



The Lincolnwood Way

TeamSnap Training Guide

April 1, 2015



Initial Screen

The screenshot shows a web browser window with the URL <https://go.teamsnap.com/team/dashboard>. The page title is "My Teams". At the top right, there is a button labeled "+ Create New Team or Group". Below this, a team card for "Cubs 2015" is displayed, with a player name "James Dreuth | PLAYER".

The "Upcoming Schedule" section contains the following table:

Upcoming Schedule	Date/Time	Location
Meeting - Cubs Parent / Coach Meeting	Wed, 1 Apr, 2015 7:00 PM - 8:00 PM	Lincolnwood Community Center
Practice - Cubs Practice @ Lincoln Hall Gym	Thu, 2 Apr, 2015 6:00 PM - 7:00 PM	Lincolnwood - Lincoln Hall
Pictures - Cubs Picture Day	Sun, 17 May, 2015 TBD	Lincolnwood - Proesel Park Shelter

At the bottom of the schedule section, there is a button labeled "Go To My Full Schedule".



Team Roster

The screenshot shows a web browser window displaying the TeamSnap interface for a team named "Cubs 2015". The browser address bar shows the URL: <https://go.teamsnap.com/989388/roster/list>. The page header includes the team name "Cubs 2015" and the association "Lincolnwood Baseball & Softball | Lincolnwood Baseball Association". A navigation bar contains icons for Home, Roster, Schedule, Availability, Tracking, Payments, Statistics, Refreshments, Media, Messages, Team Store, and Manager. The main content area is titled "Roster" and includes an "Export" button. Below the title, there are buttons for "New Player" and "Import Players". A "Manager Tip" box provides instructions on how to invite players. The roster is presented as a table with columns for #, Photo, Name, Contact Info, Position, and Manager. The table contains six rows, each representing a player named "John Smith" with the same contact information. Each row has "Edit" and "Delete" buttons in the Manager column. At the bottom of the table, it says "6 Total Players".

#	Photo	Name	Contact Info	Position	Manager
		John Smith	John.Smith@email.com (847)556-5555		Edit Delete
		John Smith	John.Smith@email.com (847)556-5555		Edit Delete
		John Smith	John.Smith@email.com (847)556-5555		Edit Delete
		John Smith	John.Smith@email.com (847)556-5555		Edit Delete
		John Smith	John.Smith@email.com (847)556-5555		Edit Delete
		John Smith	John.Smith@email.com (847)556-5555		Edit Delete

6 Total Players



Schedule

Game / Event	Result	Date	Time	Location	Manager
Parent / Coach Meeting		Wed, Apr 1, 2015	7:00 PM - 8:00 PM	Lincolnwood Community Center	[Edit] [Delete]
Practice @ Lincoln Hall Gym		Thu, Apr 2, 2015	6:00 PM - 7:00 PM	Lincolnwood - Lincoln Hall	[Edit] [Delete]
Picture Day		Sun, May 17, 2015	TBD	Lincolnwood - Proesel Park Shelter	[Edit] [Delete]

Within your TeamSnap account

On the public www.lwbbba.org site

Date	Time	Event	Location
April 02, 2015	7:00 PM	Parent / Coach Meeting	Lincolnwood Community Center
May 17, 2015	TBD	Picture Day	Lincolnwood - Proesel Park Shelter



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.

Parents:
You can also leave a note next to the availability box, e.g. Johnny will be 15 minutes late for the game

Players	Game Fri, Apr 13 - 11:15 AM	Practice Mon, Apr 16 - 1:00 PM	Game Wed, Apr 18 - 7:05 PM	Game Sat, Apr 21 - 12:00 PM	Game Wed, Apr 25 - 10:30 AM	Game Sat, Apr 28 - 7:00 PM
Angela Williams	✔	✔	✘	✔	✔	✔
Annie Blair	✔	✘	✔	✔	✔	✔
Cindy Friedman	✔	✔	✔	✔	✔	✔
Eva Chen	✔	✔	✔	✘	✔	✔
Jake Munoz	✔	✔	✔	✔	✔	✔
Jeff Anderson	✔	✔	✔	✔	✔	✔
Jim Parson	✔	✔	?	✔	?	✔
Todd Margolis	✔	✔	✘	✔	✔	✔
Tom Ariyoshi	✔	✔	✔	✔	✔	✔
Tracy Smith	✔	✔	✔	✔	✔	?
Tran Nguyen	✔	✔	✔	?	✘	✘

Coaches:
You can email a reminder to people that have not replied

PARENTS: the coaches are volunteers and not babysitter. Help them by letting them know your son or daughter will not be attending a game or practice



Player Information

Edit Player

First Name:

Last Name:

Email Addresses:

Email: Private [Receive Team Emails](#)

Label: EXAMPLES: Home, Work, etc

Want to allow more than one person to create their own login for this player? Don't add them here -- use our [Shared Access](#) feature.

Gender:

Birthdate: [Hide Age](#)

Jersey Number:

Position(s):

Phone Numbers:

Phone Number: Private [Preferred](#)

Label: EXAMPLES: Mobile, Home, Work, etc

Allow team to send me text messages at this number

Address: [Private](#)

City:

State/Province:



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.

Phone Numbers:

Phone Number: 555-555-5555 Private Preferred

Label: Cell EXAMPLES: Mobile, Home, Work, etc

Allow team to send me text messages at this number

Mobile Phone Provider:

Don't see your provider? [Contact us](#)

You must add this information if you want to receive texts



Need two users 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.

Home Roster Schedule Availability Tracking Payments Statistics Refreshments Photos & Files Messages Team Store Preferences Manager

Player Profile for Abby H.

Manager: [New Player](#) [Import Players](#)

Abby H. [Edit](#)

Name:	Abby H.
Email:	beth@teamsnap.com
Gender:	Female
Address:	
Phone Numbers:	
Jersey Number:	
Position:	
Status:	TeamSnap Member Disable
Last Online:	14 days ago

Additional Contacts [New Contact](#)

Add contact information for additional persons who should be listed with this player. (EXAMPLES: Mom, Dad, legal guardian or spouse.) Each additional contact may optionally be given their own login so they can manage your information.

Player Links and Files

Links: [Add New Link](#)

Files: [Add New File](#)

New Contact Person for Abby H.

Label: EXAMPLES: Mom, Dad, Legal Guardian, Spouse, etc

First Name:

Last Name:

Email Addresses:

Email: Private Receive Team Emails

Label: EXAMPLES: Home, Work, etc

[Add Another Email Address](#)

Phone Numbers:

Phone Number: Private Preferred

Label: EXAMPLES: Mobile, Home, Work, etc

Allow team to send me text messages at this number

[Add Another Phone Number](#)

Address: Private

City:

State/Province:

Zip/Postal Code:

Shared Access: Allow Shared Access

[Cancel](#) [Save](#)



Email Notification - Parents

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.

A screenshot of a web interface for setting email notifications. At the top, there are two tabs: "Notifications" (selected) and "My Public Access Info". Below the tabs is a form titled "My Personal Game and Event Notifications" with "Cancel" and "Save" buttons. The form contains four checkboxes, each with a red circle around it. A red arrow points to the first checkbox. The checkboxes are: "Email me a reminder before each Game", "Email me a reminder before each Event", "Email me a list of available players before each Game", and "Email me a list of available players before each Event".

Notifications My Public Access Info

My Personal Game and Event Notifications Cancel Save

Email me a reminder before each Game

Email me a reminder before each Event

My Manager Notifications About Available Players

Email me a list of available players before each Game

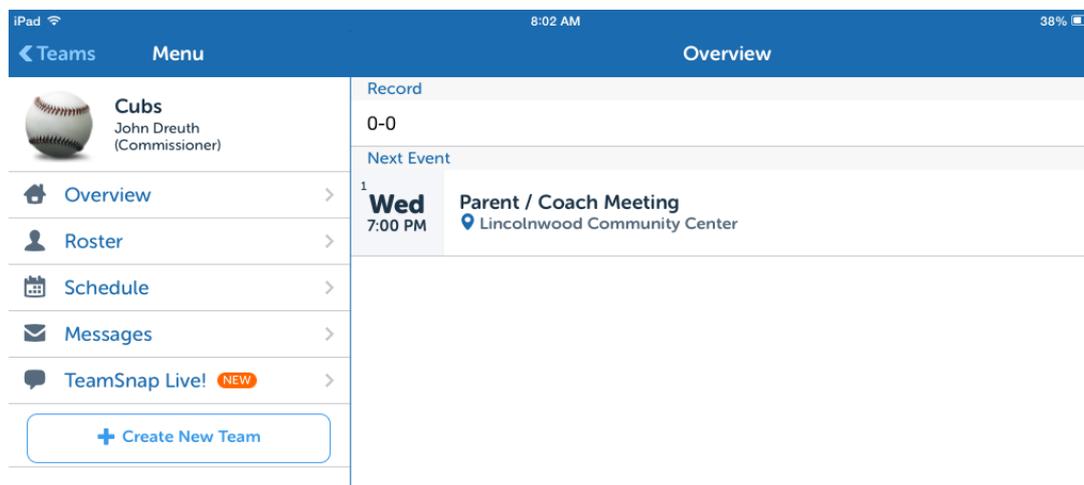
Email me a list of available players before each Event



Mobile App

Download the TeamSnap mobile app today and get all the information on your phone.

- Roster
- Schedule
- Field directions





Manager Tab: Game & Event Notification

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.

- *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. 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**.

Manager Tools

Team Settings | Site Prefs | Tab Manager | Custom Fields | Public Access | Seasons

Site Preferences

Cancel Save

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



Manager Tab: Public Access

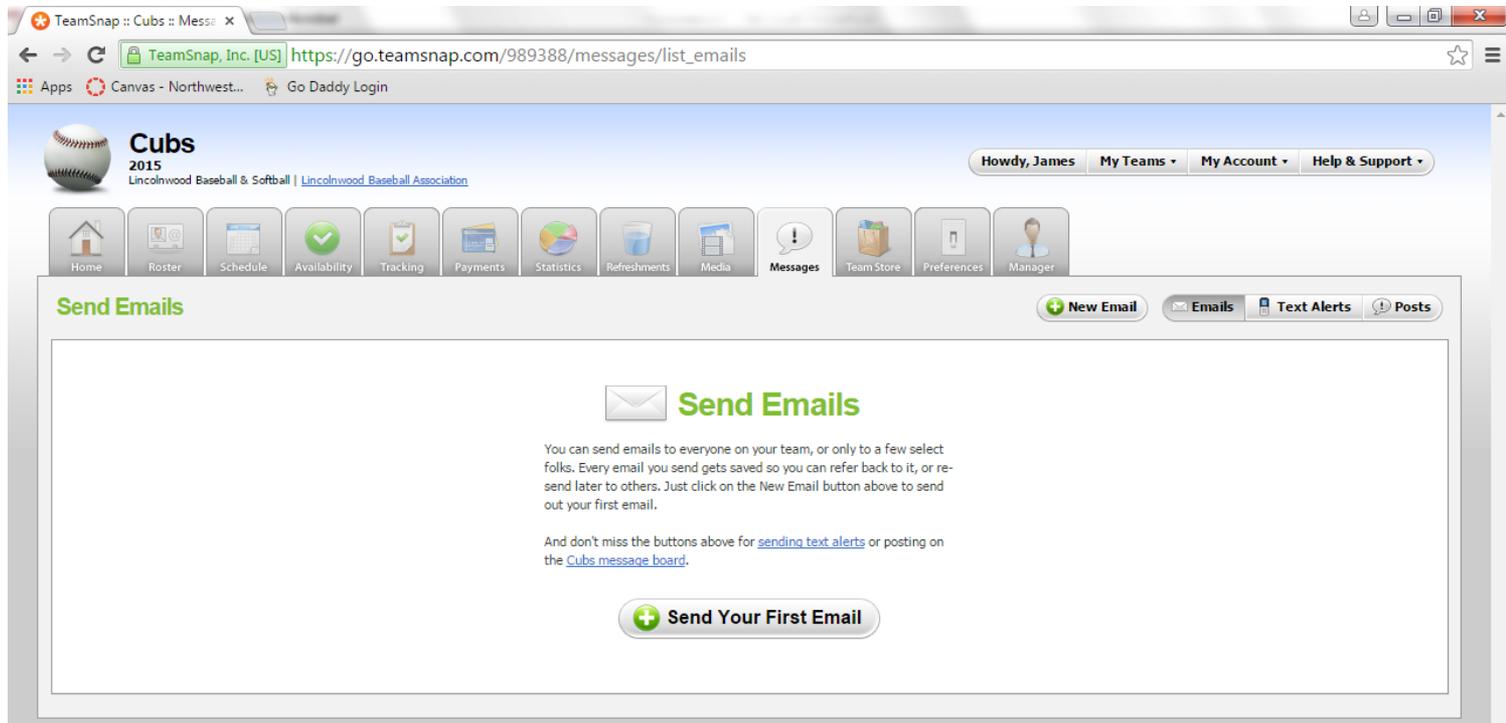
Public Access gives your team a public site, which can be accessed by those outside of your team. You can control which portions of your site these folks can see by turning on or off the various tabs for your team's site. Simply click in any of the boxes to turn each item off or on.

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.



Team Emails

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.





Team Texts

You can also set up use of your Team Texting. The Team Texting allows you to send texts to your team (or certain groups of people on your team) from TeamSnap.

The screenshot shows the TeamSnap interface for the "Cubs 2015" team. At the top, there's a navigation bar with "Howdy, John", "My Teams and Leagues", "My Account", and "Help & Support". Below that is a row of icons for Home, Roster, Schedule, Availability, Tracking, Payments, Statistics, Refreshments, Media, Messages, Team Store, and Manager. The main content area is titled "Send Text Alerts" and features a "New Text Alert" button, "Emails", "Text Alerts", and "Posts" options. The central text explains that users can send text alerts to everyone on the team or to specific individuals. A large "Send Your First Text Alert" button is prominently displayed. At the bottom, it says "POWERED BY TEAMSnap" and includes social media links for Facebook, Twitter, and TeamSnap Blog, along with copyright information for 2005-2015 TeamSnap Inc.

Parents: You must register within your profile to receive text messages



Team Refreshments

You can also set up use of your Team Refreshments. The Team Refreshments allows you to assign refreshments to players on certain dates.

Cubs
2015
Lincolnwood Baseball & Softball | [Lincolnwood Baseball Association](#)

Howdy, John | [My Teams and Leagues](#) | [My Account](#) | [Help & Support](#)

Home | Roster | Schedule | Availability | Tracking | Payments | Statistics | Refreshments | Media | Messages | Team Store | Manager

Refreshments (or anything else)

[View Preferences](#)

Game / Event	Date	Time	Location	Who's Bringing What
Parent / Coach Meeting	Wed, Apr 1, 2015	7:00 PM - 8:00 PM	Lincolnwood Community Center	Assign Refreshment...
Practice @ Lincoln Hall Gym	Thu, Apr 2, 2015	6:00 PM - 7:00 PM	Lincolnwood - Lincoln Hall	Assign Refreshment...
Dick's Sporting Goods - Lincolnwood Baseball Association Shop Event	Sun, Apr 12, 2015	11:00 AM - 4:00 PM	Dick's Sporting Goods - Niles	Assign Refreshment...
Lincolnwood Baseball/Softball Association Day	Sun, Apr 26, 2015	1:00 PM	Rocky Miller Park	Assign Refreshment...
Picture Day	Sun, May 17, 2015	TBD	Lincolnwood - Proesel Park Shelter	Assign Refreshment...

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Scheduling & Reporting Scores

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 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.

A screenshot of a web form titled "New Game". The form has several sections: "Date:" with a calendar icon and "MM/DD/YYYY" format; "Time:" with AM/PM dropdown and "HH:MM (Leave blank for 'TBD')"; "Opponent:" with a dropdown menu; "Location:" with a dropdown menu; "Hide Optional Game Info" button; "Home or Away:" with a dropdown menu; "Duration:" with "HH:MM" format; "Arrival Time:" with "minutes before game time" input; "Extra Label:" with "(PRESEASON, PLAYOFFS, etc)" text; "Display Icon:" with six colored icons; "Not for Standings:" with a checkbox and text "Don't count this game toward standings" (pointed to by a red arrow); "Canceled:" with a checkbox and text "Show this game as canceled on the schedule" (pointed to by a red arrow); "Notes:" with a text area and a note "If you want to know who is coming, make sure this box is checked."; and "Availability" section with a checkbox "Track availability on the Availability tab" (pointed to by a red arrow). A grey callout box on the right says "Check this box for games, such as tournaments, that you do not want reflected in your record." pointing to the "Not for Standings" checkbox.

After the game, don't forget to record the score



TeamSnap Support

- If you have any questions that have not been answered here:
 - Email the league at info@lwbbba.org
 - Visit TeamSnap's help site at <http://help.teamsnap.com/> or email them at support@teamsnap.com.

