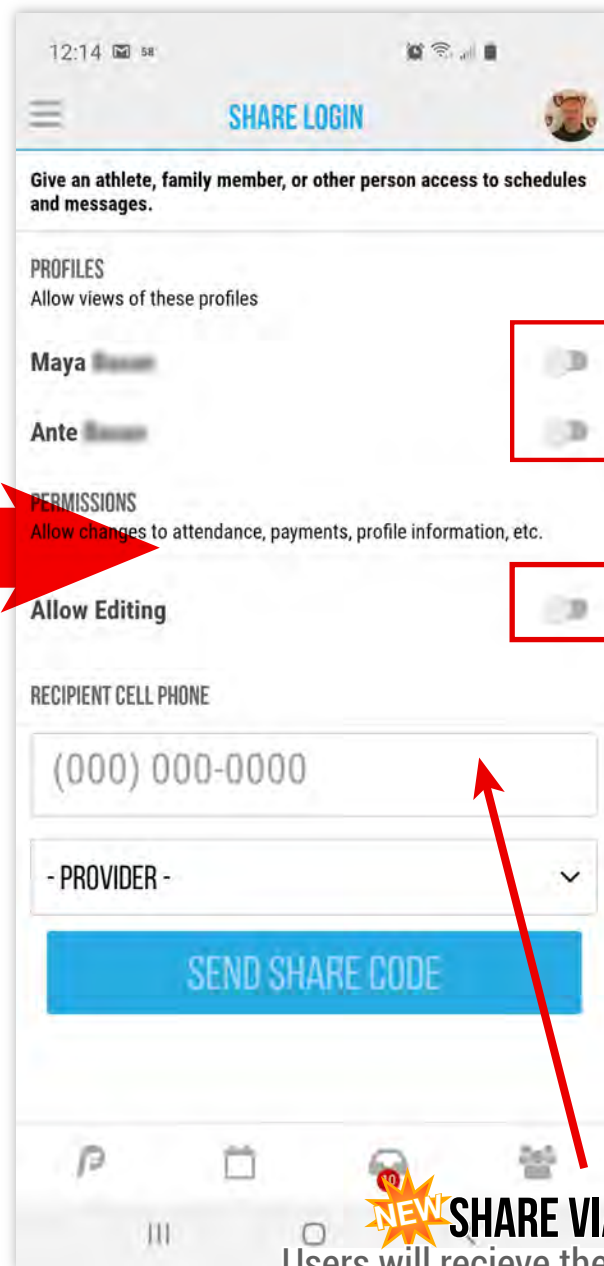
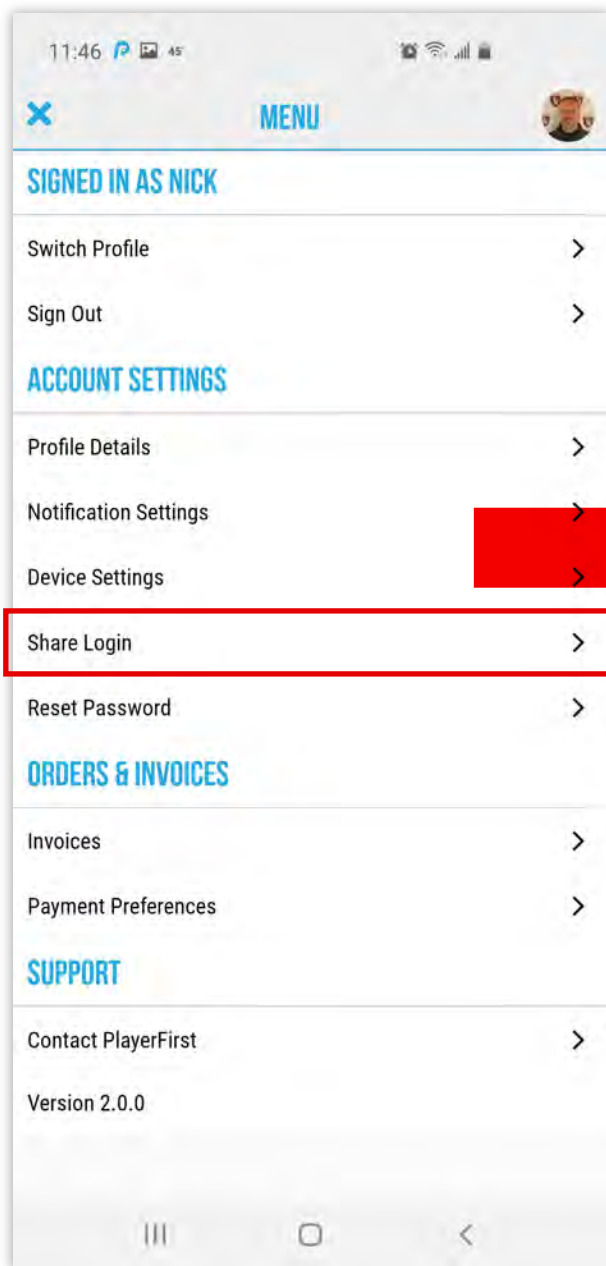
Manage how you receive notifications for schedule changes and messages from managers, athletes, parents and the club





# 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.*