



## **Babe Ruth League Member's First Season Guide**



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## Introduction

Welcome to SportsEngine HQ! There are some new concepts to go along with a new system. This guide is designed to walk you through your first year using your SportsEngine HQ Account and Season Management.

SportsEngine HQ is an easy-to-use feature that houses all of your organization's administrative tools needed for the upcoming season, including:

- Season Management
- Memberships
- Roster Submission
- Player and staff information

## NEW CONCEPTS/TOOLS

- **SportsEngine HQ** - The administrative area where admins have access to all, if not most, of SportsEngine HQ's tools and functions.
- **Member Directory** - Product within SportsEngine HQ that houses and compartmentalizes organizational member data.
- **Memberships** - Links a player/staff to Babe Ruth League, and ensures that they're playing within the rules. Staff can select their own memberships through a direct link, or an admin can select a membership on their behalf. Players obtain their memberships as a part of the submission process.
- **Eligibility** - Requirements that need to be completed once a member selects a membership. Eligibility requirements vary, and can be associated to a person or a team's shared division.
- **Roles** - Permissions that are given to SportsEngine HQ accounts that allow for club admins to perform administrative tasks within SportsEngine HQ.
- **Season Management** - A one stop shop to managing and sharing the entire season.
- **Connected Season** - Makes the connection between your Club's and Babe Ruth League's Season.
- **Shared Divisions** - Divisions that teams are assigned to depending on specific division rules. These divisions are selected upon sharing the roster.
- **Division Rules** - Established rules that segment shared divisions. Rules include: age, gender, team fee payment, membership level, roster sizes, etc.
- **Affiliation Status** - Alerts you when a team needs attention so that you can act/print rosters.

## SportsEngine HQ

### HOW TO ACCESS SPORTSENGINE HQ

1. Go to [sportsengine.com](https://sportsengine.com).
2. In the top right-hand corner of the screen, click **Sign In**.
3. Enter your email address > **Next**.
4. Enter your password > **Sign In**.
  - If you have forgotten your password, click **Forgot** to reset.
5. Once logged in, click **My Organizations** on the SE Bar.
6. Click the “name” of your Club.
  - You are redirected to your Club’s SportsEngine HQ site.

## Members

The Members tab is a free SportsEngine HQ feature. Members features the following:

- **Directory:** Where player and staff information is kept.
- **Memberships:** The area where you view/send membership invites and view eligibility.

## DIRECTORY

The Member Directory is home to your organization’s Members. Members are added into the directory through manual entry, import, or by sharing a public club assignment (see Memberships for more information.) Here is where you will search for and communicate with members, assign roles, and create groups for reporting. It is also where player and staff profile information is kept.

### HOW TO MANUALLY ADD MEMBERS

1. Sign in to “SportsEngine HQ.”
2. Once in “SportsEngine HQ” click on the **Members** tab then choose **Directory**.
3. In the top-right corner of the screen, click **Add Person**.
4. Input the member’s Name and Email Address plus any optional fields. It is imperative that you use the correct email address.
5. Click **Add**.
6. To add multiple members, check the box next to **Add Another**.
7. The member you added will receive an email asking them to accept your invitation.

### HOW TO IMPORT MEMBERS

1. Sign in to your account and go to “SportsEngine HQ.”
2. On the left-hand navigation, click **Members > Directory**.

3. On the top-right side of the screen, click the **3 dots**, and select **Import**.
4. On the *Upload a File* screen, first click on the option to **Download the Template**.
5. Open the upload template CSV.
6. Input your new roster and team information into the CSV file. The following fields are mandatory:
  - First Name
  - Last Name
  - Email
    - **NOTE:** Please use the correct email address for either the staff member. Failure to do so will result in technical consequences that lead to member duplicates or merging complications.
  - Date of Birth (DOB)
  - Gender
  - Address
  - City
  - State
  - Zip Code
  - Phone number
7. On the *Upload a File* screen, click **Add File** to add and open your CSV template or click, drag, and drop the file into that area.
8. Click **Next**.
9. The next screen will match your import columns. Green means you are good to go, while red means you will need to make some edits.
10. Click **Next**.
11. The *Review* page will show you your summary. Click **Import** if everything looks good to go.
12. Members will receive an email invite that they must accept in order to become an active member in the directory.
  - **NOTE:** This is a separate invite than a membership email.

## HOW TO SEARCH/VIEW MEMBERS

1. Sign in and go to “SportsEngine HQ.”
2. From the left navigation menu, click on **Members > Directory**.
  - Use the search bar to find specific members by inputting their name or email address.
3. Under the *Name* column, click on the “name” of the member.
4. Scroll down to view member contact information or click the sub tabs to see memberships, roster history, and more.

## HOW TO MESSAGE INDIVIDUAL MEMBERS

1. Sign in and go to “SportsEngine HQ.”
2. From the left navigation menu, click on **Members > Directory**.
3. Under the *People* sub tab, search for the member to message by name or email.

4. Select the member(s) you'd like to email.
5. In the top right corner, click **Message**.
6. Input your message and click **Send**.

## HOW TO CREATE A GROUP

1. Sign in and go to "SportsEngine HQ."
2. From the left navigation menu, click on **Members > Directory**.
3. Under *Directory*, choose the **Groups and Rosters** sub tab.
4. In the top-right corner, click **Add Group**.
5. Input the "Group Name," select the "Privacy Setting" and click **Add**.
6. On the right side, click on the **three dots**.
7. Choose **Add Group Members**.
8. Type in the "names" of the members you want to add to the group and click **Add**.

## HOW TO CREATE A SMART GROUP

1. Sign in and go to "SportsEngine HQ."
2. From the left navigation menu, click on **Members > Directory**.
3. Choose the blue Filter button.
4. Filter by a Registration, SportsEngine HQ profiles, or a Team Roster.
5. Choose your data or source, then finish your filter selections. In the top-right corner, click **Message**.
6. Click Done.
7. A finalized list of your members will appear.
8. Click Add Smart Group.
9. Name the group and click Add.

## HOW TO MESSAGE A GROUP

1. Sign in and go to "SportsEngine HQ."
2. From the left navigation menu, click on **Members > Directory**.
3. Click the **Groups and Rosters** sub tab.
4. Click the "name" of the group you want to message.
5. In the top-right corner, click **Message**.
6. Input your message and click **Send**.

## HOW TO ASSIGN ROLES TO MEMBERS

Clubs can designate new staff as a Babe Ruth League Manager to manage Babe Ruth League memberships or rosters.

To assign roles:

1. Sign in and go to "SportsEngine HQ."
2. From the left navigation menu, click on **Members > Directory**.

3. Search for the person that you want to assign a role to and click into their profile.
4. Choose the **Roles** sub tab.
5. Click the **+** ---OR--- choose **Assign Role**.
6. A new modal screen will appear.
7. Click the drop down by *Select Role*.
8. Choose a role. Users are able to have multiple roles (example: Org Admin & BRL Manager).
  - **Organization Admin:** Can access your club's SportsEngine HQ features (Directory, Registration, etc.) but cannot access shared data.
  - **Babe Ruth League Manager:** Has access shared data.
  - **Babe Ruth League Viewer:** Has view-only access to shared data.
9. Click **Save**.

### Role Functions:

Functions	Organization Admin	Babe Ruth Manager	Babe Ruth Viewer
Input teams, players, and staff		√	
Print official rosters & member cards		√	√
View teams, players, and staff		√	√
View player/staff information in Member Directory	√		
Cancel memberships		√	
Certify eligibility requirements are complete		√	

## Babe Ruth League Memberships

Memberships allow Babe Ruth League to ensure eligibility requirements are being met while also allowing them to utilize the member directory.

Eligibility requirements can include:



- Waivers, APS, and background checks
- Electronic documents

There are three ways for a membership to be selected:

- **Public Membership Link** [Staff/Coaches Only, recommended]
- **On behalf of a member** - [Staff/Coaches Only] This membership is selected by an admin through the Member Directory.
- **Admin Only** - You are directed to select player memberships as a part of the rostering process.

## BACKGROUND SCREEN PROCESS

Coach & Staff paying for their own Background Screen can be completed via:

- Email from Membership Selection
- MySportsEngine

Leagues paying for Coach & Staff Background Screen must buy codes from [Babe Ruth League](#). The League must then distribute codes to Coaches & Staff. Background Screens can then be completed via:

- Email from Membership Selection
- MySportsEngine

Have more questions? Additional questions can be directed to [Safe@baberruthleague.org](mailto:Safe@baberruthleague.org)

## PUBLIC REQUESTS AND STAFF MEMBERSHIPS

### SENDING A PUBLIC REQUEST

This path is recommended. After sharing the link with your staff participants, members are guided to select the correct membership. Following this path, your staff participants are automatically accepted to your club, appear in the directory and can now be rostered to teams.

1. From the left-hand navigation menu, click **Members > Memberships**.
2. Click **Babe Ruth League**.
3. On the Memberships page, click **Generate an open link**.
  - A link is generated that can be copied and shared to participants either through email or website.
  - The system determines the appropriate membership based on their profile and the data provided.

### SELECT MEMBERSHIPS ON BEHALF OF STAFF FROM THE DIRECTORY

This path allows an admin to select memberships for staff that exists in the directory. Upon select, members are emailed their memberships and may begin to complete their eligibility.

1. Sign in and go to “SportsEngine HQ.”
2. Click **Members > Directory**.
3. Search or use the filters to find the members to select a membership for.
4. In the upper-right corner, click the **three dots** icon.
5. Click **Buy Memberships**.
6. Choose the membership you’d like to select.
7. Enter the date the membership is valid.
8. Click **Review Order**.
9. If needed, add any missing information and click **Continue**.
10. Follow the steps to complete payment. Click **Continue**.
11. Once memberships are selected, a receipt is emailed and the members are emailed their memberships and can begin to complete any eligibility requirements.

## Create & Share the Season

### CREATE AND CONNECT THE SEASON

If Babe Ruth League has not yet opened the season, you will not be able to join. You can still move forward with creating your season and connect once it’s open using the *Overview* tab.

1. From HQ, click **Competition > Season Management**.
2. Click **Add Season**.
3. Enter the “Season Name,” “Sport,” “Start Date,” and “End Date.”
4. Click **Add Season**.
5. From the *Overview* tab, click **Connect** to connect your season with Babe Ruth League.
6. Choose the “Babe Ruth League” and the “Season” you want to connect with.
7. Click **Save**.

### CREATE DIVISIONS AND TEAMS

1. Create **Divisions**
2. Click the **Divisions** tab.
3. Click **Add Divisions**. Enter the “Division Names” for each.
4. Click **Add Divisions** when completed.
5. Within the season, click the **Teams** tab to begin creating teams.
6. To the right of the team search, click the three vertical dots. You’ll be able to either **Add Teams** or **Import Teams**.

### *ADD TEAMS MANUALLY*

1. Choose the **Add Teams** option.
2. Enter the “team name” and choose the “division.”
3. Repeat step 2 until all teams have been created.
4. Click **Create**.

## *IMPORT TEAMS/ROSTERS*

Importing teams is helpful if your members are not yet in your directory or if your teams/rosters have already been created in a spreadsheet or using a third-party system. It is recommended to stay within a max number of 100 per import.

Fill out this [template](#) before completing this step. Need help completing the template? Click [here](#).

**NOTE:** Address is required for the Babe Ruth League Memberships. If not provided initially, Admins must provide this for each member who is imported without this information.

Imported members will be sent an invitation to join your organization.

1. Choose the **Import Teams** option.
2. Click **Add File** or drag and drop the file to upload it.
3. Add a file by selecting it from where it is saved on your computer and click **Open**.
4. Click **Next**.
5. Once the file is uploaded, ensure that the columns match.
6. Click **Next**.
7. The system will check for errors and search for duplicates.
8. Errors found with your files will need to be resolved within the spreadsheet and saved. Click **Restart** to try again.
9. Fields that need to be resolved can be done on the next screen. Fix the errors and click **Next**.
10. Review and click **Import**.
11. It may take several minutes for the upload to complete.
12. Your teams and players will appear on the roster.

## **ROSTERING**

The rostering tool can be used whether you've imported your teams or created them manually. It can be especially useful to make small changes to the roster if you initially imported teams.

1. From within the season, click **Rostering**.
2. To the right of *Assign*, select either **Players** or **Staff**.
3. You can also search by name or use the Filters button to pull up a list of players/staff.
4. Drag the player/staff member to their team.

## **SUBMITTING TEAMS**

Teams may be submitted at any time. If there are any changes to the roster, you must submit the roster again.

1. From the Teams tab, click the "Team Name."
2. Click **Share Roster**.

3. Check that the organization and division are correct. Click **Next**.
4. Choose the “Staff Role” from the drop-down.
5. Click **Next**.
6. Review the roster and click **Share**.
7. All players will receive a membership during submission, you will be prompted to obtain/select them.
8. Review the memberships that have been selected as needed, and click **Review Order**.
9. If a person has missing information, click **Add Information**. Enter the required information, and click **Continue**.

## Create Tournament Teams

### CREATE TEAMS

**NOTE:** Tournament teams must be added within the same season as the regular season teams.

1. From HQ, click **Competition > Season Management**.
2. Within the season where regular season rosters were submitted, click the **Teams** tab.
  - To comply with tournament rules, players submitted in tournament rosters must have been submitted to a regular season roster within the same season.
3. Click **Add Teams** and select either [Manually Add Teams](#) or [Import Teams](#).
  - If creating teams manually, [roster players](#) before moving on to team submission.

### SUBMIT TEAMS

**NOTE:** Before submitting teams, your season needs to be connected to the affiliated organization. If the regular season rosters have been submitted previously, the connection to the affiliated organization is already in place.

1. From the Teams tab, click on the team name to share.
2. Click **Share Roster**.
3. Check that the organization and tournament and division are correct. Click **Next**.
4. Choose the “Staff Role” from the drop-down.
5. Click **Next**.
6. Review the roster and click **Share**.

### APPROVAL STATUSES

Once teams have been submitted, the Affiliation’s compliance rules are applied, and statuses will be given to the team, players, and staff. Learn more about approval statuses [here](#).

**NOTE:** To ensure that rosters are approved, resubmit teams whenever changes are made to the rosters, including when players are added or dropped. Click [here](#) to learn more.

## *TEAM ROSTER STATUSES*

- **Done:** No errors or issues are present on the submitted team roster.
- **Needs Attention:** Errors or violations exist for the team and/or individual member(s).

## *PLAYER/STAFF INDIVIDUAL STATUSES*

- **Approved:** All compliance and eligibility rules have been completed correctly.
- **Incomplete:** There is missing information regarding compliance or eligibility rules.
- **Denied:** A compliance rule has been violated.

## Team Management

Once teams are submitted, you may need to adjust team rosters and check team/player eligibility. Once all of the rosters are “Done” and team members are eligible, you may print the official rosters.

### ADD/REMOVE PLAYERS & STAFF FROM THE SUBMITTED ROSTER

There may be times that you need to adjust the roster to add or remove players/staff.

1. From HQ, go to **Competition > Season Management**.
2. Under your season, click **Rostering**.
3. From the Assign drop-down, choose either **Players** or **Staff**.

#### *TO ADD ADDITIONAL PLAYERS/STAFF:*

1. Use the search or filters to pull up the appropriate list of players/staff members.
2. Drag the player/staff member to their team.

#### *TO REMOVE PLAYERS/STAFF:*

1. To the right of the “team name,” under the *Action* column, click **Expand**.
2. To the right of the player/staff member you wish to remove, click the **x**.
3. Type in the player/staff member’s “name.”
4. Click **Delete**.

Deleting a player/staff member from the roster removes their connection with the affiliated season and cannot be undone.

After adjusting a previously submitted roster, you will need to resubmit the changes. If a team has unsubmitted changes, they appear on the Teams tab with an Affiliation Status of “Needs Attention.” There will also be an icon next to the team name alerting the admin of unsaved changes to the roster.

## TO RESUBMIT PLAYERS/STAFF:

If there are any differences between the default and shared roster, Review Changes button will appear and prompt the user to submit or ignore the changes.

1. Click on the **Teams** tab within your season.
2. Click the “team name” that needs attention.
3. From the slide-out, click **Review Changes**.
4. Check the rows of each change you would like to re-share.
5. Once all desired rows are checked, click **Share**.

## HOW TO MESSAGE TEAMS

1. Sign in and go to “SportsEngine HQ.”
2. From the left navigation menu, click **Competition > Season Management**.
3. Find the season, and click **Teams**.
4. To message a single team, click the **three vertical dots** to the right of the team name. To message multiple teams, select them, and click the **three vertical dots** to the right of the search bar.
5. Click **Message Team(s)**.
6. Select the recipients, and fill out the subject line, message, and attach any files.
7. Click **Send**.

## CHECK TEAM/PLAYER ELIGIBILITY

Teams breaking roster rules or players that have not completed their eligibility requirements may prevent the official roster from being printed. After submitting the team to Babe Ruth League, possible team roster statuses are:

- **Done:** No errors or issues are present on the submitted team roster.
- **Needs Attention:** Errors or violations exist for the team and/or individual member(s).

Player/staff individual statuses count towards the minimum and maximum roster size compliance rule. Possible statuses are:

- **Approved:** All compliance and eligibility rules have been completed correctly.
- **Incomplete:** There is missing information regarding compliance or eligibility rules.
- **Denied:** A compliance rule has been violated.

To review the team:

1. Within HQ, navigate to **Competition > Season Management**.
2. Under your affiliated season, click **Teams**.
3. Under the *Affiliation Status*, teams that need to be reviewed will appear as **Needs Attention**.
4. Click the “Team Name” and open the affiliated drop-down to review any roster errors.
5. If a member on the roster *Needs Attention*, you can click on their name to see the items

- preventing them from being eligible, so you can act.
6. After making the necessary adjustments, you will need to resubmit the team. Click on the *Team Roster* drop-down and **Share Roster**.
  7. Review the Organization and Division you wish to share the roster with and click **Next**.
  8. Review the roster and click **Share** to send the updated information to Babe Ruth League.

## SEND ELIGIBILITY REMINDERS TO INDIVIDUAL INELIGIBLE MEMBERS

1. Sign in and go to “SportsEngine HQ.”
2. From the left navigation menu, click **Competition > Season Management**.
3. Find the season, and click **Teams**.
4. Click on the team name that “Needs Attention.”
5. Expand the tab that “Needs Attention.”
6. Scroll to the Incomplete member and click their name.
7. To the right of the ineligible membership, click the **three vertical dots**.
8. Click **Send Reminder**.

## SEND ELIGIBILITY REMINDERS TO MULTIPLE INELIGIBLE MEMBERS

1. Sign in and go to “SportsEngine HQ.”
2. From the left navigation menu, click **Members > Memberships**.
3. Click the **Babe Ruth** tab.
4. To the right of the membership, click the **three vertical dots**.
5. Click **View Ineligible**.
6. Select the ineligible members, and click **Send Reminders**.

## PRINTING INDIVIDUAL ROSTERS

Once your rosters’ are “Done,” team members are eligible, and the roster no longer has a “Needs Attention” affiliation status, you may print your official rosters by:

1. Within HQ, navigate to **Competition > Season Management**.
2. Under your affiliated season, click **Teams**.
3. Click the **Team Name**.
4. To the right of your affiliation’s name, click the **three vertical dots**.
5. Click **Print Roster**.
6. A print screen opens.

## PRINT MULTIPLE ROSTERS

Once your rosters’ are “Done,” and team members are eligible, you may print your official rosters by:

1. Within HQ, navigate to **Competition > Season Management**.
2. Under your affiliated season, click **Teams**.
3. Select the teams to print rosters.
4. To the right of the search bar, click the **three vertical dots**.
5. Click **Print Babe Ruth League Rosters**.



## Additional Help Resources

### **NEED HELP TAB**

The blue Need Help? tab is available to logged in users and is located on the right-hand side of every page in SportsEngine HQ. Here you will find specific content for Babe Ruth League under the Walkthrough and Academy tabs.