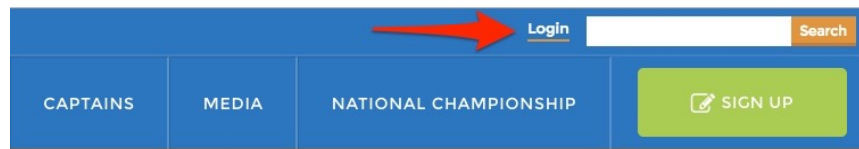


How do I message my team? (website)

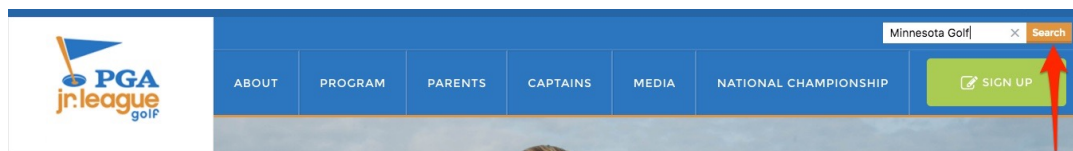
Once players have been rostered to your team, you are able to send them messages. Follow the steps below for assistance in messaging your team.
1/13/2017



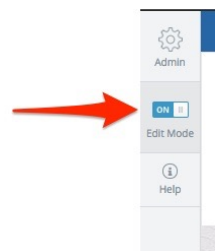
- Step 1: Login to your SportsEngine account
 - » Navigate to www.pgajlg.com
 - » In the upper right hand of your screen, click the "Login" button



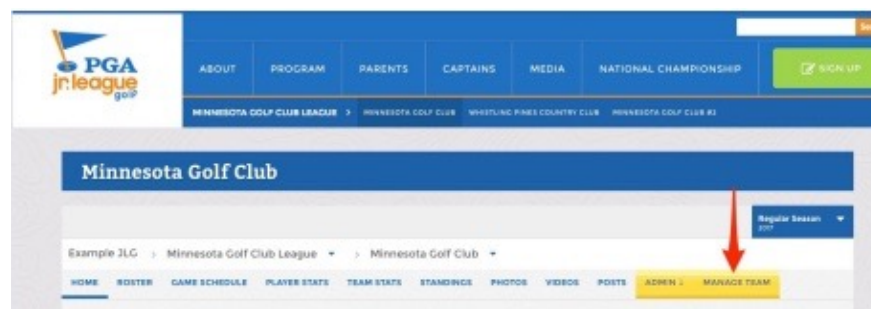
- Step 2: Once logged in, locate the team page you would like to view
 - » Search the team via the 'Search' bar in the upper right of the page



- » Select the team from the search results
- Step 3: Locate the team center
 - » Switch into Edit mode on the page

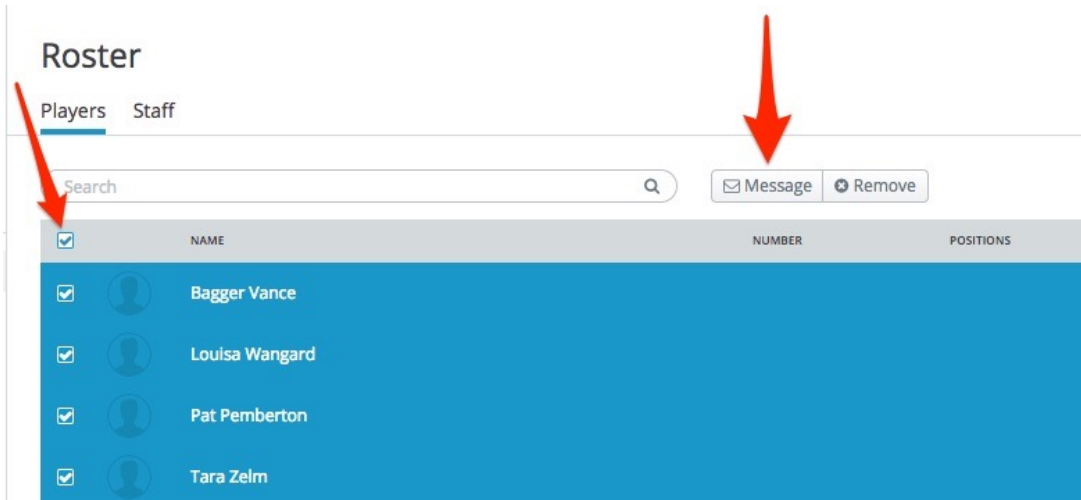


- » Click on the 'Manage Team' button



- Step 4: Message Team

- » Click the check box to the left of 'Name' to select all players on the roster. To select individual players, select the checkbox next to their name.



- » Click 'Message' button
- » Enter in subject and message text. When complete, click 'Send Message'.

The screenshot shows a "New Message" dialog box. It has a close button (X) in the top right corner. The "To" field contains four selected recipients: Bagger Vance, Louisa Wangard, Pat Pemberton, and Tara Zelm. The "From" field is set to "Adrianna Test". The "Subject" field contains "Practice Today - Driving Range". The "Message" field contains the text: "Hi Team!
As a reminder we will be meeting for practice out at the driving range today. We will provide the buckets of balls, so no need to worry about that.
See you later!". At the bottom, there are three buttons: "Required *", "CANCEL", "PREVIEW NOTIFICATION", and "SEND MESSAGE". A red arrow points to the "SEND MESSAGE" button.