Preparation

Please remember that while the TeamSnap Mobile app can be used for almost all functionality at the 'Team' level – Commissioner functions (other than Messages) can only be done when logged in through a browser.

When logged in to your TeamSnap account from the browser, you should see a 'League Commissioner' item that you will use to carry out the actions outlined in this document. If you do not see an entry like this, please contact me to address the problem.

Step 1: Make sure that you have the correct number of 'Teams' within your 'Division. Add/Remove additional teams as needed.

Reference Link: https://helpme.teamsnap.com/hc/en-us/articles/115010126828-Setting-Up-Divisions-Teams

Click the 'New Teams' button and enter Team Name – all other fields can be left blank for the time being.

7th/8th Grade Girls Rec

My Leagues and Teams ▼   Account ▼   Support ▼

👤 **Teams**	⇄ **Rostering**	📷 **Directory**	📅 **Schedule**	💬 **Messages**

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+ New Team(s)

Logo	Team	Sport	Team Owner	Owner Contact Info	Admin
🏀	Team 1	Basketball	None [Change]		Delete
🏀	Team 2	Basketball	None [Change]		Delete
🏀	Team 3	Basketball	None [Change]		Delete
🏀	Team 4	Basketball	None [Change]		Delete
🏀	Team 5	Basketball	None [Change]		Delete
🏀	Team 6	Basketball	None [Change]		Delete

Step 2: (Optional) Export Division Roster of Players to Excel.

Navigate to the 'Directory' tab and select the 'Export to CSV' button. You will receive an email with the exported data within a few minutes.

Step 3: Move Players from the Division Roster to the appropriate Team Roster.

Reference Link: https://helpme.teamsnap.com/hc/en-us/articles/115009005267-Assigning-Members-to-a-Division-or-Team

Navigate to the 'Rostering' tab. You can add a filter be selecting from available fields and values if you wish to subset the list of Players. NOTE: You will only see players that have been moved to your Division in the Player List.

Page down on the 'Rostering' tab passed the filter section. You will see of list of all 'Unassigned' players (no Team assigned) in the left column and a list of available Teams within your Division in the right column.

You can click on one or more players in the left column that you want to assign to a specific team. Once the players are selected, you will drag and drop those player(s) to the desired team in the right column. NOTE: In order to drop Players on to a specific Team, you must click on the Team Name to 'expand' the list of Players already on that team. Then you will be able to drop additional players on to that Team's Roster.

Step 4: Add Coaches to Team Rosters

https://helpme.teamsnap.com/hc/en-us/articles/217962858-Adding-Members

https://helpme.teamsnap.com/hc/en-us/articles/115010680588-Assigning-Team-Owners

Once you select your Coaches, you will need to add those individuals directly to their assigned team by Navigating to the 'Directory' tab and clicking the 'Add' button.
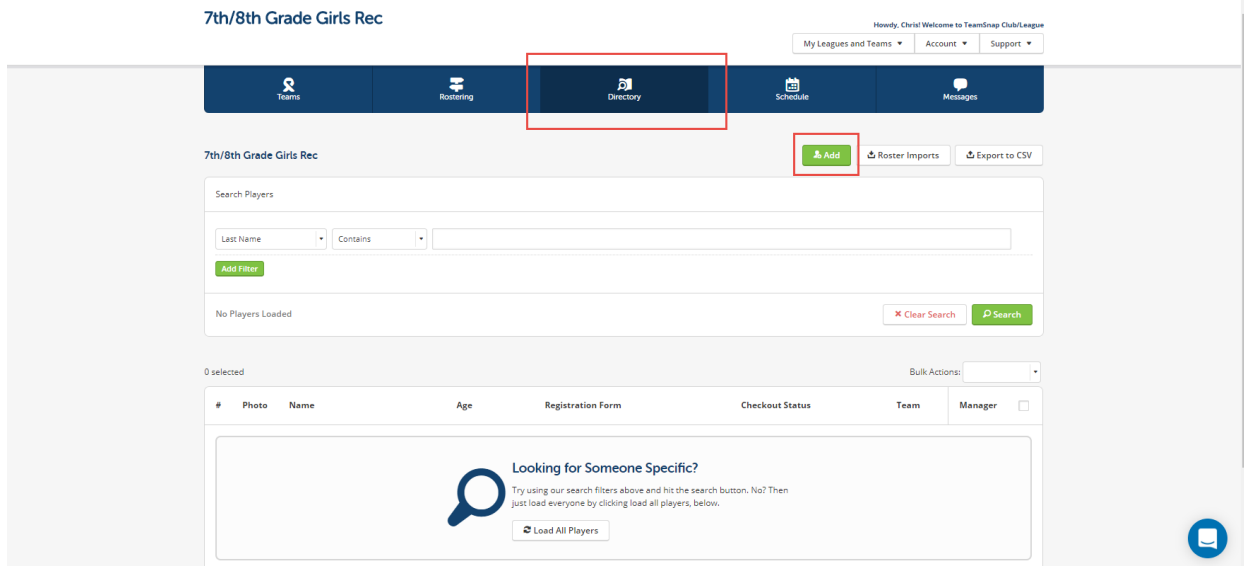
You will need to fill in First Name, Last Name, Email Address, and Phone Number as a minimal set of info to add the Coach. You will also need to look under the 'Optional Information' section and activate the checkbox for providing 'manager access' as well as indicating this is a 'Non-player' on the assigned team.

Once you have created the Coach within your Division, you will need to follow the instructions from Step 3 of this document to assign them to correct team.

Step 5: Use the spreadsheet template to create the Season schedule for your Division. Import the resulting Spreadsheet.

https://helpme.teamsnap.com/hc/en-us/articles/218439537

I have created and will share a csv file titled "HBC - TeamSnap_ClubLeague_Schedule_Import_Template.csv" that contains some example content for how to capture 'Games' for your Division Schedule.

The 'New Game' and 'Add Event' buttons on the 'Schedule' tab can be used to manually enter Games or Events (e.g. practices), but this is time consuming. The 'Schedule Imports' button can be used to import your entire season schedule in to the system in one shot.
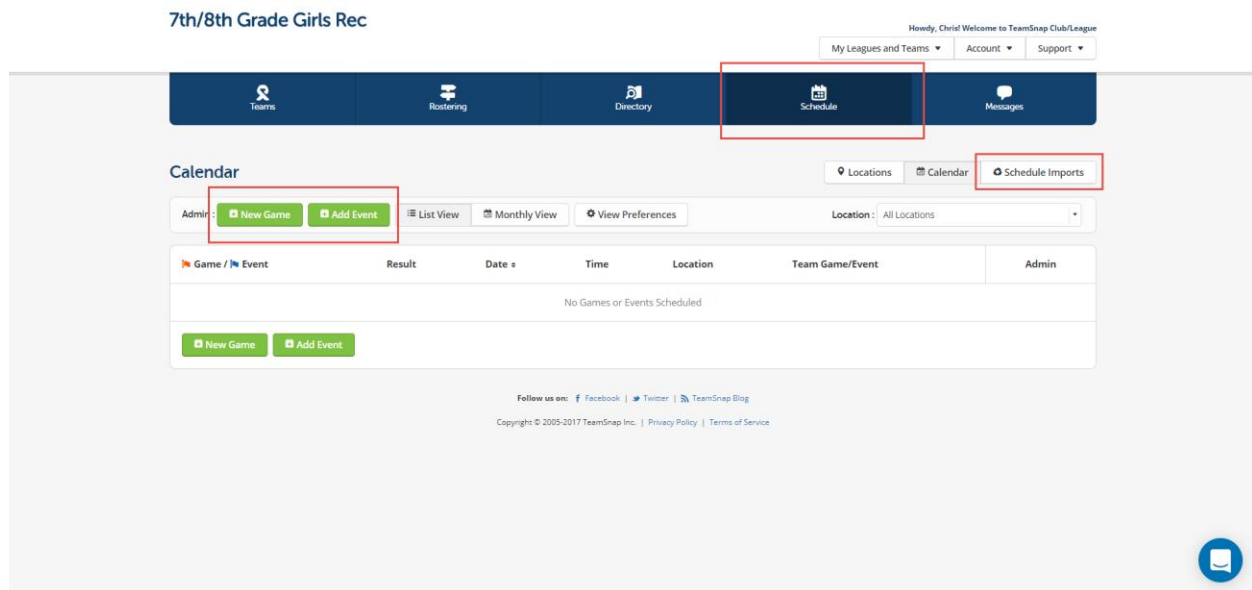
You must first 'Upload Import File' to get the file on to the server. You then have to take a second step to 'Upload Schedule from File' to load the content of that file into the TeamSnap Schedule function.
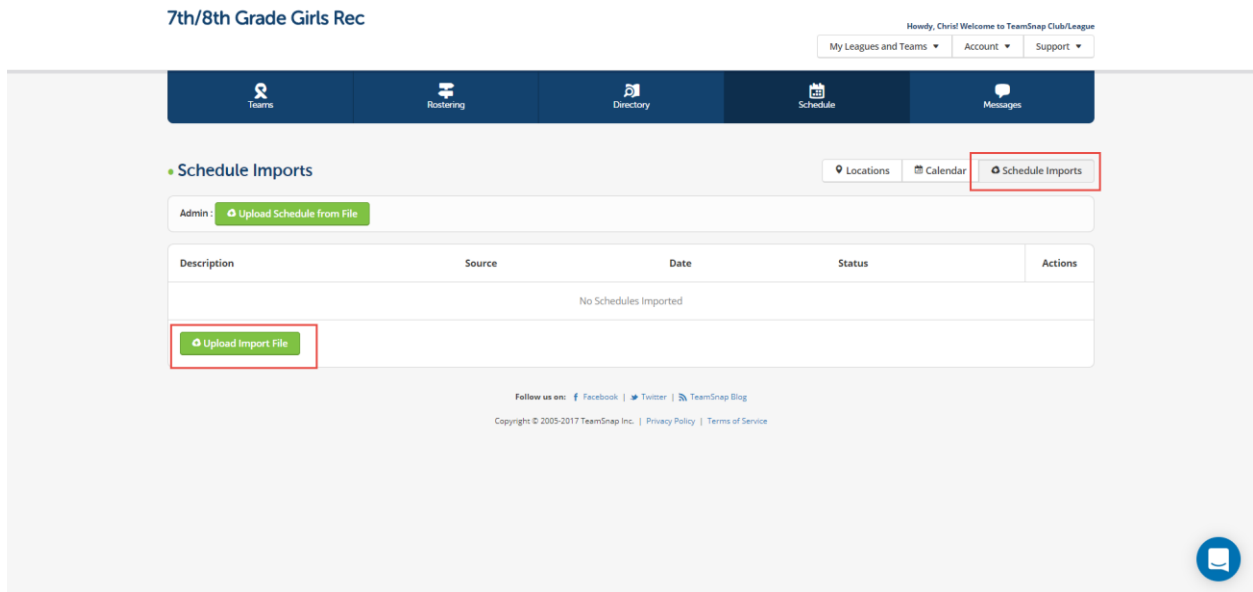
Step 6: Use the 'Messages' function to communicate with you entire Division, only the Coaches in the Division, or the members of a specific Team as needed.

At the League/Division level, the only option you have within the Messages tab is to send emails. Text Messages are only available down at the 'Team' Level.
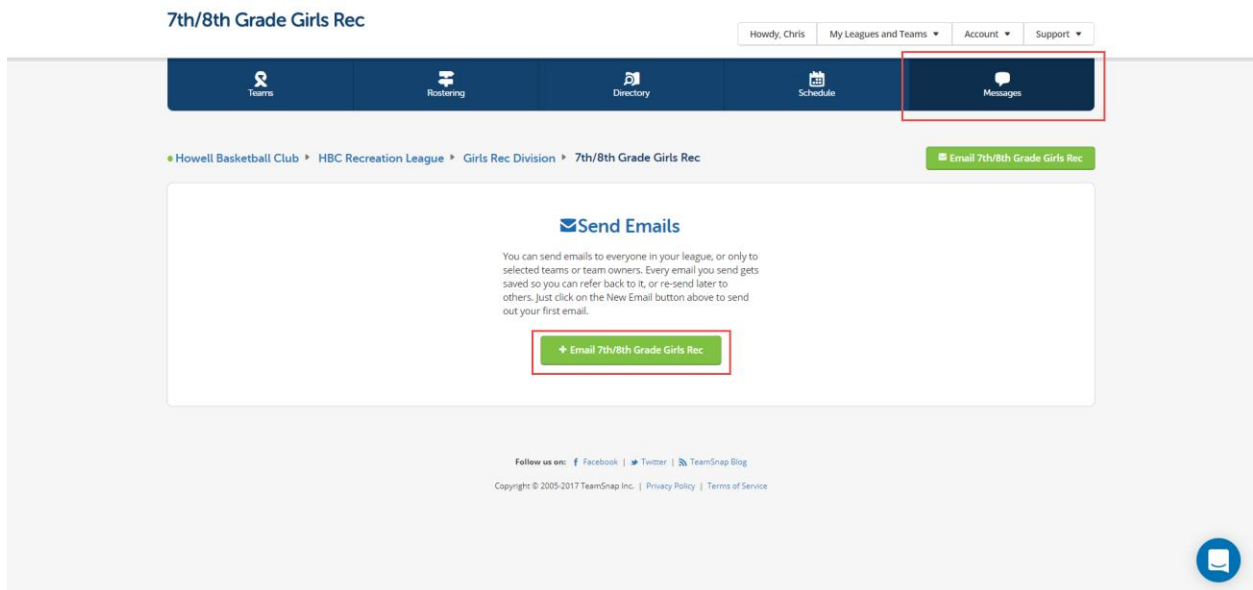
You first enter the Subject and Body of the message to be sent in the email editor.

Teams | Rostering | Directory | Schedule | Messages

· **Email 7th/8th Grade Girls Rec**

Subject:

Send Email From:
croberts.syr@gmail.com ▼

Text of your email:

A ▼ A ▼ B I U ≡ ≡ ≡ ≡

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Powered by TinyMCE

You then select Players and/or Managers you want this message to be sent to. You have the option to add File attachments and you can have the system send a copy of your email to your email account as well.

Team Recipients:
Send to all members of the selected teams
Select All | Select None

- ☐ Team 1
- ☐ Team 2
- ☐ Team 3
- ☐ Team 4
- ☐ Team 5
- ☐ Team 6
- ☐ Team 7
- ☐ Team 8
- ☐ Unassigned Players

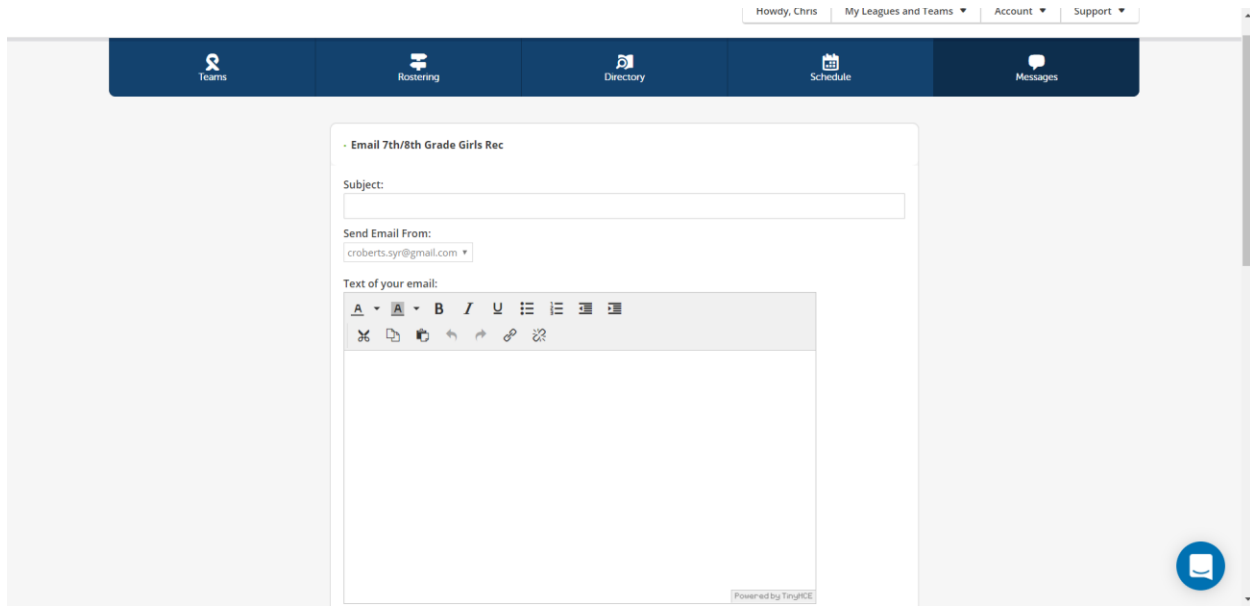**Manager/Commissioner Recipients:**
Send to all managers of the selected teams
Select All | Select None

- ☐ Team 1 Managers
- ☐ Team 2 Managers
- ☐ Team 3 Managers
- ☐ Team 4 Managers
- ☐ Team 5 Managers
- ☐ Team 6 Managers
- ☐ Team 7 Managers
- ☐ Team 8 Managers
- ☐ All Commissioners (7th/8th Grade Girls Rec)

Note that our SmartSend technology ensures that sending to both teams and managers will not result in duplicate emails.

File Attachments:
Maximum size: 20 MB (combined)

Add File...

Total Size: 0 Byte

Options:
☐ Send a copy of this email to myself

✖ Cancel | ✔ Save as Draft | ✉ Send this Email