

SJB Guide to using RSVP for Events

This guide describes the RSVP feature for parents to inform coaches which events they can or cannot attend, and for coaches to be able to view and be notified when their players cannot attend certain events.

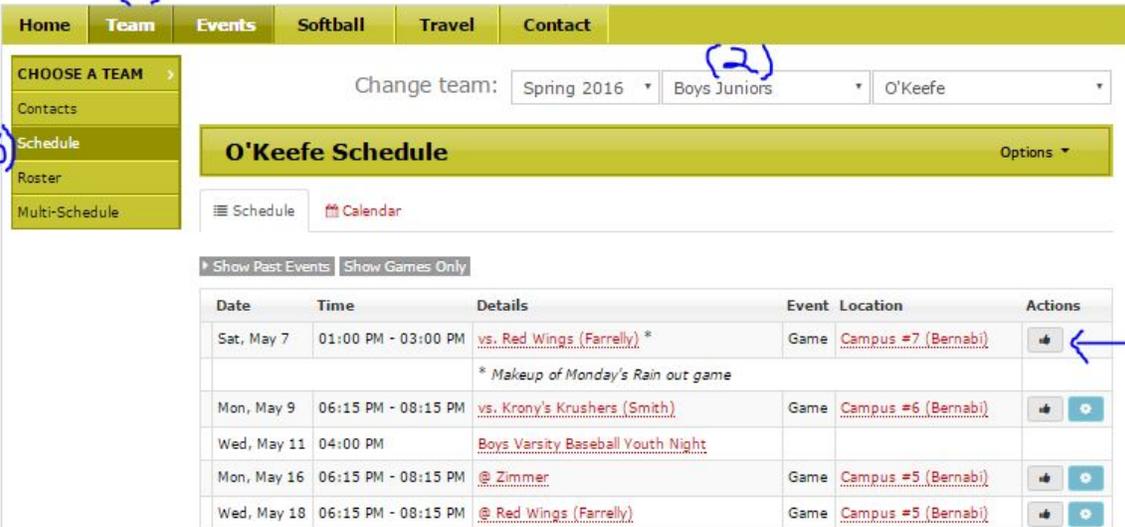
For Parents

By default, all teams are enabled with RSVP capabilities. This allows you to easily inform your child's coaches which games your child will or will not be attending. It also allows your child's coaches to be able to track which games certain players will not be attending. If you choose that he will not be attending a certain game or practice, it will also email the coach so he can be aware and have an idea if any games need to be rescheduled. You will also receive a notification prior to each game either via email, the LeagueAthletics mobile app, or both with buttons to select whether you will be attending or not.

How can I inform the coaches of which events my child will not attend?

If you know you will be on vacation or otherwise unavailable for certain events during the season, you can go to the schedule option of the team page. This can be reached by clicking the "Team" button on the top menu (#1 on Figure 1 below), then choosing the team from the "Change Team" drop down lists (#2), then choosing "Schedule" from the team menu (#3).

Finally, select the RSVP  button next to the events you wish to RSVP for (#4).



The screenshot shows the O'Keefe Schedule page. The top navigation bar includes Home, Team, Events, Softball, Travel, and Contact. The "Team" menu is open, showing options like Contacts, Schedule, Roster, and Multi-Schedule. The "Change team:" section shows "Spring 2016", "Boys Juniors", and "O'Keefe". The main content area displays the "O'Keefe Schedule" with a table of events. The table has columns for Date, Time, Details, Event, Location, and Actions. The first event is on Saturday, May 7, at 01:00 PM - 03:00 PM, titled "vs. Red Wings (Farrelly)*". The "Actions" column for this event contains a thumbs up icon, which is highlighted with a blue arrow and the number (4). Other events include games on Monday, May 9, Wednesday, May 11, Monday, May 16, and Wednesday, May 18.

Date	Time	Details	Event	Location	Actions
Sat, May 7	01:00 PM - 03:00 PM	vs. Red Wings (Farrelly)* <small>* Makeup of Monday's Rain out game</small>	Game	Campus #7 (Bernabi)	
Mon, May 9	06:15 PM - 08:15 PM	vs. Krony's Krushers (Smith)	Game	Campus #6 (Bernabi)	 
Wed, May 11	04:00 PM	Boys Varsity Baseball Youth Night			
Mon, May 16	06:15 PM - 08:15 PM	@ Zimmer	Game	Campus #5 (Bernabi)	 
Wed, May 18	06:15 PM - 08:15 PM	@ Red Wings (Farrelly)	Game	Campus #5 (Bernabi)	 

Figure 1. The schedule page

When you click the RSVP button, you will be taken to the game page (Figure 2) and see 3 columns with a list of players who will be attending, not attending, or have not responded. You can click on the green thumbs up or red thumbs down as appropriate for your response. If you have previously responded, then you will only see a single option to move your response to a different column. If you are a coach of the team, you will have the options below for every player and coach on the team, so you can set the response if they had given it to you verbally or otherwise.

Game on 5/9/2016

Attending	Not Attending	No Response
		   O'Keefe

Figure 2. The RSVP page

You will also receive an email notification (Figure 3) and/or mobile app notification (Figure 4) approximately 48 hours before the event. Clicking (or pressing if you have a touch screen) on the proper option will record your response the same as doing it via the schedule above (and also notify the coach if you said “No, I cannot make it”).

Spencerport Junior Baseball

This is a reminder that  O'Keefe is scheduled for a Game on Friday, 5/6/2016 at 6:00pm - 8:00pm (EDT) between >Travel>12U Davis and Geneva at:

[Pineway #3](#)
Park Road
Spencerport, NY 14459

[Click here for event details](#)

Please do not reply to this email. It was sent by an automated process by the LeagueAthletics.com website on behalf of Spencerport Junior Baseball. Replies to this process will not be read. Please contact your Coach or Manager directly.

Figure 3. Email reminder.

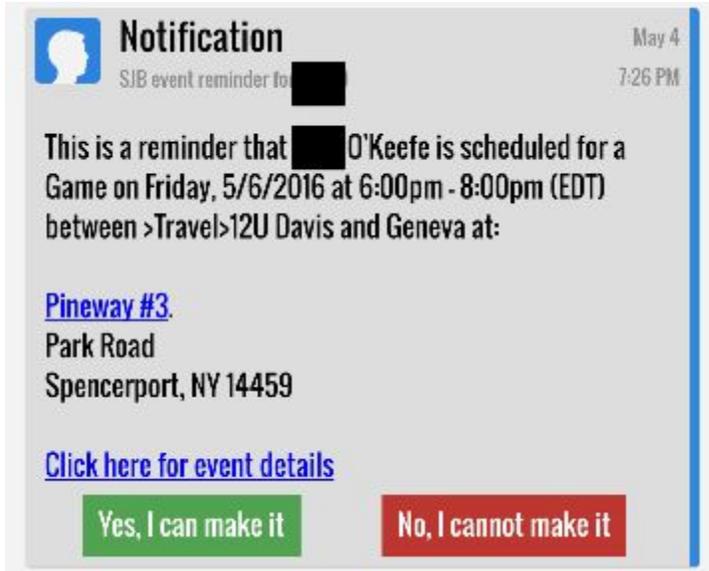


Figure 4. Mobile application reminder

For Coaches

Coaches, much of the same information above directed to the parents applies to you as well. There are a few differences that coaches will see:

1. If someone on the team identifies that they cannot make the event, you will get an email and/or mobile notification (Figure 5).
2. From the schedule page, you have the ability to modify the response from each player and coach on your team. This allows you to accurately track expected attendance if the parent communicates verbally or via email if they will be attending or not.
3. If your ability allows you the permission to modify your schedule (generally only travel allows coaches to do this, most league presidents handle it for their respective leagues), when you modify an event you will have an option to "Reset RSVP responses for this event". You can check this box to clear responses when the event date has changed, such as rescheduled rainouts.



Figure 5. Player will not be attending notification.