



THE PLAYERFIRST EXPERIENCE: MANAGER HOW TOS **PLAYERFIRST V2.2**



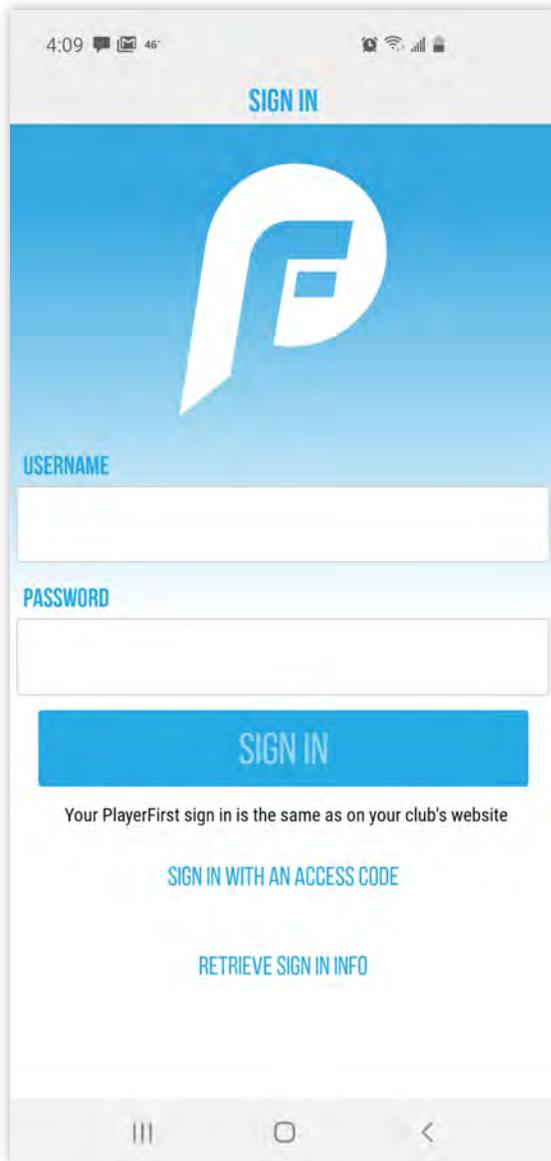
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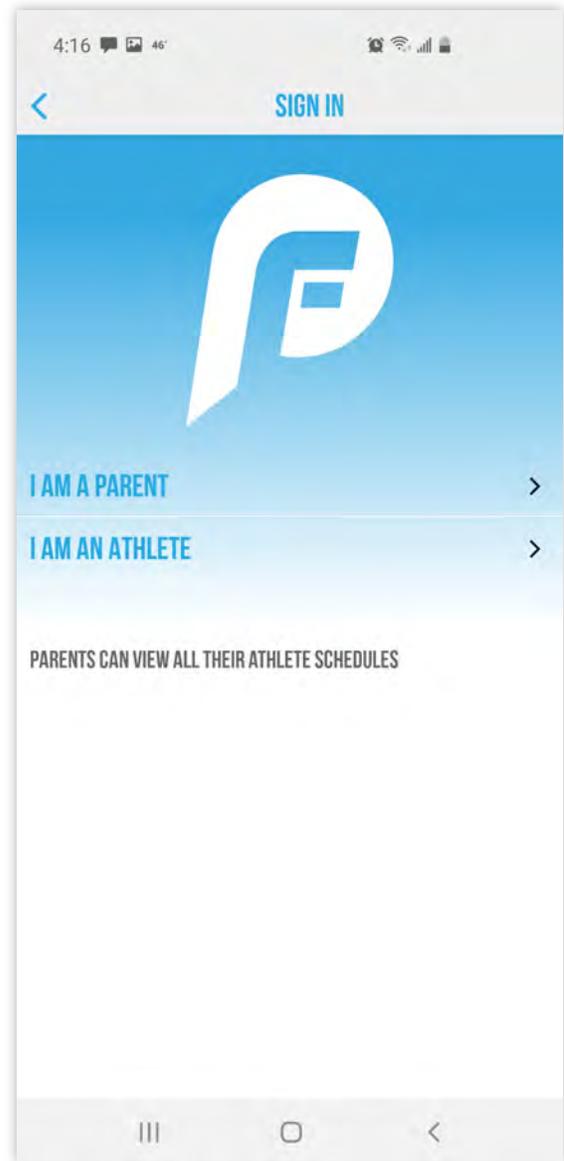
SIGNING INTO YOUR ACCOUNT

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



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.



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 dashboard shows a mobile app interface for 'PATRICK'S PLAYERFIRST'. At the top, it displays the time (11:16), signal strength, and battery level (45%). Below the header, there is a profile picture of Patrick and a 'MENU' icon. The main content area includes a 'HELLO, PATRICK' greeting, a 'Test Priority Email' notification, and a 'COMING UP' section with two practice events for Monday, March 30th: 'Beta' at 6:00PM-7:30PM at Vernon Hills Athletic Complex, and 'Delta' at 7:00PM-8:30PM at Falcon Fields Small Field. The bottom navigation bar contains icons for Dashboard, Schedule, Messages, and Teams Page.



SCHEDULE

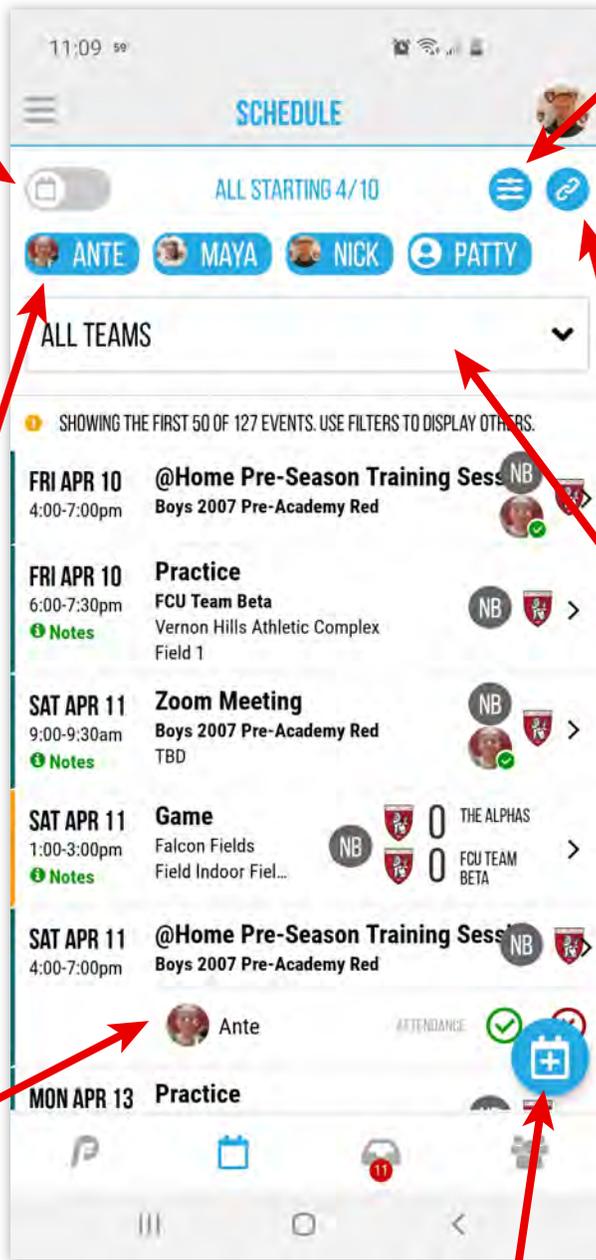
VIEW SCHEDULE & UPDATE PLAYER ATTENDANCE (BY EVENT). CLICK ON INDIVIDUAL DATES/EVENTS TO EDIT & VIEW MORE DETAILS.

CALENDAR VIEW TOGGLE

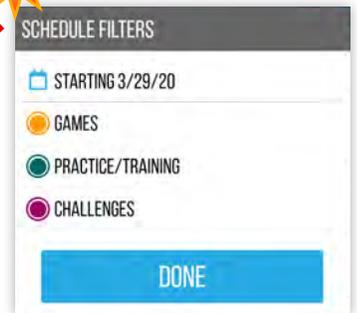


NEW FILTER BY ATHLETE
Only when logged in as a parent. Click to turn on/off each athlete's schedule from the list view. Default shows all calendars.

ATTENDANCE
Shows your own kids



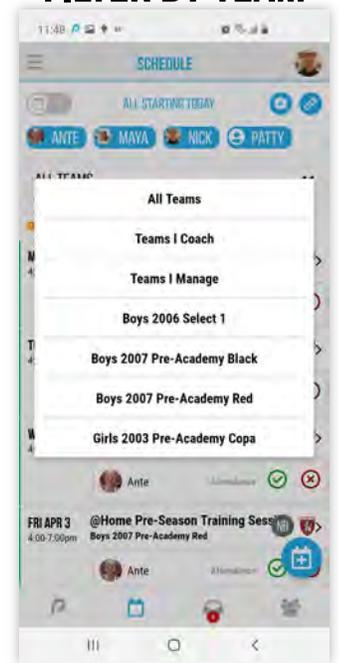
NEW SCHEDULE FILTERS



Click on "Starting Today" to view past events.
Choose event types to display only certain ones.

EXPORT SCHEDULE

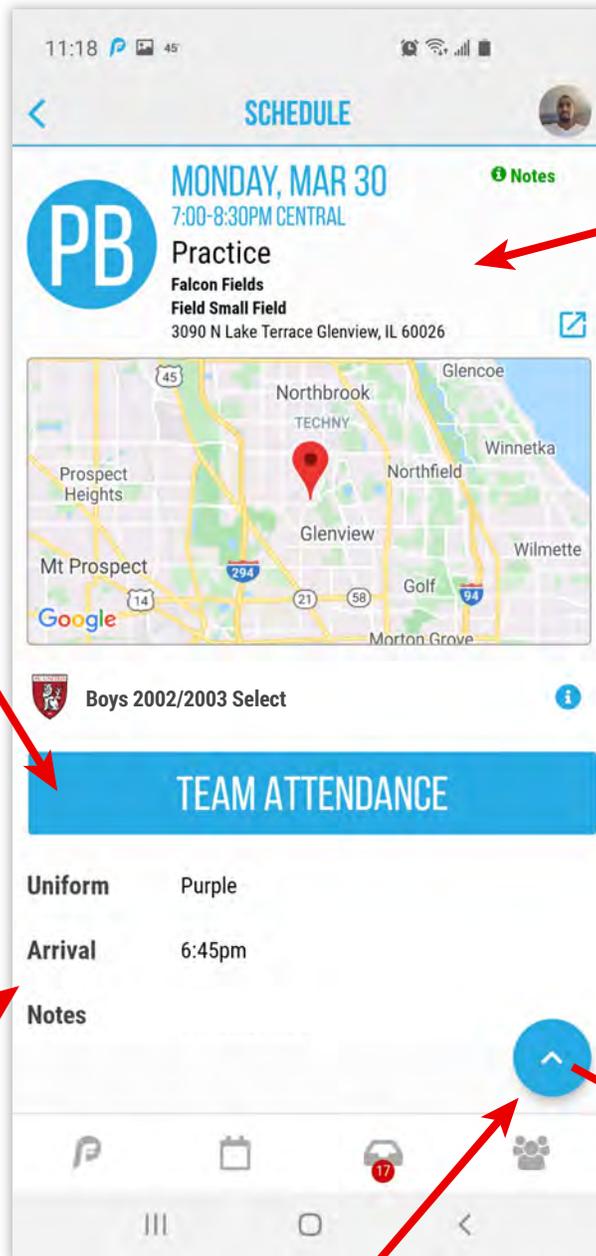
FILTER BY TEAM



CREATE EVENT



INDIVIDUAL EVENT VIEW: PRACTICE



IMPORTANT ALERTS
GET LOCATION DETAILS

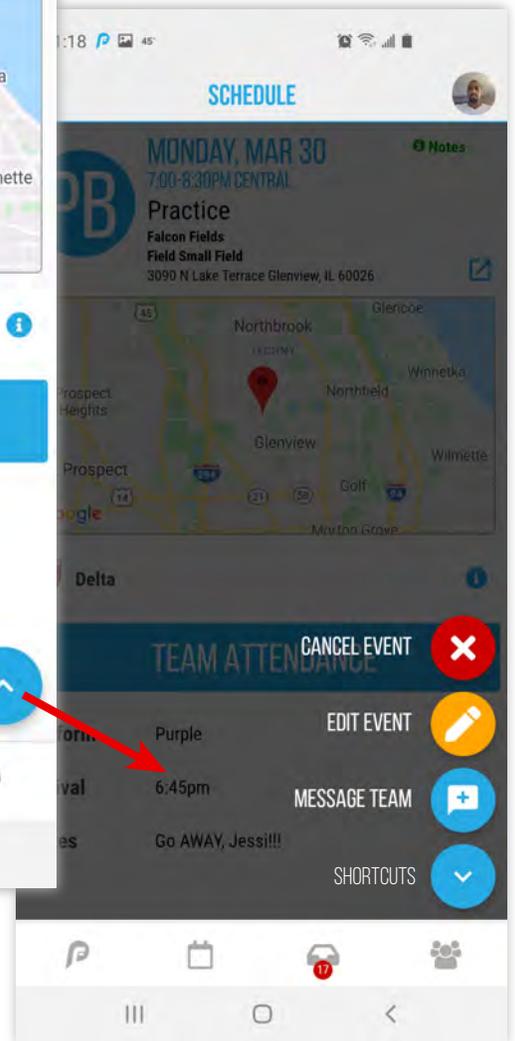
VIEW TEAM ATTENDANCE

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

GET SPECIFIC EVENT DETAILS

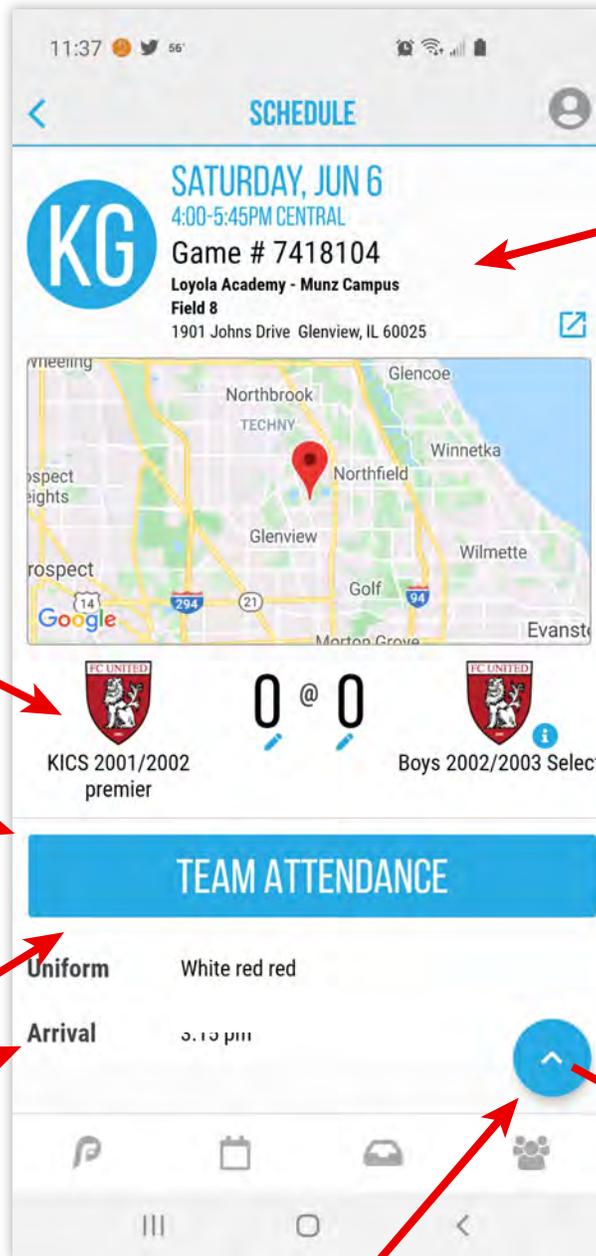
Which uniform to wear,
arrival time,
additional notes

CLICK SHORTCUT MENU
TO MESSAGE TEAM AND
MANAGE EVENTS





INDIVIDUAL EVENT VIEW: GAME



GET LOCATION DETAILS

VIEW TEAMS & SCORE

UPDATE PLAYER ATTENDANCE

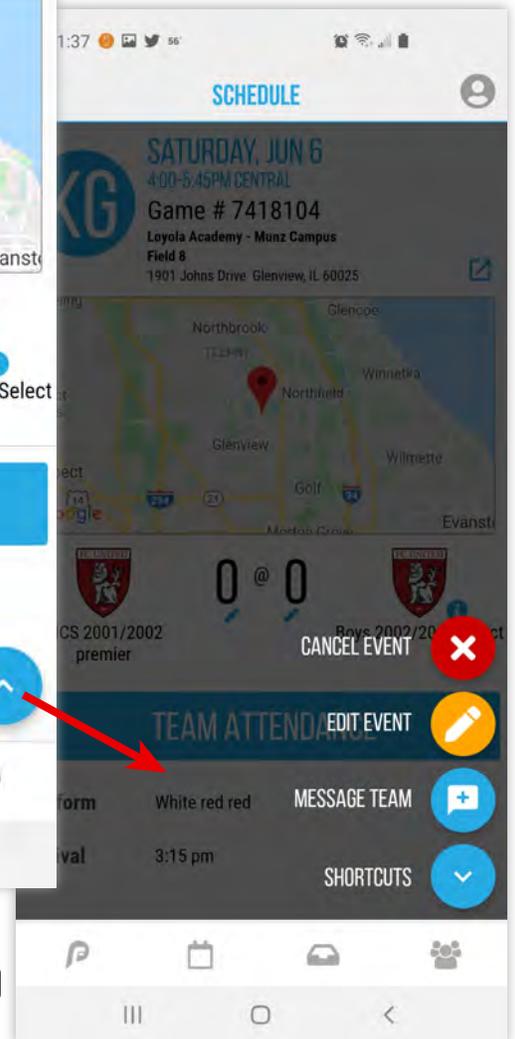
If you also have an athlete in this team

VIEW TEAM ATTENDANCE

GET SPECIFIC EVENT DETAILS

Which uniform to wear, arrival time, additional notes

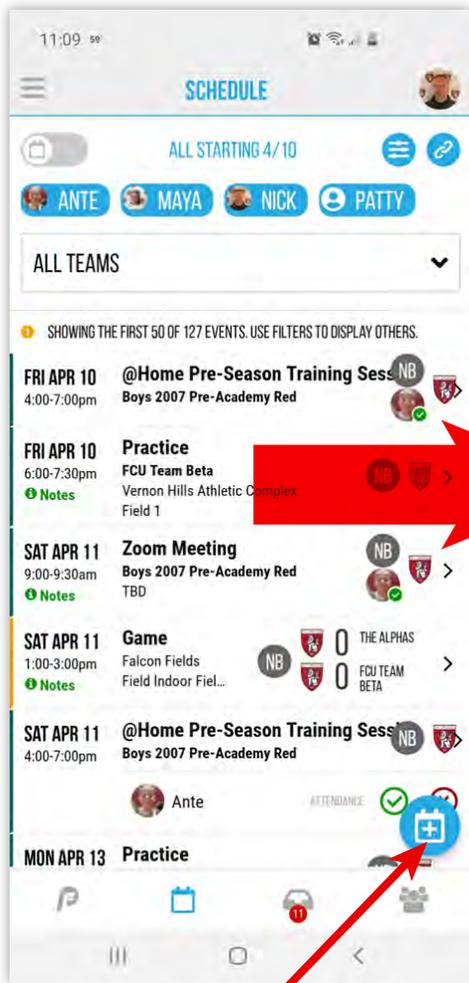
CLICK SHORTCUT MENU TO MESSAGE TEAM AND MANAGE EVENTS



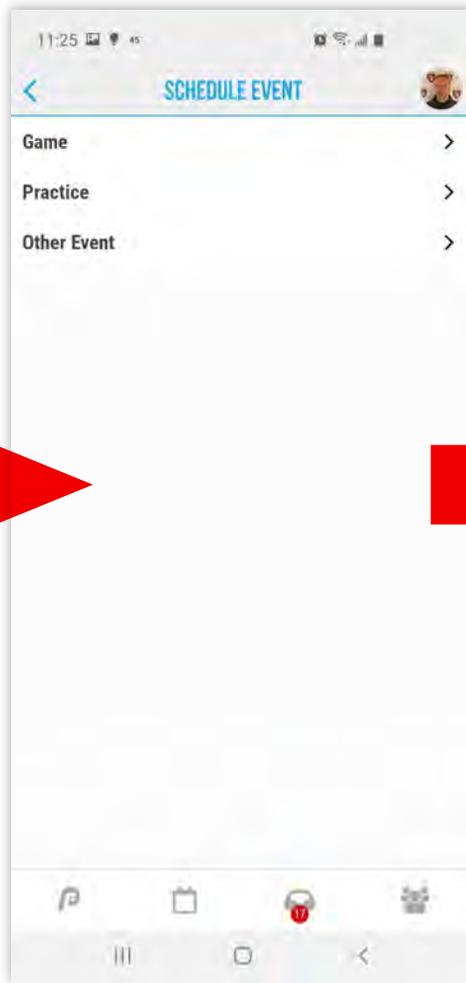


SCHEDULE: HOW TO CREATE AN EVENT

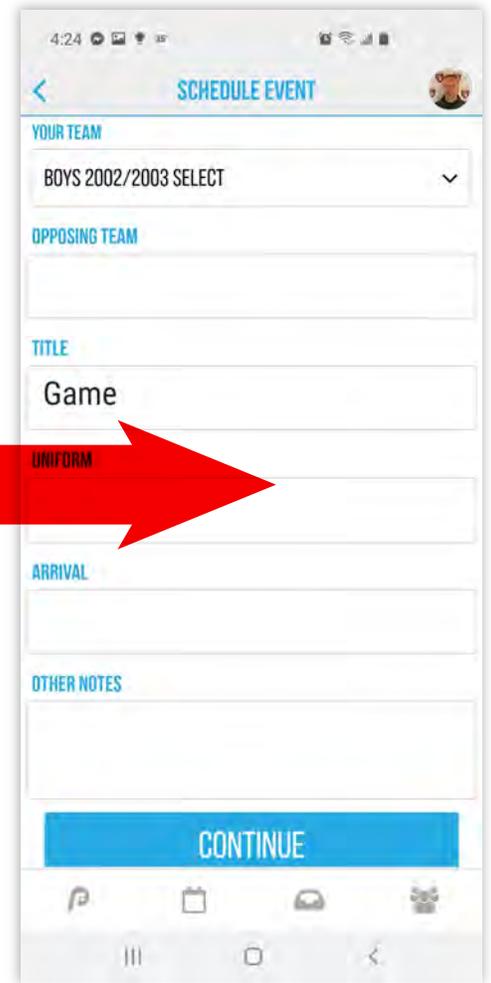
YOU CAN ONLY CREATE EVENTS WHEN LOGGED IN AS A COACH OR MANAGER.



CLICK "ADD EVENT" BUTTON



SELECT EVENT TYPE



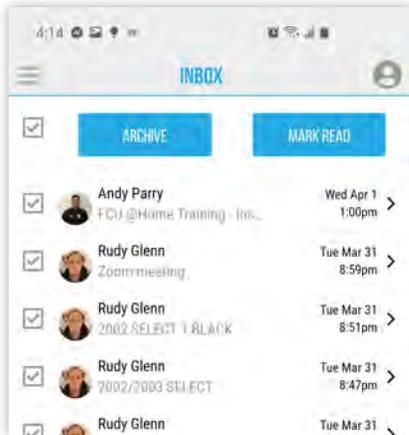
FILL IN FIELDS



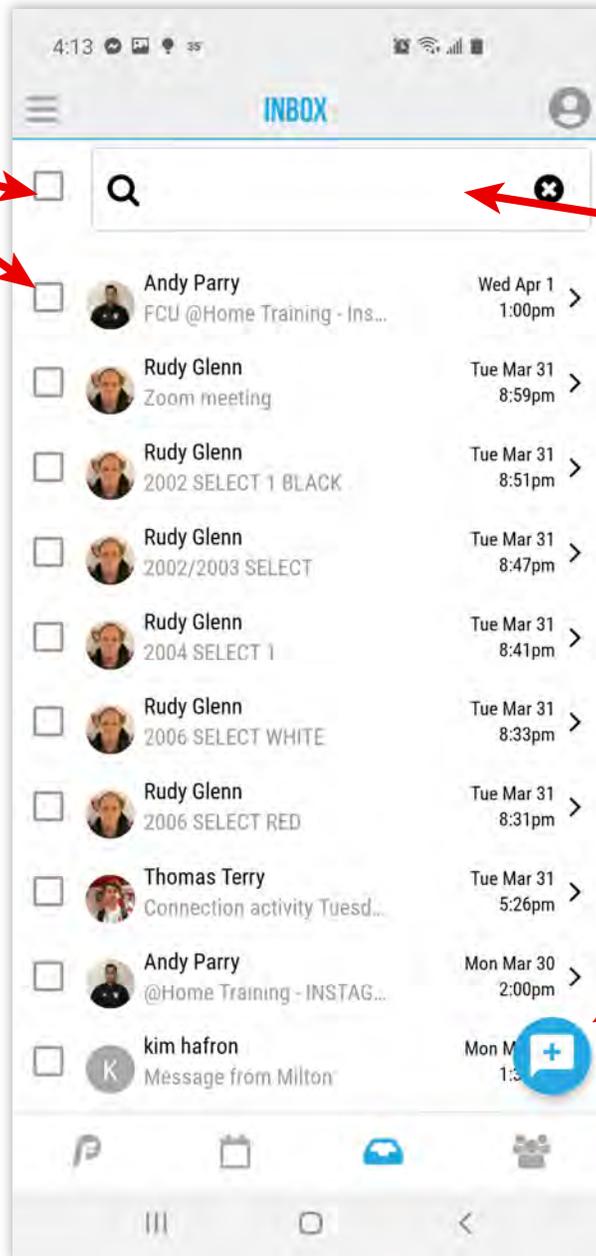
MESSAGING

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

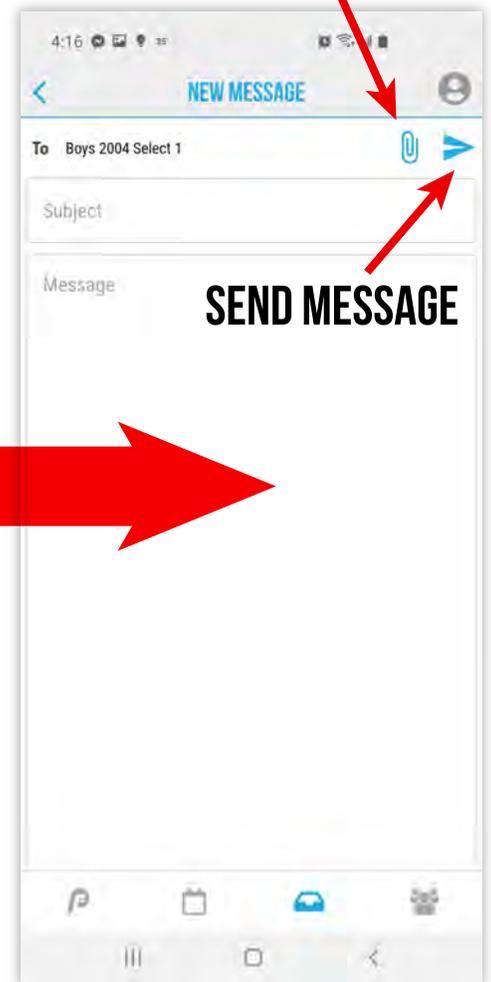
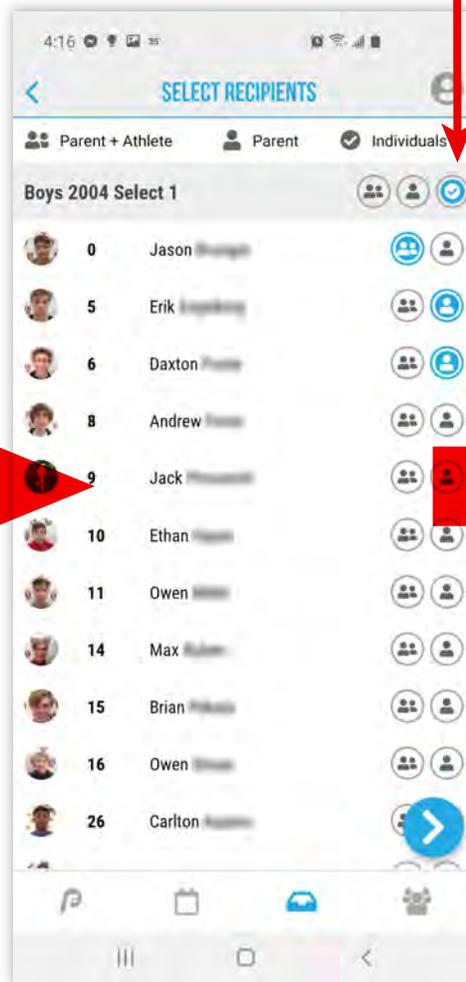
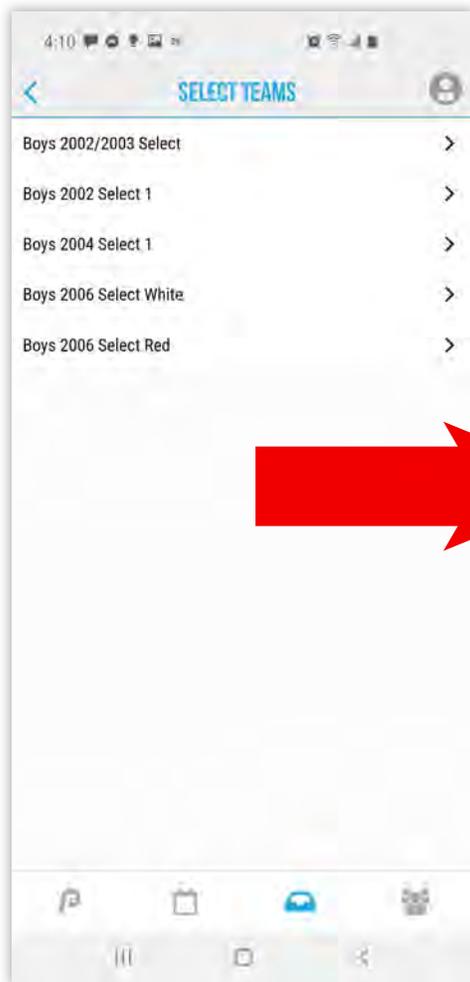


MESSAGING: CREATING A NEW MESSAGE

MESSAGE YOUR COACHES/ATHLETES/PARENTS

To view entire team list, click the "Individuals" checkmark button

ADD ATTACHMENTS



SELECT YOUR TEAM

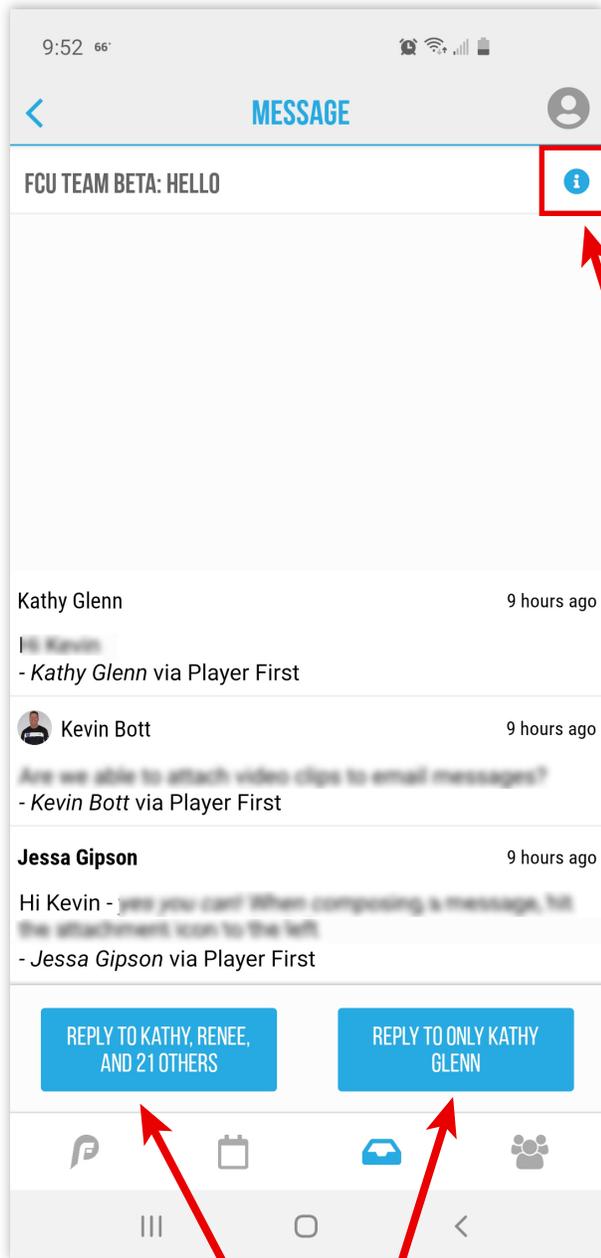
SELECT YOUR RECIPIENTS

NEW MESSAGE

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.

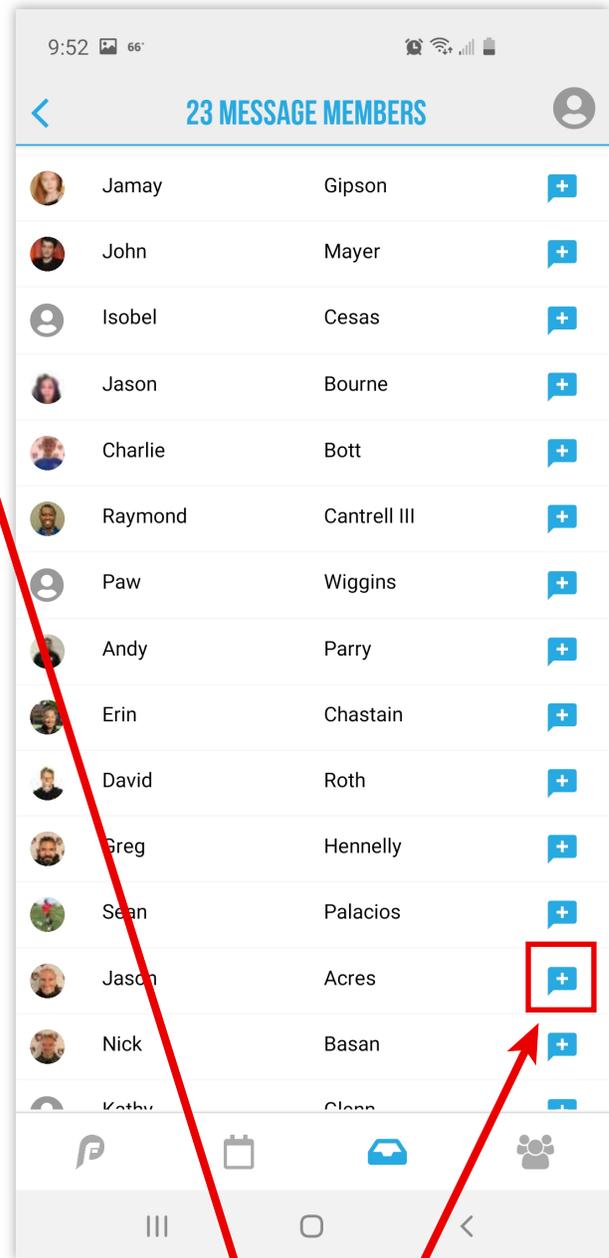


MESSAGING: GROUP MESSAGES



GROUP MESSAGE VIEW

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



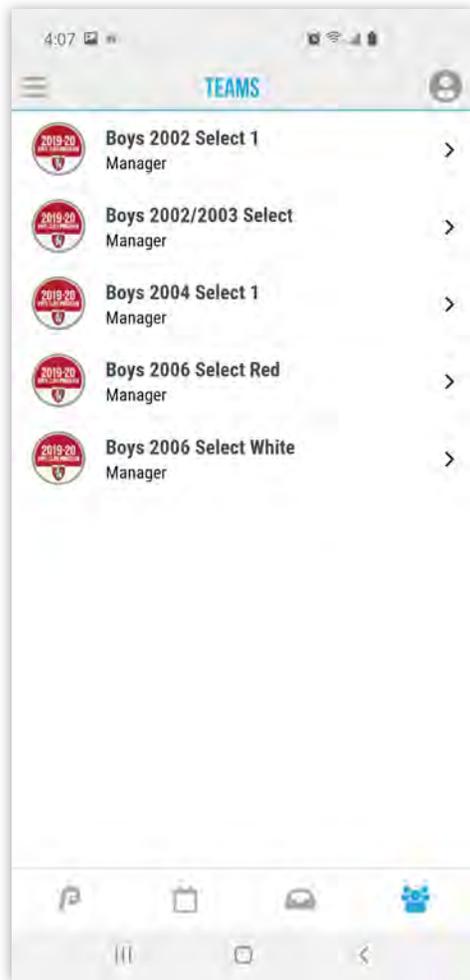
NEW MESSAGE INDIVIDUALS FROM GROUP

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

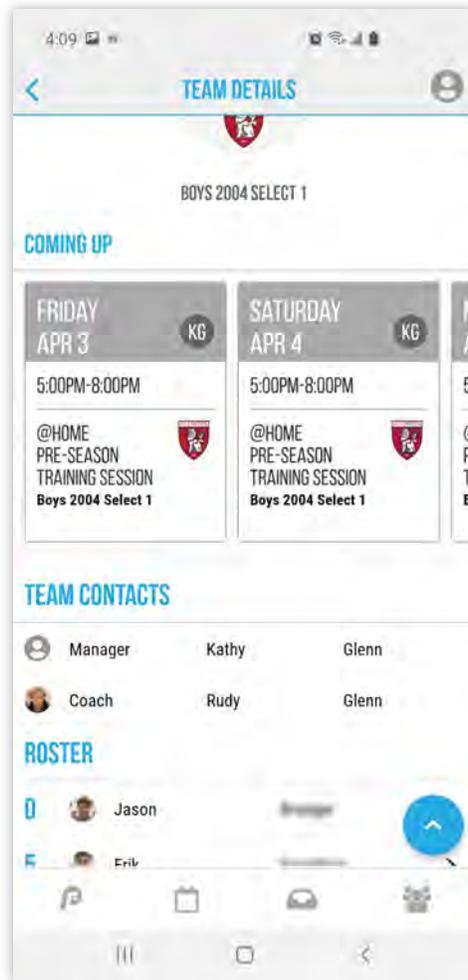


TEAM PAGE

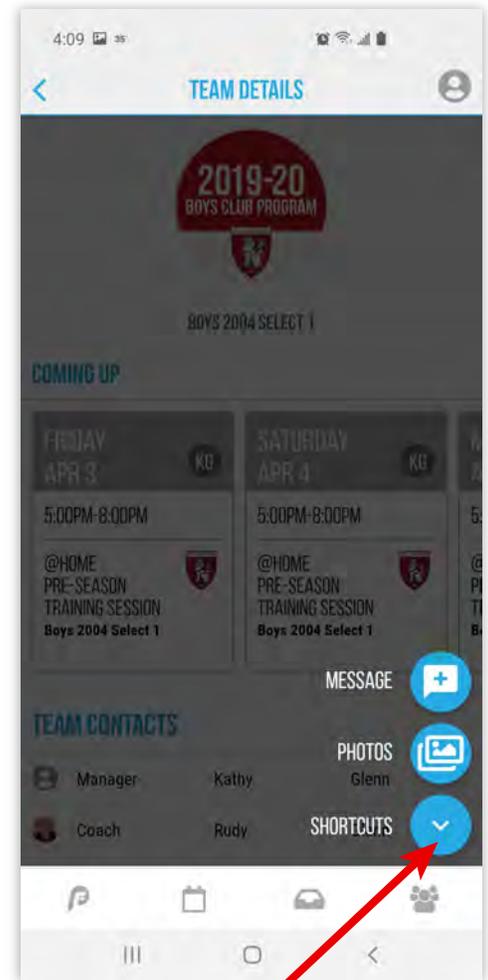
KEEP TRACK OF ALL YOUR TEAMS, SCHEDULED EVENTS, STANDINGS & MORE!



SELECT YOUR TEAM



VIEW TEAM DETAILS



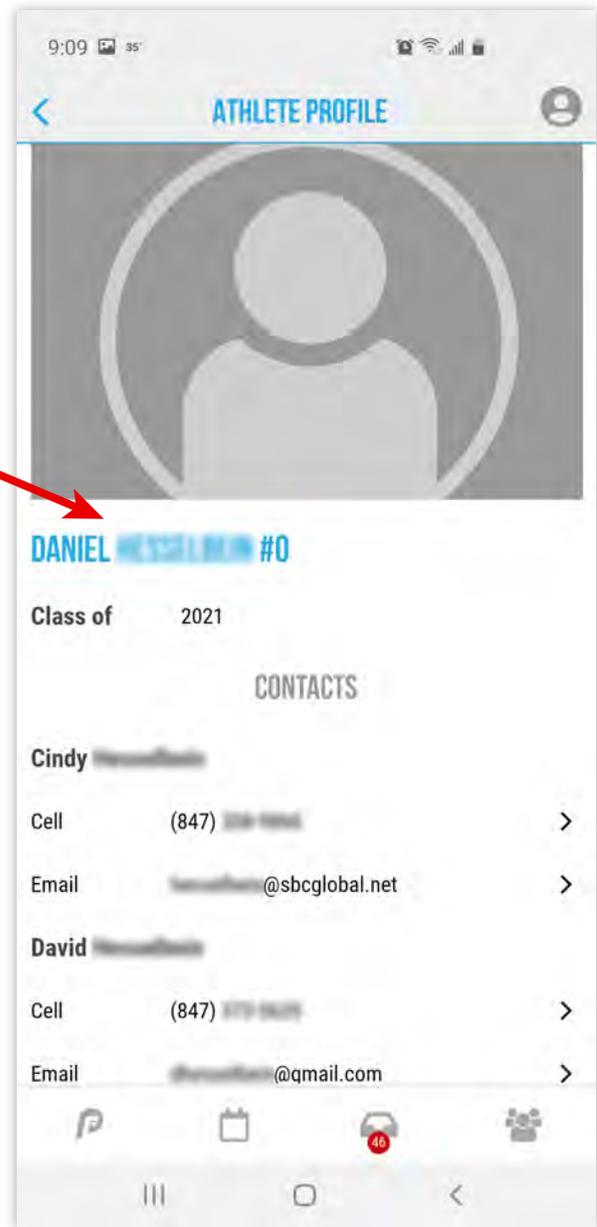
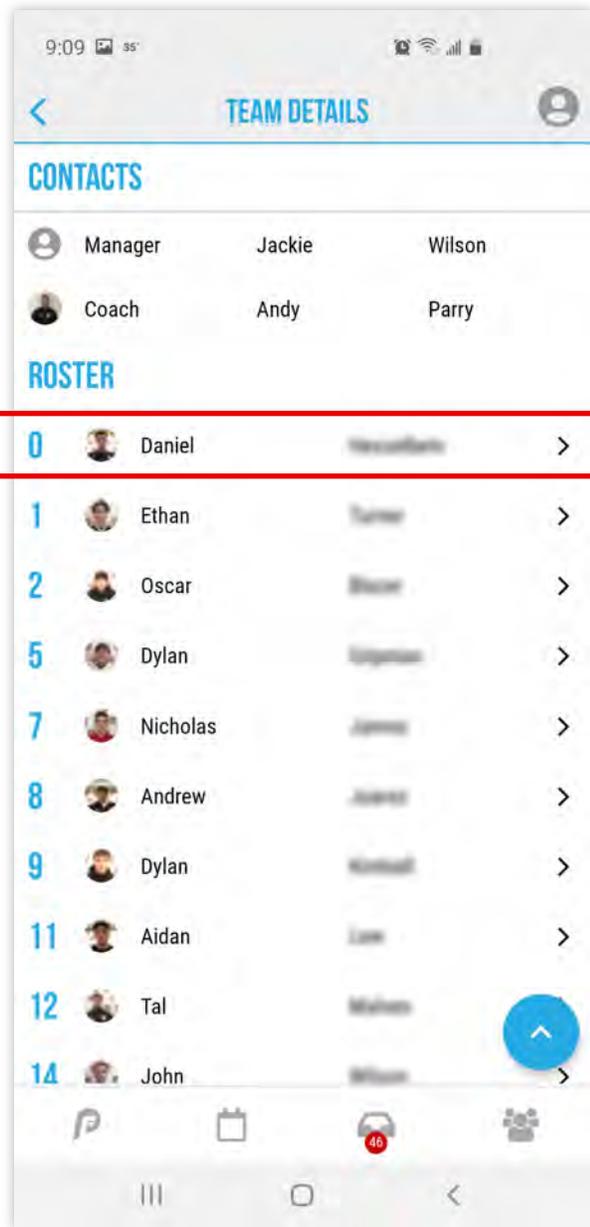
NEW CLICK SHORTCUT MENU
TO ACCESS ADDITIONAL
OPTIONS: MESSAGE TEAM &
TEAM PHOTO GALLERY

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



NEW @HOME CHALLENGES

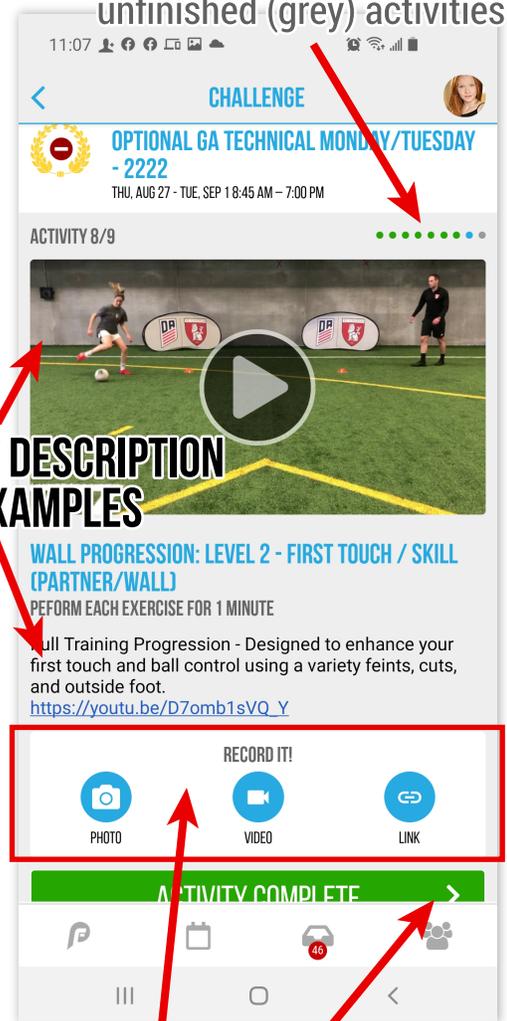
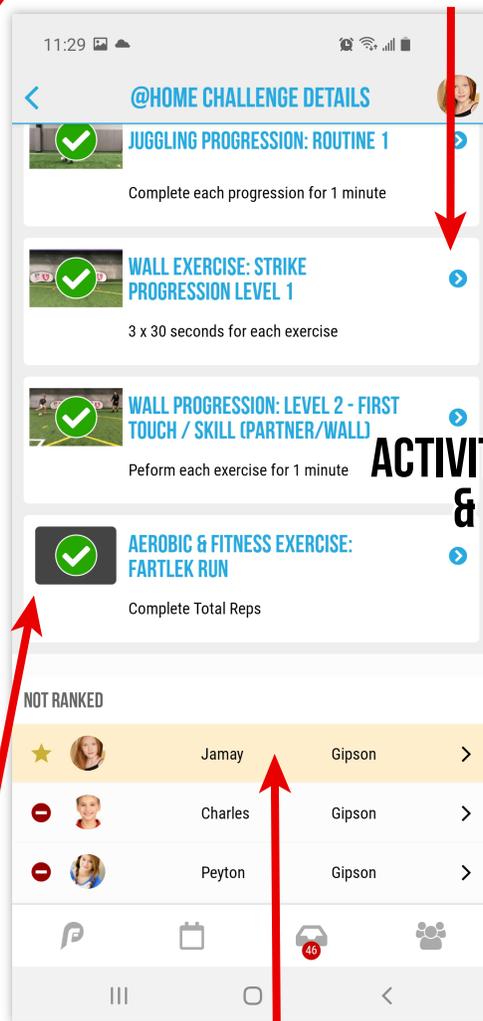
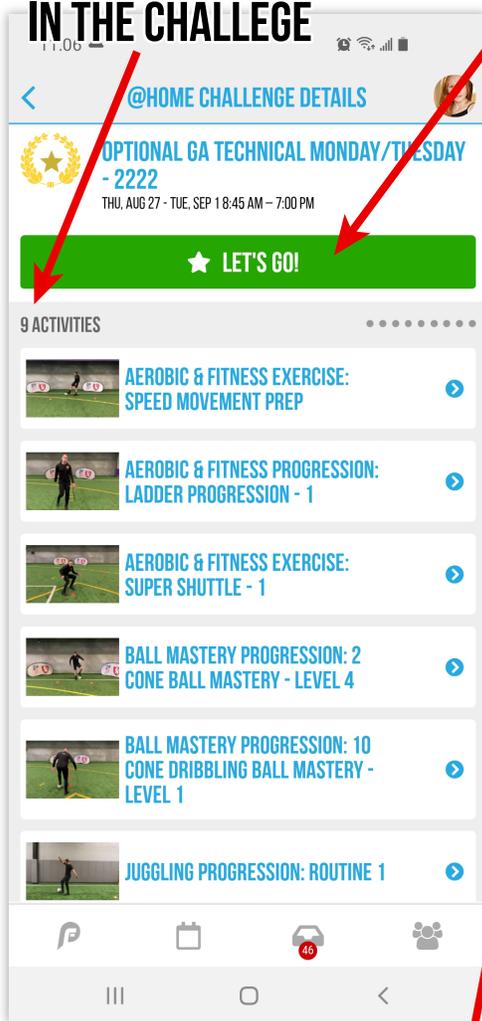
ATHLETES CAN GET CHALLENGED BY A SERIES OF ACTIVITIES, COMPILED BY THEIR COACH. COMPLETE THE CHALLENGE, INPUT DATA AND PHOTOS/VIDEOS.

TOTAL AVAILABLE ACTIVITIES IN THE CHALLENGE

CLICK TO START

CLICK FOR ACTIVITY NOTES

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



COMPLETED CHALLENGES DISPLAY CHECKMARKS

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

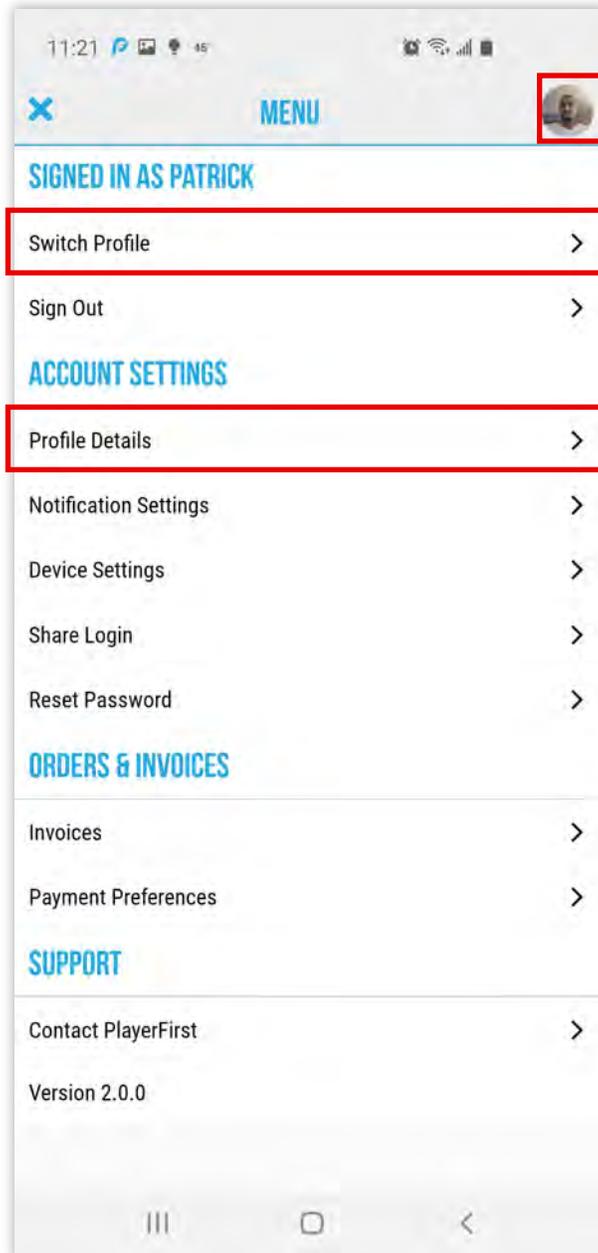
ENTER EVIDENCE (PHOTOS/VIDEO/LINKS)

CLICK TO GO TO NEXT ACTIVITY



ACCESSING PROFILES

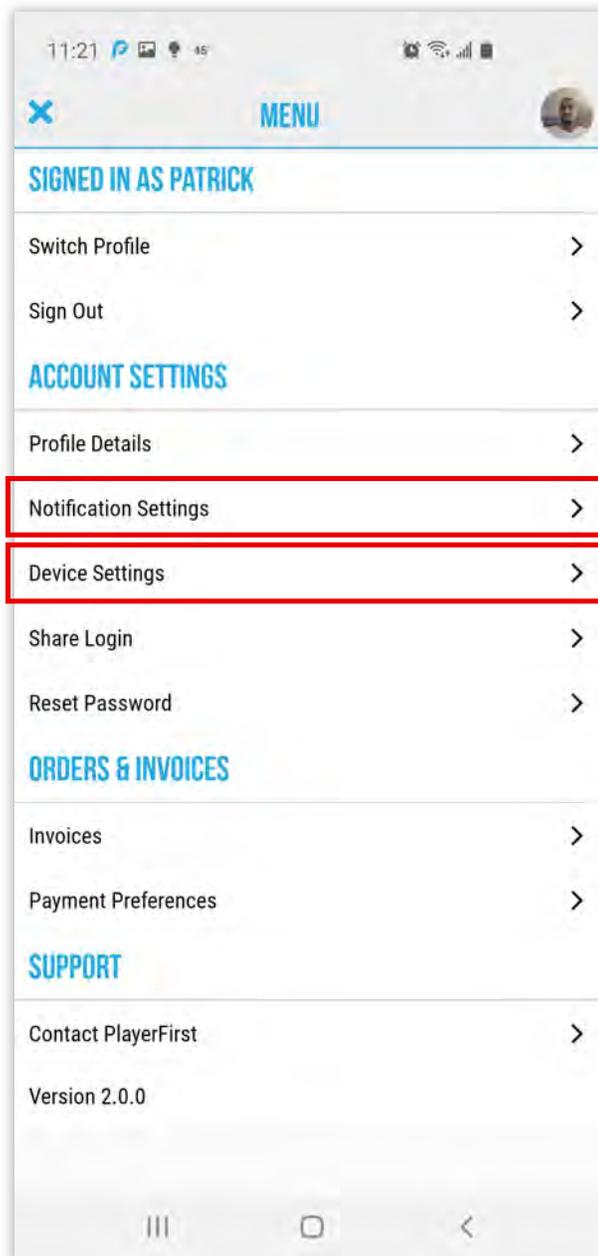
HOW TO VIEW, EDIT AND SWITCH BETWEEN USER PROFILES





NOTIFICATION SETTINGS

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

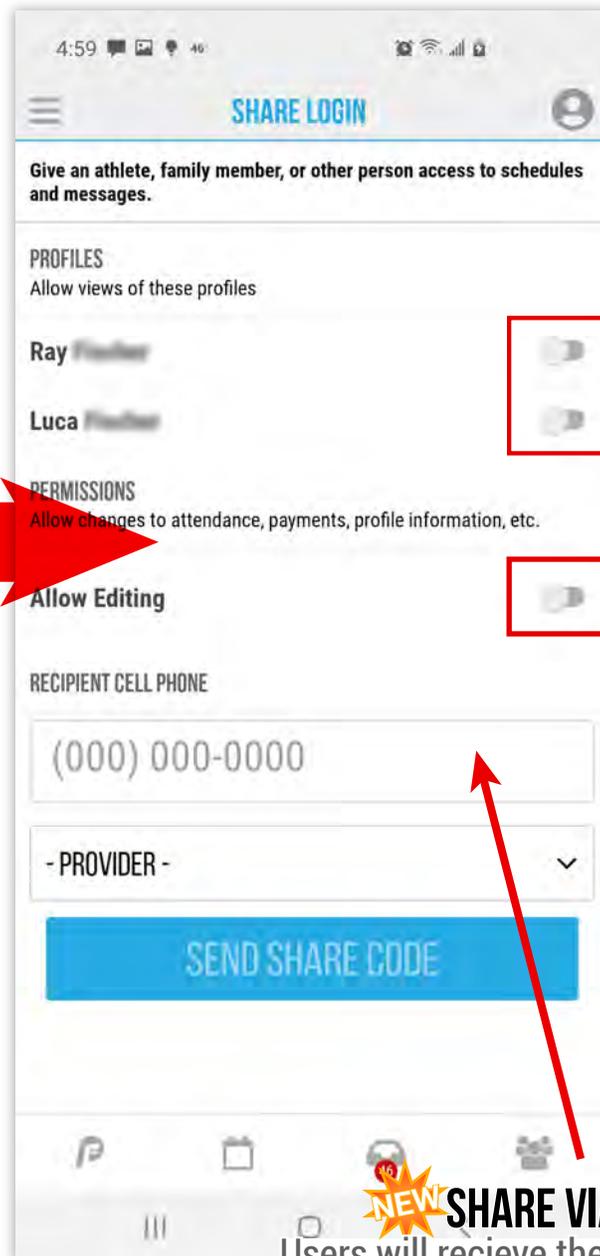
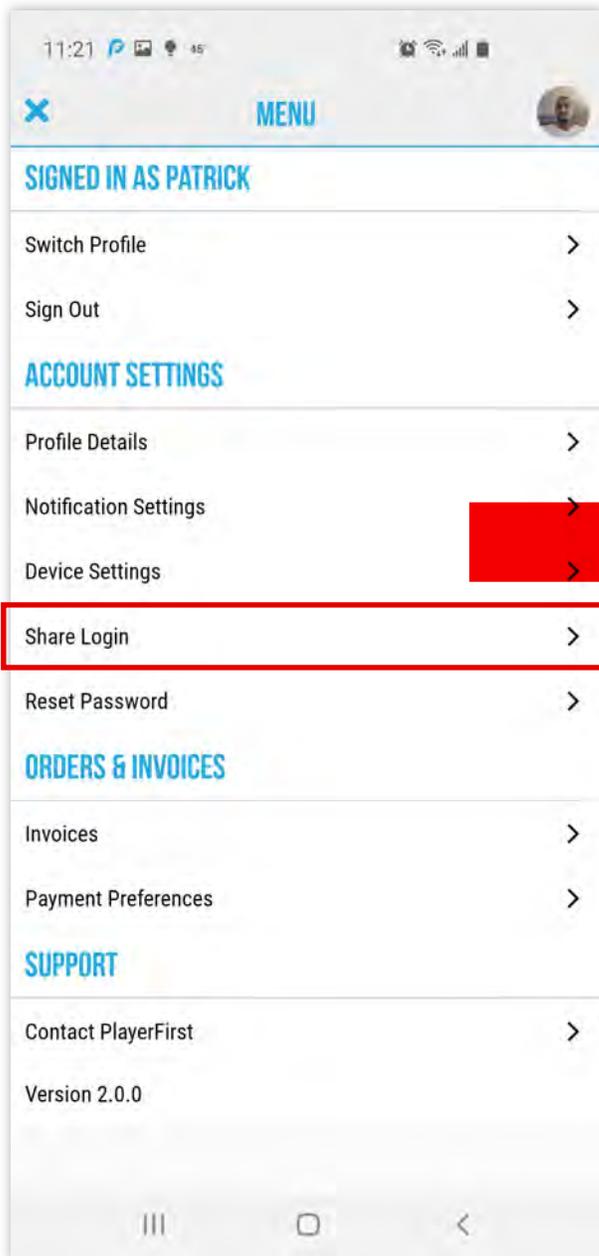


Manage how you receive notifications for schedule changes and messages from coaches, athletes, parents and the club



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.