

Helping Managers Navigating TeamSnap for an Effective Hockey Season!



What you can expect:

- Quick Tutorials on how to use the most useful functions within TeamSnap as a team manager
- Useful links to TeamSnap resources that will help you further understand the functions within TeamSnap
- **TIPS** on how to use the functions more effectively
- A suggested road map to get your Hockey season started!

TeamSnap is a platform for all levels and types of sports to help organize and effectively communicate with team managers, coaches, players and parents.



What makes TeamSnap **Effective?**





- Simple, logical navigation
- Set managers and teams up for success
- Keep track of player availability for all ice sessions

NEW! Easy Health Checks & Reporting

 Useful and easy to find content that answers questions and educates parents, players and coaches



- The KMHA office will do all initial TeamSnap set up for each team which includes: importing your full roster, setting you up with team manager administration functionality, and sending the initial email invites to all parents to join the group.
- You can additional people into your TeamSnap including Non-Parent coaches or player family members (including grandparents) into your group!

Parents and Players can edit and update their own profiles.

For easy to follow step-by-step guide for adding Family or Contacts to a profile please <u>Click Here</u>.

ROSTER

TIP: Add all of your coaching staff to your TeamSnap roster as "non-players." This enables them to also complete the Health Check





	New Event							
Event Details								
Name of Event:	Practice							
Extra Label: (optional)	e.g. Drills, Conditioning							
Date:	10/30/2020							
Time:	7 : 00 PM Pacific Time (US & Canada) Change Leave black for 'TBD'							
Repeats:	Does Not Repeat							
Location:	NHL Non-League •							

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Schedule

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Roster

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Home

ailability

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Tracking

Optional Event Info		✓ Show
Assignments		
Assignment:	e.g., Bring Snacks, Stripe Field	•
	Add Another	
	Notify your team?	
	× Cancel ✓ Save + Save and Create Another	
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Statistics

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Invoicing

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Assignments

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Media



SCHEDULES

Messages

Team Store

Preferences

Manager

Schedules allow parents and players to see their upcoming schedules and receive reminders for every scheduled ice time!

For an easy Step-by-step guide on Adding Games and Events – <u>Click Here</u>

TIP: Once you have entered your ice times into TeamSnap ask someone to cross reference to ensure accuracy.



8 hours before each event's start time, the Health Check session will open up for participants to go in and take a quick self assessment, right within their TeamSnap app.

- If cleared to participate, players can come to ice session and simply show their green clearance screen.
- For coaches and managers, you can easily track who still needs to take their health check prior to the event. You can quickly message them and make sure they get it done before arriving.

Read More:

Health Checks – Easily Screen Health Symptoms before each game or Practice – <u>Click Here</u>

Health Check Resource Centre – Click Here



NEW! Easy Health Checks & Reporting

ALL players and coaching staff will be required to complete the Health Check via TeamSnap prior to entering any arena.

Players will continue to be required to check in at the front doors of the arena and each team will be responsible for their player check ins.

Team managers can simply export a Health Check report for their check ins at the door or players can simply show the green screen to the person conducting the player check in.

Health check reports can be exported for any past ice times, should KMHA ask.





Ηn := Tracking Statistics Manage Availability Show All « Prev 1 2 Next » Availability Preferences 📩 Export Practice Practice Practice Practice Practice Mon, Sep 28, 2020 6:30 PM Sat, Oct 3, 2020 4:30 PM Thu, Oct 8, 2020 5:15 PM Sat. Oct 10, 2020 7:00 PM Sun, Oct 11, 2020 10:30 AM \sim 3 🗳 14 7 🛛 5 🗳 Players 10 \checkmark Aikam Sadhra V 💄 🛛 Brody Walker V V ? ? Bryden Cavanagh × V 💄 🛛 Brydon Ortwein L Callum Drummond ? Help V Cohen Mcmillan

Availability

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AVAILABILITY

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The availability function allows players to check in to each event or game. Coaches and team managers can easily see who will be at each ice time.

- **TIP:** Check your teams availability 24 hours before your ice time and send a reminder to all those who have not yet checked in! (see next slide)
- **TIP:** The sooner players check into games, the sooner game sheets can be submitted via Hi Sports.

TIP: Don't accept any other form of notification of missed ice times! (email/text)



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Roster

Schedule Availability

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Messages

Team Store Preferences Manager

Send Availability Reminders

[2]

Send availability reminders for the 4:30 PM event on October 3rd Practice

Would you like to send a reminder email to your team, asking them to set their availability for this event? The email will have links they can click on to set their availability instantly - no need to log into TeamSnap.

You can send the reminder email to everybody on the roster, or just to people who have not yet set their availability for this event.

The following people have not yet set their availability:



Who would you like to send a reminder email to?





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Schedule

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Home

[2]

Availability

Parent Time/Score Clock Schedule

Tracking

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Statistics

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Assignments

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Media

Game #	Date	Time	Arena	Score Clock	Score Sheet/Tablet	Game Numbers	Home Tean
1	Friday, March 6	1045-1215pm	Memorial	Jessi	Nash gayfer	ADBP001	2301910
2		1230-200pm	Memorial	Steve Gayfer	Nash gayfer	ADBP002	2301949
3		215-345pm	Memorial	Jessi	Walker	ADBP003	2301978
4		400-530pm	Memorial	Cavanagh	Sadhra	ADBP004	2301950
5		545-715pm	Memorial	Cecchini	Dekkers	ADBP005	2301910
6		730-900pm	Memorial	Szatmari	Dekkers	ADBP006	2301950
7	Saturday, March 7	800-930am	Memorial	Cecchini	Goddard	ADBP007	230191
8		945-1115am	Memorial	Cecchini	Goddard	ADBP008	230197
9		1130-100pm	Memorial	Cavanagh	Sadhra	ADBP009	230195
10		115-245pm	Memorial	Soderstrom	Walker	ADBP010	230197
11		300-430pm	Memorial	Soderstrom	Hole	ADBP011	2301950
12		445-615pm	Memorial	Szatmari	Hole	ADBP012	2301949
13	Sunday, March 8	915-1045am	Brock	Donaldson	Pullen	ADBP013	2301978
14		1100-1230pm	Brock	Donaldson	Pullen	ADBP014	2301814
15		1100-1230pm	Sandman	Gottfriedson	Hoffer	ADBP015	2301910
16		230-400pm	Memorial	Godfriedson	Hoffer	TBD	

MEDIA

Team Store

Preferences

Manager

The Media section is **NOT** just for photo and video sharing with your group!

Use the Media section to upload and share:

• Team Budget & Finances

Messages

- Upcoming Tournament Schedules & Rules
- Parent Duty (Time/Score Clock) Schedule
- Hi Sport Game Sheets
- KMHA Memos

TIP: When you upload something new its best to send a group email or chat letting your team know what **NEW** resource is available and how to access it.





MESSAGES

Messages in TeamSnap can be sent by any member or contact with access to your team.

There are **FOUR** message types for communicating in TeamSnap. Each of these messaging types are intended to help you connect easily with targeted members or individuals

TIP: Don't assume your parent group always receives and/or reads KMHA bulletins. Support KMHA and add relevant "snip its" from their bulletins to ensure important and relevant messages are received

TeamSnap Live! Game and Event Chat

TeamSnap Live! game and event chats are chats specific to each game and event that become available 1 hour before the start time of a scheduled game or event. Live! chats remain open for chatting until 2 hours after the end time (if specified) or 5 hours after the event start time.

Using TeamSnap Live! Chat and Scoring



Team Chat

Team Chat is a perpetual chat available to the entire team for regular communication in the mobile apps. When members chat, a push notification is sent to all members who have downloaded the TeamSnap app and have enabled notifications for chat. The message can also be viewed on the mobile apps under Messages > Team Chat. Team Chat messages are public to all members and contacts with access to the team.

Using Team Chat





MESSAGES

Direct and Group Messaging

Direct messages allow members to privately message one or more recipients. This feature is only available in our mobile apps.

Using Direct and Group Messaging



Emails

Emails are sent to all email addresses listed on selected recipient member profiles directly to each recipient's preferred external email program. Emails sent within a team are viewable only to the sender and the selected recipients under the Messages tab in the Emails section on both web and mobile apps. For sports organization administrators, this is the only communication type available at the organization level in the web app and mobile apps. Messages sent from the organization or division levels will only be displayed in the mobile version of TeamSnap for recipients. Replies to emails will be sent from the responder's external email program, not through TeamSnap.

Send and Reply to Emails in TeamSnap







MESSAGES



Alerts

This message type is available for teams on the Basic plan or higher. Alerts are sent to members by push notification (if enabled on their device), text message (if enabled for the recipient phone number), or email. Alerts are visible under the Messages tab in the Alerts section only to the sender and the selected recipients.

Sending Alert Messages



Posts

Posts are basically a message board for the team. They can be viewed by the entire team on both the TeamSnap mobile apps and the website. All team members can reply to posts in threads, and if the **Broadcast this message** box is selected, an email copy of the post will be delivered to all member emails.



WHERE SHOULD YOU START?

Be a KMHA ambassador! Now more than ever, we need each others support to navigate this season

- **Be Proactive Vs. Reactive!** More work now = Less work later!
- **Don't let parents plead ignorance!** Allow parents to hold each other accountable!



Setting your team up for a successful hockey season is all about **effective and thoughtful** communications and enabling your group to know how to quickly navigate and find what they are looking for. By leveraging TeamSnap and using the platform to its fullest potential will **create less work for you** as your team manager. A suggested step-by-step process for setting up a successful hockey season is on the next slide.



WHERE SHOULD YOU START - a basic ROADMAP forward



- An initial warm welcome email to all parents, players and coaches
- What do you expect from your parent group? What can your parent group expect from you?
- Continue with weekly communications at the start of the season with gentle reminders that resources are found in your "Media" tab



- Expect parents and players to use the availability function
- Send reminders via TeamSnap for player availability
- Don't allow parents or players to notify you using any other platform
- Be your teams role model and encourage your parent coaches to role model too!



Enable Parent

"Self-Serve"

Step

3

 It's best to send a group message supporting any uploads into the "Media" tab. Parents will start to "Self-Serve"



- Jersey parent
- Fundraising Coordinator
- Treasurer
- Time/Score Clock Scheduler
- Home Tournament Coordinator
- Out of Town Coordinator





Doodle

Doddle Poll – FREE online polls

This is a helpful tool when you need to gather opinions to help with making thoughtful decisions that may impact the team. (ie. which out of town tournaments to attend) Click the logo above for more information on howe to create your own Doodle Poll



Google Docs

Google Sheets allows you to share a link out to a group to enable them to make updates to a document which will autosave in the google cloud. This is helpful when you require parents to sign up for duties (Time/Score clock, 50/50, draw table, etc.) Click the image above for an example "Parent Duty" Sign up sheet.



Kamloops Minor Hockey Website & Facebook Group

The KMHA website has an extensive library of resources and forms to help team managers plan for anything outside of regular game play – Permission to travel, Medical forms, Manager Packages. Click the image above to be redirected to the Resources section of the website.

Join the KMHA Facebook group for bulletins and update notifications – Click Here