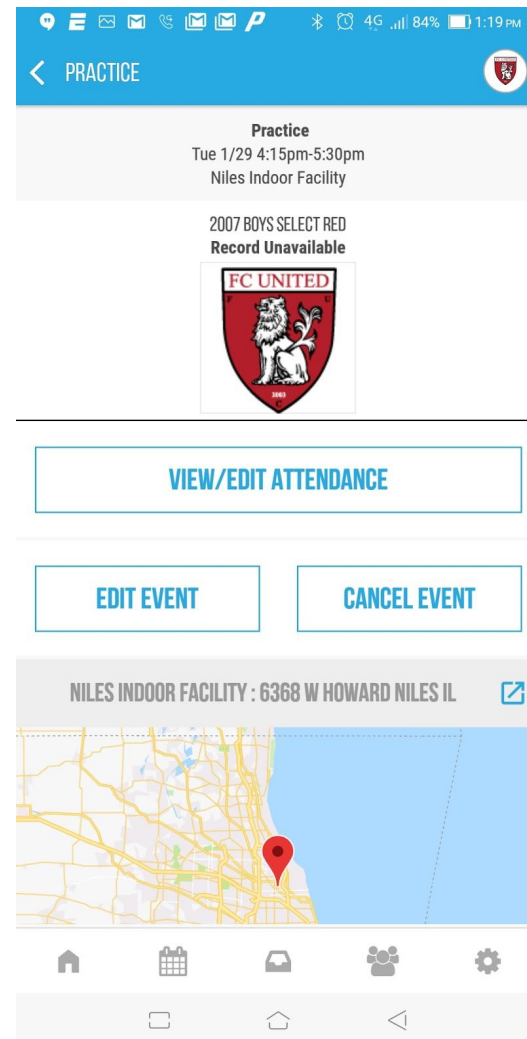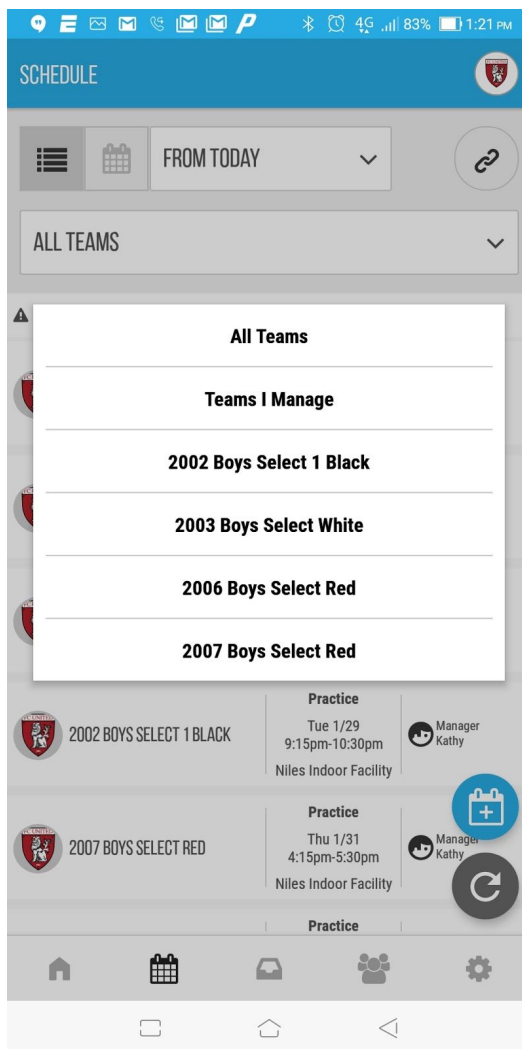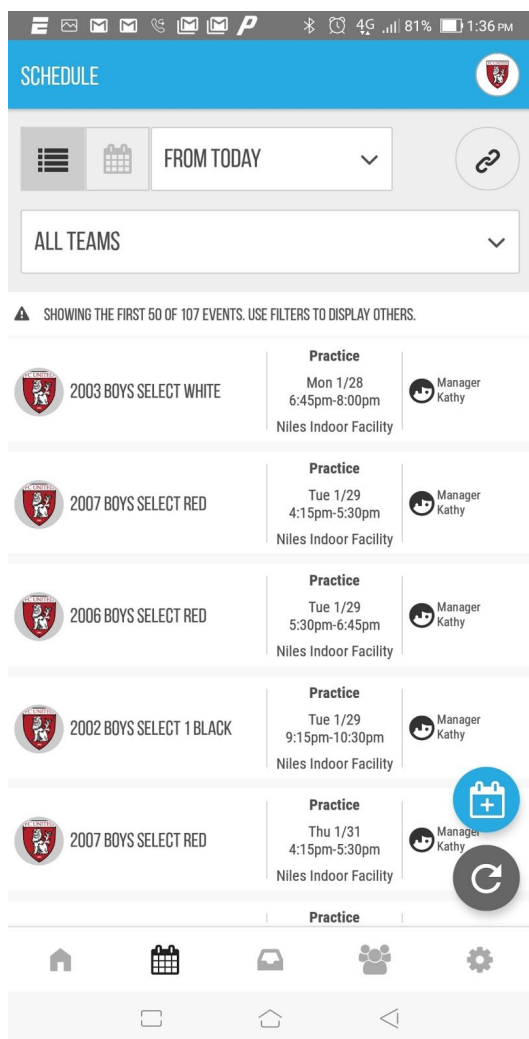# THE PLAYERFIRST EXPERIENCE: COACH/MANAGER HOW TOS

VIEW YOUR ENTIRE SCHEDULE, INDIVIDUAL TEAM SCHEDULES, OR JUST THE TEAMS YOU MANAGE/COACH

Select an existing event, and click "edit event" to change dates/times, or add notes (ie: arrival time, uniform color, etc)

THE PLAYERFIRST EXPERIENCE: COACH/MANAGER HOW TOS

ADD/EDIT EVENTS FOR EVERY TEAM YOU'RE A COACH/TEAM MANAGER FOR(all teams)

Now, when adding events, you can select the timezone for where that event will take place.

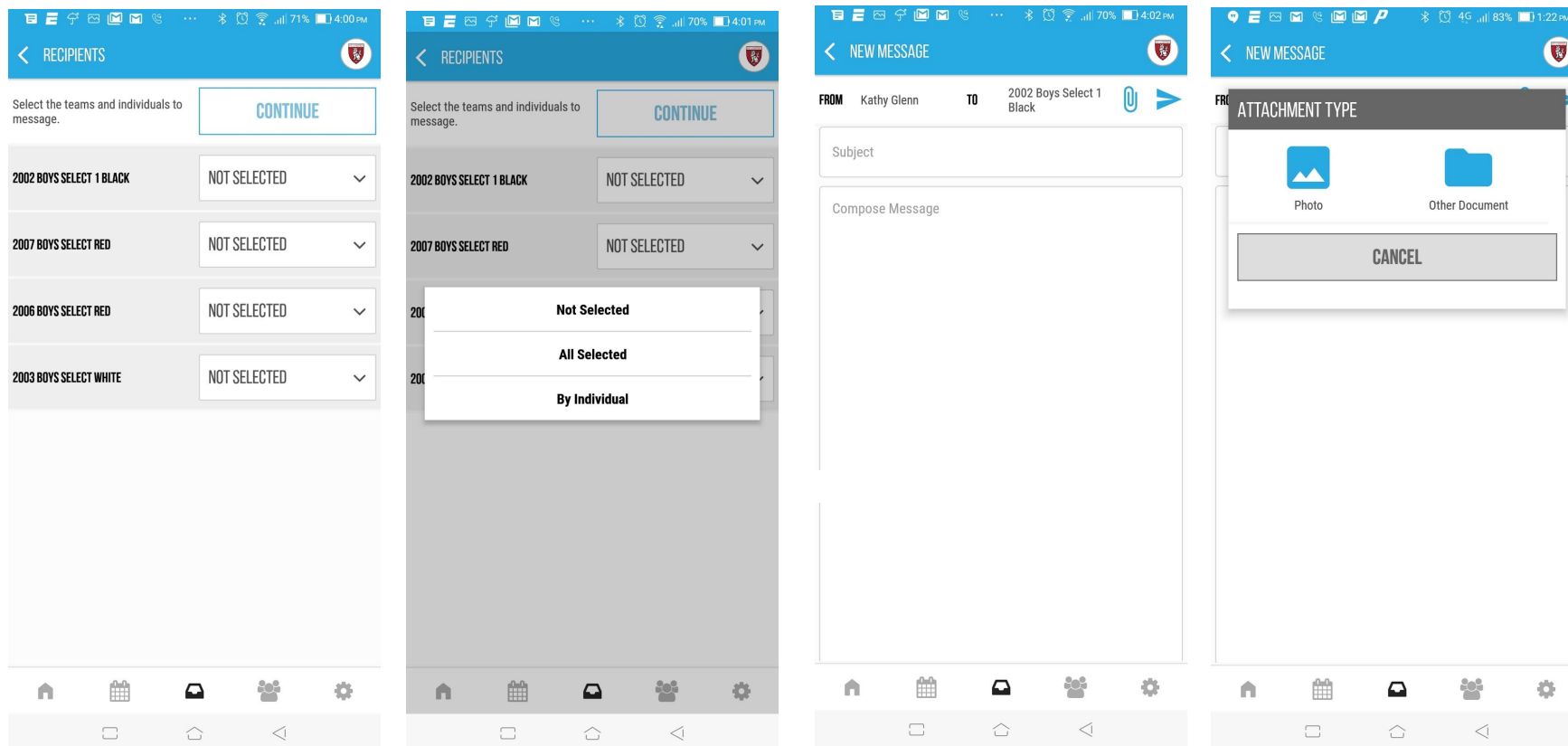TRACK/EDIT ATTENDANCE & ADD GUEST PLAYERS (by event)
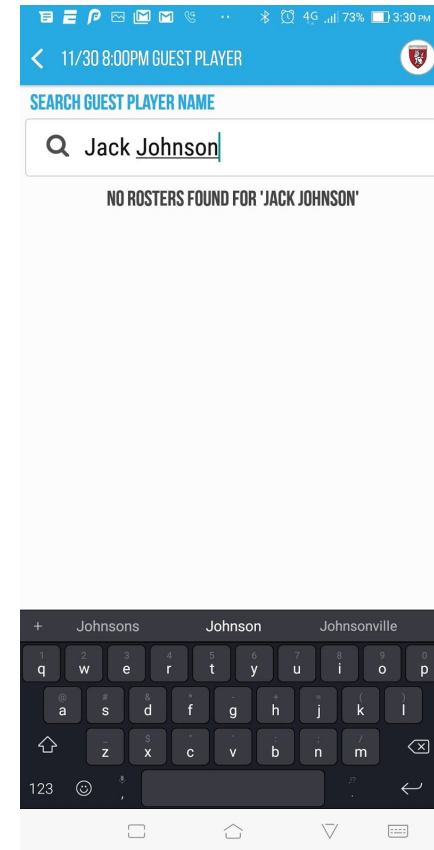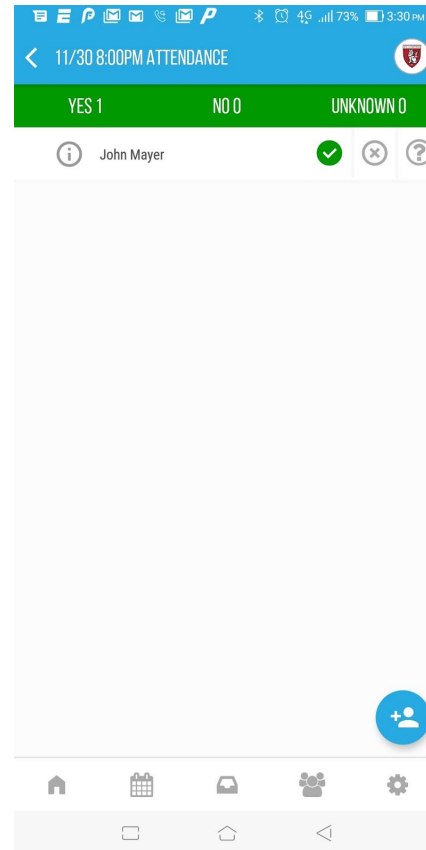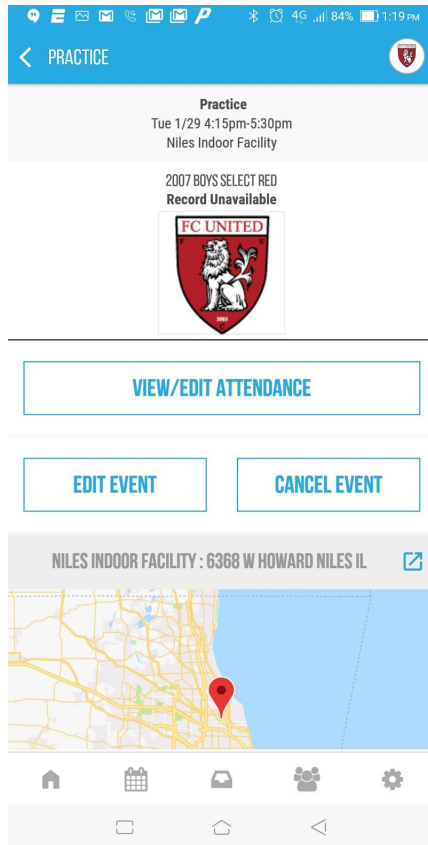
Select the event you want to track/edit attendance for, then click view/edit attendance.

To add a guest player, click the "blue add player" icon on the bottom right of your screen. Type the player's name in to add them to your team.
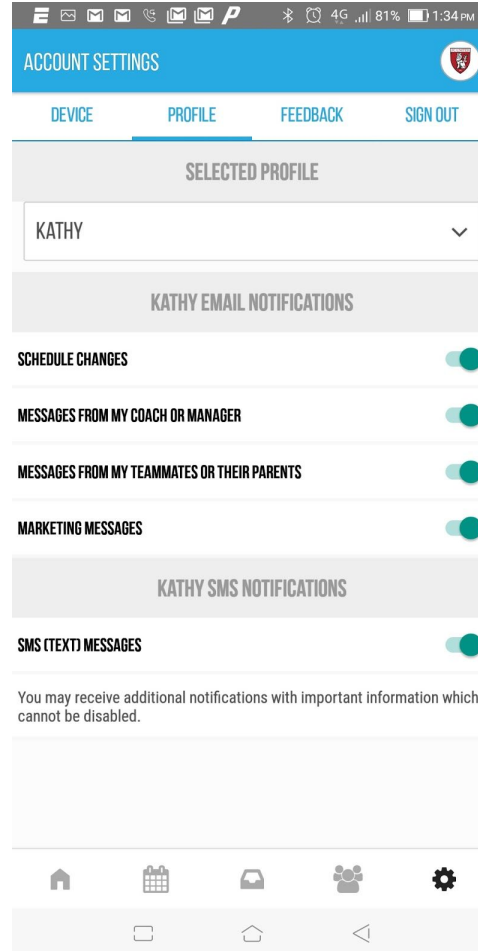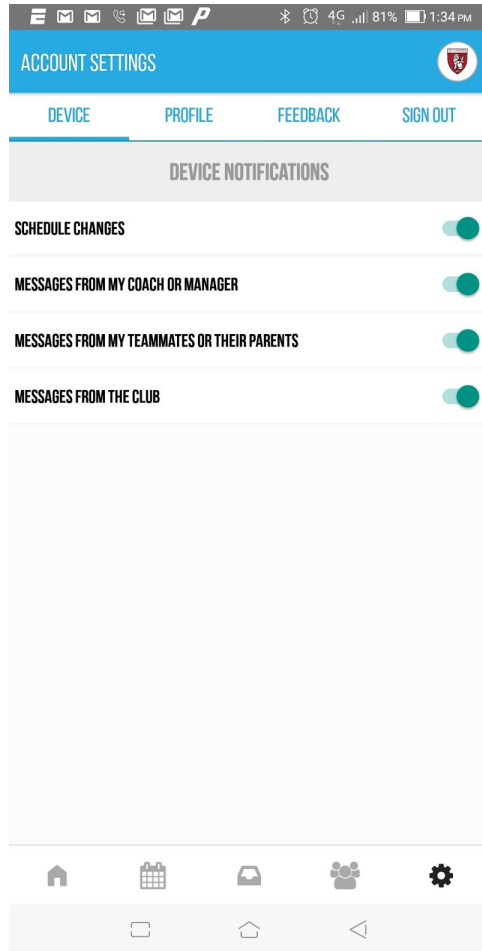
MESSAGE TEAMS, GROUPS OR INDIVIDUALS

You can now send pdf, jpg, and png attachments by pressing the paperclip icon.

THE PLAYERFIRST EXPERIENCE: COACH/MANAGER HOW TOS
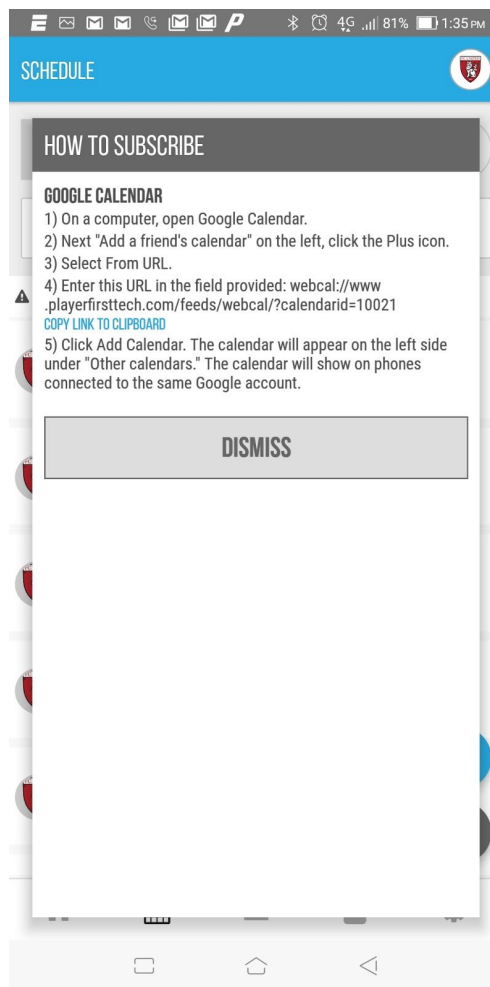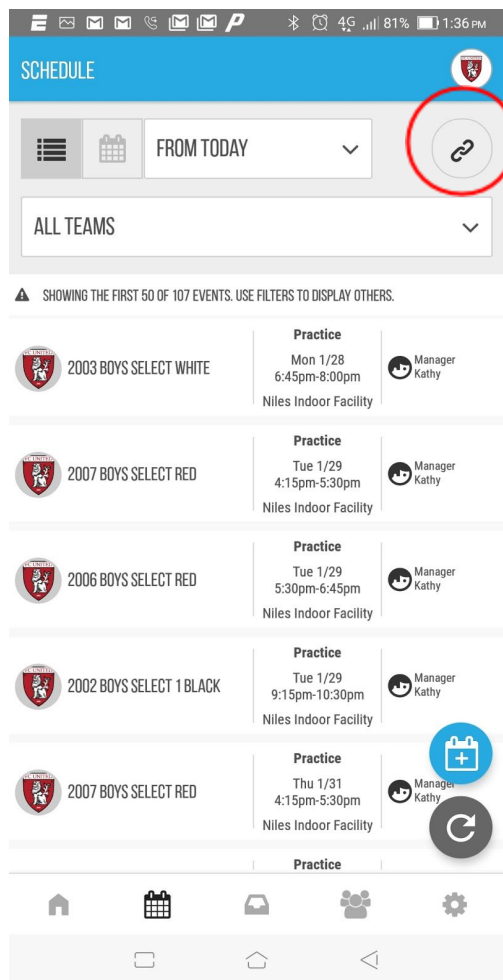
CUSTOMIZE NOTIFICATION SETTINGS

Customize by device or by individual profiles!

THE PLAYERFIRST EXPERIENCE: COACH/MANAGER HOW TOS

SYNCING YOUR SCHEDULE TO YOUR PHONE CALENDAR

Click the calendar icon in the bottom navigation. Then press the link icon on the calendar page get your calendar's URL.