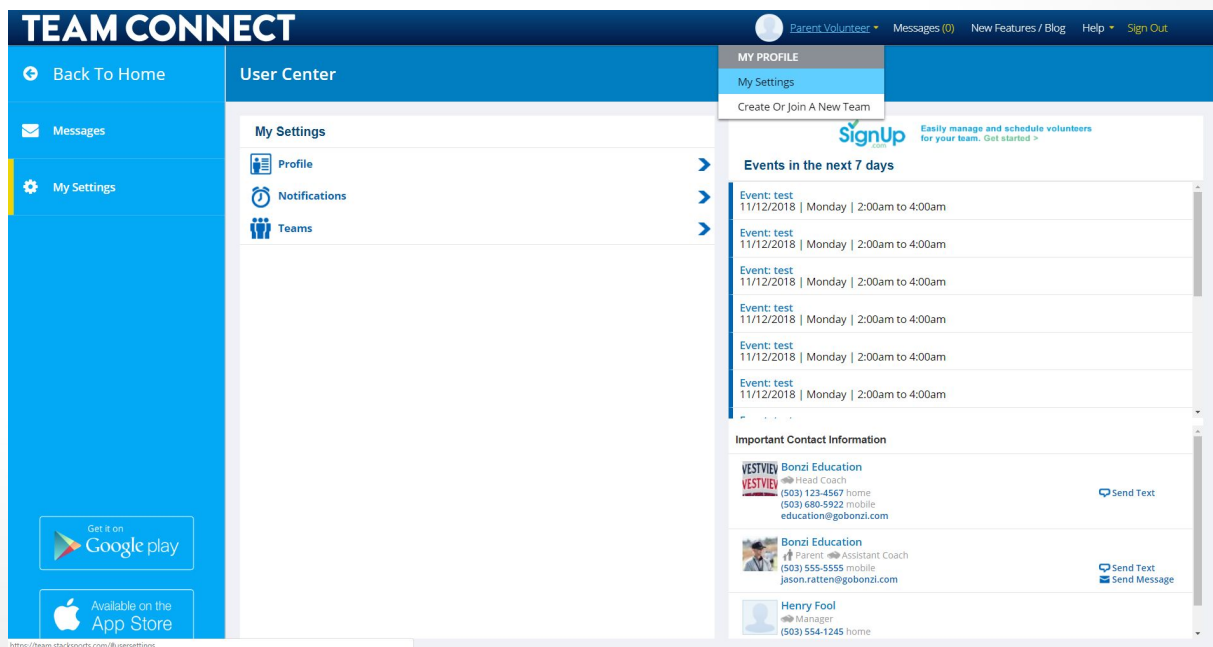


# Setting Up Your Personal Profile

1. Click your name in the black bar at the top of the Team Connect page and choose **My Settings** in the pull down menu.
2. Click on **Profile** to add a photo, set up your mobile phone for text messaging alerts, and add other personal information.  
***NOTE:** To receive text message alerts, don't forget to add your mobile carrier.*
3. Click on **Notifications** to turn on and off text messaging and email messaging for different types of team notifications.
4. Click on **Teams** to view the teams you are currently assigned.
5. Click **Back to Team Connect** in the left column when you are done!



# Team Staff Permissions

**Team Staff includes Coaches, Assistant Coaches, Managers, other team volunteers, and Team Parents.**

Team Staff have full permissions in Team Connect that include access to features that parents and players do not have, such as:

- Sending Text Messages
- Editing & reporting on Team Attendance
- Added & editing the team schedule
- Sharing forms or documents online
- Resending team invitation emails via the Roster
- And more!

**Need a helping hand?** Assign a team parent by editing a *parent* profile and selecting the “Team Parent” role. Now this parent has full permissions on Team Connect without having to register online with the club/league.

The screenshot displays the TEAM CONNECT web application interface. The top navigation bar includes the user name 'Parent Volunteer', 'Messages (0)', 'New Features / Blog', 'Help', and 'Sign Out'. The main header shows the team name 'Cobras' and the season '2014 Fall Season'. The left sidebar contains navigation options: Team Feed, Email & Announcements, Roster, Schedule, Attendance, Text Alerts, Forms, Docs & Files, and Photos. The main content area is titled 'Cobras' and features a 'Print Rosters & Medical Releases' button and an 'Add new roster members' button. Below these are several roster entries, including 'Bonzi Education' (Head Coach), 'Henry Fool' (Manager), 'Evil Welles | #8' (Player), 'Newer Organization' (Player), 'Player Gremlin' (Player), 'Player Guardian 1' (Player), 'Player Jason' (Player), and 'Flo Ratten' (Guest Player). The right sidebar shows a 'Player' profile editing form with fields for 'Parents' (Orson Welles, Wendi Welles), 'Email' (welles@gmail.com), 'Position(s)', and 'Jersey Number' (8). The form also includes a 'More about me' section and a rich text editor.

# Connecting Family & Players

## Add New Family Members to the Roster

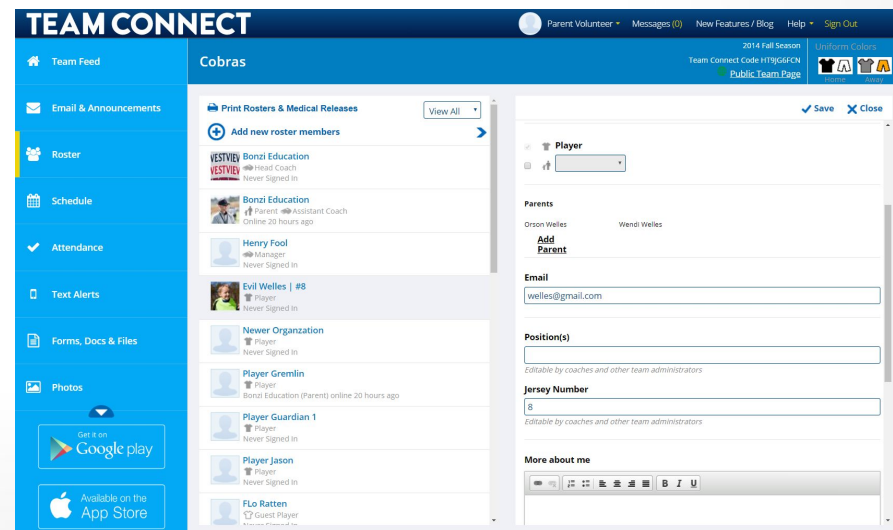
Do you need to add a new family members? Click the “Add new roster members” option at the top of the center column to add another family member.

You can't add more players or coaches, as those participants *MUST* register with your club or league in order to be officially added to the roster. However, grandparents, step-parents, and friends can all be added with the role of “parent” in the system.

## Adding Parents to the Player

Are the parent and child already listed on your roster, but needs to be connected so the parent can edit the player's profile? Click “Edit” in the top right of a *player* profile and choose the “Add Parent” option to link parents with players.

Connecting Parents to their Player allows family members to add and edit profile details for the player, such as their About Me section and their profile picture.



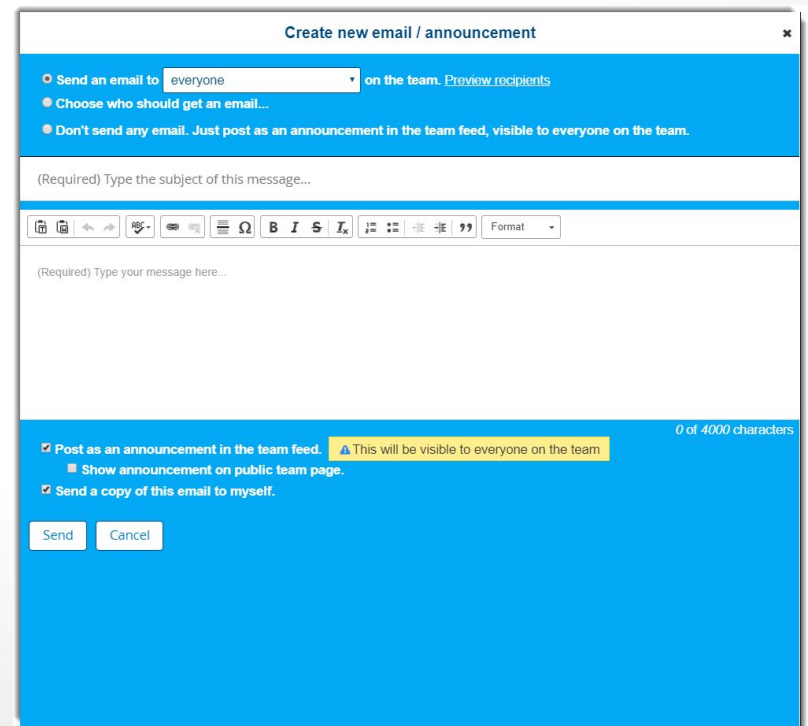
# Sending a Team Email

1. Click the “**Email & Announcements**” option in the left column to access the email features in Team Connect , then choose “**Create new email / announcement**” at the top of the center column.
2. Choose who should receive the email:
  - The top option allows you to pick pre-made groups
  - The second allows you to pick individuals
  - The third option allows you to post a internal Team Connect announcement posted only in the Team Connect system.

If you send a message, **email replies will come to your personal email inbox.** Members can also make public replies by posting comments *in* Team Connect .

**Team Connect Emails can be sent to everyone, even those who have NOT yet accepted their team invites.**

**Team Connect does not have email inbox functionality,** so if you send private emails make sure you send a copy to yourself for your own record. Team Connect will ***not*** list private emails in the announcement feed.



The screenshot shows a dialog box titled "Create new email / announcement" with a close button (x) in the top right corner. The dialog is divided into several sections:

- Recipient Selection:** Three radio button options are listed:
  - Send an email to everyone on the team. [Preview recipients](#)
  - Choose who should get an email...
  - Don't send any email. Just post as an announcement in the team feed, visible to everyone on the team.
- Subject Line:** A text input field with the placeholder "(Required) Type the subject of this message..."
- Rich Text Editor:** A toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, and a "Format" dropdown menu. Below the toolbar is a text input field with the placeholder "(Required) Type your message here..."
- Options:** Three checked checkboxes are visible:
  - Post as an announcement in the team feed. ⚠ This will be visible to everyone on the team
  - Show announcement on public team page.
  - Send a copy of this email to myself.
- Character Count:** "0 of 4000 characters" is displayed in the bottom right corner.
- Buttons:** "Send" and "Cancel" buttons are located at the bottom left.

# Sending Team Text Messages

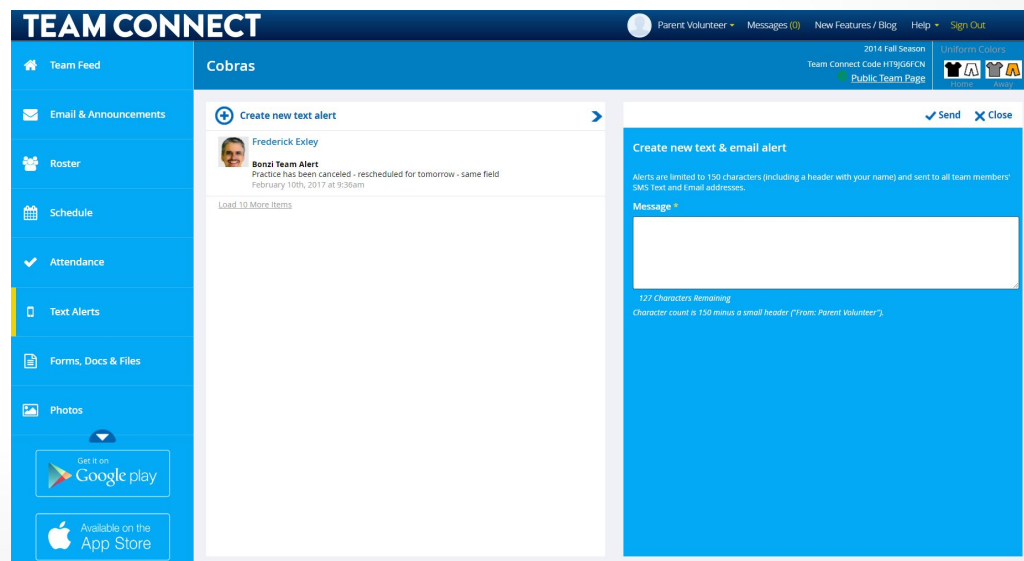
Click the “**Text Alerts**” option in the left column to send out text messages to your team.

Text message limits vary by mobile carrier, so **Text Alerts are limited to 150 characters**. This consists of a “From: Name” header that is automatically added. The longer the name on your profile, the less characters to be used in the text alert. Keep that in mind as you write your messages.

A **mobile carrier is required** in order for text alerts to be delivered to cell phones, so your roster members must include their carrier in their Team Connect account to receive these alerts.

Text Alerts are also delivered as emails and Team Connect messages to all users. **Team Connect assumes an “Alert” is important information that needs to get out quickly, so the alert will be sent through all communication routes to all team members.**

Send individual text messages to users by clicking on their member profile and choosing the “Send Message” link next to their mobile phone number. If they do not have their carrier added to their account, this option will not appear.



# Messaging Within Team Connect

Team Connect includes an internal messaging system where you can email members of your team that have **accepted** their Team Connect invitations

Send messages and review communication with your team.

The screenshot displays the TEAM CONNECT web application interface. The top navigation bar includes the title "TEAM CONNECT" and user information: "Parent Volunteer", "Messages (0)", "New Features / Blog", "Help", and "Sign Out". The left sidebar contains navigation options: "Back To Home", "Messages", and "My Settings". The main content area is titled "User Center" and features an "Actions" section with a "Create new message" button and a message that reads "There are currently no messages." To the right, there is a "SignUp" section with the text "Easily manage and schedule volunteers for your team. Get started >". Below this is a section titled "Events in the next 7 days" which lists several events, each with the date "11/12/2018" and time "2:00am to 4:00am". At the bottom right, there is an "Important Contact Information" section listing three contacts: "Bonzi Education" (Head Coach, phone: (503) 123-4567, home; (503) 880-3922, mobile; email: education@gobonzi.com), "Bonzi Education" (Parent, Assistant Coach, phone: (503) 555-5555, mobile; email: jason.ratten@gobonzi.com), and "Henry Fool" (Manager, phone: (503) 554-1245, home). Each contact entry includes a "Send Text" or "Send Message" button.

# Updating Team Schedules

Check out your team's schedule if posted by your club/league or enter your own team schedule.

**NOTE:** You cannot edit dates, times, locations or opponents for items scheduled by your club or league.

1. Click on a date in the calendar to add a new schedule item. When you're ready, click **"Add"** and our system will ask if you wish to notify your team via email.
2. Click on a scheduled item in your calendar to expand the Information Pane and review the item details:
  - Date & Time
  - Location & Google Map
  - Weather Forecast
  - Team Attendance
  - And more!

The screenshot displays the TEAM CONNECT web interface for the Cobras team. The top navigation bar includes the team name 'Cobras', a user profile 'Parent Volunteer', and various utility links like 'Messages (0)', 'New Features / Blog', 'Help', and 'Sign Out'. A secondary bar shows the '2014 Fall Season' and 'Uniform Colors' (Home and Away). The main content area features a sidebar with navigation options: Team Feed, Email & Announcements, Roster, Schedule, Attendance, Text Alerts, Forms, Docs & Files, and Photos. The central pane shows a game entry for 'Vipers vs. Cobras' on 'Mon 07/30/18' from 12:00am to 2:00am at 'Newest - Field A' in Tualatin, OR. Below the game details is an attendance summary: 0 players were there, 0 couldn't make it, 0 were not sure, and 7 didn't respond. A 'More Game Information' section indicates the team is 'Away'. On the right, a calendar for 'st 2018' shows the current date as 'today' and a grid of dates from 1 to 31.

# Adding & Tracking Team Attendance

## Attendance Settings

Customize your attendance tracker by choosing if you'd like to receive attendance on games, practices, and/or scheduled events for either coaches, players, and/or parents under the **"Settings"** option.

## Marking Attendance

Parents can mark the attendance for their players only. Coaching Staff can mark attendance for everyone.

## Reminders

Click on a schedule item to expand the information panel. On the panel you can send messages and reminders to attendance groups.

## Attendance Reporting

Track and report on past history using the **"Attendance Report"** option above your attendance list. Customize the information you need based on item type, roles, and dates.

The screenshot displays the TEAM CONNECT web application interface for a team named "Cobras". The interface includes a navigation menu on the left with options: Team Feed, Email & Announcements, Roster, Schedule, Attendance (highlighted), Text Alerts, Forms, Docs & Files, and Photos. The main content area shows a calendar view for the week of 02/15/17 to 02/21/17. A modal window titled "Attendance Status" is open, showing the "Attendance Status for Evil Welles" with radio button options: "Blank (no response)", "I'll be there!", "I can't make it.", and "I'm not sure yet." Below the options is a "Notes" text area and a "4000 Characters Remaining" warning. The modal also includes "Update Attendance Status" and "Cancel" buttons. In the background, an "Attendance Report" table is visible, showing columns for dates (Sat 07/21/18, Thu 07/26/18, Mon 07/30/18) and rows for "Game" and "Guest Players" with corresponding counts (0, 0, 0).