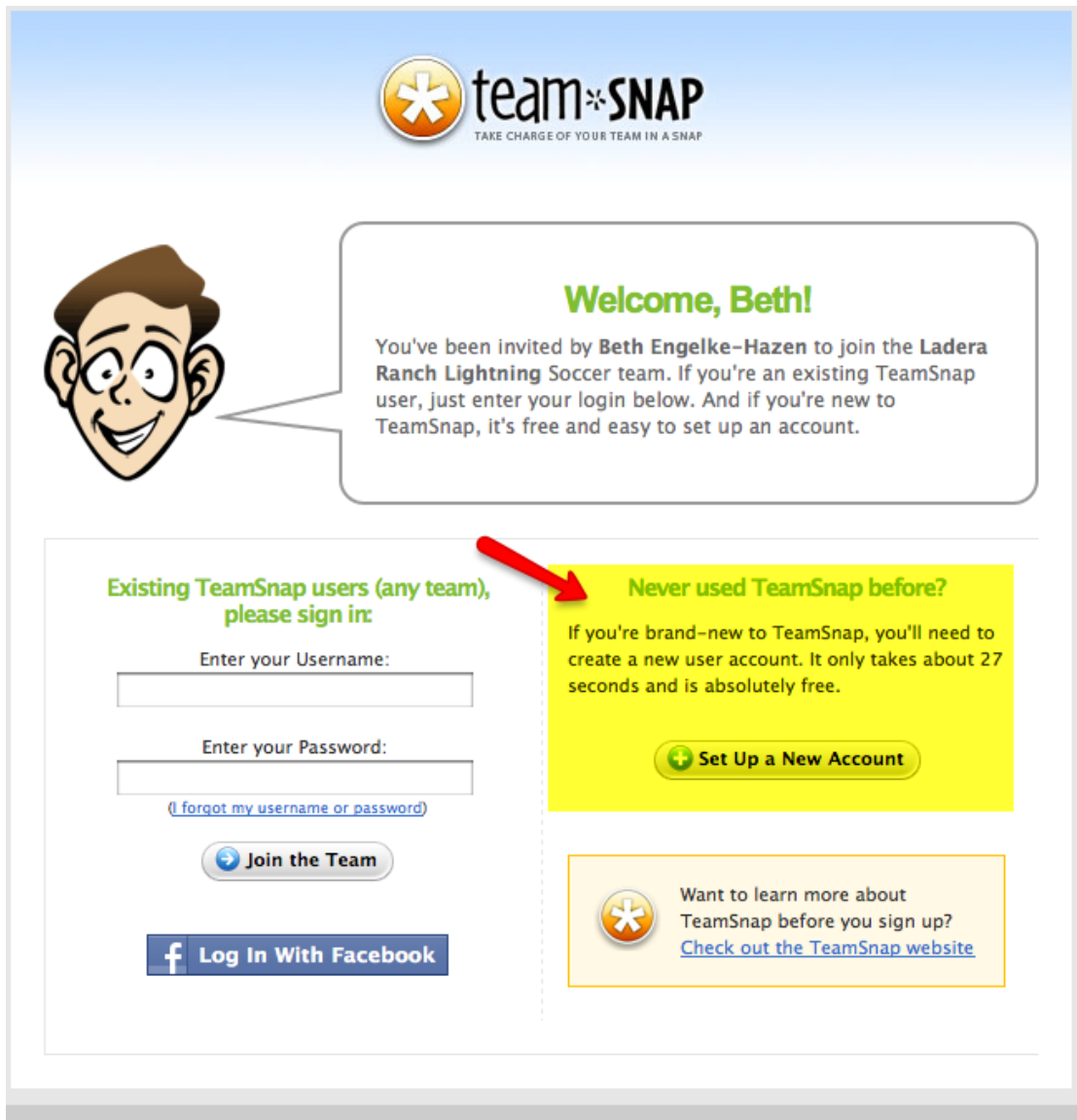


# Players' Getting Started Guide

**Congratulations! You have received an invite from your team manager or coach to join the team they have set up on TeamSnap.**

- Step 1: This is all very exciting; take a moment to gather yourself.
- Step 2: When you receive your invitation, click on the link to get to the welcome page. If you are new to TeamSnap, click on the "Create a New Account" button and create a username and password.



The screenshot shows the TeamSnap welcome page. At the top is the TeamSnap logo with the tagline "TAKE CHARGE OF YOUR TEAM IN A SNAP". Below the logo is a cartoon illustration of a man's head. A speech bubble next to it says "Welcome, Beth!" and contains the text: "You've been invited by Beth Engelke-Hazen to join the Ladera Ranch Lightning Soccer team. If you're an existing TeamSnap user, just enter your login below. And if you're new to TeamSnap, it's free and easy to set up an account."

Below the speech bubble are two main sections. On the left, under the heading "Existing TeamSnap users (any team), please sign in:", there are two input fields for "Enter your Username:" and "Enter your Password:". Below these fields is a link "(I forgot my username or password)", a "Join the Team" button, and a "Log In With Facebook" button. On the right, a yellow box titled "Never used TeamSnap before?" contains the text: "If you're brand-new to TeamSnap, you'll need to create a new user account. It only takes about 27 seconds and is absolutely free." Below this text is a "Set Up a New Account" button. At the bottom right, there is a box with the TeamSnap logo and the text: "Want to learn more about TeamSnap before you sign up? Check out the TeamSnap website". A red arrow points from the "Set Up a New Account" button back to the "Existing TeamSnap users" section.

*\*If you have an existing TeamSnap account, just accept the invite with your current login. This will then add the team to your My Teams page.*



## Welcome, Beth!

You've been invited by **Beth Engelke-Hazen** to join the **Ladera Ranch Lightning** Soccer team. If you're an existing TeamSnap user, just enter your login below. And if you're new to TeamSnap, it's free and easy to set up an account.

### Existing TeamSnap users (any team), please sign in:

Enter your Username:

Enter your Password:

[\(I forgot my username or password\)](#)

[Join the Team](#)

[Log In With Facebook](#)

### Never used TeamSnap before?

If you're brand-new to TeamSnap, you'll need to create a new user account. It only takes about 27 seconds and is absolutely free.

[Set Up a New Account](#)



Want to learn more about TeamSnap before you sign up?  
[Check out the TeamSnap website](#)

## You are all logged in, what now?

This is a good time to enter your user information on the Roster tab so that coaches and teammates will know how to contact you. After you have entered the player contact information you can add contact information for additional persons who should be listed with this player (such as Mom, Dad, a spouse, etc.). Each additional contact may optionally be given their own login to manage the player's information. Our help article detailing this [Shared Access](#) Feature can help with this.



## Edit Player

**First Name:**

**Last Name:**

**Email Addresses:**

**Email:**   Private  [Receive Team Emails](#) [Delete](#)

**Label:**  EXAMPLES: Home, Work, etc

[Add Another Email Address](#)

Want to allow more than one person to create their own login for this player? Don't add them here -- use our [Shared Access](#) feature.

**Gender:**

**Birthdate:**     [Hide Age](#)

**Jersey Number:**

**Position(s):**

**Phone Numbers:**

**Phone Number:**   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:**

## Texting

Many teams now-a-days use our SMS Texting feature. To allow the team to be able to send you texts from the site, you will need to enable this feature for them. When in the player profile screen, after entering your phone #'s, there is a box that says "allow team to send me text messages at this number." Check this box and select your phone carrier.

**Phone Numbers:**

**Phone Number:**   Private  Preferred

**Label:**  EXAMPLES: Mobile, Home, Work, etc

Allow team to send me text messages at this number

**Mobile Phone Provider:**

Don't see your provider? [Contact us](#)

Take some time to look around and explore the website. Now is a good time to view the schedule or check out the photos tab.

## Upload your profile photo

There are two types of photos used in the Roster:

- Thumbnail photo (displayed on the Roster page)
- Full-size photo (displayed on the individual player page)

Ideally, **thumbnail photos** should be **square** and sized to **50-pixels by 50-pixels**. But if you upload an image that isn't, don't worry – TeamSnap will automatically crop and resize the image to fit.

**Full-size photos** should be **200-pixels wide by 260-pixels tall**. Again, don't worry if your dimensions are exactly right – TeamSnap will automatically crop and resize the image to fit.

For both photos, the best file format to use is JPEG. Other formats (GIF, PNG, etc) result in larger file sizes and so are not a good choice.

*\* Please note, if you are using a public access site, these photos will not show up unless a birthdate has been entered into the player profile and the player must be over the age of 13 to comply with*

To make things easier, try using the "[Set as my Photo Feature](#)" to set your player profile picture.



# Need two usernames for the same player?

If you want 2 people to be able to access your player information but have separate usernames to log in with, you or the coach can set up the additional user with shared access. To do this, you will need to go to the player profile page, then add additional contact. Enter the required information and click “enable shared access.” There will then be a button to click to send the invitation to that additional contact.

Player Profile for Abby H.

Manager: [New Player](#) [Import Players](#)

**Abby H.** [Edit](#)

Name: Abby H.

Email: [beth@teamsnap.com](mailto:beth@teamsnap.com)

Gender: Female

Address:

Phone Numbers:

Jersey Number:

Position:

Status: [TeamSnap Member](#) [Disable](#)

Last Online: 14 days ago

**Additional Contacts** [New Contact](#)

Add contact information for additional persons who should be listed with this player. (EXAMPLES: Mom, Dad, legal guardian or spouse.) Each additional contact may optionally be given their own login so they can manage your information.

**Player Links and Files**

Links: [Add New Link](#)

Files: [Add New File](#)

### New Contact Person for Abby H.

Label:  EXAMPLES: Mom, Dad, Legal Guardian, Spouse, etc

First Name:

Last Name:

Email Addresses:

Email:   Private  Receive Team Emails

Label:  EXAMPLES: Home, Work, etc

[Add Another Email Address](#)

Phone Numbers:

Phone Number:   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:

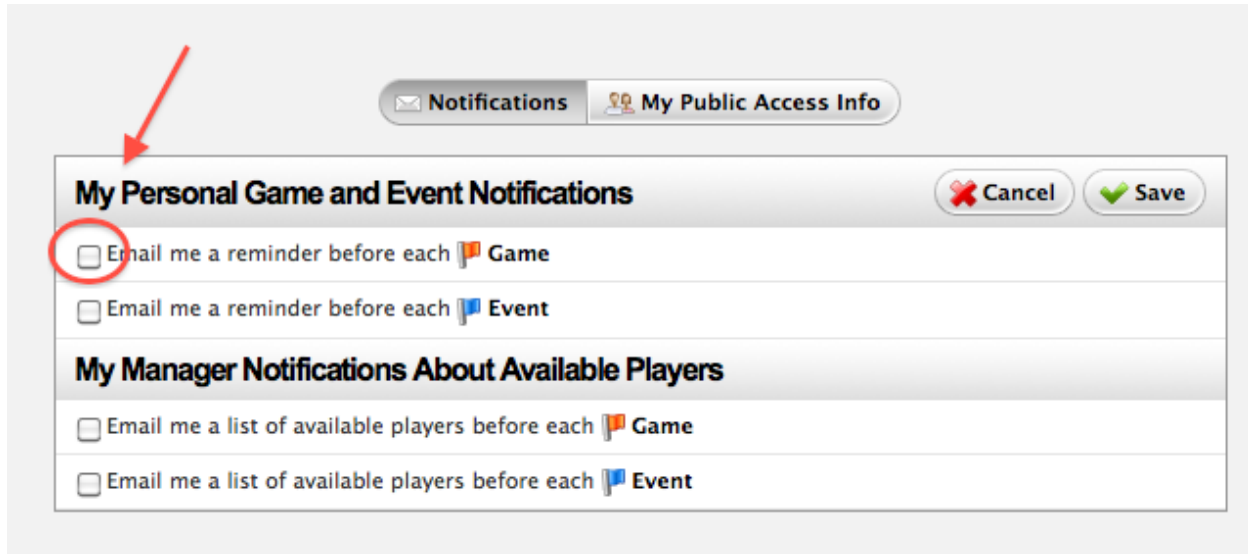
Zip/Postal Code:

Shared Access:  Allow Shared Access

[Cancel](#) [Save](#)

## Email notifications



Each player can set up this feature by clicking on the “**Preferences**” tab. You can then set your email notification preferences, as well as new preferences for what information you will share Team Players Guide copy publicly via the new [Public Access](#) feature.



The screenshot shows a user interface for managing notifications. At the top, there are two tabs: 'Notifications' (selected) and 'My Public Access Info'. Below the tabs is a form titled 'My Personal Game and Event Notifications' with 'Cancel' and 'Save' buttons. The form contains four checkboxes:

- Email me a reminder before each **Game** (This checkbox is circled in red in the image.)
- Email me a reminder before each **Event**
- Email me a list of available players before each **Game**
- Email me a list of available players before each **Event**

## Updating your availability for games/events

To change your availability setting for a game/event, just click on the button. The **first click** will set it to “Yes, I will be there” (  ). **Click it again** to set it to “No, I cannot make it” (  ). **Click it again** to show a question mark, meaning you are not sure if you can make it. The information is recorded immediately in TeamSnap – you don’t have to click on a Save button to save your changes.

If you have any questions that have not been answered here, you can visit our help site at <http://help.teamsnap.com/> or email us at [support@teamsnap.com](mailto:support@teamsnap.com).

Welcome to TeamSnap! We are thrilled to have you!