**Various ways to Communicate Via SportsEngine:**

Login to SportsEngine, Choose **Members**, then **Directory.** On the Right side there is a **Message** button

Choose who you want to message [a team, an individual (s) on a team, a Group, etc] Click the **Box(es)** , Click the **Message** button and the Email window appears, enter the message and click **Send**



**OR**





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B: Reminders

Login to SportsEngine, Choose Governing Season, Click on **Memberships**, click on the **3-Dots** next to the Memberships you need to send reminders. Click on **View Ineligible** and those that are ineligible members window appears, either click the individuals check box or if you want to select all, choose the Check box next to “**Name**”. On the Left side of the page **Send Reminders** is highlighted once a member is chosen. Click **Send Reminders** and the reminder is sent.









 



Should you be in Governing Seasons: Choose **USA Volleyball,** then **Governing Seasons**, click on **Teams-Players or Staff.** Look for those that show incomplete and then click on a **Name of the person** to send the message to. A new window will pop up. Scroll down in the pop-up window to find View Profile.

 





 

