



## User Guide: Entering Practices into Sports Connect for Babylon Little League

This user guide provides step-by-step instructions for volunteers and coaches of Babylon Little League to add practices as team events in Sports Connect.

**Note:** *The ability to create and edit team events may vary depending on the permissions set by your league's administrator. If you do not see the options described below, you will need to contact your Babylon Little League administrator to request the necessary permissions.*

### Overview

Adding a practice to your team's calendar is a crucial step for keeping players and parents informed about the season's schedule. Sports Connect allows coaches and volunteers to create these events directly on their team page.

### Steps to Add a Practice

#### 1. Log In to Your Sports Connect Account

- Go to the Babylon Little League Sports Connect website.
- Log in using your volunteer/coach credentials (the same email and password you used to register).

#### 2. Navigate to Your Team Page

There are a couple of ways to access your team's page:

- **From your Dashboard:** After logging in, you may see a "Team Central" or "My Teams" section. Click on your team's name.
- **From "My Account":**
  - Click on your profile picture or the "My Account" button in the upper right-hand corner.
  - In the menu that appears, select the "Volunteer" or "My Teams" tab.
  - Click "Visit Team Page" for the appropriate team.

#### 3. Go to the Team Calendar

- On your team's page, look for the "**Calendar**" tab and click on it. This will display your team's schedule.

#### 4. Create a New Event

- On the calendar page, you should see a button that says "**Create Event**". Click this button.

- A new window or pop-up will appear with different event types.

## 5. Select "Practice"

- Choose the "**Practice**" option from the list of event types.
- Click "**Continue**".

## 6. Check for Field Availability

- Before you can create the event, you **must** use the "**Field Availability**" feature to check for any scheduling conflicts. This is a mandatory step to prevent double-booking fields.
- On the event creation page, you will see an option to check field availability. Select the date, time, and field you wish to use. The system will then show you if the field is already in use by another Babylon Little League team or league event. If there is a conflict, you will need to choose a different field, date, or time.

## 7. Enter Practice Details

Once you have confirmed the field is available, you can fill in the specific details for the practice. Make sure to complete the following fields:

- **Location:** Select the field or venue from the drop-down menu. The available locations are pre-loaded by your Babylon Little League administrator. If you do not see the correct location, you will need to contact an administrator to have it added.
- **Date:** Choose the date of the practice using the calendar tool.
- **Start & End Time:** Specify the exact start and end times for the practice.
- **Description:** This is a great place to add important notes for the team, such as:
  - What to bring (e.g., "Bring your own water bottle," "Wear a specific color jersey").
  - What skills will be covered (e.g., "We will be working on passing and dribbling drills").
  - Any other important information.
- **Repeat:** If this is a recurring practice (e.g., every Tuesday and Thursday), use the "Repeat" feature to automatically schedule it for multiple weeks. You can always edit individual events in the series later if needed.
- **Notify:** The system may give you an option to notify players and parents. Ensure this option is checked if you want a notification to be sent.

## 8. Save the Event

- Once all the information is entered, click the "**Save**" button.

The practice will now be added to your team's calendar and will be visible to all team members (players, parents, and other volunteers) on both the website and in the Sports Connect mobile app. An email and/or push notification will also be sent to the team members, depending on their notification settings.

## Syncing with the GameChanger App

Babylon Little League uses the GameChanger app as a primary tool for team communication and management. The good news is that the schedule you create in Sports Connect automatically syncs with GameChanger.

- **Automatic Sync:** When you save a new practice or make a change to an existing one in Sports Connect, the event will automatically appear on your team's calendar in the GameChanger app. This ensures all players and parents have the most up-to-date schedule without you having to enter the information twice.
- **One-Way Sync:** The sync is one-way, from Sports Connect to GameChanger. This means that you **must** create and edit all team events—including practices—on the Sports Connect website, not in the GameChanger app. Events created in GameChanger will not sync back to your official league calendar on Sports Connect and could cause confusion.
- **Initial Setup:** For the sync to work, coaches and volunteers must have an account in the GameChanger app using the **same email address** they use for Sports Connect.
- **Troubleshooting:** If you notice a practice you added to Sports Connect is not appearing in GameChanger, there may be a slight delay. If the event does not show up after a few minutes, you can try manually re-importing the schedule from your team's settings within the GameChanger app.

This guide should help you easily manage your team's schedule and keep everyone on the same page throughout the season.

## **Version History**

### **Version 1.0 (August 22, 2025)**

- Initial draft.