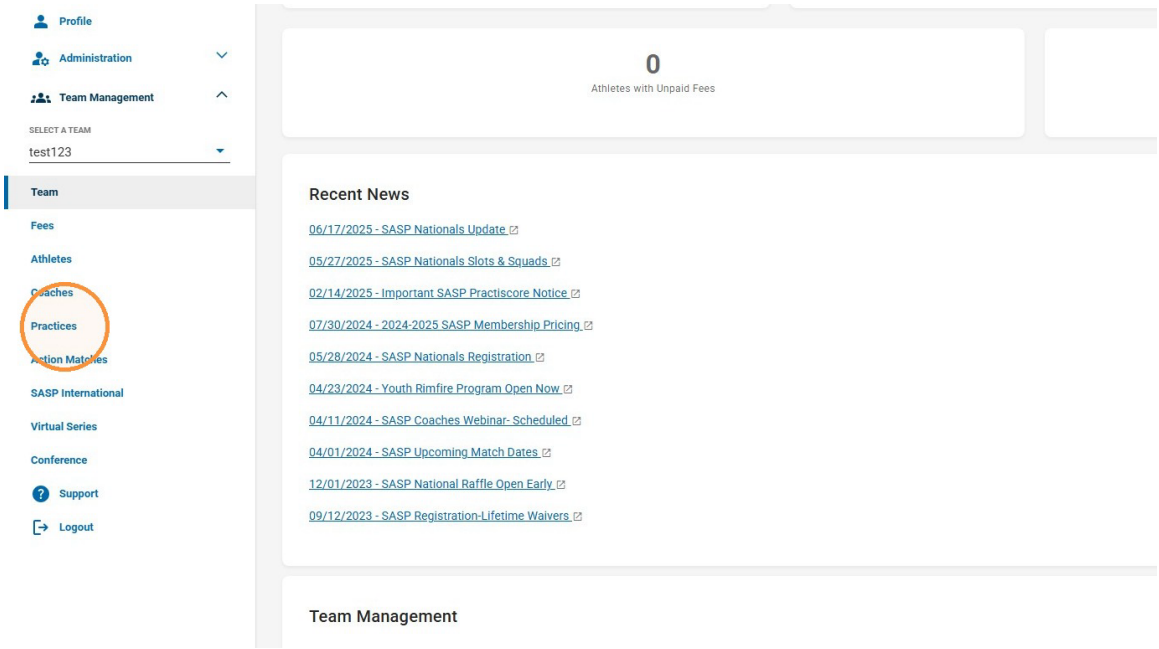
How to Create and Manage Team Practice Sessions

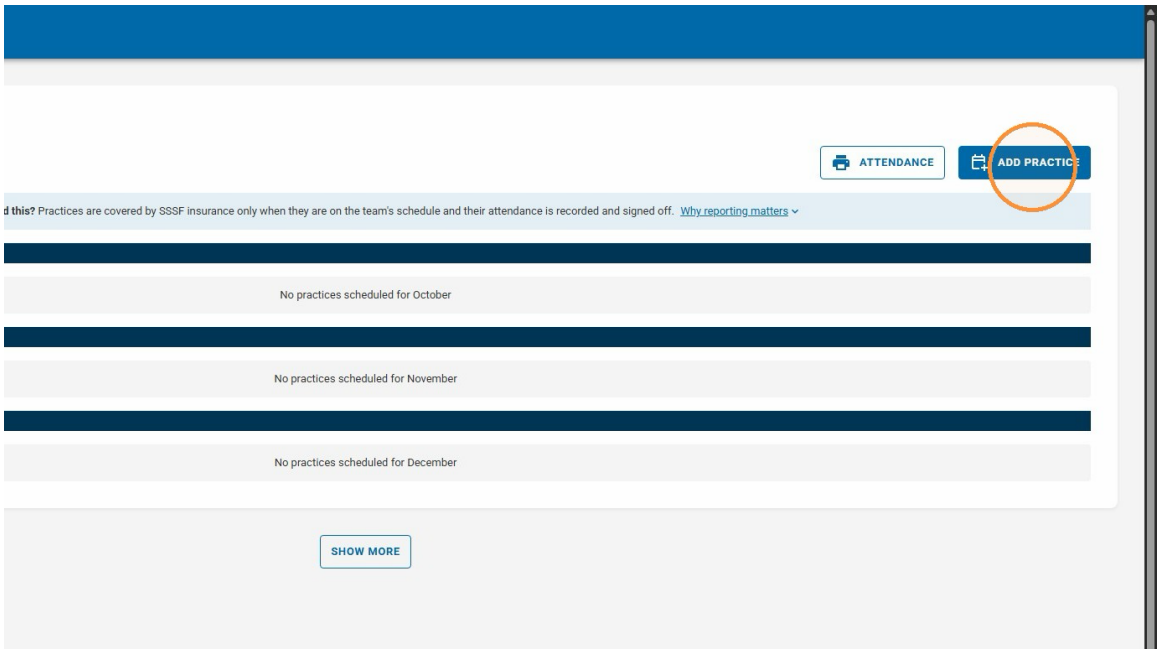
Learn how to schedule a new practice, input session details, and manage individual athlete attendance statuses efficiently. This guide simplifies the process of tracking team participation and keeping your practice records up to date.

1. Navigate to https://app.sssfonline.com/profile

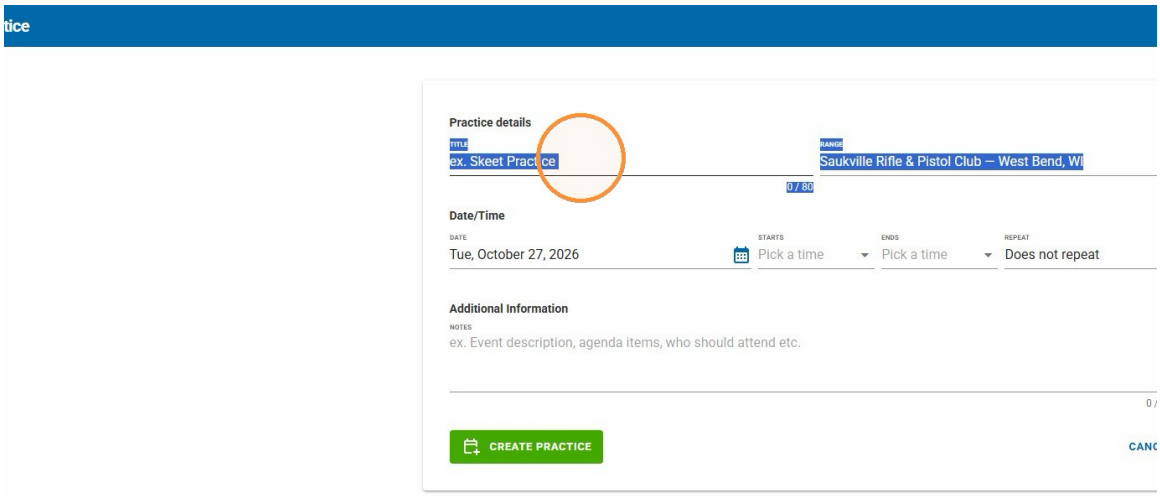
2. Click "Practices"



3. Click "Add practice"

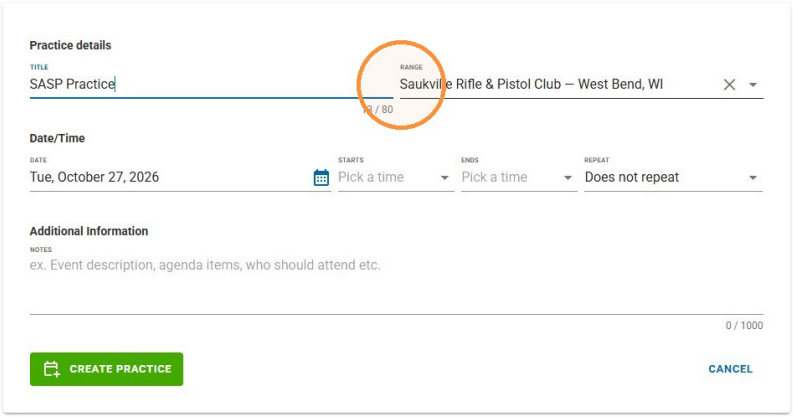


4. Click the "Title" field.

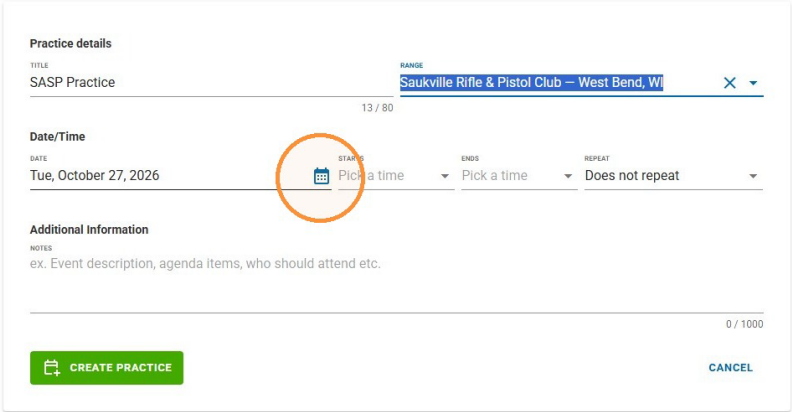


5. Type in your practice title

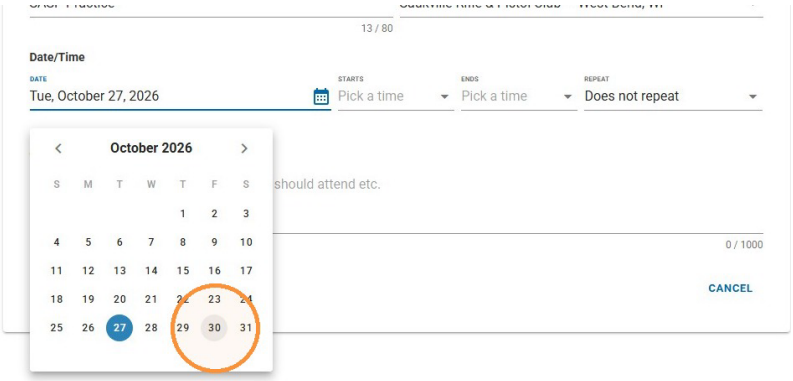
6. Click the "Range" field. * Ranges can be changed but will default to what range is listed in SHOT. If you do not see your range contact your Programs Manager



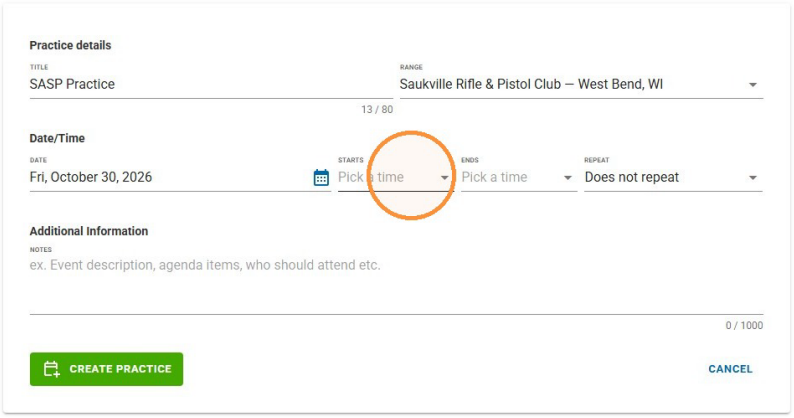
7. Click the calendar icon.



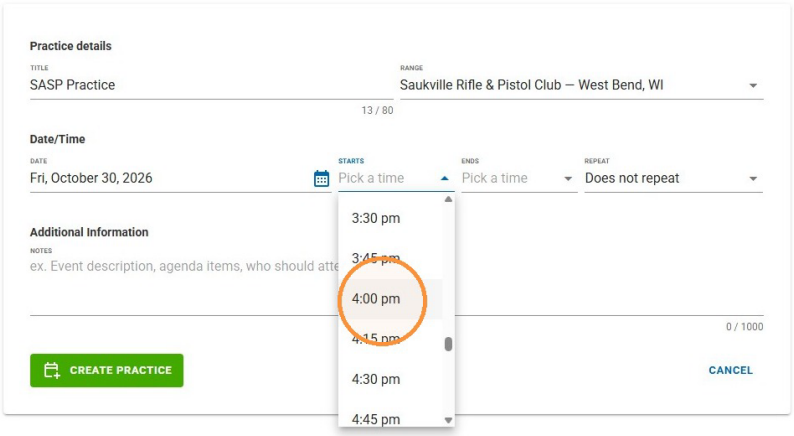
8. choose your date



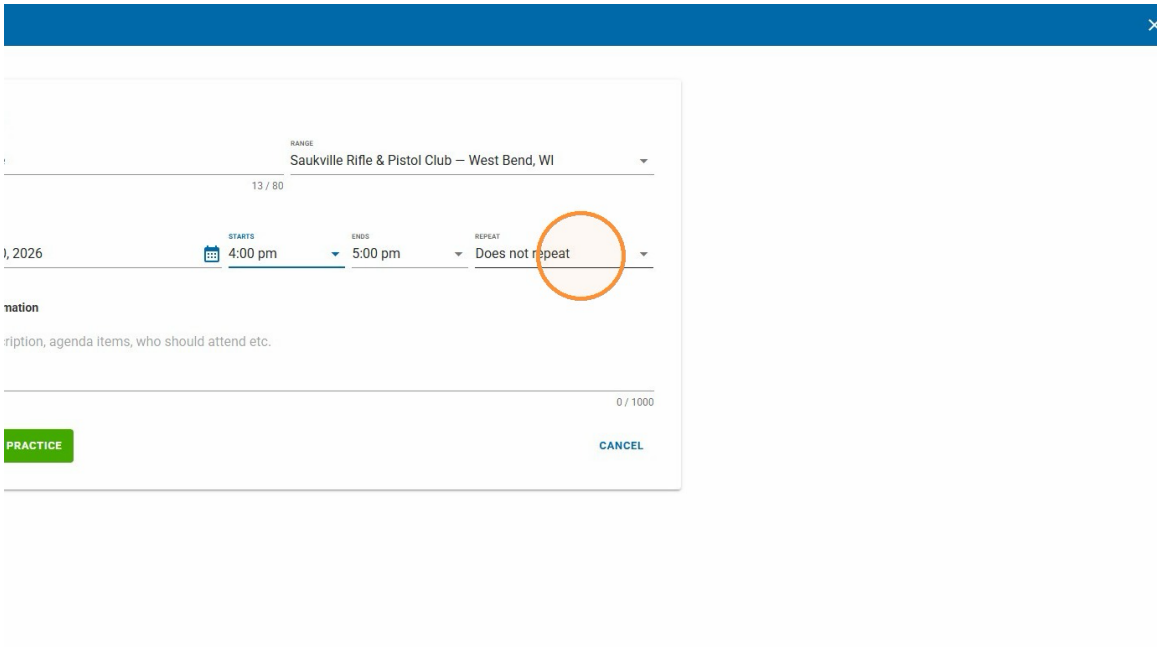
9. Click the "Starts" field.



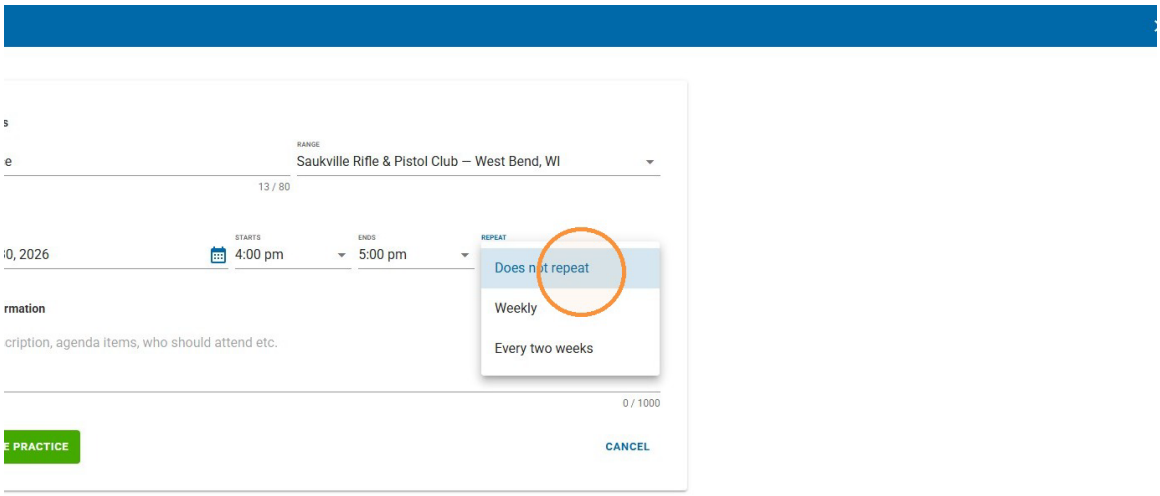
10. Chose your start time and end time



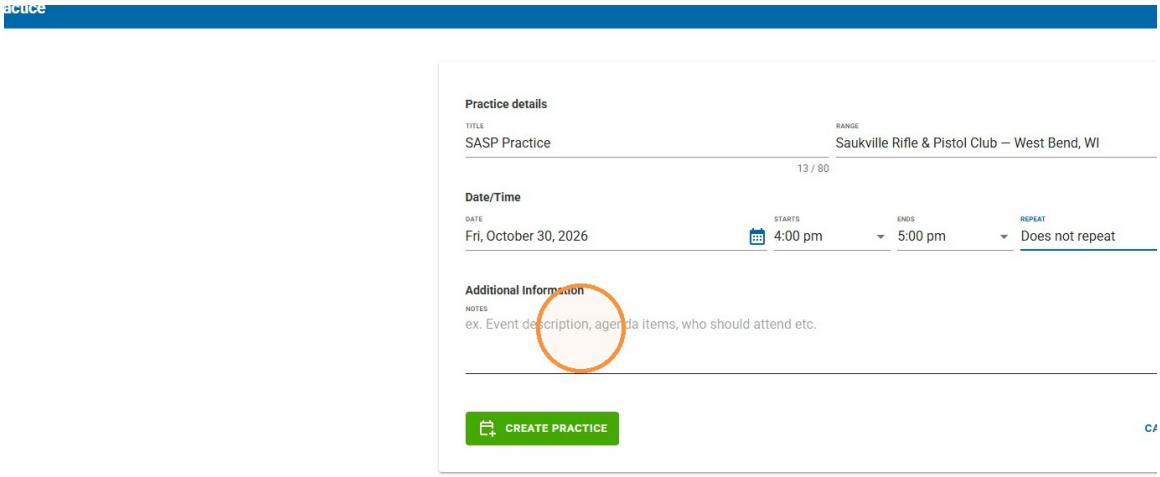
11. if your event is reoccurring weekly or monthly click the "Repeat" tab



12. If your event is not reoccurring just click "Does not repeat"

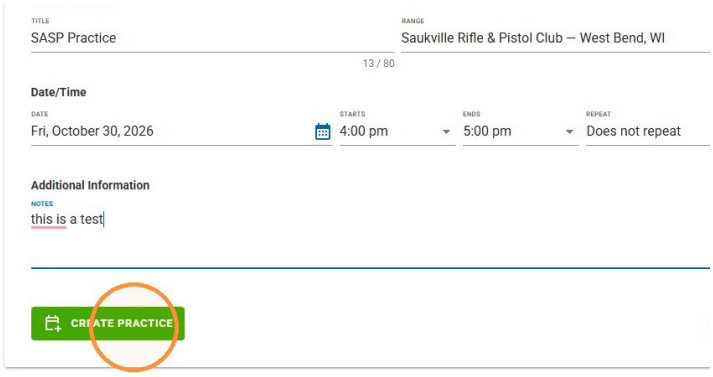


13. Click the "Notes" field.



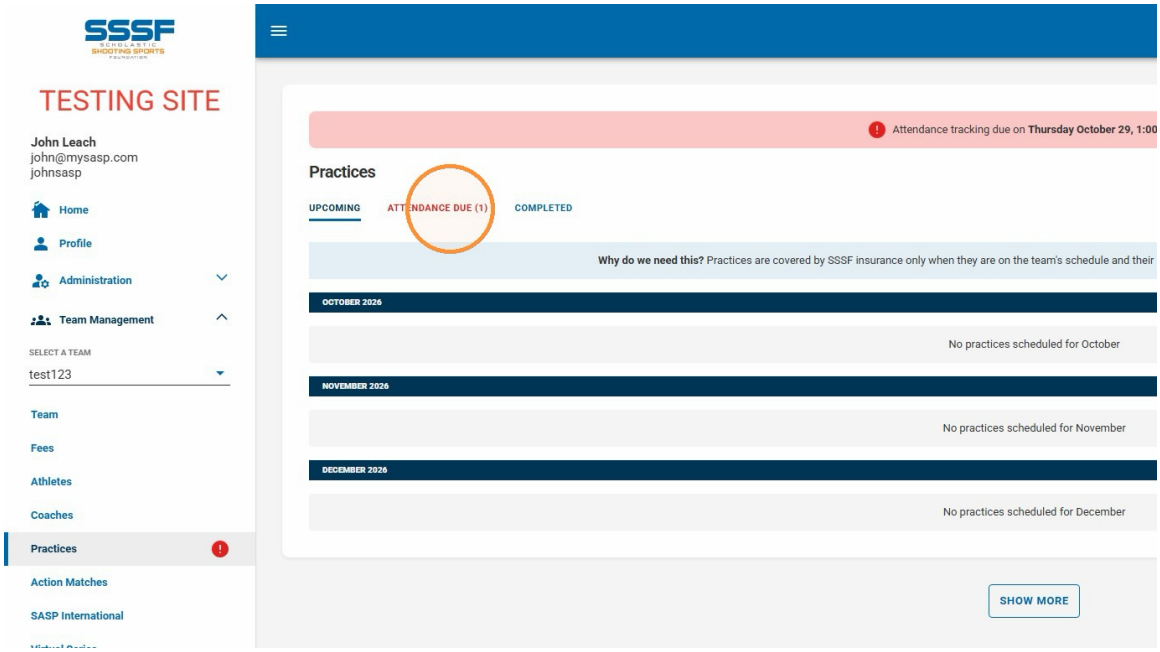
14. Type any notes that you need to communicate

15. Click "Create practice"

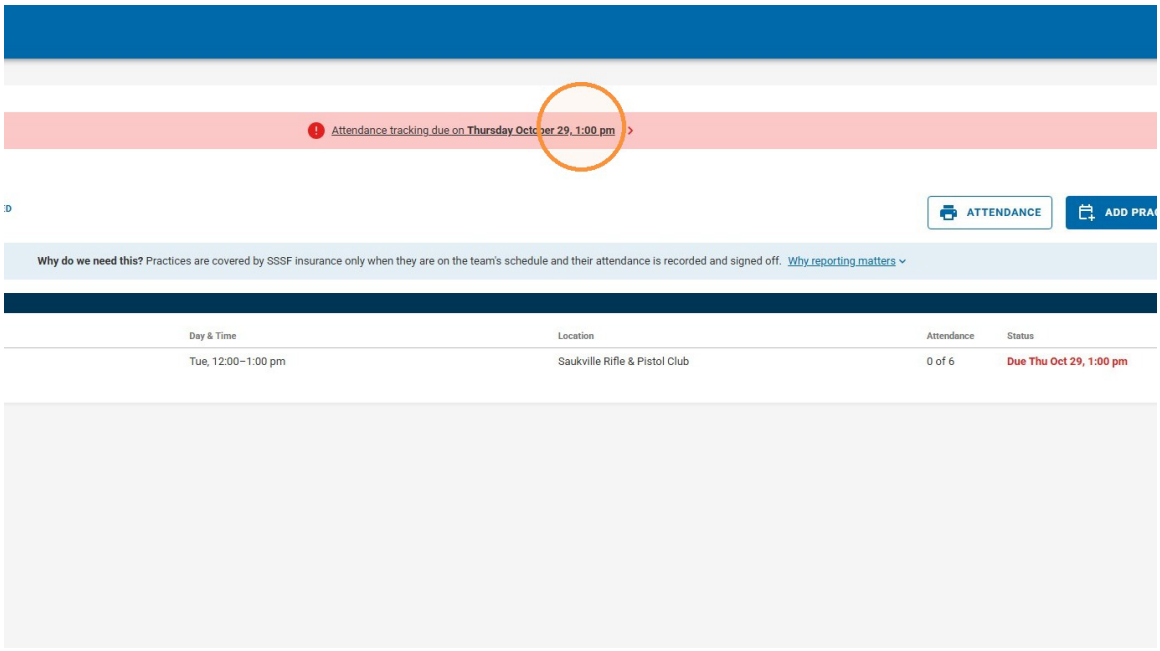


16. After the practice has happened, the practice will move to Attendance due
    **** Attendance must be submitted within 48 hours of practice, or the event will move to uninsured**

17. Click "Attendance due"

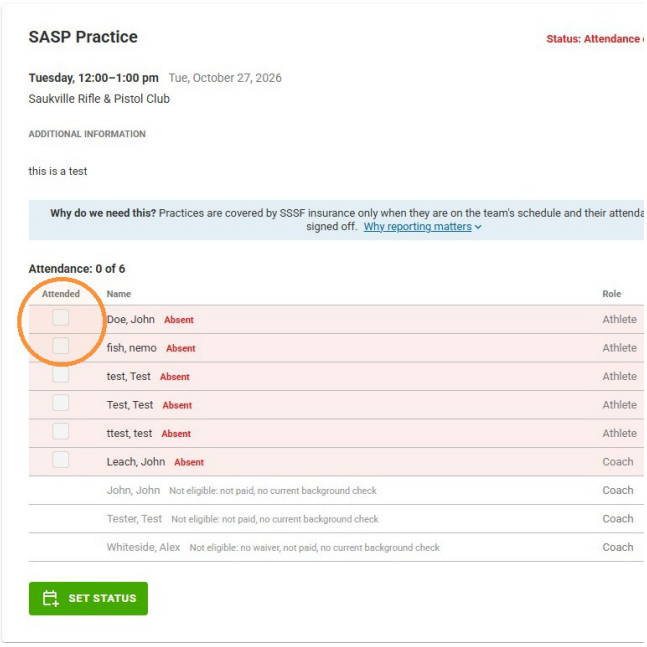


18. You may click on the event listed or click the Attendance due banner at the top of the page

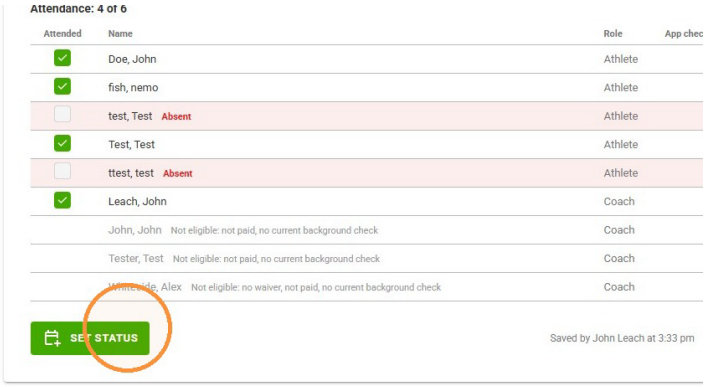


***SHOT auto populates all registered athletes and coaches from your team**

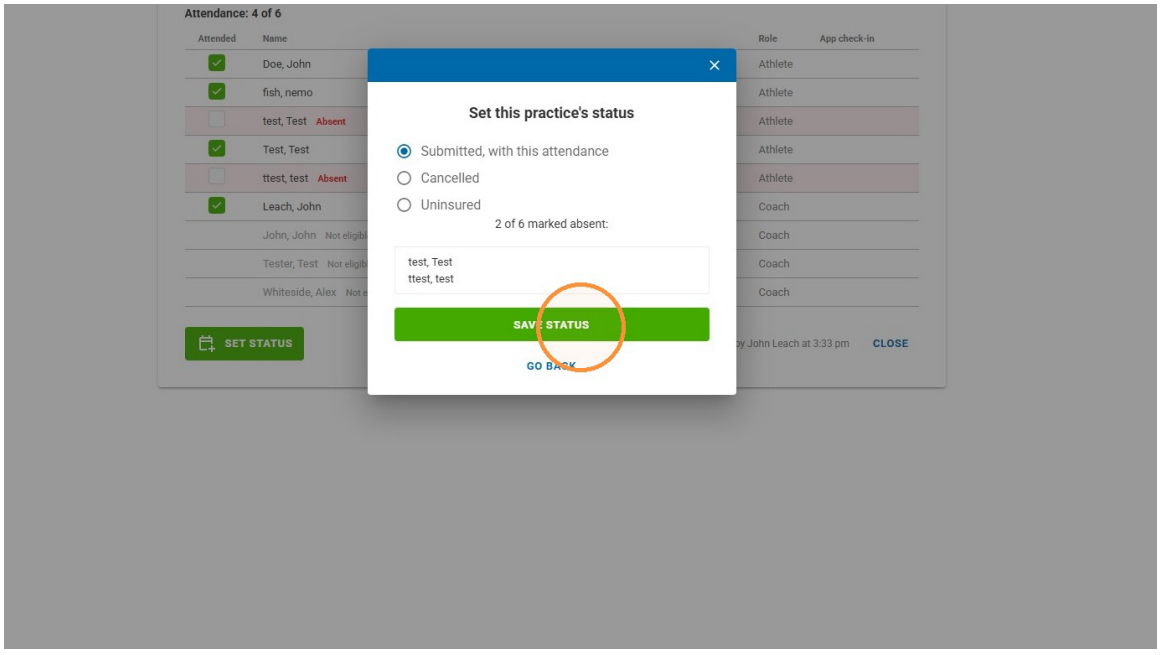
19. Check the boxes next to registered athletes and coaches



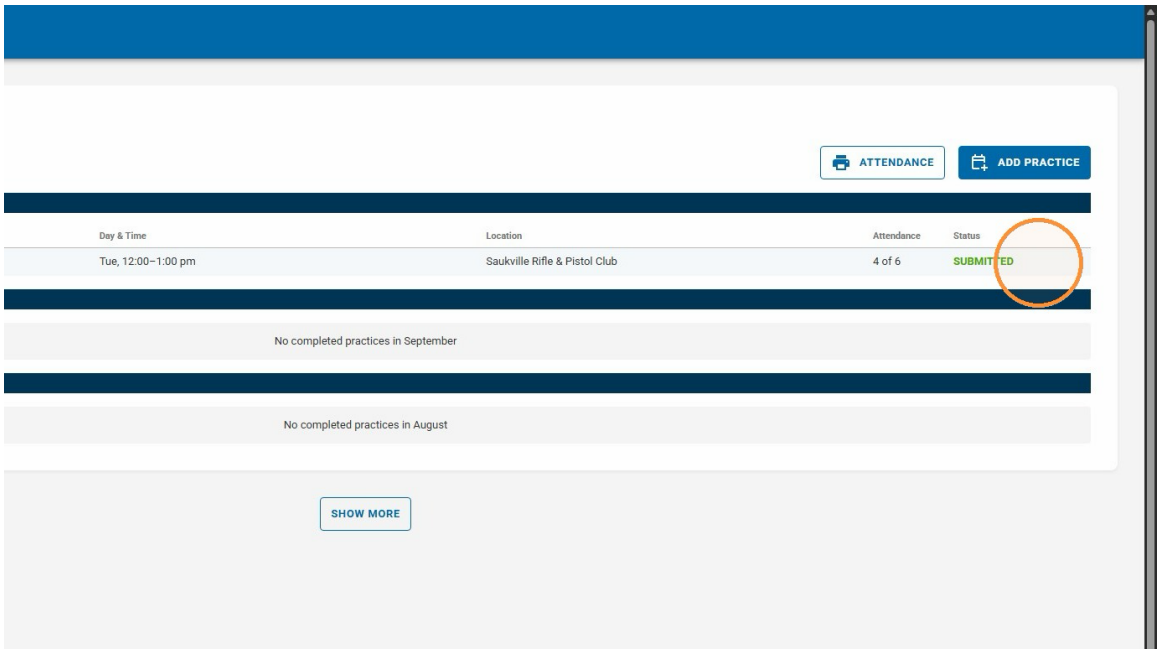
20. Note: if documents or fees are missing, their check box will be grayed out, and they are not covered under insurance until those are received



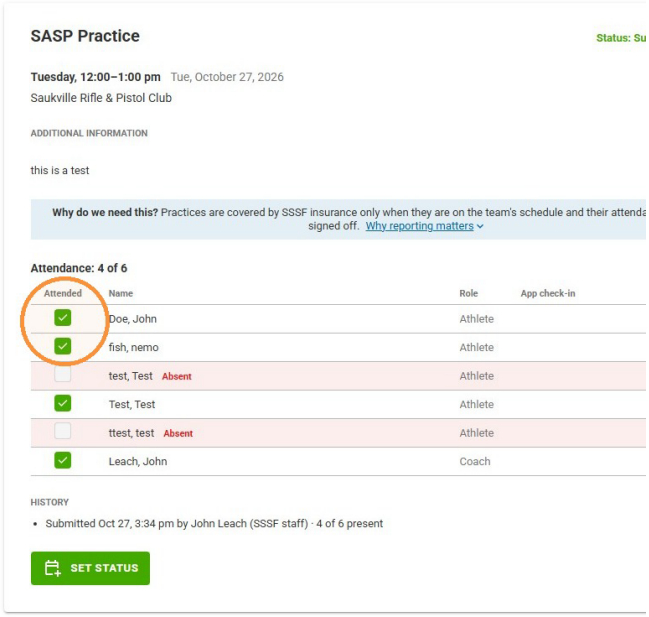
21. Verify attendance and hit submit
    You have the option to cancel or make the event uninsured if needed



22. You may change the attendance within the 48 hour window if something is wrong, simply click on the event found in the completed section



23. uncheck or check the boxes needed



24. Click "Set status" and "save status"

