

This document provides an overview of the tools and features available for use in the PowerUp Connect mobile app for Team Officials.

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NOTE:

The features and content available in the PowerUp Connect app are managed entirely, and at the discretion of your home club, including release dates for rosters, games, etc..

If you don't see a particular feature described below – check with your home club!

Team Officials

Depending on how your club operates, as a team official you may have access to a number of features, which are outlined below.

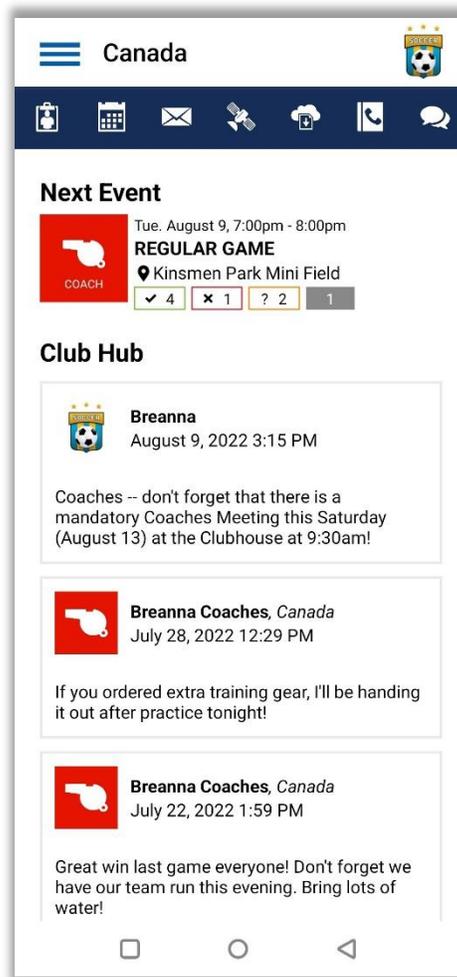
Coach Hub

Tools and features related to team management for team officials are available in **Coach Hub**. From here you'll be able to access your Team Roster, Team Schedule, Attendance, Mass Emailer, Team Tracking, and Club Contacts.

To access **Coach Hub** for one of your teams, open the menu using the  icon in the upper left, scroll down to the **Coach Hub** section, and select your desired team. For those who are a Team Official on more than one team in a season, each team will be listed in the **Coach Hub** section.



Coach Hub Section in the menu



View of Coach Hub for a team

Next Event

Next Event will show the details for the next scheduled event for your active team, as well as the attendance summary (attending, not attending, maybe, not yet indicated).

Next Event



Tue. August 9, 7:00pm - 8:00pm

REGULAR GAME

📍 Kinsmen Park Mini Field

✓ 4

✗ 1

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1

Team Roster

To view your team roster, click the Roster  icon. Here you will be presented with your team details (Team Name, Category, and Division), the players on your team, and team officials or volunteers assigned to the team.

☰ Team Roster










Canada (Red/White) team

YOUTH OPEN category

Grassroots Youth division



Julie Ackerston

DOB: July 20, 2010

sam.a@test.com

(123) 456-1234

PLAYER



Sarah Ackerston

DOB: July 20, 2010

sam.a@test.com

(123) 456-1234

PLAYER



Quinten Coaches (He/Him)

DOB: July 1, 2009

breannacoaches@outlook.com

quintencoaches@outlook.com

(111) 222-3333

PLAYER



Nicholas Hill

DOB: January 31, 2005

(111) 222-3333

PLAYER



Anastasia Lanchester

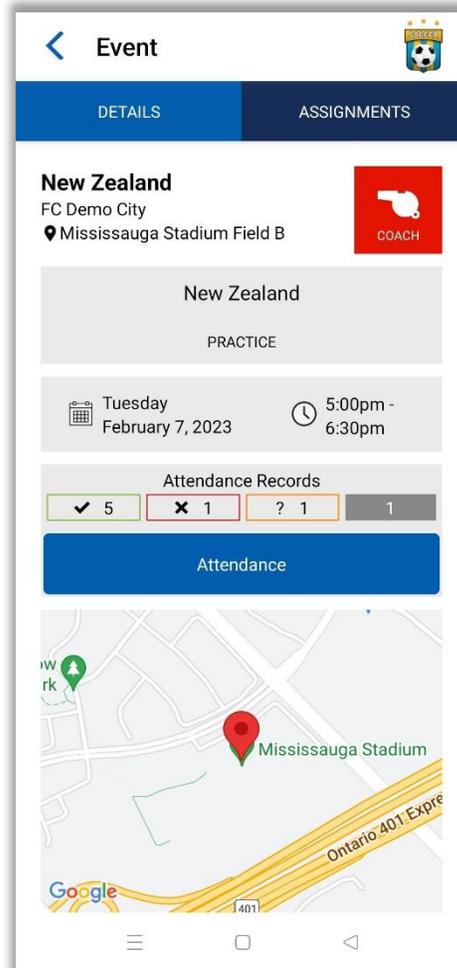
DOB: October 28, 2011

PLAYER

Schedule

To view your team’s schedule, select the Schedule  icon. Here you will be presented with the list of your team’s events.

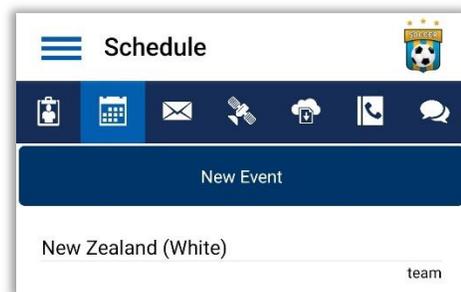
Selecting any of the events will bring you to the Event Details, which may include the date, time, location, opponent (for games), attendance, and map.



Adding New Events

As a team official, you can create new events for your team. To do this, on the Schedule page, select the New Event button at the top.

Enter the event type and event details. Select the team(s) to which it should apply, select whether attendance should be tracked, set the Event Status to Active, and then click Save (top right).



Upon completion, you will be presented with a Confirmation page. Select Continue to return to the Schedule page.

Notifications will be sent through the app to team members when Team Officials create a new event.

New Event SAVE

Event Type
Meeting

Event Date
2023-02-08

Start Time 6:00 pm

End Time 8:00 pm

Activate Recurring Events

Description
Team Tactics meeting

Location
Clubhouse, room 2a

Note
Note

Select Teams

New Event Creation

New Event

The Event has been saved. Public visibility will be available in the next 10 minutes.

Event Type Meeting

Event Date 2023-02-08

Start Time 6:00 pm

End Time 8:00 pm

Description
Team Tactics meeting

Location
Clubhouse, room 2a

Note

Teams
New Zealand

Track Attendance
Yes

Status Active

CONTINUE

Confirmation of New Event

NOTE:

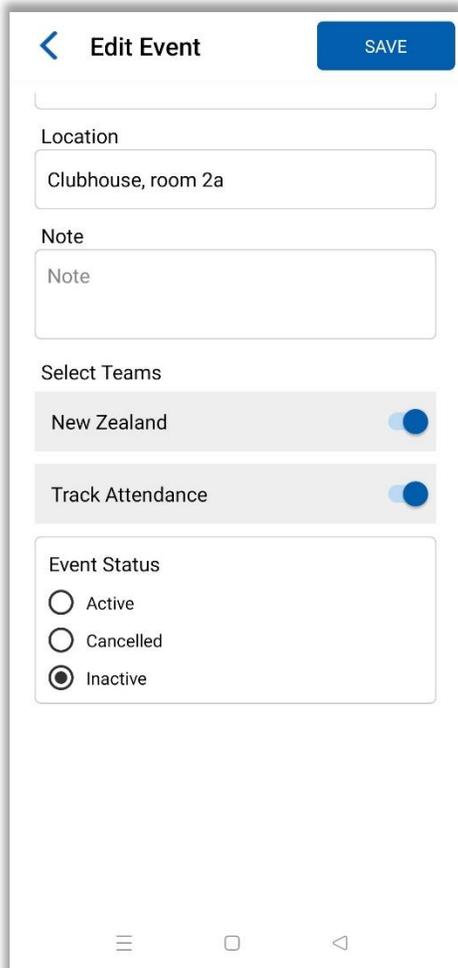
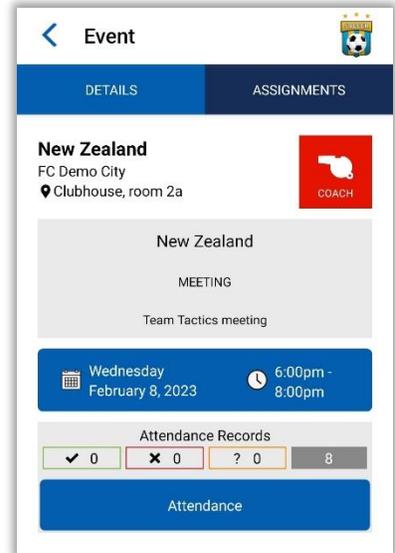
Android devices will have dropdowns as shown above, however Apple devices will instead utilize a slider/scroll for the event type and start/end times.

Modifying Events

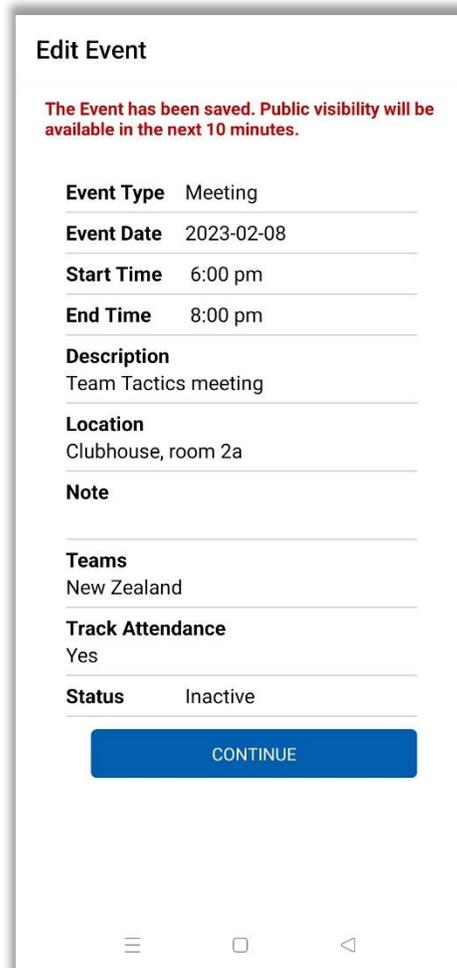
As a team official, you can modify or deactivate Events that you (or another Team Official) have created. Any events created by the club will not be able to be modified by a Team Official.

To modify an event created by a Team Official:

- Navigate to the specific event via the Schedule page
- If you can edit it, the date and time section will appear in blue – select it to open the Event details
- Update the details; or update the Event Status
 - o Events set to Cancelled will appear with a CANCELLED banner in your team’s schedule
 - o Events set to Inactive will disappear from your team’s schedule (including your own)
- Select Save at the top right
- Select Continue to go back to the Schedule page



Event Details

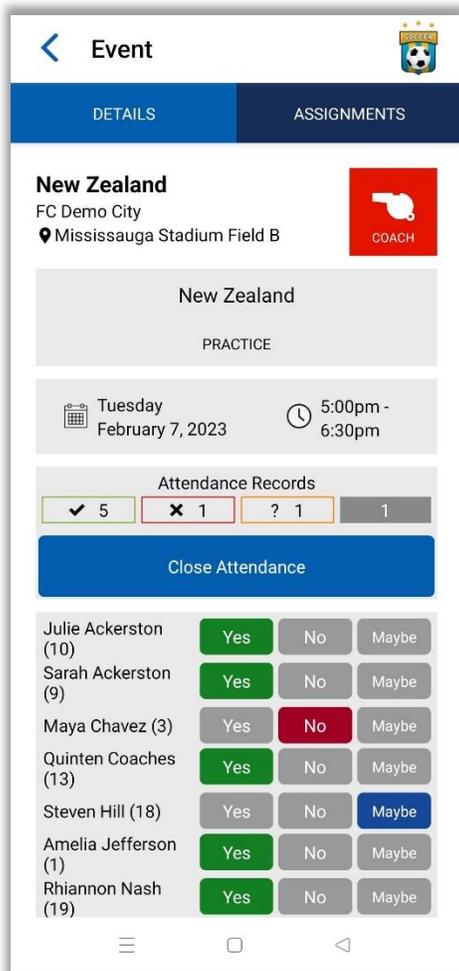


Successful edit of an event

Attendance

Depending on your club’s settings, players/parents may be restricted from adjusting their attendance by a certain deadline (e.g. 4 hours, 12 hours, 1 day, 2 days, or 3 days prior to the event start).

Players/parents are restricted from updating their attendance to previous events – but team officials can record attendance for any in progress or completed event by selecting the ‘Attendance’ button.



Attendance for an upcoming event



Attendance for a past event

NOTE:

Team officials cannot update a player’s attendance on their behalf prior to the event, they can only record actual attendance once the event has begun.

Check In

As a Team Official, you can complete your own check in to an event by navigating to it through your Family Calendar, your individual calendar, or through the team’s calendar under Coach Hub.

You are also able to complete the screening question(s) for members and spectators of their team. This includes players, fellow team officials, and any spectators (registered guardians or siblings).

To complete the screening for an individual:

- Navigate to the appropriate team under Coach Hub in the menu and select the Schedule  icon
- Find the event for which Check In needs to be completed and select it
- Select **Check In** at the top of the Event Details
- Select the individual to be checked in
- Complete the question(s) and select Submit.

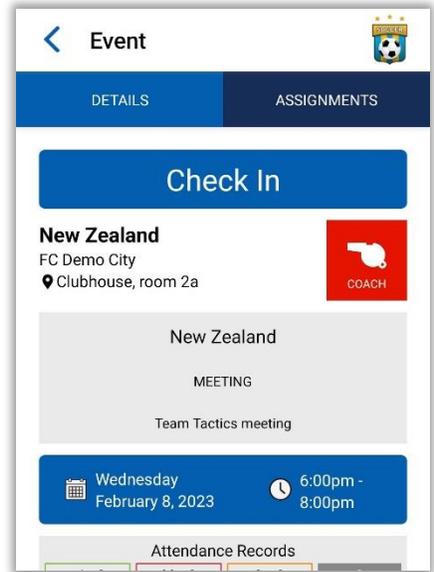
You can review the status of the check in process for your team by navigating to the event through the Calendar in Coach Hub. The list view will display icons indicating whether check was successful (green), failure (orange), or has not yet been completed (grey). Selecting an individual with a completed check in (pass or fail) will present the full notification.

If need be, Team Officials can reset someone’s completed check in (pass or fail) so they can complete it again:

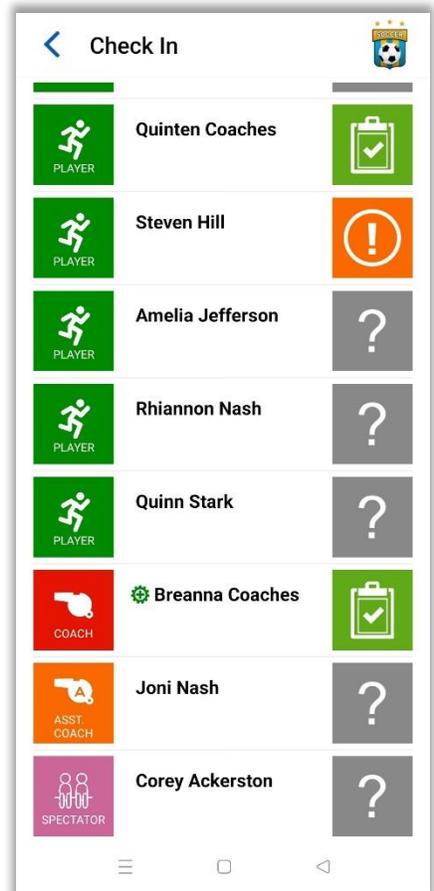
- Select the individual from the Check In list
- Select the ‘Reset Check In’ button
- Select ‘Yes’ when prompted by the ‘Are you sure you wish to reset this check in?’ question

NOTE:

Team Officials can access the Check In button for in progress, upcoming (on that day), and past events; however, check in can only be completed for in progress or upcoming (on that day) events.



View of Check In on the Event Details

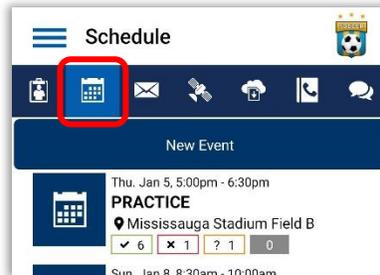
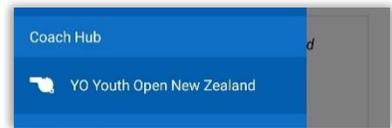


Team Official view of check in status for a team’s players, team officials, and spectators

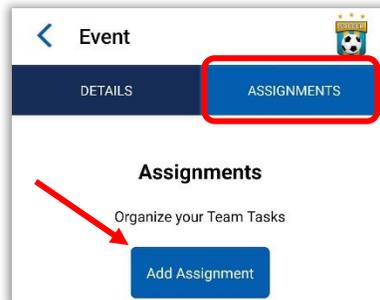
Assignments

Adding a New Assignment

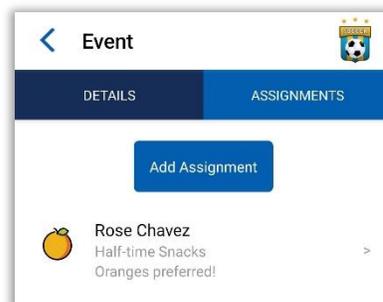
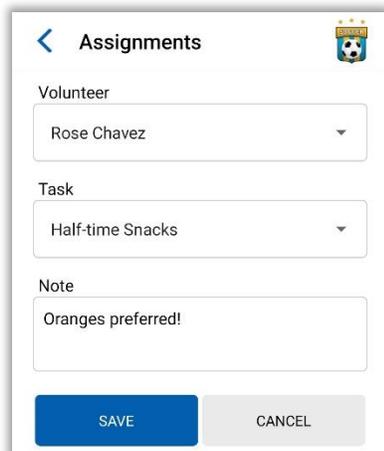
1. Navigate to the appropriate team under the “Coach Hub” section of the menu
2. Select the calendar icon in the navigation bar
3. Find the desired event and select it



4. Click “Assignments” in the navigation bar
5. Click the “Add Assignment” button

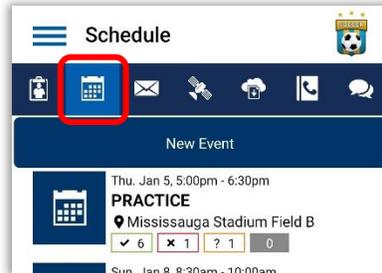
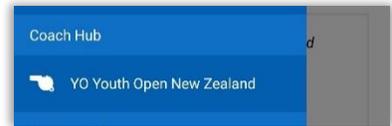


6. Select:
 - a. The volunteer to be assigned or leave as *OPEN *
 - b. The task
7. Add a note (optional)
8. Click the Save button

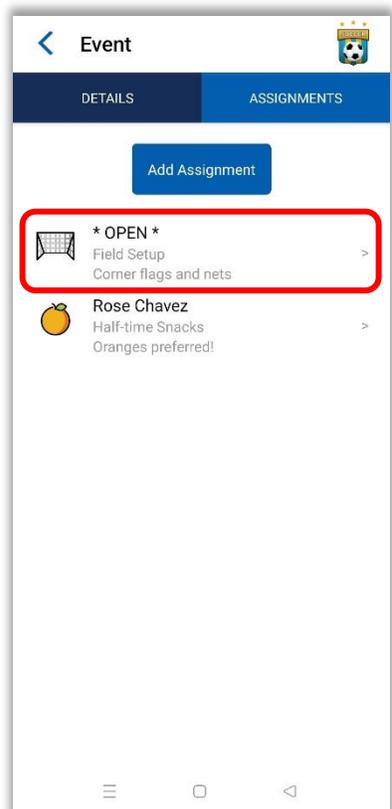
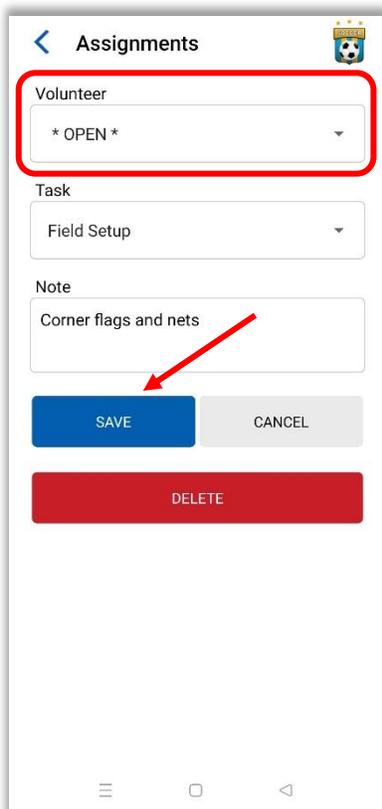
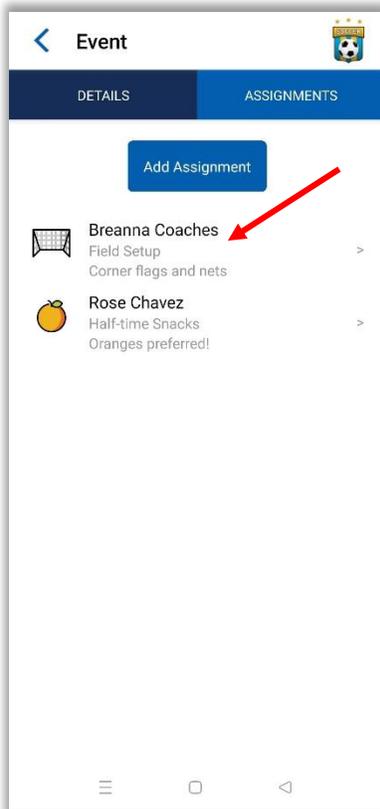


Editing an Assignment

1. Navigate to the appropriate team under the “Coach Hub” section of the menu
2. Select the calendar icon in the navigation bar
3. Find the desired event and select it

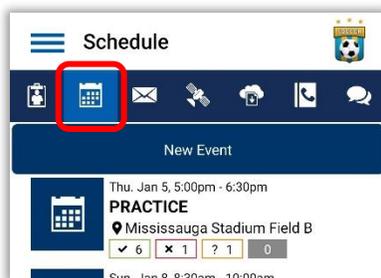
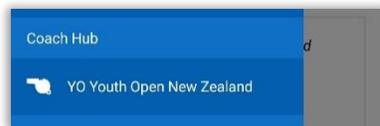


4. Click “Assignments” in the navigation bar
5. Select the desired assignment from the list
 - a. Update the volunteer (or set back to * OPEN *) and any other details (e.g. note)
6. Click the Save button



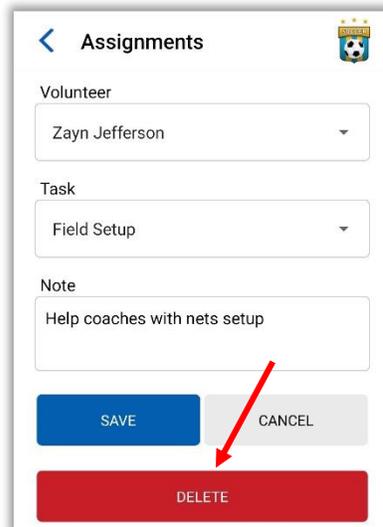
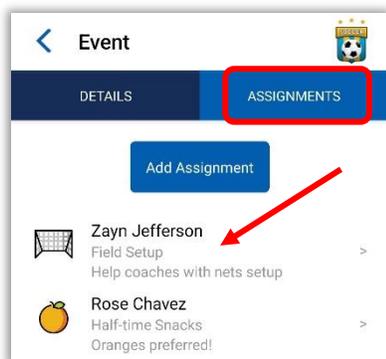
Deleting an Assignment

1. Navigate to the appropriate team under the “Coach Hub” section of the menu
2. Select the calendar icon in the navigation bar
3. Find the desired event and select it



4. Click “Assignments” in the navigation bar
5. Select the desired assignment from the list

Use the “Delete” button at the bottom. This will remove the task from the list for that

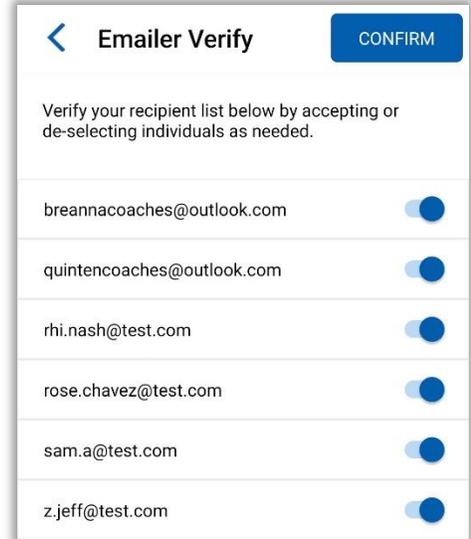
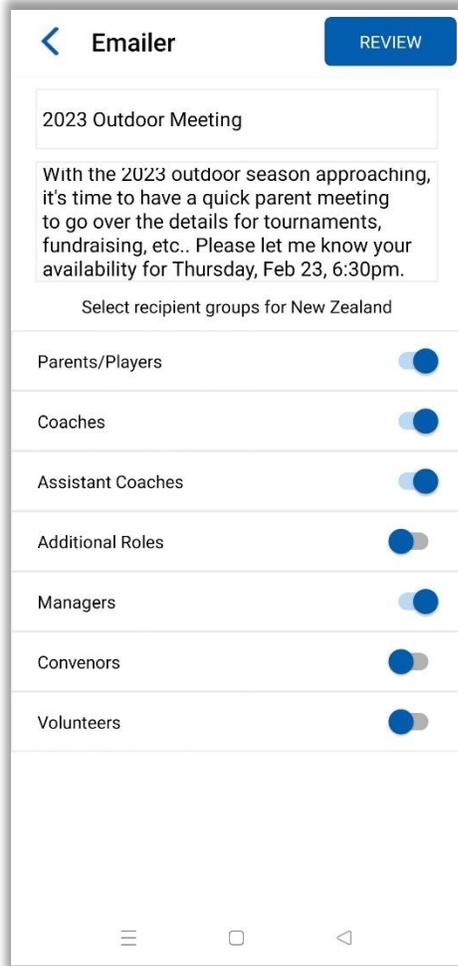


NOTE: If you need to instead revert an assignment back to an “Open” one, simply change the assigned volunteer back to * OPEN * and save.

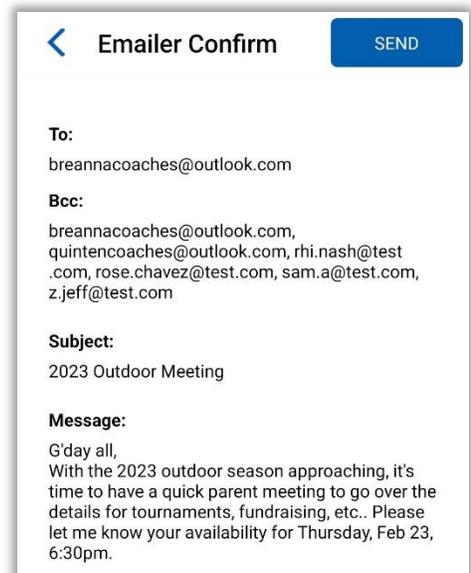
Mass Emailer

Team Officials can send Mass Emails to their team(s) via the app. To do so:

- Select the Mass Emailer  icon.
- Enter the subject and compose the message.
- Identify the recipients and click review.
- You can then review the list of recipients and de-select any if necessary. Click Confirm.
- Review your message and click Send when ready.



Recipient List Verification



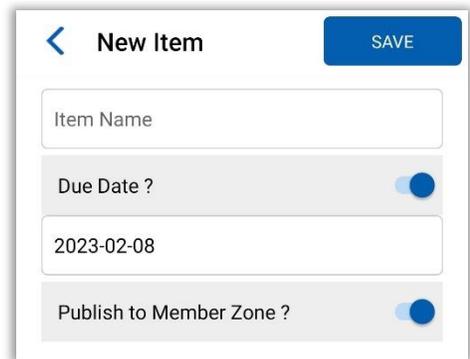
Emailer Confirmation

Team Tracking

Team Officials can set up items that may need to be tracked – such as Team Fees, collection of Uniforms, or collection of extra fees. These items can be set up with a deadline and can be marked as complete (or not required) by Team Officials.

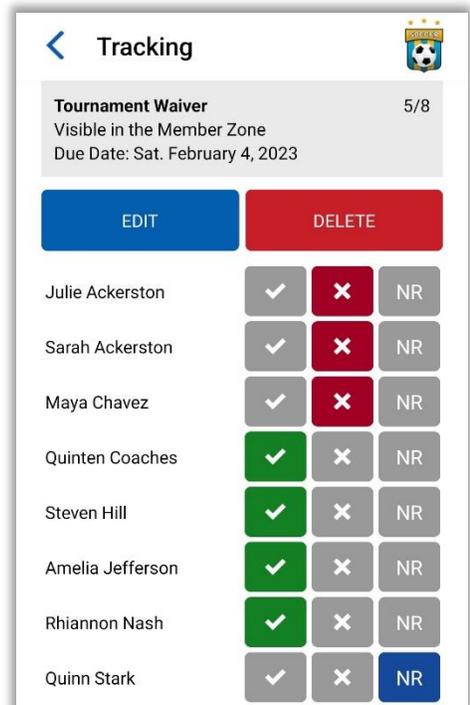
To create a Trackable Item:

- Select the Tracking  icon
- Select 'New Trackable Item' button
- Enter the details for the item, including the name, the due date (if applicable) and whether you would like it to publish to your players' Member Zones
- Save



To mark a Trackable Item as Complete or Not Required:

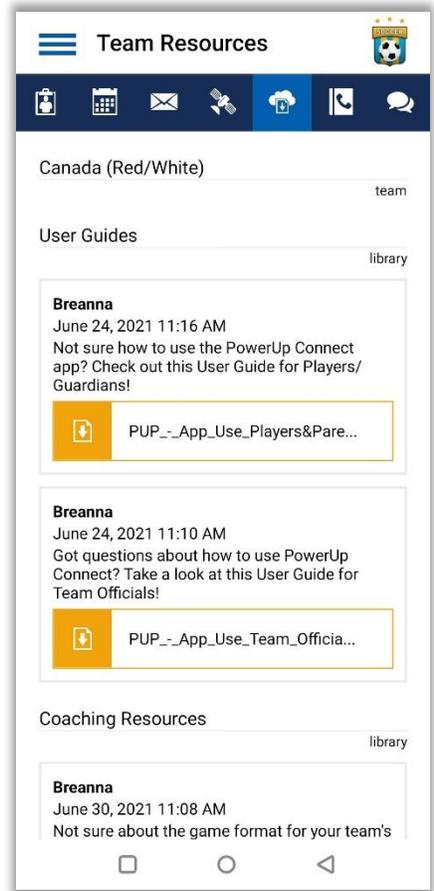
- Select the Tracking Icon
- Select the Trackable Item you would like to update
- Select the checkmark to mark as complete, or NR to mark as not required.



Individual Tracking Item View

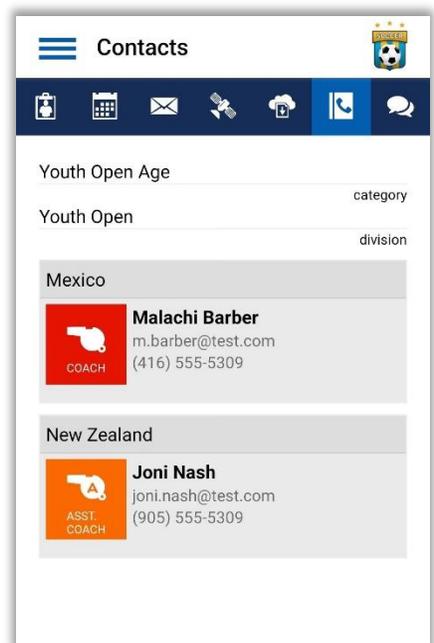
Resource Hub

The Resource Hub allows clubs to create libraries of role-specific content to be shared with team officials. To access and view the resources assigned to your role select the Resource Hub  icon.



Club Contacts

Where enabled, Team Officials can view the contact information of fellow Team Officials within the club. To access this, select the Club Contacts  icon.



Team Chat

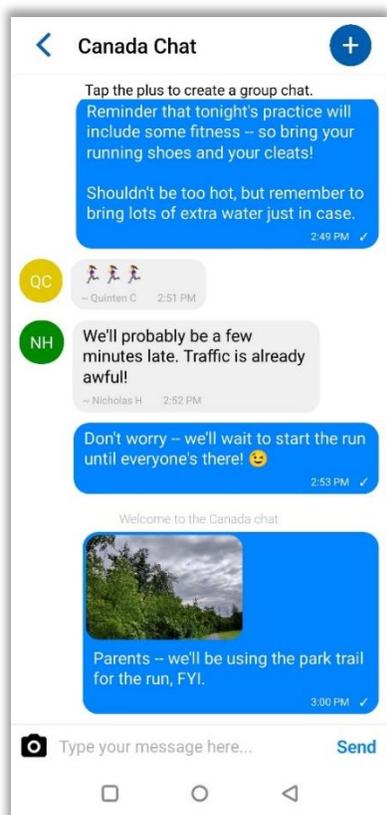
Where enabled, team members can access the Team Chat to view and send messages to the rest of the team (team officials and parents/players).

Selecting the Team Chat  icon will open the team’s chat, which includes all team members. If the feature has been enabled by the club, separate group chats can be created using the + icon in the upper right.

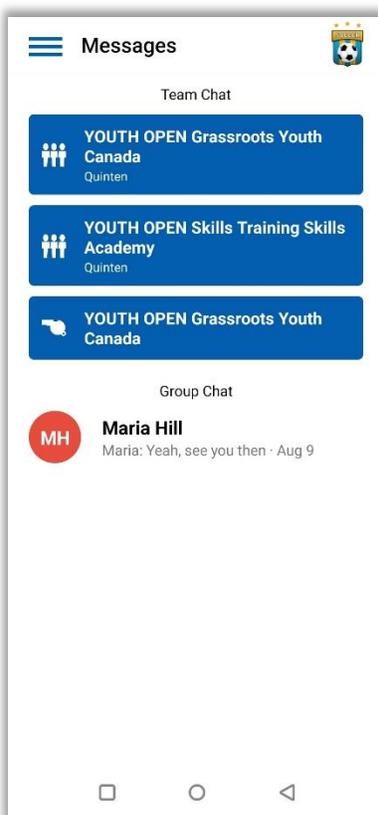
Team Chat can also be accessed in the menu, using the ‘Messages’ menu item. If you’re a team official on more than one team, all your teams will be listed here. Any separate group chats you’re a part of will be listed here as well. You can leave a separate group chat by pressing and holding it in the list under Messages.

NOTE:

If you are both a team official and a parent on a team, the team will be listed twice – the one with the whistle icon will allow you to participate as the team official.



Team Chat



View of Messages, accessed via the menu

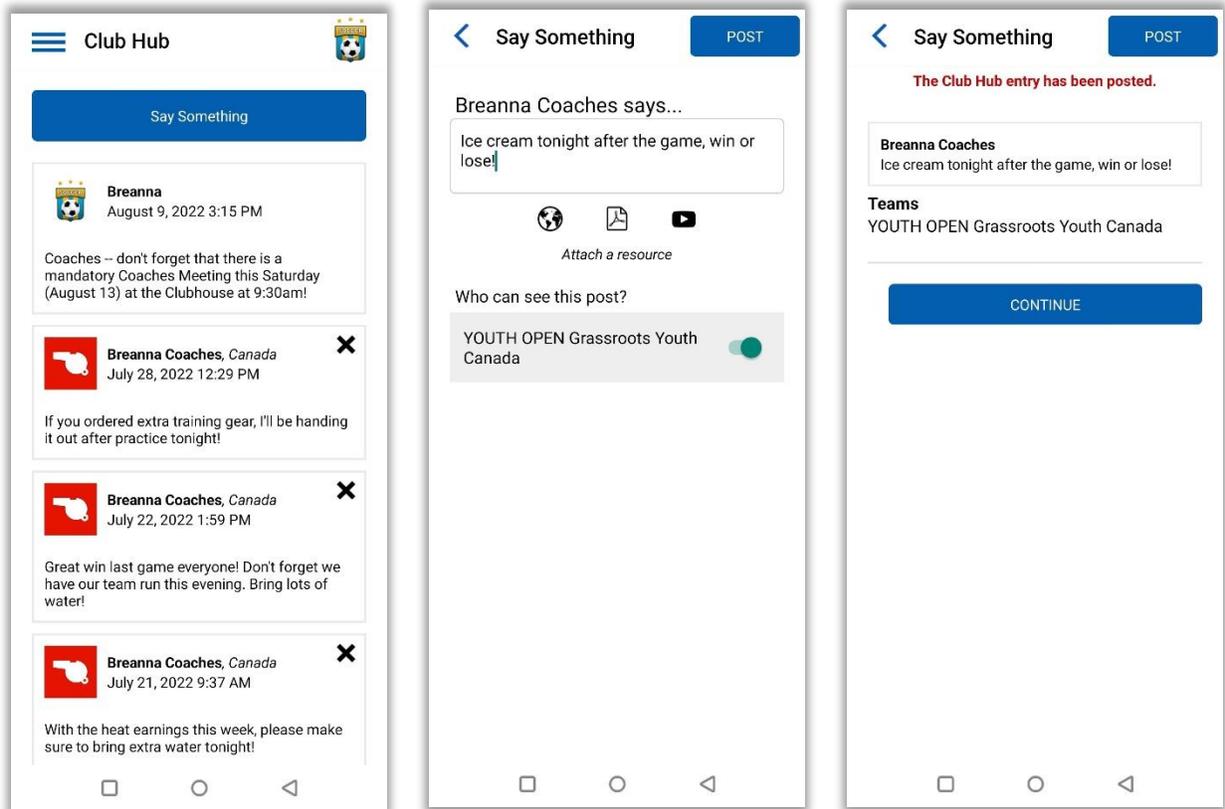


Separate group chat

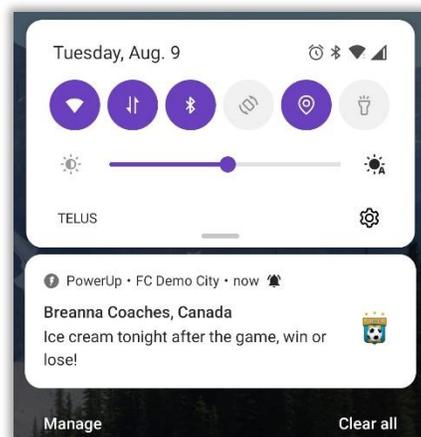
Club Hub

Team Officials can post entries on Club Hub which are visible to their teams. To do so:

1. Navigate to 'Club Hub' in the menu.
2. Click 'Say Something' at the top.
3. Enter your desired message (and attach a resource if desired) and select to which team(s) the entry should be posted.
4. Click Post. This message will now be visible to your team when they log into their profile in the Member Zone. It also triggers a notification for anyone on your team using the PowerUp Connect mobile app.



A Club Hub post in the Member Zone



Push Notification for the app

Frequently Asked Questions

Can I reset my password in the app?

Yes – use the ‘Reset Password’ button that displays under the ‘Sign In’ button when you first open the app.

Can I register in the app?

Sorry, no. Presently you must register on your computer, tablet, or on your phone within the web browser.

Can I add a player to my profile in the app?

Sorry, no. Presently adding players to a profile must be done via your club’s Member Zone.

Can I get notifications for events?

Yes – members can select how far in advance that the app will notify them. This is available in the Settings menu, under Notifications.

I have a Smart Phone, but not iOS or Android.

Members with smart phones that cannot run the available apps can still check on their schedules at the mobile version of the PowerUp Member Zone at <https://m.powerupsports.com>.

I’m a member at more than one club that uses PowerUp – can I still use the app?

Yes. Members can switch between their clubs using ‘Switch Club’ in the menu.

Why don’t I see a particular feature (e.g. tracked items, attendance, etc.)?

The features and content available in the PowerUp Connect app are managed entirely, and at the discretion of your home club, including release dates for rosters, games, etc.. If you believe you should be seeing a feature but aren’t – contact your home club.