

USER GUIDE



PARENTS

TAKE YOUR LEAGUE TO THE NEXT LEVEL!

WWW.LEAGUESOURCE.COM

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1. Welcome to the League Source App

Welcome to the League Source App! Your league is taking their program to the next level by using our App to improve communication and engage with parents who can directly connect to their league in the App. You can connect to as many leagues with as many of your kids as you need to with those programs that are using the League Source App.

Make sure to review this User Guide in full before getting started and use all the App features to enhance your youth sports experience!

2. Joining Your League

New League Source App users will receive an automated email from our system when your league uploads your account information into our system. The email will include your login credentials and a link to the App in the Apple Store for iPhones or Google Play store for Android devices.

Your login is the email you provided your league with password 123456. When you login for the first time you can change your password. Once you login a My Leagues screen will appear with all the leagues you are enrolled in. Click it to view the league information and join the league. If you do not see your league here, please contact your league to get enrolled on the App.

****NOTE:** All system emails come from noreply@leaguesource.com. This includes your login credentials or any notifications to join a league. Make sure to add this email to your address book or safe sender list so it does not end up in SPAM.

3. Payment

To activate your account, a nominal ONE TIME account activation fee is required. You will be prompted to make payment in the App after your first login. Once your account is activated you can connect to your league or any other league that is using the App anytime with as many kids as you need without ever paying again.

Leagues may also subscribe to the app. If your league subscribes you will not have to pay an activation fee. The league should have made you aware of whether you pay the fee or not prior to you joining the League Source App.

4. App Menu Items

Once you have joined your league, you will be on the Newsfeed in the App for the league you are enrolled in. The League Source App menu is located at the three small lines in the top right of the App. When you click those lines the menu will pop out to show you the Menu items: My Profile, My Leagues, Donate, and Contact Us. These four menu items will be reviewed in the next sections.

5. My Profile: Updating Your Account Information

Access your profile information in the League Source App Menu. Click on My Profile in the menu to see or change your account details, password, your child's details, and see which league you are currently viewing in the App. Some items may not be changeable within the App. If you need to change one of these items make sure to contact your league

6. View My Leagues

Access My Leagues information in the League Source App Menu. Click on My Leagues in the menu to see all the leagues you have enrolled in, including past leagues. You can toggle between all the active leagues your child is enrolled in. Once a league has completed it will stay in My Leagues for you to look back on if you would like, until the League Admin removes it.

7. Donating to Your League

A nice feature in the League Source App is that it allows parents to further support their leagues with the click of a button. You will also see a Donate button on the top right of your League Newsfeed. Leagues may use the League Source App to set fundraising goals for the upcoming season. We strongly encourage you to support your leagues! Many don't realize that most youth sports programs have a razor thin budget and the registration fees will barely cover operational costs, or not cover them in full. A lot of programs rely on fundraising for supplies, equipment, facility improvements, etc. See your leagues fundraising page in the app to see details on if or what they are fundraising for. Anything you can give is greatly appreciated and will ensure your child has a season they will never forget!

8. Contacting the League

The final menu item in the League Source App menu is Contact Us. This is the function you can use if you would like to contact your league directly through the App. When you send a message your League Administrator will be notified and will be able to respond in a timely manner right inside the App! This is an optional feature for the League so if you do not see this menu item your league has chosen not to use it and prefers another way of contact.

9. Give Family Members Access

The League Source App will allow TWO users to be logged in the App using the same login credentials on different mobile devices. This will allow for a maximum of two parent/guardians to use the app at one time. If you want different family members to view the app someone can log out to get someone else logged in using your email and password.

10. Notification Tracking

One of the greatest features of the League Source App is that it will notify you anytime something is posted, uploaded or shared on the App so you never miss a thing. If you have multiple kids attending multiple sessions of camp, this could still be a lot to keep track of.

In the top right of the App you will notice a Bell icon which is your Notification Tracker. Anytime a notification is sent from any leagues you are participating in, it will be listed in the tracker. You can click on any notification listed in the tracker and it will take you directly to the screen in the App where it was posted. All your notifications for all kids in all leagues are listed in order in the tracker.

*Please note that you must have notifications enabled on your mobile device as well as have an internet connection to receive notifications. Notifications will still always be listed in your tracker but if you are not seeing them hit your device to alert you, it is most likely a device setting or connection issue.

11. App Features

The League Source App has many features to enhance your youth sports experience! When you are in the app you will always start on your League Newsfeed. All of the features are listed in the bottom of the app to include: News, Schedule, Docs, Gallery, Chat, and Messages.

Anytime something is posted or uploaded in the App you will receive a push notification. It is very important you ensure your notifications are on so you never miss any important information from your league!

- a. League Newsfeed: View any updates and reminders from your league. Leagues may also post fun and engaging content to let you see some of the things they are doing throughout the week!
- b. Schedules: Leagues will post schedules, results, and standings right inside the App.
- c. Documents: Leagues can upload documents such as rule books, policy manuals, and any other league handouts for you to view and download right on your mobile device.
- d. Pictures: Leagues can upload picture galleries with all the great pictures they took on game days. Pictures can be viewed and downloaded directly to your mobile device.
- e. Videos: Leagues can share videos from their YouTube channel to be viewed right inside the App.
- f. Team Group Chat: If your league assigned your teams within the App, Parents and Coaches will be connected in the Team Group Chat! Group Chat will help your team communicate throughout the season.
- g. Messages: Messages can be found in the small message bubble that is in the top right of the App next to the menu. The messages option here is for messages that have been sent to you from the league, similar to a more detailed email. This area is to view the message only. Leagues have the ability to message the entire league or individual users.

If you need to reply to a message or have a question and need to reach out to your league you can do so in the Contact Us function located in the League Source App Menu mentioned above.

12. After Your League Ends

When your league is complete your league administrator will deactivate your league. By doing this, the Contact Us and Fundraising functions will be disabled and you will not be able to contact your league through the app. However, everything else will remain on the App for you to go back and view to see past camp memories. Leagues will only be removed from the App if your League Administrator needs to delete leagues from their system to clean things up.

Leagues will also have the ability to continue to post on your past leagues to alert you when upcoming programs and registrations take place. Stay engaged with your leagues on the App and you will never be out of the loop again on current and future programs!

When your new league starts, you will receive an email notification that it is set up and ready in the App. You will then see the new league listed in your My Leagues list in the App menu.

Thank you again for joining the League Source App family! We hope you enjoy the League Source App and it enhances your youth sports experience! If you have any questions on the App please contact your League directly.

