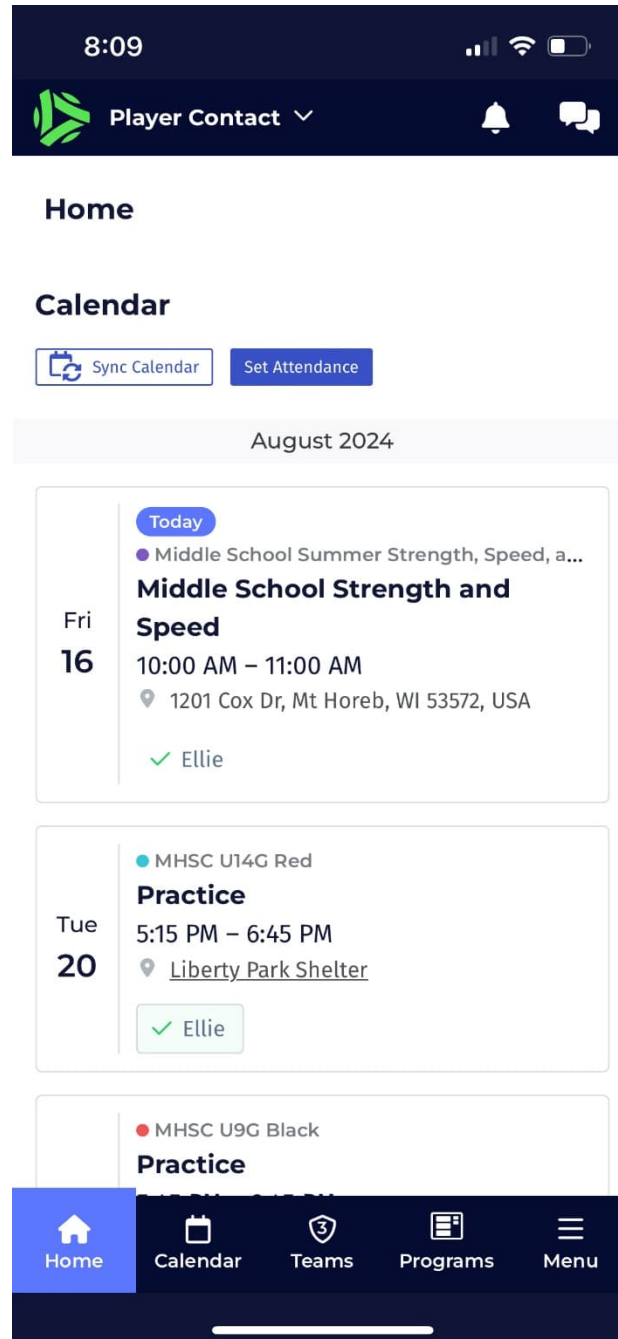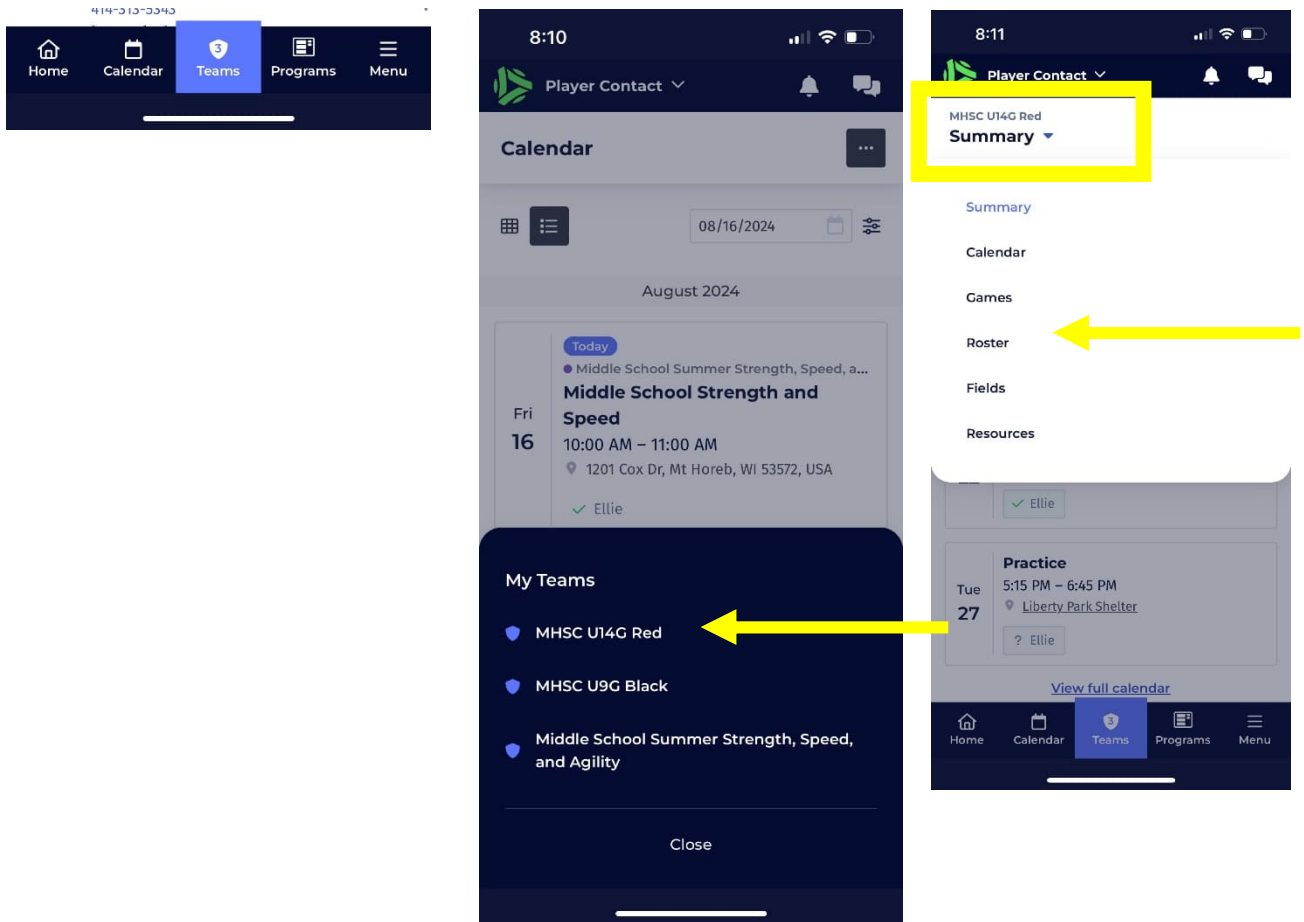# Playmetrics: 101 for Success

<u>Home screen</u>:

On your home screen you will see the navigation tools at the bottom, the inbox in the upper right corner, and the Chat box in the upper right corner.

TEAMS : Click on Teams and it will show you every team your players are associated with. Click on ONE and you can dig into specifics of each team. One choice is "Roster".
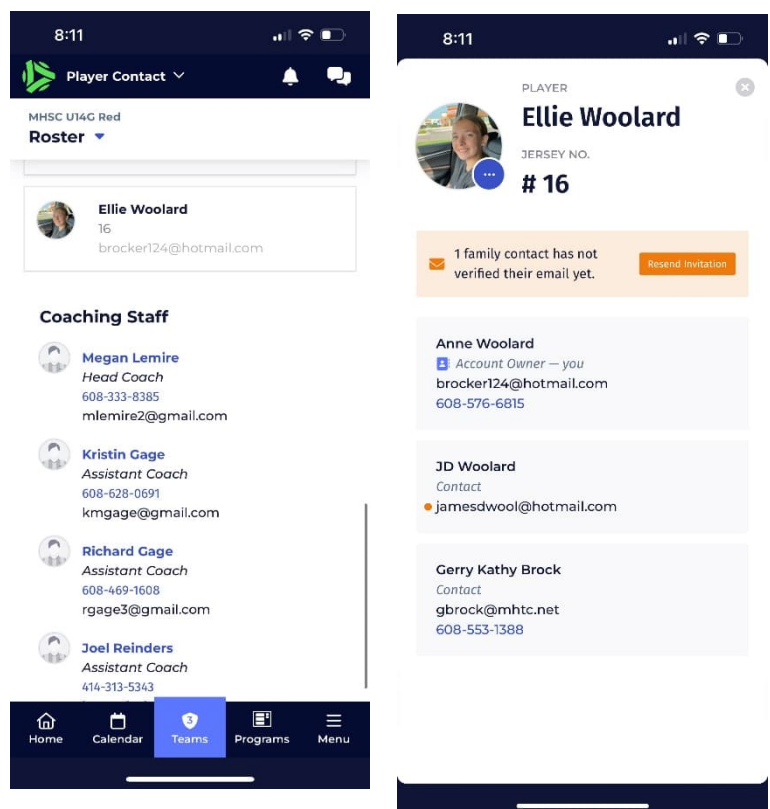

Here the roster will show you the players on the team and coaches information.

If you click on any of the players, it will give you their contact information.

ALSO – it shows who is the family contacts. IF YOU DO NOT SEE someone
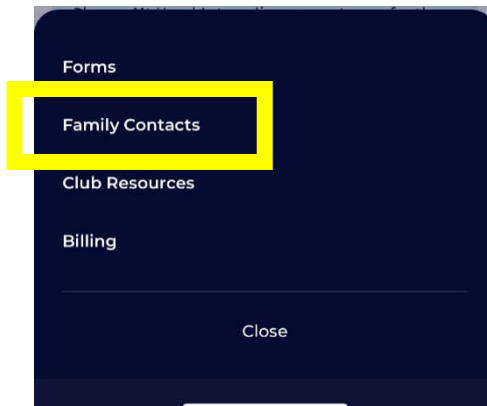
On your player contact that you want to see – you can add them!

Adding Family Contact:

In the bottom of the screen, click on "menu"

A menu will pop up and choose "family contacts".

The Family contact page will come up and show you all of the contacts that your account has on file. Each player can have his/her own contacts – they do NOT have to be the same. Use the drop down arrow to see who is all connected to each player.
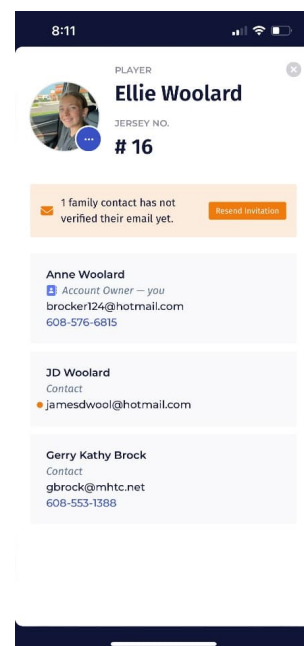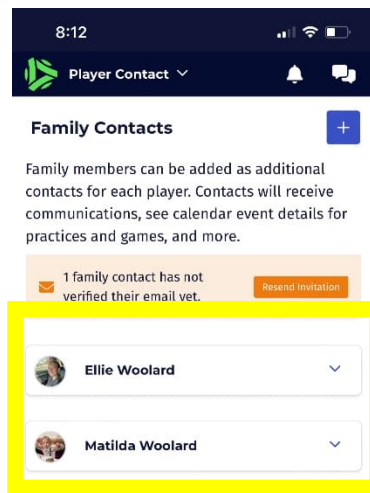
From the Family Contact home screen, click the "+" in the upper right corner.
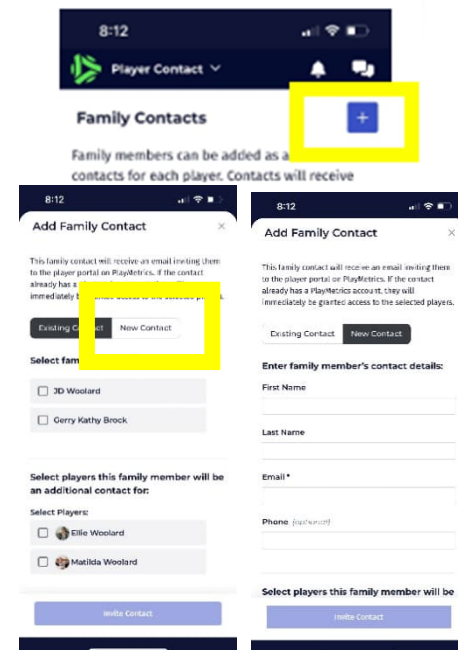
This will bring up the "add family contact". Choose "New contact", select the players you want the contact to be active for, and then fill in the information – name, email, phone, etc.

They will receive any communication the team sends out.

Calendar: Games, practices, for ALL teams/groups you are in

You can filter this with the box in the upper right corner. Choose what you want to see and for what group. It will just show that. It does NOT hold these preferences. If you go out and come in, it will show you everything again.
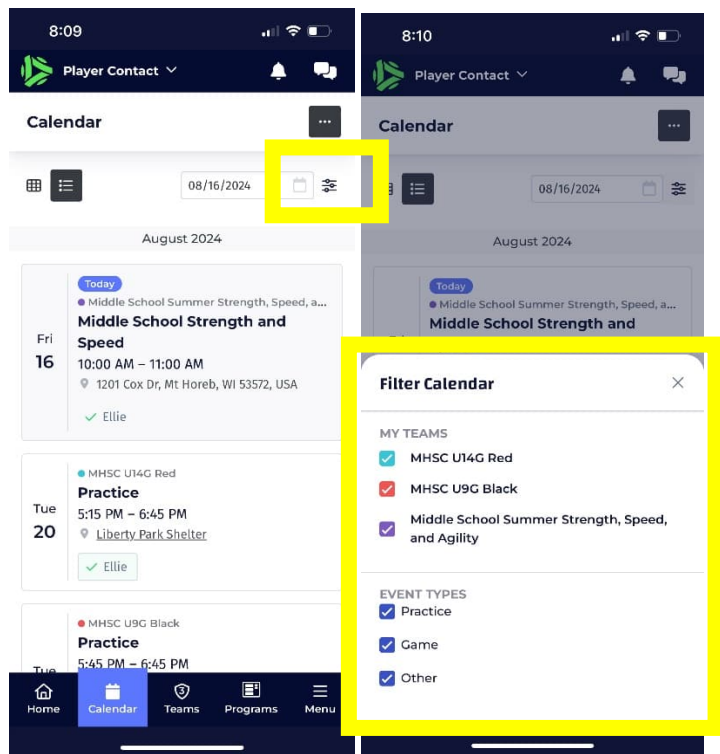

You can Sync your PlayMetrics Calendars with your phone/home calendar. It is ICal and Google Calendar friendly.

Click on the "…" in the top right of the Calendar. You get this drop down menu. You can choose "sync calendar".
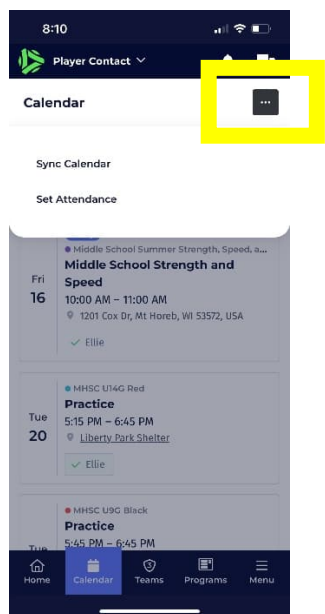
It will bring up a new screen. Here you can click the "subscribe to full calendar" box and it will link with iCal. If you want to add it to Google, you have to copy the link. (WARNING – I do not know of a way you can add a calendar on Google Calendar through the App on your phone. You have to do that on the computer/web login. So don't copy the link on your phone and try to add it to your google app. Do this by accessing the web based product of each!)
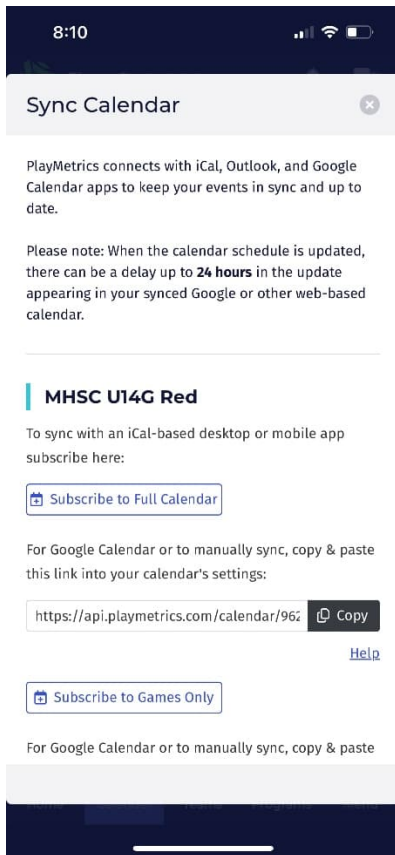

You can chose to import games only or full schedule. It loads any information that was in the Playmetrics calendar – game location, time, etc. The Event name is MHSC U14G Red – practice. So you don't get a generic "practice" and have to alter each one to have your kid's name or team name on it.

Set Attendance!

You can set your player's attendance several ways.

1. On the main screen just go to the event and click on their name to designate if they are attending, missing, or unsure. Leave a note or comment if needed.
2. In Calendar – same as above.
3. OR – in the upper right corner of the Calendar – choose the "..." and choose "set Attendance". Here you can do all of the attendance, or pick and choose different events to mark.
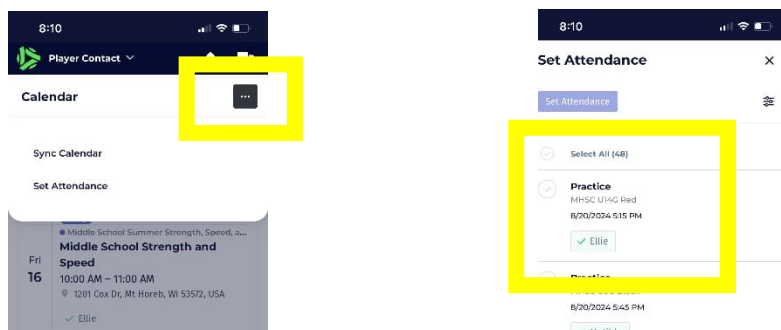
CHAT & INBOX:

Every message the club or team sends out will be also located in the Inbox of your Playmetrics account. This is nice to locate soccer emails! But it also is a form of communication for you. You can send emails from here.

CHAT – I think this may be more important for people with ride shares and other communication through the team. You still click the message bubbles in the upper right corner. But this time, choose CHAT.
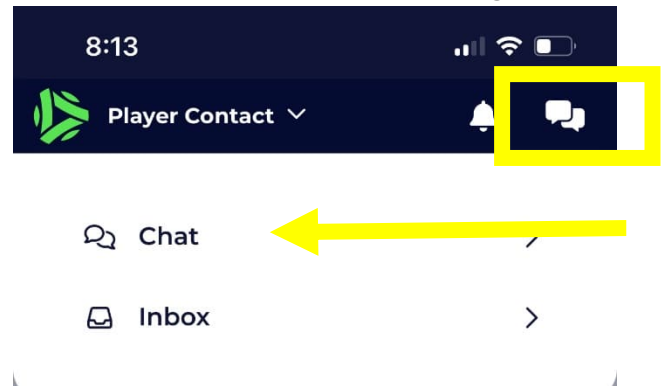
There can be a TEAM chat – that goes to all players on the roster and all coaches.

There is also a CHAT for individual conversations. "**Start a conversation**" Ways to talk to just one or two players – maybe for ride share or specific game attendance questions.

The BIGGEST difference is – there is no list of team members. (That I found). So you have to TYPE the name of the player into the chat "to" box. Then the player comes up. But remember – anyone linked to that player (family contacts) are going to get the Chat in their Playmetrics.

Once you have chats live in your system, they will show up and you can continue these like any other system chat.