

For Mobile Friendly Use:

Download the “Daysmart Recreation Member”* app from [Google Play](#) or [Apple App Store](#).

Step 1: Manager View

1. Login to your Daysmart Recreation account
2. On the Dashboard you will see a “My Enrollments” section
3. Locate the desired team and click “Manage Team”

Step 2: USA Hockey Numbers

Daysmart does not allow managers to enter their team’s USA Hockey #. You can only enter your own (See separate directions)

As a manager you can see who is missing their USA:

When you scroll down the roster, if a player is missing their USA, then it will either say “Missing Membership” or “EM” in red under their name.

Step 3: Assigning Player Fee (Optional)

A new tool on Daysmart is that as a manager you can assign the per player fees to your players.

This tool is convenient when they don’t read your messages and ask the office what they owe or just go onto their account. It will show on their account what was assigned.

How to assign amount:

When viewing the roster online there is an editable column next to the players name (“Assigned”) you will just need to enter their amount in those spots. It will automatically save changes when you click out.

Important! If you assign an amount and the player goes to pay online, it will not let them pay less than what you assigned. We recommend if you allow them to do 2 payments you start with assigning the first half then when collecting the second payment change the assignment to the full amount. If they pay at the office, we can override the required full payment.

Step 4: Viewing Who has Paid

1. Scroll down to the roster of the selected team
2. Hover (on computer) or Click (on phone) the Question mark 
 - a. If they have not made a payment there will not be a question mark

Those who you have assigned a payment to and have made a payment it will list the assigned amount, paid amount, and balance.

ce: \$150.00 

Assigned:	\$300.00
Paid/credit:	\$150.00
Balance:	\$150.00

If an amount was not assigned it will list the amount they paid under the invoiced amount and paid amount and have a zero balance

ce: \$0.00 

Invoiced:	\$400.00
Paid/credit:	\$400.00
Balance:	\$0.00

Step 4: Viewing Jersey Numbers

1. Scroll down to the roster of the selected team
2. If a player has a jersey number entered it will show next to their name
 - a. At this time the software does not allow managers to enter jersey numbers.

