

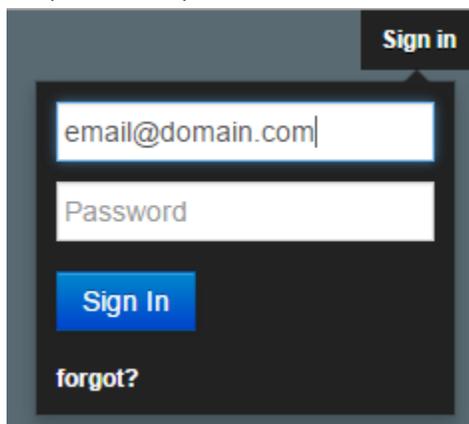
Instructions for Logging into the SJB Site for the First Time

If you have been notified by Spencerport Junior Baseball that you have had an account created for you, these instructions will describe how to access the account.

1. In your web browser (e.g., Internet Explorer, Safari, Chrome), enter the website URL:
http://www.spencerportjuniorbaseball.com.
2. Click the Sign In button at the top right of the page.



3. In the login window that opens up, type in your email address used at registration time, leave the password space blank, and click the blue "Sign In" button.



- You will be redirected to a new page that looks similar to the view below. As directed in the red box, wait for an email with instructions for creating a password.

An email with a link to reset your password has just been emailed to [REDACTED]. Please check your email, click the contained link to reset your password and then enter it here.

Please Log In

Email Address:

Password:

 ?

Submit

 The information you enter on this website is always secure. Under no circumstances will your information be shared with any third-parties.

[Privacy Policy](#) / [Terms of Use](#)

- Once you receive the email, click the link

 **spencerportjuniorbaseball.com** <Notification@leagueathletics.com>
to me ▾

We received a request to reset the password associated with this e-mail address. If you made this request, please follow the instructions below.

Click the link below to reset your password using our secure server:

 <https://LeagueAthletics.com/PasswordReset/> [REDACTED]

If you did not request to have your password reset you can safely ignore this email. Rest assured your customer account is safe.

If clicking the link doesn't seem to work, you can copy and paste the entire address above into your browser's address window, or retype it there. Or page, it will show instructions for resetting or creating a password.

Note: This email address cannot accept replies.

6. Clicking the link will open up the following page in your web browser. The password you enter here will be the password used to access your SJB account.

Spencerport Junior Baseball

Reset [REDACTED] Password:

New Password:

Enter it again:

Note: passwords are case sensitive and must be at least 8 characters in length containing both a letter and a number. We recommend using mixed case characters. Easily guessed English words are not recommended.

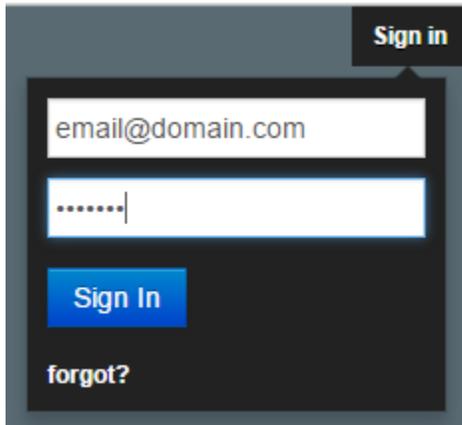
7. After you have entered your password and clicked Submit, you should see the following screen.

Spencerport Junior Baseball

New Password

Your new password has been successfully established. Close this window and return to the sign-in form to enter your email address and new password to complete your login.

8. Return to the Spencerport Junior Baseball site and follow steps 1 and 2. This time, we will enter the email address and password we just created. Then click Sign In.



The screenshot shows a dark-themed sign-in form. At the top right is a "Sign in" button. Below it are two input fields: the first contains "email@domain.com" and the second contains ".....". A blue "Sign In" button is positioned below the password field. At the bottom left of the form is a "forgot?" link.

9. If your login is successful, you will see a page similar to the page below.

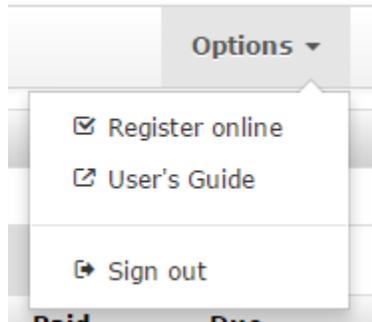


The screenshot displays the Spencerport Baseball website dashboard. At the top, there is a navigation bar with the phone number "585-483-0460" and user options "Welcome, Sample Parent", "Account", and "Sign Out". The main header features the "SPENCERPORT BASEBALL" logo. Below the header is a yellow navigation menu with options: Home, Team, Events, Travel, and Contact. A left sidebar contains a list of links: Home, Register Online (NEW), Sponsors, Events Calendar, Feedback, Fields, Steve Schockow Scholarship, Directions, Documents, Pictures, Edit My Account, and Board Members. The main content area is titled "Family Members" and includes an "Options" dropdown. It contains two tables: "Members" and "Children". The "Members" table has columns for "Members", "Registration History", "Date", "Cost", "Paid", and "Due", with a "Sample Parent" entry and an "Add Adult" button. The "Children" table has columns for "Children", "Registration History", "Date", "Cost", "Paid", and "Due", with a "Sample Child" entry, an "Add child" button, and a "Family Schedule" button.

10. Note a few items on the page as listed below:

- If the information for your spouse was not used at registration time, you can create an account for them by clicking the "Add Adult" button. 2 adult accounts are permitted per family, so if there are 2 adults listed, you will not see this button.
- Any additional children can be added here if you wish to have them involved with SJB, such as children not yet registered for the house baseball league starting in the Spring.
- The Family Schedule button is used to see the combined calendar of games and practices for all of the family members.

- d. You will likely see information under the “Registration History” section for the children, whether the \$150 deposit for the travel team, or the cost of the house program registered for.
- e. You can click on any family member to control their personal information. This is described in the next step.
- f. Under the Options menu, you can view a generic user guide for the site, or register your children for any of the house baseball programs currently being offered.



- g. Clicking the  icon at the top left of the page will take you to a link to download the mobile application for Android or iPhone/iPad.
11. At this time, please click on each family member’s name and take a moment to manage their personal information and settings. The next steps will walk you through the important information.
12. Please ensure your first/last name, address, and phone numbers are correct. Note the items labeled “1” and “2” in the picture below. The “1” represents areas where you can control the privacy of your personal information. There are 3 possible settings: *Private* means no one except administrators can view this information, *Roster* means only families on the same team can view this information, and *Public* means anyone visiting this site can view this information. Please change these values to the settings that best suit you. Item “2” allows you to receive notifications via text message, such as when the schedule changes or communications from the coach such as when a game is cancelled. If you would like to receive text messages, you must select your mobile service provider from the list. Leave it set to “No Text Messages” if you do

not wish to receive a message.

Sample Parent



*** First Name** *** Last**

*** Address** Roster ^{1.}

*** City, ST, Postal** (zip code)

*** Country** UNITED STATES ▼

*** Home Phone** Roster ▼ ^{1.}

Work Phone Roster ▼ ^{1.}

Cell Phone Roster ▼ ^{1.} **Provider** No Text Messages ▼ ^{2.}

13. Continuing with the screen from above, scrolling down you will see the additional information shown in the picture below.

You can modify your email address and control the privacy of your email address as described above. Remembering that your email address is used in your login, if you change this email address, you will also need to use this new email address at login time. If you want to retain the email address for login purposes, but not receive emails from the league, check the “Do not email” box. NOTE: if you want to use multiple email addresses for a single account, enter them all in this box separated by a comma (e.g., `parent@notanemail.com, parent2@notanemail.com`) Date of Birth is only needed for children, and they should already be populated and cannot be changed. If the date of birth is incorrect, please contact a league representative via email at `webmaster@spencerportjuniorbaseball.com`.

Leave the ID field blank.

The final setting controls whether you want to receive reminders of all games and practices. Keep these checked if you would like to receive reminders, otherwise clear the check.

Once your settings are complete, click the Submit button.

***Email Address** Roster **1.**

Add us as a safe sender

Do not email

***Password**

***Enter it again**

***Gender** Male Female

Date of Birth

NOTE: This entry cannot be changed once the form is submitted.

If you have ever been issued a unique identification number by your organization, enter it below. If not, leave this field blank.

ID

Remind me of Games Practices

If checked, you will receive a reminder email the day before each event your teams are involved. Grayed options indicate that it is club policy that all members receive reminders for that event type.

Submit

14. After clicking Submit, you will be returned to the Family Members page. Once all of the members' information has been updated, notice the calendar icon next to each child assigned to a team. If you do not see this icon, it means that your child is not yet assigned to a team or there are no events entered yet. Once the team assignments are made, click this icon to view

their schedule.



15. This will bring you to a screen with that child’s schedule as seen below. Note the RSVP button in the actions column. Click this button.

U10 Davis Schedule Options ▾

Schedule Calendar

Date	Time	Details	Event	Location	Actions
		<input type="checkbox"/> Show Past Events <input checked="" type="checkbox"/> Show Games Only			
Sun, Dec 7	03:30 PM - 04:30 PM	U10 Davis	Practice	Spencerport, Valle Sports	<input checked="" type="button" value="👍"/>
Sun, Dec 14	03:30 PM - 04:30 PM	U10 Davis	Practice	Spencerport, Valle Sports	<input type="button" value="👍"/>
Sun, Dec 21	03:30 PM - 04:30 PM	U10 Davis	Practice	Spencerport, Valle Sports	<input type="button" value="👍"/>
Sun, Dec 28	03:30 PM - 04:30 PM	U10 Davis	Practice	Spencerport, Valle Sports	<input type="button" value="👍"/>
Sun, Jan 4	03:30 PM - 04:30 PM	U10 Davis	Practice	Spencerport, Valle Sports	<input type="button" value="👍"/>
Sun, Jan 11	03:30 PM - 04:30 PM	U10 Davis	Practice	Spencerport, Valle Sports	<input type="button" value="👍"/>
Sun, Jan 18	03:30 PM - 04:30 PM	U10 Davis	Practice	Spencerport, Valle Sports	<input type="button" value="👍"/>
Sun, Jan 25	03:30 PM - 04:30 PM	U10 Davis	Practice	Spencerport, Valle Sports	<input type="button" value="👍"/>

16. Notice that you can notify the coaches whether your child can attend each event. Clicking the green “Thumbs Up” means you can attend. Clicking the red “Thumbs Down” means you cannot attend this event. Please notify the team of any events you know that you cannot attend at this time for planning purposes. The RSVP can always be changed at a later date.

Attending	Not Attending	No Response
		 Sample Child

17. You can always return to the Family Account page by clicking on the “Account” link at the top right of the screen

