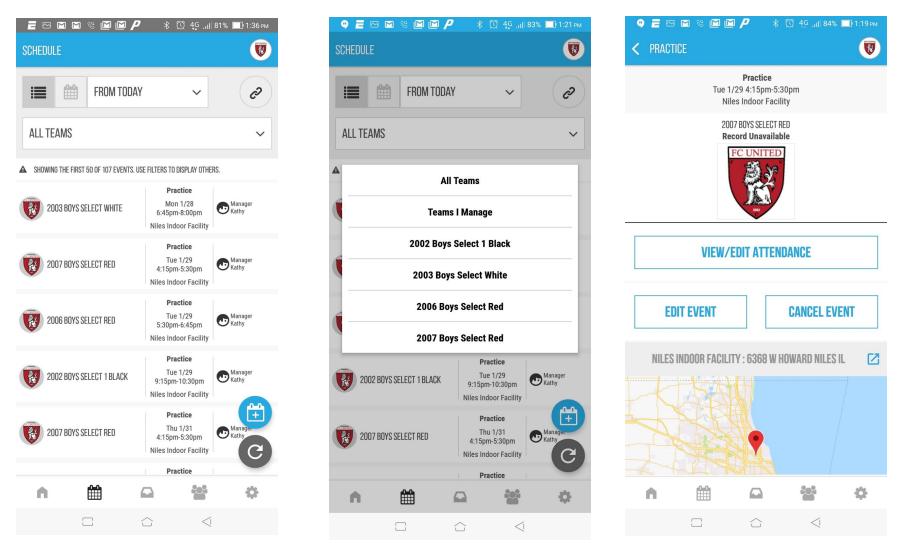
# THE PLAYERFIRST EXPERIENCE: COACH/MANAGER HOW TOS

### 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)



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

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



# THE PLAYERFIRST EXPERIENCE: COACH/MANAGER HOW TOS

## TRACK/EDIT ATTENDANCE & ADD GUEST PLAYERS (by event)

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Practice Tue 1/29 4:15pm-5:30pm Niles Indoor Facility						YES	John Mayer	NO 0	UNKNO		SEARCH GUEST PLAYER NAME
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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.

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## THE PLAYERFIRST EXPERIENCE: COACH/MANAGER HOW TOS

### MESSAGE TEAMS, GROUPS OR INDIVIDUALS

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Select the teams and individuals to message.	CONTINUE	Select the teams and individuals to message.	CONTINUE	FROM Kathy Glenn TO	2002 Boys Select 1	FRI ATTACHMENT TYPE	
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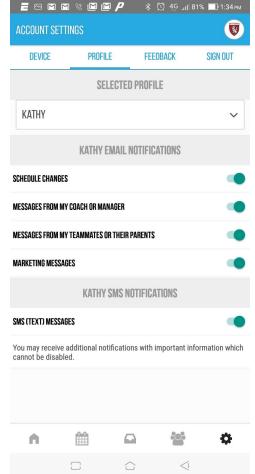
You can now send pdf, jpg, and png attachments by pressing the paperclip icon.

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## THE PLAYERFIRST EXPERIENCE: COACH/MANAGER HOW TOS

#### CUSTOMIZE NOTIFICATION SETTINGS

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MESSAGES FROM M	Y COACH OR MANA	IGER		
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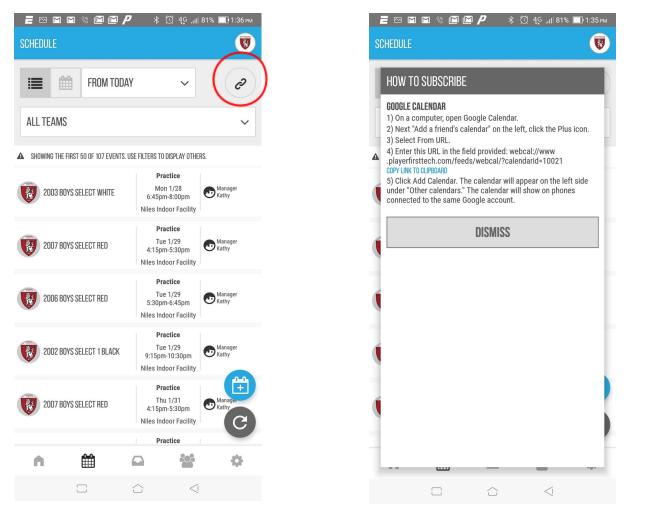


Customize by device or by individual profiles!

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## 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.