

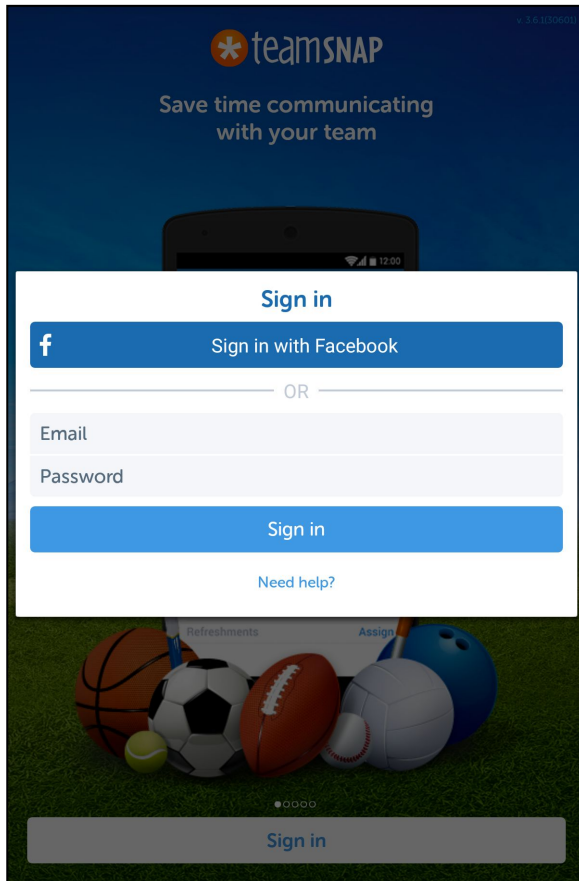
TEAM SNAP GUIDES

The guides focus on TeamSnap functions that are the most relevant to the use the club will make of TeamSnap.

If you have any question regarding TeamSnap, contact us at admin@kimberleyalpineteam.ca or talk to the Program Coordinator.

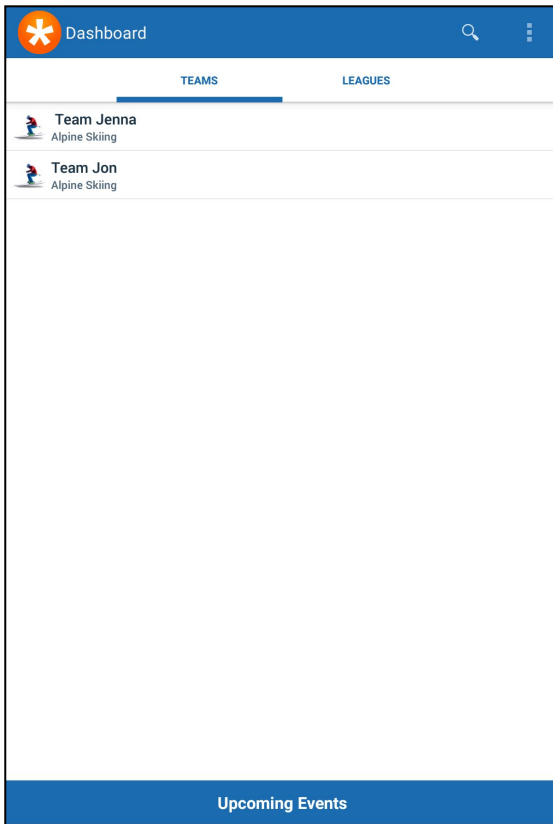
1.1 TEAMSAP MOBILE APP FOR ANDROID (THE APP FOR IPHONE IS VERY SIMILAR)

This guide will help you navigate TeamSnap app for Android.



1. Sign in

You have to choice between signing in using Facebook or the email and password you used to create your account at registration.



2. Dashboard

Teams

Lists the Teams participants you registered are enrolled in. Participants are added to a Team by KAT according to the program participants were signed up for.

Selecting a team will get you to that Team Menu (see point 3).

Leagues

Allow you to create your own league.

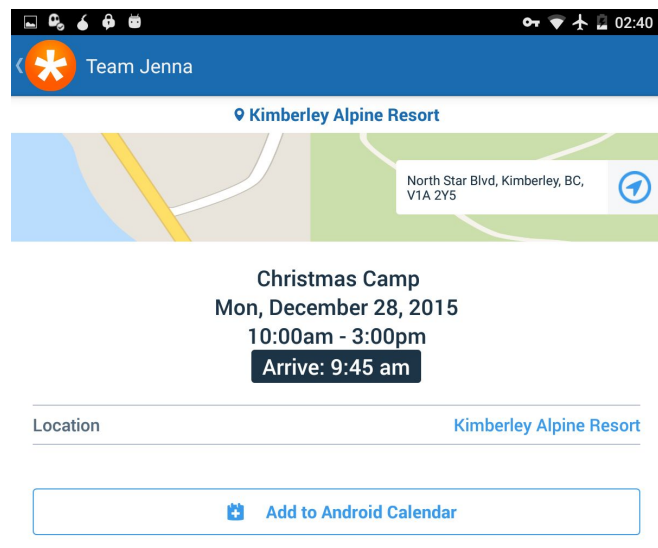


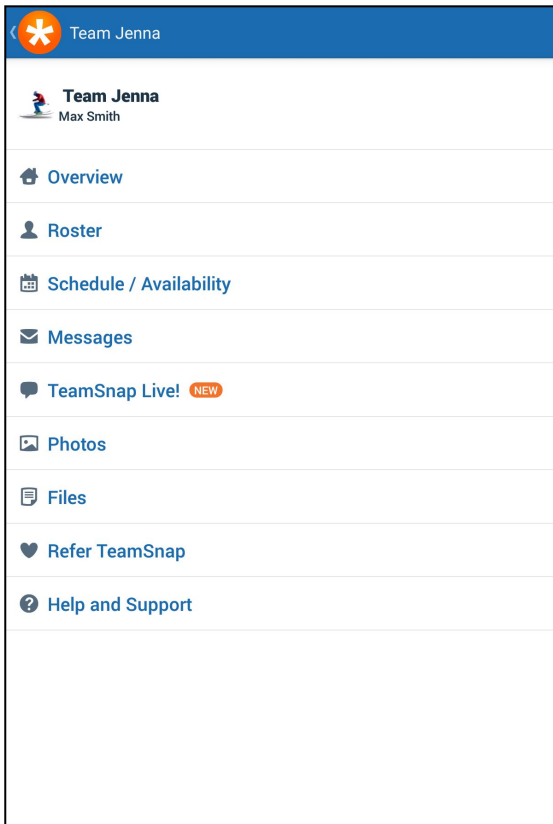
Upcoming Events

List participant(s) upcoming events. If you have more than one participant registered, this screen will give you an overview of all participants' upcoming events.

Individual Event

Provides details about the event.





3. Team Menu

Overview

Get an overview of what is going on with the Team.

Roster

See the people on your team and get their contact information.

Schedule / Availability

View schedule and let the coach know if your child will be attending upcoming events.

Message

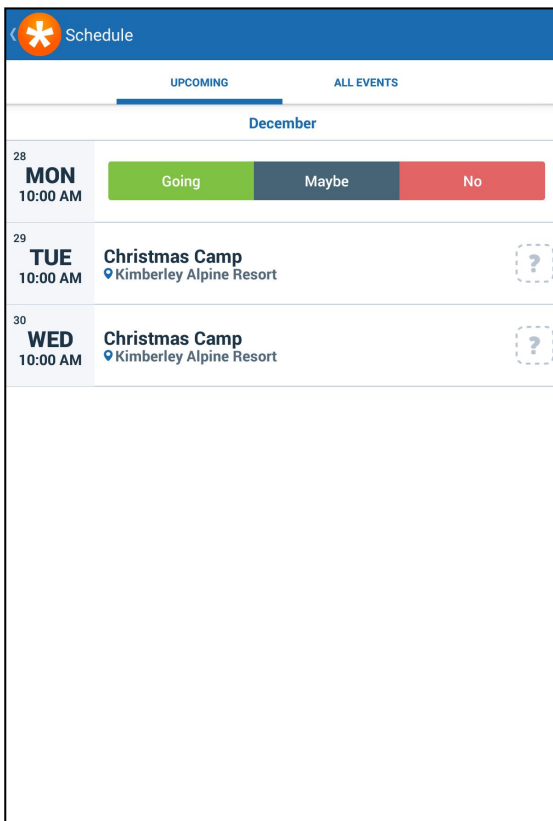
Stay informed and communicate with the Team.

Photos

Pictures added by Team Members of KAT staff.

Files

Files added by Team Members of KAT staff.



4. Schedule

Upcoming

Lists the upcoming event. Let the coach know if your child will be attending by clicking on the “?” icon.

Then select “Going”, “Maybe” or “No”.

All Events

Lists past and upcoming events. Let the coach know if your child will be attending by clicking on the “?” icon.

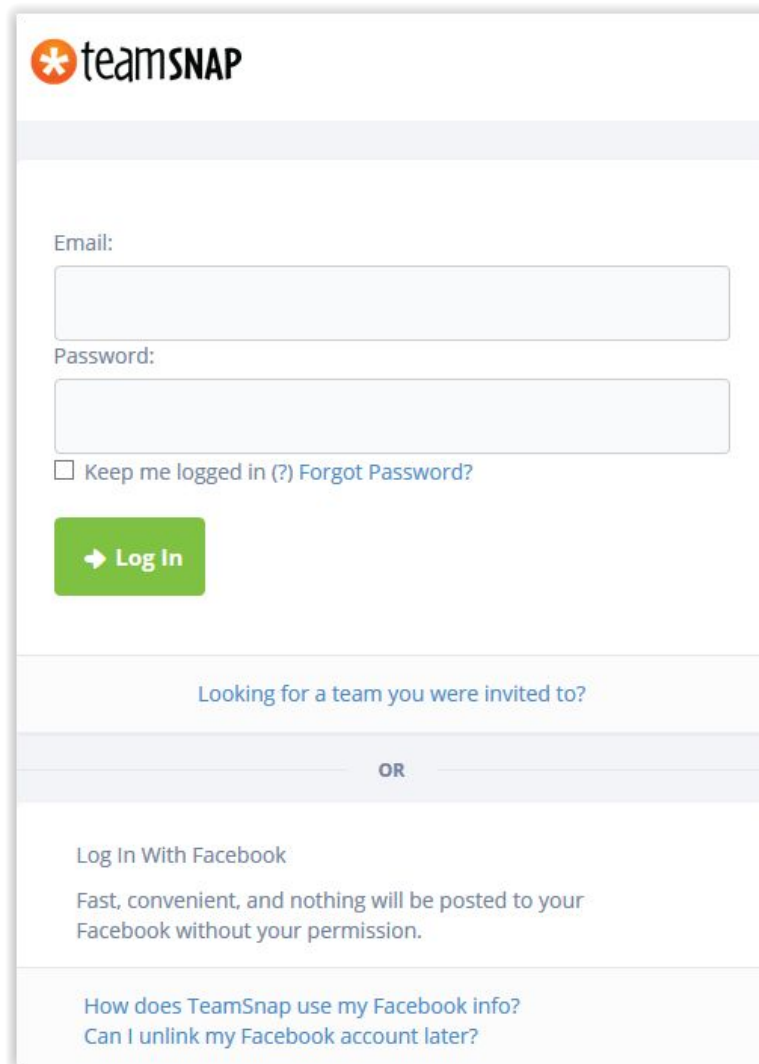
Then select “Going”, “Maybe” or “No”.

1.2 TEAMSNAPE WEBSITE

This guide will help you navigate the TeamSnap app for your internet browser.

1. Sign in

Go to: <https://go.teamsnap.com/login/signin> and signing in using Facebook or the email and password you used to create your account at registration.



The screenshot shows the TeamSnap login interface. At the top left is the TeamSnap logo, which consists of an orange asterisk icon followed by the text "teamsnap". Below the logo is a light gray horizontal bar. The main content area contains the following elements: an "Email:" label above a white text input field; a "Password:" label above another white text input field; a checkbox labeled "Keep me logged in (?) Forgot Password?" where the checkbox is currently unchecked; a green rectangular button with a white right-pointing arrow and the text "Log In"; a light gray horizontal bar with the text "Looking for a team you were invited to?"; another light gray horizontal bar with the text "OR" centered; a section titled "Log In With Facebook" with the subtext "Fast, convenient, and nothing will be posted to your Facebook without your permission."; and a final light gray horizontal bar containing two links: "How does TeamSnap use my Facebook info?" and "Can I unlink my Facebook account later?".

2. Dashboard

The dashboard gives an overview of the Team(s) your child is on, if you have pending registrations and the list of upcoming events.

My Teams: select a team to get access its roaster, schedule, media files and messages.

My Pending Registration: select any pending registration to get access to the opened balance and make a payment by credit card.

Upcoming Schedule: select any event to access the event's information and download the iCal file.

The dashboard is divided into three main sections:







- My Teams:** Contains two team entries: "Team Jenna 2015/2016" with player "Max Smith" and "Team Jon 2015/2016" with player "Lea Smith". A "Create New Team or Group" button is located at the top right of this section.
- My Pending Registrations:** Shows a pending registration for "Max Smith, Lea Smith - Copy of Winter 2015/16" with a "Pay Now" link.
- Upcoming Schedule:** A table listing events with columns for event name, date/time, and location.

Upcoming Schedule	Date/Time	Location
Team Jon CHRISTMAS CAMP	Mon, 28 Dec, 2015 10:00 AM - 3:00 PM	Kimberley Alpine Resort
Camp - Team Jenna Christmas Camp	Mon, 28 Dec, 2015 10:00 AM - 3:00 PM (Arrive at 9:45 AM)	Kimberley Alpine Resort
Team Jon CHRISTMAS CAMP	Tue, 29 Dec, 2015 10:00 AM - 3:00 PM	Kimberley Alpine Resort
Camp - Team Jenna Christmas Camp	Tue, 29 Dec, 2015 10:00 AM - 3:00 PM (Arrive at 9:45 AM)	Kimberley Alpine Resort
Team Jon CHRISTMAS CAMP	Wed, 30 Dec, 2015 10:00 AM - 3:00 PM	Kimberley Alpine Resort
Camp - Team Jenna Christmas Camp	Wed, 30 Dec, 2015 10:00 AM - 3:00 PM (Arrive at 9:45 AM)	Kimberley Alpine Resort
Team Jon FAST KATS	Sat, 2 Jan, 2016 9:00 AM - 3:30 PM	Kimberley Alpine Resort

At the bottom of the schedule section is a button: [Go To My Full Schedule](#)

3. Team Dashboard

Team Snap Features

-  **Roster**
See the people on your team and get their contact information
-  **Schedule**
View the schedule of games and events, get directions
-  **Availability**
Mark which games and events you will attend
-  **Refreshments**
See who's scheduled to bring refreshments, sign yourself up
-  **Media**
Post photos, videos and files for the team
-  **Messages**
Email, post or text messages to all or part of your team