SRE Team Calendar and Message Etiquette:

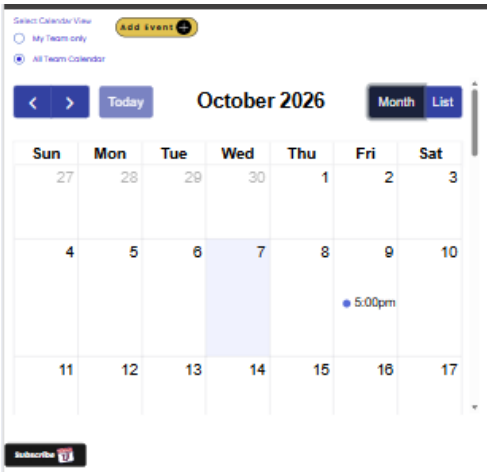
1. **All practice updates and game schedules will be posted on the Santa Rosa Elite Website Team Calendars** (Elite Team Calendar (members only) | Santa Rosa Elite Sports) calendar. You must be logged in and a member of a team in order to see the calendars and messages pages. This site is BROWSER based, so any phone or computer can access it via Safari, Chrome or other browser. This site is the best way to keep up with when, where, what time and what to wear for your Santa Rosa Elite practices and games.

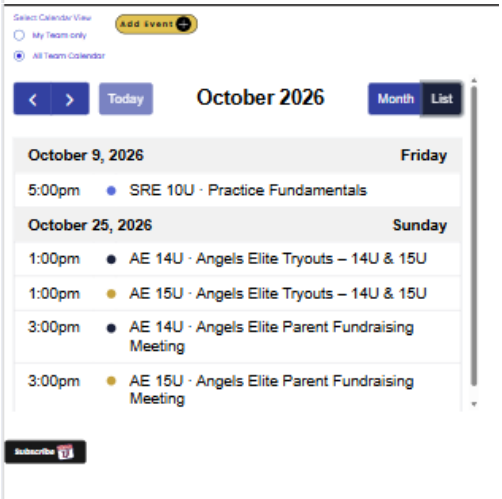
2. **Parents will receive a copy of ANYTHING that goes to their child, they are linked together. This is on purpose and is part of our USA Basketball SafeSport code of conduct.**
   - **The "Team" or "Program" chat is specific information for the entire team**— please do not post there unless the entire team NEEDS to know. Use an individual chat group to interact with the coaches & others privately.

- ***Parent and Coach*** *XXXX*
  I have a question about my daughter .....

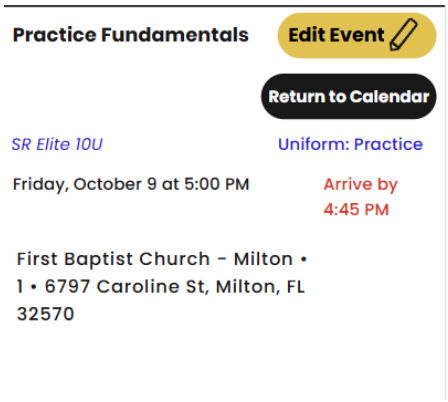
If it is not a message for the whole team – create a separate chat with only the need to know people (Parents and Coach)

3. **The Calendar page can be displayed in Calendar view or list view.**
   - If you are on multiple rosters, you will see events for each team on your calendar. Admins and Coaches can see all team events.





4. **Click on an event to see the details:**

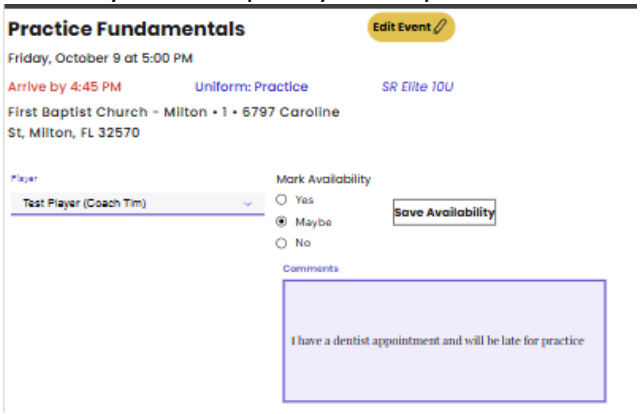


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- *The event page is set up so that it will tell you what time to arrive by, where you are going, what time the event is, and the uniform color you should wear*

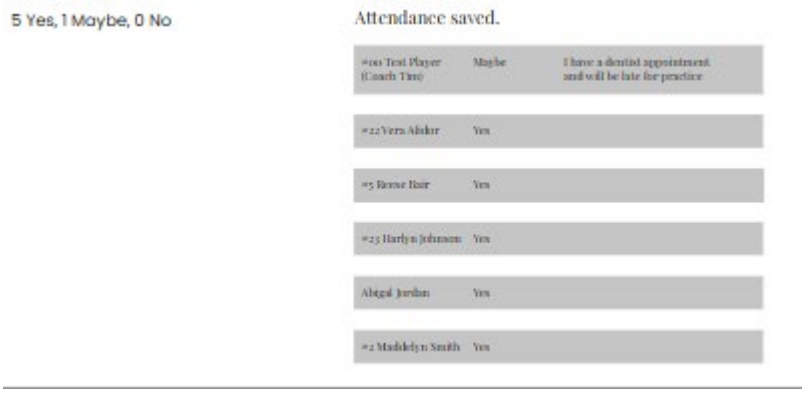
5. **Showtime for practices is 10-15 minutes prior to practice. For games, this will be 30-60 minutes prior to game start time.** Players should try to get in the gym and get their shoes on and be ready to take the court. If there is a team on the court prior to your start time, please wait for them to finish before you take the court.

6. **Players should mark their availability on the app for each practice at least 2 days in advance and each tournament at least 1 week in advance** — once games are posted we turn off the availability function – <u>IF you haven't already marked your availability by the day of the event</u>, it's too late for the coach to do anything about it if you have something come up. You can message the coach separately just to let them know, but ideally, you should mark your availability well before the tournament.

7. **<u>There is NO need to chat back "ok" or "I'll be there" — just mark your availability with a CHECK MARK or an X if you're not able to make it</u>** and your coach can see a summary of who will or will not be there —- you CAN change it by simply clicking the RSVP "YES" or "NO" button. If you mark "No" or "Maybe" for attendance, there is a notes section where you can explain your response.

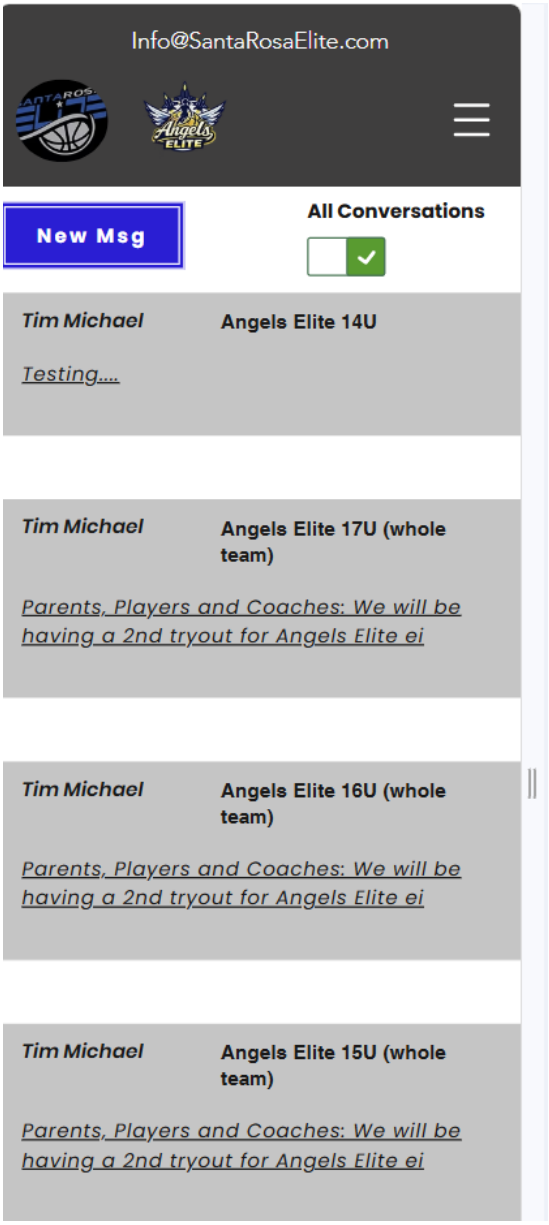


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- Attendance defaults to "Yes", so you don't need to mark attendance unless you have an exception.
  - Occasionally the coach will modify arrive times. The <u>arrive time is READY time</u>, shoes on and ready to take the court for practice, warm-ups or to play.
  - The event page is set up so that it will tell you what time to arrive by, where you are going, what time the event is, and the uniform color you should wear

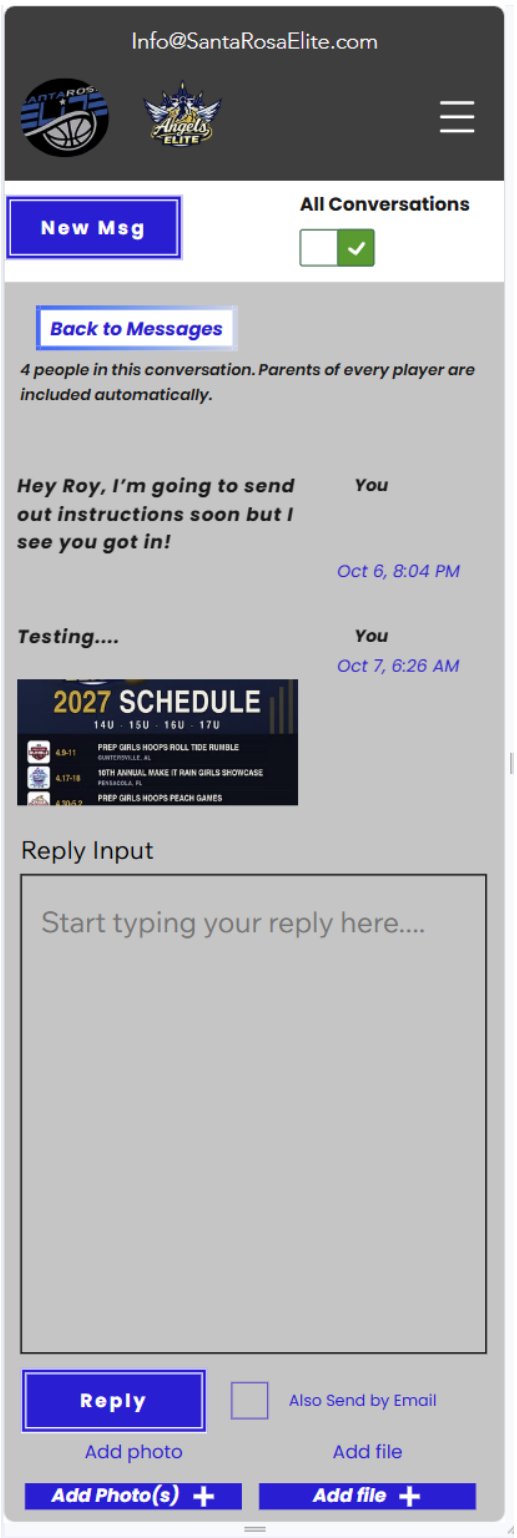


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8. **The Messages page will show you any messages you're a part of.**



9. **Click New Msg or Click on an existing message to open up the reply window**
    - You can see any attachments from this view as well as adding your own attachments to your reply.



10. Finally, on messaging, please **try not to post things between the hours of 10pm and 6am**, but if someone accidentally does post something, it's better for your phone's quiet time settings to catch it!