Coaches Guide to TeamSnap

As you have hopefully heard by now, the club is adopting TeamSnap for this upcoming Spring Season. In preparation for that, I wanted to pass along a few links and some information that will guide you through the setup of your team.

Adding Games or Events to your Team Schedule

If you are in u6 or u8, your game schedule will be imported by your coordinator and show up for your team. If you're in any other league, the coach will need to add the schedule into the system as they receive it. In addition, you can add non-game events into the schedule like practices, team picnics, whatever. Details can be found at Add Games and Events.

Editing or Cancelling Games or Events

It may be necessary at some point in the season to cancel a game or a practice. This is very easy to do from TeamSnap and will immediately notify your parents when this occurs. Details can be found at Cancel or Delete Games and Events and Edit Games and Events.

Using Team Chat

If there's a rainout or a last-minute field change, want to coordinate a carpool, or tell everyone where the celebratory pizza party is happening, this is the place to do it. Team members automatically have access to Team Chat and will be able to view previous messages. Details on can be found at Using Team Chat.

Sending an email to your team (or to individuals)

One of the first things you will want to do is email your team and tell them who you are, what night you are practicing, etc. TeamSnap members can send emails from the Messages tab on both the web and mobile applications to active email addresses listed on roster profiles. Details can be found at Send an Email.

Sending Alert Messages

Sending important updates to your team is super easy with TeamSnap's alerts feature. You can send out one message to your entire team and each member will receive the message in the format they choose: a push notification, an email, or both. Details can be found at Sending Alert Messages

Sending Availability Reminders

Often parents will forget to set their availability, and this can make it hard to know who's coming and how is not. There is a convenient feature to send a notification to those not RSVP'd at Send Availability Reminders

Other Help Topics

The TeamSnap help page at https://helpme.teamsnap.com/ is a very helpful page with lots of detailed explanations on how to do stuff throughout the system. You can search for what you are trying to do and most of the time you can find an answer on your own. If you still need help, reach out to web@plumsoccer.org for assistance.