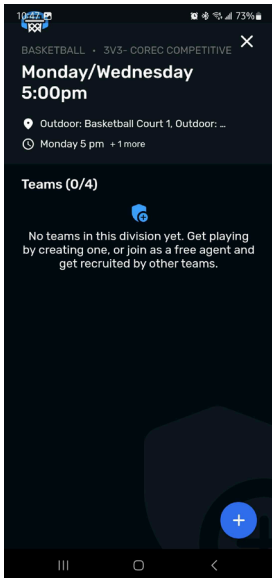




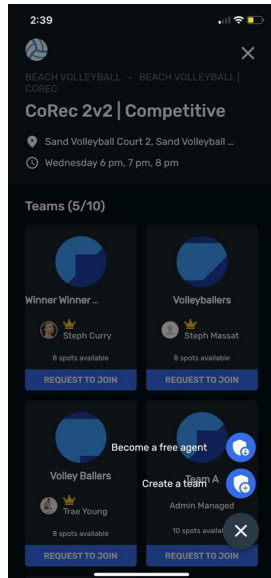
# How-to Guide

Player App

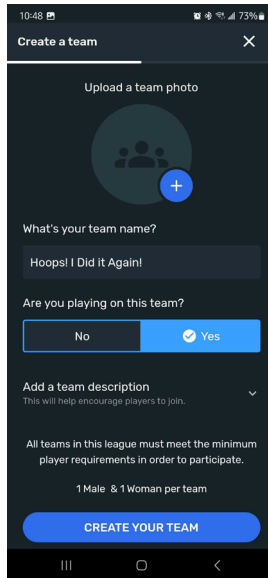
# 1. Create a Team



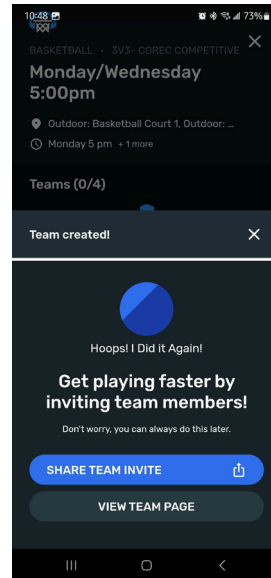
a.



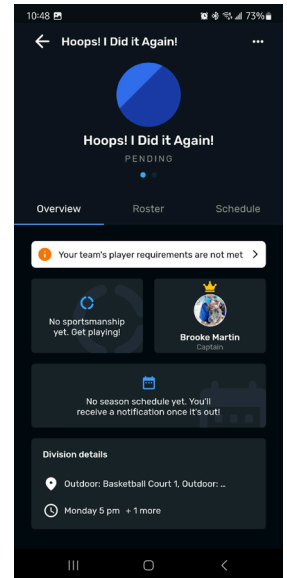
b.



c.1



c.2

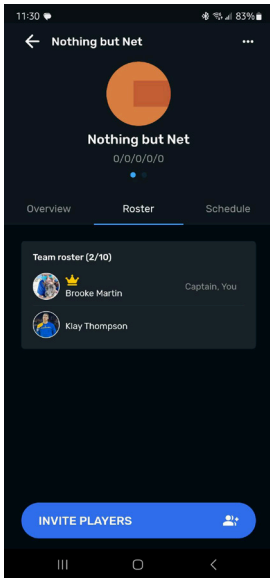


d.

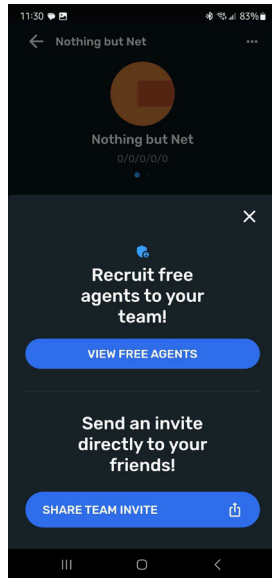
## Instructions

- a. Once you've found a league and division that you want to play in, click the "+" located in the bottom right corner of your screen.
- b. Click "Create a team".
- c. Now name your team and include a team image and description if you would like. You will also indicate if you will be playing on the team. If you do not wish to play on the team, you will be designated as a "Manager" for this team and you will not be able to check-in to games but will be able to assist in managing your team.
  - i. Note: If you are not a Manager, you can only appear on one roster per league.
- d. Once your team has been created and named, you will be able to view your team and begin sharing team invitations. Please note: if the league you sign up for has roster requirements, your team will be put into a "pending" state until you've met the requirements set by your organization admin. You will be able to view those missing requirements, as well as info about your team on this page.
- e. If your school requires you to purchase a pass to participate in intramurals, you must first buy the pass from the link in the description and then create your team. Once you buy the pass, come back into the app and pull down on the screen for the app to refresh.

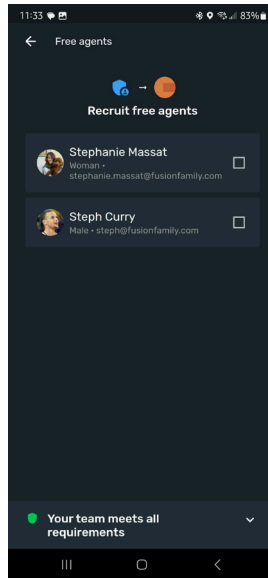
## 2. Fill Your Roster



a-i



b-i



b-ii

### Instructions

**a.** Send a team invitation

- i. As a captain, co-captain or manager, you will be able to send team invitation links to your teammates via any method you choose. To send an invitation, find your team and click the “Roster” tab. And once you are in this tab in your team page, click “Invite Players” to send the team invitation link to your teammates.
- ii. Once your teammates open this link, they will complete any waivers or additional information set by your organization’s admin. When this information is complete, their request to join will appear in your “Roster” tab and then your team’s captain, co-captain or manager can approve this request.

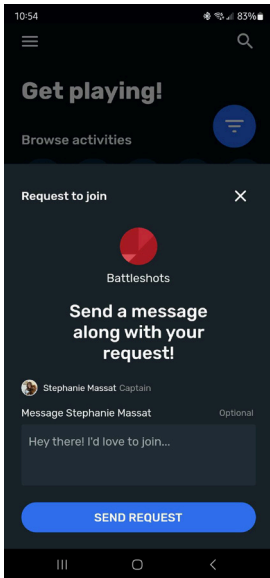
**b.**

Recruit free agent(s)

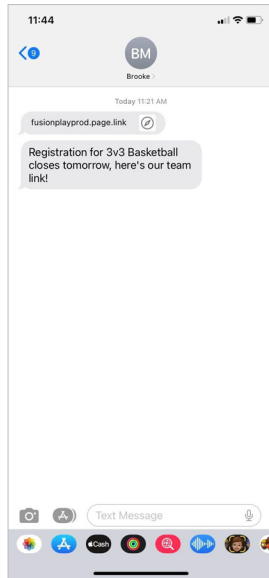
- i. If there are eligible free agents registered in your division, the first option you will see when selecting "Share Team Invite" is "Recruit Free Agents".
- ii. Clicking "Recruit Free Agents" will show you a list of all Free Agents for your division.
- iii. This list is displayed in chronological order (the person who is on the list first has been registered the longest). Simply click on a Free Agent and they will be automatically added to your team.

### 3. Join a Team

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a.1



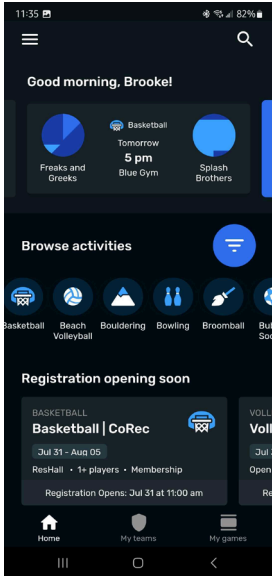
a.2

### Instructions

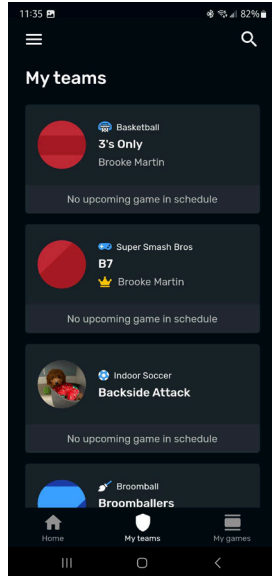
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- a. Accept an invitation
  - i. Captains, co-captains and managers of teams can send you a link to join their team! Look out for team invitation links that can come in a variety of ways: text messages, social media messages and more.

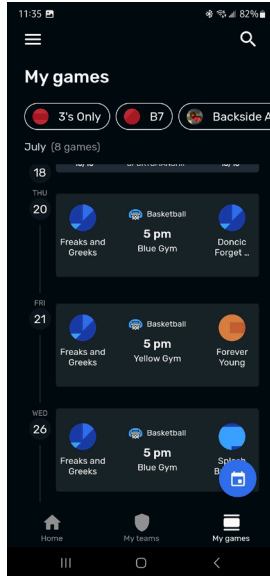
## 4. See My Schedule



a-i



b-i



c-i

### Instructions

**a.** Dashboard > Team

- i. At the very top of the Player App, you'll see a scrolling list of all of your games. Click on any of these games to see your team, game and other info.

**b.** My Teams > Schedule

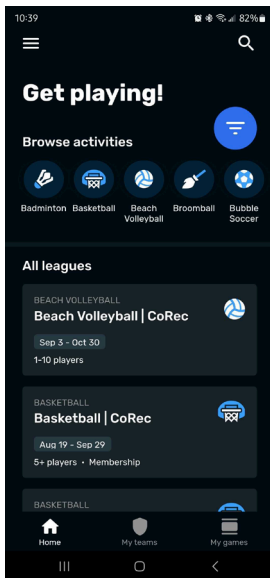
- i. At the bottom of your screen on the Player App, you'll see an icon named "My Teams".
- ii. Click on this icon to see a full list of all of your teams, their status and any other requests and actions about each one.

**c.** My Schedule > filter

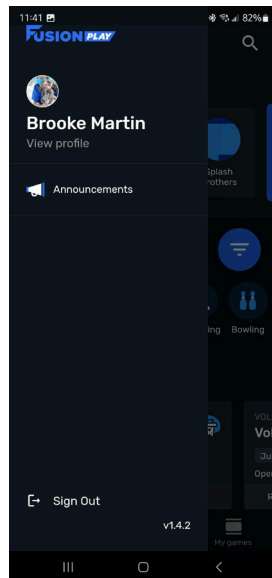
- i. Also at the bottom of your screen, you'll find an icon named "My games".
- ii. Click on this icon to see a list of your games in order and even filter this list by your teams.

## 5. Check Announcements

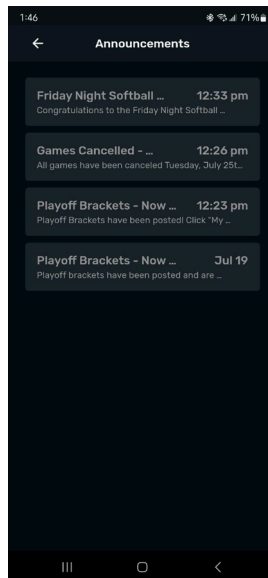
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a.



b.



c.

### Instructions

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- a. On the homescreen of your Player App, click on the 3 parallel lines in the top left corner.
- b. After clicking there, a menu will open. Click "Announcements".
- c. You'll then be directed to your Announcement Center where you can view everything your admin has sent to you.