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## FREE Registration

**Our advertisers keep Playerocity free; please visit them!**  Register at http://www.playerocity.com by clicking the "Register" link found on the homepage right hand side navigation menu.  The registration process will lead you through the free signup.

## Players Home Page

After a player's successful registration, you will be directed to your "Players Home" page.  You will find the links to the most important basic functions of Playerocity.  You can easily return to this page at anytime by clicking the P…Home link found in top left hand corner of every page once you are logged in.

**Setup Profile**
Click "Setup Profile" and fill in as much information as you would like.  The more information you provide the better.  Remember your information will be viewed by college coaches.  They want to see you are a great player, and that you can write and present yourself well.

**Setup Profile Image**
Click "Setup Profile Image" to upload a new photo which is displayed to all users who are searching for players.  The software will resize the image appropriately for you.

**Shortcuts to Other Utilities**
Add Colleges to Your List, Send Messages to Colleges, View Sent Messages, View Activity Log, Add My Videos, Edit My Videos

## Player Videos

### Add My Videos

From the Players Home page, click "Add My Videos" to upload any video. It is very important that key college soccer personnel are able to view you in action. Your video is often a determining factor as to whether they will visit one of your games, or not. You may upload videos up to 20Mb in size. The Playerocity system will resize and prepare your video for public viewing. After uploading your video, it will need to be approved by the Playerocity sales team, which generally takes 1 business day. You may upload up to 5 videos. Video service is available from Playerocity for additional fees. Please submit a support ticket on the "Support Center" page to inquire about our video services.

### Edit My Videos

From the Players Home page click "Edit My Videos" to see a list of your uploaded videos. You can edit the video description and titles, or remove the videos altogether.

## Find Colleges

The Playerocity system enables the player to **send messages directly to college coaches** of their choice. Track if the messages are read, if any links from the message are clicked, and when/how many times the message has been read. This is incredibly useful information to gauge the interest level of the college, and to know how to respond in future communication.

### Find Colleges

**Playerocity offers a solution for players** to communicate with colleges to get on the recruiting list, continue to communicate, and provide the best chances of receiving a scholarship offer. In order to start communicating with college coaches a player needs to add them to their Playerocity college list.

1. **Browse Colleges**
   Select a division category at the top of the page to limit the list of colleges to Division I, II, III, etc.
2. **Search Colleges**
   If the name of the college is known, click on the link that reads "Search Colleges", enter the name of the college, and click "search". College names can be difficult to find; there are a variety of ways a college name may appear (univ, university, college, etc). For best results, only put the central part of the college name - Bradley, Duke, etc.
3. **Map Colleges**
   To search for colleges by general location, click the "Map Colleges" link to get a Google type interactive map. Scroll throughout the United States and pinpoint colleges of your choice.
4. **College not Found**
   If the college being searched is not listed, click the link toward the top of the page that reads "Would you like to have a college added or edited? Click here to request the update." Request the college to be added and the Playerocity support team will get it added as quickly as possible.

### Add College to List

After finding one or more colleges with the above methods, click the "add college to list" link located above the details of the desired college. This adds the college to the players college list to enable communication directly with the coaching staff through the Message Center. A list of approximately 10-15 colleges would be optimal.

# Message Center

Click the "Message Center" link found in the top horizontal navigation menu to access the Message Center homepage. Create new messages, view previous messages, which colleges have read your communication, and if anyone has clicked on any of your links, including your profile page.

## Send Email to Colleges
From the Message Center homepage, click the link that reads "Send Email to Colleges" to create a message to one or more of the colleges you have added to your list. The page will load with **a helpful wizard** to walk you through sending the message. If you would prefer not to use the wizard, close the wizard, and follow the following instructions for the advanced page.

1. **Enter a Name for the Email**
   This is for your own information. When you are viewing the details of emails sent it will be labeled with the information you post here. (ie.. Game 1 Update in Surf Cup)
2. **Select Your Colleges to Send emails**
   A list of all colleges in your list exists. You may select all of them, or any combination of one or more of them. The colleges you select will be the ones that receive the email communication.
3. **Additional Recipients**
   If you want your coach, parent, or any other individual to be copied on the email sent, you may post their email addresses in this textbox. For multiple email addresses, please insert a semicolon, ";", between the email addresses.
4. **Enter the email "Subject"**
   The subject line of the email that will be displayed to the college(s) receiving the email.
5. **Optional- Select Email Template**
   Playerocity has designed email templates that you may utilize to help your email message have a professional appeal. Select the template closest to your email topic.
6. **Editor**
   Insert your email message. If you selected one of the optional templates, it will automatically fill this area with content information including several dynamic tokens.
   a. Dynamic Tokens
      Dynamic tokens will be replaced with the information for the college you are sending. To utilize a token it must be formatted correctly. It begins with [ then all capital letters for the desired token and ends with a ]. The tokens available are as follows:
      i. [COLLEGENAME] - This is the college name
      ii. [RECRUITERFIRSTNAME] - This is the first name of the recruiting coach.
      iii. [RECRUITERLASTNAME] - This is the last name listed of the recruiting coach.
      iv. [PLAYERFIRSTNAME] - This is the first name of the player in the saved profile
      v. [PLAYERLASTNAME] - This is the last name of the player in the saved profile
      vi. [PLAYERPHONE] - This is the phone number of the player in the saved profile
      vii. [PLAYEREMAIL] - This is the email address of the player in the saved profile
      viii. [PLAYERPROFILELINK] - This is a hyperlink to the profile page.
7. **Send Yourself an Email Copy**
   If you want to have a copy of the email sent to your email address, checkmark this box.
8. **Send Yourself an Email Preview**
   If you would like to preview what the email would look like before sending to the colleges, click this link. The email will be sent to your email address for previewing.
9. **Send Email**
   Click this button to send the email to all colleges checked.

## View Sent Messages
From the Players Home page click the "View Sent Messages" link. The email messages sent through the "Send Email to Colleges" area will be listed. View your original message, see which colleges viewed the email, and which colleges clicked on any links of the message.

1. **View Sent Message**
   After each message listed in the "View Emails Sent" area you will find several icon images.  The first icon image is of an eyeglass.  Click this eyeglass image icon to view the original message sent.
2. **View Email Read Details**
   The second icon is of an envelope. Click this envelope icon image to view if the colleges have read the emails you sent.
3. **Sent Email Click Details**
   Click the third icon image, a mouse pointer, to view the colleges who clicked on any link in the email you sent.  Discover when they clicked, what link they clicked, and how many times they clicked it.

## Activity Log

The time stamped activity log enables players, coaches, club administrators and parents to actively monitor, and interact with, the progress of the players recruiting efforts.
1. **Select Player**
   If you are a player in the system, you will only have your name listed.  If you are a parent, coach, team administrator or system administrator, you will see a list of players that are associated with your team roster.  Select the player whose activities you would like to view.
2. **Activity Type**
   Several activities are logged in the system.  Select one of the activities, to filter the activity log to show the chosen activity.
   a. **Custom Note**
      A player may create custom notes for specific colleges.  Custom notes are used to note phone conversation details, or any information that may be important.
   b. **Joined College**
      A player may add a college to his/her college list in order to communicate with that college.
   c. **Message Center Email**
      When a message is sent to one or more colleges by the player, a message title is inserted and displayed here.
   d. **System Log In**
      Each date/time a player logs into the Playerocity system.
4. **College List**
   Lists the colleges which the player has added to their college list. Filters the results by the selected college.

### Add Custom Note
Custom notes can be created at any time related to any college.  For example, to note a phone conversation details, or any important information related to ones recruiting goals.

### Export Results to Spreadsheet
Click this button to download an excel file report of the activity log results.  If you have filtered the results by any of the methods above, the export results will include the filtered information.

## Find Players

Click the "Find Players" tab at the top of the page in the horizontal menu bar to view featured players and to find any player in the Playerocity system.  College recruiters (scouts), coaches, parents, and players can select from any alphabetic letter to filter the profile results, or do a search by many of the player profile key terms such as first name, last name, jersey number, club name, etc. Player images include a link leading directly to the player profile.

## Events

Click the "Events" tab at the top of the page in the horizontal menu bar to view college ID camps, training, and special events. If you have an event you want posted, click on the Playerocity Events tab, and if you are already

registered, Log In under "Register To Post". Otherwise, create your own Playerocity account to register to post events. If you are a player, visit the events page often so you don't miss an opportunity to gain exposure to the colleges where you would like to play.

### Adding an Event

If you are an event administrator you may follow these directions to add an event.

1. On the left hand side you will find a "Register to Post" title with a quick registration. Fill in the registration information and click "submit". This will register you to post and administer events **FREE!**

2. You will be directed to the events page. If for some reason the page does not appear, click the "login" link at the bottom of any page and enter the username and password you setup during your registration.

3. After logging in to the events page, above the listing of current events, you will see the title "Coming Events". To the right of this are several small image icons. When you scroll over the icons they provide you a small description of their purpose. Scroll over the small image icon that looks like a "+" sign. Click this icon to add a new event.

4. Follow the directions to add an event including title, event venue, category, event description, dates and times. It is recommended that you insert multiple (separate) events if you have several camps/events so that they appear individually for the best exposure. If you have a sign up area, we recommend you post a link to this in the event description area.

5. Image Settings
   Insert your school logo as an image as it will make the event stand out. Click the "+' sign next to the title "Image Settings". In the "File Location" drop down text box, select the first folder listed "1 Events Files/". The page will reload, and you will see a link directly below the "File Location" which reads "Upload New File". Click this link, browse to the logo you would like to upload, and click "open". This will upload your logo and select it for adding to the event.

6. Attachment Settings
   To add a camp flyer, follow the same steps in Image Settings above, but instead of uploading your image, upload your camp flyer.

7. Click "Update & Return".

This will post your event, ready for our Playerocity support team to approve. We must approve all events before they go live in order to be sure there is no abuse of the system. Events are generally approved within a few minutes but may take up to 24 hours.

## Support

Click on the "Support" tab at the top of the page in the horizontal menu bar to create a ticket to the Playerocity support team or to get into the **library learning center**. Frequently asked questions, system support questions, and recruiting rules and regulations are all being updated.