

# Create and Sign Up for Team Assignments

Does your team benefit from parent volunteers or assign field tasks to players for each game? As team members you have the ability to both create assignments that you'd like to do as well as sign up to volunteer for assignments created by your team admins.

## Create Assignments on Web

1. Click **Assignments** tab
    - a. Not seeing the correct games or events from your schedule? Click **View Preferences** and update as needed
  2. Click **New** to have the option to create assignments for multiple events or skip to step 3
    - a. Select to create the assignment for All Games, All Events, or All Games and Events, or a specific game or event from the **When** dropdown
  3. Click **New Assignment** next to desired game/event
  4. Enter an assignment description (multi-game/event assignments skip to step 6)
  5. Optional (for single game or event assignments only): Click the **Who** dropdown and select from roster members to assign to or leave as Unassigned to allow for volunteer sign up to assignment
  6. Click **Save**
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## Create Assignments on Mobile

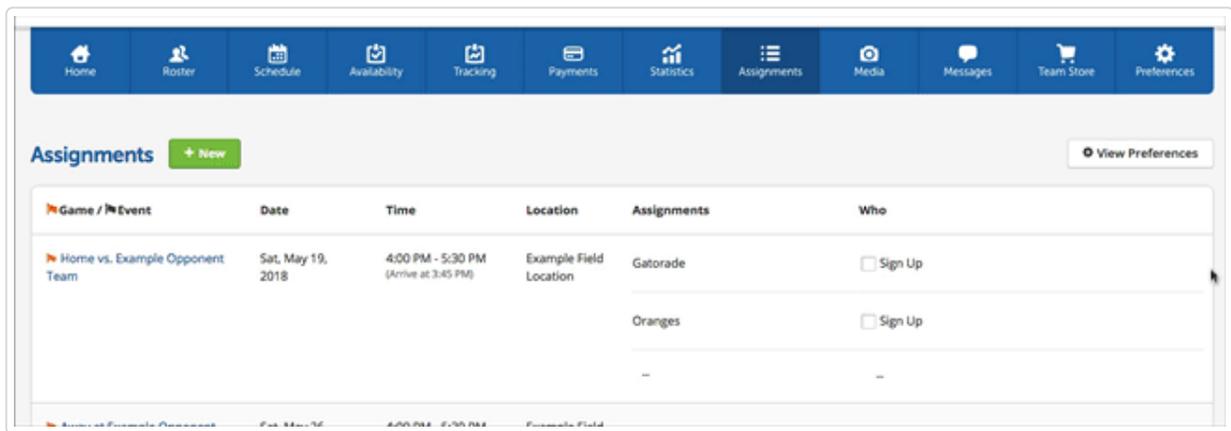
1. Tap team name
2. Tap **Schedule** icon (Android) or **Schedule/Availability** tab (iOS)
3. Tap the desired game or event
4. Scroll down and tap **+** (Android) or **Add** (iOS) in the Assignments section
5. Optional: Tap the **Unassigned** dropdown and select a roster member to assign to or leave as Unassigned to allow for voluntary sign up for the assignment(players/parents will be automatically assigned to items they create)
6. Enter assignment description
7. Tap **Save** (Android) or **OK** (iOS)

Assignments are included in the automatic reminder emails sent out 2 days prior to games and events. Gathering signups for the team potluck or finding out who has seats for a carpool will be quick and easy!

**Note:** Members with managers access can assign members to any assignment. Members without manager access can only create assignments or pick an assignment for themselves.

## Sign Up for an Assignment on Web

1. Check the box next to **Sign Up** to volunteer for an existing assignment



Game / Event	Date	Time	Location	Assignments	Who
Home vs. Example Opponent Team	Sat, May 19, 2018	4:00 PM - 5:30 PM (Arrive at 3:45 PM)	Example Field Location	Gatorade	<input type="checkbox"/> Sign Up
				Oranges	<input type="checkbox"/> Sign Up
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## Sign Up for an Assignment on Mobile

1. Tap **Sign Up** next to the desired assignment

Assignments are included in the automatic reminder emails sent out 2 days prior to games and events. Gathering signups for the team potluck or finding out who has seats for a carpool will be quick and easy!

**Note:** Members with managers access can assign members to any assignment. Members without manager access can only create assignments or pick an assignment for themselves.

Did this answer your question? 😊 ☹️

**Help**