TeamSnap – Team Adminstration

Contents

Add a Volunteer to the Roster. 2

Add a Practice to the Schedule. 2

Add a Game to the Schedule. 3

Edit a Practice or Game to the Schedule. 3

TeamSnap Team Administration

The following tasks will guide you through the common administration tasks.

Note: All steps are written based on the web interface. To access the web version go to: https://go.teamsnap.com/login/signin/

For additional resources check out the TeamSnap Help.

Add a Volunteer to the Roster (Web).

1. Click the **Roster** tab.
2. Click **Add Manager**.
3. Beside **First Name**, enter a **First Name**.
4. Beside **Last Name**, enter **Last Name**.
5. Beside **Manager**, if you want the person to be able to manage the team, select **Make this person a manager**.
   ie. They can log in and access the Health Check information.
6. Beside **Non-Player**, select **This person is a non-playing member of the team**.
7. Under **Email**, enter an email address.
8. Ensure **Invite to Join is selected**.
9. Click **Save**.

Add a Practice to the Schedule (Web).

1. Click the **Schedule** tab.
2. Point to **New**, and then click **New Event**.
3. Beside **Name of Event**, enter a title.
   For example, Practice.
4. Beside **Date**, click the **Calendar** icon, and then select a date.
5. Beside **Time**, select the time.
6. Beside Location, select a **Location**.
   If a location is missing contact webmaster@metcalfejets.ca to add.
   Note: you can also add a New Location.
7. Next to **Optional Event Info**, click **Show**.
8. Beside **Duration**, enter the duration.
   IE.50 minutes.
9. If you want your team to be notified, select **Notify your team?**.
10. Click **Save**.

Add a Game to the Schedule (Web).

1. Click the **Schedule** tab.
2. Point to **New**, and then click **New Game**.
3. Beside **Date**, click the **Calendar** icon, and then select a date.
4. Beside **Time**, select the time.
5. Click the Opponent drop-down, and then select an Opponent.
   If the Opponent is not there, click **New Opponent** to add one.
6. Beside Location, select a **Location**.
   If a location is missing contact webmaster@metcalfejets.ca to add.
   Note: you can also add a New Location.
7. Next to **Optional Event Info**, click **Show**.
8. Beside **Duration**, enter the duration.
   IE.50 minutes.
9. Beside **Extra Label**, enter a label.
   e.g. Exhibition, Tournament.
10. Beside **Not for Standings**, select **Don't count this game toward standings**.
11. If you want your team to be notified, select **Notify your team?**.
12. Click **Save**.

Edit a Practice or Game to the Schedule (Web).

1. Click the **Schedule** tab.
2. Click **List View**.
3. Locate the event to be changed, click **Edit**.
4. Make all of the changes.
5. If you want your team to be notified, select **Notify your team?**.
6. Click **Save**.