## GOT SPORT TEAM MESSAGING USER GUIDE

## STEP 1: CLICK ON TEAM MANAGEMENT

🕸 Dashboard 🔹 Acco	unt 🗈 Reporting 🔮 Team Management 🚍 eam Scheduling	A Program Registrations	Forms	🗂 Referee	
谢 Teams	Teams				
■ Registrations # Matches	Name	Coach	Level	Age	Gender
	BU09 (2013) Lewis Rec+	Lewis, Scott	Recreational	UB	Male
	U7 (2015) Lewis	Lewis, Scott	Recreational	U7	Goet

### STEP 2: SELECT YOUR TEAM

🔹 Dashboard 🧉	Account	Reporting	Team Management	≓ Team Scheduling	A Program Registrations	Forms	🛱 Referee	
😭 Teams		Teams						
Registrations		Name			Coach	Level	Age	Gender
Z Matches		BU09 (	2013) Lewis Rec+		Lewis, Scott	Recreational	U9	Male
		U7 (20	5) Lewis		Lewis, Scott	Recreational	U7	
		$\checkmark$						

# STEP 3: IN THE TEAM WINDOW, SELECT "Rosters"

109 (2013) Lewis Rec+	
Tean Rosters care Registrations Messages	
BU09 (2013) Lewis Rec+ U9 Male Recreational Birthday Range: 01/01/13 - 12/31/13	
Name	Short Name
Name BU09 (2013) Lewis Rec+	Short Name 2013I
Name BU09 (2013) Lewis Rec+ Competitive Level	Short Name 2013I Gender

# STEP 4: IN THE SELECT EVENT ROSTER DROPDOWN, SELECT "ASC Spring 2022 County (or Clinic) Program"

Then click "SEARCH"

皆 Team 🔳 R					
	ters lie learn Registrations	🖾 Messages			
Select Event Roster					
			~	Search	
21/22				Search	-
21/22 ASC Fall 2021 (	unty Program			Plea	ase Select

# STEP 5: CLICK "Messages"

Team I Rosters	Team Registrations		
lect Event Roster			
ASC Fall 2021 County Prog	jram	~	Search
Application Informatio	n		
Event	ASC Fall 2021 County Program		
Group			
Club Name	Annapolis Soccer Club		
Team Name	BU09 (2013) Lewis Rec+		
roun moouluton			

# STEP 6: IN THE EVENT DROPDOWN, SELECT **"ASC Spring <u>2022</u> County (or Clinic) Program"** Then click **"SEARCH**"

© GotS	port
	BU09 (2013) Lewis Rec+
	🚰 Team 📧 Rosters 🖾 Team Registrations 🖾 Messages
19	Event
	ASC Spring 2022 County Program V Search
	21/22 ASC Fall 2021 County Program ASC Spring 2022 County Program Player Pool
	Player Pool
📸 Dashboard	Player
	Coach
	Subject
	Reply To
	ENTER YOUR EMAIL ADDRESS HERE
	From Name (Only enter name, will not send if you enter an email address)
	GotSport
	Additional Email
	Message
	Formats - A - A - Formats - 11pt - B I U II II II E E E E I I ↔ ↔ & ↔

### STEP 7: CREATE YOUR TEAM EMAIL

• In the "From Name" field, change to your name, your team name, a combo of the two, etc.