Players' Getting Started Guide

Congratulations! You have received an invite from your team manager or coach to join the team they have set up on TeamSnap.

- Step 1: This is all very exciting; take a moment to gather yourself.
- Step 2: When you receive your invitation, click on the link to get to the welcome page. If you are new to TeamSnap, click on the "Create a New Account" button and create a username and password.

**If you have an existing TeamSnap account, just accept the invite with your current login. This will then add the team to your My Teams page.*

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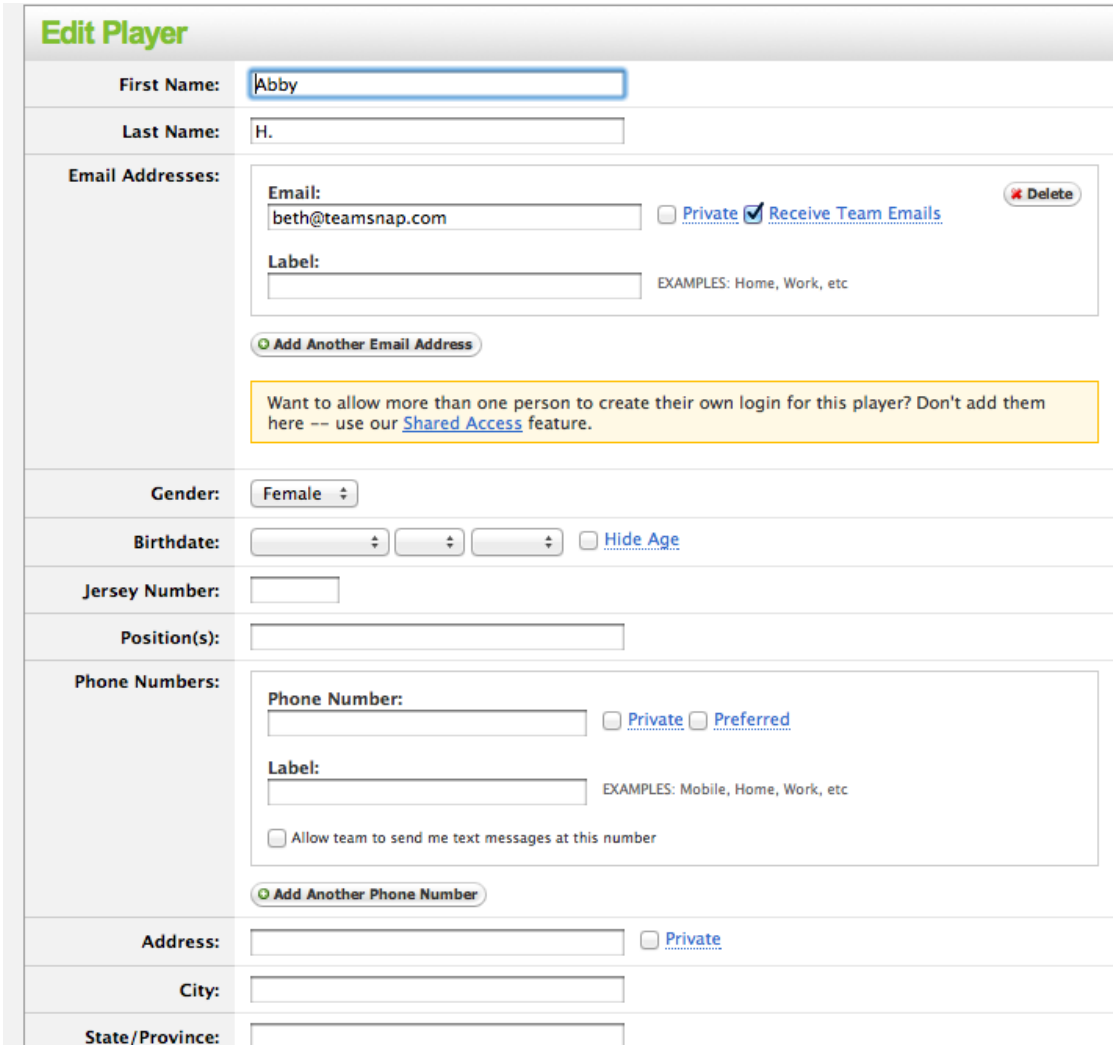
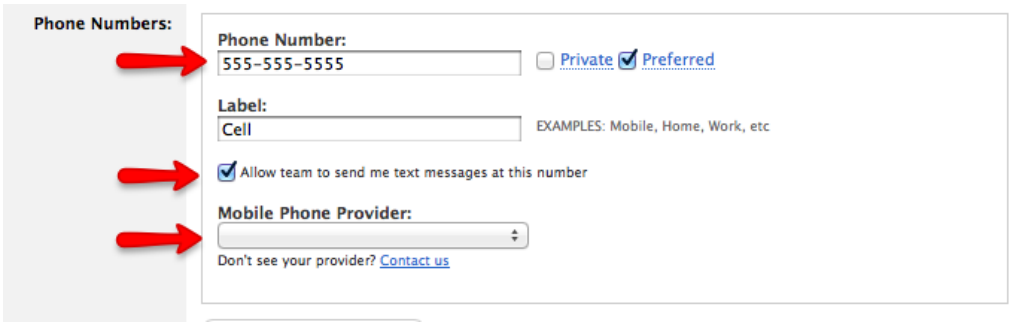
You are all logged in, what now?

This is a good time to enter your user information on the Roster tab so that coaches and teammates will know how to contact you. After you have entered the player contact information you can add contact information for additional persons who should be listed with this player (such as Mom, Dad, a spouse, etc.). Each additional contact may optionally be given their own login to manage the player's information. Our help article detailing this Shared Access Feature can help with this.



Texting

Many teams now-a-days use our SMS Texting feature. To allow the team to be able to send you texts from the site, you will need to enable this feature for them. When in the player profile screen, after entering your phone #'s, there is a box that says "allow team to send me text messages at this number." Check this box and select your phone carrier.



Take some time to look around and explore the website. Now is a good time to view the schedule or check out the photos tab.

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Upload your profile photo

There are two types of photos used in the Roster:

- Thumbnail photo (displayed on the Roster page)
- Full-size photo (displayed on the individual player page)

Ideally, **thumbnail photos** should be **square** and sized to **50-pixels by 50-pixels**. But if you upload an image that isn't, don't worry – TeamSnap will automatically crop and resize the image to fit.

Full-size photos should be **200-pixels wide by 260-pixels tall**. Again, don't worry if your dimensions are exactly right – TeamSnap will automatically crop and resize the image to fit.

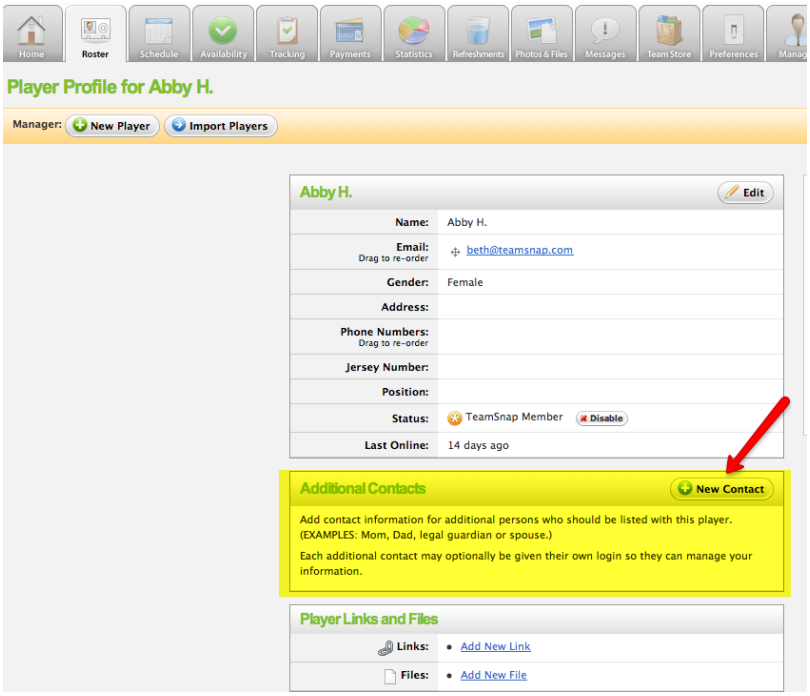
For both photos, the best file format to use is JPEG. Other formats (GIF, PNG, etc) result in larger file sizes and so are not a good choice.

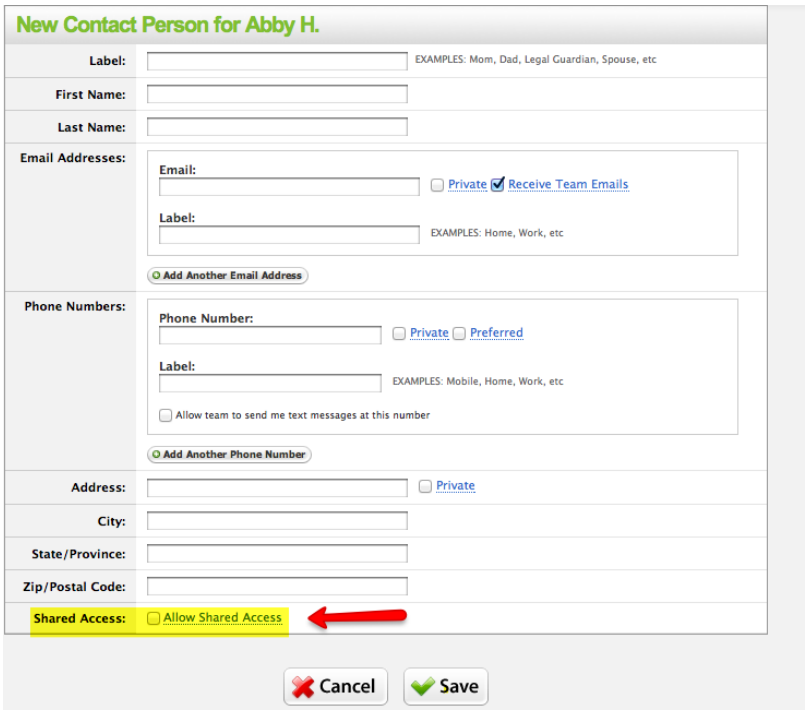
** Please note, if you are using a public access site, these photos will not show up unless a birthdate has been entered into the player profile and the player must be over the age of 13 to comply with*

To make things easier, try using the "Set as my Photo Feature" to set your player profile picture.

Need two usernames for the same player?

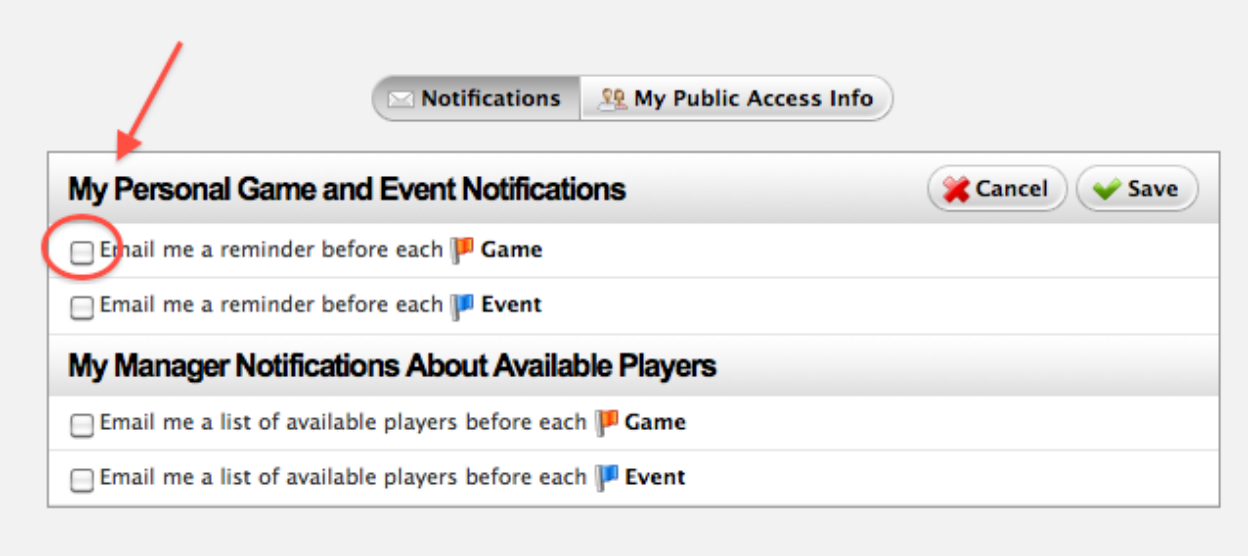
If you want 2 people to be able to access your player information but have separate usernames to log in with, you or the coach can set up the additional user with shared access. To do this, you will need to go to the player profile page, then add additional contact. Enter the required information and click “enable shared access.” There will then be a button to click to send the invitation to that additional contact.





Email notifications

Each player can set up this feature by clicking on the "**Preferences**" tab. You can then set your email notification preferences, as well as new preferences for what information you will share Team Players Guide copy publicly via the new Public Access feature.



Updating your availability for games/events

To change your availability setting for a game/event, just click on the button. The **first click** will set it to "Yes, I will be there" ( ). **Click it again** to set it to "No, I cannot make it" ( ). **Click it again** to show a question mark, meaning you are not sure if you can make it. The information is recorded immediately in TeamSnap – you don't have to click on a Save button to save your changes.

If you have any questions that have not been answered here, you can visit our help site at http://help.teamsnap.com/ or email us at support@teamsnap.com.

Welcome to TeamSnap! We are thrilled to have you!

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