



## TeamSnap Instructions

In an effort to streamline communications and create a single place for everyone to get updates about their children's teams, Nedo SC will be using TeamSnap for Club teams .

Below we've compiled a few tips and trips that will help you make the most of the tool. For more information on TeamSnap visit [www.teamsnap.com](http://www.teamsnap.com)

### Downloading the app

TeamSnap is available on both mobile devices (iOS and Android) as well as on the [web](#).

### Accounts

If you've previously used TeamSnap, there will be no need to create a new account. If you were using TeamSnap to manage your team, you should still have access and nothing will change. The teams have all been updated with the new team rosters and invites will be sent out. You should just be able to log into the app and all of your teams should be shown. If that's not the case, please respond to this email and we'll straighten out any issues. If you haven't previously used it, please create a new account using the email address this message was sent.

### Player availability

1. Navigate to the team on the mobile app
2. Tap on Schedule/Availability (iOS) or Schedule (Android)
3. Tap on an Event/Game to view schedule details
4. Tap on Availability (next to Details)
5. Tap the availability option you would like to set (Yes, I'm Going / Maybe / No, I'm Not Going)

### Single calendar view

TeamSnap allows you to see a single calendar of all of the teams you're a member of. On the mobile app, please do the following

1. Open the TeamSnap app
2. Tap the team name at the top of the screen
3. Android, skip to step 4. iOS, tap See All Teams...
4. Tap Upcoming Schedule (Android) or All Team Schedule (iOS)