

## TeamSnap for Teams: Members and Contacts Guide to Getting Started

Welcome to TeamSnap! As a new member of a TeamSnap team, we have put together this handy guide to get you set up and, on your way, to using TeamSnap like a pro! This guide for getting started is aimed at players and their fans (parents, guardians, family members).

### Accept Your Invitation

To get started, you should have a TeamSnap invitation sent to you by an administrator for your team or sports organization. If you went through registration to join a sports organization, you will not need an invitation and can skip this section. Depending upon whether or not you've used TeamSnap before, your invitation may be handled in a couple of different ways. Check out our help article for info on how your invitation will be handled and instructions on how to accept: [Accepting a Team Invitation](#).

Welcome! Let's join your team:  
**Awesome Team**

Email: ██████████@teamsnap.com

Create password:

8+ characters Show

I agree to TeamSnap's [Terms of Service](#).

Receive TeamSnap newsletter?

[Create Account](#)

Already have a TeamSnap account?  
[Sign in](#)

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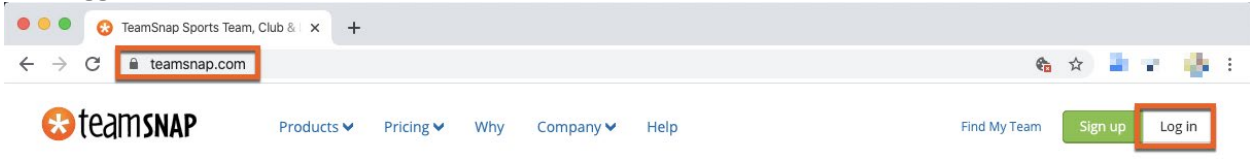
### Download the Mobile App

The only thing better than TeamSnap is TeamSnap in your pocket wherever you go! Download our free app for iOS or Android, log in with your new username and password, and feel the power!



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### Get Logged in

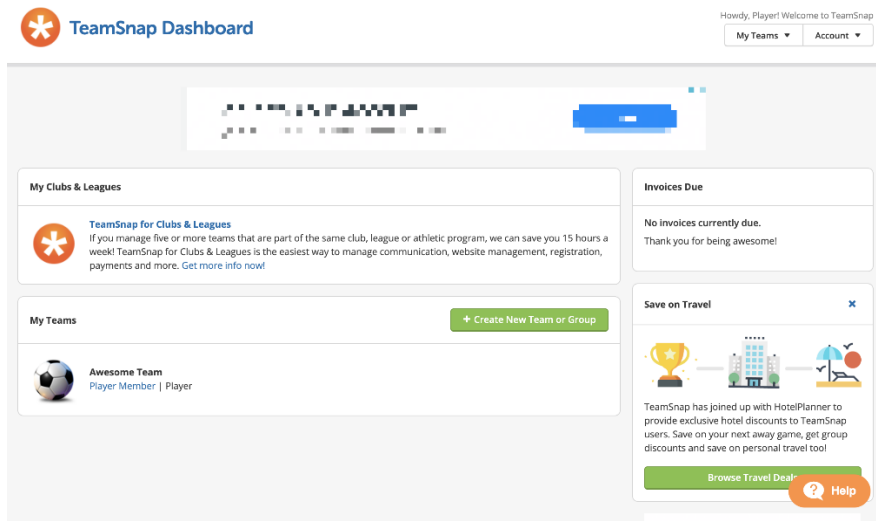


**The easiest way to  
manage your team**

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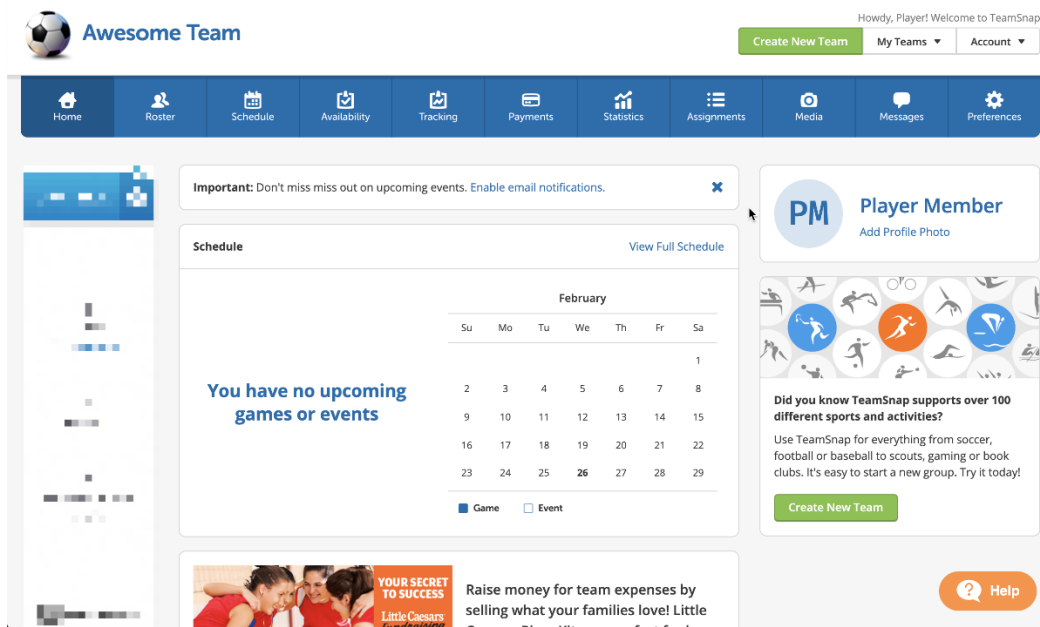
## Get to Know Your Dashboards

Once you've been added to your team in TeamSnap, you'll log in and access your TeamSnap dashboard. This is where you access and manage your account and all the teams you are affiliated with.



The screenshot shows the main TeamSnap dashboard. At the top left is the "TeamSnap Dashboard" logo. At the top right, it says "Howdy, Player! Welcome to TeamSnap" with "My Teams" and "Account" dropdown menus. The dashboard is divided into several sections: "My Clubs & Leagues" with a "TeamSnap for Clubs & Leagues" card; "My Teams" with a "Awesome Team" card and a "Create New Team or Group" button; "Invoices Due" with a "No invoices currently due" message; and "Save on Travel" with a "Browse Travel Deals" button and a "Help" button.

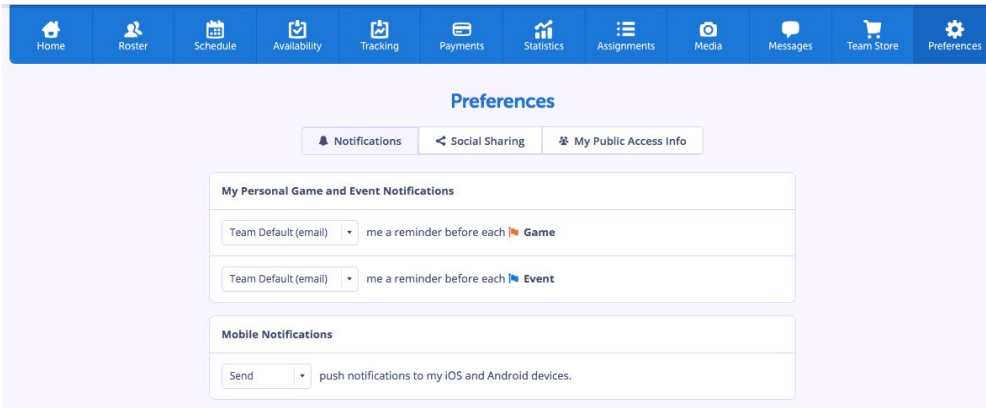
The My Teams section of your TeamSnap dashboard will display any teams your account has been rostered to. Access your team dashboard by clicking your name below your team name under the My Teams section. Any and all information about your team, schedule, messaging and more will be viewable through the team dashboard.



The screenshot shows the "Awesome Team" dashboard. At the top left is the "Awesome Team" logo. At the top right, it says "Howdy, Player! Welcome to TeamSnap" with "Create New Team", "My Teams", and "Account" buttons. Below the header is a navigation bar with icons for Home, Roster, Schedule, Availability, Tracking, Payments, Statistics, Assignments, Media, Messages, and Preferences. The main content area includes: an "Important" notification about email notifications; a "Schedule" section with a "View Full Schedule" link and a calendar for February showing "You have no upcoming games or events"; a "Player Member" profile card for "PM" with an "Add Profile Photo" button; a "Did you know TeamSnap supports over 100 different sports and activities?" section with a "Create New Team" button; and a "YOUR SECRET TO SUCCESS" advertisement for "Little Caesars" with the text "Raise money for team expenses by selling what your families love! Little Caesars". A "Help" button is located at the bottom right.

## Customize Your Notification Preferences

- Log into your TeamSnap account
- Click your team name under My Teams in your TeamSnap Dashboard
- Click the Preferences tab
- Under Notifications, set your preferences for how you'd like to receive alerts. We recommend leaving the settings as they are, but you can always adjust things like how far in advance you receive game reminders.



## Sync your schedule

Many TeamSnap users like to sync their TeamSnap schedules to their personal calendar to have even greater visibility into upcoming games and events.

## Update Availability

A few days before each game, you'll get an email asking if you're available or not. Make sure to click Yes, No, or Maybe, so your coach has an accurate headcount for the game.

## Try TeamSnap Live!, Team chat, and Direct/Group Messaging

Want to provide live scoring updates, share pictures, and talk about the action with your team in real time? When using either of our mobile apps, you can use the Team Chat feature to communicate with other members any time, and separate event chats (TeamSnap Live!) will open up during game and event times for everyone to stay up-to-date in real-time! You also have the option of creating direct messages with one or more people all on our mobile apps!

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