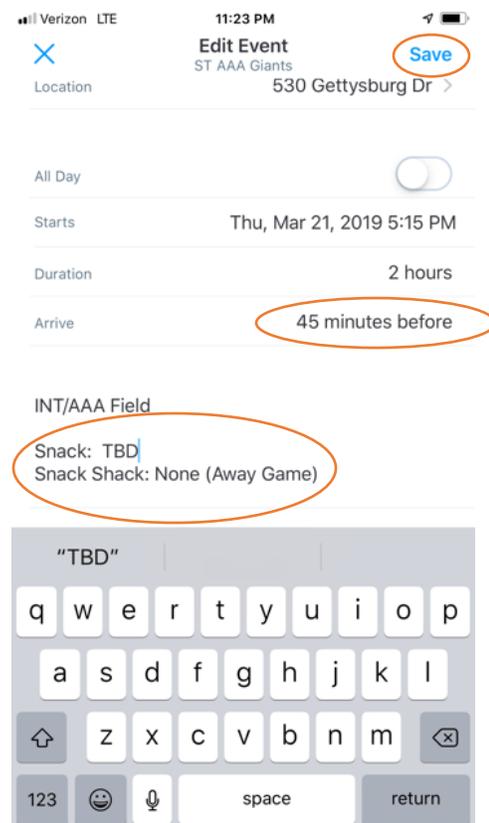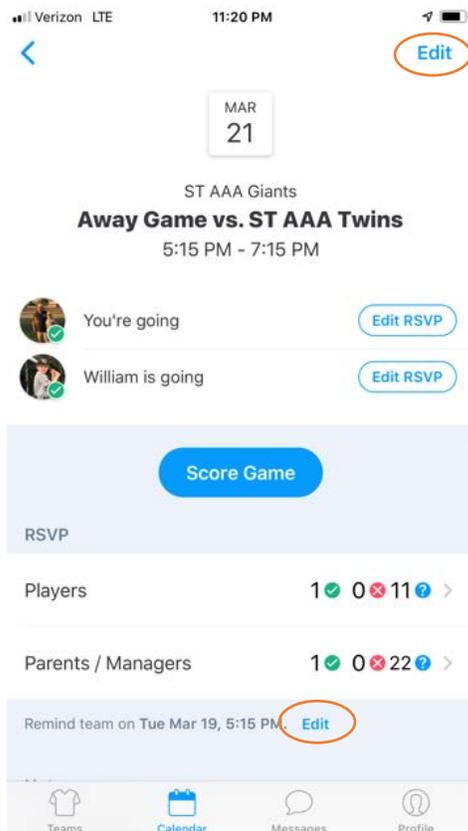# DICK'S TEAM MANAGER & ADDING GAME NOTES

With the new Website from Dick's Sporting Goods Team Sport HQ, the process for adding Game Notes (for things like Snack Parent & Snack Shack Duty) has changed. We strongly suggest managing using DICK"S Team Manager to do this

DICK'S Team Manager (formerly Game Changer Team Manager)
-This is the preferred method because it will also include features within the App to manage Player Availability and easily message the team

Step 1: The Manager, a coach or the Team Parent will need to Download the DICK'S Team Manager App and set up the team. Click Here for instructions.
(Note: Completing this step will automatically invite your entire team to the App)

Step 2: Once they have accepted the invitation the Manager, Coaches or Team Parent can update the notes in each Game to reflect Snack Shack, Snack Parent and other team notes. An Arrival time for the game can also be set. (Messages can be sent to parents with each change, but be careful not to over-message) We also recommend that you edit the Reminder setting to 1 Day before the event (default is 2 days). Changing this in one event updates it for all.

Step 3: If you need to make updates to your schedule after the initial import (Ex: Adding a practice), we suggest doing this in both the App and on the Team Page on the STLL Website. While you can re-import schedules, it will wipe out edits you have made in the App. See below for the instructions provided by DICK'S along with the warning on potentially deleting data.

You can only import your team(s) roster from Blue Sombrero to Dick's Team Manager **one-time**. However, we do give team staff the ability to re-import their schedules. For those steps, please check out this article.

How re-importing schedules work:

- Previously imported events will get updated with the latest information from Blue Sombrero. This means that any notes you've added or edits made on the app will be **wiped out and replaced** with the information on the Blue Sombrero website.
- New events added on Blue Sombrero will be added to the app.
- Deleted events on Blue Sombrero will be canceled on the app.
- Events that were manually created on the app will **not** be affected.