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SAP Sports One User Guide

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1 About SAP Sports One

1.1 About SAP Sports One

SAP Sports One provides your sports clubs with a suite of mobile and web applications that give teams all the tools they need to operate effectively.

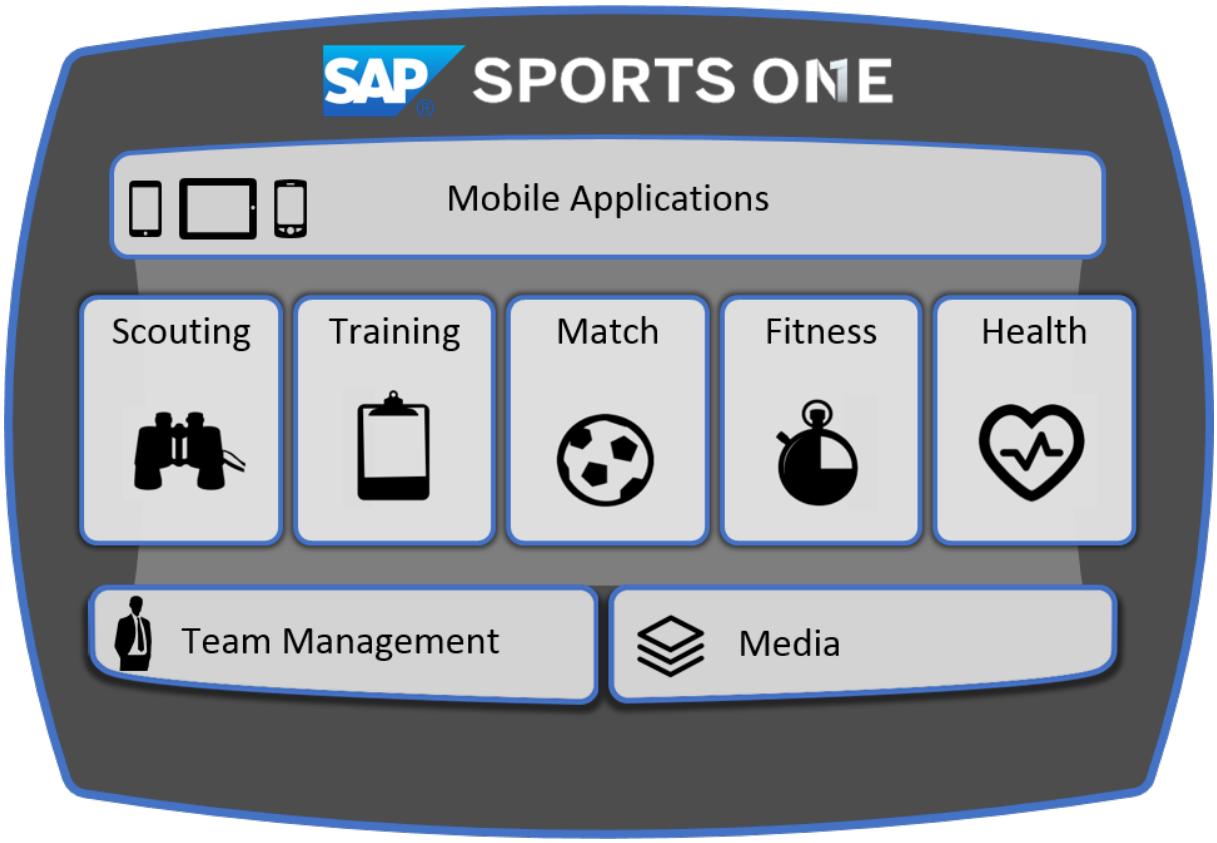
SAP Sports One software is based on the SAP Business Technology Platform (SAP BTP) that delivers real-time insights, drives more effective and timely decision making, and dramatically accelerates analytics, business processes, data processing, and predictive capabilities.

For a quick introduction to SAP Sports One, see this video .

> **Note**
>
> SAP Sports One is designed for a single sports club or an association of a single sports type. SAP Sports One does not support the scenario of managing a group or network of entities, or processes across different sports types or countries.

> **Note**
>
> The SAP Sports One standard version is available for soccer clubs or associations in Germany, Austria, Switzerland, the United States, and the United Kingdom. It is also available for basketball, handball, ice hockey and skiing.

The following interactive graphic shows you the SAP Sports One key functional areas.



- #unique_1/unique_1_Connect_42_subsection-im1 [page 3]
- #unique_1/unique_1_Connect_42_subsection-im2 [page 4]
- #unique_1/unique_1_Connect_42_subsection-im3 [page 4]
- #unique_1/unique_1_Connect_42_subsection-im4 [page 5]
- #unique_1/unique_1_Connect_42_subsection-im5 [page 5]
- #unique_1/unique_1_Connect_42_subsection-im6 [page 5]
- #unique_1/unique_1_Connect_42_subsection-im7 [page 6]
- #unique_1/unique_1_Connect_42_subsection-im8 [page 6]

Hover over each section for a short description. Click the section for more information.

Mobile Applications

SAP Sports One and the complementing set of native applications for iOS and Android allow you to stay in touch and exchange relevant information with your team anytime, anywhere.

- Mobile applications help coaches communicate with individual players, groups of players, or the whole team. They also allow team managers to manage the communication rooms and settings in SAP Sports One, and participate in any mobile discussion too.
- SAP Scout One for iPhone and Android allows chief scouts and scouts to manage scouting requests and create scouting reports even when they're offline.

- SAP Team One for iPhone and Android devices provides a secure platform for team, group, and private discussions to share all types of information such as text messages, photos, schedules, performance data, and match and training analysis videos. The app also allows users to share videos, documents, and other content offline.
- SAP Challenger Insights for iPad allows coaches, scouts, and match analysts to edit the lineup, share videos, and highlight important characteristics of the opposing team. The app also enables players to prepare for their next match by reviewing their opponents' characteristics and match videos.
- SAP Player Fitness for iPad gives physiotherapists and other medical staff the capacity to track of and manage players' fitness levels, injuries, and illnesses, and to manage relevant medical data securely, anytime and anywhere.

Learn more about Mobile Applications [page 9].

Scouting

Scouting helps sport clubs hire the best players. Scouts can access player profiles, evaluate and measure talent, and assess players' career progress to identify which players are most likely to help the team achieve success on the field.

- As a chief scout, create scouting requests for a match or an independent scouting event.
- Automatically notify assigned scouts when a new scouting request is created.
- Evaluate players quickly with a rating and an overall comment, or create a detailed evaluation based on a previously defined evaluation sheet.
- Get a calendar overview of all scouting requests, your matches, and all relevant matches or independent scouting events.
- Review a shortlist with all players who are being scouted more intensively and are potentially eligible for transfer.
- Get an overview of a player's upcoming matches to easily plan scouting requests.
- Manage player profiles.
- Create a catalog of scouting criteria to be used to rate players.
- Use the SAP Scout One mobile app for iPhone and Android to manage your scouting requests and create scouting reports even when you're offline.

Learn more about Scouting [page 28].

Training

Coaches use the Training features to schedule training sessions, to prepare teams, groups, or individual players for training, and to evaluate their training load.

- Prepare and schedule training sessions for a team, group, or individual players.
- Define training content in an overview or at detailed level, and assign it to players or groups.
- Share plans, results, and feedback among coaches, players, and physiotherapists.
- Keep a history of training sessions.
- Analyze the training success of a player or team.
- Print your plans as PDFs with personalized content.
- Upload training load information from external sources.

Learn more about Training [page 52].

Match

Coaches and video analysts use the Match features to prepare for matches, analyze player and team performance, and give feedback.

- Manage key match information and match statistics.
- Prepare for a match by defining the characteristics of your opponent team and your individual players.
- Use the SAP Challenger Insights app for effective match preparation.
- Use the Penalty Insights application to perform penalty analysis locally in your system.
- Review the lineup of both teams in a match.
- Manage relevant video and event files from external sources.
- Conduct video analysis of the match performance.
- Give direct feedback to a group or to individual players on their match performance with selected video clips.

Learn more about Match [page 75].

Fitness

Coaches and performance diagnositicans use the features to gain insights into their players' fitness and performance levels, and performance diagnosticians can test players‘ fitness and performance levels.

- Plan and schedule performance diagnostic tests to monitor the performance development of a team or individual players.
- Use tracking data from external devices to keep track of the training load.
- Analyze the results of performance diagnostic tests and training loads.
- Assess your players' skills relevant to their age, position or gender.
- Create a central catalog for performance and tracking parameters, and for skills and relevant tags.

Learn more about Fitness [page 99].

Health

Physiotherapists and other medical staff manage the data relevant for the health, injuries, sicknesses, and preventive measures of their players.

- Leverage the secure platform to create, manage, and store relevant medical data.
- Get an overview of the fitness level, injuries, and sicknesses, allowing you to deep-dive into an individual player's health history.
- Plan a player's necessary preventive actions and post-injury therapies in a calendar view.
- Automatically generate system notifications to mobile users among coaches and medical staff when a player is sick or injured.
- Generate PDFs with relevant health data to print or share easily.
- Attach documents to medical records.
- Easily use treatment plan templates to speed up treatment planning.
- Maintain an injury catalog or upload an existing one from an external source.
- Use a set of reports of medications, treatments, or overall team health.

Learn more about Player Health [page 113].

Team Management

Team Management for sport coordinators and team managers allows you to leverage a wide range of functions to create, manage, and store all of your club and team information.

- Get an overview of players, staff members, teams, and competitions.
- Manage team assignments of players, staff members, or club contacts, as well as the loan assignments of your players.
- View your players' current team assignments, including the assignments for players who are departed or are on loan. Change your players' future team assignments, if necessary, when preparing for a season change.
- Identify and map any duplicates of personal data.
- Use the player and team calendars to easily keep track of their appointments.
- Manage team activities and related tasks.
- Create, edit, administrate, and delete club resources such as IT equipment, and add active resources to calendar events.
- Create and view match information, and manage match events.
- View match statistics for a player, as well as detailed lists for matches played.
- Conduct evaluations for players of your teams and review the relevant catalogs.
- Capture the informal communication with, and related to a player in simple notes.
- Manage media files.
- Communicate appointments and other information with players, groups of players, and staff.

Learn more about the Team Management [page 129].

Media

Use the Media section to manage your media library, folder permissions, info packages, and attachments.

- Use the media library to search for, upload, edit, watch, and download video files. You can also add and edit folders, and mark relevant folders as favorites.
- Assign tags to videos, images, documents, and folders for quicker filtering. Match analysts can use tags to create media archives, and scouts can use tags in their scouting shortlists and match reports.
- Maintain folder permissions in the media library when you add a new person, remove an existing person, or change the permissions for a person or group.
- Use info packages to quickly share content and communicate with your players and team. Use the SAP Team One app to view info packages, and to send info packages and messages to communication rooms or private rooms.
- Manage your media content such as documents, links, videos, and info packages. Add media items to the Attachments section of your club, activities, tasks, persons, teams, training sessions, and matches.

Learn more about Media [page 179].

Go to https://www.sap.com/products/sports-one.html for more information on sports at SAP.

Related Information

System Requirements and Technical Prerequisites [page 7]
SAP Business Technology Platform (SAP BTP)

1.2 System Requirements and Technical Prerequisites

Access the SAP Sports One applications using the recommended browsers and devices, and select the relevant language.

> **Note**
>
> The latest version of Safari is supported for select applications only. Other browsers, for example, Firefox, Microsoft Edge, or Opera, aren't supported.

Client Software Requirements

Access SAP Sports One applications using the following browsers and devices:

Application Name	Google Chrome for Desktop	Google Chrome for Tablet	Google Chrome for Phone	Safari for Desktop	Safari on Tablet	Safari on Phone
Portal	Yes	Not Supported	No	No	No	No
Match Insights	Yes	Yes	Yes	Yes	Yes	Yes
Tactic Insights	Yes	No	No	No	No	No
Video Cockpit	Yes	No	No	No	No	No
Penalty Insights	Yes	Yes	No	Yes	Yes	No

Supported Languages

Open the language settings in Google Chrome. Select the relevant language, with the appropriate country/region, in which you want to use SAP Sports One and move it to the top of the list.

> **Note**
>
> For the following languages, it's sufficient to select the language only:
>
> - Polish
> - Slovak
> - Czech
> - Hungarian
> - Croatian
>
> For the following languages, you must select the language and country/region:
>
> - German (Germany)

- English (United States)
- English (United Kingdom)
- Chinese (Simplified)
- Spanish (Mexico)
- Italian (Italy)
- French (France)
- Portuguese (Brazil)

Related Information

About SAP Sports One [page 2]

1.3 In-App Help

Get helpful tips and how-to information directly in the SAP Sports One web app.

Open the in-app help by clicking the question mark top-right or by pressing F1.

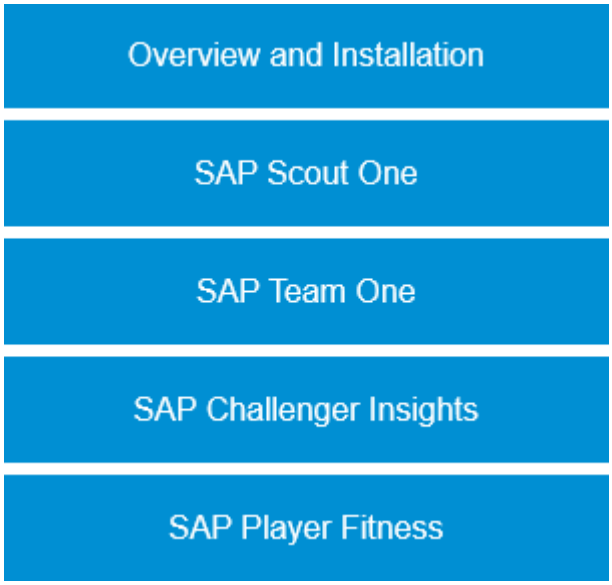
2 Information for Players and Staff Members

2.1 Mobile Applications

As a scout, chief scout, coach, or match analyst, you can use the SAP Sports One mobile applications to conveniently and quickly manage your tasks while on the go.

Prerequisites

- Your system administrator has assigned you to the relevant role so you can access the features mentioned below. For example, if you want to use SAP Scout One, you must have the scout or chief scout role assignment. If you have any issues, please contact your system administrator.
- You have an SAP Sports One user to access the applications, and the content you can see is dependent on your user role and permissions.
- You use iOS version 12 or higher for the iOS apps.
- You use Android version 7.0 or higher for the Android apps.



- #unique_2/unique_2_Connect_42_subsection-im1 [page 10]
- #unique_2/unique_2_Connect_42_subsection-im2 [page 10]
- #unique_2/unique_2_Connect_42_subsection-im3 [page 10]

- #unique_2/unique_2_Connect_42_subsection-im4 [page 10]
- #unique_2/unique_2_Connect_42_subsection-im5 [page 10]

Mobile Applications in SAP Sports One

Hover over any box in the graphic to view what you can do in the Mobile Applications area. With one click, you can view the list of related topics for more information.

Overview and Installation

- Overview [page 10]
- Installing Mobile Applications [page 11]

SAP Scout One

- SAP Scout One [page 13]
- SAP Scout One Configuration Options [page 16]

SAP Team One

- SAP Team One [page 16]
- SAP Team One Configuration Options [page 17]
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- Setting Up Communication Rooms [page 19]
- Managing Room Memberships for a Season Change [page 20]
- Managing Communication Rooms [page 22]
- Sending Messages [page 23]

SAP Challenger Insights

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-
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SAP Player Fitness

- SAP Player Fitness Configuration Options [page 27]

2.1.1 Overview

As a scout, chief scout, coach, or match analyst, you can use the SAP Sports One mobile applications for iPhone, iPad, and Android to conveniently and quickly manage your tasks while on the go.

You can download the following mobile applications from the Apple App Store or from Google Play :

- SAP Scout One for iPhone and Android
- SAP Team One for iPhone and Android
- SAP Challenger Insights for iPad
- SAP Player Fitness for iPad

Alternatively, your administrator may provide you with an onboarding link and password to simplify the process.

> ⓘ Note
>
> The Apple Vision Pro app Immersive Match Analysis is discoverable in the App Store but its availability is restricted.

Related Information

Installing Mobile Applications [page 11]

2.1.2 Installing Mobile Applications

Install the mobile applications for SAP Sports One onto your iOS or Android mobile device.

Installing Mobile Applications on your iOS Device

Prerequisites

- Ensure you have your SAP Sports One password to hand.
- Your mobile device is passcode-protected. Otherwise, the SAP Sports One mobile applications do not run.

  > ⓘ Note
  >
  > SAP Challenger Insights is an exception, which runs and only offers to remember a password if a device passcode is set.

Procedure

1. Ask your system administrator for an onboarding link.
2. Open the onboarding link on your iOS device and follow the simple step-by-step instructions to install the relevant mobile app.

> **Note**
>
> Alternatively, if you do not receive an onboarding link you can easily install the app as follows:
>
> 1. On your Apple device, search for the relevant mobile app on the https://www.apple.com/ios/app-store/ Apple App Store.
> 2. Open the app on your device.
>   The app prompts you to enter a server name, username, and password.
> 3. To confirm the server name, look at the address of your SAP Sports One system opened in a browser.
>   The server name starts with `https://sapsportsone123456789.hana.ondemand.com`, where the string `sapsportsone123456789` is the name of your SAP Sports One server, and `123456789` acts a placeholder.
> 4. Enter the credentials for your SAP Sports One access in the *Username* and *Password* fields.

Results

Your device downloads all artifacts so the initial startup of the app may take a while.

Installing Mobile Applications on your Android Device

Prerequisites

Ensure you have your SAP Sports One password to hand.

Procedure

1. Ask your system administrator for an onboarding link.
2. Open the onboarding link on your Android device and follow the simple step-by-step instructions to install the relevant mobile app.

> **Note**
>
> If you do not receive an onboarding link, search for the relevant mobile app on Google Play and install it using the steps outlined above for an iOS device.

Results

Your device downloads all artifacts so the initial startup of the app may take a while.

2.1.3 SAP Scout One

2.1.3.1 SAP Scout One

As a chief scout or scout, use SAP Scout One for iOS and Android to browse upcoming matches, manage your scouting requests and create scouting reports even when you're offline. Maintain and share match reports from the match page of the app.

You can access upcoming match fixtures, scouting requests, shortlists, and player information while on the go. Within a scouting request you can edit the lineup and create scouting reports.

The data you see in the SAP Scout One app depends on your user role and permissions. You can enter data in the app while your mobile device is offline, and the app and the SAP Sports One system automatically synchronize when you are online again.

Use SAP Scout One to do the following:

User Role	Feature

Scout or chief scout	• Broswe upcoming matches on the Events tab (including for players and teams).
	• Flexibly finish your scouting tasks anywhere and anytime.
	• Search for teams by name and navigate to the team page.
	• Create:
	  • And maintain scouting reports for players even when you are offline. The reports are automatically sent to the back-end when an Internet connection is available again.
	  • Notes for players to capture additional player information that's out of a report's scope.
	  • New players and write reports for players that are currently not in the system
	  • Add a player that is not in the team squad to the lineup and to a match. Create a scouting report for them, if required.
	  • Select the scouting permission to control who can read and edit the report.
	• View:
	  • All scouting requests for which you have authorization (based on the scouting permissions).
	  • The list of players assigned to a scouting request or the list of players in a match, for which you then create new reports, even when you're offline
	  • Player profiles, where you can search for and access a player's scouting reports, and share them with other scouts by email or through social media apps
	  • Player notes, including the note author, title, text, category, and date
	  • Match or scouting event details
	  • Team details, when you navigate from a match to a team page. View player details and the squad list for the current season and navigate to a player's profile for more information. The system sorts the list of players by position group.
	  • The tags assigned to a scouting report in the PDF output
	  Note
	  This feature is available on SAP Scout One for iOS only.
	• Maintain:
	  • A player's potential and share it as a PDF. Filter the list of scouting reports by date.

User Role	Feature
	• Your shortlists by adding or removing players and marking players as favorites • A player's scouting status. • Tags by adding tags from your tag board to players' scouting reports
Chief scout, scout, or match analyst	• Broswe upcoming matches on the Events tab (including for players and teams). • Generate a PDF version of a match report to share, if required. • Create, edit, or delete match reports, if necessary.
Coach	View, maintain, and create a new lineup by viewing players' current team assignments for the relevant match date, and adding players to the pitch or to the *Substitutes* screen area.
All	Maintain the time range for which scouting requests are displayed, for example, the last five days and the next 10 days.

> **Note**
>
> You can use the features that are available in the iOS version in the Android version also, with the exception of the following:
>
> - Browse upcoming events on the map.
> - Sharing or generating a PDF for player reports
> - Adding predefined tags from your tag board to players' scouting reports

Related Information

SAP Scout One Configuration Options [page 16]
SAP Team One Configuration Options [page 17]
Creating Match Reports [page 42]

2.1.3.2 SAP Scout One Configuration Options

You can adjust the default configuration settings for SAP Scout One.

Context

If required, you can adjust the following:

- *Time Span for Scouting Requests*: Adjust the time range for which you want to download scouting requests. You can change the number of days in the future or in the past, and the app downloads scouting requests within this specified time range.

  > **Note**
  >
  > Choosing a broad time range affects the performance of the app.

- Favorite competitions: Change your favorite competitions that are listed in the filter menu. Use the SAP Sports One web app and go to *Competitions*. You can then select or deselect your favorites.
- *Lineups*: Choose if players' birth years are displayed within player lineups.
- *Clear Cache* and *Record Support Log*: In case of issues and if necessary, support colleagues may ask you to remove local data or record a support log.

Related Information

SAP Scout One [page 13]

2.1.4 SAP Team One

2.1.4.1 SAP Team One

With its chat functionality, calendar appointment overview, and notifications, the SAP Team One app helps you stay connected and organized.

The app is available for both Android and iOS, and you can download it from the app store.

Chatting

The chat functionality in SAP Team One works just like your favorite messaging apps. You can strike up a conversation with one person or be part of a group chat. Here are just a few ideas of how to use the chat feature:

- Invite team members to group chats to help everyone to stay connected. (Note, the initial set up of the group chat is done in SAP Sports One.)
- Share match footage of your opponents, which is prepared in SAP Sports One, directly with your players and coaching staff.
- Provide 1:1 training feedback to players.
- Send polls to receive quick feedback.

Calendar Events

In SAP Sports One lots of events are created every week for training sessions, matches, meetings, and more. For convenience, you can see all your events in the *Events* tab of the mobile app, helping you to stay organized.

From the *Events* tab you can also create training sessions and appointments. Get started by tapping the plus button. The created are synced with the SAP Sports One web app.

Notifications

Want to be informed about activities and updates that are important to you, like when a training session is rescheduled, or when a scouting report is available, then notifications have got you covered. What's more, in the notification settings you can specify your preferences, so you're only notified about the topics that you're interested in.

Related Information

Notifications [page 191]
SAP Team One Configuration Options [page 17]
Setting Up Communication Rooms [page 19]
Managing Room Memberships for a Season Change [page 20]
Managing Communication Rooms [page 22]
Sending Messages [page 23]
Editing your Profile [page 23]
Adding Appointments to your Everyday Calendar App [page 18]

2.1.4.2 SAP Team One Configuration Options

You can adjust the default configuration settings for SAP Team One.

If required, you can adjust the following:

- *Download Media on WiFi Only:* When switched on and when connected to a WiFi network, the app automatically downloads large media files such as videos.

- *Download Media in Background:* When switched on, the app automatically downloads in the background any videos, images, and so on from the previous five days so that all content is available offline.
- *Clear Cache* and *Record Support Log:* In case of issues and if necessary, support colleagues may ask you to remove local data or record a support log.

2.1.4.3 Adding Appointments to your Everyday Calendar App

In addition to seeing appointments in the *Events* tab of the SAP Team One app, you can add your appointments to your everyday calendar app so you have all your appointments in one place.

> ⓘ Note
>
> If you create an appointment in your everyday calendar app, the appointment isn't sent to or synchronized with SAP Sports One.

iOS

1. In the SAP Team One app, tap on the main menu icon (top left) and tap *Calendar Download*.
2. Select the SAP Sports One calendars that you want to download. You may have multiple calendars if you work with several teams.
3. Check your everyday calendar app to see if the appointments are included. If they aren't, check the settings of your everyday calendar app: you may need to add or import your SAP Sports One calendars.

Android

Before you begin:

- You've synchronized your SAP Sports One calendar with the calendar on your phone. To do so, go to the *Events* tab and follow the on-screen instructions. When completed, your appointments are listed in the *Events* tab.

1. Check your everyday calendar app to see if the appointments are included. If they aren't, check the settings of your everyday calendar app: you may need to add or import your SAP Sports One calendars.

2.1.4.4 Setting Up Communication Rooms

Set up communication rooms in the SAP Sports One application so group users can exchange information using the SAP Team One app. You can set up team-independent rooms, and rooms belonging to a specific team or for a team activity.

Context

As a communication room owner with permissions to manage a room, you can manage the access rights for the room, edit room data, and add or remove room members. When you activate communication rooms for a team, you can add or remove several members and change the permissions for several rooms all at once, if required.

> **Note**
>
> This feature is not available to users with the player role.

As a communication room administrator, you can identify the rooms you are permitted to administrate and you can view all characteristics of a room. You can define the permissions templates for managing rooms, and identify which rooms are currently open, will open in the upcoming future, or are closed.

Procedure

1. To create the initial set of rooms belonging to a specific team, log on to SAP Sports One.
2. Go to your team profile.
3. Go to *General Information* > *Communication.*
   a. Select *Generate Rooms* to automatically set up the following initial set of rooms and to specify their relevant permissions:
      - A team room
      - A staff lounge
      - A player lounge

      You can optionally create:
      - Additional medical and coaching system rooms
      - Player position rooms
      - Player feedback rooms

      > **Note**
      >
      > The rooms for all medical staff and all team coaches receive automatic notifications from SAP Player Fitness. If these rooms are closed, these notifications can no longer be sent.

   b. To create a room manually, choose *+Add Room for Team*.

You can choose a group room, where you can choose to add all current staff members and all current players. Alternatively, you can choose a player coaching room whereby you select the player, the system selects the coaches by default, and you can adjust the staff members.

c. To create team-independent rooms, go to *Club* > *General Info* > *Communication* and choose *+Add Team-Independent Room.*
d. To create a room for a team activity, choose *+Add Room for Activity.*
e. To copy a room, hover your cursor over an existing communication room and select the *Copy Room* icon.

   You can enter a new name, start date, and end date for the copied room. You can also specify whether to copy the permissions from the original room, and whether to close the original room.

   The system copies all current participants of the original room to the copied room.

Related Information

Managing Room Memberships for a Season Change [page 20]
Sending Messages [page 23]

2.1.4.5 Managing Room Memberships for a Season Change

As a person planning a season change, manage the memberships and permissions for team communication rooms and player communication rooms in the SAP Sports One application.

Prerequisites

- Your active users are defined as follows:
  - The relevant person has a valid user.
  - The relevant person has the permissions to manage at least one communication room.
  - The relevant person has Read rights for the relevant team.
- As a person planning a season change, and with the necessary permissions, you can manage the memberships for team rooms and player rooms for your own team only. You cannot manage the memberships for team-independent rooms or for activity rooms within your club.

> ⓘ Note
>
> This feature is not available to users with the player role or data security officer role.

Context

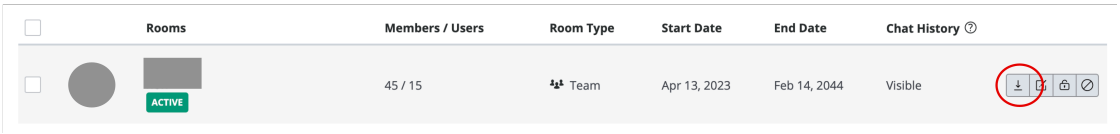
When you activate communication rooms for a team, you can add or remove several members and change the permissions for several rooms all at once, if required.

Procedure

1. In the SAP Sports One application, go to *Admin* > *Season Change* > *Room Memberships.*
   - In the *Room Members* screen area, the list of members in each communication room appears.
   - In the *Rooms* screen area, the list of communication rooms for the selected team appears.
2. To manage individual permissions, go to the *Room Members* screen area and choose *Manage Room Memberships.*
   a. Select one or several room members from the overview.

   > **Note**
   >
   > You can view all room members. You can view their rooms, and compare their periods of team assignment and room membership to easily identify whether the time periods align.

   b. Add them to one or more rooms, or remove them from one or more rooms, if required.
   c. Save your changes.
3. To manage the permissions for several rooms at once, or to close several rooms at once, go to the *Rooms* screen area.
   a. Optional: To quickly check the room's active members, download their names as a spreadsheet.



   a. Select the relevant rooms in the list, and choose *Replace Permissions* , *Move Rooms*, or *Close Rooms*, if required.
   b. To delete a closed room, select the relevant room in the list and choose the *Delete Room* icon. Alternatively, to delete multiple rooms, select the rooms and choose the *Delete Rooms* button.

Related Information

Setting Up Communication Rooms [page 19]

2.1.4.6 Managing Communication Rooms

Edit communication rooms and the list of room members in the SAP Sports One application. Close a communication room and delete closed rooms, if required.

Context

As a communication room owner with permissions to manage a room, you can manage the access rights for the room, edit room data, and add or remove room members.

> ⓘ Note
>
> This feature is not available to users with the player role.

You can also choose to convert existing team-related rooms to medical staff rooms or team coach rooms, if required. After the system completes the conversion, it replaces the previous system room with the new, converted room.

As a communication room administrator, you can identify the rooms you are permitted to administrate and you can view all characteristics of a room. You can define the permissions templates for managing rooms, and identify which rooms are currently open, will open in the upcoming future, or are closed.

Procedure

1. To edit a communication room, log on to SAP Sports One.
2. Go to your team profile, and go to *General Information* > *Communication.*
3. To edit a single room, stay in the *Cards View* and then hover over the room to display your editing options. Alternatively, to edit multiple rooms in one go, like closing several rooms, use the *List View* instead.

   > ⓘ Note
   >
   > A communication room for a team displays the team name. A communication room for an activity displays the team name and activity name.

   > → Tip
   >
   > To delete a room, you first need to close it.

Related Information

Managing Room Memberships for a Season Change [page 20]

2.1.4.7 Sending Messages

Send a message from SAP Team One or from the SAP Sports One system.

Procedure

1. Select one of the rooms to which you have been assigned.
2. Choose one of the following options for creating a message:
   - From the chats overview, select a room and create a message.
   - Choose the create icon, then choose the relevant room to create a message.
3. To attach a picture, video, or document to your message, choose *Add* and then choose the relevant file stored locally on your device.

   > ⓘ Note
   >
   > The following formats are supported on your iOS device: JPG, GIF, PNG, PDF, MP4
   >
   > For iOS and Android devices, supported file formats are contingent on the version and codecs supported by your device. Please consult the relevant documentation from the device's manufacturer.

   > ⓘ Note
   >
   > In SAP Sports One, you can additionally select a file from the *Media* library, or from the *Attachments* section of any screen.
4. Long press on a message to see more options, like sending a reaction or replying directly to the message.

Related Information

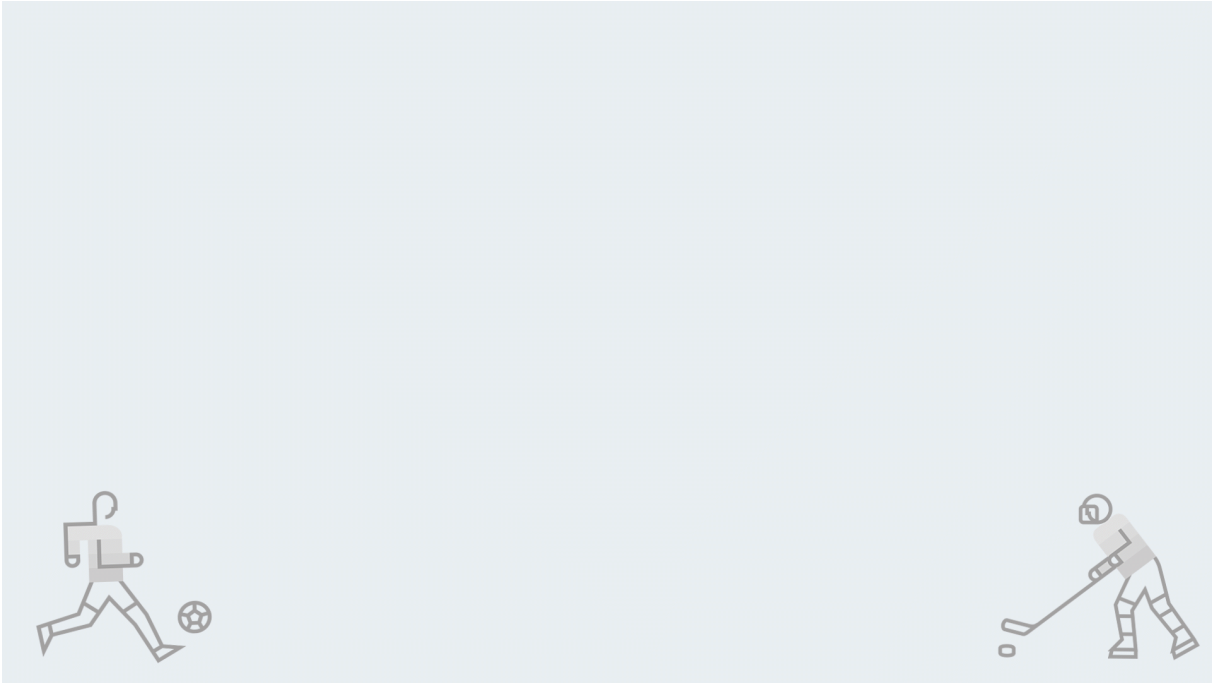
Managing Room Memberships for a Season Change [page 20]

2.1.4.8 Editing your Profile

Add or update information in your profile, including your name, physical characteristics, and contact details.

Procedure

Open the SAP Team One app for iOS or Andoird and follow the steps in the video.



2.1.5 SAP Challenger Insights

Prepare for your opponents, wherever you are.

SAP Challenger Insights complements the match preparation activities that coaches, analysts and scouts complete in the SAP Sports One web app. Here's a quick overview of what you can do:

- View match preparation content on your iPad, even when you're offline.
- Study anticipated player and team positions, movements, and plays.
- View player reports, including statistics, pictures, and videos.
- Annotate and draw on videos and match footage.
- Sketch tactical ideas and set pieces.

With the app, you can also browse and present the players in a scouting shortlist.

Getting Started

Insights: Download a Match

1. Tap *Download Next Match*.
2. If you're asked to log on, you can enter the server address by opening the SAP Sports One web app and copying the URL.
3. Select one of the matches that has been prepared.

Tactics: Creating a New Situation

1. On the *Tactics* tab, create a new situation or duplicate an existing one by long pressing on it.
2. Give the situation a name.
3. Optional: Change the pitch's background color in *Settings*. White is good if you want to print out the situation.
4. Optional: Use your own image as the pitch instead, for example, a photo of a recent match or screenshot. Tap the *Image* button and select an image.

Shortlists

1. On the *Shortlists* tab, tap *Download Shortlist* and select one from the list of shortlists that you have permission for. If you can't see a shortlist that you do have permission for, check in the SAP Sports One web app that the shortlist is published to *Challenger Insights*.
2. Optional: Check for updates. Swipe left on the shortlist name and tap *Update*.

Tips and Tricks

Master the app by exploring tips and tricks. Go to:

- Tactics: Tips and Tricks [page 25]
- Insights: Tips and Tricks [page 27]

2.1.5.1 Tactics: Tips and Tricks

Draw situations and set plays like a pro using these tips and tricks.

Drawing and Adding Elements

Sketch your situations and set plays by dragging and dropping elements on to the pitch and using the drawing tools.

Adding Players

Adding Players

Add players, or even the whole squad, for full realism.

→ Tip

If you're asked to provide the server address after tapping the *Add Team* button, you can copy the URL of your SAP Sports One web app.

→ Tip

If you tap the *Add Team* button and the team or the team's lineup isn't available, both need to be prepared in a match preparation project first, using the SAP Sports One web app.

Adding Pages

Add pages to your situation project to build out the details.

→ Tip

With the updates in March 2026, you can chose for each new page if the elements are animated or not. You can also group related pages together and add separator pages, where you can add a title and details.

Adjusting the Zoom

Set the best zoom level to show off the details your sketch.

Removing Elements and Deleting Pages

Here's are tips for clearing up and removing elements.

Sharing and Presenting

2.1.5.2 Insights: Tips and Tricks

Prepare for your upcoming opponents with these tips and tricks.

Presenting and Studying Insights

Present and study the insights prepared by your match analyst.

Drawing and Annotating Videos

Help players understand coaching points by drawing and annotating videos.

Editing Insights

Make last-minute changes to the insights.

2.1.5.3 Deleting Old Situations and Matches

Save storage space and remove unused content.

2.1.6 SAP Player Fitness

2.1.6.1 SAP Player Fitness Configuration Options

Use SAP Player Fitness for iPad and iPhoneto maintain your players' medical events, treatment plans, and medications, as you do in the Health section of the SAP Sports One application.

> ⓘ Note
>
> Certain restrictions apply in the app and you cannot do the following medical customizing or reporting:

- Import or maintain catalogs
- Maintain medical parameters
- Configure availability colors or maintain status comments
- Use SAP Sports One medical reports such as Health History, Medications, or Fitness and Treatments.

Related Information

Importing Catalogs [page 124]
Maintaining Catalogs [page 125]
Configuring Medical Parameters [page 127]
Configuring Availability Colors and Maintaining Status Comments [page 128]

2.2 Scouting

As a chief scout, use the Scouting area to find talented players and staff members. The scouting team can access player and staff member profiles, create reports when a request is complete, and identify and track players and staff membrs who are most likely to help the team achieve success.

Prerequisites

- Your system administrator has assigned you to the relevant scout or chief scout role so you can access the features mentioned below. If you have any issues, please contact your system administrator.
- In addition to the scout and chief scout roles, you must have specific permissions to view and edit scouting requests and scouting reports. If these permissions are missing, please contact your system administrator.



- #unique_3/unique_3_Connect_42_subsection-im1 [page 29]
- #unique_3/unique_3_Connect_42_subsection-im2 [page 29]
- #unique_3/unique_3_Connect_42_subsection-im3 [page 30]
- #unique_3/unique_3_Connect_42_subsection-im4 [page 30]
- #unique_3/unique_3_Connect_42_subsection-im5 [page 30]

Scouting with SAP Sports One

Hover over any box in the graphic to view what you can do in the Scouting area. With one click, you can view the list of related topics for more information.

Plan your Scouting Activities

- Scouting Calendars [page 30]
- Confirming your Availability for Scouting Requests [page 31]
- Prioritizing Scouting Events [page 32]
- Creating Independent Scouting Requests [page 33]
- Creating Scouting Requests for Matches [page 34]
- Sending Scouting Requests [page 35]
- Reviewing Scouting Activities [page 36]
- Selecting your Favorite Competitions and Teams [page 37]

Work with Scouting Reports

- Scouting Reports and Ratings [page 38]
- Adding Players [page 48]
- Player Information [page 41]
- Creating Match Reports [page 42]

Organize Your Scouting Shortlists

- Creating New Shortlists [page 44]
- Player and Staff Member Shortlists [page 43]
-
-

Analyze Players and Staff Members

- Searching for Players [page 46]
- Adding Players [page 48]

Templates and Rating Scales

- Creating Scouting Categories [page 48]
- Creating Templates [page 49]
- Assigning Rating Scales for Scouting [page 50]
- Info Packages [page 185]

2.2.1 Planning your Scouting Activities

2.2.1.1 Scouting Calendars

You can use scouting calendars for a concise overview of all scouting events and to efficiently manage your scouting resources. The calendar displays all relevant matches and scouting events, and you can confirm the availability and priorities of your scouts.

Scouting Calendar

You can use the *Scouting Calendar* to plan and keep track of all scouting activities. You can display the calendar using the following views and create a PDF version of each view, if required:

- Weekly view: displays the independent scouting events and the matches grouped by competition for each day. You can indicate your availability for any day of the week. You can change the date range, if required, and view the calendar for a different week.
- Daily view: displays the independent scouting events, the matches grouped by competition, and the match locations

As a chief scout or scout, you can create a match in the scouting calendar. When you save the match details, the system automatically saves the match to the respective competition season and assigns the teams to that competition season, if necessary. You can maintain filter sets, consisting of a title and a set of filters, and delete filter sets if necessary.

You can refine the calendar content using the following filters:

- *All Matches*: displays all matches in the selected time period

- *Own Teams*: displays the matches for your club only
- *Scouting Request*: displays all matches or independent scouting events within a scouting request
- *All Scouting Events*: displays all scouting events in the selected time period
- *Competitions* or *Favorite Teams*: displays all the matches or competitions for your favorite teams. You can select your team's favorite competitions under *Competitions.*
- *All Teams*: displays all teams in the SAP Sports One system
- *Short-Listed Players*: displays the matches for selected players and staff members
- *Priority*: displays the priority and is visible to chief scouts only
- *Scout*: displays the name of the scout and is visible to chief scouts only

Calendar

The *Calendar* view combines the features from the Team Calendar and My Calendar in one place.

You can view the scouting requests and matches assigned to you, view your team's matches, and view the birthdays of all players and staff members. You can select the relevant time slot and create new appointments. You can also search for your player calendar, staff calendar, and resources calendar and add them to the list, if required.

If your smartphone calendar is configured to display SAP Sports One calendar items, you can view all your scouting events there.

Related Information

Selecting your Favorite Competitions and Teams [page 37]
SAP Team One [page 16]
SAP Scout One [page 13]

2.2.1.2 Confirming your Availability for Scouting Requests

As a chief scout or scout, confirm your availability for scouting requests for a single match or for a whole day.

Procedure

1. Open the scouting calendar in the weekly view.
2. Depending on your availability, do the following:
   - To indicate your availability for a whole day, select the *Available* checkbox.
   - To indicate your availability for a single match, select the relevant match in the calendar, then choose *Register* and select *I'm available for current match*.

> **Note**
>
> As a chief scout, you can assign a scouting request to yourself for a match or event if a scouting request doesn't already exist. Select the relevant match or event in the calendar, then choose *Scouting* and choose *+ Assign Scouting Request to Me*.

Results

The system displays your name in the *Available Scouts* screen area when creating a new scouting request.

Related Information

Scouting Calendars [page 30]

2.2.1.3 Prioritizing Scouting Events

Prioritize your scouting events to manage your scouting resources and decide which events to attend.

Procedure

1. As a chief scout, select the relevant match or independent scouting event and then select *Priorities*.

   The system displays all the priority rankings of other scouts and chief scouts.
2. As a scout, you can prioritize the scouting events to which you are assigned.

Results

The system displays all the prioritized events for scouts and chief scouts in the scouting calendar.

Related Information

Assigning Rating Scales for Scouting [page 50]

2.2.1.4 Creating Independent Scouting Requests

As a chief scout, create an independent scouting event and scouting request. Assign yourself or other scouts to the request and provide them with instructions, and choose a live session, video session, or both.

Procedure

1. Select a free spot in the scouting calendar.

   The *Add to Calendar* dialog box appears.
2. Under *Scouting event*, enter the scouting event details such as the name, start date and time, and so on.
3. Save your changes.
4. Select the scouting event in the calendar and in the dialog box, choose the *Scouting* tab to create a new scouting request.
5. Choose *+ Add Scouting Request* or *Assign Scouting Request to Me*, as required.
6. If you choose to add the scouting request, add the relevant players, scouts, request info, notes, and summary details.

   As a chief scout or scout, you can select one or more scouting request types. The categories are predefined by your administrator, and you can use them to efficiently analyze your scouting requests with SAP Analytics Cloud.
7. Save your changes.

Results

The system displays the new event and scouting request in the scouting calendar.

Related Information

Creating Scouting Requests for Matches [page 34]
Confirming your Availability for Scouting Requests [page 31]
Sending Scouting Requests [page 35]

2.2.1.5 Creating Scouting Requests for Matches

As a chief scout, create a scouting event for a match event where you want to observe players. Select the players you want to survey, and assign yourself or other scouts to the event and provide the necessary instructions.

Context

In this how-to, you'll learn how to create scouting requests from the scouting calendar. If you're interested in a sepecific player, you may prefer to go to the player's profile and create a scouting request from the *Match* overiew, which shows the player's five most recent and upcoming matches.

Procedure

1. In the *Scouting Calendar*, select a match for which you want to create a scouting request.

   The dialog box for the match appears.
2. Under the *Scouting* tab, add a scouting request for another scout.Alternatively assign the scouting request to yourself.

   > ⓘ Note
   >
   > If required, you can save the request at this point without providing any details and add the details at a later stage.
3. If you choose to add a new scouting request, enter the following details:
   a. Select the checkboxes for each player you want scouted.
   b. Select the scout or scouts you want to assign to the match.

      > ⓘ Note
      >
      > The *Available Scouts* screen area displays all scouts who have indicated their availability in the scouting calendar.

   c. Select one or both teams to be scouted.
   d. Select one or more scouting request type.

      > ⓘ Note
      >
      > These type tags are predefined by your administrator and you can use them to efficiently analyze your scouting requests with SAP Analytics Cloud.

   e. Specify whether you want the scouts to watch the match live or by video, and provide instructions or notes, if required.
   f. Select the ticket status.
4. Review the scouting request summary and save your changes.

Results

The system displays the new scouting request in the scouting calendar, and under *Scouting* > *Scouting Monitoring*.

Related Information

Creating Independent Scouting Requests [page 33]
Confirming your Availability for Scouting Requests [page 31]
Sending Scouting Requests [page 35]
Reviewing Scouting Activities [page 36]

2.2.1.6 Sending Scouting Requests

As a chief scout, send scouting request notifications to your colleagues using the SAP Team One mobile app. The system automatically sends a message and attachment to the relevant scouts, which displays match or event information such as the match or event name, team logos, the date, and time.

Prerequisites

The scouting team have access to the SAP Team One app.

For more information, see the documentation for SAP Team One or contact your system administrator.

Procedure

1. Create a new scouting request and add one or more scout names.
2. Save your changes.

   The app automatically sends notifications to scouts when their name is added to a scouting request, with the name and date of the scouting request included.
3. Edit a scouting request and remove one or more scout names.
4. Save your changes.

   The app automatically sends notifications to scouts when their name is removed from a scouting request, with the name and date of the scouting request included.

Related Information

Mobile Applications [page 9]
Creating Independent Scouting Requests [page 33]
Confirming your Availability for Scouting Requests [page 31]
SAP Team One [page 16]

2.2.1.7 Reviewing Scouting Activities

Review your scouting activities for a selected week.

Procedure

1. Under *Scouting*, go to *Scouting Monitoring*.

   The system displays a list of scouting requests for a selected week. If required, select an earlier or later week.
2. Expand the relevant scouting request to view which scouts have been assigned and whether they have accepted.
3. Expand the *Filter* screen area to filter and sort the list of scouting requests as follows:
   - Filter by ticket status.
   - Filter by event characteristics such as scout name, team name, or competition name.
   - Filter by event date, by the date on which a scouting request was last changed, by today's date, or today's date +/- 7 days.
   - Sort by the last changed date.
   - Sort by the event date in ascending order.
4. Choose *Download to Excel* to download the filtered list in the form of a spreadsheet application file.

   The list contains details of match events and independent scouting events, including the following:
   - Event name
   - Date and time
   - Date on which the scouting event was last changed
   - Name of home team
   - Name of away team
   - Name of competition
   - Name of assigned scouts
   - Ticket status
   - Scouting type
   - Names of people to be scouted
   - Request types

Related Information

Sending Scouting Requests [page 35]

2.2.1.8 Selecting your Favorite Competitions and Teams

Select your favorite competitions and teams.

Procedure

1. To select a favorite competition, go to *Competitions* and filter for the following options:
   - National competitions, by country or by continent
   - International competitions
   - Male or female competitions
   - Age-specific competitions
2. In the competitions overview, hover your cursor over a competition and select the star icon to add or remove the competition as a favorite.
3. To select a favorite team:
   1. Select a competition.
   2. Go to *General Information* > *Teams.*
   3. Hover your cursor over the relevant team, and select the star icon to add the team as a favorite.

Results

The system displays your favorite competitions and teams under *Favorites*. You can filter the scouting calendar to display your favorite team's match and competition details.

2.2.2 Working with Scouting Reports

2.2.2.1 Scouting Reports and Ratings

As a chief scout or scout, you can view players' and staff members' scouting reports. View their average rating in the shortlist, which is based on your chosen date range and the number of reports you are authorized to view. Comment on scouted players and staff members or evaluate their performance in a detailed report.

You can do the following:

Feature	Steps and Details
View a scouted person's quick rating.	Go to *Scouting* > *Scouting Reports.* • Quickly view the overall rating, potential rating, and comments for a person with one glance. • Sort the list by the event date or the date on which a report was last changed. • Filter scouting reports by category rating, scouting permission, or by certain criteria for a person, report, event, or date range. • Clear active filter tags, create new filter templates, or delete filter templates. • Add tags to your scouting reports so you can find them more quickly and view the tags for various scouting reports in their PDF outputs. • Navigate to a detailed scouting report. • Add a person to a shortlist. • Navigate to the match details, scouting event, or the person's information. **Note** If you can't see a scouting report, the necessary scouting permission may not have been assigned to your user.

Feature	Steps and Details
View a scouted person's detailed ratings and scouting reports.	Open a person's profile and choose *Scouting* > *Scouting Reports*. • Filter the scouting reports by season or date range. • Create a new scouting report. • View a player's scouted matches to confirm when you could have, but did not, rate them. • Hover over the *Scouted Matches* number, and navigate to matches that have an assigned scouting request and that included player time on the pitch. **Note** This feature is available for soccer matches and players only. • Expand the *Overall Rating and Potential Rating Matrix* to quickly view the number of reports, and view the distribution of a person's overall performance ratings and potential ratings. • View the person's current status and the author of the status. **Note** If you can't see a scouting report, the necessary scouting permission may not have been assigned to your user.
View a scouting report for a match.	Go to the match's profile page and go to *Scouting* > *Scouting Reports*. • Choose the team to view the relevant people. • Use the quick search or apply a filter to narrow your list of people. • Add a person to a shortlist. • Navigate to a detailed report. **Note** If you can't see a scouting report, the necessary scouting permission may not have been assigned to your user.

Feature	Steps and Details
Create a detailed report for a person for a particular match.	1. Go to *Scouting* > *Scouting Reports.* The list of available scouting reports appears. 2. Choose the *To Detail Report* button associated with the relevant match. The person's detailed report appears for the selected match. 3. Choose *Save and Finalize* to indicate to your chief scout that you have completed scouting the selected person. **Note** The scouting permissions that you can select from are based on the scouting permissions that have been assigned to your user.
Create a detailed report for a person for an independent scouting event.	An independent scouting event has the same features as a match. 1. Provide a name and date for the scouting event. 2. Enter other relevant details. 3. Choose *Save and Finalize* to indicate to your chief scout that you have completed scouting the selected person. **Note** The scouting permissions that you can select from are based on the scouting permissions that have been assigned to your user.

Related Information

Creating Independent Scouting Requests [page 33]
Creating Scouting Requests for Matches [page 34]
Confirming your Availability for Scouting Requests [page 31]
Assigning Rating Scales for Scouting [page 50]

2.2.2.2 Adding Players

Manually add interesting players to your system so you can add them to scouting requests, scouting shortlists, and create scouting reports.

Procedure

1. Go to *Scouting*.
2. Choose the + icon in the header bar and select *Create New Player*.
3. Enter the basic data for the player including their first name, last name, gender, and team name.
4. Save the details.

Results

The system creates the new player. You can search for them and add them to scouting requests, shortlists, and reports.

Related Information

Creating Independent Scouting Requests [page 33]
Confirming your Availability for Scouting Requests [page 31]

2.2.2.3 Player Information

You can view detailed information about players and staff members.

View detailed information for selected players in the following ways:

Screen Area	Details
In the *Scouting Calendar*	1. Select a match or independent scouting event. 2. In the dialog box, choose the *Go to Match* icon to view the details.
	3. Go to *Scouting* > *Scouting Reports*. 4. Search for the relevant person in the list. Scouting-relevant data for a player such as their scouting reports, assigned shortlists, and assigned status, appear in a player's profile.

Screen Area	Details
Under *Competitions*	1. Select a competition. 2. Under *General Information*, select a team. 3. Under *General Information*, select *Players*. The system displays the list of people on the team. 4. Choose a person to view their personal information and more details.
Under *Favorites*	1. Select a team or competition. 2. *Under General Information*, select *Teams* > *Players* The system displays the list of people on the team. 3. Choose a person to view their personal information and more details.
If the player is already in your shortlist	Go to *Shortlists* and select the person's photo or name.
Global Search	Use the global search in the navigation bar to search for the person's information directly.

2.2.2.4 Creating Match Reports

As a chief scout, scout, coach, or match analyst, create flexible match reports based on your defined criteria. Enter a match summary and notes about the offensive and defensive play of both teams.

Procedure

1. Select the relevant team and go to *Matches.*
2. Select the relevant match in the list and choose *Go to Match.*
3. Go to *Lineup and Evaluations* > *Match Reports.*
4. Add a new report and select a report scenario from the list.

> **Note**
>
> When you select a match report scenario, the system automatically copies default templates for each team and permissions for the match into the report, which makes your task quicker and more convenient.
>
> If you do not select a match report scenario, you can manually select a match report template for each team and for the match. You can maintain a comment and a rating for each category in the template.

5. Save your changes.

Results

The finished reports are available on the *Matches* > *Match Reports* overview where all reports created within the club are listed.

Alternatively, you can read the reports organized by team (select the team and go to *Matches* > *Match Reports*) or organized by match (select the team and match and then go to *Lineup and Ratings* > *Match Reports*).

For all reports, you can specify the read, write and manage permissions as well as create a printable PDF.

Related Information

Scouting Reports and Ratings [page 38]
SAP Scout One [page 13]

2.2.3 Organizing your Shortlists

2.2.3.1 Player and Staff Member Shortlists

You can use shortlists to view and scout players and staff members who are potentially eligible for transfer.

Shortlists are available for chief scouts, scouts, managers, and team managers.

You can do the following:

- Add people to scouting shortlists, including players listed in the advanced player search.
- Click on a person to view their scouting reports, scouting status, scouting notes, market value, and statistics. You can also document and view the person's characteristics.

  → Tip

  - The market value is provided by the company Gool. For more information, visit their website www.gool.ai.
  - To see all of the characteristics documented about a person, in both scouting shortlists and match preparation projects, go to the *Characteristics* area in the person's profile.
- Auto-play all characteristics in the shortlist at once or all media files for one specific characteristic. The system plays each media file in sequence until all files have finished playing.
- Customize the order of components displayed in a person's details within the shortlist.
- Copy a scouting shortlist to create a new shortlist with the same people.
- Add a person from the shortlist to another shortlist.
- Sort the list of scouting shortlists by favorites, by shortlist name, or by the date on which a list was last changed.

- Add tags to your scouting shortlists, which enable you to structure them and find them more easily.
- Define shortlists of people, which are used for scouting requests.
- As a chief scout or scout with the necessary permissions, delete a person from a scouting shortlist through their personal profile.
- Define your own color code system to indicate the status of a shortlisted person.
- Publish the shortlist to SAP Challenger Insights app for the IPad.

Display the list of players in a list view or field view to maintain the following details:

List View	Field View
Use drag and drop to move players in the list and change the ranked order.	Drag and drop individual players and whole groups.
Hover your cursor over a player's name and choose the *Matches* icon to view their upcoming matches.	Rearrange a group of players to change their rank.
Change the color of a player card.	Change the color of a player card.
Add a comment.	Add a comment.
Click on a player to view more detail scouting information.	Click on a player to view more detail scouting information.
View all reports for a player, and expand the *Overall Rating and Potential Rating Matrix* to display the number of player reports, and the distribution of a player's overall performance ratings and potential ratings.	View all reports for a player, and expand the *Overall Rating and Potential Rating Matrix* to display the number of player reports, and the distribution of a player's overall performance ratings and potential ratings.

Related Information

Creating New Shortlists [page 44]

2.2.3.2 Creating New Shortlists

Use shortlists to view and scout players and staff members who are potentially eligible for transfer. You can create multiple shortlists and use each one for a specific purpose. You can share your shortlists with scouts, sports directors, or managers for improved collaboration and transparency.

Context

Shortlists are available for chief scouts, scouts, managers, and team managers. You can view all the shortlists to which someone is assigned under *Scouting* > *Scouting Shortlists,* subject to access permissions. As a chief scout or scout, you can mark shortlists as favorites.

Procedure

1. Go to *Scouting* > *Scouting Shortlists,* to view all your shortlists in an alphabetical list.
2. Choose *Add a Shortlist* to create a new shortlist.

   > **Note**
   >
   > Alternatively, you can copy an existing shortlist to create a new shortlist with the same people. You can choose to copy the groups only or everything. The system copies the marked favorite person, the marked target person, the comment, color, and tags from the original shortlist to the new shortlist.

3. Enter the shortlist name and optionally select a template for the field formation. Alternatively, create a shortlist based on the roster of an existing team.

   > **Note**
   >
   > Choosing a template for the formation allows you to visualize and sort people in your shortlist according to their exact position. Leaving the template on the default entry enables you to define your own grouping categories later.

4. Choose *Save and Go to Details*.

   > **Note**
   >
   > If required, choose *Mange Permissions* to share your shortlist and to grant read, write, or manage permissions.

5. Add a group to organize the people in the shortlist.
6. Add people to your shortlist and save your changes.

Next Steps

Need to present the shortlisted players to decision makers? You can switch to presentation mode, which displays the player's details, characteristics, and statistics in an easy-to-view format. You can also publish the shortlist to the SAP Challenger Insights app for the iPad.

Related Information

Player and Staff Member Shortlists [page 43]

2.2.4 Analyzing Scouting Players

2.2.4.1 Searching for Players

Use the advanced player search to find players according to relevant scouting criteria such as their age, average overall rating, or preferred foot.

Procedure

1. Under *Scouting*, go to *Extended Player Search*.
2. Expand the filter and select your search criteria.
3. Choose *Apply Filters* to start the search.

   The system displays a list of players meeting your search criteria, where you can do the following:
   - Sort the list by age or rating, if required.
   - Select a player's name to view their personal information and more details.
   - Hover your cursor over a player's overall scouting rating to view their rating distribution.
   - Choose *See All Reports* to navigate to the player's scouting reports.

Related Information

Player Information [page 41]

2.2.4.2 Browse CoachInside's reports about coaches

CoachInside has established itself as a provider of high quality analytical and editorial content about football coaches. And now you can browse their reports directly in SAP Sports One.



Interested in browsing the ten sample reports for free? Just let us know and we'll activate the feature for you. The samples include:

- Pep Guardiola (Manchester City)
- Edin Terzic (Borussia Dortmund)
- Lukas Kwasniok (SC Paderborn)
- Christian Titz (1. FC Magdeburg)
- Michel Kniat (SC Verl)
- Sven Hübscher (Bayer Leverkusen U-19)
- Onur Cinel (Schalke 04 U-17)
- Christian Ilzer (Sturm Graz)
- Jonas de Roeck (KVC Westerlo)
- Manuel Pellegrini (FC Sevilla)

To unlock all of CoachInside's reports, you'll need to upgrade to their paid subscription. Contact CoachInside for more details.

2.2.4.3 Adding Players

Manually add interesting players to your system so you can add them to scouting requests, scouting shortlists, and create scouting reports.

Procedure

1. Go to *Scouting*.
2. Choose the + icon in the header bar and select *Create New Player*.
3. Enter the basic data for the player including their first name, last name, gender, and team name.
4. Save the details.

Results

The system creates the new player. You can search for them and add them to scouting requests, shortlists, and reports.

Related Information

Creating Independent Scouting Requests [page 33]
Confirming your Availability for Scouting Requests [page 31]

2.2.5 Managing Evaluation Templates, Rating Scales, and Scouting Permissions

2.2.5.1 Creating Scouting Categories

Define the scouting categories, which your scouts use as criteria when they rate players and staff members in detailed scouting reports. Also, your scouts, team managers, administrators, and coaches use these scouting categories when creating templates for internal and external players evaluations.

Procedure

1. Go to *Catalogs* > *Evaluations* > *Evaluation Categories*.

2. You can create a new category or sub-category, or edit an existing one. You can also restructure the categories by dragging and dropping them.

Next Steps

After creating the raw categories that you want to use to evaluate people, you can now add them to a template (also called an evaluation sheet) which you can choose and fill out when evaluating players and staff members.

To control which of your colleagues can see and edit the scouting categories, edit the (internal) staff members' Evaluation permissions.

Related Information

Creating Templates [page 49]
Creating Users – Let People Use SAP Sports One

2.2.5.2 Creating Templates

Create templates which your scouts can use when they create a detailed scouting evaluation for an internal or external player or staff member.

Procedure

1. Go to *Catalogs* > *Evaluations* > *Evaluation Sheet.*
2. Add a new evaluation sheet template.
3. Enter a name for the template, and drag and drop categories from the list into the template.

   The screen area turns blue to indicate you can drop the dragged content safely.

   > **Note**
   >
   > You must drag and drop a main category before you can drag and drop subcategories. You can add subcategories to their corresponding main categories only. You cannot add subcategories to other categories.

Next Steps

After creating the templates, you can now create scouting requests and assign them to your scouts. When a scout wants to provide feedback about a player or staff member, they can now select and fill out one of the templates you just created.

To control which of your colleagues can see and edit the templates, edit the (internal) staff members' Evaluation permissions.

Related Information

Creating Independent Scouting Requests [page 33]
Creating Users – Let People Use SAP Sports One

2.2.5.3 Assigning Rating Scales for Scouting

Define which of your club's rating scales you want to use for scouting. Assign rating scales to the overall ratings for scouting reports, category ratings for scouting reports, and scouting calendar priorities. If you choose not assign rating scales, the system uses default rating scales.

Procedure

1. To assign a rating scale, go to *Catalogs* > *Rating Scales* > *Rating System Assignment For Scouting.*
2. Hover your cursor over each of the following rating scenarios and choose *Edit* to add or edit their respective rating scales:

Rating Scenario	Description
Scouting Evaluations: Overall Rating	Provides the overall rating for a detailed report. The default rating scale is the A-E five letter scale.
Scouting Evaluations: Player Potential	Provides rating scales for a player's potential rating, which appears in the player's scouting reports.
Scouting Evaluations: Category Ratings	Provides ratings for all the evaluation categories in a detailed report. You may use a different scale than that in the overall rating. The default rating scale is the A - E five letter scale.

Rating Scenario	Description
Scouting Calendar: Priority	Provides the priority rating for a match or an independent scouting event. The default rating scale is the three stars scale.

> **Note**
>
> If your new rating scale has the same number of grades as the previously-used scale, the system automatically converts the ratings to the new scale.
>
> If your new rating scale has a different number of grades to the previously-used scale, you must map the new grades to the old grades so the system can apply the new scale to the existing ratings.

3. Save your changes.

Results

The system saves your new rating scales and assigns them to the overall and potential ratings for scouting reports, the category ratings for scouting reports, and the scouting calendar priorities.

2.2.5.4 Working with Scouting Permissions

Create and use scouting permissions to control who can read a scouting report.

When you – as a scout – create a scouting report in SAP Sports One, you can select a scouting permission. The standard scouting permissions are age-related (for example U16, U19, and Professionals). Assigning a scouting permission to a scouting report is useful for two reasons:

- One, you can control who can read and edit the scouting report.
- Two, to find interesting reports you can filter the list of available scouting reports by scouting permission.

In this how-to we'll show you how to create additional scouting permissions in case the standard age-related permissions aren't enough. We'll also show you how to assign the scouting permissions to someone's user. And finally we'll show you how to select a scouting permission when you create a report.

Creating additional scouting permissions

1. As the admin for SAP Sports One, go to *Admin* > *Settings* > *Categories* and from the dropdown menu select *Scouting Permissions*.
2. Add and then save the scouting permissions that your scouts need. For example, you could create the scouting permission “Scouts in north Germany” if some scouting reports should only be read by the scouts working in the north of Germany.

If you'd like to know more about categories in general, check out Defining Categories.

Assigning scouting permissions to users

After you – the admin – has created a scouting permission, you can now assign the scouting permission to people's users who need to create, read or edit scouting reports with that scouting permission.

1. Go to *Admin* > *Users* and click the three dots next to the user.
2. In the *User Data and Permissions* dialog, go to *Scouting* and then go to the *Scouting Reports* tab.
3. You can now control which scouting reports the person can create, read and edit by adding or removing scouting permissions from their user.

If you'd like to know more about managing users in general, check out Creating Users – Let People Use SAP Sports One.

Selecting scouting permissions for a report

When you – as a scout – create a scouting report, you can select a scouting permission. As we now know, scouting permissions control who can see and edit the report. So, if you select a scouting permission, for example *Scouts in north Germany*, only your colleagues who also have this scouting permission can read (and edit – depending on their permissions) the report.

2.3 Training

As a member of the coaching staff, use the Training area to flexibly and efficiently plan training sessions.

Prerequisites

Your system administrator has assigned you to the relevant coach role so you can access the features mentioned below. If you have any issues, please contact your system administrator.



- #unique_4/unique_4_Connect_42_subsection-im1 [page 53]
- #unique_4/unique_4_Connect_42_subsection-im2 [page 53]
- #unique_4/unique_4_Connect_42_subsection-im3 [page 53]
- #unique_4/unique_4_Connect_42_subsection-im4 [page 54]

Training with SAP Sports One

Hover over any box in the graphic to view what you can do in the Training area. With one click, you can view the list of related topics for more information.

Prepare for training planning

- Making the Settings for your Training Planning [page 54]
- Adding Training Phases to the Calendar [page 56]
- Creating Training Sessions in the Calendar [page 57]
-
- Video Cockpit [page 91]

Plan your training session in detail

- Viewing and Creating Training Sessions for a Team [page 61]
- Viewing and Creating a Training Session for an Individual [page 62]
- Assigning Players to a Training Session [page 63]
- Using Training Groups to Plan Training Schedules [page 64]
- Arranging Training Exercises [page 66]
- Generating Printable Documents for Training Sessions [page 67]

Examine your player's performance using performance diagnostics and training load analysis

- Analyzing Players' Training Loads [page 68]
- Defining the Structure of Import Files Containing Data Tracking Information [page 69]
- Importing Data from External Tracking Devices [page 107]

- Creating Training Days Reports for your Team [page 72]
- Info Packages [page 185]

Maintain the catalogs for exercises and performance parameters

- Maintaining the Training Exercises Catalog [page 74]

2.3.1 Preparing Training Planning

2.3.1.1 Making the Settings for your Training Planning

As a coach or as a user with the administrator role, make the settings for planning your training sessions.

Prerequisites

Use the following fields when you plan a training session:

Field	Details	Results
Intensity levels	Define the intensity level that your coaches use in training sessions and exercises. 1. Select the relevant team. 2. Under *Catalogs*, go to *Training Settings*. The *Training Intensity Levels* screen area displays the current intensity levels for the team's training sessions and exercises. 3. Choose *Edit Training Intensity Levels* to convert the current intensity level to a new intensity level. 4. Drag and drop the current intensity levels to the new scale, and change the color code if required. 5. Save your changes.	The newly-defined intensity levels appear in the *Training Intensity Levels* screen area. They also appear under *Catalogs* when your coaches create new training sessions and exercises.

Field	Details	Results
Training objectives	Define the list of training objectives your coaches can chose from when they plan a training session. 1. Under *Catalogs*, go to *Training Settings*. The *Training Objectives* screen area displays the list of active and inactive training objectives. 2. Add a new objective to an existing category or create a new category and then add the new objective. Here are four helpful tips for managing your objectives: • Update the name of a category or objective by clicking *Edit*. • Move an objective to a different category by clicking *Relocate*. • If you have a redudant or duplicate objective, you can merge it with another one by clicking *Merge*. • Prevent coaches from using an objective by clicking *Deactivate*. Deactivated objectives are listed on the *Inactive* tab.	The newly-defined training objectives appear in the *Training Objectives* when coaches create new training sessions.
Training type	Define the list of training types your coaches can chose from when planning a training session. 1. Go to *Admin* > *Settings* > *Categories.* 2. In the list, choose *Training Types.* 3. To add a new training type entry to the list, choose *Add.* 4. To edit an entry in the list, choose the *Edit* icon. 5. To deactivate a training type so that coaches no longer use it, choose the *Deactivate* icon.	The newly-defined training types appear in the *Training Type* list when coaches create new training sessions.

Field	Details	Results
Rating scales	Define the rating scale your coaches can use to evaluate a training session. 1. Under *Catalogs*, go to *Rating Scales*. The *Assignment of Rating Scales for Training Session Evaluation* screen area displays the currently selected rating scale for training session evaluations. 2. Choose *Edit* on the relevant entry to select a different rating scale, and to migrate current rating scales to a new rating scale.	The newly-defined rating scale appears in the *Training Info* screen area of a training session. Coaches can use the rating scale to evaluate and rate a training session.

Related Information

Setting Up Rating Scales

2.3.1.2 Adding Training Phases to the Calendar

Add a training phase for a team or an individual to the calendar and training calendar.

Context

A training phase is a time frame that gives structure to your training plans. For example, you may have a phase for preparation or for the second half of a season, wich includes particular goals for your team or for individual players.

Procedure

1. In the *Calender*, select the days or weeks for which you want to create a training phase. The *Add to Calendar* window appears and *Training Phase* is automatically selected.
2. Enter the relevant details, and optionally amend the dates.
3. Specify if the training phase is for a team or an individual. If the training phase is for an individual, select the participant name.

4. Choose *Save and Edit Details* to select the focus of the training phase and to add attachments.

Related Information

Creating Training Sessions in the Calendar [page 57]
Viewing and Creating Training Sessions for a Team [page 61]
Viewing and Creating a Training Session for an Individual [page 62]

2.3.1.3 Creating Training Sessions in the Calendar

Create a training session appointment for a team, for a group of players, or for an individual player in their calendar.

Prerequisites

To select a new training type, you must request an administrator role.

Context

Create training sessions for individuals, teams, or groups, which display in player calendars and in the team calendar. As a coach, you can view an extended preview of training sessions in the *Calendar* tab, which combines the features from the Team Calendar and My Calendar in one place. You can select the relevant time slot and use the new scheduling view to create training sessions, appointments, activities, and so on. You can also search for player calendars, staff calendars, and resources calendars and add them to the list, if required. The display window appears on your mobile phone, laptop, or desktop, and you can edit general information, participant information, and simple exercise schedules directly.

Procedure

1. In the *Calendar*, select the day and time range on which you want to create a training session appointment.
2. Enter the title of the training session.

   You can amend the date, start time, and end time, if required.
3. Enter other relevant details such as a training focus and location for the training session.
4. Select the training type and intensity from the lists provided.
5. Specify whether the training session is for a team, a group, or an individual. If the training session is for a group or an individual, add the player names.

> **Note**
>
> A training session for a group or an individual appears in the calendars of the players, not in the team calendar.

6. Select the name of the relevant coaches and staff members for the session.

> **Note**
>
> If you choose to create a series of calendar appointments, the system creates a a number of identical sessions on selected dates, within your defined time frame.

Related Information

Viewing and Creating Training Sessions for a Team [page 61]
Viewing and Creating a Training Session for an Individual [page 62]
Assigning Players to a Training Session [page 63]
Arranging Training Exercises [page 66]
Setting Up Rating Scales

2.3.1.4 Video Cockpit

You can use the video cockpit to analyze videos for training sessions and matches, and to mark relevant video situations with tags, comments, and video drawings. Import situations from external data providers, and use SAP Team One to share files and video analyses with other coaches, players, and match analysts.

Use video cockpit projects in Match Insights to share content with players, for example. When you create video cockpit projects, you can integrate the same tags and tag boards that you use in the media library and scouting areas. In addition, smart tag boards provide you with the lineups of both teams. Share situations from matches or training sessions in the form of video clips through the media library or match preparations.

As a match analyst, you can activate and use the video cockpit features to calibrate videos assigned to matches, create video projects, and to consume video cockpit projects in Match Insights.

Use the following screen areas:

Screen area	Details
Menu	• *Help*: Access the link to documentation, and the dialog boxes for keyboard shortcuts and the color legend for situations. • *Open* > *Related*: Navigate to other video cockpit projects for your match or training session. • *Import*: Import custom tagging files. You can also import match events from your external Deutsche Fußball Liga (DFL) data provider. • *View*: Toggle between source tracks and target tracks, switch the order in which source tracks and target tracks appear.
Video	Use the standard video player.

Metadata	• Import situation data, and map external terms to tags in your system.
	• Export situations as video clips into the media library: the system copies the assigned tags from the situation to the video clip.
	• Import your custom tagging files.
	• Import and use match event data from Die Ligen: the SAP Sports One system automatically saves the match events as tags for use in the video cockpit.
	• Select a situation in your tracking area to view the metadata details.
	• Maintain the following details for an individual situation:
	  • One category (mandatory)
	  • Multiple tags (optional)
	  • Multiple players (optional)
	  • One description (optional)

Screen area	Details
Tracks	• Create new tracks, and rename or delete tracks. Access the context menu and copy tracks to the *Target Tracks* screen area. • Create new situations, share or download situations, or delete situations. Select multiple situations at the same time, set in, or set out. • Select situations from the track list and add or edit tags, and the category, player, and description details. • Instantly send video situations using SAP Team One. • Instantly consume videos sent by SAP Team One or in the media library when you are online. • Export or download complete situations or single clips to a local hard drive. • Navigate between all video cockpit projects for a selected match or training session. • Store videos instantly in the media library. Copy videos directly from the video cockpit or media library to the team or player characteristics in a new match preparation. In the *Source Tracks* screen area, you can do the following: • Import match events or tagging files with custom import configurations, which are maintained in the *Admin* area. • Filter for situations using the assigned categories, tags, or players. • Download situations from a complete source track and share them through SAP Team One, the media library, or match preparations. • Rename source tracks. • Rename subtracks or categories. • Split a track on the current time, so that all situations after the current time are moved in a new track. • Adapt the calibration of videos and match events by shifting all events or a range of subsequent events for a selected source track. In the *Target Tracks* screen area you can do the following: • Create new tracks. • Collect situations for your players, coaches, or match analysts. • Share or download complete tracks with SAP Team One, the media library, and Match Insights. • Move or change the order of target tracks.

Screen area	Details
Footer	Customize the view range (zoom in or zoom out).

Related Information

SAP Team One Configuration Options [page 17]
Using Keyboard Shortcuts to View and Edit Videos [page 90]
Making Videos Available for Offline Viewing [page 89]
Viewing the Match Timeline and Adding Match Events [page 163]
Using Match Insights [page 83]

2.3.2 Planning Training Sessions

2.3.2.1 Viewing and Creating Training Sessions for a Team

View or create a training session appointment for a team in their training list.

Prerequisites

If you want to select a new training type, you have requested an administrator role.

Procedure

1. Under *Team*, select *Trainings* to view the list of training session appointments.
2. Filter the list by date range or training type, if necessary.
3. To create a new training session appointment, choose *+ Add Training*.
4. Enter the relevant details for the training session including a title, date, intensity level, and the start time and end time.
5. Select or enter a training focus and a location for the training session.
6. Select the training type and intensity from the lists provided.
7. Select the name of the relevant coach for the session, and specify whether the session is for a single appointment or a series of appointments.

> **Note**
>
> An appointment series generates a number of identical sessions.

Results

View the training session appointment in the list of team trainings.

> **Note**
>
> You can also copy an existing training session appointment.
>
> In the training list, hover your cursor over a training session appointment and select the *Copy Training* icon. Change the date, specify whether you want to copy the training session details, and save your entries.
>
> You can open and further edit the copied training session appointment, if necessary

Related Information

Viewing and Creating a Training Session for an Individual [page 62]
Assigning Players to a Training Session [page 63]
Arranging Training Exercises [page 66]
Video Cockpit [page 91]

2.3.2.2 Viewing and Creating a Training Session for an Individual

View and create a training session appointment for an individual internal or external player in their training list.

Procedure

1. Go to the relevant internal or external player's profile.
2. Under *Trainings*, the *Training List* screen area displays the list of all training session appointments. If necessary, you can filter the list as follows:
   a. By team, individual, or group training sessions
   b. By date range or training type
   c. By training session appointments that a player missed

   For each filter applied, the system automatically updates the sum of the attended and missed trainings.
3. To create a new training session appointment, choose *+ Add Training*.
4. Enter the relevant details for the training session analogue to a team training [page 61]. You can open and further edit the training session appointment to add exercises and participant names.

Related Information

Viewing and Creating Training Sessions for a Team [page 61]
Assigning Players to a Training Session [page 63]
Arranging Training Exercises [page 66]
Video Cockpit [page 91]

2.3.2.3 Assigning Players to a Training Session

Assign players from any team in your club to a training session.

Procedure

1. Select your team and then select *Trainings*.

   The team's training list appears.
2. Select the relevant training session and show the training details.

   > ⓘ Note
   >
   > The *Participants* screen area displays a list of players from the previous session, which the system automatically copies into the training session. If any of your players have a training exemption at the time you create a training session, the system does not automatically add their names to the participants list.

   1. You can edit the participants list and provide an assessment rating, insert comments, or remove players' names.
   2. Chosse *Update Participants* to confirm the availability status of your players, and to automatically move players who are injured, sick, or absent into the list of players not participating in the training.
3. Search for, and add, an external player to the training session.
4. In the *Training Information* section, enter comments, add resources, add an assessment rating for the training session, and so on.

   Let players complete training sessions by themselves by selecting the setting *Allow players to see exercises and details*. Players can see the planned exercises and details by going to the event in their calendar.

Related Information

Viewing and Creating Training Sessions for a Team [page 61]
Viewing and Creating a Training Session for an Individual [page 62]
Arranging Training Exercises [page 66]
Editing Medical Events [page 115]

2.3.2.4 Using Training Groups to Plan Training Schedules

As a coach, assign training session participants to a training group, which you use to plan training schedules.

Prerequisites

Your administrator has maintained the categories for the training groups under *Admin* > *Settings* > *Categories.*

Context

When you plan training schedules, you can select from a list of assigned training groups. The *All Players* training group is available by default and you can create new groups, if necessary. All players assigned to a group are automatically added to your selected training exercise.

Procedure

1. Go to the training calendar.
2. Select the relevant training session or create a new one, if required.

   The training session details display.
3. In the *Scheduler* tab, search for the title of a training exercise. Alternatively, you can show the exercise catalog and select a training exercise from the hierarchy list.
4. Add the training exercise to the training group.

   > ⓘ Note
   >
   > You can edit the duration and intensity of the training exercise, if required.

   > ⓘ Note
   >
   > You can use Drag and Drop to move training exercises from one training group to another, if required. If you do so, the system automatically updates the list of training session participants.
5. Save your changes.

Related Information

Assigning Players to a Training Session [page 63]
Creating Training Sessions in the Calendar [page 57]

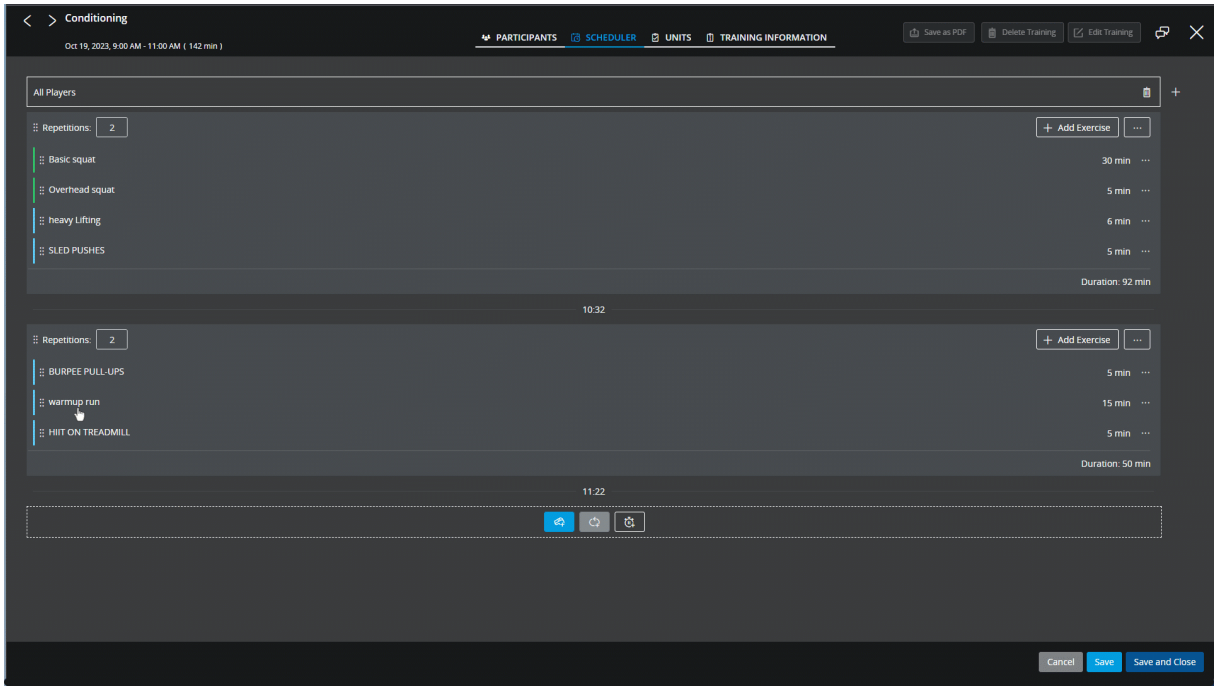
2.3.2.5 Arranging Training Exercises with the Updated Scheduler

The new and improved scheduler lets you more easily and flexibly plan your training session exercises.

> **Note**
>
> To use the new scheduler, you need to activate it. Go to *Catalog* > *Training Settings* > *Training Scheduler*. If you'd like a demo first, simply contact us.
>
> After activation, the new scheduler replaces the old version.

In addition to all existing features, the new scheduler lets you do the following:

- Group exercises together into sequences, which you can repeat.
- Add breaks in between exercises and sequences.
- Plan shorter durations for exercises.
- Drag and drop exercises into a new order.



> **→ Tip**
>
> Use the scheduler with your phone!
>
> On your phone, go to your calendar (either the calendar in the iOS SAP Team One app, or your everyday Android calendar app) and tap on the training session. You can then edit the exercises.
>
> Note, when using your phone, the training session and the participant groups must already have been created using the web app.

2.3.2.5.1 Arranging Training Exercises

Arrange and define the training exercises for your training session.

Context

New Version Available! There's a new and improved version of the training scheduler. Go to Arranging Training Exercises with the Updated Scheduler [page 65] to find out more, including how to activate the new version

Procedure

1. Select the relevant team and go to *Trainings*.

   A list of all training sessions appears.
2. Select the relevant training and choose the *Show Training Details* icon.
3. Under *Scheduler*, view the training exercises already planned. If there are no exercises already planned for your training session, the exercise catalog appears.
4. To add exercises from the exercise catalog, expand the list of categories and associated exercises, then drag and drop them into the training session area. All changes are saved automatically.
5. To edit exercise details, select the relevant exercise box

   The exercise details appear as follows in a new window:

   a. In the *Details* tab, you can edit the default values for the exercise title, intensity level, duration, and number of repetitions.
   b. You can edit the sketch template for the exercise or add a new one.
   c. In the *Participants* tab, you can specify wich players are participating in the exercise. You can filter the list of players by position or by name. You can add an individual player by selecting their card or you can add all players by checking *Select All*.
   d. In the *Attachments* tab, you can upload relevant media for the exercise.
6. Save your changes.

Results

The system displays the exercises in a concise chart, and the number of players participating in each exercise appears on the box. You can view the names of the participating players by hovering your cursor over the number.

Related Information

Maintaining the Training Exercises Catalog [page 74]

2.3.2.6 Generating Printable Documents for Training Sessions

Generate a printable PDF of your training plan, which you or your assistants can use in your training session.

Procedure

1. Select the relevant training session and choose *Save as PDF*.
2. In the export dialog, use the settings to customize what information you want to included in your training plan PDF.
3. Choose *Export as PDF* to generate the document.

Results

The system automatically generates the PDF and downloads it to your standard local folder. You can choose to print this document or share it using, for example, the SAP Team One mobile app, if required.

Related Information

Assigning Players to a Training Session [page 63]
Arranging Training Exercises [page 66]
Mobile Applications [page 9]

2.3.3 Examining Training Loads

2.3.3.1 Analyzing Players' Training Loads

Analyze players' planned training intensities and their actual training load, which is measured by external tracking devices and consolidated in a concise overview.

Context

As a coach preparing a training session, you can determine the expected training intensity of each exercise. The intensity of each exercise is consolidated in the planned training load. External tracking devices measure a player's actual training load and consolidate the information in a concise overview, which you can then analyze.

As a performance diagnostician, you can select and view up to four tracking parameters in the training calendar to better understand your teams' and players' training loads. For example, you can select parameters such as distance, endurance, or speed, and the system displays the parameter names and units of measure.

Procedure

1. To analyze player's training loads and planned training intensities:
   a. Under *Player*, select *Training Load* to view a player's training load.
   b. View the *Intensities* screen area for the sum of all planned exercises durations according to their intensity level.

      You can compare player's consolidated durations with the sums of the team for a selected time period.
   c. View the *Analyses* screen area to display the player's actual training load.

      You can view the imported tracking data for a selected month.
   d. Expand *Analysis Configuration* to select the performance parameters and chart type to be displayed.

      In a stacked bar chart, you can consolidate several parameters of the same type into one bar.
2. To use the Acute:Chronic Workload Ratio (ACWR) to better understand your players' training loads and to plan your training sessions accordingly:
   a. Go to *Admin* > *Acute:Chronic Workload Configuration.*
   b. Add a new configuration.
   c. Select a training load parameter, such as the number of sprints or total distance covered.
   d. Enter timeframes, that is, days, weeks, or the number of training sessions in a specific timeframe, to define the acute and chronic values.
   e. Enter values to define the maximum and minimum thresholds.
   f. Save your changes.

Results

Your ACWR calculated values appear in the training participant list and enable you to plan the training intensities accordingly. You can view the progression of a selected player's ACWR values over time and in the form of a chart in their personal profile, under *Training Load* > *Acute:Chronic Workload Chart.* Also, when you view a player's Acute:Chronic Workload Ratio (ACWR) values in a training participant list, you can view their training load in the form of a time series chart.

Related Information

2.3.3.2 Defining the Structure of Import Files Containing Data Tracking Information

Define the structure of import files, which contain the performance data gathered by external tracking devices.

Context

External tracking devices collect data for a predefined list of performance parameters. The data is presented in the form of a table, which you can import into SAP Sports One for further analysis. You can define the structure of the import file.

Procedure

1. As a performance diagnostician, go to *Admin* and select *Tracking Configuration*.

   A list appears with details of all tracking configurations and their number of performance parameters.
2. Add a new configuration, and provide a name and a version ID.

   > ⓘ Note
   >
   > There cannot be two configurations with the same combination of name and version.
3. The system uses data such as a player's first and last name to identify them in the upload file. In *Person Mapping*, enter the column or columns containing the identifying data, such as "$A" or "$A, $B".
4. Enter a header rows value, which defines the number of rows to be omitted in the data upload.
5. Select a performance parameter from the list, and determine which column contains this performance parameter, for example, "$C". You may use simple formulas with arithmetic operators such as +, -, *, / or brackets ().

Example

> **Example**
>
> To convert speed values in the column $C from m/s into km/h, apply the formula **`$C * 3,6`**.

> **Example**
>
> To convert a time value provided in the format `hh : mm : ss`, you must calculate it as a fraction of the total amount of seconds per day. For instance, **`00 : 14 : 24`** is the **`0,01`** fraction of the day's total.

Related Information

Creating Performance Parameters Catalogs [page 111]

2.3.3.3 Importing Data from External Tracking Devices

Import the performance parameter data gathered by external tracking devices. Upload data from a spreadsheet application file (xsls format) in the training calendar, training planner, or the match performance data page of a match. Import performance data from your external provider's team training session into individual, or group, training sessions.

Prerequisites

You have maintained structural information about the upload files under *Admin* > *Tracking Configuration.*

Context

External tracking devices collect data for a predefined list of performance parameters. When you upload match performance data (manually, or automatically with a DFL import), the values appear in a table. You can import the data into SAP Sports One to further analyze a player's training load.

As a performance diagnostician, you can upload tracking and performance data, which is aggregated for a training session or for single training exercises in a training session. When you upload the spreadsheet application file, you can map players to the training session participants. You can also map training sessions to the planned training exercises.

> **Note**
>
> Alternatively, you can choose to delete the uploaded match performance data or you can manually upload new data, if required.

As a coach, you can import performance data from your external provider's team training session into SAP Sports One individual training sessions or group training sessions.

Procedure

1. Open the relevant training session.
2. In the *Training Info* screen area, choose *Import Tracking Data*.
3. Choose a predefined tracking configuration from the list.
4. Choose the relevant file.

> **Note**
>
> For the first import only, the system automatically reviews the data and displays a preview so you can select and confirm player mappings.

5. Review the table entries and save.

Results

The system imports the data tracking file, which you can use when analyzing a player's training load. You can also view training session performance data on your phone: Go to the training session in your calendar and tap *Performance Data*.

Related Information

Defining the Structure of Import Files Containing Data Tracking Information [page 69]

2.3.3.3.1 Enabling Players to Upload Their Fitness Data

In addition to capturing performance and fitness data from professional tracking devices, you can also enable and encourage players to upload fitness data from their phones or everyday-fitness trackers. This is especially useful when they complete home workouts.

In this how-to, we'll look at the configurations you need to make in SAP Sports One, and how the players can upload their fitness data using their SAP Team One app.

Configuration

1. Define the performance parameters you need. Go to *Catalogs* > *Performance Parameters*.
2. Map the parameters that are provided in the players' fitness data with your own performance parameters, which you created in Step 1. Go to *Admin* > *Performance Parameters* > *Parameter Mapping*. From the list, select *Mobile Workload*.

How to upload fitness data

Android

Players can upload their fitness data with the help of Health Connect for Android. Health Connect enables the app of the fitness tracker to share data with the SAP Team One app.

1. In their SAP Team One app, go to the *Events* tab.
2. From the menu, tap *Health Connect Integration*. Then follow the on-screen instructions.
3. After a training session, the player can tap on the training session in the *Events* tab and then select the data that they want to upload.
   Training staff can see data in the performance data section of the training session.

2.3.3.4 Creating Training Days Reports for your Team

Create a report for your team detailing the number of training days in the current season or in the previous twelve months.

Context

In this report, a training day is defined by the following criteria:

1. At least one training session took place. If there were more training sessions, the day counts as one.
2. A player participated in at least one training on that day
3. The team had no match. Match days are excluded from training days.

> **Note**
>
> In the spreadsheet application file, the time frame "Previous 12 Months" comprises the last whole month and the eleven months prior. The current month is not included.

> **Note**
>
> This report is tailored to the requirements of U.S. college teams.

Procedure

1. Open the relevant team's information page.
2. In the *Reports* screen area, choose *Training Days*.
3. Select a date range or specify any time period required.

Results

The system downloads the report in the form of a spreadsheet application file to your specified location.

Related Information

Viewing Player Statistics [page 140]

2.3.3.5 Info Packages

As a coach, analyst, team manager, scout, or performance diagnostician, use info packages to quickly share content and communicate with your players and team. Use SAP Sports One to send info packages and messages to communication rooms or private rooms. Use the SAP Team One app to view info packages.

Prerequisites

- You have uploaded supported media files such as PDFs, images, videos, or URLs to the media library or to the Attachments section of teams, players, staff members, external contacts, federations, or the club.
- You may also upload media files from your local hard drive.

You can do the following:

- Create an info package in the following locations:
  - Any level of the media library
  - The Attachments section of teams, players, activities, matches, scouting events, or performance tests
- Give a name to an info package and attach multiple media files such as images, videos, URLs, and PDFs. You can enter an abstract text for the info package up to 5000 characters in length.
- Change the sort order of attachments in an info package.
- Select one or more info packages, and copy or move them to a new target folder.
- As a match analyst, you can copy individual files or multiple files from an info package to the media library or attachments sections.
- Rename info packages, comment on each media file included, or delete info packages.

- Preview the contents of an info package and change the description, if required.

  > **Note**
  >
  > You must have the necessary write permissions to change info package names and descriptions.

- Preview images, URLs, and PDFs, and choose forward or backward to browse through the sequence of attachments in preview mode.
- Change the permissions of an info package.

  > **Note**
  >
  > You must have the necessary write permissions to change the permissions of files and folders.

- Change the playback video speed when you watch videos in the info package view. You can use keyboard shortcuts to play the video in normal, 0.25X, 0.5X, 0.75X, 2X, or 3X speeds, and to enter comments.
- Download individual files from an info package to the local hard drive.

You can use the SAP Team One app to do the following:

- Send info packages and messages to one or more communication rooms or private rooms.
- Consume and save attached media files from an info package to your Android or iOS device. You can also view info packages and their overall descriptions.

Related Information

Using Keyboard Shortcuts to View and Edit Videos [page 90]

2.3.4 Reviewing Exercise Catalogs

2.3.4.1 Maintaining the Training Exercises Catalog

Create a catalog of training exercises to make your training planning easier.

Prerequisites

- Your system administrator has assigned you the necessary authorizations to access and modify the exercise catalog. You can restrict access to the top-level categories of the exercise catalog by assigning read, write, and manage permissions to public groups or individual users.

  > **Note**
  >
  > Your administrator may revoke these authorizations.

- As a coach, you can use the read access to view the top-level categories, sub-categories, or exercises for which you have permission.

Procedure

1. Under *Catalogs*, choose *Training Exercises*.
2. Create new categories to organize your exercises. You can also create sub-categories and move categories up or down in the list.
3. Add a new training exercise, and enter the relevant details including name and category, and save your changes. You can also upload attachments, or enlarge the pitch to use the sketch tool and sketch the exercise.

> **Note**
>
> In the training planner, you can copy a training exercise from the scheduler into the exercise catalog.

Related Information

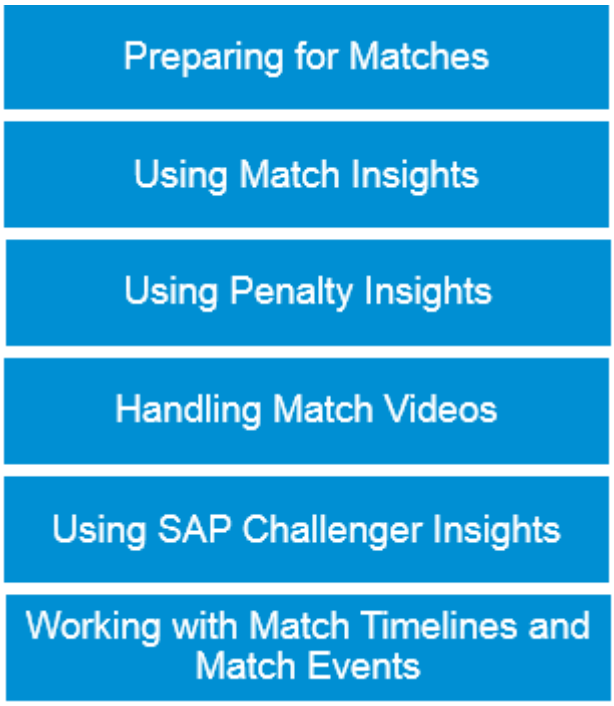
Arranging Training Exercises [page 66]

2.4 Match

As a coach or video analyst, use the Match area to analyze a player's or team's performance and give feedback.

Prerequisites

Your system administrator has assigned you to the relevant role so you can access the features mentioned below. If you have any issues, please contact your system administrator.



- #unique_5/unique_5_Connect_42_subsection-im1 [page 76]
- #unique_5/unique_5_Connect_42_subsection-im2 [page 76]
- #unique_5/unique_5_Connect_42_subsection-im3 [page 77]
- #unique_5/unique_5_Connect_42_subsection-im4 [page 77]
- #unique_5/unique_5_Connect_42_subsection-im5 [page 77]
- #unique_5/unique_5_Connect_42_subsection-im6 [page 77]

Matches with SAP Sports One

Hover over any box in the graphic to view what you can do in the Match area. With one click, you can view the list of related topics for more information.

Preparing for Matches

- Preparing for Matches [page 77]
- Adding Matches to Competition Seasons [page 81]
- Maintaining Match Lineups [page 81]
- Organizing Your Favorite Competitions and Teams [page 159]
- Tactic Insights [page 79]
- Creating Filter Queries in Tactic Insights [page 80]

Using Match Insights

- Using Match Insights [page 83]
- Uploading Match Data [page 84]

Using Penalty Insights

- Editing Penalties [page 87]
- Consuming Penalties [page 86]

Handling Match Videos

- Adding Videos to Matches [page 88]
- Making Videos Available for Offline Viewing [page 89]
- Using Keyboard Shortcuts to View and Edit Videos [page 90]
- Uploading Match Data [page 84]
- Info Packages [page 185]
- Video Cockpit [page 91]

Using SAP Challenger Insights

SAP Challenger Insights

Working with Match Timelines and Match Events

Viewing the Match Timeline and Adding Match Events [page 163]

2.4.1 Preparing for Matches

2.4.1.1 Preparing for Matches

Prepare for matches by gathering information about your opponents and your own team in a central location.

Prerequisites

You have the necessary permissions to add team characteristics to a match preparation.

Context

Match preparation is an essential part of your club's entire sports and trainings operations, and the process consists of gathering and sharing data. You can gather team characteristics data, such as offensive or defensive behavior, characteristics of the players on the pitch, potential lineups, and relevant documents such as PDFs or video clips. You can then share your insights in the following ways:

- Publish the match preparation content to *Match Insights* or share the data with your team through the SAP Challenger Insights app. Your team members can then consume the data on an iPad even when they are offline.
- You can quickly share team characteristics with your team via SAP Team One.

- You can export the details as a PDF.
- You can view all the characteristics documented about a player, in both scouting shortlists and match preparation projects, by going to the *Characteristics* area in the player's profile.

As a match analyst, you can view an overview of all matches and the match preparation data in the *Match Analyses* section, and in a team's list of matches. Under *Match Insights*, you can view the last available match videos for your upcoming opponents and for your own team. You can view team characteristics, player characteristics, and potential match lineups of your upcoming opponents. This information comes from the match preparation details and is integrated with SAP Challenger Insights.

You can also view match overviews for your upcoming opponents. You can view an opponent's name and the details of their previous seven matches, which includes the competition name, season and date, the match type, and match result. You can also view the overviews of your own team's latest matches.

Procedure

1. Navigate to the relevant match and choose the *Go to Match* icon.
2. Go to *Match Preparation* > *+ Create Match Preparation.*
3. Create a match preparation, or, if one already exists, ensure you have the necessary permissions to add the team characteristics.
   a. Add team characteristics and add one or more files from the media library.

      > **Note**
      >
      > You can manually prompt the system to sort your attached video files alphabetically according to their description text.

   b. To add drawings or annotations to a video, or to trim a video, open the video player and use the drawing tools or the *Settings* > *Trim* function.
   c. To add a new starting lineup, go to *Lineup and Evaluations* > *Starting Lineup*.

      > **Note**
      >
      > You can copy the lineup and description from one of the last five matches, create a custom formation, or choose a standard formation for your new starting lineup.
      >
      > When you create the starting lineup, you can select internal players from your own team, from other teams in club, or you can select external players.

   d. Drag and drop players from the squad list to the positions on the pitch or substitutes area. To plan for various scenarios, you can add multiple players to the same position.
   e. Add characteristics to the starting eleven players or to the substitute players.
4. If you choose to create a custom formation, enter a name for it.
5. Now you can decide how you want to share your match preparation. You can publish it to the SAP Challenger Insights app or to Match Insights. Alternatively you can share just the characteristics via SAP Team One.

Related Information

Organizing Your Favorite Competitions and Teams [page 159]

2.4.1.2 Tactic Insights

As a match analyst, you can use Tactic Insights to make video analyses of matches based on position data. Use the synchronized and integrated 2D player, video, and dashboard to analyze multiple match videos at the same time. Quickly and conveniently create filter queries to analyze matches using specific criteria.

> **Note**
>
> Tactic Insights is available exclusively for clubs of the 1st and 2nd German Bundesliga.

You can use Tactic Insights to view and analyze the matches for your own team and your upcoming next two opponents. Use the integrated and synchronized 2D player, video, and dashboard to quickly and conveniently analyze key match scenes. You can save images for your own use, and you can select and cut scenes to share with your coaches with SAP Team One.

You can specify the relevant season, competition, season, and opponent, and select matches played at home, away, or both. The system displays all the scenes for your selected match. You can flexibly create and save queries to filter your match scenes according to selected criteria, for example, ball possession or actions at the start of a scene, and analyze the results using the following integrated tools:

- The 2D player, which displays the position data automatically uploaded to the system, including the following:
  - Field zones
  - Player compactness
  - Highlight indicator for the ball position
  - Players' jersey numbers and names
  - Players' movement path
  - Space to Offside details
  - Pass options

  The video player timeline displays the match timeline with the relevant events and their associated icons. You can select the information icon to view a description of each of the event icons.
- The match video, which you can manually upload it from the media library, and which synchronizes with the scene play for the match.
- The dashboard, which allows you to access the following detailed and visualized data:
  - Ball location on the field
  - Players executing a move
  - Players receiving a move
  - Target location of a move
  - Distance travelled by the ball
  - Result of a move
  - Height of the ball from the ground

Related Information

Creating Filter Queries in Tactic Insights [page 80]

2.4.1.3 Creating Filter Queries in Tactic Insights

As a match analyst, create filter queries in Tactic Insights to analyze match scenes according to selected criteria. Save your queries and reuse them for future match analyses.

Prerequisites

Your club is part of the 1st and 2nd German Bundesliga.

Procedure

1. Under *Match Analyses* select the relevant team and match you want to analyze.

   You can analyze matches for your own team or for your upcoming next two opponents.
2. Select the *Go to Tactic Insights* icon.

   The list of matches for your selected team, the 2D player, and the video player timeline appear.
3. Choose *Open Filter.*
4. Select the relevant filter criteria for the ball possession, actions, field location, and action-specific paramaters, if required.

   > **Note**
   >
   > You can select the ellipsis icon to add undefined activities to the filter attributes. For example, if you select kick off actions at the start of the scene, then the ellipsis icon, and the *Change Possession* icon, the system filters for scenes that start with a kick off, then contains something undefined – for example, some dribbling – followed by a change in ball possession.
5. Apply your changes.
6. Choose *Save Filter* to save your query for future use.

Related Information

Tactic Insights [page 79]

2.4.1.4 Adding Matches to Competition Seasons

Add a match to a competition season.

Procedure

1. Select the relevant team and go to *Matches.*
2. Choose *Add Match*.
3. Select the competiton season and enter other relevant match details.

   > ⓘ Note
   >
   > As an opponent, you can select only a team that is assigned to the selected competition.

   > ⓘ Note
   >
   > The location is relevant for the NADA anti-doping report.

4. If required, flexibly define the match playing times as follows:
   - Change the default playing time to a predefined playing time.
   - Add or remove various playing periods such as regular time (RT), extra time (ET), penalty shootout (PSO), and break.
   - Specify, in minutes, the duration of each playing period.
5. Choose *Save* to finalize your entries, or *Save and Edit Details* to enter additional information such as the match lineup and participants.

Related Information

Organizing Your Favorite Competitions and Teams [page 159]

2.4.1.5 Maintaining Match Lineups

Maintain the actual starting formation for a team in a match, with players on the field and in the substitutes area.

Context

Under *Match Preparation*, you can maintain several potential lineup formations for a team. You can view these lineups in the SAP Challenger Insights app.

Under *Lineup and Ratings*, you can create the actual starting lineup for the team as it appears when the match begins. As a chief scout, scout, coach, or match analyst, you can save a match lineup without any players, and consisting of only the formation type or a custom formation name, if required.

Procedure

1. Select the relevant team and go to *Matches.*
2. Select the relevant match from the list and choose the *Go To Match* icon.

   Under *Lineup and Ratings* > *Starting Lineup,* the starting formations for both teams appears.

   > **Note**
   >
   > Depending on the agreement with your default data provider, some competition data and starting lineups are imported automatically. As a match analyst, coach, or scout, you can view the lineup for matches in the 1st and 2nd German Bundesliga. The existing Deutsche Fußball Liga (DFL) lineup creates a new lineup or overwrites the Heim: Spiel lineup, and is automatically imported with the activated DFL import.

3. To edit a lineup, choose *Edit Lineup* and select the relevant team.
   1. Create the lineup formation.
      You can choose the lineup from the last match, create a custom formation, or choose a standard formation. Optionally, you can change the formation and change a player's exact position.

      > **Note**
      >
      > When you create the lineup, you can select internal players from your team or club. You can also add external players from outside your club to the starting lineup or to the *Substitutes* area, even if they have no current team assignments.

   2. Drag and drop players from the squad list to the postions on the pitch or substitutes area. To plan for various scenarios, you can add multiple players to the same position.
   3. If you choose to create a custom formation, enter a name for it.
4. Under *Lineup and Ratings* > *Player Ratings and Squad,* view the details for players participating in, or who are absent from, the match.
5. Choose *Edit Participants* to edit the player ratings, absence reasons, or comments.

   > **Note**
   >
   > You can add the comments and the reasons for player absences to your analysis in SAP Analytics Cloud, if required.

6. Save your changes.

Results

The system displays your team's participating players, as maintained in the match lineup, in the *Player Ratings and Squad* screen area. You can also save the lineups, and other details that you've prepared for the match, like scouting reports, as a printable PDF by clicking *Save as PDF*.

Related Information

Preparing for Matches [page 77]
Creating Competitions [page 157]
Reviewing Player Ratings [page 148]
Viewing the Match Timeline and Adding Match Events [page 163]
Organizing Your Favorite Competitions and Teams [page 159]
Defining Categories

2.4.2 Using Match Insights

2.4.2.1 Using Match Insights

As a match analyst, coach, or player, use the Match Insights tool on your desktop or mobile device to consume personalized information from your club about upcoming opposition players. You can also analyze a team's performance through video clips – which you can draw upon and annotate – and video events.

Prerequisites

- You have the necessary permissions to consume a match preparation.
- You have the necessary permissions to consume a video cockpit project.
- You use the following browser versions:
  - On iPad or iPhone: the latest release iOS browser for Chrome and Safari
  - On Android tablets or phones: the latest release Android browser for Chrome
  - On macOS: the latest release macOS browser for Chrome
  - On Microsoft Windows: the latest release browser for Chrome

Context

Depending on your user permissions, you may view the following:

- Match lineups, detailed match plans, and personalized information about upcoming opposition players, including their match statistics
- The latest available match videos with marked match events such as goals or penalties
- Personalized video analysis, for example, all match events for a particular player

Procedure

1. To open Match Insights, do one of the following:
    1. From your desktop Web browser, select the *Switch Apps* icon.
    The application opens in a new tab.
    2. From your desktop Web browser, go to *Matches*.
    3. From your mobile device, go to SAP Team One to retrieve the relevant personalized link to access a match preparation or a video of a team.
2. In the list, select the relevant match.
3. Consume the match preparation information, which includes the match lineup characteristics, match plan characteristics, and personalized information about upcoming opposition players. Alternatively, you can watch full matches from video cockpit projects, which you can also draw upon and annotate, and you can filter on match events, for examples, goals or penalties. You can also conveniently rotate the playing field in the lineup view.

Related Information

Adding Videos to Matches [page 88]
Uploading Match Data [page 84]
Video Cockpit [page 91]
Making Videos Available for Offline Viewing [page 89]

2.4.2.2 Uploading Match Data

Import match data from your preferred external data provider. Prepare player records and match scenes for analysis in Match Insights. Helpfully, the imported match data is also used to calculate each player's statistics, which are available in each player's profile and in the lineup view in Match Insights and SAP Challenger Insights.

Prerequisites

SAP Sports One supports the following formats:

For Automatically Uploaded or Semi Automatically Uploaded Data:

- Deutsche Fußball Liga (DFL) Match Event Files

  > ⓘ Note
  >
  > Your club must request permission from DFL to use SAP Sports One to retrieve match event data.

  > ⓘ Note
  >
  > As an administrator, coach, or match analyst, you can view the status of DFL feed imports on the DFL screen for a relevant match. You also have the option to manually retrigger an import, if required, which excludes the import of all synchronous relevant feeds.

- Die Ligen Match Data
  Manually choose the import button and the system automatically imports the relevant details. As a match analyst, you can import match data from Die Ligen and use it in the video cockpit. You can also stream videos from the Die Ligen server and download them to your system, if required.

> ⓘ Note
>
> Data providers may, at any time and without warning, change the specifications for importing data, which may cause issues with the file formats we support. If this is an issue, create a support ticket for the component `IS-SE-SPS-MI`.

Procedure

1. Select a relevant match and navigate to the *Match Data* section.
2. In the data feeds area select a data provider.

   The following substeps may differ slightly based on your selected provider:

   a. Under *Import Match Data* select the file to be uploaded.

      The system prompts you if an unexpected file is selected.

   b. Once the upload is successfully completed you may import further files. You may also repeat the previous step with a different file, which overwrites the initial file.

   c. Under *Player Mapping* you can check and amend the player record mapping for both teams.

      The system automatically compares imported records with players in the match lineup. You cannot assign a player twice in a match.

      > ⓘ Note
      >
      > The data provider maps a player only once. You do not need to repeat this step for future matches.

3. Confirm the status of each step. You can restart the process at any point, but you must complete it successfully to analyze match data with the Video Cockpit or Match Insights.

Related Information

Create an Incident
Video Cockpit [page 91]

2.4.3 Using Penalty Insights

2.4.3.1 Consuming Penalties

As a match analyst, coach, or goal keeper, use the Penalty Insights application to quickly consume penalty-related data for your penalty-taking players.

Prerequisites

- You have a contract with a third-party data provider to receive automatic data imports.
- You can view imported data from the 1st and 2nd German Bundesliga, from teams participating in the German National DFB Cup, from US Major League Soccer (MLS National Cup), and the UK Premier League.

Context

You can quickly view detailed, penalty-shot statistics for players in your club or in your next opposing team. The data enables you to identify penalty-takers' patterns and view tactical behaviors. You can view all of a player's penalties or filter for a limited number only, for example, their last five penalties.

> ⓘ Note
>
> If a player has no penalties, their profile does not appear in the Penalty Insights application.

> ⓘ Note
>
> You cannot create, edit, or delete penalties.

Procedure

1. Choose the *Switch Apps* icon and select *Penalty Insights* from the list.
2. In the entry screen, enter the name of the relevant team or penalty-taking player whose penalty shots you want to analyze.

> **Note**
>
> Alternatively, you can open the Penalty Insights application from the match analysis dashboard. You can view details of upcoming opponents in the penalty team overview.

Results

The Penalty Insights application opens the selected player's profile or the selected team's overview. In the list of all penalties for a team, you can select specific players to analyze their penalty shots individually.

You can consume detailed and graphical analyses of the following:

- The number of goals, outs, and saves as a result of the penalty shots
- The part of game and the match situation in which the penalty shots occurred
- Various characteristics of the penalty shots
- The approach run details
- The competition names and the match details

You can use the attached videos, where available, to perform further analysis.

Related Information

Editing Penalties [page 87]

2.4.3.2 Editing Penalties

As a match analyst with the necessary permissions, use the Penalty Insights application to edit penalty-related data for penalty-taking players.

Prerequisites

- Your administrator has assigned you the penalty editor role.
- You have a contract with a third-party data provider to receive penalty information using automatic data imports. Alternatively, you can manually enter penalties.

Context

You can do the following:

- Add new penalties for existing players, for example, for a friendly match for which the data is not automatically imported.
- Create new players in your system and add new penalties.
- Edit existing penalties that have been automatically imported to your system by your third-party data provider. You can import data from the 1st and 2nd German Bundesliga, from teams participating in the German National DFB Cup, from US Major League Soccer (MLS National Cup), and the UK Premier League.

Procedure

1. Choose the *Switch Apps* icon and select *Penalty Insights* from the list.
2. In the entry screen, enter the name of the relevant team or penalty-taking player whose penalty shots you want to analyze.
3. If the relevant player doesn't already exist in the system, create a new player profile and add the relevant penalty details including the competition name, the team details, date, success indicator, current score when the penalty shot was taken, and final score of the match.

Results

The Penalty Insights application opens for your selected player where you can consume the detailed, graphical analyses as required. You can also edit or delete penalties, if necessary.

Related Information

Consuming Penalties [page 86]

2.4.4 Handling Match Videos

2.4.4.1 Adding Videos to Matches

Add a video from the media library to a match, and synchronize the video with a timeline.

Prerequisites

You have uploaded the video to the media library. Alternatively, you have imported data for the 3rd German League from Die Ligen.

Procedure

1. Go to *Competitions* and select a season and team.
2. Select the relevant competition from the list.
3. Under *Matches*, select a match from the list and choose the *Go to Match* icon.
4. Go to *Video Analyses* > *Videos.*
5. Choose *Add Video*, and select the relevant video file from the media library.

   Alternatively, you can use the link to view match videos on the Die Ligen server, and you can download them to your system if required.
6. Save your changes.

Results

The selected video is added to the match. To calibrate the video, go to *Video Analyses* > *Videos* and choose the *Calibrate Video* icon. You can fast-forward to the start and end points of the match and mark them accordingly.

You can also view match videos on the Die Ligen server under *Match* > *Match Preparation* > *Attachments.*

Related Information

Video Cockpit [page 91]
Info Packages [page 185]
Uploading Match Data [page 84]

2.4.4.2 Making Videos Available for Offline Viewing

Store videos in your browser's cache so you can access them when you are offline.

Procedure

1. Go to *Video Analyses* > *Videos*.
2. In the list, select the relevant video and choose the *Cache Video in Browser* icon.
3. If the video is available on your local disk, you can copy it from there. Otherwise, download it from the cloud storage.

> **Note**
>
> If you upload a video whose format is not supported for viewing in your browser, the system converts it into a supported format during the upload. You cannot cache the unconverted video from your local disk in the browser. You must wait until the upload and conversion is complete and then download it from the cloud.

Related Information

Media [page 179]
Info Packages [page 185]
Video Cockpit [page 91]

2.4.4.3 Using Keyboard Shortcuts to View and Edit Videos

Use keyboard shortcuts to view and edit videos in the info package lightbox view. You can play videos in normal, 0.25X, 0.5X, 0.75X, 2X, or 3X speeds, browse forwards and backwards, toggle between play and pause, open edit mode, or close the info package lightbox view.

Context

Choose the information icon to view the list of keyboard shortcuts available in display mode and edit mode. You can use keyboard shortcuts to play and pause videos, download videos, view videos in full-screen mode, or to turn the sound on or off. You can also view or edit media or videos in the info package lightbox view.

When you are in display mode or read-only mode, use the following keyboard shortcuts:

- Choose `Right Arrow` to browse forward to the next media file
- Choose `Left Arrow` to browse backwards to the previous media file
- Choose `Spacebar` to toggle between play and pause
- Choose `ESC` to close the info package lightbox view
- Choose `Enter` to enter a comment while watching a PDF, image, or video in the info package lightbox view
- Choose `Enter` to enable edit mode

When you are in edit mode, use the following keyboard shortcuts:

- Choose `CTRL` + `Spacebar` to toggle between play and pause
- Choose `CTRL` + `Enter` to save your changes and return to display mode
- Choose `ESC` to cancel the changes

Related Information

Info Packages [page 185]
Video Cockpit [page 91]
Media [page 179]

2.4.4.4 Video Cockpit

You can use the video cockpit to analyze videos for training sessions and matches, and to mark relevant video situations with tags, comments, and video drawings. Import situations from external data providers, and use SAP Team One to share files and video analyses with other coaches, players, and match analysts.

Use video cockpit projects in Match Insights to share content with players, for example. When you create video cockpit projects, you can integrate the same tags and tag boards that you use in the media library and scouting areas. In addition, smart tag boards provide you with the lineups of both teams. Share situations from matches or training sessions in the form of video clips through the media library or match preparations.

As a match analyst, you can activate and use the video cockpit features to calibrate videos assigned to matches, create video projects, and to consume video cockpit projects in Match Insights.

Use the following screen areas:

Screen area	Details
Menu	• *Help*: Access the link to documentation, and the dialog boxes for keyboard shortcuts and the color legend for situations. • *Open* > *Related*: Navigate to other video cockpit projects for your match or training session. • *Import*: Import custom tagging files. You can also import match events from your external Deutsche Fußball Liga (DFL) data provider. • *View*: Toggle between source tracks and target tracks, switch the order in which source tracks and target tracks appear.
Video	Use the standard video player.

Screen area	Details

Metadata	• Import situation data, and map external terms to tags in your system.
	• Export situations as video clips into the media library: the system copies the assigned tags from the situation to the video clip.
	• Import your custom tagging files.
	• Import and use match event data from Die Ligen: the SAP Sports One system automatically saves the match events as tags for use in the video cockpit.
	• Select a situation in your tracking area to view the meta-data details.
	• Maintain the following details for an individual situation:
	  • One category (mandatory)
	  • Multiple tags (optional)
	  • Multiple players (optional)
	  • One description (optional)

Screen area	Details
Tracks	• Create new tracks, and rename or delete tracks. Access the context menu and copy tracks to the *Target Tracks* screen area. • Create new situations, share or download situations, or delete situations. Select multiple situations at the same time, set in, or set out. • Select situations from the track list and add or edit tags, and the category, player, and description details. • Instantly send video situations using SAP Team One. • Instantly consume videos sent by SAP Team One or in the media library when you are online. • Export or download complete situations or single clips to a local hard drive. • Navigate between all video cockpit projects for a selected match or training session. • Store videos instantly in the media library. Copy videos directly from the video cockpit or media library to the team or player characteristics in a new match preparation. In the *Source Tracks* screen area, you can do the following: • Import match events or tagging files with custom import configurations, which are maintained in the *Admin* area. • Filter for situations using the assigned categories, tags, or players. • Download situations from a complete source track and share them through SAP Team One, the media library, or match preparations. • Rename source tracks. • Rename subtracks or categories. • Split a track on the current time, so that all situations after the current time are moved in a new track. • Adapt the calibration of videos and match events by shifting all events or a range of subsequent events for a selected source track. In the *Target Tracks* screen area you can do the following: • Create new tracks. • Collect situations for your players, coaches, or match analysts. • Share or download complete tracks with SAP Team One, the media library, and Match Insights. • Move or change the order of target tracks.

Screen area	Details
Footer	Customize the view range (zoom in or zoom out).

Related Information

SAP Team One Configuration Options [page 17]
Using Keyboard Shortcuts to View and Edit Videos [page 90]
Making Videos Available for Offline Viewing [page 89]
Viewing the Match Timeline and Adding Match Events [page 163]
Using Match Insights [page 83]

2.4.5 Using SAP Challenger Insights

2.4.5.1 Using SAP Challenger Insights

Use the SAP Challenger Insights mobile app for iPad to get information on your upcoming opponents anywhere and anytime.

Context

Learn more about the following:

-
-
-
-
-

2.4.6 Examining Match Statistics

2.4.6.1 Viewing the Match Timeline and Adding Match Events

View match events such as goals, yellow and red cards, and substitutions in a graphical timeline. The system automatically imports events from your data provider or you can add them manually. The graphical timeline reflects the match playing time, which may be standard for the competition season or manually-specified.

Procedure

1. Select the relevant team and go to *Matches.*
2. Hover your cursor over the relevant match and choose the *Go to Match* icon.

   Under *Match Statistics*, the graphical match timeline displays the match playing time and all available match events.
3. Choose *Add Match Events* and choose the event type you want to add to the timeline or to the penalty shootout.

   > ⓘ Note
   >
   > If you choose to manually add a new match event, or edit an existing match event from an imported match, all further automatic data imports for the match are discontinued.
4. Enter the relevant details for the match event.

   > ⓘ Note
   >
   > As a chief scout, team manager, or coach, you can manually add 10 or more match events to your soccer match statistics, quickly and easily. You can select the relevant team, event type, and the relevant player. You can also enter the minute in play.
5. Save your entries.
6. To edit or delete a match event, choose the event in the timeline and choose the edit or delete icon, as required.

Related Information

Maintaining Match Lineups [page 81]

2.4.6.2 Advanced Player Statistics

With hundreds of KPIs provided by third-party data providers, the Advanced Player Statistics feature lets you pick the most insightful KPIs to analyze players' performances.

The Advanced Player Statistics feature is available within the details of a single match and within a player's profile. Here's a breakdown of when to use each one:

- Using the feature within the context of a single match lets you analyze the players' performance in just that one match. For details, go to Analyzing Players' Performances During a Match [page 96]
- Using the feature within a player's profile lets you analyze the performances of the one player, starting off with an overview of each league and competition per season, which you can analyze per game. For more details, go to Analyzing a Single Player's Performance [page 97]

> **Note**
>
> The KPIs provided by the DFL are for all Bundesliga matches in divisions one and two.
>
> If you have a SkillCorner subscription, KPIs for the following leagues are currently supported:
>
> - 1. Bundesliga Deutschland
> - 2. Bundesliga Deutschland
> - Premier League
> - Championship
> - Ligue 1
> - Ligue 2
> - La Liga 1
> - La Liga 2
> - Serie A
> - Serie B

2.4.6.2.1 Analyzing Players' Performances During a Match

After the match is over, use KPIs from third-party data providers to help you analyze your players' performances.

Context

In this how-to, you'll learn how to select the most relevant KPIs and how to add them a filter. Finally you'll learn how to select the filter so you can see the KPIs results per player.

Procedure

1. In the SAP Sports One web app, click *Teams* > *Matches* and then click the arrow next to the match you want to analyze.
2. In the left-hand menu, click *Match Data* > *Advanced Player Statistics*.
3. Click *Create Filter* and enter a name.
4. Because you'll probably want to analyze the players positions with different KPIs, you can add multiple groups to your filter.
   a. Give each group a name, for example **`Defense`**, **`Midfield`**, and **`Strikers`**.
   b. Select the playing positions that you want to include in each group.
   c. To select the KPIs for each group, click the arrow on the right-hand side. After choosing the KPIs, click *Add KPIs*. If no KPIs are shown, select the provider of the KPIs.
5. Click *Save Filter*.
6. In the *Advanced Player Statistics* area, select your filter from the dropdown menu if it isn't automatically selected.

Next Steps

You can now start to analyze the players' KPIs.

2.4.6.2.2 Analyzing a Single Player's Performance

Use the KPIs from third-party data provider to analyze a player's performance per competition and year.

In this how-to, you'll learn how to select the most relevant KPIs and how to add them to a filter. Then you'll learn how to select the filter so you can see the KPI results for the player.

1. In the SAP Sports One web app, go to the player's profile and click *Statistics* > *Advanced Statistics*.
2. Click *Create Filter* and enter a name.
3. Create one or more groups to help you structure the KPIs. For example, you could create one group for defense-related KPIs and another group for offense-related KPIs. Alternatively, if the player played in multiple positions during the season, you could add the KPIs for each position to a different group.
   1. Enter a name for each group.
   2. Select the playing positions that you want to include in each group.
   3. To select the KPIs for each group, click the arrow on the right-hand side. After choosing the KPIs, click *Add KPIs*. If no KPIs are shown, select the provider of the KPIs.
4. Click *Save Filter*.
5. In the *Advanced Statistics* area, select the competition year and your filter.

Next Steps

The KPIs are first shown per league or competition. To see the KPIs for each match, click the arrow.



Competition	Minutes Played	Starter	BWRODILRHS Impect	SPBACP Impect	RPNAPIP Impect	
Bundesliga 2023/2024	604	5	-	1.600296	3.022781	›

2.4.7 Creating Match Reports

As a chief scout, scout, coach, or match analyst, create flexible match reports based on your defined criteria. Enter a match summary and notes about the offensive and defensive play of both teams.

Procedure

1. Select the relevant team and go to *Matches*.
2. Select the relevant match in the list and choose *Go to Match*.
3. Go to *Lineup and Evaluations* > *Match Reports*.
4. Add a new report and select a report scenario from the list.

> **Note**
>
> When you select a match report scenario, the system automatically copies default templates for each team and permissions for the match into the report, which makes your task quicker and more convenient.
>
> If you do not select a match report scenario, you can manually select a match report template for each team and for the match. You can maintain a comment and a rating for each category in the template.

5. Save your changes.

Results

The finished reports are available on the *Matches* > *Match Reports* overview where all reports created within the club are listed.

Alternatively, you can read the reports organized by team (select the team and go to *Matches* > *Match Reports*) or organized by match (select the team and match and then go to *Lineup and Ratings* > *Match Reports*).

For all reports, you can specify the read, write and manage permissions as well as create a printable PDF.

Related Information

Scouting Reports and Ratings [page 38]
SAP Scout One [page 13]

2.5 Fitness

Use the Fitness area to monitor the skill, performance level, and training load of your players.

Prerequisites

Your system administrator has assigned you to the relevant performance diagnostician role so you can access the features mentioned below. If you have any issues, please contact your system administrator.



- #unique_6/unique_6_Connect_42_subsection-im1 [page 99]
- #unique_6/unique_6_Connect_42_subsection-im2 [page 100]
- #unique_6/unique_6_Connect_42_subsection-im3 [page 100]
- #unique_6/unique_6_Connect_42_subsection-im4 [page 100]

Fitness with SAP Sports One

Hover over any box in the graphic to view what you can do in the Fitness area. With one click, you can view the list of related topics for more information.

Diagnosing Your Players Performance

- Creating Performance Diagnostic Tests [page 100]

- Entering Performance Diagnostic Test Results [page 101]
- Reviewing Performance Diagnostic Test Results [page 102]
- Analyzing Performance Diagnostic Test Results [page 103]
- Defining the Visualization of Performance Diagnostic Test Results [page 104]

Examining Training Loads

- Analyzing Players' Training Loads [page 68]
- Defining the Structure of Import Files Containing Data Tracking Information [page 69]
- Importing Data from External Tracking Devices [page 107]

Assessing Your Players Skills

- Creating Skill Assessments [page 109]
- Reviewing Player Ratings [page 148]

Reviewing Relevant Catalogs

- Creating Skill Catalogs [page 110]
- Creating Performance Parameters Catalogs [page 111]

2.5.1 Diagnosing your Players' Performance

2.5.1.1 Creating Performance Diagnostic Tests

Create a performance diagnostic test, and select the test parameters and the participating players.

Prerequisites

You have maintained the performance parameters and established the relevant performance test tags.

Procedure

1. Select your relevant team and go to *Calendar.*
2. Select a date and choose *Performance Test*.

   Alternatively, go to *Analyses* > *Performance Tests* to view a list of all performance tests, and choose *+ Add Performance Test* to create a new one.

   Alternatively, you can copy a performance diagnostic test in the performance diagnostic test list. When you copy a test, the system copies all participants and information to the current date, without copying the values of the original test.

3. Enter the test details, such as title, location, start and end time.

Optionally, you can restrict the test to some position groups.
Optionally, you can assign one or several tags to your performance test for future analysis.

4. Choose *Save* or *Save and Edit Details*.

   By default, the system assigns all players and positions from your selected teams to the performance diagnostic test. You can add additional players from other teams in your club, or from a list of external players. You can also add attachments, if required.

Results

The system displays your performance diagnostic test under *Analyses* > *Performance Tests*. You can now enter test results, and you can delete the complete test and its data, if required.

Related Information

Creating Performance Parameters Catalogs [page 111]
Entering Performance Diagnostic Test Results [page 101]

2.5.1.2 Entering Performance Diagnostic Test Results

Enter performance diagnostic test results in a downloaded spreadsheet application file (xsls format) and upload it again. Alternatively, enter performance diagnostic test results online.

Context

Note, when using VALD devices, go to *Analyses* > *Event Monitoring* to create a performance test and assign *VALD* data to it. Click the question mark for more details.

Procedure

1. Go to *Analyses* > *Performance Tests.*
2. Select and open the relevant performance diagnostic test in the list.
3. Use either of the following options to enter your results:
   - In the *Participants* screen area, choose ↓ *Download*.

The system downloads a spreadsheet application file in xsls format to your standard download directory, listing all participants and performance parameters. Enter the performance diagnostic test results and upload the file again.

> **Note**
>
> Your uploaded version overwrites the previous version of the file.

> **Note**
>
> The system verifies the consistency of the file and determines whether the file contains different players compared to the original file, or incorrect entries such as characters instead of numbers.

- In the *Participants* area, choose *Edit*, and enter the performance diagnostic test results in the corresponding fields.

Results

Your performance diagnostic test contains all test results. You can save as a PDF with the actual and previous player test results, or you can anazlye the performance diagnostic test results, if required.

Related Information

Analyzing Performance Diagnostic Test Results [page 103]

2.5.1.3 Reviewing Performance Diagnostic Test Results

Review the performance diagnostic test results for your team and individual players.

Procedure

1. To view a player's tests results, open the player profile and choose *Performance Diagnostics*.

   The system displays the results of the latest performance diagnostic tests and compares the player's performance to the team average. There are four categories to which a player can belong. The categories are determined by the system using the average and standard deviation:

   - Top Players Compared to Team Average: the value is better than average and is outside the standard deviation
   - Good Players Compared to Team Average: the value is better than average and is within the standard deviation
   - Bad Players Compared to Team Average: the value is worse than average and is within the standard deviation

- Worst Players Compared to Team Average: the value is worse than average and is outside the standard deviation

The system displays the latest performance test results in the form of a radar chart. You can view the player's performance compared to the team average. You can switch between absolute values and percentile ranks. You can hover your cursor over the chart to display the absolute values or percentile ranks.

2. To view a team 's test results, open the team page and choose *Performance Diagnostics*.

   In the *Latest Test Results* screen area, the system displays the results of the latest performance diagnostic tests and compares them to the team average from the previous test. The comparison outlines if the team performance has improved or declined, and measures the difference in percent.

   > ⓘ Note
   >
   > In the *More Test Results* screen area, the system displays the results of additional tests, which are not part of the latest performance diagnostic test.

Related Information

Analyzing Performance Diagnostic Test Results [page 103]

2.5.1.4 Analyzing Performance Diagnostic Test Results

Display and analyze performance diagnostic test results in a graphical representation, and analyze the performance development of your teams and players over time.

Procedure

1. To analyze the results of a single performance diagnostic test, do the following:
   a. Go to *Analyses* > *Performance Tests*.
   b. Select and open the relevant performance test in the list.
   c. In the *Performance Test* screen area, choose *Analyze Performance Test*.

   The system displays a chart for each performance parameter, showing the values for each participant. By default, it also displays top and flop players, and the team average.

   > ⓘ Note
   >
   > If you test external players or players from another team together with your team, the system uses all results to calculate top and flop values.

   > ⓘ Note
   >
   > When calculating the team average, the system uses results from the players of your team only.

2. To analyze the performance development of your teams and players over time, do the following:
    a. Go to *Analyses* > *Performance Analyses*.
    b. Set the filters according to your intended scope. You can analyze the following:
        - Performance development of one team over time
        - Performance development of one player over time and compared to the team average
        - Performance of players occupying the same position
        - Performance development of two or more players of the same team over time, and compared to the team average
        - Performance development of two or more players from different teams over time
        - Performance development of two or more teams over time

    You can use the filters to switch from the analysis view for a single test to the time series analysis.

    You can choose a point in a test event visualization chart to switch from the time series analysis to the analysis view for a single test.

Related Information

Defining the Visualization of Performance Diagnostic Test Results [page 104]

2.5.1.5 Defining the Visualization of Performance Diagnostic Test Results

Define how you'd like to view the average performance diagnostic test results, and the top and flop results, by establishing your own categories with custom value ranges.

Context

To determine the top and flop results, the system calculates the average and the standard deviation. If a value is outside of the standard deviation, it is either a top or flop value, depending on the performance parameter. For example, if your performance parameter is a 20m sprint then the smaller the results, the better.

A top value is smaller than the average minus standard deviation. A flop value is larger than the average plus standard deviation. In instances where the performance parameter results are better the larger they are, the flop vallue is smaller than the average minus standard deviation.

The custom setting uses a percent scale. According to their percentile rank, all results are automatically sorted into the ranges you have defined.

Procedure

1. Go to *Catalogs* > *Performance Parameters*.
2. Choose *Edit Catalog*.
3. In the *Settings* screen area of your selected performance parameter, change the *Custom* button to *Yes*.
4. Enter a category name, a range, and choose a color for the chart.

> **Note**
>
> The range must start with 0% and end with 100%. The ranges must not overlap and there must be no gaps between the ranges.

Related Information

Analyzing Performance Diagnostic Test Results [page 103]

2.5.2 Examining Training Loads

2.5.2.1 Analyzing Players' Training Loads

Analyze players' planned training intensities and their actual training load, which is measured by external tracking devices and consolidated in a concise overview.

Context

As a coach preparing a training session, you can determine the expected training intensity of each exercise. The intensity of each exercise is consolidated in the planned training load. External tracking devices measure a player's actual training load and consolidate the information in a concise overview, which you can then analyze.

As a performance diagnostician, you can select and view up to four tracking parameters in the training calendar to better understand your teams' and players' training loads. For example, you can select parameters such as distance, endurance, or speed, and the system displays the parameter names and units of measure.

Procedure

1. To analyze player's training loads and planned training intensities:
   a. Under *Player*, select *Training Load* to view a player's training load.
   b. View the *Intensities* screen area for the sum of all planned exercises durations according to their intensity level.

You can compare player's consolidated durations with the sums of the team for a selected time period.

c. View the *Analyses* screen area to display the player's actual training load.

   You can view the imported tracking data for a selected month.

d. Expand *Analysis Configuration* to select the performance parameters and chart type to be displayed.

   In a stacked bar chart, you can consolidate several parameters of the same type into one bar.

2. To use the Acute:Chronic Workload Ratio (ACWR) to better understand your players' training loads and to plan your training sessions accordingly:

   a. Go to *Admin* > *Acute:Chronic Workload Configuration.*
   b. Add a new configuration.
   c. Select a training load parameter, such as the number of sprints or total distance covered.
   d. Enter timeframes, that is, days, weeks, or the number of training sessions in a specific timeframe, to define the acute and chronic values.
   e. Enter values to define the maximum and minimum thresholds.
   f. Save your changes.

Results

Your ACWR calculated values appear in the training participant list and enable you to plan the training intensities accordingly. You can view the progression of a selected player's ACWR values over time and in the form of a chart in their personal profile, under *Training Load* > *Acute:Chronic Workload Chart.* Also, when you view a player's Acute:Chronic Workload Ratio (ACWR) values in a training participant list, you can view their training load in the form of a time series chart.

Related Information

2.5.2.2 Defining the Structure of Import Files Containing Data Tracking Information

Define the structure of import files, which contain the performance data gathered by external tracking devices.

Context

External tracking devices collect data for a predefined list of performance parameters. The data is presented in the form of a table, which you can import into SAP Sports One for further analysis. You can define the structure of the import file.

Procedure

1. As a performance diagnostician, go to *Admin* and select *Tracking Configuration*.

   A list appears with details of all tracking configurations and their number of performance parameters.
2. Add a new configuration, and provide a name and a version ID.

   > ⓘ Note
   >
   > There cannot be two configurations with the same combination of name and version.
3. The system uses data such as a player's first and last name to identify them in the upload file. In *Person Mapping*, enter the column or columns containing the identifying data, such as "$A" or "$A, $B".
4. Enter a header rows value, which defines the number of rows to be omitted in the data upload.
5. Select a performance parameter from the list, and determine which column contains this performance parameter, for example, "$C". You may use simple formulas with arithmetic operators such as +, -, *, / or brackets ().

Example

> ✤ Example
>
> To convert speed values in the column $C from m/s into km/h, apply the formula **`$C * 3,6`**.

> ✤ Example
>
> To convert a time value provided in the format `hh : mm : ss`, you must calculate it as a fraction of the total amount of seconds per day. For instance, **`00 : 14 : 24`** is the **`0,01`** fraction of the day's total.

Related Information

Creating Performance Parameters Catalogs [page 111]

2.5.2.3 Importing Data from External Tracking Devices

Import the performance parameter data gathered by external tracking devices. Upload data from a spreadsheet application file (xsls format) in the training calendar, training planner, or the match performance

data page of a match. Import performance data from your external provider's team training session into individual, or group, training sessions.

Prerequisites

You have maintained structural information about the upload files under *Admin* > *Tracking Configuration.*

Context

External tracking devices collect data for a predefined list of performance parameters. When you upload match performance data (manually, or automatically with a DFL import), the values appear in a table. You can import the data into SAP Sports One to further analyze a player's training load.

As a performance diagnostician, you can upload tracking and performance data, which is aggregated for a training session or for single training exercises in a training session. When you upload the spreadsheet application file, you can map players to the training session participants. You can also map training sessions to the planned training exercises.

> **Note**
>
> Alternatively, you can choose to delete the uploaded match performance data or you can manually upload new data, if required.

As a coach, you can import performance data from your external provider's team training session into SAP Sports One individual training sessions or group training sessions.

Procedure

1. Open the relevant training session.
2. In the *Training Info* screen area, choose *Import Tracking Data*.
3. Choose a predefined tracking configuration from the list.
4. Choose the relevant file.

   > **Note**
   >
   > For the first import only, the system automatically reviews the data and displays a preview so you can select and confirm player mappings.

5. Review the table entries and save.

Results

The system imports the data tracking file, which you can use when analyzing a player's training load. You can also view training session performance data on your phone: Go to the training session in your calendar and tap *Performance Data*.

Related Information

Defining the Structure of Import Files Containing Data Tracking Information [page 69]

2.5.3 Assessing your Players' Skills

2.5.3.1 Creating Skill Assessments

Create skill assessments to quickly assess a player's skills.

Procedure

1. In the relevant player's profile, go to *Evaluations*.
2. Choose *+Add New* > *Skill Assessment*.
3. Select a date and give the player a rating or comment for each category.
4. Save your changes.

Results

The player's skill assessments appear in their profile under *Evaluations*. From there, you can choose to download evaluations as PDFs, or you can choose to edit or delete evaluations, if required.

Related Information

Reviewing Player Ratings [page 148]
Using Templates to Evaluate Players [page 145]

2.5.3.2 Reviewing Player Ratings

For training sessions and matches, review a player's ratings, skill assessments, scouting reports, and player evaluations. Review player notes, and edit, download, delete, or create new skill assessments, scouting reports, or player evaluations, if required.

Procedure

1. Go to the relevant player's profile.
2. Go to *Evaluations.*

   The system displays the following evaluation types:
   - Skill assessments
   - Scouting reports for training sessions and matches
   - Player evaluations for training sessions and matches
   - Player ratings for training sessions and matches
   - Player notes
3. View the player's overall rating and potential rating for each evaluation.
4. Select the *To Evaluation* icon to view a selected evaluation in more detail.
5. To download one or more evaluations, choose *Download as PDF* and select the skill assessments, scouting reports, or player evaluations you want to include.

Related Information

Creating Skill Assessments [page 109]

2.5.4 Reviewing Fitness Catalogs

2.5.4.1 Creating Skill Catalogs

Create a skill catalog to rate your players' target skills, actual skills, and performance indicators.

Context

For each player position, you can define, in detail, which skills are required and to what level. You can also create different skill sets for different teams, for example, for different age groups. As a coach, you can create a dedicated skill assessment for a player, or rate a player's performance in a training session or match, which ensures you have a comprehensive view of a player's overall performance.

Procedure

1. Go to *Catalogs* > *Skills.*
2. Choose *Edit Catalog*.
3. To create a new category, go to the *Skill Category List* and choose the *Add Category* icon.
4. Enter a name for the new category and create one subcategory, if required.
5. Save your entries.
6. In the *Expected Skills for Team* screen area, select a team and a position.
7. Add the skill from the category list to the *Expected Skills for Team* screen area, and select a rating for each category.
8. Save your changes.

Related Information

Evaluation Categories and Templates [page 177]
Creating Scouting Categories [page 48]
Creating Templates [page 49]
Assigning Rating Scales for Scouting [page 50]
Using Templates to Evaluate Players [page 145]
Reviewing Player Ratings [page 148]
Creating Skill Assessments [page 109]
Capturing Short Notes for Players, Staff Members, or Club Contacts [page 142]

2.5.4.2 Creating Performance Parameters Catalogs

Define the performance parameters you want to include in performance diagnostic tests or in tracking devices. Choose from the performance parameters maintained in this catalog when you add a performance diagnostic test in a calendar or in a list of tests, or when you create a tracking configuration.

Context

> **Note**
>
> Once a performance parameter is used in a test and the values exist, you cannot delete this parameter. Instead, you can set it to inactive so it is no longer available for new tests.

Procedure

1. Under *Catalogs*, select *Performance Parameters* and choose *Edit Catalog*.
2. Organize your parameters in categories to ensure the catalog is easy to use.
3. Add a performance parameter and select the type.

   > **Note**
   >
   > Diagnostic performance parameters are available for performance diagnostic tests. You can use tracking performance parameters in the analysis of player training loads with external tracking devices, and you can use questionnaire performance parameters in questionnaires.

4. Define the performance parameter as follows:
   - Provide a name and an unambiguous parameter I.D.

     > **Note**
     >
     > You cannot use inactive parameters for new performance diagnostic tests.

   - Select *Calculation* and enter a formula to calculate a parameter. In the formula, you can reference other performance parameters with `$<ParameterID>` and you can use arithmetic operators. Simply drag a performance parameter from the catalog into the *Formula* field to reference it.

     > **Example**
     >
     > You want to calculate the body mass index. You have already defined the body weight and height performance parameters as follows:
     > - Body weight ID: bodyweight
     > - Body weight unit of measure: kg
     > - Height ID: height
     > - Height unit of measure: m
     >
     > Enter the the formula: `$bodyweight/($height * $height)` to calculate the body mass index.

   - Set the respective target value to define which end of the range the results aspire. *High value* means "the more the better", for example a jump test. *Low value* means "the less the better", for example a sprint test.

Related Information

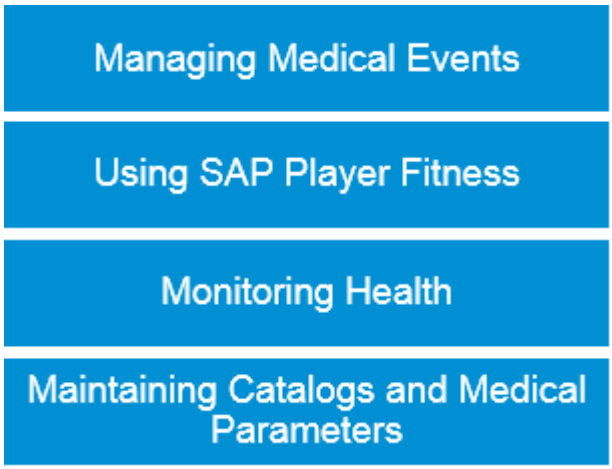
Entering Performance Diagnostic Test Results [page 101]
Reviewing Performance Diagnostic Test Results [page 102]
Analyzing Performance Diagnostic Test Results [page 103]
Defining the Visualization of Performance Diagnostic Test Results [page 104]

2.6 Health

As a member of the medical team, you can use the Health area and the related SAP Player Fitness mobile app to monitor and care for your players' health and fitness.

Prerequisites

Your system administrator has assigned you to the relevant physiotherapist role so you can access the features mentioned below. If you have any issues, please contact your system administrator.



- #unique_7/unique_7_Connect_42_subsection-im1 [page 113]
- #unique_7/unique_7_Connect_42_subsection-im2 [page 114]
- #unique_7/unique_7_Connect_42_subsection-im3 [page 114]
- #unique_7/unique_7_Connect_42_subsection-im4 [page 114]

Health with SAP Sports One

Hover over any box in the graphic to view what you can do in the Health area. With one click, you can view the list of related topics for more information.

Manage your Players' Medical Events

- Adding New Medical Events to a Player's Profile [page 114]
- Editing Medical Events [page 115]
- Closing Medical Events [page 117]
- NADA Reports [page 150]
- Using Treatment Plan Templates [page 119]
- Selecting Medical Information to Send to Colleagues [page 120]

Use the SAP Player Fitness app on your iPad

SAP Player Fitness Configuration Options [page 27]

Fitness and Health Reports

- Confirming Player Availability [page 121]
- Viewing your Team's Medical Events, Medications, and Treatments [page 122]

Maintain Catalogs and Medical Parameters

- Importing Catalogs [page 124]
- Maintaining Catalogs [page 125]
- Configuring Treatment Measures [page 126]
- Configuring Medical Parameters [page 127]
- Configuring Availability Colors and Maintaining Status Comments [page 128]

2.6.1 Managing Medical Events

2.6.1.1 Adding New Medical Events to a Player's Profile

Add new medical events such as injuries or sicknesses to a player's profile. You can also add a medical event if you need to take a preventative action, such as a special exercise or treatment program, to protect the fitness of a player who is at risk of injury.

Procedure

1. Go to *Player Availability*, and choose the player and date for which you want to add a medical event.

   The dialog box displays details of any existing, open, medical events for the selected player.
2. Select *Add Medical Event.*

   Alternatively, go to the player's profile and go to *Health* > *Current Medical Events* and choose *+ Add Medical Event.*
3. Select the *Injury*, *Sickness*, or *Preventive Action* tab.
4. Choose the medical event category from the catalog and enter a start date.

   You can optionally assign a status and enter a status comment, if required. Additionally, you can optionally choose to notify the coach and team physiotherapist, which means the system sends medical information to the relevant team members' mobile devices using the SAP Team One app.
5. Choose *Save and Edit Details* to add more details such as the previous injury type, the recovery process, relevant medications, and so on. You can also mark an injury on a body map, if required.

Related Information

Editing Medical Events [page 115]
Closing Medical Events [page 117]
Collecting Health-Related Attachments for Players [page 123]

2.6.1.2 Editing Medical Events

Edit existing medical events for a player and maintain the recovery process details.

Context

You can edit a player's existing medical events and maintain the following recovery process details:

- Availability for training, rehab training, and matches
- Status, consisting of Exempt, In Rehab, or In Observation
- Status comments
- Recovery percent
- Treatment location
- Name of physiotherapist responsible for treatment
- Long texts

You can use SAP Analytics Cloud to analyze the recovery process details, above.

As a user with permissions to read and write medical data for all persons, you can display and edit medical events of players who already left the club. You can search for players using the portal search and access their medical data directly, or you can access the data using SAP Analytics Cloud.

SAP Sports One automatically pre-delivers the various statuses and you can customize the status comments if required. Depending on your authorizations, you may maintain status comments and customize the color codes for a player's availability, which appear in the *Player Availability* tab.

Procedure

1. Go to the relevant player's profile and go to *Health* > *Current Medical Events.*

   Alternatively, go to the *Player Availability* tab and choose the relevant player and date in the calendar.
2. Select the relevant injury, sickness, or preventive action.
3. Edit the medical event details in the following screen areas, as required:
   - *Injury*, *Sickness*, *Preventive Action*: Edit the details and save your changes.
   - *Recovery Process*: Edit or end the existing status and enter a new one. Alternatively, when a player is available again for training and matches, put an end date on the status. Save your changes.

- *Treatment Plan*: Outline a treatment plan for your player, using a new or an existing treatment plan template. Select the relevant physiotherapist and set the number of planned measures for each treatment.

  > **Note**
  >
  > If you want to use the treatment plan as template for this injury category, select *Add a New Template for Injury Category*. The system automatically selects an injury category. When you create another treatment plan for the same type of injury, the system offers this template.

  Save your changes.
- *Medications*: Add any relevant medication details and save your changes. You can manage the permissions for viewing and editing a player's medications information. You can make the medications information visible and editable to all physiotherapists, or to selected individual physiotherapists or physiotherapist person groups only.
- *Notes*: Add any relevant long texts and save your changes.
  As a physiotherapist, you can manage the permissions of notes by making them visible to all physiotherapists, or to selected individuals or person groups only. If a note relates to a medication, it inherits the permissions from the medication.
- *Attachments*: Add any relevant attachments and save your changes.

Results

As a physiotherapist with the necessary authorizations, you can view a player's open medical event details in the *Player Availability* tab, or in the player's profile under *Health* > *Current Medical Events*. You can view the medical event start date and end date, the treatment location, status, status comments, player availability details, percentages of recovery, the name of the physiotherapist responsible for treatment, and status notes, if maintained.

You can view a history of all medical events in a player's profile under *Health* > *History*.

As a coach viewing a medical event in the calendar, you can view only the event duration, the estimated return date, and the treatment location.

Related Information

Using Treatment Plan Templates [page 119]
Selecting Medical Information to Send to Colleagues [page 120]
Maintaining Catalogs [page 125]
Importing Catalogs [page 124]
NADA Reports [page 150]
Closing Medical Events [page 117]

2.6.1.3 Closing Medical Events

Close a player's medical events when the player is available to return to training sessions and matches.

Procedure

1. Go to the player's profile and go to *Health* > *Current Medical Events.*

   Alternatively, go to the *Player Availability* tab, and choose the relevant player and date in the calendar.

   > **Note**
   >
   > You cannot close today's medical event today. You can choose only a date in the past or in the future.

2. Select the relevant medical event - that is, injury, preventive action, or sickness - that you want to close.
3. Choose the *Edit* icon.
4. In the *Injury*, *Preventive Action*, or *Sickness* screen area, enter an end date to close the medical event.

   > **Note**
   >
   > When you set the end date for an injury, the system automatically sets the end date for the player's corresponding injury treatment plan.

Results

The system closes the relevant medical event and statuses for the selected player, and ends any open recovery process.

Related Information

Editing Medical Events [page 115]
Adding New Medical Events to a Player's Profile [page 114]

2.6.1.4 Documenting One-Off Treatments

As a physiotherapist, some of the treatments that you give your players are spontaneous and aren't part of a larger treatment plan. Typical examples are pre- and post-game massages. To keep a track of these one-off spontaneous sessions, you can create treatments in SAP Sports One that are independent of a treatment plan.

Here are two ways to create one-off treatments:

- Go to the club calendar and pick the date and time for the treatment. In the popup, click *Treatment* and enter the details of the session.
  Tip: Using the calendar is useful because you can simultaneously check the availability of the player and any resources you might need, like a treatment room.
- Navigate to the player and go to *Health* > *Treatments and Treatment Plans*. Then click *Add Treatment* and enter the details of the session.

2.6.1.5 NADA Reports

As a team manager, you can create dedicated reports to pro-actively communicate player absences with the National Anti-Doping Agency (NADA) of Germany. The PDF report retrieves information from the team calendar and player calendars and compiles it in an easy-to-read format.

As a team manager, only you have the necessary authorization to create NADA reports. You can manually create reports on a daily or weekly basis, using information from the team calendar and individual player calendars to communicate player absences.

NADA reports comply with the regulations for NADA Germany and are currently available in the German language only. The reports include the following details:

- League and club details
- The training residence address (for example, the club premises or stadium)
- The name and main phone number of your team's anti-doping contact person
- The date range for the report
- The team plan for the selected date range, including the day, time, activity, and address
- The list of players who are absent from team activities, including a comment or reason, the period of absence, and an optional alternative address

Prerequisites

You have done the following:

- Chosen an anti-doping contact person who is assigned to your team

  > ⓘ Note
  >
  > The anti-doping contact person is not authorized to create NADA reports.

- Maintained the anti-doping contact person's phone number in the system and marked it as their main number.

- Marked, in the calendar, the player absences that are NADA-relevant< .
- Marked, in the calendar, a player's period of release as NADA-relevant when they play for a national team.

Related Information

Adding Matches to Competition Seasons [page 81]
National Anti-Doping Agency of Germany

2.6.1.6 Using Treatment Plan Templates

Use a treatment plan template to quickly create a treatment plan for your players. Use pre-defined measures and quantities, or edit the measures and quantities and save your changes as an update or as a new template.

Procedure

1. Go to a player's profile and choose *Current Treatment Plans*.
2. Choose *Add Treatment* and select *Choose Treatment Plan Template*.
   - If you add a treatment plan to an injury, the system displays all existing treatment plan templates for this injury category, from which you can choose.
   - If you add a stand-alone treatment plan (not related to an injury), the system displays all treatment plan templates, from which you can choose.
3. Change the name of the treatment plan, the description, and the treatment measures and quantities, as required.
4. If you want to re-use this treatment plan as a template for further injuries, select *Add a New Template for Injury Category* and select the relevant injury category.
5. Save your changes in the treatment plan. Alternatively, save your changes and update the treatment plan template also.

Related Information

Editing Medical Events [page 115]

2.6.1.7 Selecting Medical Information to Send to Colleagues

Select information in a player's fitness record to share with the coaches and medical colleagues using the SAP Team One mobile app.

Prerequisites

Coaching staff and medical colleagues have access to the SAP Team One app, which is indicated by active *Notify Coach* and *Notify Physio Team*, buttons as described below. You can choose to select medical information with your colleagues only when you add a new medical event to a player's profile.

Procedure

1. When you add a medical event to a player's profile, select *Notify Coach* to notify coaches of this medical event.
2. Select *Notify Physio Team* to notify the physiotherapist colleagues of this medical event.
   You must select *Notify Coach* and *Notify Physio Team* before choosing *Save and Edit Details*.

   ⚠ Caution

   After you save your notification settings, you cannot change them.

Results

The system uses the SAP Team One app to send automatic notifications to coaching staff and medical colleagues on their mobile devices. To view communication details for your team, go to *General Info* > *Communication*. The system displays room members and their status with the SAP Team One app. You can view messages and post new ones in this room.

Related Information

Editing Medical Events [page 115]
Mobile Applications [page 9]
SAP Team One [page 16]

2.6.2 Monitoring Health

2.6.2.1 Confirming Player Availability

Confirm a player's availability for training, rehab training, or matches in their personal profile or at a team level.

Context

View a player's availability in terms of their team assignments and their current medical events, which includes injuries, sicknesses, and preventive actions.

As a physiotherapist, you can view the following details for a player's medical events:

- Current Medical Events: includes the event start date, event details, the medical event status, status comment, the treatment location, availability information, the percentage of recovery, the name of the physiotherapist responsible for treatment, and the estimated return date for the player to return to training and matches.
- Current Treatment Plans
- Current Medications
- History: includes the number of training exemption days and rehab training days per medical event

To confirm a player availability at individual level:

1. Go to the relevant player's profile.
2. Go to *General Info*.
3. View the player's current assignments and view a list with details of any current medical events.

> **Note**
>
> Current medical events are visible to physiotherapists only.

Alternatively, open a player's profile and go to *Health* > *Current Medical Events,* where you can view the player's medical events.

To confirm player availability at team level:

1. Select the relevant team.
2. Go to *Player Availability*.
   The system displays all available players from that team. The following default availability colors indicate the various statuses for a player:

Statuses and availability colors

Status	Availability	Default Availability Color
Exempt	Not available for match or training	Red

Status	Availability	Default Availability Color
In Rehab	Not available for match or training; Available for Rehab training	Orange
In Observation	Not available for match; Available for Training	Yellow
Available, but medical event is still open	Available for match and training	Gray
Available, the player has no medical event	Available for match and training	White

Alternatively, go to the team profile and under *Calendar* you can filter and view the team calendar by various categories such as sickness, training, and so on.

> **Note**
>
> As a physiotherapist viewing the team calendar, you can view all medical events with training exemptions and with players in rehab. You can view the medical event category, the medical event color to denote an injury, sickness, or preventive action, as well as the treatment location and the estimated return date, if maintained.
>
> Choose the medical event to open it and to view details of the different recovery periods with the medical event status, status comment, the treatment location, availability information, the percentage of recovery, the name of the physiotherapist responsible for treatment, the estimated return date for the player to return to training and matches, and the note, if maintained.
>
> As a coach or a user with another role viewing the team calendar, you can view all medical events with training exemptions and with players in rehab. You can also view the medical event type and its color to denote an injury, sickness, or preventive action, as well as the treatment location and the estimated return date, if maintained.

2.6.2.2 Viewing your Team's Medical Events, Medications, and Treatments

View your team's health status using the *Medications*, *Fitness*, and *Treatments* reports.

Procedure

1. Go to the relevant team's profile and choose *General Information*.
2. In the *Reports* screen area, choose *Medications*, *Fitness*, or *Treatments* to view the following details:
   - Medications
     View the medications that have been prescribed to your players within a specified timeframe. You can also filter for doping-relevant medications.

- Fitness
  View a graphical chart displaying the names of players who have been injured, sick, or have been treated with preventative action. To view the details of a medical event, select the medical event in the chart and choose the *Details* icon.
  The chart also displays the total number of injuries, preventative actions, and sicknesses that occurred within the specified timeframe. Select the *Injuries*, *Sicknesses*, or *Preventative Actions* icons to view detailed lists of the medical events in each category.
- Treatments
  View, the treatments report for a specified day to confirm whether a player can attend a training session. If a medical event exists, you can view the name of of the event, the associated physiotherapist, and the treatment measures for the player.

2.6.3 Collecting Health-Related Attachments for Players

Using the *Health Attachments* section lets you collect health-related media about a player that is unrelated to a specific medical event.

Prerequisites

- Your admin has enabled the *Health Attachments* section. It is disabled by default.
- To view the *Health Attachments* section, you need the physiotherapist role.
- To see the attachments for a player, you also need permission. This permission is granted per team and can be granted by your admin.

Accessing the Health Attachments Section

1. From the *Teams* menu, select a player.
2. Go to *Health* > *Health Attachments*.

Working With the Attachments

For privacy and security reasons, the following restrictions apply:

- You can't add videos and info packages. Videos are stored with Amazon Web Services; therefore to ensure absolute privacy and security, videos aren't allowed.
- A player's *Health Attachments* section isn't discoverable in the *Media Library* file browser.

2.6.4 Maintaining Catalogs and Medical Parameters

2.6.4.1 Importing Catalogs

Import an injury, sickness, preventive action, or medication catalog to the system using a spreadsheet application file.

Context

To import an injury, sickness, preventive action, or medication catalog to the SAP Sports One system, your spreadsheet application file must be structured as follows:

- The header comprises the first two lines.
- The content is included from the third line onwards.
- The first column contains optional codes with up to 20 characters, without blanks.
- For medication catalogs:
  - The second column contains the doping relevance of a medication where 1 = doping-relevant and no value = not doping-relevant.

    > **Note**
    >
    > You can maintain the doping relevance of a medication in the medication catalog only. The doping relevance is shown in the list of current medications in the Health section of a player profile, and in the SAP Player Fitness app.
- The next columns contain injury, sickness, preventive action, or medication categories, optional sub-categories, and descriptions, with up to 150 characters each.

> **Note**
>
> You must migrate all existing sicknesses, preventive actions, and medications by substituting the previously-entered free text with a new sickness category, preventive action category, and medication category from the catalog. If you do not substitute the free text for a category, you cannot edit, close, or delete the existing sicknesses, preventive actions, or medications.

Procedure

1. Prepare a spreadsheet application file of your injury, sickness, preventive action, or medication catalog, complying with the structure specified above. Ensure the lines between injuries or categories are all filled.
2. Under *Catalogs*, select the relevant category type and choose *Upload*.

   The system confirms whether the codes are unique and notifies you if there are issues.

Results

The system uploads the injury, sickness, preventive action, or medication details into a new catalog.

If an injury, sickness, preventive action, or medication catalog already exists in your system, the system adds your imported data to the existing catalog.

Related Information

Maintaining Catalogs [page 125]
SAP Player Fitness Configuration Options [page 27]

2.6.4.2 Maintaining Catalogs

Maintain the catalogs for players' injuries, sicknesses, preventive actions, and medications.

Context

When you add an injury, sickness, preventive action, or medication to a player's profile, you can select the category from these catalogs.

Procedure

1. Go to *Catalogs* and select the relevant catalog type.
2. Hover your cursor over any category to display a list of icons, which enable you to edit, add, move, relocate, or delete the category.
3. To create a new category, choose the relevant *+ Add* button and enter a name and a unique code for the category.

> **Note**
>
> When you create a new medication category, you must specify whether it is doping-relevant.

> **Note**
>
> You can delete a category if it is not used in a player injury, sickness, preventive action, or medication.
>
> You cannot delete a category if it is used in a player injury, sickness, preventive action, or medication: you must de-active the category instead. This means you cannot select the de-activated category when you create a new player injury, sickness, preventive action, or medication.

If required, you can edit an existing player injury, sickness, preventive action, or medication that has a de-activated category but only if you replace the invalid, de-activated category with a valid one.

4. Save the catalog.

   To search for an injury, sickness, preventive action, or medication category, just start typing in the search field.

Related Information

Importing Catalogs [page 124]
Editing Medical Events [page 115]
Configuring Medical Parameters [page 127]

2.6.4.3 Configuring Treatment Measures

Configure the catalog of treatment measures to be used in a treatment plan.

Procedure

1. Go to *Catalogues*, and select *Medical Parameters*.
2. In the *Treatment Measures* screen area, you can add, edit, or delete a treatment measure. The list is sorted alphabetically so you can find the treatment measures easily.

   > ⓘ Note
   >
   > You cannot delete a treatment measure if it contains a treatment plan.

Related Information

Configuring Availability Colors and Maintaining Status Comments [page 128]

2.6.4.4 Configuring Medical Parameters

As a physiotherapist, configure the medical parameters for your players.

Context

As a physiotherapist, you can configure your players' medical parameters such as the injury type, cause of injury, the match or training type where an injury occurs, and the type of floor covering in the location where an injury occurs.

Procedure

1. Go to *Catalogs* > *Medical Parameters.*
2. To add a new injury type, cause of injury, match or training type, or a new floor covering, go to *Other Parameters.*
3. Choose *+Add*, then select the relevant category and enter a name.
4. In the list of entries, edit, delete, or de-activate a category, as required.

> **Note**
>
> If a category is already in use, you can de-activate it only. If a category is not already in use, you can delete it.

Results

When you add a new injury or edit an existing one, the system provides the updated injury types, causes of injury, match or training types, and floor coverings as options. You can use SAP Analytics Cloud to analyze the cause of an injury, injury type, the match or training type, or the floor covering, if required.

Related Information

Editing Medical Events [page 115]
Maintaining Catalogs [page 125]
Configuring Availability Colors and Maintaining Status Comments [page 128]

2.6.4.5 Configuring Availability Colors and Maintaining Status Comments

Enhance the medical status information shown in a player's medical event by configuring the colors indicating availability and unavailability, and by maintaining status comments.

Procedure

1. Go to *Catalogs* > *Medical Parameters.*
2. To configure the colors indicating availability and unavailability, select *Availability Colors.*

   You can choose individual colors from a predefined color scheme, which then appear in *Player Availability.* You can reset your chosen colors to the default colors at any time, if required.
3. To maintain status comments and add extra detail to the existing Exempt, In Rehab, and In Observation options, select *Status.*
4. In the list of status comments, edit, delete, or de-activate a status comment, as required.

   > **Note**
   >
   > If a status comment is already in use, you can de-activate it only. If a status comment is not already in use, you can delete it.

Results

When you add a new medical event for a player, you can choose an appropriate status and status comment, and assign them to the medical event. You can use SAP Analytics Cloud to analyze the status and status comments, if required.

The specified colors for player availability and unavailability appear in *Player Availability*. The statuses and status comments for a player appear in their recovery process.

Related Information

Configuring Treatment Measures [page 126]
Configuring Medical Parameters [page 127]

2.7 Team Management

As club coordinator or team manager, you can use the Team Management area to maintain detailed data on your club, appointments, teams, staff, and players.

Prerequisites

Your system administrator has assigned you to the relevant role so you can access the features mentioned below. If you have any issues, please contact your system administrator.



- #unique_8/unique_8_Connect_42_subsection-im1 [page 130]
- #unique_8/unique_8_Connect_42_subsection-im2 [page 130]
- #unique_8/unique_8_Connect_42_subsection-im3 [page 130]
- #unique_8/unique_8_Connect_42_subsection-im4 [page 130]

- #unique_8/unique_8_Connect_42_subsection-im5 [page 131]
- #unique_8/unique_8_Connect_42_subsection-im6 [page 131]
- #unique_8/unique_8_Connect_42_subsection-im7 [page 131]
- #unique_8/unique_8_Connect_42_subsection-im8 [page 131]

Team Management with SAP Sports One

Hover over any box in the graphic to view what you can do in the Team Management area. With one click, you can view the list of related topics for more information.

Manage Player and Staff Information and Processes

- Maintaining Player Information [page 131]
- Assigning Users to Players from your Team [page 133]
- Deleting Private Messages [page 135]
- Team Assignments [page 149]
- Person Groups [page 136]
- Creating and Maintaining Person Groups [page 137]
- Preparing Season Changes [page 138]
- Viewing Player Statistics [page 140]
- Creating Training Days Reports for your Team [page 72]
- Capturing Short Notes for Players, Staff Members, or Club Contacts [page 142]
- Granting Consent for the Terms of Use Documents [page 143]
- Revoking Consent for the Terms of Use Documents [page 144]

Evaluating Players

- Evaluation Categories and Templates [page 177]
- Using Templates to Evaluate Players [page 145]
- Reviewing Player Evaluations [page 146]
- Creating Skill Assessments [page 109]
- Reviewing Player Ratings [page 148]

Working with Internal and External Teams and Clubs

- Downloading Lists of Players and Staff Members [page 149]
- Team Assignments [page 149]
- NADA Reports [page 150]
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- Creating Loan Assignments for Players [page 152]

Manage Team Matches and Competition Details

- Adding Activities [page 154]
- Creating Matches [page 155]
- Creating Competitions [page 157]
- Maintaining Teams in a Competition Season [page 158]
- Organizing Your Favorite Competitions and Teams [page 159]

- Preparing for Matches [page 77]
- Maintaining Match Lineups [page 81]
- Viewing the Match Timeline and Adding Match Events [page 163]

Working with Club Resources and Personal Resources

- Managing Club Resources [page 164]
- Assigning Resources to Calendar Events [page 165]

Maintain your Calendar Actvities, Appointments, and Relevant Tasks

- Viewing and Adding Calendar Entries [page 166]
- Adding Activities [page 154]
- Task Management [page 170]
- Using CalDAV to Synchronize SAP Sports One Calendars [page 171]

View and Edit Club Information, and Manage your Club's Media Library

- Viewing Players on Loan [page 151]
- Club Contacts [page 175]
- Attachments [page 186]

Manage your Club's Skill Evaluations, Catalogs, and Templates

- Evaluation Categories and Templates [page 177]
- Creating Skill Catalogs [page 110]
- Permissions Templates [page 178]

2.7.1 Managing Players and Staff

2.7.1.1 Maintaining Player Information

Add a new player or assign an existing player to your team, and manage a player's general information.

Prerequisites

> **Note**
>
> To view and edit sensitive contract data such as transfer fees, contract conditions, and passport and visa information, you must have special permissions to read and write confidential personal data.
>
> Contact your system administrator if you require these permissions.

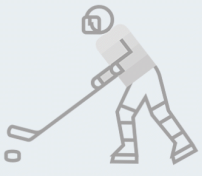
Procedure

1. To add an existing player from your club:
   a. Go to *Teams* and select the relevant team.
   b. Under *Players*, choose *+ Add Player*.

      > **Note**
      >
      > To show players departed from your team in the selected season or players on loan, select *Show Departures/ On Loan.*

   c. Type the player's name and select their name from the list.
   d. Select the player's position group, position, start date, and end date for the team assignment.
   e. Save your changes to assign the player to your team.
2. To add a new player:
   a. Choose *Add Player*, then *Create New Player*.
   b. Enter the player's name, gender, and other details.
   c. Select the player's position group, position, start date, and end date for the team assignment.
   d. Save your changes to assign the player to your team.
3. Let's add information to the player's profile, including their contact details, physical characteristics, contract information, and ID documents. To help you complete the player's profile, you can ask players to provide some of the details themselves. The video below shows how players can do this using the SAP Team One app (staff members can use the web app). For you to add information to the player's profile, hover over the player in the player list and click *Edit Player Info* and click the edit buttons.





> **Note**
>
> Contracts: you can maintain contracts, agreements, or memberships between the following:
>
> - A club and a person (internal)

- A club and an external organization (external)
- A person and an external organization (private)

After adding the details, you can then specify who has permission to read the information.

Results

> **Note**
>
> As an administrator or team manager, you can delete the private messages sent or received by a person whose user ID has been deactivated or is no longer valid, for example, when a player leaves the club. For more information, please see the relevant documentation on SAP Help Portal.

When you save your changes, the system automatically assigns the new player to your team.

Related Information

Team Assignments [page 149]
Deleting Private Messages [page 135]

2.7.1.2 Assigning Users to Players from your Team

Set up and manage users for players on your team.

Prerequisites

Your system administrator has assigned you to the team administrator role so you can access all the features described below.

Procedure

1. To assign a user to a player from your team, go to *Players*.
2. Hover your cursor over a player's tile and choose *Edit User Settings*.
3. For a player without a user ID, you can create a user with the role *Player*.
4. For a player with a valid user ID, you can set a new password or unlock a user.
5. Choose *Password* to generate a welcome letter with a system URL and a PDF with a new password.

> **Note**
>
> The player must change the initial password within seven days, and the new password must comply with the security rules for passwords in your club.

> **Note**
>
> If a user changes their SAP Sports One password, they must change the configuration of the local calendar that displays SAP Sports One calendar items. If both passwords differ, user is eventually locked out.

6. Under *Mobile*, you can generate the personalized link for easy onboarding and configuration of any mobile apps or the local calendar.
7. Under *Activation*, you can activate or deactivate the user, and specify a start date and end date.

   You can view system messages in user status, and you can unlock users which are locked because of failed login attempts.

Results

The player from your team can now use SAP Sports One or SAP Team One with the newly-created user.

As an administrator, go to *Admin* > *Users* to download a list of users in a spreadsheet application file, if required. The file displays users' first and last names, current team assignments, their date of birth, their SAP Sports One user ID, and their Identity Provider (IDP) ID.

Related Information

SAP Team One Configuration Options [page 17]
Creating Users – Let People Use SAP Sports One
Deleting Private Messages [page 135]

2.7.1.3 Deleting Private Messages

Delete the private messages sent or received by a person whose user ID has been deactivated or is no longer valid. You cannot delete messages in group rooms.

Context

As an administrator or team manager, you can delete the private room and the private messages sent or received by a person whose user ID has been deactivated or is no longer valid, for example, when a player leaves the club.

Procedure

1. Go to the player's personal profile.
2. Navigate to the *Communication* screen area.
3. Hover your cursor over the *SAP Team One* area and choose the *Delete* icon.

Results

The system immediately deletes the private room and messages for the user.

Related Information

Maintaining Player Information [page 131]
Creating Users – Let People Use SAP Sports One

2.7.1.4 Team Assignments

You can manage the team assignments of your players and staff members.

Assign a Single Player or Staff Member

1. Go to the player or staff member's profile and choose *General Information*.

2. Under *Assignments*, choose *Add Team Membership*.
3. Select the assignment type, whereby you add a person as a team player or staff member, or manage the loan assignment of a player. Alternatively, you can specify if a person takes a different role within or outside of your club.
4. Enter the assignment details such as the area, dates, or team details.
5. Save your changes.

Edit an Assignment for a Single Player or Staff Member

1. Go to the player or staff member's profile.
2. Under *Assignments*, hover your cursor over the relevant line and choose the *Edit Assignment* icon.
3. Edit the relevant entries.
4. Save your changes.

Assign Several Players or Staff Members

1. Select the relevant team.
2. Under *General Information*, choose *Players* or *Staff*, as required.
3. Choose *Add Player* or *Add Staff Member* to assign one or more people to this team.
4. Fill in the relevant details.

> **Note**
>
> You can add several people by choosing the *Add* button.

5. Save your changes.

2.7.1.5 Person Groups

Person groups consist of selected users in your club. All users can view all person groups in the *Admin* area, and create new person groups. Users who create a person group can assign persons or person groups to manage their group, or they can manage it themselves.

Context

A person group consists of assigned users, and has a unique name and a description. The group creator automatically becomes the group administrator and can manage the group's users in the form of members and other administrators.

Authorized users can assign permissions to a person group for the following:

- Video cockpit projects
- Match preparations
- Training exercise categories
- Media library folders or files
- Attachments section folders or files
- Personal notes for players, staff members, or club contacts
- Scouting shortlists

Related Information

Creating and Maintaining Person Groups [page 137]

2.7.1.6 Creating and Maintaining Person Groups

Create or edit person groups, which consist of selected users from your club.

Procedure

1. Go to *Admin* > *Person Groups.*

   The list of existing person groups appears.
2. To create a new person group, choose *Add Group*.
3. Enter a unique name and description, and add persons to the group. Alternatively, to quickly add a person to multiple groups in one step, click *Manage Group Members* after creating the person group.
4. To edit an existing group, choose the *Edit Group* icon.

   You can edit the group name and description. You can also add persons to, or delete persons from the group. Alternatively, to quickly add or remove a person from multiple groups in one step, click *Manage Group Members*.
5. To manage the permissions, choose the *Show Permissions* icon.
   1. If required, remove Read or Write permissions for a person or group by choosing the *Remove Permission* icon.
   2. To add a single person to the group, choose the *PERSONS* tab. Alternatively, to add multiple persons to a group, choose the *GROUPS* tab.
   3. Search for the player, staff member, or group you want to add.
      The system displays all persons and groups available with valid users.
6. To delete a person group, choose the *Delete Group* icon.

> ⓘ Note
>
> If you delete a person group to which no other club member has access, then you cannot access the group's entities.

Related Information

Person Groups [page 136]

2.7.1.7 Preparing Season Changes

Change your players' future team assignments, if necessary, when preparing a season change.

Context

Maintain team assignments for internal and external players

Role	Task	Steps
Team manager or administrator with the necessary authorizations	Prepare your players' team assignments for the next season change.	1. Go to *Admin* > *Season Change*. 2. Select a team from the list. The system displays all current team players and their assignments, valid as of today. **Note** If required, you can choose to view players who are departed or are on loan. 3. Choose *Prepare New Season*. 4. Select a season from the list and view all valid team assignments for your chosen time period. 5. Select the relevant players whose assignments you want to change, and assign them to the relevant team. 6. Maintain the team assignments for your staff members in the selected season. 7. Save your changes.

Role	Task	Steps
Chief scout or administrator	Maintain team assignments for manually-created external players.	1. Go to *Admin* > *External Player Team Assignments*. The system displays a list of manually-created players that have no team assignment at all or that have an inactive team assignment. 2. Go to *Edit Assignments* to assign a player to a team or a position. You can search for, and select, any team in the system. If the required team is not available, you can create it. **Note** The start and end date of the team assignment is the date of the current season. 3. Maintain the position group and the exact position for the player. 4. Verify the players for whom a new team assignment is to be created. **Note** Players can be selected only if a team is set. 5. Save your changes.

Results

The list of players displays the updated player assignments for the relevant season.

The system creates team assignments for your manually-created, selected, external players.

2.7.1.8 Viewing Player Statistics

View a player's statistics for training sessions and matches.

Context

If required, you can view player basketball statistics in a player's profile. As an authorized user, you can maintain the aggregated statistics for a basketball match in a table format, which contains all players in the lineup.

Procedure

1. Go to the relevant player's profile.
2. To view training session statistics choose *Training List* and select a time frame.

   The system displays the following:
   - The number of training sessions a player attended or missed
   - A filter to view missed trainings only
   - A filter to view trainings by training type
   - A filter to view trainings for an entire team, individual players, or a group of players
3. To view match statistics for any internal or external player, choose *Match Statistics* and choose a season. The system displays the following match information:
   - The number of appearances a player had in each competition played
   - Extra information such as the number of minutes played, goals scored, red and yellow cards issued, and so on

Related Information

Creating Training Days Reports for your Team [page 72]

2.7.1.9 Creating Training Days Reports for your Team

Create a report for your team detailing the number of training days in the current season or in the previous twelve months.

Context

In this report, a training day is defined by the following criteria:

1. At least one training session took place. If there were more training sessions, the day counts as one.
2. A player participated in at least one training on that day
3. The team had no match. Match days are excluded from training days.

> **Note**
>
> In the spreadsheet application file, the time frame "Previous 12 Months" comprises the last whole month and the eleven months prior. The current month is not included.

> **Note**
>
> This report is tailored to the requirements of U.S. college teams.

Procedure

1. Open the relevant team's information page.
2. In the *Reports* screen area, choose *Training Days*.
3. Select a date range or specify any time period required.

Results

The system downloads the report in the form of a spreadsheet application file to your specified location.

Related Information

Viewing Player Statistics [page 140]

2.7.1.10 Capturing Short Notes for Players, Staff Members, or Club Contacts

Create a note for an internal player, staff member, or club contact and choose from a list of pre-defined categories. As an internal player, staff member, or club contact, you and your colleagues can find, filter, and view notes.

Procedure

1. Go to the personal profile for the relevant player, staff member, or club contact.
2. Go to *Notes*.
3. Choose *Add Note*.
4. Choose a note category from the list and select a reference date to indicate the date that your note refers to, for example a salary discussion that took place last week.
5. Enter a note title and content.
6. To classify the different types of player training, tests, absences, and note categories, apply one or more hashtags.

   > ⓘ Note
   >
   > A hashtag is a single keyword identified by the prefix #. Choosing a hashtag prompts the system to filter all notes and display only those with the same hashtag.

7. Save your changes.

   To edit or delete the note, or to give other people permission to read or edit the note, hover over the finsihed note and click one of the buttons.

Results

The system displays notes for an internal player, staff member, or club contact in chronological order under *Notes*.

2.7.1.11 Granting Consent for the Terms of Use Documents

As a user, grant your consent for the Terms of Use documents designed by your club before you proceed with your tasks in SAP Sports One.

Context

When you log on to SAP Sports One, you must agree to the Terms of Use documents designed by your club before you proceed with your tasks. If you do not agree to the Terms of Use documents, you are not permitted to access the system.

Procedure

1. Log on to SAP Sports One with your username and password.

   Your club's most recent Terms of Use documents appear.
2. Grant your consent for the Terms of Use documents.

   If required, you can download or print a copy of documents.

   > ⓘ Note
   >
   > If necessary, you may choose to revoke your consent for valid Terms of Use documents, administration documents, or data security documents at a later date. However, if you revoke your consent you are not permitted to access the system. When you next log on, the Terms of Use document appears again and you can grant your consent, if desired.

Related Information

Revoking Consent for the Terms of Use Documents [page 144]
Security Information
Maintaining Consent for the Terms of Use Documents

2.7.1.12 Revoking Consent for the Terms of Use Documents

As an authorized user, you may choose to revoke your consent for valid Terms of Use documents, or for other valid administration or data security documents, as part of EU General Data Protection Regulation (GDPR).

Context

> **Note**
>
> You cannot revoke consent for documents that have been manually set to invalid or for which the validity period has expired.

Procedure

1. Go to your personal profile and choose *My User Consent*.

   The system displays a list of all the Terms of Use documents, administration documents, or data security documents to which you have given consent. You can view a PDF version of each document, if required.
2. To revoke your consent for a valid document, hover your cursor on the relevant row and choose the *Revoke Consent* icon.

Results

The system revokes your consent for the selected document and you cannot access the system.

When you next log on, the Terms of Use document appears again and you can grant your consent, if desired.

Related Information

Granting Consent for the Terms of Use Documents [page 143]
Maintaining Consent for the Terms of Use Documents
Security Information

2.7.2 Evaluating Players

2.7.2.1 Evaluation Categories and Templates

You can define evaluation categories, and use them to build templates for internal and external player evaluations.

You can use player evaluations to occasionally rate players' current performance and skills. The categories and templates you define here under *Club* are also visible for your chief scout under *Scouting*. Similarly, all the categories and templates that the chief scout defines in *Scouting* are visible here.

> **Note**
>
> To perform in-depth assessments of a player's target skills, actual skills, and performance indicators, use the talent management functions based on a skills catalog.

Related Information

Scouting [page 28]
Reviewing Player Ratings [page 148]
Reviewing Player Evaluations [page 146]
Creating Scouting Categories [page 48]
Creating Templates [page 49]
Assigning Rating Scales for Scouting [page 50]
Creating Skill Catalogs [page 110]
Using Templates to Evaluate Players [page 145]
Creating Skill Assessments [page 109]
Capturing Short Notes for Players, Staff Members, or Club Contacts [page 142]

2.7.2.2 Using Templates to Evaluate Players

Use the categories in a template to create a skill assessment, scouting report, or player evaluation for a training session or match.

Procedure

1. Go to one of the following:
   a. The relevant player's profile
   b. The player evaluations on the team page

c. The player evaluations in a team activity

2. In the *Player Evaluations* screen area, add a new player evaluation with a default template, or add a skill assessment or scouting report.

> **Note**
>
> As a team manager or chief scout, you can restrict team managers' or scouts' access to certain templates, if required. You can use person permissions and group permissions to restrict users' access to templates for scouting reports, match reports, and player evaluations.

3. Select a template and fill in the necessary information.

> **Note**
>
> You can choose to let the system calculate the average rating of all sub-category ratings, or you can manually enter the category rating.

4. Save your changes. Then click *Manage Permissions* and select who is allowed to read and edit the evaluation, as well as who else is allowed to manage the permissions.

   As a team manager or coach, you can still edit an evaluation after you finalize it.

Results

Your evaluation appears in the player's profile under *Evaluations.* Your evaluation also appears on the team page under *Player Evaluations*, and on the team's page under *Activities* > *Player Evaluations*, where the system displays evaluations that are saved but not yet finalized, in the list of pending evaluations. The system also displays the list of players with completed evaluations and the players for whom there are no evaluations.

Related Information

Evaluation Categories and Templates [page 177]
Reviewing Player Evaluations [page 146]

2.7.2.3 Reviewing Player Evaluations

Review skill assessments and notes for players. For training sessions and matches, review scouting reports, player evaluations, and player ratings. Review the pending evaluations, completed evaluations, and the players for whom there are no evaluations. Edit, download, delete, or create new skill assessments, scouting reports, or player evaluations, if required.

Procedure

1. Select the relevant team.
2. Go to *Player Evaluations*.

   The system displays the following evaluation types:
   - Skill assessments
   - Scouting reports for training sessions and matches
   - Player evaluations for training sessions and matches
   - Player ratings for training sessions and matches
   - Player notes
3. Filter the list by evaluation type, evaluation template, date, or name of evaluator, if required.
4. In the *Pending Evaluations* screen area or the *Completed Evaluations* screen area, choose the *To Evaluation* icon to view a selected evaluation in more detail.

   You can choose to edit, delete, or save the evaluation as a PDF, if required.
5. In the *No Evaluations* screen area, choose the + icon to create a new player evaluation with a default template, or to create a new skill assessment or scouting report.

Related Information

Using Templates to Evaluate Players [page 145]
Evaluation Categories and Templates [page 177]
Reviewing Player Ratings [page 148]

2.7.2.4 Creating Skill Assessments

Create skill assessments to quickly assess a player's skills.

Procedure

1. In the relevant player's profile, go to *Evaluations*.
2. Choose *+Add New* > *Skill Assessment.*
3. Select a date and give the player a rating or comment for each category.
4. Save your changes.

Results

The player's skill assessments appear in their profile under *Evaluations.* From there, you can choose to download evaluations as PDFs, or you can choose to edit or delete evaluations, if required.

Related Information

Reviewing Player Ratings [page 148]
Using Templates to Evaluate Players [page 145]

2.7.2.5 Reviewing Player Ratings

For training sessions and matches, review a player's ratings, skill assessments, scouting reports, and player evaluations. Review player notes, and edit, download, delete, or create new skill assessments, scouting reports, or player evaluations, if required.

Procedure

1. Go to the relevant player's profile.
2. Go to *Evaluations.*

   The system displays the following evaluation types:
   - Skill assessments
   - Scouting reports for training sessions and matches
   - Player evaluations for training sessions and matches
   - Player ratings for training sessions and matches
   - Player notes
3. View the player's overall rating and potential rating for each evaluation.
4. Select the *To Evaluation* icon to view a selected evaluation in more detail.
5. To download one or more evaluations, choose *Download as PDF* and select the skill assessments, scouting reports, or player evaluations you want to include.

Related Information

Creating Skill Assessments [page 109]

2.7.3 Working with Teams and Clubs

2.7.3.1 Downloading Lists of Players and Staff Members

Download detailed information about your players and staff members in the form of a spreadsheet application file (xsls format).

Procedure

1. On the relevant team page, choose *Download list of players and staff members.*
2. Enter the player or staff member names, or select them from the list.
3. Select the relevant attributes and choose *Export.*

   The system automatically starts the download.
4. Choose the storage location for your file.

Results

The system stores the spreadsheet application file in your local downloads folder.

2.7.3.2 Team Assignments

You can manage the team assignments of your players and staff members.

Assign a Single Player or Staff Member

1. Go to the player or staff member's profile and choose *General Information*.
2. Under *Assignments*, choose *Add Team Membership*.
3. Select the assignment type, whereby you add a person as a team player or staff member, or manage the loan assignment of a player. Alternatively, you can specify if a person takes a different role within or outside of your club.
4. Enter the assignment details such as the area, dates, or team details.
5. Save your changes.

Edit an Assignment for a Single Player or Staff Member

1. Go to the player or staff member's profile.
2. Under *Assignments*, hover your cursor over the relevant line and choose the *Edit Assignment* icon.
3. Edit the relevant entries.
4. Save your changes.

Assign Several Players or Staff Members

1. Select the relevant team.
2. Under *General Information*, choose *Players* or *Staff*, as required.
3. Choose *Add Player* or *Add Staff Member* to assign one or more people to this team.
4. Fill in the relevant details.

> **Note**
>
> You can add several people by choosing the *Add* button.

5. Save your changes.

2.7.3.3 NADA Reports

As a team manager, you can create dedicated reports to pro-actively communicate player absences with the National Anti-Doping Agency (NADA) of Germany. The PDF report retrieves information from the team calendar and player calendars and compiles it in an easy-to-read format.

As a team manager, only you have the necessary authorization to create NADA reports. You can manually create reports on a daily or weekly basis, using information from the team calendar and individual player calendars to communicate player absences.

NADA reports comply with the regulations for NADA Germany and are currently available in the German language only. The reports include the following details:

- League and club details
- The training residence address (for example, the club premises or stadium)
- The name and main phone number of your team's anti-doping contact person
- The date range for the report
- The team plan for the selected date range, including the day, time, activity, and address
- The list of players who are absent from team activities, including a comment or reason, the period of absence, and an optional alternative address

Prerequisites

You have done the following:

- Chosen an anti-doping contact person who is assigned to your team

  > ⓘ Note
  >
  > The anti-doping contact person is not authorized to create NADA reports.

- Maintained the anti-doping contact person's phone number in the system and marked it as their main number.
- Marked, in the calendar, the player absences that are NADA-relevant< .
- Marked, in the calendar, a player's period of release as NADA-relevant when they play for a national team.

Related Information

Adding Matches to Competition Seasons [page 81]
National Anti-Doping Agency of Germany

2.7.3.4 Viewing Players on Loan

View the details for all players loaned to and from other clubs, across your entire club or for a single team only.

Procedure

1. Go to the relevant team page and choose *Players*.
2. Select *Show Departures / Loans* to view the list of persons on loan.

   The system displays player information as follows:
   - Players on loan from another club are indicated with a green arrow. The system displays their club name and the end date for the loan period.
   - Players on loan to another club are indicated with a red arrow. The system displays the club name to which they are on loan and the end date for the loan period.
   - Players who left the team during the selected season are grayed out.
3. For an overview of loans within your club, go to *Club* > *Loan Players*.
4. To view the players on loan to other clubs, choose the *Loan To* filter.
5. To view the players on loan from other clubs, choose the *Loan From* filter.

Results

The system displays the names of players on loan to other clubs, highlighted with a red arrow and grouped according to your club's teams.

The system displays the names of players on loan from other clubs, highlighted with a green arrow and grouped according to your club's teams.

Related Information

Creating Loan Assignments for Players [page 152]

2.7.3.5 Creating Loan Assignments for Players

Create a loan assignment for a player to, or from, another team.

Context

You can create a loan assignment for a player on loan from another team. The selected player must have a valid assignment with their own team, the details of which are automatically provided in the data import. The loan assignment is an addition to the team assignment.

You can also create a loan assignment for a player on loan to another team. Your selected player does not have a valid assignment with their own team. However, the loan assignment establishes the relationship between the player and their own team.

As a manager, you can add a contract for a loan player and manage contract information for a loan player. The contract information appears in the player's profile under *Contract Info*.

Procedure

1. Go to the selected player's profile.
2. Under *Assignments*, choose *+Add Team Membership*.
3. Choose *Loan Player*.
4. Select the loan type, the relevant club and team details, and the dates of the loan.

   > ⓘ Note
   >
   > If you select the "Loan to" loan type, you may also select the own-club assignment for the player.

5. Save your changes.

Results

The loan assignment displays in the player's profile, and in the team overview of players if the *Show Departures / On Loan* option is selected. The loan assignment also displays in the club overview of loan players.

Related Information

Viewing Players on Loan [page 151]

2.7.3.6 Capturing Short Notes for Teams and Club

Create a note for a team or the club and choose from a list of pre-defined categories.

Procedure

1. Go to the team or club area.
2. Go to *Notes*.
3. Choose *Add Note*.
4. Choose a note category from the list and select a reference date to indicate the date that your note refers to, for example a meeting that took place last week.
5. Enter a note title and content.
6. Optional: add hashtags to the note to help you find the note more easily later on.
7. Save your changes.

   To edit or delete the note, or to give other people permission to read or edit the note, hover over the finished note and click one of the buttons.

Results

The system displays notes in chronological order under *Notes*.

2.7.4 Working with Matches and Competitions

2.7.4.1 Adding Activities

Add an activity such as a training camp, tournament, or training course to the calendar.

Context

An activity is a scheduled event for a specific time period and for a specific group of players or staff. As team manager, you can do the following:

- Maintain events such as calendar items and training sessions within an activity
- Display matches in an activity
- View a list of activities for a season in the team overview, or for a player in the player overview
- Add tasks to an activity
- Use the SAP Team One app to communicate with activity participants

> ⓘ Note
>
> You can select the *Configure Menu* icon to determine the order in which the calendar tabs, for example, the *My Tasks* tab or *Training Calendar* tab, appear in your application. You can choose to hide any calendar tabs you do not use.

Procedure

1. In the calendar, select the relevant date for the activity.

   The *Add to Calendar* window appears.
2. Choose *Activity* and enter the relevant details.
3. Choose *Save and Edit Details*.
4. Enter the rest of the information and save the appointment.

   > ⓘ Note
   >
   > You can view the position details of the participating players and staff, which are valid as of the start date of the activity.
5. If required, choose *Download Participants* to download the list of participants and their data in the form of a spreadsheet application file (xlsx format).

Results

The system displays the newly-created activity in the calendar for your team or player. Alternatively, you can access the activity by choosing a team's or player's page, and navigating to *Activities.*

> **Note**
>
> When you create an appointment within an activity, you can choose your participants from a list of the activity members.

Related Information

Viewing and Adding Calendar Entries [page 166]
SAP Team One Configuration Options [page 17]

2.7.4.2 Creating Matches

Create new matches from the matches list on a team page or a competition, or from the calendar of a team in your club.

Context

As a team manager, match analyst, coach, chief scout, or administrator, you can add new matches from the matches list on a team page or a competition, or from one of your club's team's calendars. You can select the relevant competition season and opponent, and specify the match type, location, and result. You can also flexibly define match playing times in the following ways:

- Change the default playing time to a predefined playing time.
- Add or remove various playing periods such as regular time (RT), extra time (ET), penalty shootout (PSO), and break.
- Specify, in minutes, the duration of each playing period.

> **Note**
>
> The location is relevant for the National Anti-Doping Agency (NADA) report.

Procedure

1. To create a new match from the matches list on a team page or a team's calendar, do the following:

a. Go to either *Calendar* or *Matches* for the relevant team in your club.
b. If you select *Calendar*, create a new calendar event and select *Match* as the event type. Alternatively, if you select *Matches* add a new match.
c. Select the competition season and enter other relevant match details.
d. Select the relevant opponent team or create a new opponent team, if necessary.

> **Note**
>
> You can press the `Spacebar` on your keyboard to view all teams assigned to a competition season.

e. Choose *Save* to finalize your entries, or *Save and Edit Details* to enter additional information such as the match lineup and participants.

2. To create a match and add it to a competition season, do the following:
a. Go to *Competitions* and select the relevant competition.
b. Under *Matches*, add a new match.
c. Select a team that is assigned to the competition. Alternatively, you can search for a team that is not yet assigned to the competition. If a team does not yet exist in the SAP Sports One system, you can create a new team, if necessary.
d. Select an opponent team that is already assigned to the competition. Alternatively, you can search for an opponent team that is not yet assigned to the competition. If an opponent team does not yet exist in the SAP Sports One system, you can create a new opponent team, if necessary.

> **Note**
>
> You can press the `Spacebar` on your keyboard to view all teams assigned to a competition season.

e. Optional: Enter the match location and result.
f. Choose *Save* to finalize your entries, or *Save and Edit Details* to enter additional information such as the match lineup and participants.

Results

The system adds the match to the competition season.

Also, when you select a team that is not already assigned to the competition, or you create a new team, the system automatically assigns the team to the competition season.

Related Information

NADA Reports [page 150]

2.7.4.3 Creating Competitions

Manually create a competition.

Context

Depending on the agreement with your preferred data provider, some competitions data is imported automatically. However, some competitions data is not included, so you can manually create competitions.

Procedure

1. Go to *Competitions* and choose *Add Competition*.
2. Enter a description and a short name for the competition.
3. Select details for the playing time, federation, country, gender, and age details of the competition.

   > **Note**
   >
   > The gender and age entries are used as filters for the team selection later.

   > **Note**
   >
   > If, in a male competition, you want to create a match between a female team and a male team, you must change the gender details of the competition from male to female before assigning the female team. Similarly, if, in a female competition, you want to create a match between a female team and a male team, you must change the gender details of the competition from female to male before assigning the male team.

4. Select the competition type.

   > **Note**
   >
   > National competitions are for federations or associations teams. Club competitions are for club teams.

   > **Note**
   >
   > If you want to create a match between a national team and a club team, you must change the competition type.

5. Select the valid date range for the season and enter any other details, if required.
6. Save your entries.

Results

You can now assign teams to the competition season and create matches.

Related Information

Organizing Your Favorite Competitions and Teams [page 159]
Maintaining Teams in a Competition Season [page 158]

2.7.4.4 Maintaining Teams in a Competition Season

Add or remove teams in a competition season.

Context

Depending on the agreement with your data provider, some competitions data is not automatically updated. You can manually add and remove internal teams or external teams in a particular season. You can also select one or more teams from the previous competition season and assign them to the current season, if required.

Procedure

1. Go to *Competitions* and select the relevant competition.
2. Under *Teams*, select the correct season details from the list.
3. Choose *Add Team*.
4. In the list, select internal team, external team, or team from the previous season, as required.

   > ⓘ Note
   >
   > You can select one or more internal teams from your club. If required, you can choose from teams that have a different age, gender, or club type to that of the competition season.
   >
   > You can search for one or more external teams and filter by gender, age, or club type. If required, you can choose from teams that have a different age, gender, or club type to that of the competition season.

5. Select the relevant team and add it to the competition.

   > ⓘ Note
   >
   > If the relevant external team is not available in the search results, you can create a new external team and assign it to the competition season. Enter the club details and the team name. If required, you can change the default gender and age details.

6. To remove a team from competition season, hover your cursor over the team card and choose the *Delete* icon.

> **Note**
>
> You cannot remove a team from a competition season if there are one or more matches.

Results

Your selected internal teams, external teams, or teams from the previous season appear in the list of teams for the relevant competition season.

Related Information

Creating Competitions [page 157]
Adding Matches to Competition Seasons [page 81]

2.7.4.5 Organizing Your Favorite Competitions and Teams

Organize your favorite competitions and teams in the *Competitions* area.

Procedure

1. Go to your team page and select *Competitions*.

   The system displays all the competitions that have been manually created or, subject to the agreement with your data provider, automatically imported.
2. Filter the competitions by location or by using your previously-selected favorites. You can also filter by gender and by age.
3. In the competitions overview, hover your cursor over a competition and choose the star icon to add or remove it as a favorite.
4. Select a competition. Under *Teams*, hover your cursor over a team and choose the star icon to add or remove it as a favorite.

Results

Your favorite competitions and teams appear as filter options in the scouting calendar. They also appear under the *Favorites* list throughout the system, which makes them quick and easy to find.

Related Information

Creating Competitions [page 157]

2.7.4.6 Preparing for Matches

Prepare for matches by gathering information about your opponents and your own team in a central location.

Prerequisites

You have the necessary permissions to add team characteristics to a match preparation.

Context

Match preparation is an essential part of your club's entire sports and trainings operations, and the process consists of gathering and sharing data. You can gather team characteristics data, such as offensive or defensive behavior, characteristics of the players on the pitch, potential lineups, and relevant documents such as PDFs or video clips. You can then share your insights in the following ways:

- Publish the match preparation content to *Match Insights* or share the data with your team through the SAP Challenger Insights app. Your team members can then consume the data on an iPad even when they are offline.
- You can quickly share team characteristics with your team via SAP Team One.
- You can export the details as a PDF.
- You can view all the characteristics documented about a player, in both scouting shortlists and match preparation projects, by going to the *Characteristics* area in the player's profile.

As a match analyst, you can view an overview of all matches and the match preparation data in the *Match Analyses* section, and in a team's list of matches. Under *Match Insights*, you can view the last available match videos for your upcoming opponents and for your own team. You can view team characteristics, player characteristics, and potential match lineups of your upcoming opponents. This information comes from the match preparation details and is integrated with SAP Challenger Insights.

You can also view match overviews for your upcoming opponents. You can view an opponent's name and the details of their previous seven matches, which includes the competition name, season and date, the match type, and match result. You can also view the overviews of your own team's latest matches.

Procedure

1. Navigate to the relevant match and choose the *Go to Match* icon.

2. Go to *Match Preparation* > *+ Create Match Preparation.*
3. Create a match preparation, or, if one already exists, ensure you have the necessary permissions to add the team characteristics.
    a. Add team characteristics and add one or more files from the media library.

    > **Note**
    >
    > You can manually prompt the system to sort your attached video files alphabetically according to their description text.

    b. To add drawings or annotations to a video, or to trim a video, open the video player and use the drawing tools or the *Settings* > *Trim* function.
    c. To add a new starting lineup, go to *Lineup and Evaluations* > *Starting Lineup*.

    > **Note**
    >
    > You can copy the lineup and description from one of the last five matches, create a custom formation, or choose a standard formation for your new starting lineup.
    >
    > When you create the starting lineup, you can select internal players from your own team, from other teams in club, or you can select external players.

    d. Drag and drop players from the squad list to the positions on the pitch or substitutes area. To plan for various scenarios, you can add multiple players to the same position.
    e. Add characteristics to the starting eleven players or to the substitute players.
4. If you choose to create a custom formation, enter a name for it.
5. Now you can decide how you want to share your match preparation. You can publish it to the SAP Challenger Insights app or to Match Insights. Alternatively you can share just the characteristics via SAP Team One.

Related Information

Organizing Your Favorite Competitions and Teams [page 159]

2.7.4.7 Maintaining Match Lineups

Maintain the actual starting formation for a team in a match, with players on the field and in the substitutes area.

Context

Under *Match Preparation*, you can maintain several potential lineup formations for a team. You can view these lineups in the SAP Challenger Insights app.

Under *Lineup and Ratings*, you can create the actual starting lineup for the team as it appears when the match begins. As a chief scout, scout, coach, or match analyst, you can save a match lineup without any players, and consisting of only the formation type or a custom formation name, if required.

Procedure

1. Select the relevant team and go to *Matches.*
2. Select the relevant match from the list and choose the *Go To Match* icon.

   Under *Lineup and Ratings* > *Starting Lineup,* the starting formations for both teams appears.

   > **Note**
   >
   > Depending on the agreement with your default data provider, some competition data and starting lineups are imported automatically. As a match analyst, coach, or scout, you can view the lineup for matches in the 1st and 2nd German Bundesliga. The existing Deutsche Fußball Liga (DFL) lineup creates a new lineup or overwrites the Heim: Spiel lineup, and is automatically imported with the activated DFL import.

3. To edit a lineup, choose *Edit Lineup* and select the relevant team.
   1. Create the lineup formation.
      You can choose the lineup from the last match, create a custom formation, or choose a standard formation. Optionally, you can change the formation and change a player's exact position.

      > **Note**
      >
      > When you create the lineup, you can select internal players from your team or club. You can also add external players from outside your club to the starting lineup or to the *Substitutes* area, even if they have no current team assignments.

   2. Drag and drop players from the squad list to the postions on the pitch or substitutes area. To plan for various scenarios, you can add multiple players to the same position.
   3. If you choose to create a custom formation, enter a name for it.
4. Under *Lineup and Ratings* > *Player Ratings and Squad,* view the details for players participating in, or who are absent from, the match.
5. Choose *Edit Participants* to edit the player ratings, absence reasons, or comments.

   > **Note**
   >
   > You can add the comments and the reasons for player absences to your analysis in SAP Analytics Cloud, if required.

6. Save your changes.

Results

The system displays your team's participating players, as maintained in the match lineup, in the *Player Ratings and Squad* screen area. You can also save the lineups, and other details that you've prepared for the match, like scouting reports, as a printable PDF by clicking *Save as PDF*.

Related Information

Preparing for Matches [page 77]
Creating Competitions [page 157]
Reviewing Player Ratings [page 148]
Viewing the Match Timeline and Adding Match Events [page 163]
Organizing Your Favorite Competitions and Teams [page 159]
Defining Categories

2.7.4.8 Viewing the Match Timeline and Adding Match Events

View match events such as goals, yellow and red cards, and substitutions in a graphical timeline. The system automatically imports events from your data provider or you can add them manually. The graphical timeline reflects the match playing time, which may be standard for the competition season or manually-specified.

Procedure

1. Select the relevant team and go to *Matches.*
2. Hover your cursor over the relevant match and choose the *Go to Match* icon.

   Under *Match Statistics*, the graphical match timeline displays the match playing time and all available match events.
3. Choose *Add Match Events* and choose the event type you want to add to the timeline or to the penalty shootout.

   > **Note**
   >
   > If you choose to manually add a new match event, or edit an existing match event from an imported match, all further automatic data imports for the match are discontinued.
4. Enter the relevant details for the match event.

> **Note**
>
> As a chief scout, team manager, or coach, you can manually add 10 or more match events to your soccer match statistics, quickly and easily. You can select the relevant team, event type, and the relevant player. You can also enter the minute in play.

5. Save your entries.
6. To edit or delete a match event, choose the event in the timeline and choose the edit or delete icon, as required.

Related Information

Maintaining Match Lineups [page 81]

2.7.5 Working with Resources

2.7.5.1 Managing Club Resources

Create and edit club resources such as IT equipment. View available club resources in the calendar and book them, and set unavailable resources to inactive. As an administrator, mark resource types as locations to display the associated resources, for example, meeting rooms or training grounds, in the calendar.

Prerequisites

Your system administrator has assigned you the relevant read and write permissons to manage club resources such as IT equipment or training fields.

If you have the relevant permissions to read and write personal resources, you can view a list of all existing personal resources and assign them for defined time periods, as required.

Procedure

1. Go to *Club* > *Resources.*
2. - Add a new resource, if required, and enter a descriptive text and any other necessary information.
   - Alternatively, to edit an existing resource, select an active resource type from the list.

     > **Note**
     >
     > You can choose to view inactive resource types in the list but you cannot book them in the calendar.

3. To make a resource temporarily available, choose the *Availability* icon, and select the relevant time zone and time period details.

> **Note**
>
> By default, all resources are available full time and can be exclusively booked in the calendar. You can choose to deselect the exclusive setting to allow multiple bookings, if required.

4. If required, delete a resource that has no calendar booking.

> **Note**
>
> You cannot delete a resource that has a calendar booking.

Related Information

Creating Users – Let People Use SAP Sports One
Assigning Resources to Calendar Events [page 165]

2.7.5.2 Assigning Resources to Calendar Events

Create an event such as a training session, match, appointment, or activity in the calendar. Assign one or more active resources such as IT equipment, team bus, or training fields to the event.

Prerequisites

Your system administrator has assigned you the relevant read and write permissons to create events in the calendar and to assign active resources to them.

Context

You can assign active resources, such as IT equipment, team bus, training locations, and so on, to events in the calendar. The *Scheduling View* allows you to view a cross section of various calendars at the same time, and quickly confirm when your required resources are available.

Procedure

1. Go to the *Calendar* tab.

By default, the system displays the event details from your calendar.

2. In the search field, add the names of the relevant players, staff, or resources for the event, and whose calendars you want to add.

> ⓘ Note
>
> You cannot assign inactive resources to an event.

3. To create a new event, choose the relevant date and time in the calendar.

   The *Add to Calendar* dialog appears.

4. Choose *Training*, *Activity*, or *Appointment*, and enter the relevant details for the event, including the required resources.
5. Save your changes.
6. Choose the *Calendar View* icon to view the event your calendar. Alternatively, choose the *Schedule View* icon to view the availability of your selected persons and resources.

Related Information

Creating Users – Let People Use SAP Sports One
Managing Club Resources [page 164]

2.7.6 Handling Tasks and Calendar Events

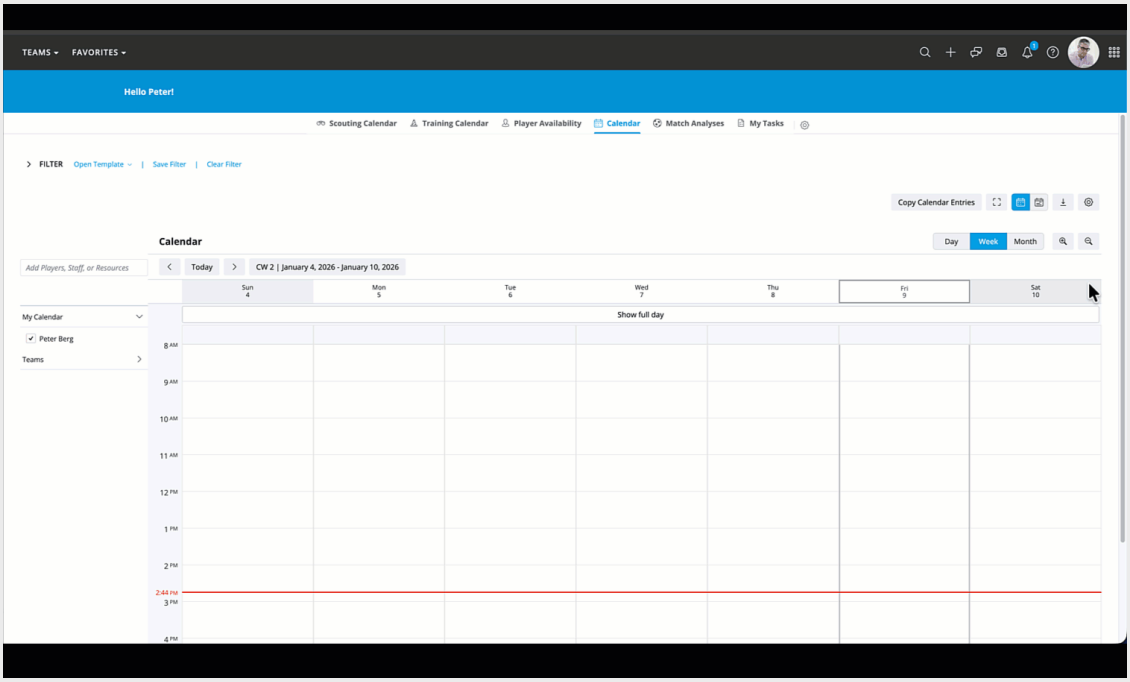
2.7.6.1 Viewing and Adding Calendar Entries

Manage individual or team entries in the calendar. View merged calendars for different players, staff members, and persons in your club all at once, to view peoples' availability and to find free time slots for event participants. Categorize new calendar appointments using the categories defined by your administrator.

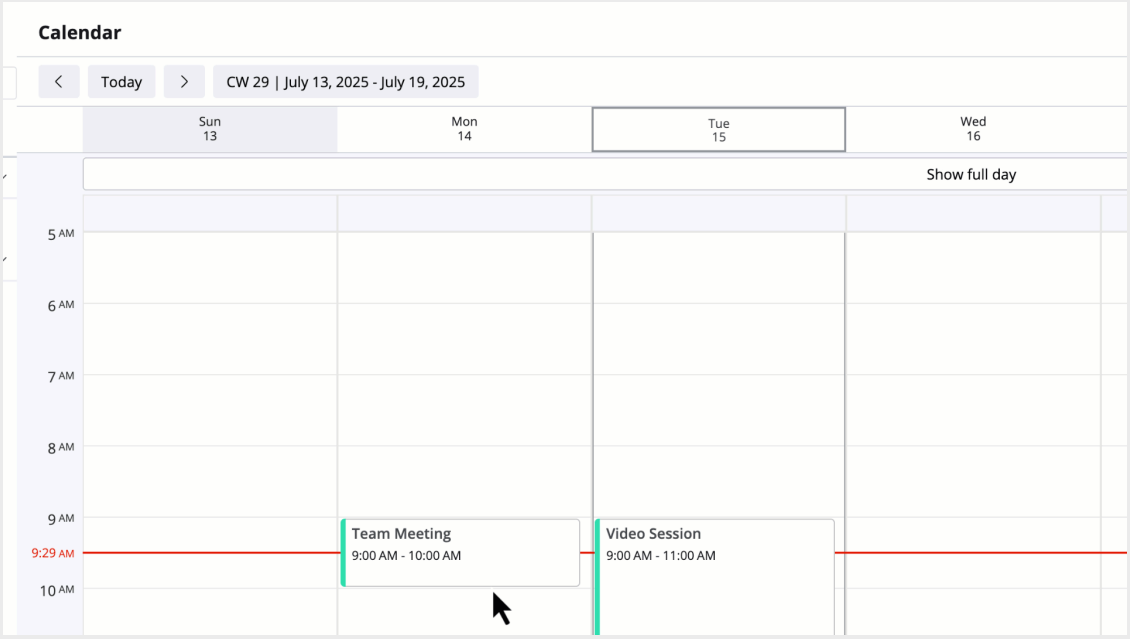
Context

As a team manager or coach, you can view an extended preview of appointments and matches in the *Calendar* tab, which combines the features from the Team Calendar and My Calendar in one place. You can select the relevant time slot and use the new scheduling view to create new calendar entries. You can also search for player calendars, staff calendars, and resources calendars and add them to the list, if required. The window displays general information and participant details for the calendar entry, and displays on your mobile phone, laptop, or desktop.

> → Tip
>
> - You can display up to two additional time zones in your calendar.



- You ca resize and drag-and-drop training sessions, treatments and performance tests.



- You can change the order of the calendar tabs by hovering over the calendar title and clicking the settings icon that appears to the right.

Procedure

1. Go to the relevant team page or player profile.
2. Under *Calendar*, go to *Filter*.

3. Expand the categories list to view the different calendar entry categories such as training sessions, training phases, activities, appointments, and so on.
4. Select specific categories to see the relevant calendar entries, or select all categories for an overview of all calendar entries.

   You can filter the *Calendar* tab by appointment type, if required. The system displays the relevant entries in the calendar. You can distinguish between individual and team entries, and view your filter selections.
5. Select the relevant players, staff members, or persons in your club whose calendars you want to view.
6. Add a new entry to the calendar, if required. If you want to create an entry for something that's taking place in a different country, for example a training camp, you can select *Time Zone* and pick the time zone of the country so that the entry is created in the local time. Alternatively, you can copy an existing calendar entry so you don't have to create it from scratch. To do so, click *Copy Calendar Entries*.

   > ⓘ Note
   >
   > You can use the various categories defined by your administrator to categorize calendar appointments.

Results

The newly-created event appears in the calendar.

> ⓘ Note
>
> Authorized users can export the weekly or monthly view of their calendar to a printable PDF. They can specify the start and end dates, include a structured list of all appointments and appointment notes, and can choose to include the club logo and calendar legend, if required.

Related Information

Adding Activities [page 154]

2.7.6.2 Adding Activities

Add an activity such as a training camp, tournament, or training course to the calendar.

Context

An activity is a scheduled event for a specific time period and for a specific group of players or staff. As team manager, you can do the following:

- Maintain events such as calendar items and training sessions within an activity
- Display matches in an activity
- View a list of activities for a season in the team overview, or for a player in the player overview
- Add tasks to an activity
- Use the SAP Team One app to communicate with activity participants

> **Note**
>
> You can select the *Configure Menu* icon to determine the order in which the calendar tabs, for example, the *My Tasks* tab or *Training Calendar* tab, appear in your application. You can choose to hide any calendar tabs you do not use.

Procedure

1. In the calendar, select the relevant date for the activity.

   The *Add to Calendar* window appears.
2. Choose *Activity* and enter the relevant details.
3. Choose *Save and Edit Details.*
4. Enter the rest of the information and save the appointment.

   > **Note**
   >
   > You can view the position details of the participating players and staff, which are valid as of the start date of the activity.
5. If required, choose *Download Participants* to download the list of participants and their data in the form of a spreadsheet application file (xlsx format).

Results

The system displays the newly-created activity in the calendar for your team or player. Alternatively, you can access the activity by choosing a team's or player's page, and navigating to *Activities.*

> **Note**
>
> When you create an appointment within an activity, you can choose your participants from a list of the activity members.

Related Information

Viewing and Adding Calendar Entries [page 166]

SAP Team One Configuration Options [page 17]

2.7.6.3 Task Management

You can use the task management features to prepare, execute, and follow-up on team activities. As a team manager, you can add task lists directly to activities for yourself or others.

To Add a Task to an Activity

1. Select the activity in the calendar and choose the arrow icon to go to the activity overview.

   > ⓘ Note
   >
   > Alternatively, you can access activities in the team overview, or in a player's profile.

2. In the *Tasks* screen area, create a task list for new activities or choose *All Tasks* for existing activities.
3. Choose the *Edit* icon, then *Add*.
   You can do the following:
   - Add groups and tasks, or apply templates, according to your project requirements.
   - Enter the name of a person responsible to delegate a task and start a workflow
   - Choose to notify a person by message using the SAP Team One app
   - Set a priority for a task
   - Define a due date for a task
   - Set a status for a task

To View an Overview of Tasks

In the *Tasks* screen area, choose *My Tasks*.

Depending on your authorizations, you may also view an overview of all tasks by choosing an activity in the team overview or player profile, and choosing *All Tasks*. You can filter the tasks by priority, due date, person responsible, or status.

Related Information

Viewing and Adding Calendar Entries [page 166]
Adding Activities [page 154]
SAP Team One Configuration Options [page 17]

2.7.6.4 Using CalDAV to Synchronize SAP Sports One Calendars

Use the CalDAV application to synchronize your calendars from SAP Sports One with the calendars on your mobile device. Create calendar variants to synchronize calendars that are not your own, for example, team calendars.

Prerequisites

Depending on your device or system type, you may require additional software.

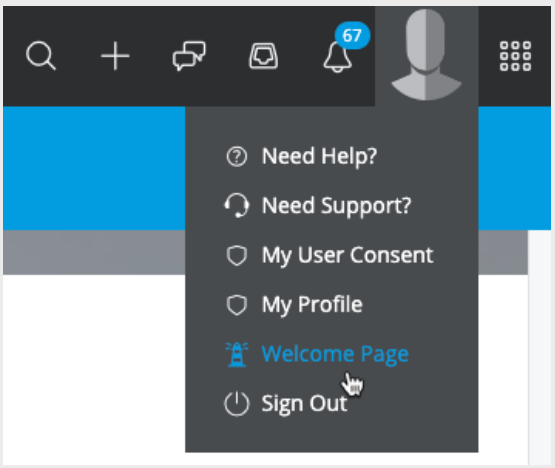
Context

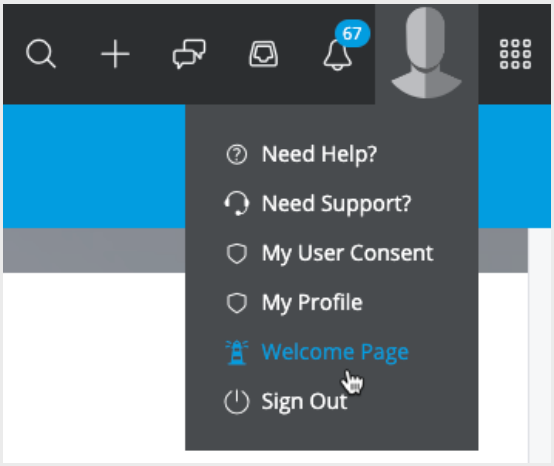
In the SAP Sports One application, you can access calendar items such as team activities, matches, performance tests, or training phases. You can also access personal appointments, activities, performance tests, or training sessions to which you are assigned. You can use the CalDAV application to synchronize the items from your main calendar with your mobile device so the calendar items display in the SAP Team One app events list.

If you want to synchronize calendars that are not your own, for example, team calendars, you must create calendar variants before performing the synchronization.

Coaches or players with multiple team assignments can use one of the following options to synchronize their calendar in SAP Sports One with their mobile device:

Option	Details
CalDAV	Use the CalDAV solution to synchronize your SAP Sports One calendars if the SAP Team One *Calendar Sync* option is not sufficient or not possible. As a coach or a user with multiple team assignments, use CalDAV to synchronize your SAP Sports One calendar events with your iOS mobile device, as described below. **Note** Please note the following: • If a user changes their SAP Sports One password, the configuration of the local calendar must be amended accordingly in due time. If both passwords differ, the user is eventually locked. • Injury, Sickness, Preventive Measure, or Birthday calendar item types are not supported for data security reasons.

Option	Details
MS-Outlook calendar	**Note** We strongly recommend the following: • You store the items from SAP Sports One in a new, dedicated folder to avoid potential data loss. • You use the server-side mode for replication. 1. Use an additional plugin for CalDAV synchronization. 2. For the server or URL, enter `https://<subdomain>.<region>.sportsone.cloud.sap/cal`. 3. In the *User Name* and *Password* fields, provide your credentials for SAP Sports One. 4. Please refer to the documentation for your device or the synchronization plugin for further assistance. **Note** **Not sure what the server address is?** You can copy it by going to the Welcome Page via the SAP Sports One web app. On the Welcome Page, go down to the CalDAV card. 

Option	Details
macOS calendar	1. Add a new calendar account by navigating to *Settings* > *Internet Accounts* > *Add Other Account* > *CalDAV account*. 2. For the *Account Type*, select *Manual*. 3. In the *User Name* and *Password* fields, provide your credentials for SAP Sports One. 4. For the *Server Address*, enter the URL `https://<subdomain>.<region>.sportsone.cloud.sap/cal`. Check whether the prefix `https://` is required. 5. Confirm by choosing *Sign In*. **Note** **Not sure what the server address is?** You can copy it by going to the Welcome Page via the SAP Sports One web app. On the Welcome Page, go down to the CalDAV card. 

Note

The default alert time of any exported calendar item is 15 minutes.

Related Information

2.7.7 Using Media Library and Club Data

2.7.7.1 Viewing Players on Loan

View the details for all players loaned to and from other clubs, across your entire club or for a single team only.

Procedure

1. Go to the relevant team page and choose *Players*.
2. Select *Show Departures / Loans* to view the list of persons on loan.

   The system displays player information as follows:
   - Players on loan from another club are indicated with a green arrow. The system displays their club name and the end date for the loan period.
   - Players on loan to another club are indicated with a red arrow. The system displays the club name to which they are on loan and the end date for the loan period.
   - Players who left the team during the selected season are grayed out.
3. For an overview of loans within your club, go to *Club* > *Loan Players*.
4. To view the players on loan to other clubs, choose the *Loan To* filter.
5. To view the players on loan from other clubs, choose the *Loan From* filter.

Results

The system displays the names of players on loan to other clubs, highlighted with a red arrow and grouped according to your club's teams.

The system displays the names of players on loan from other clubs, highlighted with a green arrow and grouped according to your club's teams.

Related Information

Creating Loan Assignments for Players [page 152]

2.7.7.2 Club Contacts

You can organize, in an address book, the contact information for persons involved in your club's daily operations.

You can view contact information such as communication details, addresses, or attachments, which is available to all of your SAP Sports One users, under *Club* > *Contacts*. As an administrator or team manager, you can

download a list of all club members and their data under *Club* > *General Information.* The list comprises players, staff members, and internal club contacts.

The system displays the following types of contacts:

- Internal, which represent individuals within your organization, not necessarily assigned to a specific team. Your administrator can assign a user to an internal contact. An authorized user can generate the Personal Data Report for this person.
- External, which represent individuals outside of your organization

Related Information

Task Management [page 170]
Organizing Your Favorite Competitions and Teams [page 159]
Team Assignments [page 149]

2.7.7.3 Attachments

You can use the enhanced media library to manage your media content such as documents, links, videos, and info packages. You can add media items to the Attachments section of your club, activities, tasks, persons, teams, training sessions, and matches.

You can do the following in the Attachments section of the media library:

- Upload, download, and preview
- Edit and delete
- Mark any folder you can see as a favorite, which appears in the media library and in the various dialog boxes when you select files.
- Define who is authorized to read or edit an attachment.
- Send content to the SAP Team One app.
- Duplicate an attachment and save it at the same location.
- Copy an attachment and save it at another location.
- Move an attachment from the media library to any other Attachments section (for example, for a player or team).
- Copy individual files or multiple files from an info package to the Attachments sections.
- Create a new info package or folder and include a selected attachment.

Related Information

Info Packages [page 185]
Using Keyboard Shortcuts to View and Edit Videos [page 90]

2.7.8 Reviewing Catalogs

2.7.8.1 Evaluation Categories and Templates

You can define evaluation categories, and use them to build templates for internal and external player evaluations.

You can use player evaluations to occasionally rate players' current performance and skills. The categories and templates you define here under *Club* are also visible for your chief scout under *Scouting*. Similarly, all the categories and templates that the chief scout defines in *Scouting* are visible here.

> ⓘ Note
>
> To perform in-depth assessments of a player's target skills, actual skills, and performance indicators, use the talent management functions based on a skills catalog.

Related Information

Scouting [page 28]
Reviewing Player Ratings [page 148]
Reviewing Player Evaluations [page 146]
Creating Scouting Categories [page 48]
Creating Templates [page 49]
Assigning Rating Scales for Scouting [page 50]
Creating Skill Catalogs [page 110]
Using Templates to Evaluate Players [page 145]
Creating Skill Assessments [page 109]
Capturing Short Notes for Players, Staff Members, or Club Contacts [page 142]

2.7.8.2 Creating Skill Catalogs

Create a skill catalog to rate your players' target skills, actual skills, and performance indicators.

Context

For each player position, you can define, in detail, which skills are required and to what level. You can also create different skill sets for different teams, for example, for different age groups. As a coach, you can create a dedicated skill assessment for a player, or rate a player's performance in a training session or match, which ensures you have a comprehensive view of a player's overall performance.

Procedure

1. Go to *Catalogs* > *Skills*.
2. Choose *Edit Catalog*.
3. To create a new category, go to the *Skill Category List* and choose the *Add Category* icon.
4. Enter a name for the new category and create one subcategory, if required.
5. Save your entries.
6. In the *Expected Skills for Team* screen area, select a team and a position.
7. Add the skill from the category list to the *Expected Skills for Team* screen area, and select a rating for each category.
8. Save your changes.

Related Information

Evaluation Categories and Templates [page 177]
Creating Scouting Categories [page 48]
Creating Templates [page 49]
Assigning Rating Scales for Scouting [page 50]
Using Templates to Evaluate Players [page 145]
Reviewing Player Ratings [page 148]
Creating Skill Assessments [page 109]
Capturing Short Notes for Players, Staff Members, or Club Contacts [page 142]

2.7.8.3 Permissions Templates

A permissions template is a list of persons or groups who are authorized to view, edit, or manage a selected object. A permissions template includes a name, the relevant object type, and the names of the assigned persons or groups and their respective read, write, and manage permissions (where applicable).

Context

You can create permissions templates to manage permissions for the following objects:

- Person groups
- Match preparations
- Match reports
- Person notes
- Scouting shortlists

- Video cockpit projects
- The top-level category in the catalog of training exercises

You can create and apply a permissions template for individual objects in the list above. For example, go to a selected scouting shortlist to manage its permissions and create a new permissions template, if necessary.

You can also view and create permissions templates under *Catalogs* > *Permissions Templates.*

Related Information

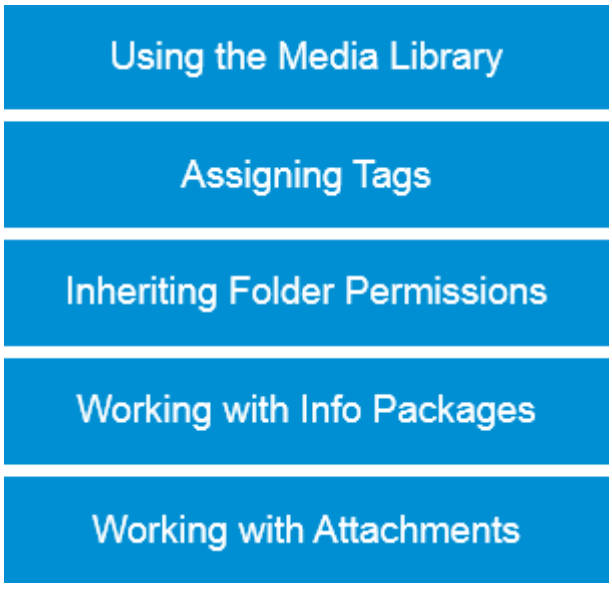
Capturing Short Notes for Players, Staff Members, or Club Contacts [page 142]

2.8 Media

As a user of SAP Sports One, the Media section helps you manage your media library, folder permissions, info packages, and attachments. You can drag media files from your local disc and drop them in the media library, attachments sections, or the SAP Team One Web application.

Prerequisites

Your system administrator has assigned you to the relevant role so you can access the features mentioned below. If you have any issues, please contact your system administrator.



- #unique_9/unique_9_Connect_42_subsection-im1 [page 180]
- #unique_9/unique_9_Connect_42_subsection-im2 [page 180]
- #unique_9/unique_9_Connect_42_subsection-im3 [page 180]
- #unique_9/unique_9_Connect_42_subsection-im4 [page 180]
- #unique_9/unique_9_Connect_42_subsection-im5 [page 180]

Media in SAP Sports One

Hover over any box in the graphic to view what you can do in the Media area. With one click, you can view the list of related topics for more information.

Using the Media Library

Media Library [page 180]

Assigning Tags

Assigning Tags to Files or Directories [page 181]

Inheriting Folder Permissions

Inheriting Folder Permissions [page 184]

Working with Info Packages

Info Packages [page 185]

Working with Attachments

Attachments [page 186]

Related Information

SAP Team One Configuration Options [page 17]

2.8.1 Media Library

You can use the media library to avail of enhanced video functions.

Context

You can use the following functions:

- Upload videos and edit videos that you've uploaded.
- Draw on and annotate videos.
- Trim a video directly and use the zoom feature to make fine adjustments to the timeline, if required.

- Share videos to SAP Team One.
- Copy media sent in SAP Team One chats to the media library.
- Share folders with other people, and access the folders people have shared with you.
- Copy individual files or multiple files from an info package to the media library or Attachments sections.
- Maintain metadata for videos, such as a title and description.
- Add folders, edit folders, or mark folders that you can see as favories.
- Search for videos using key words.
- Download videos to your hard drive.
- Watch videos (in the quality and format in which you downloaded the video).
- Use uploads as background jobs to flexibly continue working while videos are uploaded to the media library.

You can use info packages to quickly share content and communicate with your players and team. Use the SAP Team One app to view info packages, and to send info packages and messages to communication rooms or private rooms.

As an administrator, you can assign Read and Write permissions for members of person groups. You can add personsto, or remove persons from, these groups, if required. You can also remove these groups if you want to make a file private.

Related Information

Info Packages [page 185]
Using Keyboard Shortcuts to View and Edit Videos [page 90]
Inheriting Folder Permissions [page 184]
Attachments [page 186]

2.8.2 Assigning Tags to Files or Directories

Assign tags, which are simple terms without spaces, to videos, images, documents, and folders for quicker filtering. As a match analyst, you use tags to create media archives, and scouts use tags in their scouting shortlists and match reports.

Prerequisites

Depending on your user role, your administrator must grant you the relevant Read and Write permissions to create, edit, or delete tags, and to create tag boards.

Context

You can use sports entities such as clubs, teams, players, and activities to assign tags to files or folders. Your administrator creates the relevant tags upfront. You can use these tags to search for sports entities in the tag board and you can assign the relevant tags to them. Assigning unique tags to sports entities in this way enables you to quickly search for them and identify them in the system.

When you assign tags, you can use the “+” character to combine multiple tags and indicate their relationship. For example, you can combine and assign “pass + positive” or “defense + negative”. Later, when you filter for “pass”, “positive”, “defense”, or “negative”, the system displays files with one or more of these assigned tags. In addition, files with the combined tags "pass + negative" and "defense + positive" also appear. You can filter for "pass + positive" to narrow down the results more precisely.

> **Note**
>
> You cannot use the following characters in a tag: + < > { } [ ] ( ) @ $ % # , ;

As an authorized user, you can view all tags and tag boards. Tag boards enable you to group pre-defined tags in a visual arrangement. As a match analyst or scout, you use tag boards to access regularly-used tags in a certain context, such as match analyses, and use consistent terms when you evaluate video clips. To quickly customize your tag board, for example to hide individual tag boards you don't need, click the settings icon by hovering your mouse next to the search button. You can also do this from the *Media* > *Tag Boards* screen.

Users with the following roles can use tags in different ways:

User Role	Actions
Match Analyst	• Assign tags to videos, images, documents, and folders in the media library or Attachments sections. In video files, you can highlight moments in which particular behaviors are demonstrated, for example, good offensive strategies. • Search for uploaded content in the media library or the Attachments sections to which you have access. • Search for teams and players.
Team Manager	Tag match scenes that are relevant for teaching and coaching juvenile teams.

User Role	Actions
Authorized User	• View all tags. • If granted the necessary Read and Write permissions, create new tags. • If granted the necessary Read and Write permissions, create tagging boards to group regularly-used tags in a certain context, such as match analyses. • Add tags such as the club or person name to newly-created appointments. Use these tags to search for relevant calendar appointments, and to filter the *Calendar* tab by appointment type. • If granted the necessary Read and Write permissions, rename tags, delete tags, and view the details of a team or person claiming a unique tag text.
Chief Scout or Scout	• Add tags to your scouting shortlists. • Add tags to your scouting reports. • When creating a new calendar appointment, add tags such as the club or person name. • Use tags to filter the *Calendar* tab by club name, person name, or appointment type.

Procedure

1. Go to *Media* > *All* to view all your files and folders.
2. Select the relevant file or folder and enter a description.
3. In the *Tags* field, enter the name of a new tag text or search for an existing one using the tag board.
4. On the tag board, select the tags for relevant persons, teams, clubs, and assign them to the selected file or folder.

   > **Note**
   >
   > Teams, clubs, players, and activities can claim a unique tag that identifies them in the system. You can search for, and select this unique tag in the tag board, and you can assign it to a selected team, club, player, file, or folder as required.

5. If you have the necessary Write permissions, you can do the following:
   a. View a list of existing tags under *Media* > *Tag Management.*

      The list of existing tags appears. The system displays tag details such as the number of times a tag is assigned, where it is used, the name of the person who created and last changed the tag, and the dates on which the tag was created and last changed.
   b. Search for tags or create a new tag, if required.
   c. View and edit existing tag boards, and to grant Read, Write, and Authorize permissions to selected persons or groups, under *Media* > *Tag Boards.*

Related Information

Tags and Tag Boards

2.8.3 Inheriting Folder Permissions

Maintain folder permissions in the media library so that sub-folders and files inherit the permissions of their parent folder.

Context

You can maintain folder permissions in the media library when you add a new person, remove an existing person, or change the permissions for a person or group. When you select a parent folder, the associated sub-folders and files automatically inherit the permissions of the parent folder. The previous permissions of the sub-folders and files are also overwritten by the permissions of the parent folder.

Procedure

1. Under *Media,* select the relevant folder.
2. Select the *Permissions* icon to edit the folder permissions.
3. Add a new person, remove a person, or change the read and write permissions for a person or group, as required.
4. Save your changes.

Results

The system updates the folder with the new permissions, and any sub-folders or files automatically inherit the same permissions specified for the parent folder. The previous permissions of the sub-folders and files are also overwritten by the new permissions of the parent folder.

Related Information

Media Library [page 180]
Attachments [page 186]

2.8.4 Info Packages

As a coach, analyst, team manager, scout, or performance diagnostician, use info packages to quickly share content and communicate with your players and team. Use SAP Sports One to send info packages and messages to communication rooms or private rooms. Use the SAP Team One app to view info packages.

Prerequisites

- You have uploaded supported media files such as PDFs, images, videos, or URLs to the media library or to the Attachments section of teams, players, staff members, external contacts, federations, or the club.
- You may also upload media files from your local hard drive.

You can do the following:

- Create an info package in the following locations:
  - Any level of the media library
  - The Attachments section of teams, players, activities, matches, scouting events, or performance tests
- Give a name to an info package and attach multiple media files such as images, videos, URLs, and PDFs. You can enter an abstract text for the info package up to 5000 characters in length.
- Change the sort order of attachments in an info package.
- Select one or more info packages, and copy or move them to a new target folder.
- As a match analyst, you can copy individual files or multiple files from an info package to the media library or attachments sections.
- Rename info packages, comment on each media file included, or delete info packages.
- Preview the contents of an info package and change the description, if required.

> **Note**
>
> You must have the necessary write permissions to change info package names and descriptions.

- Preview images, URLs, and PDFs, and choose forward or backward to browse through the sequence of attachments in preview mode.
- Change the permissions of an info package.

> **Note**
>
> You must have the necessary write permissions to change the permissions of files and folders.

- Change the playback video speed when you watch videos in the info package view. You can use keyboard shortcuts to play the video in normal, 0.25X, 0.5X, 0.75X, 2X, or 3X speeds, and to enter comments.
- Download individual files from an info package to the local hard drive.

You can use the SAP Team One app to do the following:

- Send info packages and messages to one or more communication rooms or private rooms.
- Consume and save attached media files from an info package to your Android or iOS device. You can also view info packages and their overall descriptions.

Related Information

Using Keyboard Shortcuts to View and Edit Videos [page 90]

2.8.5 Attachments

You can use the enhanced media library to manage your media content such as documents, links, videos, and info packages. You can add media items to the Attachments section of your club, activities, tasks, persons, teams, training sessions, and matches.

You can do the following in the Attachments section of the media library:

- Upload, download, and preview
- Edit and delete
- Mark any folder you can see as a favorite, which appears in the media library and in the various dialog boxes when you select files.
- Define who is authorized to read or edit an attachment.
- Send content to the SAP Team One app.
- Duplicate an attachment and save it at the same location.
- Copy an attachment and save it at another location.
- Move an attachment from the media library to any other Attachments section (for example, for a player or team).
- Copy individual files or multiple files from an info package to the Attachments sections.
- Create a new info package or folder and include a selected attachment.

Related Information

Info Packages [page 185]
Using Keyboard Shortcuts to View and Edit Videos [page 90]

2.8.6 Sharing Media

Share media folders with other people so they can access the media too. You can also access media folders using a mobile device.

Sharing with Others

You can share a media folder with other users. This allows them to access the folder from their mobile device or web app. To share a folder:

1. Select a folder.
2. Select *Share* > *Share Folder*.
3. Choose the persons or groups you want to share the folder with.

This action:

- Grants access to the selected persons or groups.
- Creates an entry in the *Shared with Me* folder for all affected persons.
- Sends a notification to all affected persons.

In SAP Sports One, access to files and folders is managed by permissions. If you remove read access for a person, they will no longer be able to see the content, even if they still have the link to a file or folder. However, if you grant them read access again, the link will work again.

Accessing Media from Mobile Device

To access media files from your mobile device:

1. Select a folder.
2. Select *Share* > *Create QR Code*.
3. Scan the QR code with your phone and open the link.
4. For easy access, add the link to your browser favorites.

2.9 Enhanced Questionnaires

Create questionnaires to get feedback from players and staff members on any topic. You can send your questionnaire once or multiple times, which you can automate with a schedule. What's more, you can automatically send out a questionnaire before or after training sessions, matches, appointments and activities.

> → Tip
>
> Great news! Did you know that you can now send polls in the SAP Team One app?! Polls are great for spontaneously requesting feedback from your team.

Watch the video for a quick introduction.

Here's an overview of the complete process:

1. The admin sets the default language for all questions and questionnaires. This ensures that all questions and questionnaires are created in at least one common language.
2. In the *Question* catalog (*Catalog* > *Questions*), create the questions that you want to ask. If the questions already exist in the catalog, go to step 3 – creating the questionnaire.
3. Create your questionnaire (*Analyses* > *Enhanced Questionnaires*) and schedule when it will be sent to participants.

4. Participants receive the questionnaire in their SAP Team One app. Note, the questionnaire is sent on your behalf by the digital assistant.
5. Check participation and review the results. For more details on how to do this, see Checking the Results of a Questionnaire [page 188].

Related Information

Questionnaire Permissions [page 190]

2.9.1 Checking the Results of a Questionnaire

Find out how people responded to your questionnaire.

Context

You can check the results in several ways, depending on whether or not the questionnaire was sent in combination with a match or training session. Additionally, for deeper analysis, you can analyze the results with SAP Analytics Cloud. For more information, see SAP_S1_Questionnaire_Results_V2 .

> **Note**
>
> To see a questionnaire's results, you need to have permission. Permission is managed per question and can be adjusted in the *Questions* catalog.

Checking the results of a questionnaire

Web application

1. Go to *Analyses* > *Enhanced Questionnaires* and find your questionnaire.
2. Click on the questionnaire's name. Then go down to *History*. The history section lists each time the questionnaire was sent. Click on one to see the results.
3. Optional: You can download the questionnaire results as an Excel spreadsheet by clicking the download button.

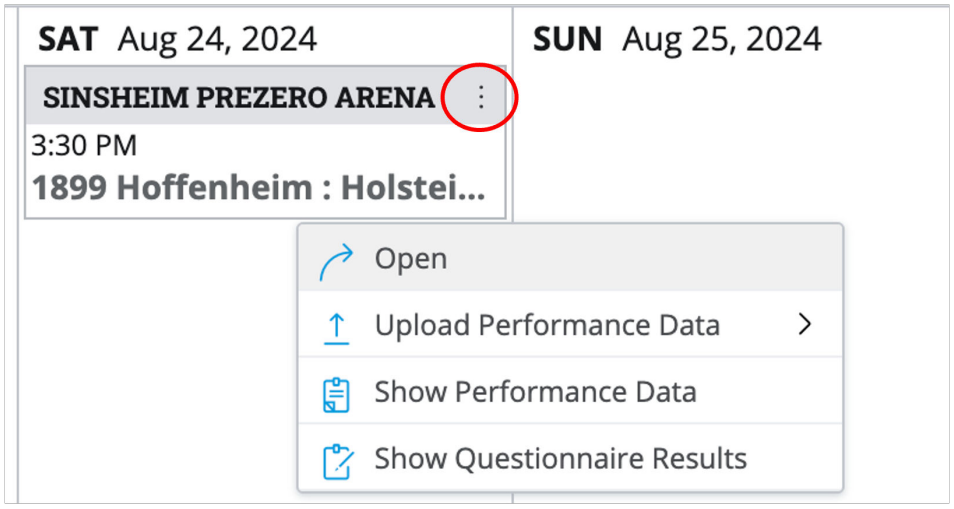
Phone

1. In your *SAP Team One* app, go to the chat room in which the questionnaire was sent. Open the questionnaire and tap *Results*.

Checking the results of a questionnaire that was sent with a training session or match

Web application

1. In the training calendar, go to the training session or match and click the three dots to display the menu.



2. Click *Show Questionnaire Results.* If there are no results available, the menu entry isn't visible.

iOS

1. In your *SAP Team One* app, go to *Events* and tap the match or training session.
2. Tap *Questionnaire*.

Android

Before you can begin: calendar events in SAP Sports One must be synchronized with your phone's calendar app. For more information, see .

1. In your calendar app, tap on the match or training session.
2. Tap *Questionnaire*.

Related Information

2.9.2 Questionnaire Permissions

Because the enhanced questionnaires can be used for collecting confidential or personal information, you can use permissions to make sure that only the right people can create questions and questionnaires, and view the questionnaires results.

Permissions for creating and managing the questionnaires

- As the admin, you can let people access the area where they can create and manage a questionnaire. Go to *Admin* > *Users* and click the three dots next to a user. In the *User Data and Permissions* dialog, go to *Enhanced Questionnaires* and select the *Read* and *Write* permissions for *Questionnaire*.
- As the admin, you can control which teams a person can send a questionnaire to. Go to *Admin* > *Users* and click the three dots next to a user. In the *User Data and Permissions* dialog, go to *Persons/Teams*. Then select the *Read* permission for the allowed teams.
- Let other people see and edit your questionnaire. Go to *Enhanced Questionnaires* and click the three dots next to the questionnaire. Click *Show Permissions* and then add people and specify their permissions.

Permissions for creating questions

- As the admin, you can let people access the Question catalog where they can create, edit, and manage questions that can be used in questionnaires. Go to *Admin* > *Users* and click the three dots next to a user. In the *User Data and Permissions* dialog, go to *Enhanced Questionnaires* and select the *Read* and *Write* permissions for the *Questionnaire Catalog*.
- Let other people see and edit your category in the Question catalog. In the *Question catalog*, go to your category and click the permissions button. You can then add people and specify their permissions.

Permissions for viewing and editing questionnaire results

- As the admin, you can control which questionnaire results a person can see and edit. Go to *Admin* > *Users* and click the three dots next to a user. In the *User Data and Permissions* dialog, go to *Enhanced Questionnaires* and select the *Read* and *Write* permissions for everyone or per team.

  > **Note**
  >
  > To view the results for a question, the person must also have the *Read* permission for the Question-catalog category in which the question is located.

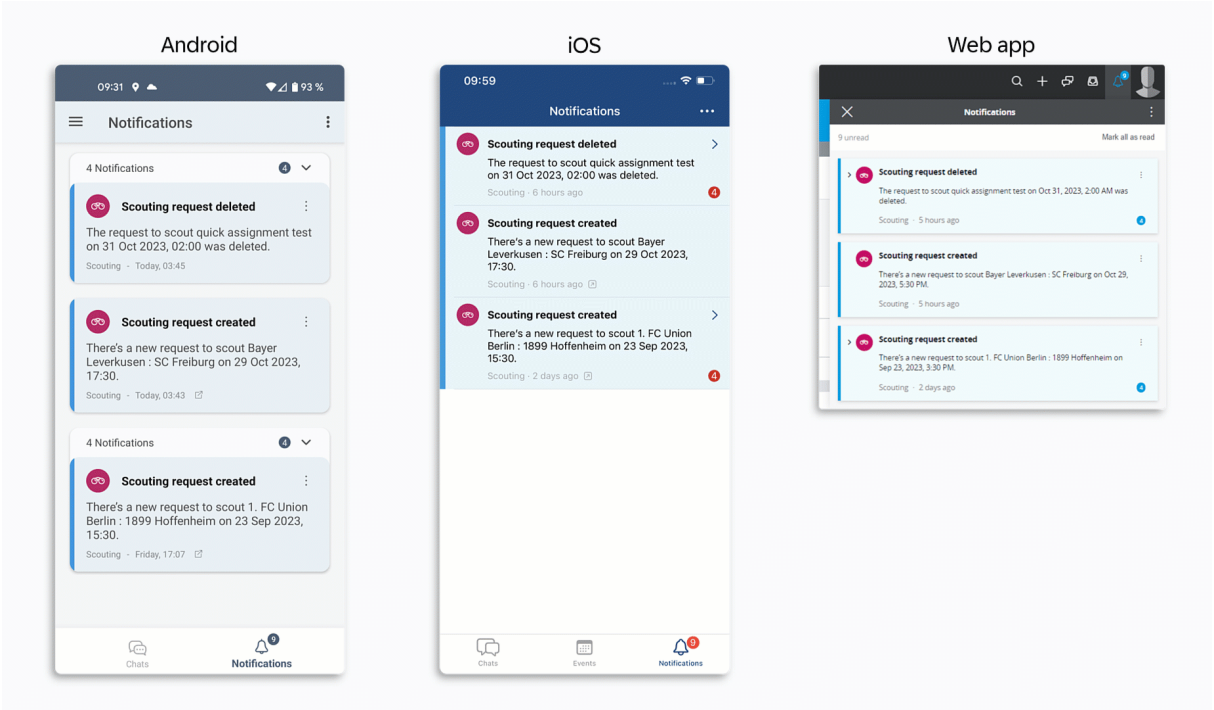
2.10 Notifications

Notifications for SAP Sports One help you to stay up to date about what's going. See how they work and how you can personalize them.



Browsing notifications

You can browse all the notifications you've received in your SAP Team One app and in the SAP Sports One web app. By tapping the notification, you can jump to the mentioned object, like a scouting report.



Deciding which notifications pop up

Choose how you want to be notified by activities and updates.

> ⚠ Caution
>
> Remember, push (popup) notifications are visible on your phone's locked screen, and some notifications contain sensitive information, such as scouting updates. Use the notification settings in SAP Sports One, including your SAP Team One app, and your phone's system settings to make sure sensitive details stay private.

- Notification settings:
  - List and push: Pick to receive a popup notification. You can also read the notification in the notifications list.
  - List: Pick if you don't want to be disturbed by a popup notification. You can read the notification later in the notification list.
  - Off: Pick to stop receiving notifications about this type of activity or update.

> ⓘ Note
>
> Push notifications for Team One messages in the web app: To manage these notifications, open the Team One chat list, and click the settings button.

Who receives a notification

Administrators may want to check who receives each type of notification. For a full overview, go to Who Receives a Notification? [page 193].

2.10.1 Who Receives a Notification?

Check who receives a notification for each type of update and action in SAP Sports One.

> **Note**
>
> The roles mentioned in the following table, for example physiotherapist and scout, refer to the user role.

Health

Action or update		People who are notified
Treatments	Treatment scheduled	Assigned physiotherapist and player
	Treatment location updated	
	Treatment rescheduled	
	Treatment canceled	

Match Analysis

Action or update		People who are notified
Video cockpit	Video analysis can begin	Coaches, match analysts, and players who have permission for the project.

Media Management

Action or update		People who are notified
Folder	Folder shared with you	People the folder is share with.

Action or update		People who are notified
	Read permission removed	People who have their read permission removed. People are only notified if the person adjusting the permissions selects *Notify affected people*.)
	Read permission granted	People who are given read permission. (People are only notified if the person adjusting the permissions selects *Notify affected people*.)
	Write permission removed	People who have their write permission removed. (People are only notified if the person adjusting the permissions selects *Notify affected people*.)
	Write permission granted	People who are given write permission. (People are only notified if the person adjusting the permissions selects *Notify affected people*.)

Performance Diagnostics

Action or update		People who are notified
Performance tests	Performance test created	Performance diagnosticians who are assigned to the team that's completing the test.
	Performance test rescheduled	
	Performance test location updated	
	Performance test deleted	
	Performance test results updated	

Scouting

Action or update		People who are notified
Scouting requests	Scouting request created	Chief scout and scouts with the required scouting permission.
	Scouting request assigned	The assigned scout
	Scouting request unassigned	The unassigned scout

Action or update		People who are notified
	Scouting request deleted	Chief scout and scouts with the required scouting permission.
	Scouting request updated	
	Ticket status updated	
	Scouted match updated	
	Scouting event updated	
	Request status updated	Chief scout and scouts with the required scouting permission. And the creator of the request.
Scouting reports	Scouting report available	Chief scouts and scouts who have the required scouting permission.
	Scouting report deleted	
	Scouting report updated	
	Best scouting score!	
	Extraordinary performance!	
	First scouting report	
Scouting shortlist	Person added to shortlist	Chief scouts, scouts, coaches who are given read or write permission for the shortlist.
	Person removed from shortlist	
	Player transfer	
Scouting status	Scouting Status Changed	Chief scout and scouts with permission to see the status.

Team Management

Action or update		People who are notified
Player notes	Note created	Administrator, chief scout, scout, manager, physiotherapists, performance diagnostician, team manager with read or write permission for the note.
	Note updated	
	Note deleted	
Calendar appointments	Appointment scheduled	Assigned players, staff members, and contacts.
	Invited to appointment	
	Uninvited from appointment	
	Appointment canceled	
	Appointment rescheduled	
	Appointment location updated	
	Appointment series scheduled	
	Appointment series canceled	

Action or update		People who are notified
Calendar activities	Activity scheduled	Assigned players, staff members, and contacts. The notification is turned off by default.
	Invited to activity	
	Uninvited from activity	
	Activity canceled	
	Activity rescheduled	
	Activity location updated	
	Activity series scheduled	
	Activity series canceled	
Matches	Match scheduled	Players and staff members with an active assignment to the team. The notification is turned off by default.
	Match canceled	Players and staff members with an active assignment to the team
	Match rescheduled	
	Match location updated	
Match Statistics	Player debut	Scouts and coaches who have enabled the notification.

Training

Action or update		People who are notified
Team trainings	Team training scheduled	Assigned players and staff members, and all coaches who are assigned to the team.
	Team training rescheduled	
	Team training location updated	
	Team training canceled	
	Team training series scheduled	
	Team training series canceled	
	Invited to team training	Assigned players and staff members.
	Uninvited from team training	
	Player declined team training	Assigned players and staff members, and all coaches who are assigned to the team.
	Player accepted team training	
Individual trainings	1:1 training scheduled	Assigned players and staff members.
	1:1 training rescheduled	
	1:1 training location updated	
	1:1 training canceled	

Action or update		People who are notified
	1:1 training series scheduled	
	1:1 training series canceled	
	Invited to 1:1 training	Assigned players and staff members.
	Uninvited from 1:1 training	
	Player declined 1:1 training	Assigned players and staff members, and all coaches who are assigned to the team.
	Player accepted 1:1 training	

2.11 Using Joule – SAP's Generative AI Copilot

Joule can help you complete tasks in SAP Sports One.

> **Note**
>
> Using Joule requires an initial setup. For more details go to Integrating with Joule – SAP's Generative AI Copilot.

Explore Joule's Capabilities

Area	Capability	Description	Notes	Example Prompts	Capability Type	Available in Mobile Apps
Scouting	Summarizing a player's scouting reports.	Reading through a player's scouting reports to find key details can be time-consuming. Let Joule help you by asking it to summarize the scouting reports for you.	You need the scout role to see Joule within SAP Sports One. Your scouting permissions also affect which scouting reports you are allowed to access.	*Summarize the scouting reports for Dennis Chambers written this year.* *List Dennis Chambers strengths and weakness as described in his scouting reports.*	Transactional Base	No
Scouting	Summarizing a match report	Reading through a match report can be time-consuming. Let Joule help you by asking it to summarize the report for you.	You need the scout role to see Joule within SAP Sports One. Permissions defined per match report affect which reports you can access.	*Summarize the match report for Germany vs Spain.* *Give me a bullet-pointed summary of the match between Germany and Spain.*	Transactional Base	No

FAQs

- **Should scouting and match reports be written in a particular way so they're easier for Joule to summarize?**
  Nope. There's no need to change the way you write your reports.
- **Are there any data protection and privacy issues to consider?**
  Your organization is responsible for working with sensitive information appropriately. Contact your admin for more information.

Important Disclaimers and Legal Information

Hyperlinks

Some links are classified by an icon and/or a mouseover text. These links provide additional information.
About the icons:

- Links with the icon  : You are entering a Web site that is not hosted by SAP. By using such links, you agree (unless expressly stated otherwise in your agreements with SAP) to this:
  - The content of the linked-to site is not SAP documentation. You may not infer any product claims against SAP based on this information.
  - SAP does not agree or disagree with the content on the linked-to site, nor does SAP warrant the availability and correctness. SAP shall not be liable for any damages caused by the use of such content unless damages have been caused by SAP's gross negligence or willful misconduct.
- Links with the icon : You are leaving the documentation for that particular SAP product or service and are entering an SAP-hosted Web site. By using such links, you agree that (unless expressly stated otherwise in your agreements with SAP) you may not infer any product claims against SAP based on this information.

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Any software coding and/or code snippets are examples. They are not for productive use. The example code is only intended to better explain and visualize the syntax and phrasing rules. SAP does not warrant the correctness and completeness of the example code. SAP shall not be liable for errors or damages caused by the use of example code unless damages have been caused by SAP's gross negligence or willful misconduct.

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