USER GUIDE

LEAGUES

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1. **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, keep you organized, improve marketing to past participants, and allow you to engage with your parents to enhance the Recreation Sports experience. The League Source App can be used for any sports program you have to offer, including clinics and camps.

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

Standard Features

a.   **League Newsfeed:** 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.   **League Scheduler:** Create all your schedules and post results and standings right inside the App or link your external schedule.

c.   **League Calendar:** League administrators can add practices or other league events to the league calendar to help keep participants on track. Your game schedules will automatically appear on the calendar as well.

d.   **Picture Gallery:** Upload individual pictures or picture galleries for your parents to view and download directly to their mobile device.

e.   **Share Video:** Link YouTube videos to the App that will be viewable in a player in the app and will notify parents when a new video is up.

f.   **League Documents:** 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.

g.   **Team Group Chat:** Allow your team parents and coaches to communicate right inside the App.

h.   **Push Notifications:** Anytime you upload or post something to the App it will send a push notification to parents. The App has a notification tracker to help parents organize information and take them where the new information has been posted or uploaded.

i.   **Fundraise:** Easily fundraise through the app by setting your fundraising goal and allowing parents to make a donation with the click of the button.

Premium Features

a.   **Two Way Messaging**: Send messages to your parents within the app. You can send messages to the entire camp, camp group, or individual parents. When you send a message, parents can reply to start a 1 on 1 chat. Parents can also initiate a conversation right through the App to your Dashboard.

b.   **Email**: Send emails directly to your participants. Emails can be sent to the entire camp, camp group, or individuals. Emails are for promotional or informational purposes only and are only outgoing.

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. Getting Started

Your League Source App Account is created by clicking the Sign Up Now button on the home page of our website www.leaguesource.com and filling out the required fields. Upon creating your account, you will have access to your account and login. If you purchased a Premium or Ultimate Package, allow up to 3 business days for your features to be set up. You will be notified when it is ready to go. You can still access your account as normal prior to this and will not receive any service interruption.

*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.

Payments and Subscription Packages

The League Source App can always be 100% FREE for the league, if you choose it to be. *All up to date pricing and packages are listed on the home page on our website.* On your first login, you will be prompted to choose a package to move forward. Here is an outline on the App payment methods:

a. <u>Free for Leagues Plan:</u> With this plan camps get all the features of our Ultimate Package with unlimited users and no expiration dates.

    i. Parents pay a ONE TIME activation fee on their first login to unlock the app. They can connect to your league or any other league using the App with as many kids as they need anytime moving forward 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. You can have as many camp admin accounts as you need for different staff or sites.

b. <u>Annual Subscription:</u> We also offer annual subscriptions that start the day you purchase it. If you purchase a subscription parents do not pay the activation fee above. Pricing is tiered and based on the amount of participants you have annually and sold in user blocks. All pricing is listed on the app page on our website. Standard and Premium subscriptions are per account and will be tied to a single dashboard. Our multi-site plan allows you to have as many accounts as you need under your subscription.

3. Your Dashboard

When you login to your League Source App account you will see your Administrator 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. 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. You will also notice a blue Demo button on the top of your dashboard as well as orange Get Started buttons on select sections to help walk you through using, testing, and getting comfortable with the system.

4. Creating a League

League Administrators are able to set up as many leagues as they want within their account. It is recommended that the person on site that is regularly communicating with parents be the account holder.

Think of each league in the League Source App system as a communication thread. Only those parents attached to the league will receive the information you send out. When you create your league, you can input your divisions to allow you to send information out to the entire league or just a division if the information only pertains to them.

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, 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.

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 Dashboard 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. <u>Active Features</u>: Within the Create Your Camp page, you will see a section to Activate League Features. Check all the features you want to use. If you leave any unchecked, a message will appear in that section on the mobile side that informs parents it is not being used. All features can be edited and changed later EXCEPT fundraising. Once the fundraising page is set up, it cannot be disabled unless you inactivate the league.

g. <u>Contact Us</u>: If you chose a package that includes Two Way Messaging, you will have the option to Enable the Contact Us feature to allow parents to contact you through the App. Disabling this will still allow you to send messages, and have parents reply to those messages. However, they will not be able to initiate a conversation. If your package does not include two way messaging, this feature will be disabled.

h. <u>Fundraising Page Information</u>: To activate fundraising check the check box next to Enable Fundraising Page. Once the fundraising page is set up, it cannot be disabled unless you inactivate the camp. *Fundraising in the League Source App is reviewed in detail further in the Fundraising section of this User Guide.*

i. <u>Enable External Schedule:</u> Check this box to use an external schedule that you are already accustomed to using, if you do not wish to use the scheduler provided in the App. Once enabled, you can add your schedule link in the League Schedule menu on the left hand side of the dashboard. When you add the link, the schedule will be made available within the App on the mobile side for parents.

j. Scroll down and click Submit.

k. You can continue to add as many leagues as you need under that account.

l. <u>League List Buttons</u>: Next to your League on the League List you will notice buttons for different functions. Within these buttons is an option to duplicate your league. If you are creating multiple league, you can duplicate your first one and then go back in to edit with new information to help you create leagues quicker. Once you add users to your league, they cannot be duplicated.

5. 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 Dashboard 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.

6. Onboarding Participants 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/Adult League 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. You also use this section to onboard your adult league participants, volunteers or even staff members that you need to access the App. *This is the master list of all your participants that are not connected to a child in a youth program.*

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.

Importing Rosters
To import your camp rosters into the App the process is simple. First export your rosters from your registration system. From there, do the following to onboard your parent's and participants in bulk from a roster spreadsheet:

a.   From the Admin Dashboard 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 right of that page click Import. On the Import page choose which League and Division you want to onboard parents.

d.   On the import page you will see a button to download our Sample Roster. Download it and copy and paste the required fields into the sample roster. DO NOT change any headings, add headings or titles, change formatting or have any additional information in the spreadsheet or it will not accept it. Simply copy your roster under the current headings. This sheet MUST match exactly or it won't accept it.

e.   The information that is required in our roster for the App are email, child's name, child's birthday, and parent's name.

f. These fields can be uploaded with the names merged in one cell or separate cells like our sample spreadsheet. If your roster has First and Last name merged in the same cell, copy these into the First Name box on our roster and leave Last Name blank.

g. If your registration system does not provide all those fields and you do not want to spend the time to enter them manually, you can put placeholder fields in your sheet. As long as something is in the cell it will populate. For example, if your registration system won't export parent's names, you could copy and paste the child's names in the parent's field. The important fields to make sure you have are children's names, birthday, and the parents email to be accepted.

h. Once the roster is accepted those parents are connected to that camp or camp group and will receive an email to connect to the camp.

We can assist with formatting your rosters so they onboard properly! If you need assistance please contact us anytime!

NOTE: The email the system sends out comes from 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.

<u>Assigning Players to Teams:</u> 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.

Once they have been added to the league the system will automatically send an email with their login credentials.

To Onboard individual Coaches or Adult League participants that do not have a child in your league do the following:

    a. If they are new you will have to enter them in the Coach/Adult League 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 the Coach button 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 or adult league participant 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.
    f. You can also do this with a bulk roster, similar to onboarding your youth league participants.

<u>League - User Menu</u>: This menu item shows who is connected to what league and also used to connect current users already in the system to a league. To connect a current user you do not need to do all the steps above because they are already in the system. You can simply hit the Add button to add them to any league in your system. You can filter this menu by league to see all of your rosters.

<u>Passwords and Login Credentials:</u> *Once you have your parents and coaches uploaded to the App it will automatically send them an email to connect to the camp.* Every parent's starting login credential is their email with password 123456.

You will notice an Email Button next to each parent account in the App Login (Parent) section that is a small envelope. You can use this button to reset and resend them their passwords. Parents can also use the "forgot password" function at the app login screen. You also have the ability to change passwords by using the wrench button next to the user you want to change.

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.

*All parent accounts are connected to their email address. The system allows two parents to login with the same email so mom and dad can share and both have access on their devices. Any more than that you would have to create additional accounts for them.

<u>Tracking Users Login</u>
To view who has logged into the App go to your My Leagues list and click the League-User button next to the league you want to see. This screen will show all participants connected to that league. You will notice an App Login column. If there is a blue check mark in that column it means that they have logged into the App.

7. 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 and 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 Dashboard 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.

8. 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. <u>Location Time List</u>: After you submit you will see your location time settings listed. Next go to the list view on your location times to select the game times you want to play. If you do not select specific time slots, it will schedule from your first time slot until the last time slot needed to schedule.

i. <u>Conflicts:</u> 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.

<u>Generate Schedule</u>
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 start 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.

<u>Updating Scores and Standings</u>
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 Schedules
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 table. 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.

9. Push Notifications

One of the great features of using an App as opposed to other web based software is the ability to send push notifications to alert your participants. Anytime you post or upload something to your dashboard, a push notification will go out to let your participants know that it is available to view in the App. Here are some guidelines to using push notifications:

a. <u>Notification Tracker:</u> There is a bell icon on the top of the mobile app where all notifications for all the participants programs will be located, just in case they miss one when it sends. Clicking the notification in the tracker will take them directly to that post. Notifications in the tracker will have a dot on them until they are clicked.
b. Participants may not receive a notification if the App is open, they would need to swipe it closed to see them come through as you post. If they are in the App when you send something, it will still land in the notification tracker and you just have to change menu items in the App to allow it to refresh and see the new post immediately.
c. Participants need to make sure their device is allowing notifications. You cannot turn them off inside the App settings, however you can turn them off within your phone settings either by App or by all notifications.
d. Participants need to have an internet connection to their device in order to run the App and see the notifications.

10. 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:

a. From the Admin Dashboard click Leagues on the left menu
b. From there click League List
c. Click the News button on the league that you want to post
d. To the right of the search bar click the button that says Add.
e. Fill in all the fields and add a photo if you'd like. It is recommended you put a picture on every newsfeed post
f. Click Submit to post to the League Newsfeed
g. <u>Duplicate Posts</u>: Next to each post in your list you will see a button to copy the post. If you have multiple different leagues or divisions that are receiving the same information this will help you send the same post to everyone quicker.
h. <u>Schedule Posts</u>: When adding a new post, you will have the ability to schedule it to go out at a certain day or time. Get ahead and plan out and schedule all your updates and reminders to save time!
a. You can continue to make as many posts as you want for the duration of your season!
b. You will see the listing of all posts where you can edit or delete them as needed
c. Anytime you post to the League Newsfeed a push notification will alert the parents of that league.

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. To upload documents to this section of the App do the following:

a. From the Admin Dashboard 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

12. Uploading Pictures

Pictures are your opportunity to show your parents all the great things you do out at the fields or at the courts. 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 Dashboard click Leagues on the left menu
b. From there click League List
c. Click the Pictures button for the league you want to upload pictures
d. To the right of the search bar click the button that says Add to create an album
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.

13. Sharing Video

Sharing your camp videos in the Camp App is a quick and easy way to get them to your camp parents. Videos must be uploaded to YouTube first, the app cannot accept video links from any other platform. If you do not want to share videos publicly on YouTube you can keep them private to your YouTube account and then only share them to parents within the App. Once a video is shared, parents will be notified and the video will be able to be viewed from a video player in the App. To share a YouTube video, do the following:

a. From the Admin Dashboard click Leagues on the left menu
b. From there click League List
c. Click the Video button for the league you want to upload pictures
d. To the right of the search bar click the button that says Add.
e. Choose the league you want to post to from the Select League drop down menu
f. Copy and Paste your YouTube video link and Submit.
g. Anytime you share a new video link a push notification will automatically alert the parents of that league.
h. You can preview your videos or go directly to your video on YouTube on your Camp Admin Panel Dashboard.

** The YouTube link needs to be the browser link with the full youtube.com name in it. It will not accept the shortened link that you would share directly from your channel page. "YouTube Shorts" are also not an acceptable format.

14. League Calendar

Your league Calendar is where you can share practice schedules or other league events such as picture day. All your game schedules will automatically be posted on your League Calendar as well. To create a calendar post, do the following:

a. From the Admin Dashboard click League on the left menu
b. From there click League Calendar
c. On the top right above the calendar click Add Practice/Event
d. Choose the league you want to post to from the Select League drop down menu and then select your division. If you do not choose a division is will be posted to the entire league.
e. Fill out the required fields. You can also repeat a calendar entry daily, weekly, or monthly.
f. Click Submit to post your calendar entry.
g. Anytime you create a calendar entry a push notification will automatically alert the parents of that league.

**You cannot change the date in repeated calendar entries, but can update times for a single entry or all entries associated. If your repeat dates change, simply delete the entry and create a new one. You can change the date for a single entry.

15. Two Way Messaging

Two Way Messaging is a Premium feature available in our Premium or Ultimate Packages. When activating this feature, you will be able to message the entire league, divisions or even individual parents. Use this function to provide more detailed informational messages than you would post on the newsfeed. Do the following to send a message:

Sending a Message

a. From the Admin Dashboard 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, a specific division or individual users to send the message.
e. Type your message in the message box.
f. Click Send to send the message. When you send a message a "Thread" will be created for that messages to allow parents to reply.
g. Anytime you send a message a push notification will automatically alert the participants of that league that they received a message.

Message Replies and Notifications

When a participant replies to a message, the following will happen to help you manage each Thread or Conversation with individual participants.

a. The alert bell at the top of your Dashboard will indicate New Message in RED.
b. The original message Thread you send will be highlighted in Yellow to let you know there are replies.
c. There will be a Chat Bubble Button next to the thread with a number of how many replies are waiting to be read in that Thread.
d. When you click into the Message, you will see a chat box along with a drop down box above it. Each participant who replied will be listed in the drop down box. The participant's name will be listed in RED if they have an unread reply.

e. When you click on a participant in the drop down box, the chat with that parent will appear in the Chat Box to continue your conversation.

f. Anytime you send a reply, parents will get a notification and be able to see the updated chat in the Message section of the mobile App.

Participant Send a Message Function

With the Two Way Messaging feature, participants have the ability to contact you directly within the App through the Send a Message function within the participant's side of the mobile app. When they send a message, you will get an email notification and it will land in the Messaging section on the left menu of your Camp Admin Dashboard for you to view the message. You will also get notified in all the different ways noted above. This is a completely optional feature and can be turned off when you set up your league. If you do not want participants contacting you through the App to initiate a conversation uncheck the Enable Contact Us feature when setting up your league. Participants will still be able to reply to your messages when this is inactivated, but they cannot start a message.

16. Email

Email capabilities are a premium feature that is included in our Premium or Ultimate packages. This will give you the ability to send emails to the entire league, division, or individuals. Emails are for informational or promotional purposes only and cannot be replied to. There is no email inbox, it is outgoing emails only.

17. 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 sent 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 if from you, they will see it from their coach.

18. Fundraising

One of the great features of the League Source App is that is 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.

<u>Receiving Fundraising Payment</u>
As previously mentioned, if you use the fundraising feature of the app you will receive 96% of funds raised (4% to transaction fees). Here is how that process works:

a. We will pay out camps fundraising three times a year towards the end of every August, January, and May. Once your camps are completed within those time periods, we will contact you via email with your statement to verify before we send your payment.

b. 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 camp to figure out who should get the statements and how many you need for multi-site leagues, such as sending to each site or putting it all on one.

c. Review your statement and reply to us to confirm it is correct and we will send you payment.

19. Mobile App Access and Testing the App

You can have access to the mobile side of the app by adding yourself to your roster using the same email you use to login on your League Admin Dashboard. The system will recognize your email as an admin and will not charge you. Here is how you can demo and test the App using this same process:

STEP 1: On your first login, you will be prompted to choose a package to continue. Choose the Free Package in the drop-down menu. The system will recognize you as an administrator and will not prompt you to pay the one time activation fee on the mobile side of the App when you add yourself to the system to demo it. If you decide to move forward, you can continue with this package or change to an annual subscription in the Subscription menu on your dashboard.

STEP 2: Click on League then League List on the left menu. On the League List screen click Add on the right side to create a league. On the Create a League screen fill in all required fields and hit submit to create the league.

STEP 3: When your league is created you will see it on the League List. Click Division to add a Division. You can also add teams on the Division page if you would like to create a schedule or demo the Team Group Chat in the App. Creating teams is optional and only tied to these two features.

STEP 4: Next you need to add yourself to the system. Click Coach Master on the left menu and then click Add on the right side. *When adding yourself to the system use the same email as your Administrator email to sign into the admin dashboard.* You can use the Coach menu to add any users that do not have children in the program such as other coaches, your staff, or adult league participants.

STEP 5: Next you will need to connect yourself to the league you created by going back to your League List, click Coach, then click Add. Only those you connect to leagues will be able to see the information on the mobile side of the App that you post and upload to your dashboard. When you add your participants you will be able to do this in bulk by importing your rosters in the User Menu.

NOTE: Once you do this you now have access to the mobile app and should receive an email (If not check SPAM). This is the same email your parents and coaches will get. First time users will see their login credentials and links to the App store. Default login for everyone is their email and password 123456 and the system allows two logins so mom and dad will both have access on their separate devices with one email address. Now download the mobile app and login.

STEP 6: You are now ready to demo the system! Create schedules and try out all the features. Post and upload to your dashboard to see how it comes through on the mobile side of the App where your participants would be. Every time you post something it will send a push notification and be available in the App for participants immediately. To see push notifications when you post, make sure your device has notifications on, the App is swiped closed, and you have an internet connection.

STEP 7: For further assistance and a step by step guide to each section of the platform, visit the Support page on our website for User Guides, Tutorials, and Tool Kits to maximize your experience. The Step by Step User Guide and the Support page are linked right inside your dashboard in the Resources section on your left menu. Good luck with your next league and we hope to take your leagues to the next level!

20. Closing Your League

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! You can now inactivate your leagues but continue to post to send information to past participants on upcoming camps.

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.

21. Marketing to Past Participants

There are two ways to continue to market to past participants through the App:

1. You can continue to post to inactive leagues. Anytime you post or upload something it will still send a push notification to the parent. Use this to improve your marketing and send notifications on upcoming league registrations or events.

2. You can set up a league for informational purposes only. Add every roster you upload to this league as well so that your entire database is connected. Then use this to get information to all participants in the system that they can see on an ongoing basis.

Using the App for marketing and promotion will improve your ability to reach your participants through multiple avenues. Take your marketing and promotion to the next level to make sure that your current and past participants never miss a thing!

22. the App for Staff and Volunteers

Many leagues use the League Source App to communicate with staff or volunteers, the same way you would communicate with parents. You can use the App before, during and after leagues to send updates and reminders to staff and volunteers just like you would your parents. Set up a Staff or Volunteer League thread in the App and onboard them the same exact way you would onboard your coaches or adult league participants. From there, start to use all the great League Source App features to make your staff have all the information they need and never miss a thing!

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