

CLUB DIRECTOR/COACH/TEAM MANAGER:

Steps to invite players to waiver/roster

To make things easier for your players to accept their waivers, you can send invites parents email addresses. Here are the steps that need to be taken.

- 1) Log in here: <https://victoryeventseries.leagueapps.com/login>
- 2) From your dashboard, click “invite players” under the team you are managing

The screenshot shows the 'My Staff Assignments' section of the Victory Event Series dashboard. A blue arrow points to the 'Invite Players' link under the 'Brandywine Classic 2016 Girls 2023/24s' team. The team is listed as 'the winning team' and 'Club Director'. The status is 'PRIMARY' and 'SPOT PENDING'. The payment plan is 'PAYMENT PLAN BEHIND SCHEDULE' with a note 'Paid: \$0.00' and 'Owe: \$1,200.00'. There is a link to 'Edit Registration Settings'. A red banner at the bottom says 'Text messaging is here! Get last minute updates on your phone! Sign up here'.

- 3) Now Enter the email address of your players separated by commas

The screenshot shows the 'Invite parents to register their kids' form. A blue arrow points to the 'To:' field where the email address 'emily@leagueapps.com' is entered. Another blue arrow points to the 'send' button. The form includes a 'Subject:' field with the text 'emily is inviting you to join team 'the winning team.' and a 'Message:' field with the text 'don't forget to accept the waiver!!!'. A red banner at the bottom says 'Text messaging is here! Get last minute updates on your phone! Sign up here'.

- 4) You can track the emails you have sent to see who has completed registration & resend emails as needed

