Team Information Updating

Help Sheet

Log into your TeamSnap tournament account:

https://tournaments.teamsnap.com/

1. Select **Team**

2. Select the **Team to adjusted**

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 *

Test Team

City *

grosse pointe farms

State/Province *

Michigan

Postal Code *

48236

[Save and Close] [Save and Continue] [Cancel]

Team Contact Information

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

Update Team

✖
esc

i Team Info **🗋 Roster**

Team Name *

Test Team

City *

grosse pointe farms

State/Province *

Michigan

Postal Code *

48236

Save and Close **Save and Continue** Cancel

2. Select the **Add Coach**

Manage Roster for Test Team

✖
esc

i Team Info **🗋 Roster**

Change Roster for Test Team for future registrations.*

*To make changes to the roster for existing registrations still allowing roster changes, 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

First Name* | Last Name* | Birthdate

Email | Mobile Phone | Other Phone

Street | Street Line Two

City | State/Province/County | Postal Code

Team Role and Permissions

Role Label ❓

Head Coach | ✔ Is Coach ❓ | ✔ 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

Email | Mobile Phone | Other Phone

Street | Street Line Two

City | State/Province/County | Postal Code

Team Role and Permissions

Role Label ❓

Contact | ✔ Is Coach ❓ | ✔ Is not a player ❓

Save   Cancel

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

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

MM/DD/YYYY

Email

Mobile Phone

Other Phone

Street

Street Line Two

City

Enter city

State/Province/County

- Select -

Postal Code

Enter postal code

Team Role and Permissions

Role Label ❓

Contact   × ▼

✔ Is Coach ❓   ✔ Is not a player ❓

Save   Cancel