

# USER GUIDE



# LEAGUES

**TAKE YOUR LEAGUE TO THE NEXT LEVEL!**

**[WWW.LEAGUESOURCE.COM](http://WWW.LEAGUESOURCE.COM)**

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## I. Welcome to the League Source App

Congratulations! You have taken the next step to take your league to the next level by using the League Source App! The League Source App is a tool that will improve communication and allow you to engage with your parents to enhance the Youth Sports experience. The App will keep you organized, generate additional revenue, and improve your marketing to past participants. The League Source App can be used for any sports program you have to offer, including clinics and camps.

The intent of the League Source App is to be as league friendly, easy, self-sufficient and accessible as possible. There are no contracts, no licensing fees, and no sales teams trying to upsell you on free vs paid versions. There are no exhausting trainings to learn how to use the App or workshops to onboard your league. All leagues are always able to use all features and we provide all the guides, tutorials, and resources to be able to do it easily on your own. From start to finish you could set yourself up and use the App without ever having to contact us, if you choose. Sign up today and start using the app tomorrow. It's that simple!

Here are all the great features the League Source App offers to improve your program:

- a. League Newsfeed to post any updates and reminders you want to send to parents in real time. You can also just post fun things to engage parents!
- b. Create all your schedules and post results and standings right inside the App.
- c. Upload League Documents such as rule books, policy manuals, and other parent handouts. These documents will be available for parents to view and download for the duration of your program.
- d. Team Group Chat to allow your team parents and coaches to communicate right inside the App.
- e. Upload individual pictures or picture galleries for your parents to view and download directly to their mobile device.
- f. Send messages to your parents within the app. You can send messages to the entire league or individual parents. Once your league is closed you will still be able to contact past participants to let them know about upcoming programs and events.
- g. Easily fundraise through the app by setting your fundraising goal and allowing parents to make a donation with the click of the button.

The remainder of this User Guide will explain in detail how to get set up and use all the features in the app as well as ways to maximize your League Source App experience. It is strongly recommended you read through the User Guide as well as view the tutorials, other guides, and FAQ's on our website that will walk you through each feature to ensure the best experience possible.

**THANK YOU for choosing the League Source App! We hope to be a part of your program for years to come!**

## 2. Creating an Account

Your League Source App Account is created by clicking the Sign Up Now button on the home page of our website [www.leaguesource.com](http://www.leaguesource.com) and filling out the required fields. Once the Sign Up Form is submitted we will receive a notification and set up your account based on the information you have given us. Within 3 business days of your sign up you will receive an email with your account credentials and link to your Admin Panel.

Once your account is created you can sign in through the website to have access to the League Source App and all of our downloadable resources to templates, forms, and our Youth Sports Administration 101 educational handouts. You can sign in from the website on a computer or any mobile device.

All emails and email notifications generated from the App and our website come from [noreplay@leaguesource.com](mailto:noreplay@leaguesource.com). Please include this email in your contacts and send it to your participants to avoid auto-generated emails with important information ending up in SPAM.

\*NOTE: If you have a league with multiple sites, it is recommended that the person that regularly communicates with the parents is the one who creates an account for that site. An organization can have as many accounts as you want to fit your needs. This will be outlined in detail in the Section 5: Creating a League.

## 3. Payments

All the League Source App features can always be 100% FREE for the league, if you choose it to be. Your account will always default to this option when your account is created until you tell us otherwise. Here is an outline on the App payment methods:

- a. Free for Leagues (preferred method): The default setting for your league Source App account is the 100% Free version for leagues. By using this version parents will pay a ONE TIME account activation fee. Here is everything you need to know about the Free for Leagues option:
  - i. As mentioned above this is a ONE TIME activation fee that parents pay. They can connect to your league or any other league using the App anytime moving forward with as many kids as they have without ever paying again.
  - ii. If a parent has already activated their account with another league, they can join your league on the app at no charge.
  - iii. You will not have to worry about how many participants you have on the app. As many parents as you need can join.
- b. Free for Parents: If you prefer to pay for the App we can do so through an affordable annual subscription based on how many users you serve annually. Pricing is tiered and based on the amount of participants you have sold in user blocks. The more participants you have the less the per user price will be. You can view annual subscription pricing on our website. Here is everything you need to know if you choose to pay for the app:

- i. Keep an eye on the amount of participants you have on the app. If you exceed the amount of users you purchased, parents will not be able to access the app until you purchase more. You will be able to see your totals on your App Admin Panel Dashboard. You can always add users in blocks to your subscription.
- ii. If you have less users than you purchased, there are no refunds or adjustments. You can adjust your subscription package at renewal to fit your needs. Users are sold to leagues in blocks not individually.

**\*\*NOTE:** Users are attached to their email address not their kids. Each email will allow two logins on the mobile side of the app so each parent can login on their mobile devices by sharing their login credentials. A single user can have as many kids connected to as many leagues as they need.

#### **4. Your Dashboard**

When you login to your League Source App account you will see your Admin Panel Dashboard which is where you set up, upload, and post all the content that you want on the app. Your Dashboard screen will display the amount of users you have on the app and the fundraising dollars you have received broken down per league if you have multiple sites and totaled at the top.

All the App functions will be listed on the left menu. To start you will see Dashboard, Coach Master, Parent Master, League, Location, League Schedule, Fundraising, Messaging, Contact Us, and Resources. Make sure to navigate the Admin Panel so you can get a feel for where everything is located and how it works before moving forward to onboarding your parents.

Most menu items have an export option as well if you need to extract any of your data from the system to an excel sheet.

#### **5. Creating a League**

When using the Free for League option, League Administrators are able to set up as many leagues as they want in their account and have as many different accounts as they want. If using the Paid League options, subscriptions are per account. As mentioned in Section 1, it is recommended that the person on site that is regularly communicating with parents be the account holder. We understand larger organizations may take registrations from an administrative office, not necessarily at the league site. An Administrator overseeing the entire multi-site sports operation may only have responsibilities in planning and vast oversight of several athletic sites and not interact with parents and participants on a regular basis.

League Source accounts allow as many League Admins to be logged in under one login credential as you need. Also, any notifications that come through the app, such as a parent sent a message or a new downloadable resource is available from us, would go to the account holder's email. Determining who you want logged in and who those messages go to alert may also determine how you want to set up your accounts. Here is an example with 4 different ways you could set up your League Source App Account for multi-site organizations.

**Example:** An Athletics Director who works out of the Admin Office has 3 Regional Sports Directors who each oversee 3 Sports Sites for a total of 9 sites. Here are 4 ways you could set it up in the App. No specific option is preferred it is completely up to you on what works best for your program.

- Option 1: Each Regional Sports Director can set up an account and have their 3 league sites in their account. Each account holder listing the same organization will show us the leagues are related even though you have 3 accounts. Sports Directors could share their login with on site supervisors if they want to manage those specific leagues in the app or each Sports Director can manage all 3.
- Option 2: If the above 9 sites all have Site Supervisors, you could also have all 9 sites on a different account with each Site Supervisor. Login credentials can always be shared with Directors to “Check In” if needed.
- Option 3: The Athletics Director can set up all 9 sites under a single account and share login credentials with everyone that needs to manage those leagues. If you go this route just make sure multiple staff are not working within the same leagues at the same time and working on top of each other in the App. The Athletics Director would get all notifications that come through, regardless on which league or site it came from.
- Option 4: The Athletics Director overseeing the entire operation can set up whichever mix of accounts and leagues per account as he/she wants and then assign those accounts to subordinate staff by sharing the login credentials. Going this route will make sure the way everything is set up is consistent but on site staff can still manage the accounts.

Use the Sign Up Now button on the home page of our website to create as many accounts as you need. Each account will have to have a different email. We can work with you to ensure whichever way you choose to set it up will maximize your League Source App experience!

Once you have decided on how to structure your leagues in the League Source App and who will create the account and control content for that program, you are ready to Create Your League! Creating a League in the App is simple:

- a. From the Admin Panel click Leagues on the left menu
- b. From there click League List
- c. To the right of the search bar click the button that says Add.
- d. Complete all fields. The picture that you add to your league will be your default picture in the App if you do not add pictures in other sections. It is recommended that app posts and pages in the App have a picture.
- e. League Dates: Enter the maximum date range that your league will run, to include any make up days or extensions that could occur. When creating your schedules later on, you will only be able to generate a schedule within the dates you choose here.

- f. Fundraising Page Information: To activate fundraising check the check box next to Fundraising. If you leave it unchecked the fundraising page will not show on the parents end in the app. Complete the fields for your fundraising page in the mobile app that includes your fundraising goal, a description, and a picture. When a parent hits the Donate button in the app, this page will come up first before they hit donate again and are prompted to pay. *Fundraising in the League Source App will be reviewed in Section 13.*
- g. Scroll down and click Submit.
- h. You can continue to add as many leagues as you need under that account.

## 6. Adding Divisions and Teams

Once you create your league you can now add the divisions as well as all the teams within those divisions. Divisions can be your age groups, skill levels, etc. If your league is all one division, just add a division and name it the same as your league name. Your league will have to have at least one division with teams added in order to create your schedules and onboard your parents. To add a division do the following:

- a. From the Admin Panel click Leagues on the left menu
- b. From there click League List
- c. Click the Division button on the league that you want to create it.
- d. To the right of the search bar click the button that says Add.
- e. Name your division and hit submit.

When you create your divisions you will now see them listed on this screen. To create your teams do the following:

- a. Click the Team button on the division you want to add your teams.
- b. To the right of the search bar click the button that says Add.
- c. Choose the league and division from the drop down boxes. Name your team and add their team color. Team colors show up next to the teams on the schedules to add another nice an easy feature to differentiate your teams on the schedule.

If you do not have the team names or colors yet, use something as a placeholder until you get them. You can always change it later, but will not be able to create your schedule until the teams are added.

## 7. Onboarding Parents and Coaches

Onboarding is the process of getting your parents and coaches on the App. Each user can only have one account but *two parents can login the App under the same account using the same email.* Your leagues, divisions, and teams must be set up in order to onboard your parents (See sections 5 and 6 above). This section reviews the functions in the Coach Master and Parents Master – User menu items on the left menu in your Admin Panel as well as importing your rosters to your league. Below outlines the functionality in each of these menu items:

Parent Master (App Login): This is the master list of all users in your system. Any person added to any league will end up in your master list. In this menu item you can re-send login credentials via email, change passwords, edit, delete, or deactivate accounts, and add children to accounts. *When adding users to the system individually, you will need to add them here first then add them to the league.*

Coach Master: Coaches only need to be entered as a coach if they do not have a child in the league. Coaches with children in the league will already have access to the league on the app as a parent. This is the master list of all your non-parent coaches. *All coaches need to be added individually here before they are added to your league. You cannot bulk import a coaches list.*

Importing your rosters in bulk from a .CSV Excel spreadsheet is the fastest, easiest, and preferred method to onboard your participants to the App. You can do this at the team level or for the entire division. If uploading by division you will have to assign each player to their team in order for the team to have Group Chat capability in the App. You can onboard participants to get them on the App prior to the season and assign teams at a later date, when needed.

To onboard your parent's and participants in bulk from a roster spreadsheet, do the following:

- a. From the Admin Panel click League then League List on the left menu
- b. From there click the League-User button on the league you want to add participants
- c. On the top right corner of the screen click Import. On the import screen you will see a sample spreadsheet. You can easily export your rosters from your registration system, format your sheet to match ours, and import it into the app.
- d. Your Excel sheet must have the fields Childs First Name, Childs Last Name, Childs Birthday (mm-dd-yyyy), Childs Gender, Parents Name, Parents Email. The sheet should be saved as a .CSV file before uploading.
- e. Names on the import spreadsheet can populate in separate columns for first and last name or the same column. If the same column leave it in the first name box and leave last name blank.
- f. Gender is optional and can be left blank.
- g. Choose the League, Division, and Team (optional) you wish to import. If importing an entire division, leave the team option blank.
- h. Once your participants are in the system they will receive an email automatically with their login credentials. If you need to re-send this, look up passwords, or change passwords, you can do this in the Parent Master menu item on the left menu.

\*NOTE: The email the system sends out comes from [noreply@leaguesource.com](mailto:noreply@leaguesource.com). If you have issues with this getting caught in spam, send this email to your participants so they can flag it as a good email and add it to their contacts.

Assigning Players to Teams: If you imported an entire division, you will want to assign each player to their team so they have Team Group Chat capabilities in the App. To assign players to teams do the following:

- a. From the Admin Panel click League then League List on the left menu
- b. From there click the League-User button on the league you want to assign teams

- c. Above your list of users you will be a button that says Filter User without Team. Check the box and hit search.
- d. Now your users without teams will appear with a drop box in the team column that will have all your teams populated in it for the division they are assigned.
- e. You can sort by division to get all those kids together and streamline that process.
- f. Once you save your team assignments they cannot be changed. To change a team assignment, delete the user from the league and re-add them individually to the team you want to assign them.

To onboard your parent's and participants individually it is a 3 step process:

- a. First, you have to enter the parent in the Parent Master (App Login) menu. In the menu hit the Add button on the right corner above your user list.
- b. Second, find the parent you just created and click the Child button for that user and add the Child.
- c. Third, go to the league you want to add the participant and click the League-User button. Click the Add button and add them to this league. Make sure you chose their Division and Team before you save.
- d. Once they have been added to the league the system will automatically send an email with their login credentials.

To Onboard Coaches that do not have a child in your league do the following:

- a. If they are a new coach you will have to enter them in the Coach Master list on your left menu. If they are already in the system you can skip this step.
- b. Once they are added go to your League List and click League-Coach on the league you want to add this coach.
- c. On the next screen hit the Add button on the right side above the roster.
- d. Assign your coach to a division and team using the drop down boxes.
- e. Your coach will receive an email automatically to join the App once they are added to the league.

Once you have onboarded your parents and coaches they can start to connect to your league on the App. Your dashboard will show the total amount of users you have in your system. Unfortunately, there is no way to tell who has actually downloaded the App and connected to your league. We recommend being diligent on reminding parents to sign on and telling them in person when you get the opportunity to make sure they have it and do not miss out.

## **8. Creating Locations**

Locations are all the fields or courts you are using within your leagues. Locations will always stay in the system and cannot be deleted because they are connected to any schedule you generate. If you add locations and somewhere down the road no longer use those locations, just edit them to create the new location to avoid having a long list of unused locations in the system.

When creating your locations you are going to create the venue you play your games and add all fields/courts that are used at that particular venue. To add a location do the following:

- a. From the Admin Panel click Locations on the left menu
- b. To the right of the search bar click the button that says Add
- c. Fill in all of the fields that include your location name (venue/park), Field/Court Name, Field/Court Number, Assign a Color (optional), Description (optional) and address.
- d. Click Submit
- e. Continue to do this until all your locations and fields/courts within those locations have been added
- f. When you set up your schedules you will choose what times each division plays at each location.

\*NOTE: Assigning a color to each location above will help identify each location while building your schedules. It can make it easier when scheduling multiple locations for a league.

## 9. Creating League Schedules

The League Source App will take out all the headache of spending endless hours trying to schedule your teams and make league scheduling a breeze. Prior to generating your schedules there are a few steps to take to set them up. To get started with your schedules do the following:

### Configuration

The first thing to do to start creating your schedules is configure them. Take the following steps to configure your schedule:

- a. Click League Schedules on the left menu then click Configuration.
- b. To the right of the search bar click the button that says Add
- c. Choose the League and Division you want to configure then choose if this is a League Only, League and Playoffs, or Tournament only.
- d. Hit Submit & Next
- e. Fill out all the League Configuration fields and hit Submit.
- f. Your Configuration settings will then be listed in list view on that page. You are able to edit them until the schedule is generated. Once the schedule is generated your configuration settings will be locked.
- g. Odd Teams with Odd Number of Games: It is not possible to have each team play the same amount of games if you enter an odd number of teams with an odd amount of games. If you configure the league like this a warning will appear. You can still move forward if you like but make sure to consider this when creating your schedules.

### Location Times

The next step after you configure your league is to choose the times you will be playing in each division for each of your locations. If you have not created your locations yet, see above and make sure they are set up before you get here. To add location times do the following:

- a. Click League Schedules on the left menu then click Location Times.
- b. To the right of the search bar click the button that says Add.
- c. Choose the League, Division, and Location you want to create times for.
- d. Once you make your selections it will show you how many timeslots you need to choose based on the amount of teams/games you chose in your configuration.

- e. Select the days you play games and choose game times for each until you reach the required amount of time slots needed for the season.
- f. If this division plays on several different fields/courts hit the Add More button to select times for another location. As you are adding more at different locations for a division you will be able to see the days/times you have already added on this same screen.
- g. Hit Submit
- h. After you submit you will see your location time settings listed. You can go back in to see them in list view or calendar view. You can approve or disapprove game times based on when you are going to play for each division. You can also edit it if you need more or less.
- i. Conflicts: In the Location Time list view you will be able to see any conflicts with other divisions where you may have scheduled games in the same time slot. These will be marked with a red star. Uncheck these time slots before generating the schedule. The system will not allow you to generate the schedule when time slots are double booked.

### Generate Schedule

Now you have your division configured and time slots created for each field/court location and you can generate your schedule. Once you generate the schedule all the settings will be locked. Do generate your schedule do the following:

- a. Click League Schedules on the left menu then click Generate Schedule.
- b. To the right of the search bar click the button that says Add.
- c. Choose the League and Division you want to create a schedule for.
- d. Hit Generate Schedule
- e. When you generate your schedule you will see it listed on the next screen.
- f. You can use the Action Buttons on the schedule listing to view the schedule, add your scores, edit game times, and see standings. Schedules can be viewed in list or calendar form. Hover above each button to see each function.

\*NOTE: The scheduler will identify if you have any conflicts using the same timeslots for multiple divisions. If there is a conflict the schedule will not generate and you will have to go into your location times list view to resolve the conflict. Your schedule will also identify if teams ended up playing double headers with a red star next to the team. You can go through the edit schedule function to swap teams and game times to avoid double headers if you choose.

### Updating Scores and Standings

After you generate your schedule you can start to update scores and standings. To update scores and standings do the following:

- a. Click League Schedules on the left menu then click Generate Schedule
- b. Click the View button on the schedule you want to update
- c. Each game on the schedule will have an Update Score button next to it to update each score
- d. Standings will update automatically as you save each score but tiebreakers are not applied automatically.
- e. Update Standings Button: When you finish adding your scores for that week or game day make sure to hit the Update Standings button located above the standings. This will apply all tiebreakers and send a push notification to participants that they are updated.

- f. When you start to add scores the schedule cannot be deleted, only edited for those games that do not have a score input yet.

## **10. League Newsfeed**

You are now at the point where you have your account and leagues set up and your league participants are connected to your league on the App. It is time to start taking full advantage of all the League Source App features and start communicating and engaging with your sports parents and/or participants! This all starts with the League Newsfeed. The Newsfeed is where you can keep parents in the loop with your weekly operations, post important reminders, or just post fun engaging content for your parents to get an inside look at their sports experience. Use your Newsfeed as much as you can to keep your parents engaged, they will appreciate it! To post on your newsfeed do the following:

- f. From the Admin Panel click Leagues on the left menu
- g. From there click League List
- h. Click the News button on the league that you want to post
- i. To the right of the search bar click the button that says Add.
- j. Fill in all the fields and add a photo if you'd like. It is recommended you put a picture on every newsfeed post
- k. Click Submit to post to the League Newsfeed
- l. You can continue to make as many posts as you want for the duration of your season!
- m. You will see the listing of all posts where you can edit or delete them as needed
- n. Anytime you post to the League Newsfeed a push notification will alert the parents of that camp

## **11. Uploading Documents**

This feature is available to you to upload PDF versions of any supplemental league documents for parents to view or download on their mobile device. These can include things like rule books, parents packets, handouts, manuals, etc. It can be anything as long as it is a PDF. No more excuses from parents that say they did not receive it, lost the paper copy, or cannot find it in their email! Everything will be right there for them all season! To upload documents to this section of the App do the following:

- a. From the Admin Panel click Leagues on the left menu
- b. From there click League List
- c. Click the Document button on the league you want to add the document
- d. To the right of the search bar click the button that says Add
- e. Name and upload the document
- f. Click Submit to upload it to the App for parents to view
- g. You can upload as many PDF documents as you would like to share with parents
- h. Anytime you upload a new schedule or document a push notification will automatically alert the parents of that league

## **I2. Uploading Pictures**

Pictures are your opportunity to show your parents all the great things you do out at the fields or at the courts. If you are currently not taking many pictures within your program, you should start! When you upload single pictures or an album to the League Source App parents will get to see them and download any that they want to keep of their child.

- a. From the Admin Panel click Leagues on the left menu
- b. From there click League List
- c. Click the Album button for the league you want to upload pictures
- d. To the right of the search bar click the button that says Add
- e. Create your album then hit submit
- f. Now you will see your album listed below. Click the Gallery button to add pictures.
- g. You can upload as many pictures as you would like to share with parents. You can keep adding to the same album or create new ones at any time.
- h. Anytime you upload a new pictures a push notification will automatically alert the parents of that league

## **I3. Sending Messages**

Within the League Source App you will be able to message the entire league or individual parents. Use this function to provide more detailed informational messages than what you would post on the newsfeed. It would be similar to sending an email, but contained in the app so it cannot land in a spam box or get missed! You can also improve your marketing to past participants by going into past leagues and sending reliable direct messages to parents that they are sure to receive to inform them of upcoming programs and registrations. Messages are received and view only for parents. If they need to reply to a message or need to ask questions on something you sent, they can do so in the Contact Us menu option on their side of the App. Do the following to send a message:

- a. From the Admin Panel click Messaging on the left menu
- b. To the right of the search bar click the orange button that says Add.
- c. Choose the league you want to send to from the Select League drop down menu.
- d. Select the entire league or individual users to send the message.
- e. Type your message in the message box.
- f. Click Send to send the message.
- g. You can send as many messages as you would like to send to parents.
- h. Anytime you send a message a push notification will automatically alert the parents of that league that they received a message.

## **I4. Contact Us**

Parents have the ability to contact you directly within the App through the Contact Us function within the parent's side of the mobile app. When they send a message, you will get an email notification and it will land in the Contact Us section on the left menu of your Admin Panel for you to view the message. You can reply by using the Messaging function above and select the individual user that messaged you.

## 15. Team Group Chat

Team group chat is a function for teams within the Mobile App to be able to communicate right inside the App throughout the season, rather than on an email thread or group text. There is no set up for this on your end other than assigning teams. If you choose to onboard by division and not assign teams, this function will be disabled for participants. Anytime a parent or coach post a message on their Team Group Chat a push notification will be send to the rest of the team so they can always stay in the loop on team activities. It is a good idea to remind your coaches to send a follow up to parents in their group chats with information that you send out to them to ensure if they didn't see it from you, they will see it from their coach.

## 16. Fundraising

One of the great features of the League Source App is that it allows parents to easily give a donation to your program with a click of a button while using the App. The approach to fundraising within the League Source App is similar to a crowdsourcing campaign where you can expect a lot of small donations to come in to reach whatever goals you want to set. You will receive 96% of the funds raised within the App that will be sent to you once your league concludes. The 4% is to cover processing and transaction fees that we incur to offer this feature. This is another tool for you to generate revenue by using the app. *See our Promotion and Fundraising Guides and Tool Kit on the website to maximize your experience with fundraising with the League Source App.*

Setting up your fundraising page that the parents see on the mobile side of the App is done when setting up your league (Section 5). It is an optional feature and can be turned on or off. Setting up this section includes setting your goal, a description of your fundraising campaign, and a picture. Make sure to add this content so parents are able to see all the details on your campaign before they donate.

The Fundraising menu item on your left menu in the Admin Panel will show all the parents who donated, what the amounts were, and what league it was for. You can see the totals on your Dashboard that will be broken down by league for multi-site organizations. Parents will not see individual donations on their end only the total that has been raised along with your goal.

## 17. Mobile App Access

The only way to access the mobile App to be able to see what your posts look like on the parents' end is add yourself on your league roster using the same email you use to login on your Admin Panel. The system will recognize your email and will not charge you. Once you download the App on your mobile device you will use the same email you have to login to the App on the Admin side, however you will need a new password.

Review Section 7 on adding parents individually starting in the Parent Master menu item and just use your information and email in the fields. Once you add yourself as a parent and follow those steps you will send yourself the welcome email that will have the new password. When you login to the mobile side of the app you can change your password in your profile so both can then be the same. This is an optional feature and is only there to give you this ability so you can see what your parents are seeing from your posts, if you choose.

\*NOTE: When adding yourself to a league do not assign yourself to a team. If you assign yourself to a team you will be included in that teams group chat on the App.

## **18. Downloadable Resources**

The only way to access our FREE downloadable resources on our website is by having a League Source App account. They include our League Tool Kit with sample documents, forms, templates, and educational handouts as well as our Youth Sports Administration 101 educational handouts. Whether you are using the League Source App at the time or not, you can still have access to these resources.

Resources are located in the Resources section on the left menu on your Admin Panel. Anytime a new resource is uploaded from us you will receive an email notification to sign in and check it out! These League Source App Guides for Leagues and Parents will be located here as well as on our Resources page on the website.

## **19. Closing Your League and Receiving Payment**

You made it! At this point your league has concluded and your parents cannot stop talking about how great your program was with the League Source App! It is also time for your league to receive payment for 96% of the fundraising dollars you raised through the App, Here is how that process will work:

- a. When your league is complete go into your League List and deactivate your league. To do this find the league you want to deactivate in your League List. On the right side of the league listing you will see buttons/ You can hover over these buttons to see what they do. Click the “X” button to deactivate the league. Inactive leagues will stay in your list to access for promotion to past participants, unless you delete it.
- b. You want to always remember to deactivate your leagues because it will remove the team group chat capabilities when the season is over as well as not allow participants to contact you through the app. Parents will still be able to go back and look at the league, but there will not be any functionality.
- c. We will pay out leagues three times a year towards the end of every August, January, and May. Once your leagues are completed within those time periods, we will contact you via email with your statement to verify before we send your payment.
- d. The email statement will go to the account holder’s email. If your organization has multiple accounts we will reach out prior to the end of your league to figure out who should get the statements and how many you need for multi-site organizations, such as sending to each site or putting it all on one.
- e. Review your statement and reply to us to confirm it is correct and we will send you payment!

**Thank you again for being a part of the League Source family! If you have any questions or issues throughout your experience with the League Source App feel free to contact us at [info@rectechllc.com](mailto:info@rectechllc.com)**



**TAKE YOUR LEAGUE TO THE NEXT LEVEL!**

**[WWW.LEAGUESOURCE.COM](http://WWW.LEAGUESOURCE.COM)**