



How to Use TeamSnap for Parents

This is a How To Guide for parents of children playing in Beaumont Soccer Association who want to learn how to utilize TeamSnap effectively.

TeamSnap helps Managers:

- Organize the roster and allow parents to contact each other for carpools;
- Email and text all the parents at once;
- View the game schedule whenever we want;
- Send out game reminders automatically;
- Schedule practices;
- Coordinate snacks for games;
- Upload photos to share with the team; and
- Create a community with your team.

Things You Will Most Likely Want to Do in TeamSnap

- Sign up for bringing snacks (See Refreshments Tab)
- Look at the practice or game schedule (See Schedule Tab)
- Subscribe to the schedule and automatically have games and practices show up in iCal or Microsoft Outlook. (See Schedule Tab)
- Look up another parent's email or phone number to carpool (See Roster Tab)
- Edit your contact information (See Roster Tab)
- Let the coach know your child's availability for a game or practice (See Availability Tab)
- Upload photos of your team (See Photos & Files Tab)

Help and Support

TeamSnap offers help and support online at <http://help.teamsnap.com>

If you have questions about what is in this packet, please contact Rob Brydon at support@beaumontsoccer.com. He will do his best to answer your questions quickly and responds best to email inquiries.

This document and additional resources will be posted at:

<http://beaumontsoccer.com/about-teamsnap>

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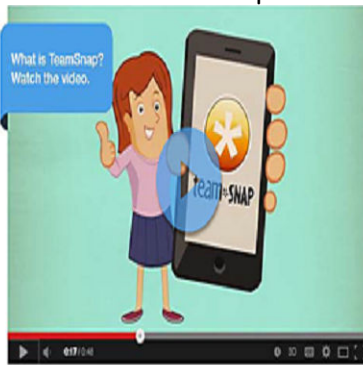
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Logging In

The first thing you'll want to do is respond to the email invitation from your child's coach. You should see something like this in your email. *If you have registered your player online at the beginning of the season, then you will already have a TeamSnap account and you can go to the next section on page 5.*


How to Login to TeamSnap from Email Invite

Hi Cindy, Come and Join
U14 Boys - Coach
On TeamSnap!



1. Find the email invitation sent to you from TeamSnap.
2. Click the blue **Join** button in the top right or at the bottom of your email (see screen above).


3. You'll see the login screen for TeamSnap. If you have never signed in before, click **Set Up New Account**. If you have signed in before, enter your username and password and click **Join the Team**. (If you registered your child online, you have a TeamSnap account already.)



Welcome to TeamSnap, Cindy!

Just to recap, you've been invited by Coach to join the U14 Boys Soccer team.

For the fastest way to join use your Facebook login

 Log In With Facebook

Fill out the form below to create a new TeamSnap account:


Verify Your Email Address:
soccermom@soccer.ca

Create a Password:
••••••••
Note that passwords are [case sensitive](#).

Confirm Password:
••••••••
Just making sure you typed it right.

Birth Month & Year:
June 1975
You must be 13 or older to create an account.
Children under 13 should have a parent create an account on their behalf, using the parent's birthdate. [More Info](#)

☐ Send me occasional TeamSnap news. I like knowing stuff.

 **All Done!**
By clicking this button I agree to the [TeamSnap Terms of Service](#).

4. If you clicked **Set Up New Account**, enter in your email address, a password (twice), your birthday, and click **All Done**.



Done!

You've accepted the invitation to join the following team:

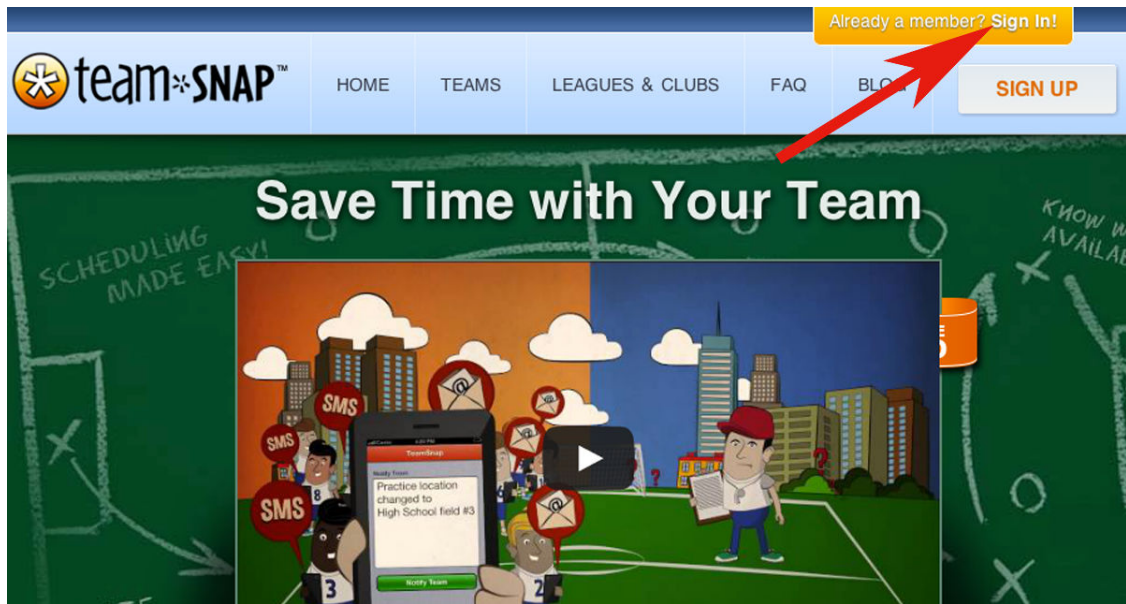
U14 Boys Soccer as Cindy Louwho

We recommend you go to your new team website and fill in your profile (on the Roster tab).

 **Take me to my team!**

5. If you already had an account or if you signed up for a new one, you will still see this screen next. Click **Take me to my team!** to get started.

How to Login to TeamSnap from teamsnap.com



1. Go to <https://go.teamsnap.com/login/signin>

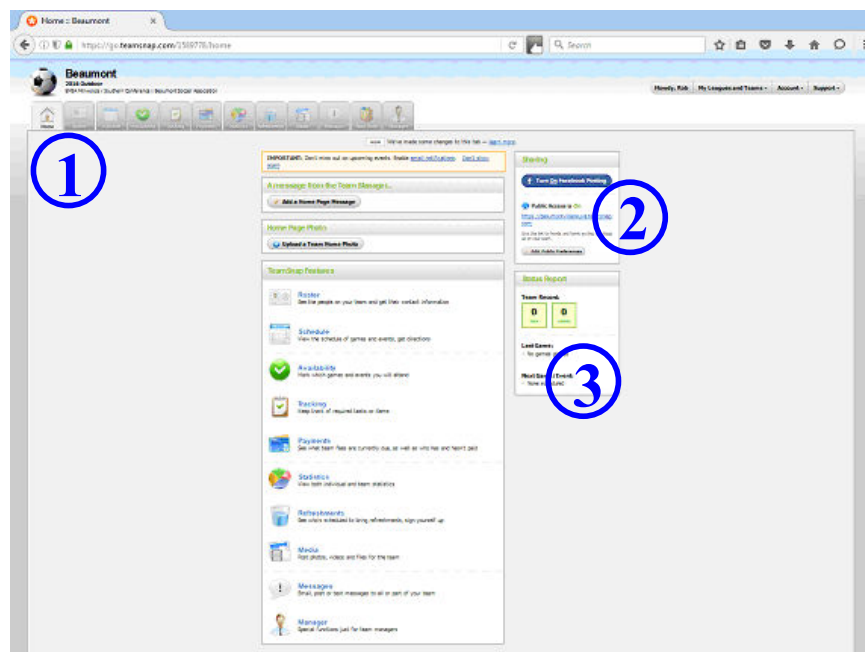
2. Enter your Email address and password and click **Sign In**.

NOTE: If you have forgotten your password, click the “Forgot Password” link at the bottom.

Home Screen

Post Login Screen

This is what you see after you login.



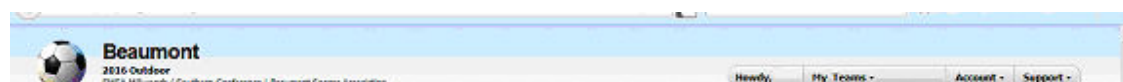
1. Click the team's name to go the Home Screen.

About the Home Screen

The main features are listed across the top as tabs and they are listed in the TeamSnap Features box in the middle of the page as well.

1. **Tabs:** These are the main features of TeamSnap and each tab will be described in this how to guide.
2. **Public Access:** The public facing page (This is convenient to send to friends or family who want to see the team schedule and this link is available on the right hand side of the screen).
3. **Status Report:** This gives you a quick look at the team record.

Top Navigation



Help & Support

TeamSnap provides some helpful pdf guides as well as web-based how to's for doing various things within TeamSnap.

TeamSnap Blog

It is what it says it is.

Switch

If you have multiple roles within TeamSnap, you may see a link in the top right called "Switch." This allows you to move between a board of directors position and a manager role. If you are a parent on one team and a manager on another, this too might apply to you. If you login to TeamSnap and can no longer do manager functions, try locating this switch link and switch to your other role.

My Account

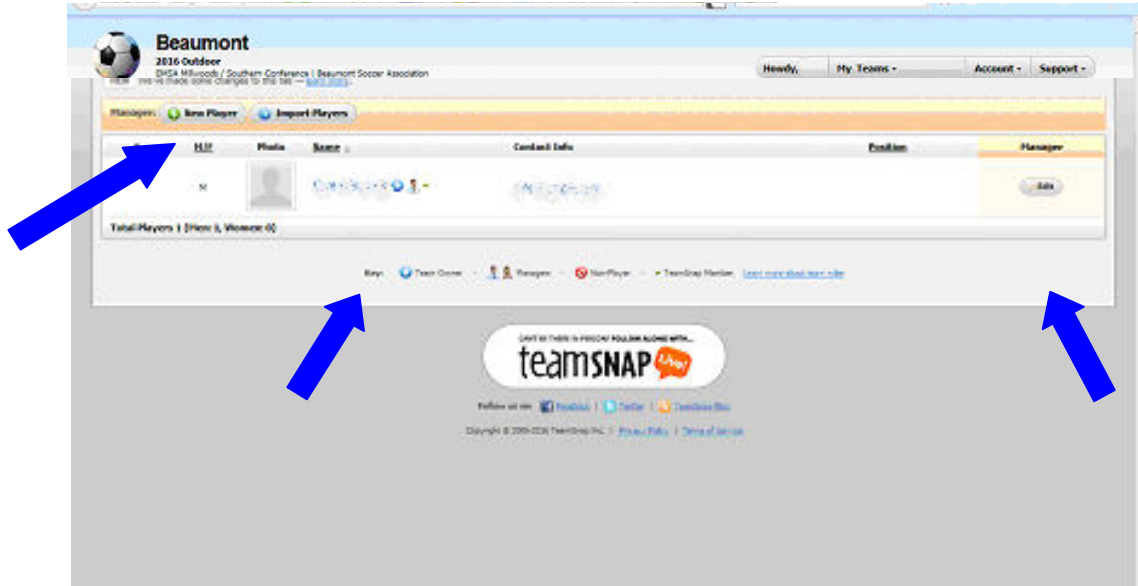
This is where you can change your email address or your password.

My Teams

This is the starting screen for after you log in. You can see your team and click on it.

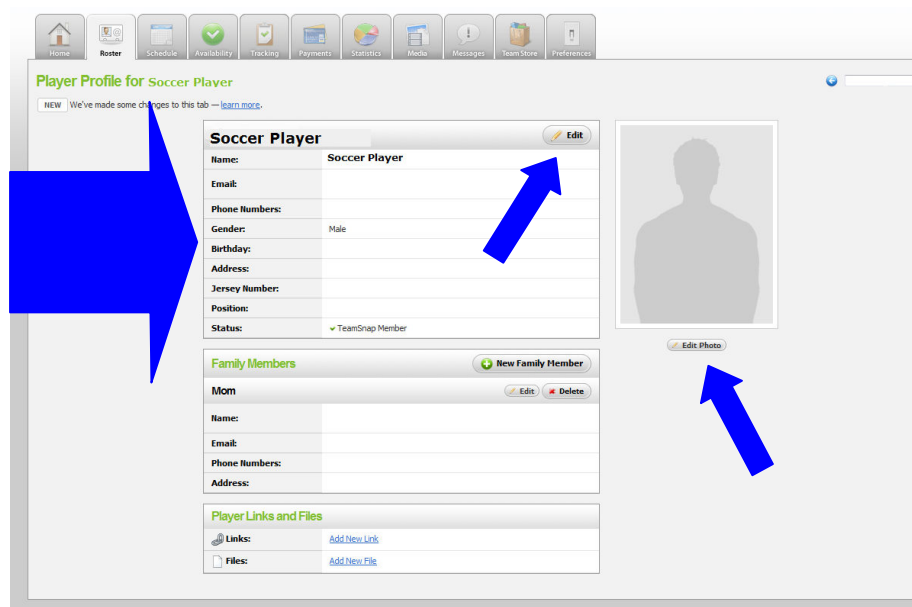
The Roster Tab

When you click **Roster**, you should see a list of all the players on the team with their contact information already there (if they have set their contact information to be available to the team). Below that, you will see all non-players in a separate box and this should contain the coach's contact information.



How to Edit Your Contact Information

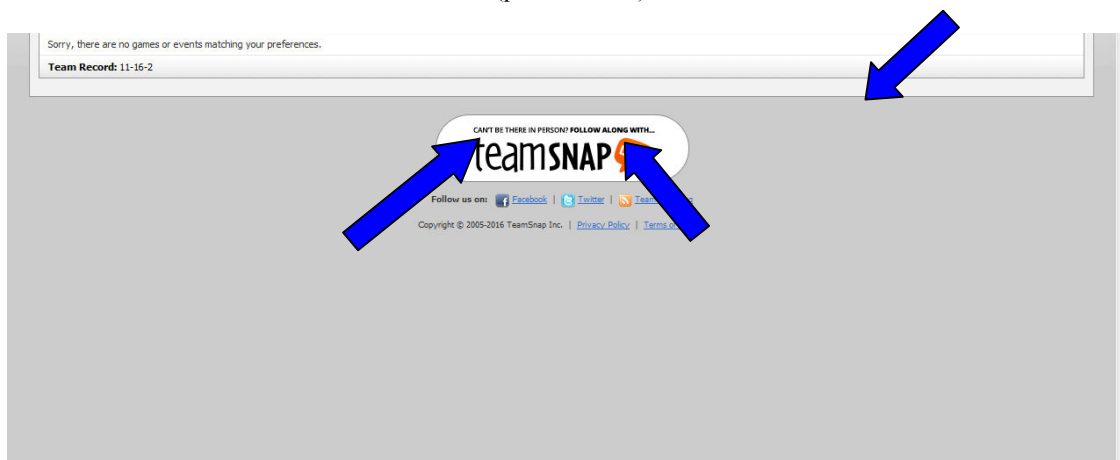
1. Click the **Roster** tab (if you are not already there).
2. Select your player
3. Click **Edit My Player Info** on the top right.
4. Click **Edit** again (You may add a photo here of your player by clicking **Edit Photo** on the right side).



5. Edit your player's information and add a photo by selecting **Edit Photo**.
6. Click **Save** when finished.

Schedule Tab

Here is the schedule that should already show the games for your team.
You can also view this schedule in a **List View** (pictured here) or in a **Calendar View**.

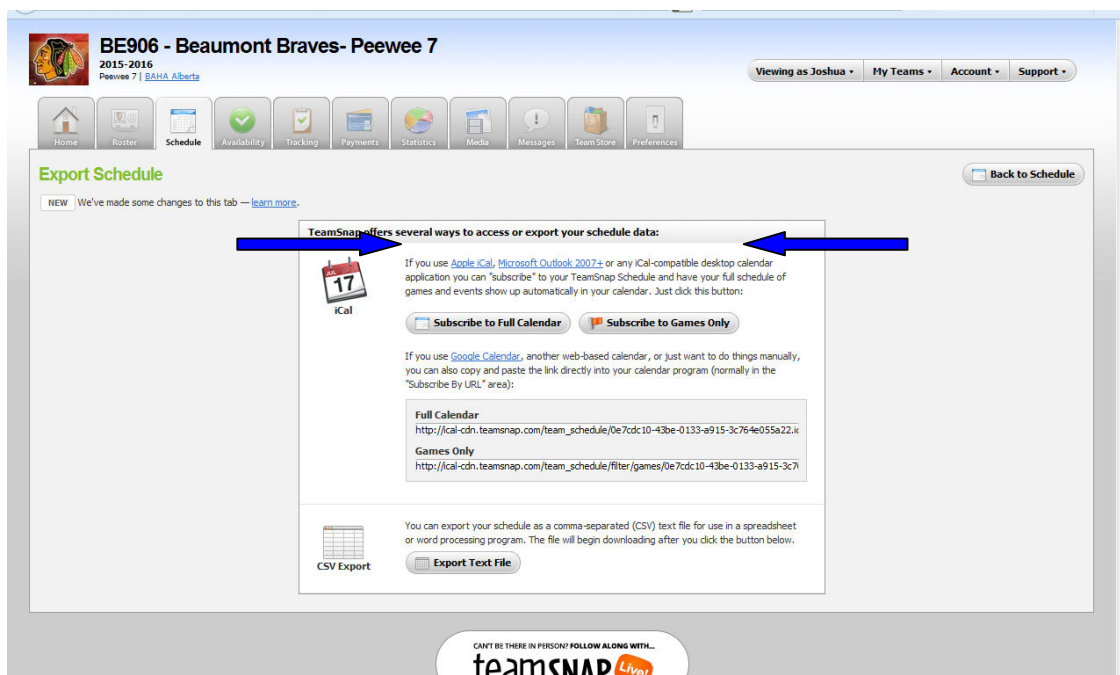


Subscribe to the Schedule

If you already use Apple iCal or Microsoft Outlook 2007+, you can subscribe to the team's calendar and have all the games and events show up on your own calendar. This is a really handy feature.

How to Subscribe to the Schedule

1. Click the **Schedule Tab** (if you are not already there).
2. Click the **Subscribe/Export** button (see screen shot above).



3. Click either **Subscribe to Full Calendar** or **Subscribe to Games Only** to get your calendar to update with these events.
4. Your computer /phone will then launch a window and ask you to point to the calendar application where you want these events to show up.

Availability Tab

Here is where you can let the coach know your player's availability for games and practices. Simply click on the checkbox for that event next to the player's name to get a green checkmark that they are coming. Click again to get the red X that they are not coming.

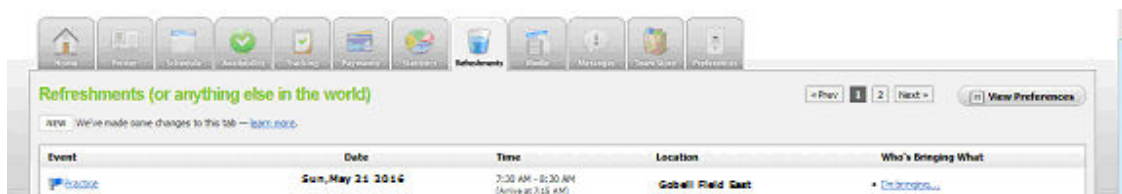


Statistics Tab

If your coach has decided to enter statistics for your child's team (really only a good idea for Competitive teams), then you would see more data displayed here. **NOTE:** This tab is not activated. Your team can activate it for an additional fee to TeamSnap.

Refreshments Tab

Most of our players are really into the post-game snacks. So, TeamSnap provides a way to handle signups for this perk of the game.

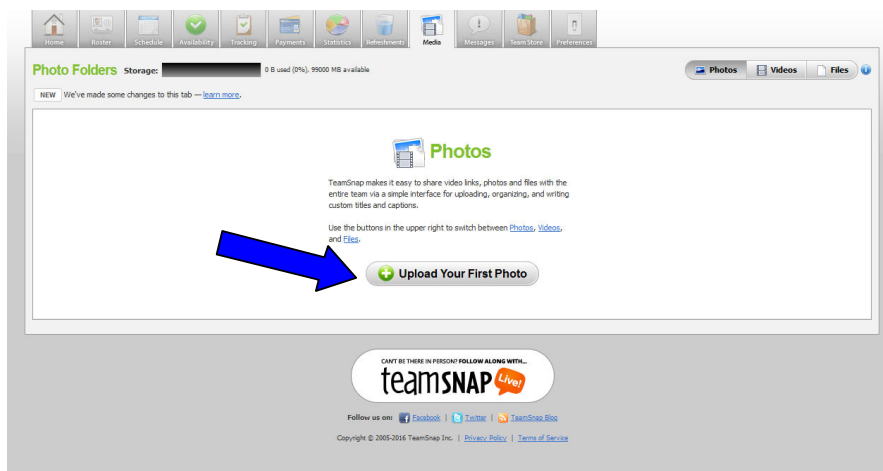


How to Sign Up for Refreshments

1. Click the **Refreshments Tab** (if you are not already there).
 2. Click **"I'm bringing..."** next to the date of the event where you want to bring snacks. This will automatically put your child's name in there.
- NOTE:** If you change your mind, click the "Click to edit" link or the red x to delete your name and sign up for another day.
- ALSO:** TeamSnap will automatically send you an email reminder for bringing snacks either 1 or 2 days before depending on the preferences you set in the Preferences Tab.

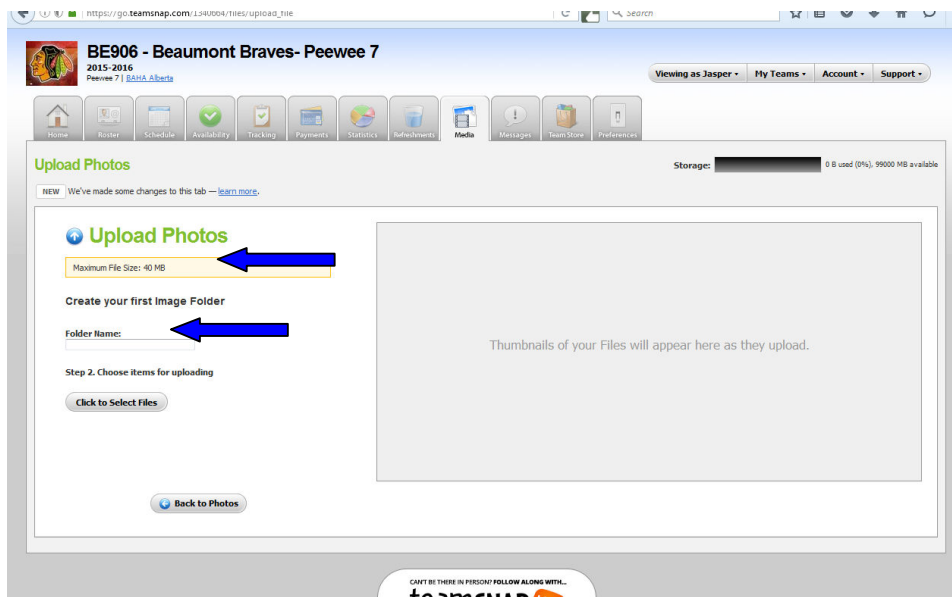
Photos & Files Tab

This is where you can share photos with the rest of the team.



How to Upload Photos

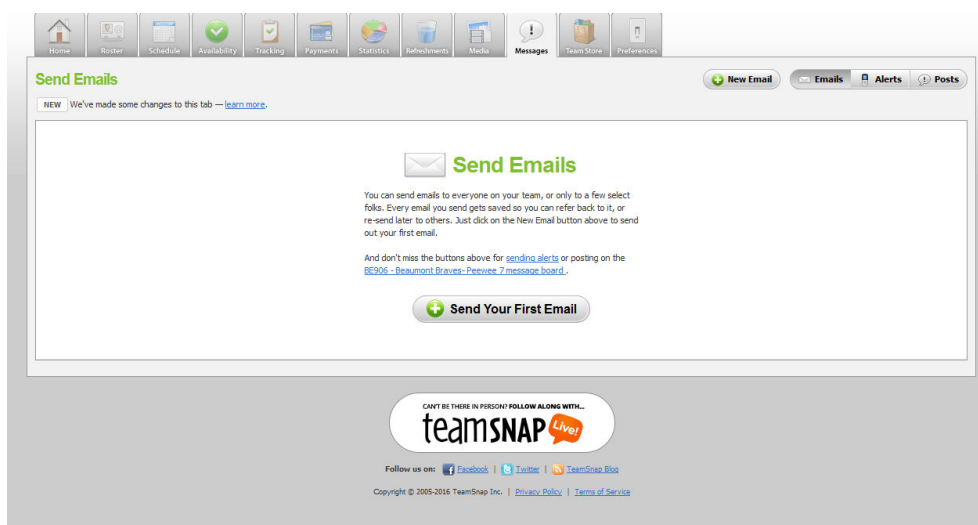
1. Click the **Photos & Files** tab (unless you are already there).
2. Click **Upload Your First Photo**. (see screen above)



3. Under Choose a Destination Folder, choose **Create New Folder**.
4. Enter a name for the New Folder.
5. If you want the whole team to see the photos, leave the Private box **unchecked**. If you want to keep the photos private to just you, click the check box for Private.
6. Click **Click to Select Files** and browse to find them on your computer.
7. The max file size is 40MB.

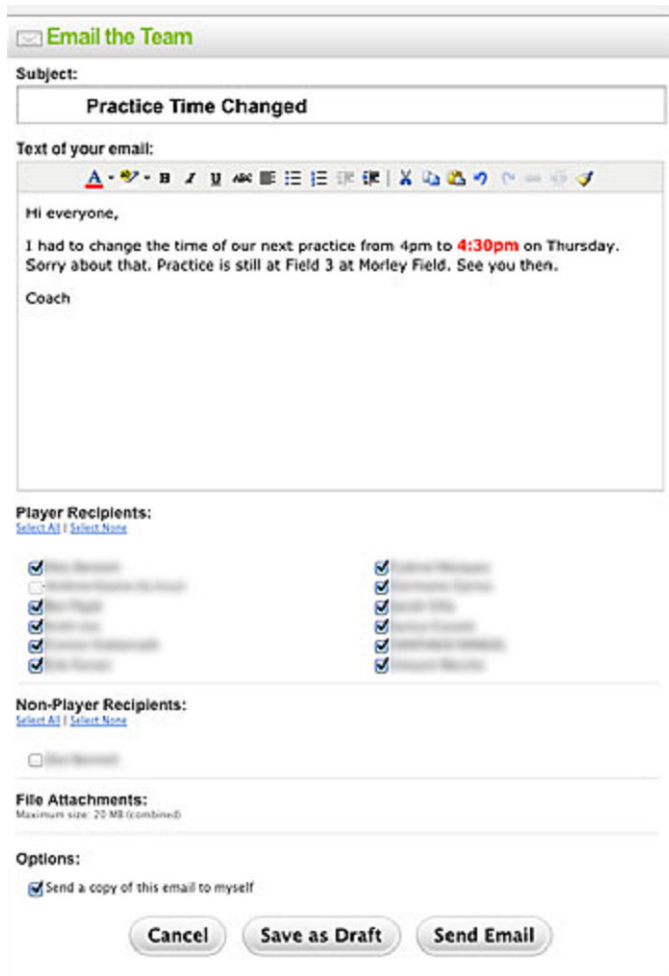
Messages Tab

This is where you can communicate with the whole team if you need to. For example, if you are the team parent and you want to email everyone about the end of the season party, you can do that here. You can send an email or text messages quickly and easily to one parent or to all of them.



How to Send an Email Message

1. Click the **Messages** tab (unless you are already there).
2. Click **Send Your First Email**.



Email the Team

Subject:
Practice Time Changed

Text of your email:

Hi everyone,
I had to change the time of our next practice from 4pm to **4:30pm** on Thursday.
Sorry about that. Practice is still at Field 3 at Morley Field. See you then.
Coach

Player Recipients:
[Select All](#) | [Select None](#)

☒ [Name] ☒ [Name]
☒ [Name] ☒ [Name]
☒ [Name] ☒ [Name]
☒ [Name] ☒ [Name]
☒ [Name] ☒ [Name]

Non-Player Recipients:
[Select All](#) | [Select None](#)

☐ [Name]

File Attachments:
Maximum size: 20 MB (combined)

Options:
☒ Send a copy of this email to myself

Cancel **Save as Draft** **Send Email**

3. Type in the Subject and Body of your email. Notice that you can format your text, add links, etc.
4. Check the names on your team of who you want to send the email to or click **Select All**.
5. You may add a **File Attachment** to your email here too.
6. You may copy yourself on the email by clicking the check box next to "Send a Copy of this email to myself."
7. Click **Send Email**

Email/Text Issues

Player Recipients:

[Select All](#) | [Select None](#)

<input type="checkbox"/> [Name]	<input type="checkbox"/> [Name]
<input type="checkbox"/> [Name] (No Email) ←	<input type="checkbox"/> [Name]
<input type="checkbox"/> [Name]	<input type="checkbox"/> [Name]
<input type="checkbox"/> [Name]	<input type="checkbox"/> [Name]
<input type="checkbox"/> [Name]	<input type="checkbox"/> [Name]
<input type="checkbox"/> [Name]	<input type="checkbox"/> [Name]

Non-Player Recipients:

[Select All](#) | [Select None](#)

☐ [Name]

If you see **(No Email)** next to one of your player's names, it means that the parent does not want to release their email address. You may have to send the email separately to this parent or ask them to change the **Private** setting to **Receive Team Emails** within the Roster entry for their player within TeamSnap.

Edit Contact Person for [Name]

Label:	Mother	EXAMPLES: Mom, Dad, Legal Guardian, Spouse, etc
First Name:	[Name]	
Last Name:	[Name]	
Email Addresses:	<div> Email: [Email] <input checked="" type="checkbox"/> Private <input type="checkbox"/> Receive Team Emails Delete </div> <div> Label: Parent 1 EXAMPLES: Home, Work, etc </div> <div> <input type="checkbox"/> Allow access to manage [Name]'s account (Shared Access) EXAMPLE: Parents need separate accounts. </div>	

If there are two parents in your family and each parent wants to access TeamSnap from their own account, you can click the option to **Create a New Contact** while in the Player's Contact Information on the Roster Tab. This will send an invitation to this parent to join TeamSnap and each parent can each have their own account.

Texts

The same applies to sending Texts. If you want to let the coach send you texts, go to the Roster Tab and make sure there is a phone number listed and click the "Allow team to send me text messages at this number" option.

Phone Numbers:	<div> Phone Number: [Number] <input type="checkbox"/> Private <input type="checkbox"/> Preferred Delete </div> <div> Label: [Label] EXAMPLES: Mobile, Home, Work, etc </div> <div> <input type="checkbox"/> Allow team to send me text messages at this number ← </div>
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How to Email with your Regular Email Program

You can also email with your regular email program as TeamSnap automatically sets up a team email address that you can send to. When you click Emails, you will see a box to the right with the Team Email Address listed there for your convenience. The first email address listed will send an email to all players and non-players on YOUR TEAM only. The second email address sends an email to only players on your team. The third email address sends an email to only non-players on your team. Tip: Use the first email address.