Team Snap Playbook for Coaches, Parents and Players

TeamSnap is the #1 sports team/league management platform designed to manage your team schedule, post scores, cancel or create practices and events, track player availability, enable real-time team communication, create parent assignments (snack duty) and allow communication between the league and coaches during the season.

Though not mandatory, it is highly recommended that you use the TeamSnap app this season. The learning curve is short and easy, and the benefits are numerous!

Each Rep team has their own page and has been populated with the player/family data that was provided at registration. To maintain our player's privacy team staff or club admin **CANNOT** add additional family members to individual accounts. The email owner that originally registered the player will hold the main account and can add and remove family members at their discretion.

We have programmed your team's players, so once you log into your account, your team will be there. There are a few steps that head coaches must take to begin finishing your team page.

- On your dashboard, you will see the Roster tab on the top navigation bar. Once selected, you will see a list of all your players. At each player's name you will see a Check Mark, or a green box labeled as, Invite to Join/Re-Send Invitation. Families that are linked to your team have the Check Mark and those with the green box are not connected. Make sure to click this button on every player to get all your families on board!
- If you don't see a player on your team's page or if you need to update the listed players or coaching information, please email club admin to add all new players or staff.
- Now, it is time to customize your page by adding a welcome page note, populating your practice and game schedule player availability and assignment schedule. These can all be populated from the blue navigation bar.
- The Availability tab is one of the best features of the TeamSnap platform. All your players are listed under each scheduled event. Mark everyone as available and ask families to change them to absent when conflicts are known. This allows you to have up-to-date info for game days!
- For many teams the Assignment tab can be used to assign the all-important snack duties for each game!
- All team correspondence must go through Team snap. This allows you to select all the players and send a quick email if practice is rained out or if there is a last-minute field change. Your families will thank you!

For Coaches here are a few links to introduce you to the benefits of being a team 'owner' with TeamSnap and SC Toronto.

TeamSnap app features
Team Admin

For Parents and Players who are new to TeamSnap here is a link for you!

If you have any questions about the TeamSnap system, please email us at info@sctoronto.ca