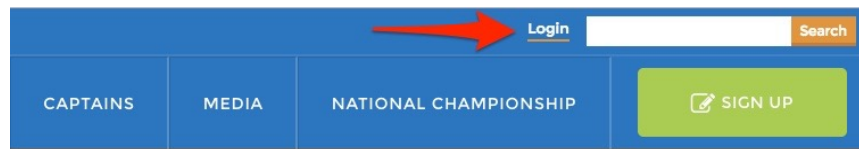


## How do I send RSVPs? (website)

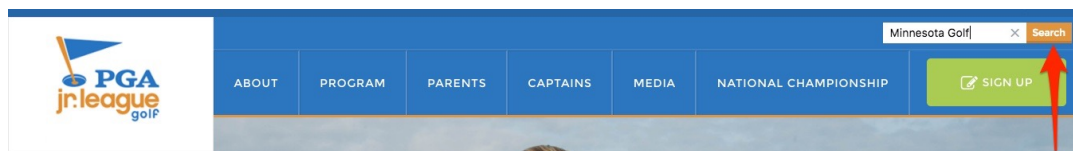
Once games and other events have been scheduled, RSVPs can be sent out to your team to see who can attend. Follow the steps below for assistance with sending out RSVPs. 1/13/2017



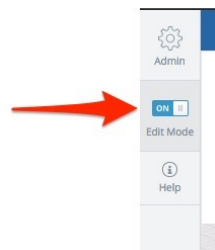
- Step 1: Login to your SportsEngine account
  - » Navigate to [www.pgajlg.com](http://www.pgajlg.com)
  - » In the upper right hand of your screen, click the "Login" button



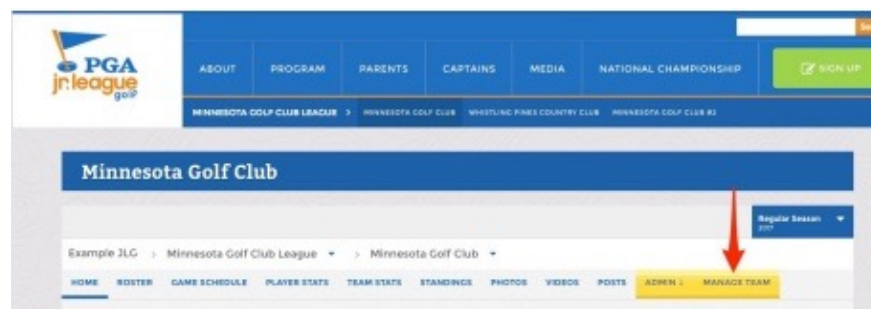
- Step 2: Once logged in, locate the team page you would like to view
  - » Search the team via the 'Search' bar in the upper right of the page



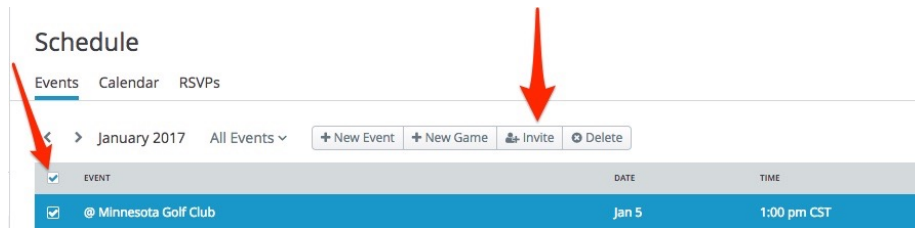
- » Select the team from the search results
- Step 3: Locate the team center
  - » Switch into Edit mode on the page



- » Click on the 'Manage Team' button



- Step 4: Send RSVPs
  - » Select 'Schedule' from the lefthand menu
  - » Click on the checkbox next to the event you wish to send out RSVPs for.
  - » Select the 'Invite' button



- » Check the boxes next to the players you wish to invite. Then click the 'Send Invites' button.

