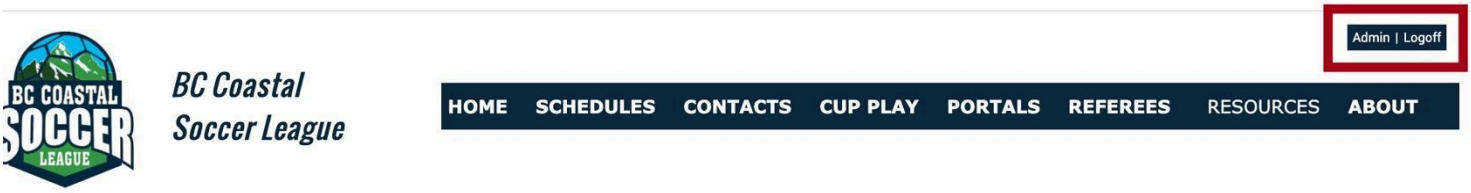
Spappz and the Team Official Role How To

Logging Into Spappz

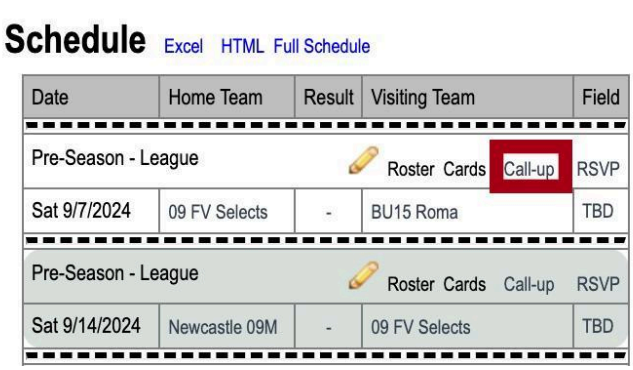
To log into Spappz, click on **Admin** on the top right corner of the website. Your username and password will be emailed to you.



Team Pages

Team Pages is where you and your teams can manage their rosters, FRP players to games, print game day match sheets, see their discipline and communicate with the team as well as set up the team calendar with training nights and other team events.

How To FRP



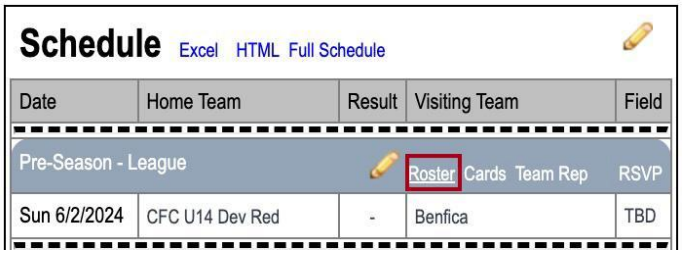
To FRP a player or players for a match scroll down to Schedule on the left-hand side of the page. Choose the game you wish to FRP players for and click on **Call Up**.

Scroll to the Bottom of the page to select the players you wish to call up. If a player or players the team wishes to call up are not in the list that means those players are not eligible for FRP. Click **Post** then **Finish** to add the player to the roster for the game. There will be no special exceptions made for players who do not meet the FRP criteria.



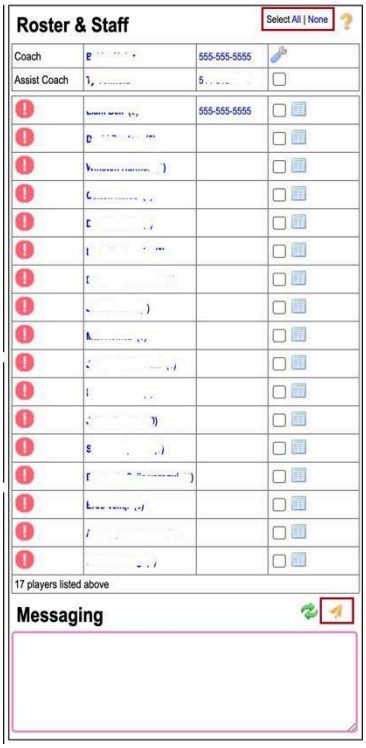
Spappz and the Team Official Role How To

How to Access Your Team Roster



Rosters are only available 3 days in advance of your game to allow for any discipline to be entered. Click on Roster for the game that you are playing. From here your roster will show with and FRP Players and any Players that may have discipline assessed to them will appear. From here you can print your roster.

Team Communication



If you wish to send your team or specific individuals a note, you can do so through the Team Pages by either selecting all in the top right or the specific individuals you want to communicate with.

Write your message in the Messaging text box and then click the arrow to send your message.

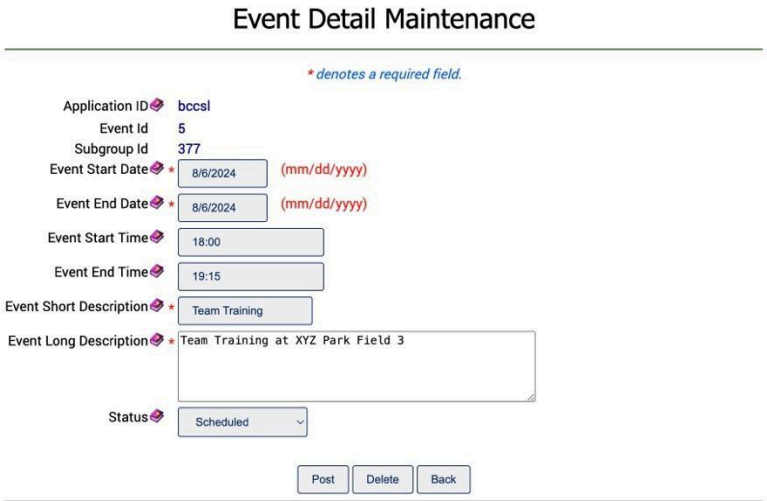
Team Events

Team Events is a great place to post training nights and other team related events.

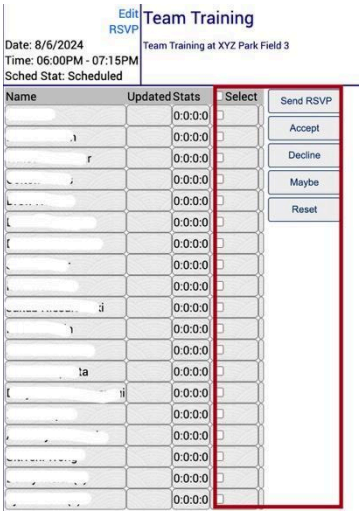
To Create an Event, click on the pencil in the top right corner to access the event creation page.



Spappz and the Team Official Role How To



Enter your event information and click post. The event will now appear on your team calendar.

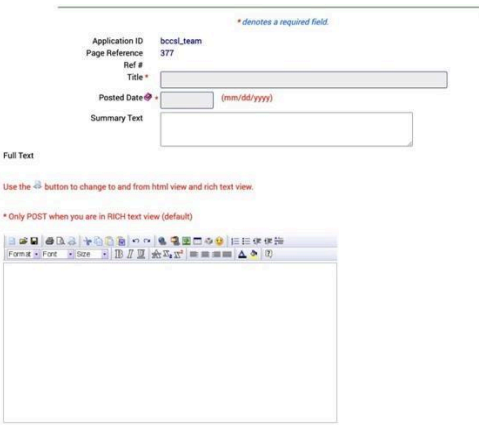


After the Event is created an RSVP can be sent out to the team and the player(s) can respond to the event so the Team Official knows who will be attending or not.

Team Notices



Team Notices is a great feature that allows you to post static information for your team or whatever else you feel is important for them to know but doesn't necessarily require a mass email. To create a Team Notice, click on the pencil in the top right corner to access the Notice creation page.



Enter in the Team Notice Title. Enter the Posted Date. Enter your notice into the text box then click **post** and the notice will now appear on your Team Page.

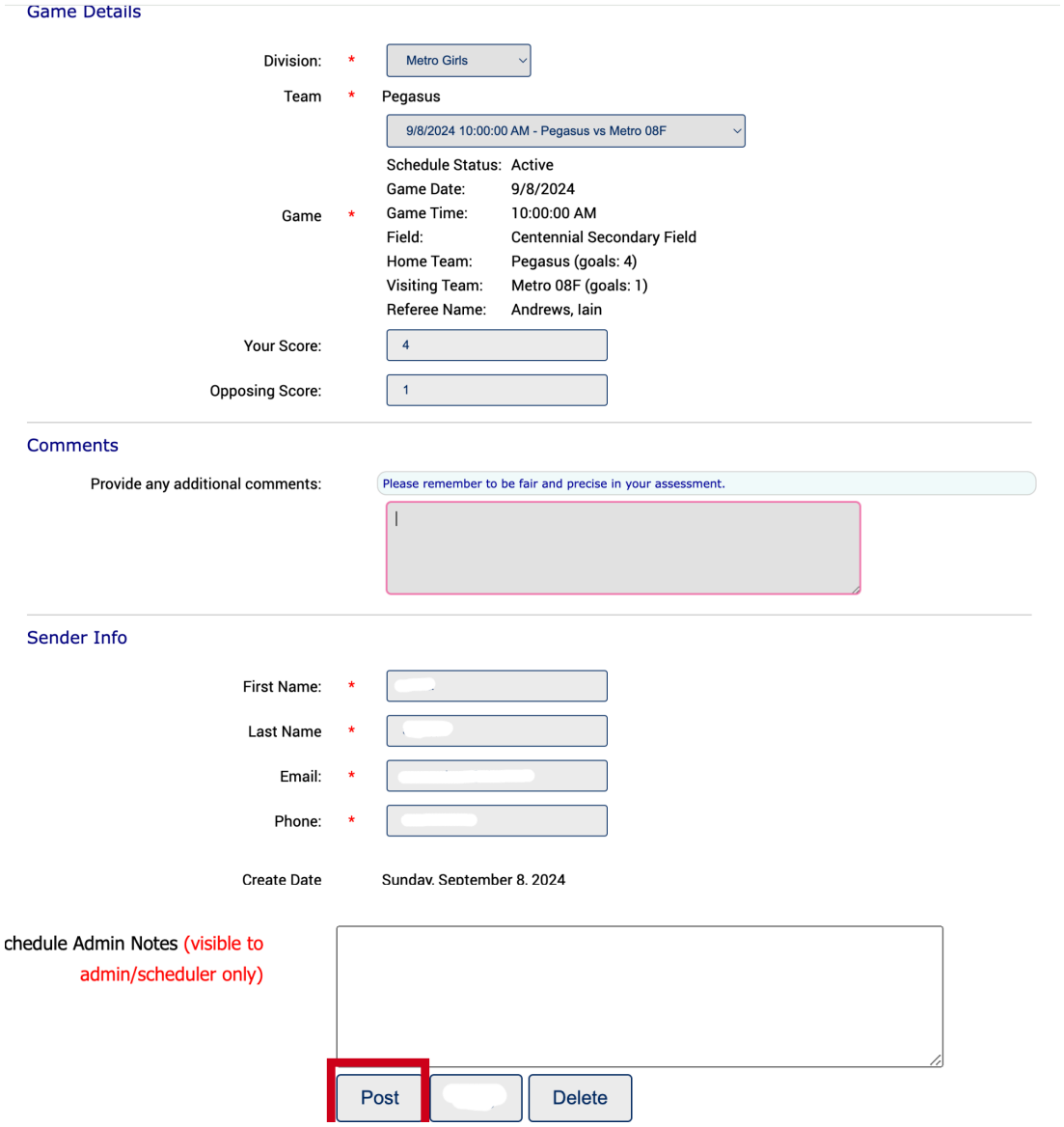
Spappz and the Team Official Role How To

How to Report Scores

Click on Team Rep



This will open up the page where you enter the scores, hit **Post** at the bottom of the page and then **Finish** on the next page. Once Finish is clicked the score will be posted.

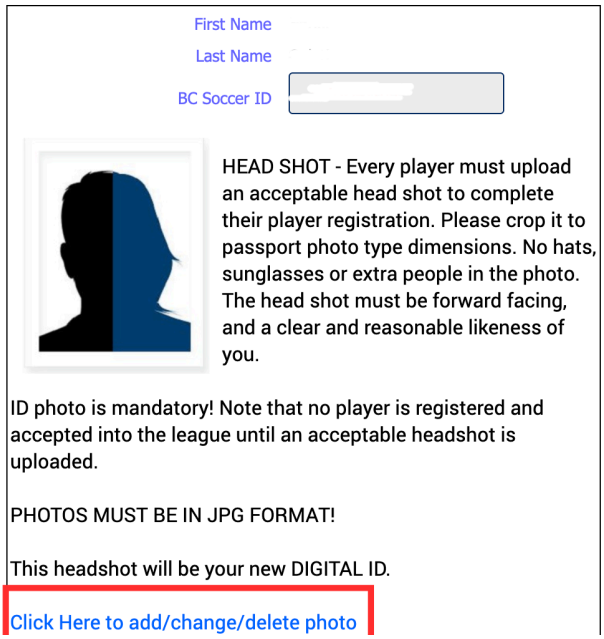


Spappz and the Team Official Role How To

Upload Photos For ID Cards

To upload photos for ID Cards, log into your Team Page. Click on the box next to the player/team official's name that is between the checkbox and the wrench. This will open up the player/team official profile. Click on the **Click Here to add/change/delete photo**. Upload the JPG photo, hit post and the player/team official is uploaded. If the upload was successful a small camera will appear to the right of the wrench.





How To Access ID Cards

To access your ID Cards, go to the scheduled game and click on Cards next to Roster. Your ID Cards will be visible here. Please remember, any player/team official without a picture uploaded will not be on the team game day roster/match sheet.

