

## 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.

The screenshot displays the TeamSnap interface for a user named Chris. The top navigation bar includes the user's name and options for 'Account' and 'Support'. The main dashboard is split into two primary columns. The left column, titled 'My Leagues', contains two entries: '7th/8th Grade Girls Rec' (League Commissioner) and 'HHS One Voice' (League Commissioner). The '7th/8th Grade Girls Rec' entry is highlighted with a red rectangular box. Below this is the 'My Teams' section, which features a green '+ Create New Team or Group' button and a list of three teams: 'HBC Board Members' (Chris Roberts | Non-Player), 'HBC Travel Coaches' (Chris Roberts | Non-Player), and 'Howell Hawks - U12 Girls Travel Team' (Christopher Roberts | Team Owner). The right column contains 'System Announcements' and 'News and Tips from the TeamSnap Blog'.

**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







Howdy, Chris! Welcome to TeamSnap Club/League

My Leagues and Teams Account Support

Teams Rostering Directory Schedule Messages

## 7th/8th Grade Girls Rec

+ New Team(s)

Logo	Team	Sport	Team Owner	Owner Contact Info	Admin
	<a href="#">Team 1</a>	Basketball	None <a href="#">Change</a>		<a href="#">Delete</a>
	<a href="#">Team 2</a>	Basketball	None <a href="#">Change</a>		<a href="#">Delete</a>
	<a href="#">Team 3</a>	Basketball	None <a href="#">Change</a>		<a href="#">Delete</a>
	<a href="#">Team 4</a>	Basketball	None <a href="#">Change</a>		<a href="#">Delete</a>
	<a href="#">Team 5</a>	Basketball	None <a href="#">Change</a>		<a href="#">Delete</a>
	<a href="#">Team 6</a>	Basketball	None <a href="#">Change</a>		<a href="#">Delete</a>



**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.

The screenshot shows the TeamSnap interface for a team named "7th/8th Grade Girls Rec". The top navigation bar includes "Teams", "Rostering", "Directory" (highlighted with a red box), "Schedule", and "Messages". Below the navigation bar, there are buttons for "Add", "Roster Imports", and "Export to CSV" (highlighted with a red box). A search bar is present with filters for "Last Name" and "Contains". Below the search bar, it indicates "(10) Players Loaded". A table of players is shown, with one player listed: Mike Greene, who is "Not Rostered (7th/8th Grade Girls Rec)".

#	Photo	Name	Age	Registration Form	Checkout Status	Team	Manager
-		Mike Greene <span>★</span> <small>Online 2 months ago</small>	-	-	-	Not Rostered (7th/8th Grade Girls Rec)	<a href="#">Edit</a> <a href="#">Change Team</a>

Below the table, a modal window displays the TeamSnap logo and the message: "Your roster is being prepared for download!". It includes a progress bar and text stating: "In just a few minutes, you'll get an email at [croberts.syr@gmail.com](mailto:croberts.syr@gmail.com) with a link to download the bundled file! Feel free to wander off while we're preparing the download. You don't have to stay on this page." A "Back" button is located at the bottom of the modal.

**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 by 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 a 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.

First Name	Last Name	Gender	Age	Team
Anna	Clements	Female	13	Not Rostered (7th/8th Grade Girls Rec)
Ava	Zazza	Female	12	Not Rostered (7th/8th Grade Girls Rec)
Chris	Roberts			Not Rostered (7th/8th Grade Girls Rec)
Elisabeth	Clements	Female	13	Not Rostered (7th/8th Grade Girls Rec)
emma	Kerr	Female	13	Not Rostered (7th/8th Grade Girls Rec)
Janet	Meyerson			Not Rostered (7th/8th Grade Girls Rec)
Mike	Greene			Not Rostered (7th/8th Grade Girls Rec)
Olivia	Starace	Female	13	Not Rostered (7th/8th Grade Girls Rec)
Sarah	Moran	Female	12	Not Rostered (7th/8th Grade Girls Rec)
Sasha	Renton	Female	13	Not Rostered (7th/8th Grade Girls Rec)

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.

Assign Members to Division / Team

(9) Results (0) Selected

First Name	Last Name	Gender	Age	Team	
Anna	Clements	Female	13	Not Rostered (7th/8th Grade Girls Rec)	<input type="checkbox"/>
Chris	Roberts		-	Not Rostered (7th/8th Grade Girls Rec)	<input checked="" type="checkbox"/>
Elisabeth	Clements	Female	13	Not Rostered (7th/8th Grade Girls Rec)	<input type="checkbox"/>
emima	Kerr	Female	13	Not Rostered (7th/8th Grade Girls Rec)	<input type="checkbox"/>
Janet	Meyerson		-	Not Rostered (7th/8th Grade Girls Rec)	<input checked="" type="checkbox"/>
Mike	Greene		-	Not Rostered (7th/8th Grade Girls Rec)	<input checked="" type="checkbox"/>
Olivia	Starace	Female	13	Not Rostered (7th/8th Grade Girls Rec)	<input type="checkbox"/>
Sarah	Moran	Female	12	Not Rostered (7th/8th Grade Girls Rec)	<input type="checkbox"/>
Sasha	Renton	Female	13	Not Rostered (7th/8th Grade Girls Rec)	<input type="checkbox"/>

Total Members: 10, Not Rostered: 9, Rostered: 1

- Drop Here or Click to Assign to 7th/8th Grade Girls Rec -

- Team 1 (1 member)

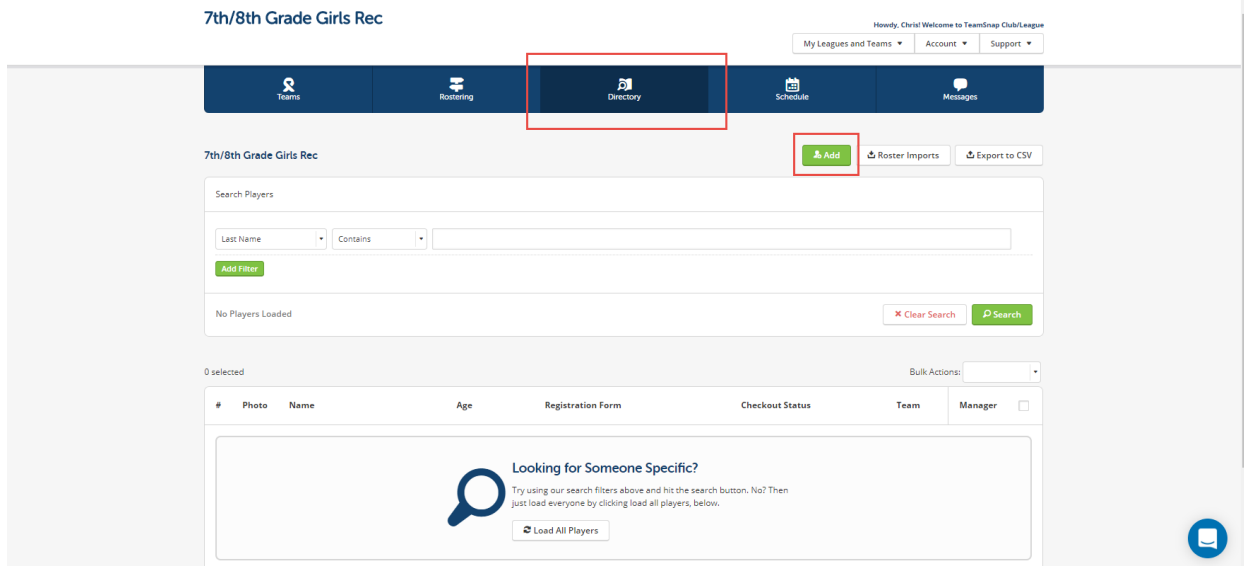
First Name	Last Name	Gender	Age	Team
Ava	Zazza	Female	12	Team 1
- Team 2 (0 members)
- Team 3 (0 members)
- Team 4 (0 members)
- Team 5 (0 members)
- Team 6 (0 members)
- Team 7 (0 members)
- Team 8 (0 members)

#### 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.

Phone Numbers:   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:

**Manager Access:**  Give this person manager access  
(They'll be able to access all manager editing features.)

**Non-Player:**  This person is a non-playing member of the team  
(e.g. coach, team mom, mascot, etc.)

School Attending:   Private  
Name of School currently attending:

Grade in School (as of Sept 2017):   Private  
Enter School Grade Level player will be in as of Sept 2017.

Player Height (inches):   Private  
Enter player height (inches).

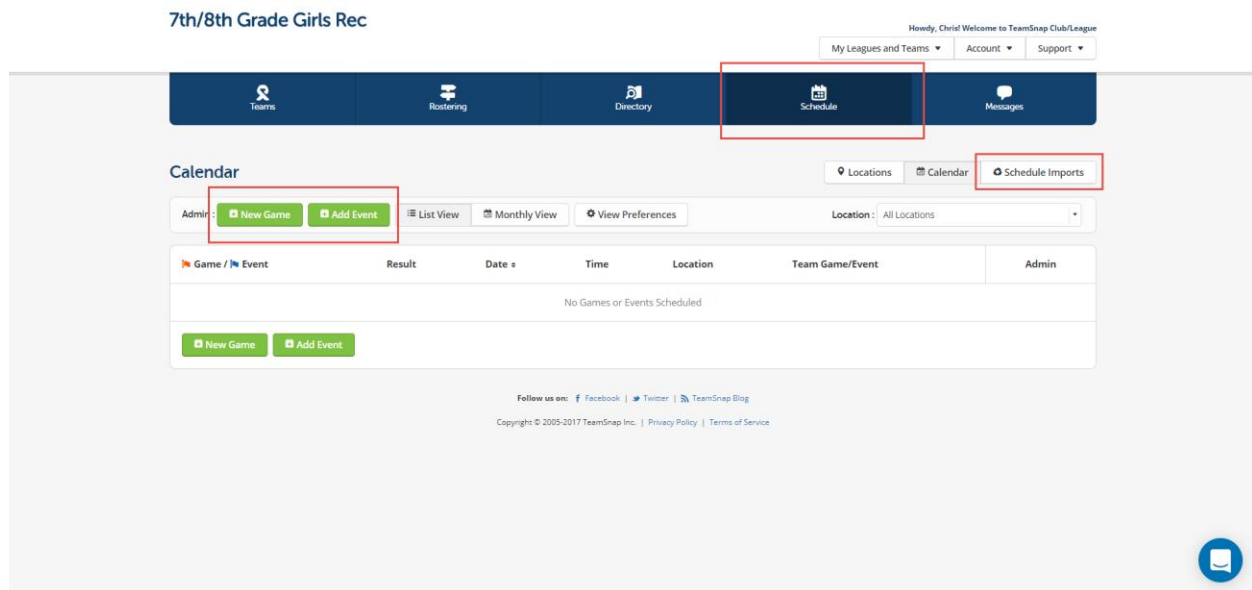
Once you have created the Coach within your Division, you will need to follow the instructions from Step 3 of this document to assign them to correct team.

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

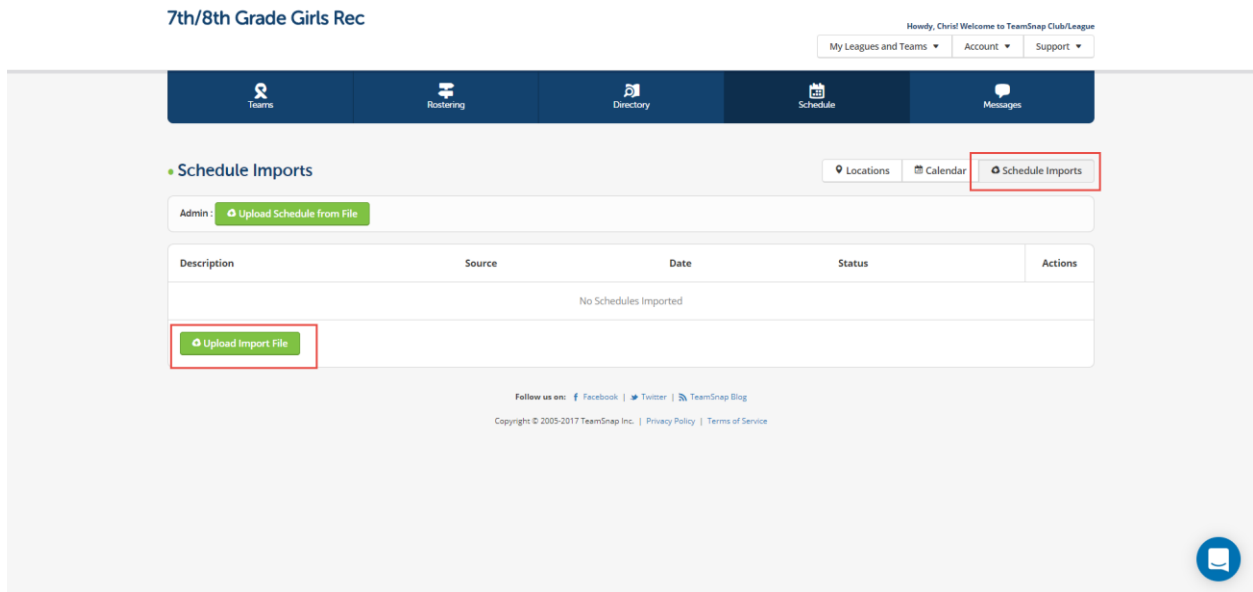
<https://helpme.teamsnap.com/hc/en-us/articles/218439537>

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.

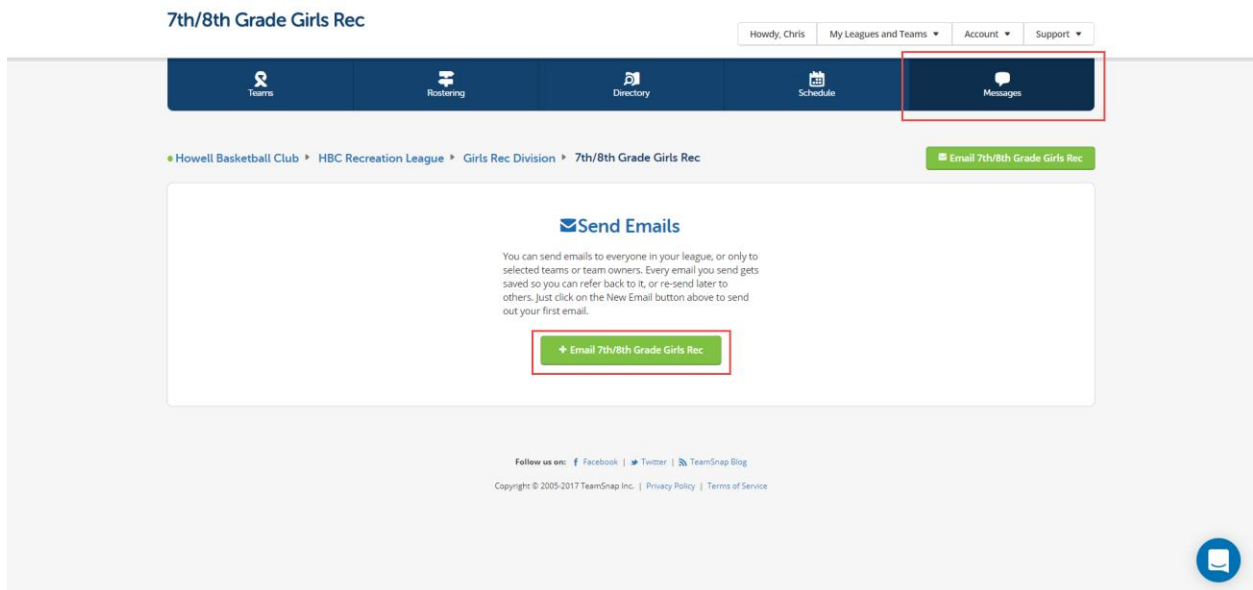


You must first ‘Upload Import File’ to get the file on to the server. You then have to take a second step to ‘Upload Schedule from File’ to load the content of that file into the TeamSnap Schedule function.



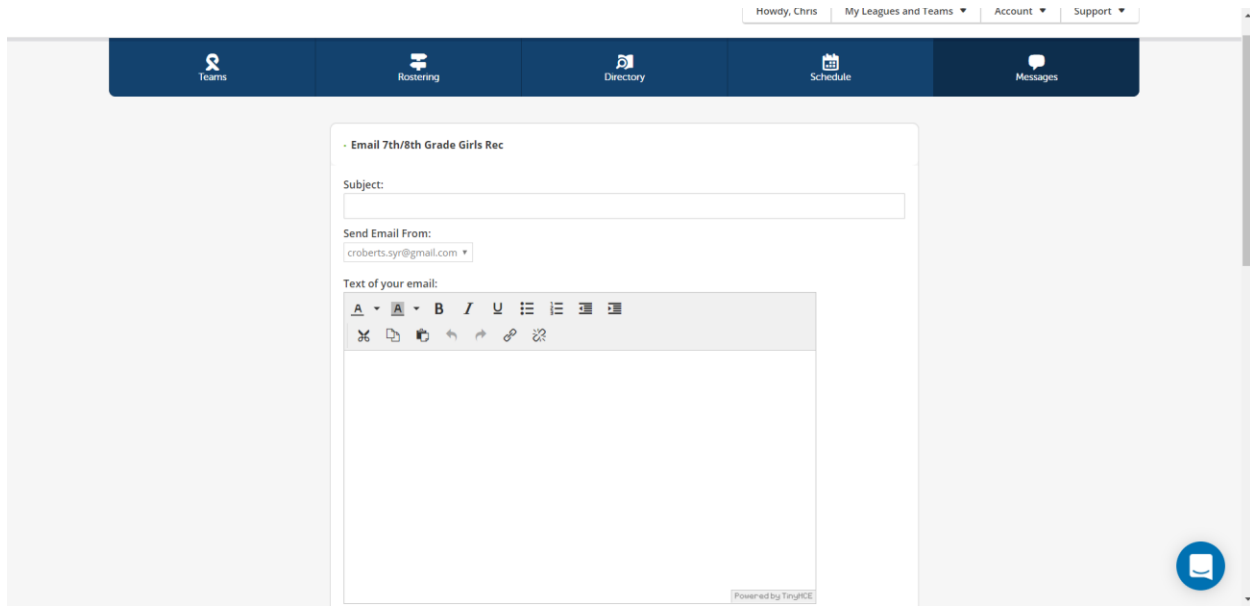
**Step 6:** Use the 'Messages' function to communicate with you entire Division, only the Coaches in the Division, or the members of a specific Team as needed.

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.





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.

