

Questions & Answers – sportsYou

- **How do I login to sportsYou?**

A password has been sent from Jen that allows you to login. If you need a **NEW** passcode please ask Jen to resend, so you can gain access to the sportsYou platform. SportsYou will be replacing the AD threads.

- **How do I send a thread similar to the AD corner?**

Once logged into sportsYou there is a box that reads **“what are you up to”** Begin typing your response in the field provided. **Click** on the **blue box** that states **“share with friends”** and select the groups you intend to inform (e.g., Section 1 Fall Sport Chairs, etc.) Similar to the AD corner **click post** and your message will be sent to the groups you selected.

- **Where can I find sportsYou on the Section 1 website?**

The link for sportsYou can be found on the homepage of the Section 1 website under The Center for Interscholastic Athletics - **“Quick Links”** is located on the far right with an orange symbol  simply click on the icon to login to sportsYou.

- **How do I create a profile in sportsYou?**

The left column on the homepage of sportsYou is where you can access different tools such as the calendar, your profile, chat with others, create folders, and find friends. You can also join teams, which is listed in the **blue box** on the left. To create a profile click on “Profile” and you can begin to drag a picture into your profile and follow the prompts to edit your profile.

- **How do I logout of sportsYou?**

Simply click on your name at the top right of the homepage and scroll down to logout. Once this is done you will be logged out of sportsYou.

- **How do I find friends in sportsYou?**

Click on the magnifying glass that reads **"Find Friends"** this allows you to search for friends by typing the person's name in the fields and searching for them in the sportsYou platform. You can also click on **"All Contacts"** to find a friend and send a friend request. Simply find the person's name and on the far right click **"Add Friend"**

- **How do I create a specific team in sportsYou?**

On the left side of the sportsYou homepage click on the **(+)** next to **"My Teams."** Once you click on the **(+)** sportsYou will prompt you to name the team, and select specific group members who you want to be part of your communication team. For example, you create a team name; choose a specific sport, and select the members you wish to join your team. These people are folks you intend to communicate with regarding the topic you've chosen (e.g., Section 1- Standards Committee, Section 1 Athletic Council). This will allow you to specifically communicate and target team members on committees within Section 1.

- **How do I access the calendar in sportsYou?**

Click on the left where it says **"calendar"** and this will give you access to creating a calendar and organizing your meetings. This feature allows you to create a schedule in the sportsYou platform, as well as plan accordingly for upcoming meetings and events throughout the year.

- **How do I read messages and become informed of alerts in sportsYou?**

On the top of the homepage in sportsYou next to your name there is bell  that says "Alerts" click on the alert message and all people who posted will come up. To confirm that you have read all the messages click on the red words that read "Mark All Read" this will clear out your notification box, but also save the messages which have been posted on the sportsYou platform.

- **How do I create folders in sportsYou to organize my files?**

On the left side of the homepage when logged into sportsYou there is an icon that says "Folders"  simply click on the folder and it will take you to "my documents." Click on my documents and on the left side there is a blue button that says "create folder +" click on the blue box and a new folder will be created for you. Once the folder is created you can upload documents into the folder and drag them from your device, computer, files, desktop etc.

- **How do I delete folders from sportsYou?**

Simply click on the trash can on the far right and it will delete your folder that you've created in sportsYou. Prior to deleting your folder sportsYou will ask – "Are you sure you want to delete the folder?" If yes, click the blue button that says OK when prompted by sportsYou. Once you click OK the folder will be deleted.

- **How do I chat with others in sportsYou?**

On the left side of the homepage there is an icon that says "chat" click on new chat and select the friends or team members you wish to chat with in sportsYou. More specifically, on the bottom of the chat select the topic you wish to discuss. Create and craft a message and then click "enter" to send your message to team members/friends in the selected chat group.

****Please note if you need further assistance with navigating sportsYou we will provide an overview of the platform again during our “New” AD conference on Wednesday, August 22, 2018 here at SWBOCES @ 9:00 am** We will also review sportsYou briefly in the September conference meetings.**