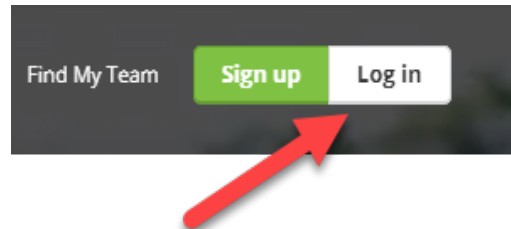


TeamSnap

Helpful Tips to maneuver around the system after you have completed the initial invite acceptance and created your own login/email and password

Log into: www.teamsnap.com

Upper right corner click on **Log In:**



Enter your email and password that you created and then **Log in:**

A screenshot of the TeamSnap login form. It has two input fields: 'Email' and 'Password'. Red arrows point to each field. Below the password field is a checkbox labeled 'Keep me logged in (?)' and a link 'Forgot Password?'. A green 'Log In' button is at the bottom. Below the button is a link 'Looking for a team you were invited to?'.

Email

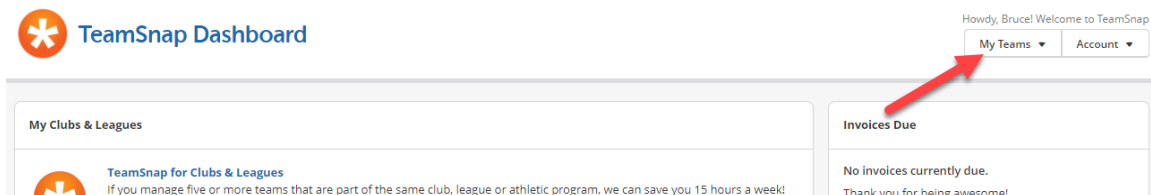
Password

☐ Keep me logged in (?) [Forgot Password?](#)

Log In

[Looking for a team you were invited to?](#)

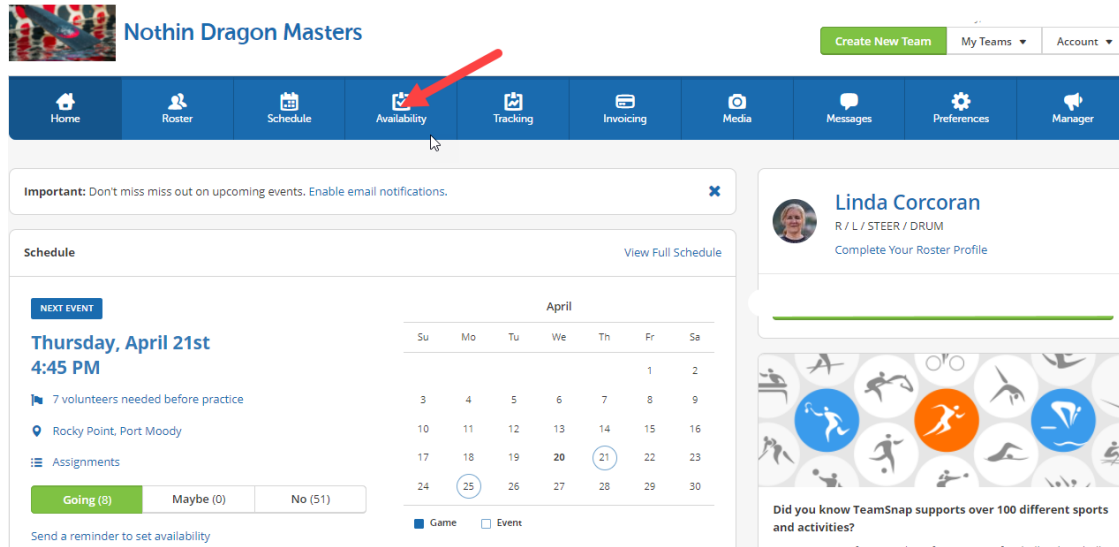
When the Team Snap Dashboard comes up, go to the top right corner to **My Teams.**



From here you will use the down arrow to select our team **Nothin Dragon Paddling Society** for Practice sign-ups or other noted events or **2024 Regatta Commitments.**

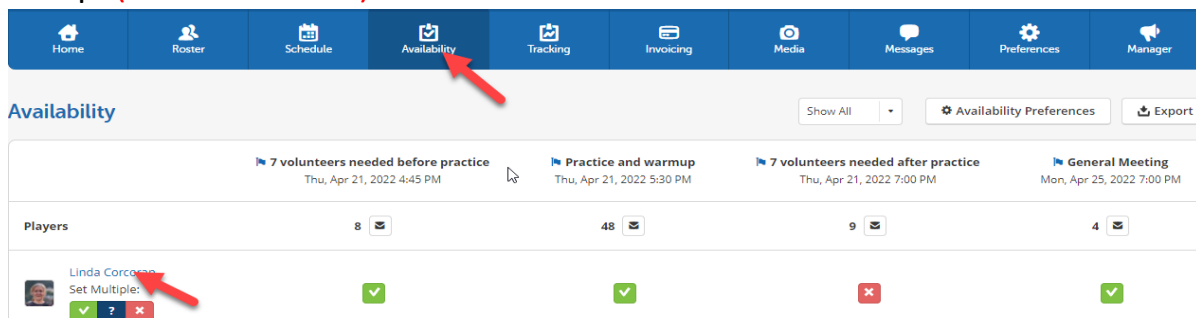


You will then open up our team page that will show the most current event on the schedule. From this page you can **click on the Availability** to start entering your availability



Your name will show at the top (so you don't have to scroll around to find it). From here you just need to **enter your availability** using the checkmark or x. You have **two options** for entering your availability.

- Click on your name and it will then bring you to a list of all of the events that have been set up. (**easiest method**)



Attendance for Linda Corcoran					
Show All		Linda Corcoran			
Game / Event	Result	Date	Time	Location	Attendance
7 volunteers needed before practice		Thu, Apr 21, 2022	4:45 PM		☒
Practice and warmup		Thu, Apr 21, 2022	5:30 PM		☒
7 volunteers needed after practice		Thu, Apr 21, 2022	7:00 PM		☐
General Meeting		Mon, Apr 25, 2022	7:00 PM		☒

- Or by staying on the availability page and clicking on the boxes shown under each listed event. You will also need to move between pages (see green arrow) to see all events as they do not all show on one page.

Home

Roster

Schedule

Availability

Tracking

Invoicing

Media

Messages

Preferences

Manager

Availability

Show All

« Prev

1

2

Next »

Availability Preferences

Export

7 volunteers needed before practice

Thu, Apr 21, 2022 4:45 PM

Practice and warmup

Thu, Apr 21, 2022 5:30 PM

7 volunteers needed after practice

Thu, Apr 21, 2022 7:00 PM

General Meeting

Mon, Apr 25, 2022 7:00 PM

(7 volunteers) Before practice Boat Retrieval

Thu, Apr 28, 2022 4:45 PM

Players

8

48

9

5

0

Linda Corcoran

Set Multiple:

✓

?

✗

✓

✗

✓

*It would be great if you could **please enter something** in for each of the regatta or practice dates with either the checkmark or x. This will help us to know that you have participated.

There is no “send” or “save” button required in the availability area. Once you have made your selections they are saved.

EDITING YOUR PROFILE:

You can click on either click on **your name** OR **Roster** (and then find yourself and click on your name) and it will bring up your player Profile.

Home	Roster	Schedule	Availability	Tracking	Invoicing	Media	Messages	Preferences	Manager
------	--------	----------	--------------	----------	-----------	-------	----------	-------------	---------

Important: Don't miss miss out on upcoming events. [Enable email notifications.](#)

Schedule [View Full Schedule](#)

Linda Corcoran
R / L / STEER / DRUM
[Complete Your Roster Profile](#)

From here you can **EDIT** your profile .



A great feature to add in that will be very useful for the Coach and setting up Line-ups – at the bottom of your profile page you can add in your position preferences:

A screenshot of a form titled "Optional Player Details" with a "Hide" button in the top right. The form has two rows: "Jersey Number" with an empty text box, and "Position(s)" with a text box containing "STEER / R / L / DRUM". A red arrow points to the "Position(s)" text box. Below the form are two buttons: "Cancel" with a red 'x' icon and "Save" with a green checkmark icon. A green arrow points to the "Save" button.

AND THE FINAL STAGE AND MOST IMPORTANT WITH EDITING YOUR PROFILE IS TO HIT THE **SAVE BUTTON.**

Feel free to maneuver around and check out the features. If you have questions, don't hesitate to contact me.

Thanks

Linda

friendsom@hotmail.com