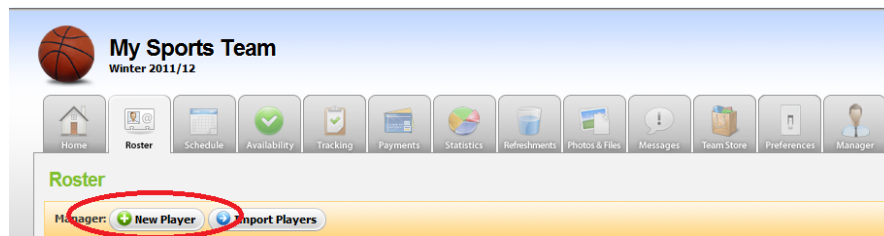


Team Managers' Getting Started Guide

You found TeamSnap and fell in love at first sight. You have created your team and filled in all of the setup information, now how do you share the good news with your team?

- Step 1: Pinch yourself, this is really happening.
- Step 2: Click on the roster tab and fill in the names and email addresses for your players if you have not already done so. To do this, you just click the **New Player** button at the top of the Roster page.



- Step 3: Click on an "Invite to Join" button on the roster page. You will be taken to the invitation page where you can customize your invitation and select who will receive the invite.



- Step 4: Once you have invited your players to join, just sit back and relax. After they accept the invitation they will create a TeamSnap account and gain access to the site.

Note: An invitation is sent to all email addresses listed on the roster profile. The invitation can only be accepted by one person. If additional usernames are needed to access a profile, you may send additional Shared Access invitations following the instructions in our [Shared Access help file](#).

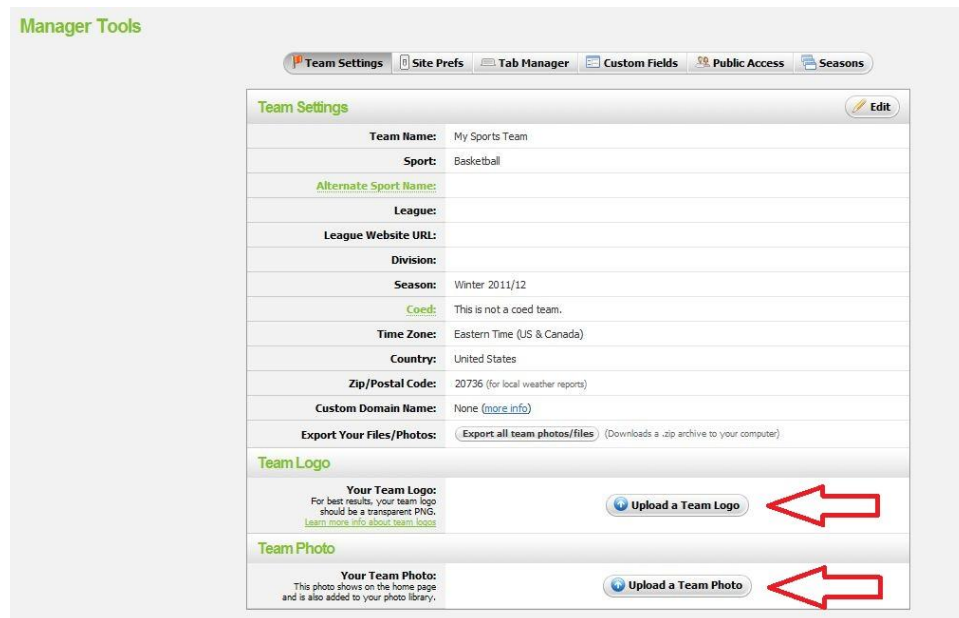
You have imported your roster and the invitations have been sent, what should you do from here?

This is a great time to personalize your website and share information with the team. From the Manager tab, you can change any of the site preferences and team settings. Import a photo and the team logo to make your website look fresh and glam. You can also do some other slightly less enchanting but still very important things like fill out the schedule, add photos, or enter outstanding payments on these respective tabs. Read on below for more details on each of these.

Manager Tab:

On the Manager tab, you will find several sections, each with their own list of items that can be set up and personalized for your team.

Team Settings allows you to set the league your team plays in and your location, in addition to uploading a team photo and, for those on our Premium level plans, a custom logo for your site. To upload your photo or logo, click on the **Upload a Team Photo/Logo** button at the bottom of the screen, click **Browse** to locate the file on your computer, then click **Save** once you have selected the file.



The screenshot displays the 'Manager Tools' interface. At the top, there are navigation tabs: Team Settings (selected), Site Prefs, Tab Manager, Custom Fields, Public Access, and Seasons. Below the tabs is the 'Team Settings' section, which includes fields for Team Name (My Sports Team), Sport (Basketball), Alternate Sport Name, League, League Website URL, Division, Season (Winter 2011/12), Coed (This is not a coed team), Time Zone (Eastern Time (US & Canada)), Country (United States), Zip/Postal Code (20736), Custom Domain Name (None), and Export Your Files/Photos (Export all team photos/files). Below the Team Settings section are two sections: 'Team Logo' and 'Team Photo'. Each section has a description and an 'Upload a Team Logo' or 'Upload a Team Photo' button. Red arrows point to these buttons.

Site Preferences are those things that tell us how you want your site to look and act. There are settings for privacy on certain items, formatting and site display. In particular, for customers on our paid plans, you can set up notifications for your team here. This allows you to turn on reminder emails for games and/or events for your entire team! To turn on notifications, you will click the **Edit** button on the *Site Prefs* screen, then check the box(es) for **Game** and/or **Event Notifications**.

The screenshot shows the 'Site Preferences' window with the following settings:

- Sort Player Names By: First Name
- Color Scheme: TeamSnap Default (Blue/Green)
- Game Notifications:** Automatically send game notifications to players by email (?)
- Event Notifications:** Automatically send event notifications to players by email (?)
- Item Tracking Privacy: Make item tracking private
- Non-Player Item Tracking: Don't count item tracking for non-players
- Payment Tracking Privacy: Make payment status private
- Non-Player Payment Tracking: Don't track payments for non-players
- Currency Symbol: Use this currency symbol: []
- Time Display: Use 24-hour time
- Date Display: Use international dates (DD/MM/YYYY)
- Refreshments Tracking: Track refreshments for [Games and Events]
- Score Tracking: Enter results as points for and against
- Page Header: Don't show team info at top of page
- Manager Announcement: Show manager announcement below home page photo
- [Admin] Stat Template: Use as Stat Template for Basketball

Public Access gives your team a public site, which can be accessed by those outside of your team. You can control which portions of your site these folks can see by turning on or off the various tabs for your team's site. Simply click in any of the boxes to turn each item off or on.

Public Access	
Public Access is On:	<input checked="" type="checkbox"/> Enable Public Access (What's this?)
Public Access Link:	http://mysportsteam.teamsnap.com
Owner Contact:	<input checked="" type="checkbox"/> Allow the public to email the team owner via a form
Display the following tabs on our Public Access Site:	
Home:	<input checked="" type="checkbox"/> This tab is always displayed.
Roster:	<input checked="" type="checkbox"/> Visitors will be able to view limited roster information.
Schedule:	<input checked="" type="checkbox"/> Visitors will be able to view your calendar.
Hide Win/Loss Record:	<input checked="" type="checkbox"/> Visitors will not be able to see your win/loss record.
Games:	<input checked="" type="checkbox"/> Visitors will be able to view games on your calendar.
Events:	<input type="checkbox"/> Visitors will be able to view non-game events on your calendar.
Hide Old Games And Events:	<input type="checkbox"/> Visitors will not be able to see past games and events on your schedule, only future ones.
Availability:	<input type="checkbox"/> Visitors will be able to see who is attending which games and events.
Payments:	<input type="checkbox"/> Visitors will be able to see who has paid which fees.
Statistics:	<input type="checkbox"/> Visitors will be able to view team and player statistics.
Refreshments:	<input checked="" type="checkbox"/> Visitors will be able to see who is (but not sign up for) bringing refreshments.
Photos:	<input type="checkbox"/> Visitors will be able to view (but not post) photos and/or comments.
Files:	<input type="checkbox"/> Visitors will be able to view (but not post) files.
Messages:	<input type="checkbox"/> Visitors will be able to read (but not write) messages.
Team Store:	<input type="checkbox"/> Visitors will be able to purchase from your team store.

You can also set up use of your [Team Email Address](#), if you are on the Basic or Premium plan. The Team Email Address allows you to send email to your team (or certain groups of people on your team) from your own email software.

Schedule

We know that you will want to get your team's schedule into TeamSnap, so that everyone knows where to be and when. Creating your first game or event is easy by going to the Schedule tab and clicking on the **Schedule Your first Game or Event** button. When creating a game, you can enter new location and opponent information, as needed. The duration and arrival time will be reflected in notification emails and on individual's calendars (if they [subscribe to our calendar feed](#)). If a game or event is canceled, you can edit it later on and check the **Canceled** box and it will show up as Canceled on the Schedule.

The screenshot shows the 'New Game' form with the following fields and options:

- Date:** MM/DD/YYYY
- Time:** HH:MM (Leave blank for "TBD")
- Opponent:** (Dropdown menu)
- Location:** (Dropdown menu)
- Hide Optional Game Info:** (Toggle button)
- Home or Away:** (Dropdown menu)
- Duration:** HH:MM
- Arrival Time:** minutes before game time
- Extra Label:** (PRESEASON, PLAYOFFS, etc)
- Display Icon:** (Color selection icons)
- Not for Standings:** Don't count this game toward standings
- Canceled:** Show this game as canceled on the schedule
- Notes:** (Text area with a note: "If you want to know who is coming, make sure this box is checked.")
- Availability:** Track availability on the Availability tab

Annotations in the image include red arrows pointing to the 'Not for Standings' checkbox and the 'Availability' checkbox, and a text box that says: "Check this box for games, such as tournaments, that you do not want reflected in your record."

Photos

Upload photos of all of your team's best (or funniest) moments for everyone on your team to see on the Photos tab. Here's how to get started:

- Click the **Upload Your First Photo** button
- Click the **Destination Folder** drop-down list and select "Create New Folder"

- Enter the name of the folder and check the **Private** box, if you only want managers to be able to see the photos in it

- Click on the **Click to Select Files** button
- Browse through your files and select one or more photos to upload

That's it! You can create separate folders for various games, events or even one for each player. On our Basic plan, each team can store up to 100MB of photos/files, while on our Premium plan, you have Unlimited storage. Sweet!

Payments

TeamSnap's Payments tab lets you track team fees owed by your players. For each person on the team you can track how much they owe and record full or partial payments received. You can also add notes with transactions, such as check numbers or payment method. To create a new Payment, simply click on the **Track your first Team Fee** button, then enter the name of the fee (i.e. "Jerseys"), the amount owed and any notes about the fee.

If different players owe different amounts, or the fee does not apply to certain players, you will make adjustments later, after entering the standard fee amount.

Voila! The honeymoon phase may be over, but things only get easier from here.