



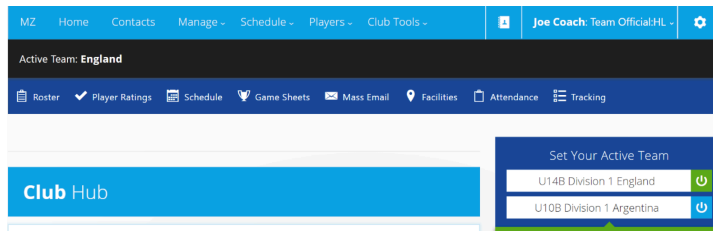
QRG -Team Officials Guide to Power Up

Log into Power up via a computer or App, the Member Zone home page will be displayed as if a player was being registered.

As an official there is a new icon displayed at the top of the page to select a role (Team Official HL or Convenor or Both).



Click the Team Official to access the Officials functions.



To view the team roster, select the roster icon on the dark blue toolbar.

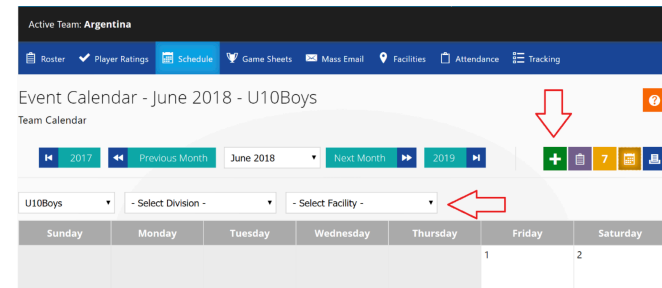
A list of the teams players and their contact information will be displayed along with the Division information. A separate tab in this section provides details of the Team Officials.

Adding Player Jersey Numbers

Once jerseys are distributed players numbers should be added to the team official profile. Select the Player Ratings icon (listed on the dark blue tool bar). The Club is not using the rating functions at this time. Jersey numbers should be entered in the Jersey No field for each player and select Save once complete.

Scheduling

This area can be used for setting up meetings, team practices and other team events.
Click on Schedule on the tool bar



Click on the Green + icon and enter relevant information. Note only the office can delete schedules. At this time ensure players know to check the schedules as the system is not automatically sending emails to reflect changes.
If a coach has more than one team use the drop down selectors to indicate the desired schedule.

Sending team emails

Team officials can email their team or other officials within the team.

Select Mass Email from the tool bar.
Select the team to be emailed or multiple teams if required.

Select who will receive the email.(Parents, officials, Convenors (AGC's)).

Click Add Email Addresses.

Click Compose Message.



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Send Mass Email

Select Recipients > Compose Message > Review & Send Email

* This communication tool is solely for the purpose of contacting active participants in 2018 season. All selected recipients will be emailed together (if their communication preferences allow). Please use the Response Message feature for any communication not related to this season.

Teams

Choose desired team(s)

Team Based Recipient List

U18B Division 1 Argentina (1)
U18B Division 1 England (1)

U18B Division 1 Argentina (1) **** 3 email addresses added

Send Email to:

Check at least one box below

Parents/Players Coaches
 Asst. Coaches Managers
 Team Official-HL Team Official-REP
 Custom Roles Custom Roles
 Convenors Volunteers

Add Email Addresses Reset Selections Compose Message

Composing the message:

The Sender and reply to will be the composers email address (this can not be changed).

- Enter the subject.
- Compose the message, there is basic format functionality and the ability to add attachments. (There is no auto save function so lengthy messages should be written in another application and pasted.)

Once the message is complete click Review (then Send), or save the draft and review later.

Attendance

Attendance is a TeamHub feature, allowing parents to indicate intended attendance before an event, and for the team official to record actual attendance after the event.,

Before an event, only the parent/guardian or player has access to indicate their intention to attend.

After the event, only the team official has access to record the actual attendance.

Active Team: Argentina

Roster Player Ratings Schedule Game Sheets Mass Email Facilities Attendance Tracking

Attendance

Last Name	First Name	Jersey	vs. Team2 May 1, 2018 @ 10:00am	vs. Team2 May 1, 2018 @ 12:00pm	vs. Team2 May 6, 2018 @ 10:00am	vs. Team2 May 6, 2018 @ 12:00pm	vs. Team3 May 15, 2018 @ 10:00am
Applebee	Billy		Yes No	Yes No	Yes No	Yes No	Yes Maybe No
Netball	Billy		Yes No	Yes No	Yes No	Yes No	Yes Maybe No
Poco2	Billy		Yes No	Yes No	Yes No	Yes No	Yes Maybe No

Tracking

Tracking is a TeamHub feature, allowing team officials to create checklists to be used privately for managing the team, or to share with the guardians where submissions or action is required.

As players or parents complete the item, you can check the item off. The buttons in the columns are a three-way button

- 1) NR: not required
- 2) Green Check: completed
- 3) Red X: not yet completed

Parents/guardians do not have access to change the setting.

Tracking

Team Tracking

Trackable List Saved

Create new trackable list

Players	Team Fees	Medical Release	Player Cards	Tournament Fees	Tour Fee
Derek Elder	NR	✓	✓	✗	NR
Jeff Prescott	✗	✓	✗	✗	✗
Leon Snow	✗	✓	✗	✗	✗
Julian Spence	✓	✓	✓	✗	✗
Player Status	2/4	4/4	2/4	0/4	1/4
Due Date	Jan. 1, 2018	N/A	Sep. 11, 2017	Jan. 31, 2018	Oct. 31, 2017
Published to MZ	✓	✓	✓	✓	✓