

Team Information Updating

Help Sheet

Log into your TeamSnap tournament account:

https://tournaments.teamsnap.com/

1. Select Team

s teamsnap					💄 Bobby Mitchell	2
My Events	Unpaid Ord	ers			-	
Upcoming Events	Date	Order #	Total	Remaining Balance		
Past Events	Sep 23, 2020	20200923-mr930DNXzo	\$1.00	\$1.00		
My Account	No upcoming eve	ents at this time				
My Account	Upcoming Events					
Teams						
Receipts						

2. Select the Team to adjusted

teamsnap					🐣 Bobby Mitchel	I N
My Events	Unpaid Orde	ers			•	
Upcoming Events	Date	Order #	Total	Remaining Balance		
Past Events	Sep 23, 2020	20200923-mr93ODNXzo	\$1.00	\$1.00		
My Account	Name			Roste	r. E	
	Teams					
Teams	Test Team			<u>0</u>	ľ	
Receipts	<u>Hhh</u>			2	ľ	
	bobby mite	<u>chell</u>		<u>3</u>	ľ	



3. To change your team name, Select the box with the current **Team Name** to make the change

Update Team

i Team Info	Roster	
Team Name*		
City*	State/Province*	Postal Code *
grosse pointe farms	Michigan	48236
Save and Close Save and Continue Cancel		

× esc



Team Contact Information

1. Select the **Roster Box** at the top

Update Team				×esc
i	Team Info	Roster		
Team Name*				
Test Team				
City*		State/Province*	Postal Code*	
grosse pointe farms		Michigan	48236	
2. Select the Add Coach Manage Roster for Test Team				esc
	i Team Info	D 🖪 Roster		
Change Roster for Test Team for future regist	trations	*		
*To make changes to the roster for existing registrations still allowing roster chang	ges, close and	click Events on the left side menu.		
Add Player Add Coach Add Other				

Non-Players (0)		
Name	Email	Mobile Phone
No non-players on roster		

Players (0)



3. Fill in requested information, Select the **Role Label Box** to change from Coach to Manager or Contact.

Add	Roster	Member	

irst Name*	Last Name*	Birthdate	
Email	Mobile Phone	Other Phone	
Street		Street Line Two	
City		State/Province/County	Postal Code
		- Select -	Enter postal code
Team Role and Permiss	ions		
Role Label 😧			
Head Coach	X -	It not a player	
	IS COACH O	is not a player	

Save Cancel

4. For Association Representative information updates after the registration process use the Contact selection in the **Role Label Box**.

Add Roster Member

First Name*	Last Name *	Birthdate	
		MM/DD/YYYY	
Email	Mobile Phone	Other Phone	
Street		Street Line Two	
City		State/Province/County	Postal Code
		- Select -	
Team Role and Permissions Role Label @	✓ Is Coach 😧 🗹 Is n	ot a player 🕢	

Save	Cancel
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5. Make sure that you select the save button before closing the page.

×esc



6. Do not deselect the box for Is Coach and Is Not Player to ensure that the contact will receive all correspondence going forward sent to your team.

Add Roster Member

First Name*	Last Name*	Birthdate	
Email	Mobile Phone	e Other Phone	
Street		Street Line Two	
City		State/Province/County	Postal Code
		- Select - 🗸 🗸	
Team Role and Permissions			
Contact × •	🖌 Is Coach 🕢	🗸 Is not a player 😮	

Save Cancel