



**PLAY ON**

## Quick Start Guide for Players

**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.

### 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.

## Player Videos

### Add My Videos

From the Players Home page, click “Add My Videos” to upload any video.

### 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

### Add College to List

After finding one or more colleges by utilizing the browse, search, and map college utilities on the “Find Colleges” page, 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

### 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.

### 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.

## Activity Log

### 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.