PLEDGESHOT™ Coach User Guide

Updated October 7, 2026 · Under-13 Parent-signed consent edition

How PLEDGESHOT Works

1 Create Your Shootathon

Set up the campaign

Create a new campaign from your Coach account. Your signed-in Coach details are prefilled; review and edit them if needed. Enter the team/organization, city/state, description, event start/end, campaign deadlines and fundraising goal. The description appears in Player pledge requests. If campaign payment is required, use the optional coupon field before Checkout. A valid complimentary code bypasses Checkout; a partial discount reduces the amount due. A platform campaign fee is separate from donor pledges; PLEDGESHOT does not collect donor funds.

Why the goal matters

The fundraising goal is used throughout the experience so players and supporters can see the team's progress on the Public Live Display and PLEDGESHOT ARENA™.

2 Invite and Approve Players

Invite the team

Use the Coach invitation area to share the campaign directly from PLEDGESHOT. Available options include Share Team Invitation, Text, Email, Copy Link, Show/Share QR and Print QR . The QR and link take players to the campaign's player registration page.

Free self-sharing

Text and Email open the Coach's own messaging/email application with the invitation prepared. Routine Coach sharing is performed by the Coach's device rather than PLEDGESHOT's paid backend messaging services.

Player age screening and registration

New Players choose an age category before entering personal details. Under-13 registration is completed by a Parent/Legal Guardian through the Parent-owned signed-consent workflow. Players ages 13–17 enter their parent/legal guardian’s own email address, which must differ from the Player email. Players 18 and older do not need the Parent/Guardian email step.

Players provide name, email, cell phone, fundraising goal and an optional jersey number. They create and confirm a password: Password must be at least 12 characters. The maximum is 128 characters. A short password displays: “Your password must be at least 12 characters. Please enter a longer password.” Clicking submit and pressing Enter use the same validation. The server also enforces the requirement.

Players review and acknowledge the current Terms and Privacy Policy. Ask them to bookmark the personal Player page that opens and refresh it to check approval status. After activation, that page also shows supporter pledges.

Two approvals for ages 13–17

The platform automatically emails a private authorization link to the parent/legal guardian. The guardian reviews the Player/Campaign details and current documents, then authorizes or declines participation. The Coach separately reviews the roster and approves the Player. Both approvals are required for activation; either may happen first. Coach approval alone does not open a minor Player’s public pledge page.

In Players & approvals , review the Player status, Guardian status and Coach approval indicator. Use Refresh roster to see the latest status.

PENDING GUARDIAN / Guardian: PENDING: Guardian authorization is still needed, even if the Coach has approved the roster spot.

Guardian: AUTHORIZED / Coach: PENDING: Review the roster and approve the Player.

APPROVED: The required approvals are complete. Players 18 and older need Coach approval only.

Authorization declined, revoked or expired: Participation is not active. Contact support rather than bypassing the authorization requirement.

Resend Parent Authorization

For a minor Player with pending Guardian authorization, click Resend Parent Authorization beside the Player. Wait at least one minute after the initial request or last resend. If you try sooner, a clear wait message appears; another email is not sent.

After a successful resend, the Coach returns to Players & approvals with confirmation: “Parent/Guardian Authorization has been resent successfully. The previous authorization link is no longer valid.” Refreshing this page does not send another email.

The replacement request starts a new 72-hour link period and immediately invalidates the previous link. Ask the guardian to use the most recent authorization email . Do not share a guardian’s private link with Players or supporters.

Understanding authorization links

Current: The newest pending link opens the authorization page while its 72-hour window remains valid.

Expired: The time window ended. The message directs the guardian to ask the Coach/Campaign Organizer for a new link.

Replaced: A resend issued a newer link. The message directs the guardian to the most recent email.

Used: A decision was already recorded. The link cannot record another decision. Contact the Coach/Campaign Organizer for assistance.

Some older invalid links may show combined expired-or-replaced guidance. Use the newest email or contact the Coach. A completed authorization does not automatically expire after 72 hours. A guardian may revoke authorization through their valid private session or contact support.

Delivery and pending registrations

If an email is missing, ask the guardian to check their inbox and spam folder and confirm the email address with the Coach. If sending fails, contact the Master Admin/support; SendGrid configuration is managed by the Master Admin. Do not repeatedly click Resend or bypass Guardian authorization.

Pending or declined registrations can have personal details retired seven days after the latest request when the authorization, registration or Coach workspace is accessed. Contact support if the registration has been retired. Coach approval never substitutes for required Guardian authorization.

3 Players Share Their Pledge Pages

Personal fundraising

Each activated Player receives access to a personal PLEDGESHOT pledge page and QR code to share with family, friends, alumni, coworkers, businesses and other supporters.

Direct sharing

Players can share directly from PLEDGESHOT using Share My PLEDGESHOT, Text, Email, Copy Link or Show/Share QR . The player's own device handles routine Text/Email sharing.

Pledge types

Supporters can make a flat pledge or pledge an amount per made shot. For example, $5 per made shot × 5 made shots = $25 owed . Basketball points do not multiply the pledge rate: a made free throw, layup, mid-range shot or three-pointer each counts as one made shot for per-make pledges. Misses add no per-make pledge value.

4 Monitor the Campaign

Watch progress

Use the Coach area to monitor participating players, supporter activity and progress toward the team fundraising goal.

Important

PLEDGESHOT tracks pledges; it does not collect the money. Your school, team or organization collects pledged funds using its preferred collection methods.

5 Use Built-in Coach Help

Desktop help

On a computer, hover over supported Coach fields, buttons or controls for approximately 3 seconds to display a contextual tip explaining what the item is for and what action is expected.

Phone and tablet help

On touch devices, tap the □ help indicator to open the same guidance. This lets coaches get help without leaving the current workflow.

6 Prepare for Event Day

Coach/Scoring Screen

Use the Coach/Scoring screen on a phone, tablet or computer to operate the Shootathon and record each player's shots.

Public Live Display

Use the Public Live Display for a streamlined, phone-friendly view of the team goal, pledge progress and Player results. Its Arena button opens a separate screen for a TV or projector.

PLEDGESHOT ARENA™

Open Arena on a TV, projector or large monitor. Arena is the presentation experience for the gym and is read-only. The scorer controls the event from the Coach/Scoring screen.

7 Start the Shootathon

Begin the session

Set an event end time later than its start and approve at least one participating Player. When the scorer and displays are ready, click Start Event . Event details are then locked for the Coach; only an Admin can correct them afterward. Select the Player who is shooting and turn on live scoring when needed.

8 Record Every Shot

Shot plan and shooting percentage

Save planned attempts for each Player: free throws, three-pointers, layups and mid-range shots. The scorer shows the planned total, recorded attempts, makes, misses, basketball points and shooting percentage (makes divided by recorded attempts). At a shot-type limit, increase the plan before recording more. A plan cannot be lowered below attempts already recorded.

+ MAKE

Record + MAKE when the Player makes the selected shot type. Free throws add 1 basketball point, layups and mid-range shots add 2, and three-pointers add 3. Each make increases per-make pledges once.

+ MISS

Record + MISS when the Player misses. A miss adds one attempt, no basketball points and no per-make pledge value. Accurate shot entry is important because PLEDGESHOT uses the shot history for player results, streaks and performance-based pledge calculations.

Corrections

If an attempt is entered incorrectly, use - MAKE or - MISS to remove the latest matching attempt for the selected shot type, or use Remove beside the incorrect entry in the scrollable shot history. Do not compensate by entering an extra shot. Corrections allow PLEDGESHOT to recalculate the player's actual shot history correctly.

9 Let PLEDGESHOT ARENA Bring the Event to Life

Live presentation

Arena follows the active player and presents live makes, misses, fundraising impact, player completion and event milestones on the large screen.

Streak celebrations

3 straight: This Player Is Cooking! 5 straight: This Player Is Smoking! 8 straight: This Player Is The Bomb! 10 straight: This Player Is On Fire! 15 straight: It's An Inferno With This Player!

Celebrations continue at every five consecutive makes after 15. When a Player is marked complete, the Arena celebrates their finished shooting with fireworks and final totals.

Best Streak

A miss ends the current streak, but PLEDGESHOT retains the player's best consecutive-made-shot streak for the session.

10 Close Each Player

Finish the player

When a player has completed all of their attempts, use Mark scoring complete in Players & approvals. Review the Player’s totals first. If you need a correction before the event ends, use Reopen scoring .

Final player results

Closing the player finalizes the available performance information, including makes, misses, points, pledge value and best streak.

11 Follow the Event on the Public Live Display

Mobile-friendly results

The Public Live Display provides supporters with a simplified way to follow fundraising progress and player results from normal screens and mobile devices.

Two experiences

Public Live Display: Follow the Shootathon. PLEDGESHOT ARENA™: Experience the Shootathon.

12 End the Shootathon

Before ending

Make sure all completed players have been properly closed/finalized and review the Shooting Board for accuracy.

End the event

When all active Players are marked complete, click End Shoot-a-Thon . Review the confirmation, then select End & publish results , or Keep scoring to return without ending. End the event only when the whole Shootathon is finished, not after one Player. Final results become public and the campaign becomes read-only. Only an Admin can reopen it.

13 Review Final Results

After the final buzzer

Review the final campaign and player results. Your organization can use the completed results when communicating final pledge amounts to supporters and collecting pledged funds. You can still view and scroll the completed campaign and download the donor ledger CSV and player & team totals CSV from Pledge ledger.

Past campaigns and retention

All my campaigns lists current and past campaigns with opened/closed dates; past campaigns start collapsed and can be expanded. The same Coach account can create another campaign. A warning appears near the one-year retention date, beginning around 11 months after an event ends. Download both CSVs before an Admin purges eligible campaign records. Your Coach account remains available.

Event-Day Checklist

All participating Players are registered and Coach-approved; Players ages 13–17 also have Guardian authorization.

Shootathon session is active.

Coach/Scoring screen is working.

MAKE, MISS and correction controls are understood by the scorer.

Public Live Display is updating.

PLEDGESHOT ARENA™ is open on the gym's large screen.

Internet connection is stable.

Fundraising totals appear correct.

Scorer understands Mark scoring complete versus End Shoot-a-Thon.

EVERY SHOT HAS A PURPOSE. • PLAY FOR MORE.

DON'T JUST RUN A FUNDRAISER. TURN IT INTO AN EVENT.

Optional Event Scorers

You can always score the event yourself. In your Campaign, open Optional Event Scorers , assign each helper an individual account and decide whether they may complete/reopen Players. Give the helper their individual credentials privately. Helpers use Sign In ; their verified account opens assigned events only. Revoke access in the Campaign when finished. Scorers cannot manage campaign settings, payments or Master Admin.

Sign In and password controls

Use Sign In with your username or email and password. Your verified account determines the authorized workspace; legitimate multiple-workspace choices appear after authentication. Admin access is separate. Each password field has an independent Show/Hide control for the value you type. New/change/reset passwords require matching confirmation fields; use 12–128 characters. Use Forgot your password for configured email recovery, or contact Master Admin/support if delivery is unavailable. Use Sign Out in account navigation when finished.

Quick troubleshooting

If a Player is unavailable for scoring, check Coach approval, required Guardian authorization and scoring-completion status. At a shot-type limit, raise the plan before recording additional shots. Correct actual shot history rather than adding compensating entries. If a Scorer is denied access, check their Campaign assignment and revocation status. Only an Admin can reopen a completed Shoot-a-Thon. Download the donor ledger and Player/team CSV records for collection; donor pledges are separate from Campaign fees.

Under-13 Parent-owned participation

Select age before entering Player details. For a child under 13, enter only the Parent/Legal Guardian email. The Parent receives a secure invitation, reviews the direct notice, creates their own account and signs and returns the current consent form. Account creation alone does not authorize participation. Coach approval is also required before scoring or pledging.

The child supplies no email, phone, username or password. Parent credentials control the relationship. The child’s operational name is private to authorized workspaces. Public pages and displays use a unique numeric jersey number, such as #24, or a stable non-name Player reference when the number is missing, duplicated or unsuitable.

Coach: Do not enter a child under 13’s email address or phone number. Parent/Guardian contact information must be used for under-13 participation.

Parents can review and correct their child’s details, revoke permission or request deletion from their Parent account. Revocation stops participation; deletion removes identifying form content and retires the operational name while preserving financial and scoring records. Retention cleanup runs during application activity: invitations retire after seven days; child identity and form content retire 30 days after campaign end or revocation, with a maximum one year from signing.

Players ages 13–17 retain the existing emailed Parent/Guardian authorization workflow. Adult participation remains unchanged.