

****SAMPLE INTRODUCTORY EMAIL *****

Hello Parents/Players,

Hope you are well. My name is **Xxxxx** and I am **Xxxxx** mom, and your Team Manager. I look forward to meeting everyone as we kick off the season!

1. Starting immediately, we're using the Demosphere app for tracking attendance for games and practices.
2. The app currently shows game schedules. Soon, we'll add practice schedules.
3. Check the app regularly for updates and use the chat function to communicate with fellow parents, our coaches and team manager.
4. Enable notifications for alerts and reminders.

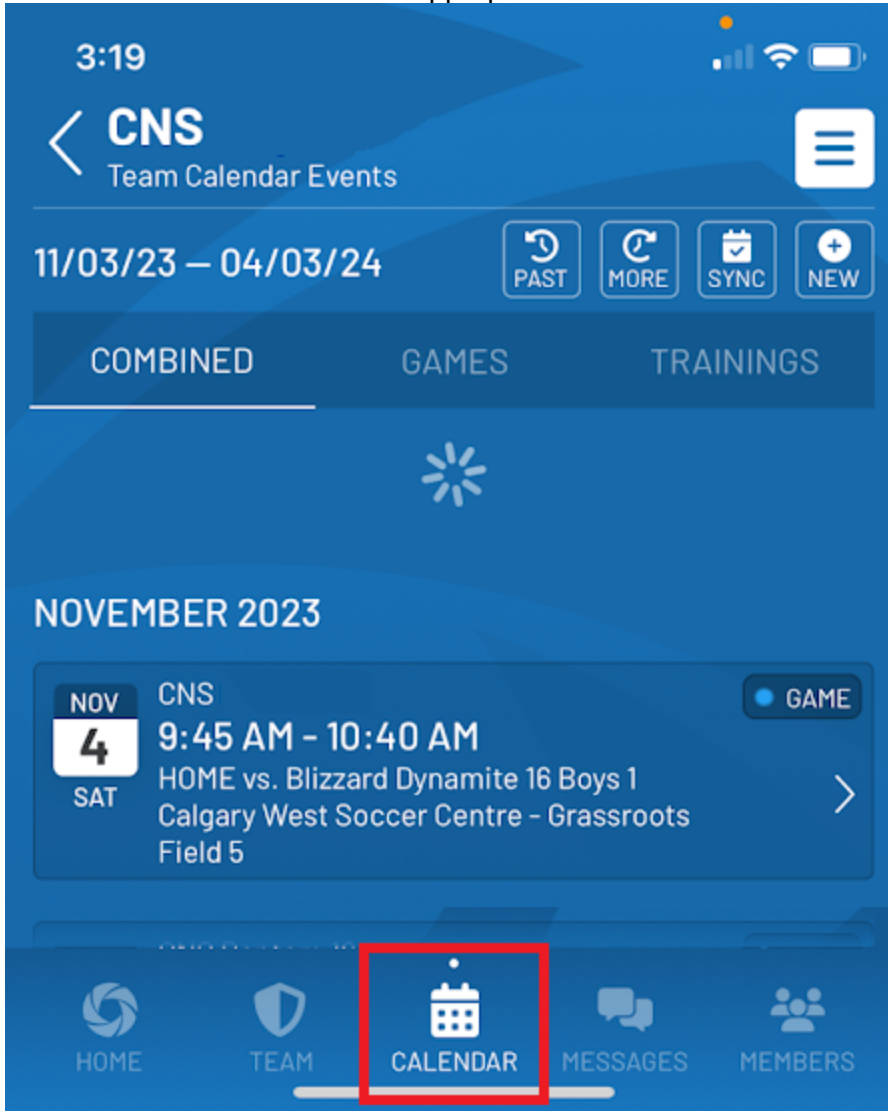
VERY IMPORTANT: Please ensure you have downloaded the Demosphere App on your phone. Demosphere will be essential for our schedules, events, and attendance tracking. It will also serve as the main source of communication (replacing the website's previous 'player availability' sheet and Google invites).

- [Google Play Store](#)
- [Apple App Store](#)

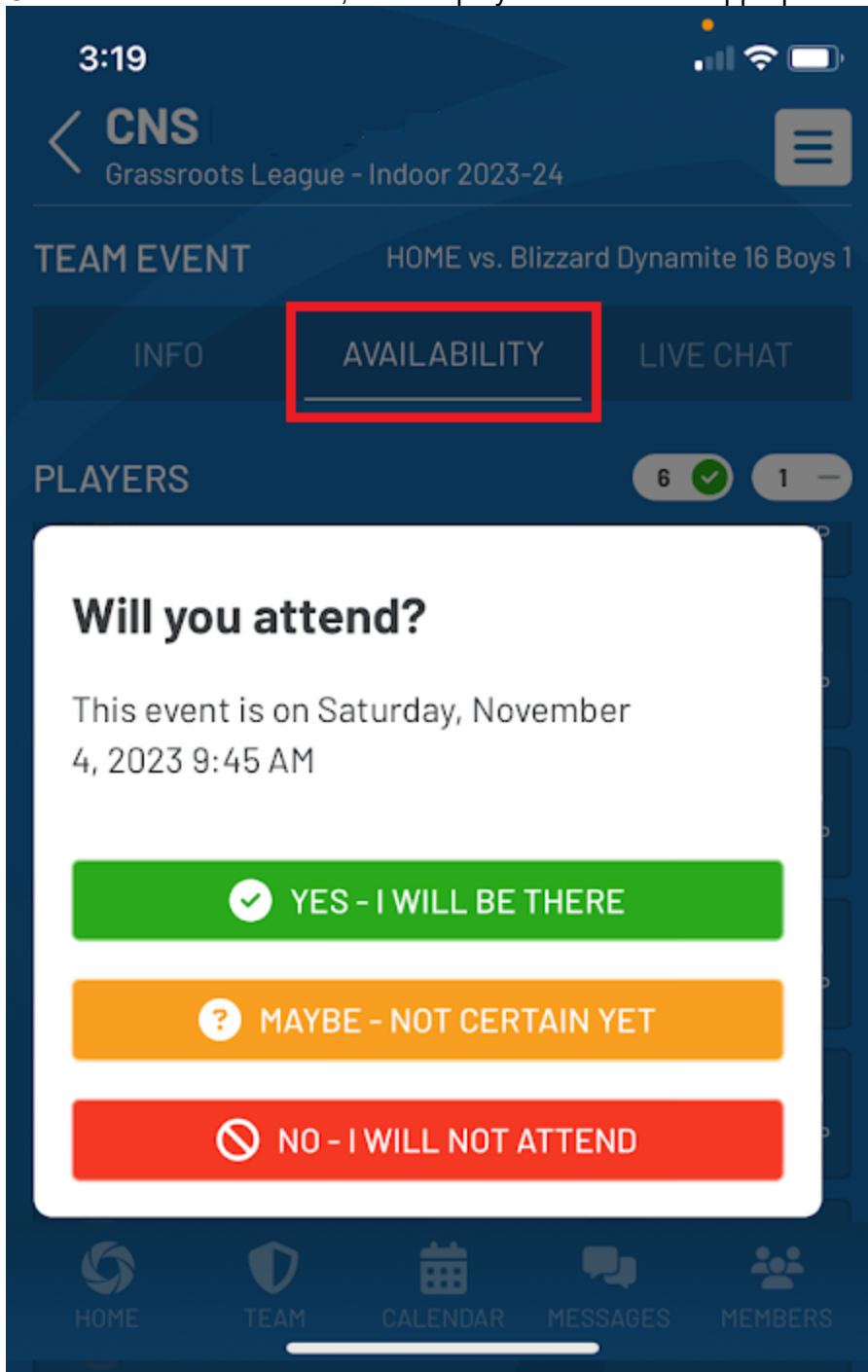
Once the app has been downloaded, and you have signed in, you'll need to RSVP players to each event. **Note: attendance can only be checked off on the mobile app, not on the desktop. *Player attendance will be monitored and early reporting is crucial in the ability to call-up subs, if needed.*** To update attendance,

1. Download Demosphere App to your phone, if you haven't already done so and log in.

2. Go to CALENDAR and choose appropriate event



3. Choose AVAILABILITY tab, choose player and click the appropriate response.

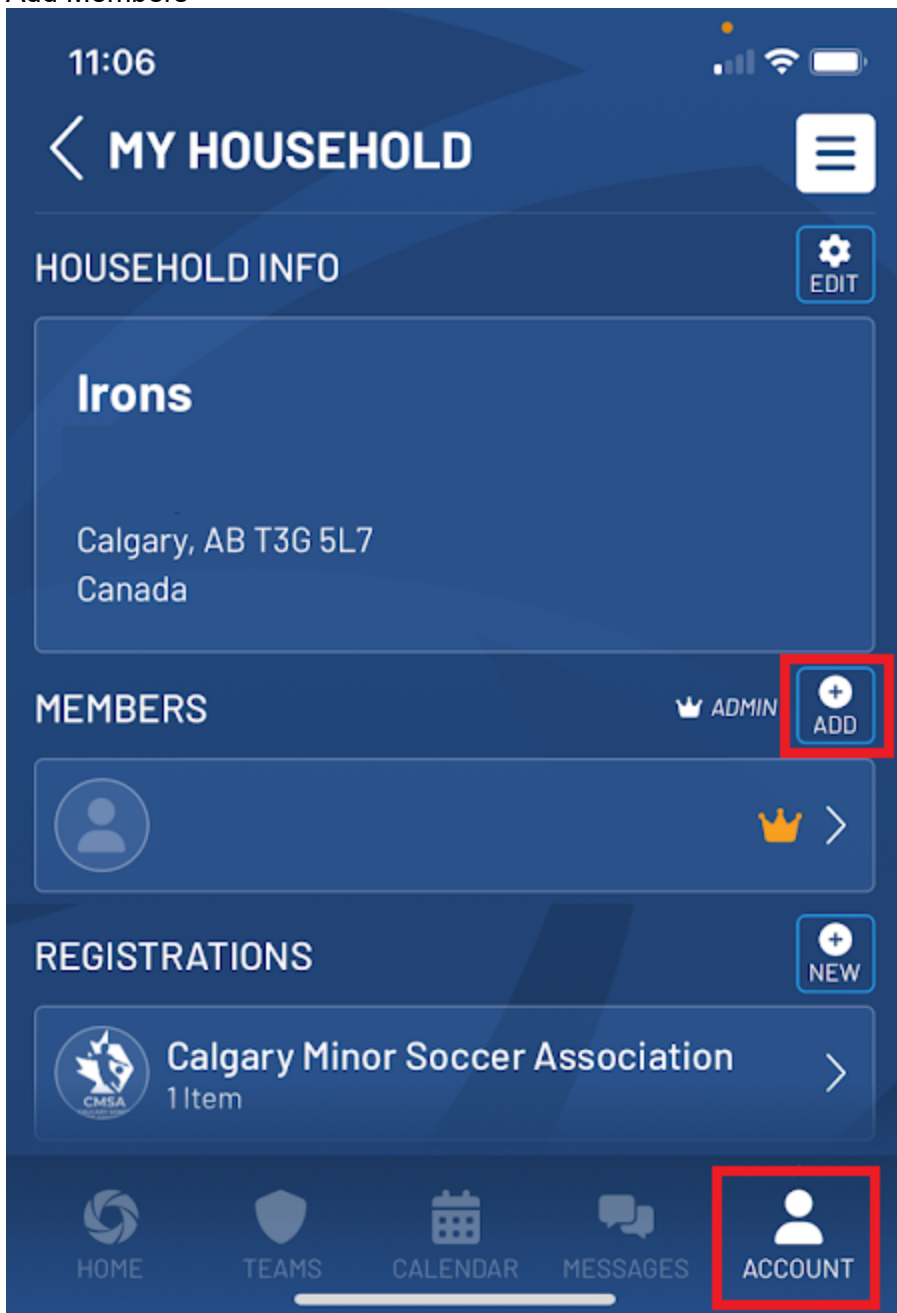


Link for further details: <https://supportcenter.demosphere-secure.com/training-resources/demosphere-mobile-app/rsvp-ing-for-calendar-events>

Please also ensure the main contacts for your family have been included in Demosphere. You can add members through the mobile app.

1. Go to Account

2. Add Members



Link for further details: <https://supportcenter.demosphere.com/training-resources/demosphere-mobile-app/add-a-member-to-your-household>