



How to use TeamSnap

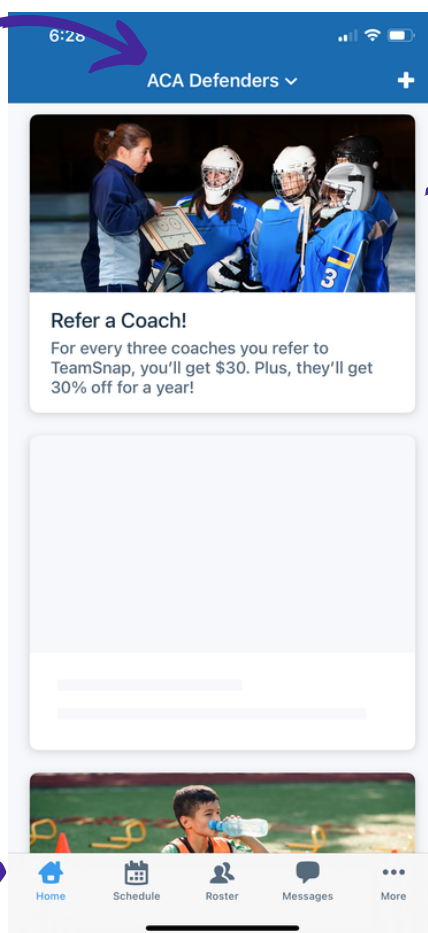
The following guide was developed by ACA to help you best utilize TeamSnap!

Whether you are a parent, a coach or a player, TeamSnap will be the main method of communication for ACA Football so it is important that you know where to go to find the information you are looking for.

You will receive an email to join TeamSnap. Simply click the link and download the app. It is important to make sure you allow notifications if you are prompted to. This will ensure you do not miss anything posted.

When you login, you will see your homepage that will look like this:

Here you will see the Team Name. If it isn't ACA, click the down arrow and select "ACA Defenders"



Please note, TeamSnap may populate different types of ads on this page so they may not look exactly the same as this photo

The menu at the bottom will be broken down for you on the next few pages



Clicking on the "Schedule" button at the bottom of the page will bring you to a calendar of practices, games and special events.

Clicking on this button will allow you to save the whole schedule to your phone calendar!

6:28 ACA Defenders

November 2022

Date	Event	Location
10 Thu	PRACTICE	Broussard Sports Complex
11 Fri	5:30 PM PRACTICE	Broussard Sports Complex
16 Wed	8:00 PM NATIONALS ARRIVAL DAY	Panama City Beach
17 Thu	12:00 PM vs. Grand Valley Christian Patriots	7300 McElvey Rd
18 Fri	TBD NATIONALS FREE DAY	Panama City Beach
19 Sat	1:00 PM NATIONALS FINAL GAME	2904 Dawkins St

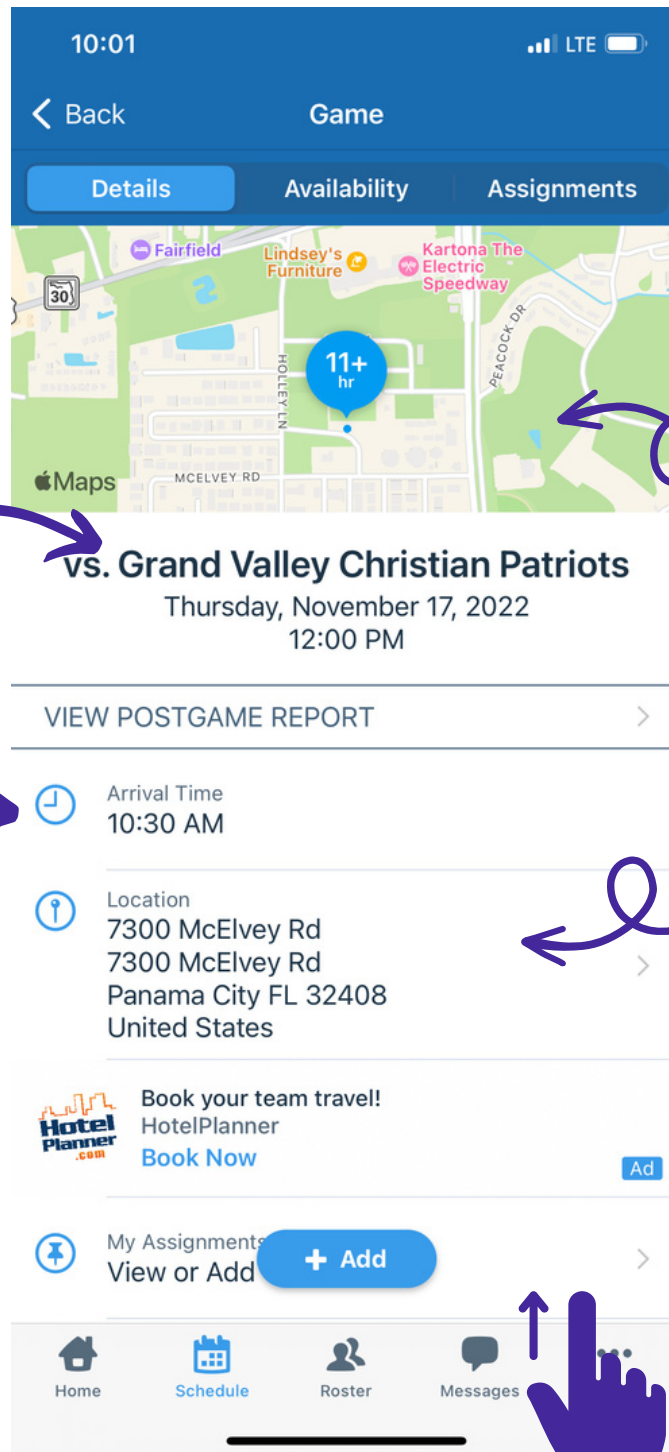
Home Schedule Roster Messages More

Games will be color coded differently than other events.

You will see that each event date will show you a time and location



When you click on an event, you will be able to see lots of information!



You can see who we are playing against, what date and time the game is scheduled to start

vs. Grand Valley Christian Patriots
Thursday, November 17, 2022
12:00 PM

Clicking on the map will allow you to open the location in your favorite navigation app like Waze or Google Maps. You will also see the option to share the address with others. You can also see the address under the "location" section.

Arrival time is the time that the team is expected to be at the field with all equipment and ready to practice.

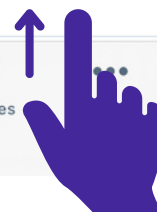
Arrival Time
10:30 AM

Location
7300 McElvey Rd
7300 McElvey Rd
Panama City FL 32408
United States

Book your team travel!
HotelPlanner
Book Now

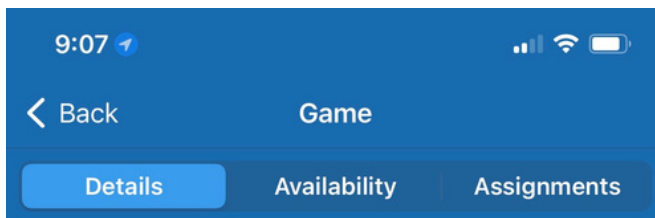
My Assignments
View or Add + Add

BUT WAIT!
THERE'S MORE...





When you click on an event, you will be able to see lots of information!



Here you are able to see your assignments for games such as gate worker, concession, etc

My Assignments
View or Add Tasks

Uniform
Purple Jersey/Black Pants

Here you can see what color uniform the boys need to be in for the game

Home/Away
Home

Are we considered home or away? Now you know!

Opponent
Grand Valley Christian Patriots

+ Add

Clicking "+Add" will allow you to either add your volunteer assignment to the game or add the event to your phone's calendar.



Home



Schedule



Roster



Messages

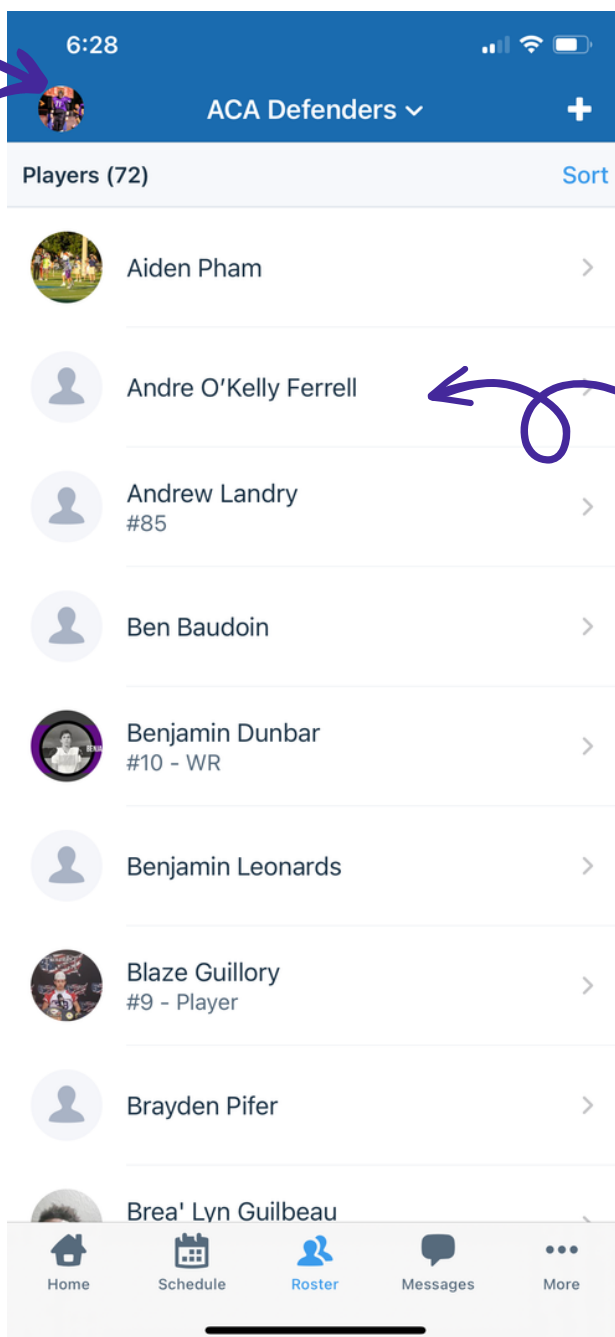


More



Welcome to the Roster screen where you can see the list of team members.

This tells you what profile you are under. you can click on it and edit your details.



All team members and family members will be listed on this page. you can click on one of the players to see extra information. (see next page)



When you click on any player profile, here is what you will see!

9:22
Search
Roster Edit

LJ Hayles
#71 - Guard

Message

Birthday Mar 24, 2007

Gender Male

Statistics

Contact Information

Miranda Rhea — Mom
mirandarhea@icloud.com

Lewis Hayles
ljhayles@icloud.com

Miranda Rhea — Mom
(251) 643-6455

Lewis Hayles
(251) 447-6865

Home Schedule Roster Messages More

Player name, number and photo (if uploaded). You can direct message that person within the app here.

Inside of your profile, you will see the "Edit" option. You can add contact information or edit information.

Player birthdate is listed here. Statistics will not be tracked in TeamSnap at this time.

Here is all of the contact information for the player and parents. You can call or email directly from the app.



Under the "Messages" screen, you can see several different sections

6:29 ACA Defenders ▾

- Chat
- Posts
- Emails
- Alerts

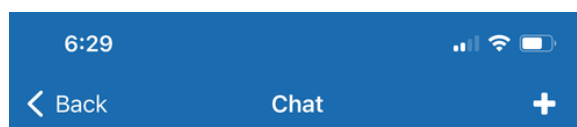
Chat will be the home of the team chat and any other chats you may have with parents/players.

Posts will be the place to see important information and announcements.

Any emails sent out will be located here as well. No more searching your inbox!

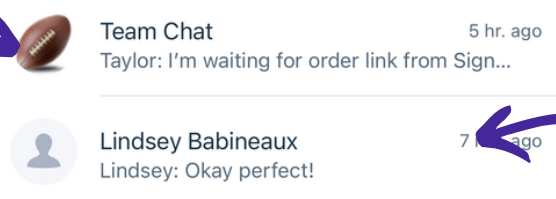


Chats Screen

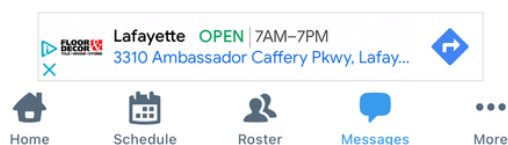


Any messages sent in the team chat will be sent to the entire team and their parents.

If you have a question, you should use the chat feature to ask that question if you are not able to find the information in the following areas.

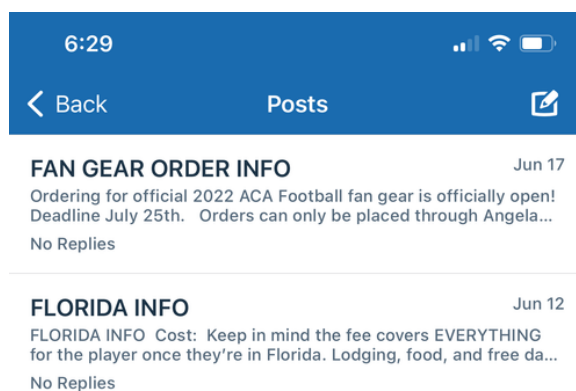


Individual messages will be labeled just like texts on your phone with the name of the person you are communicating with.





Posts Screen will show you any major announcements that have been made to the group. It is advised that you use the post feature if you are in charge of posting something important to the group, like signups, fundraiser information, etc. This ensures that important information does not get lost in the chat.



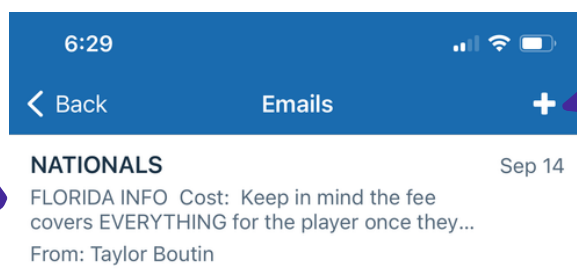
When you want to make a post, click here, on the create button.

You can also choose to broadcast this information by email. This should only be done with important information such as signup information for game workers, FanGear order information, Fundraisers or something otherwise approved by the booster club, a coach or ACA board member.





The emails screen is where you will find the emails that have been sent out to the team. Now you no longer have to search your inbox.



Each email will be listed separately.

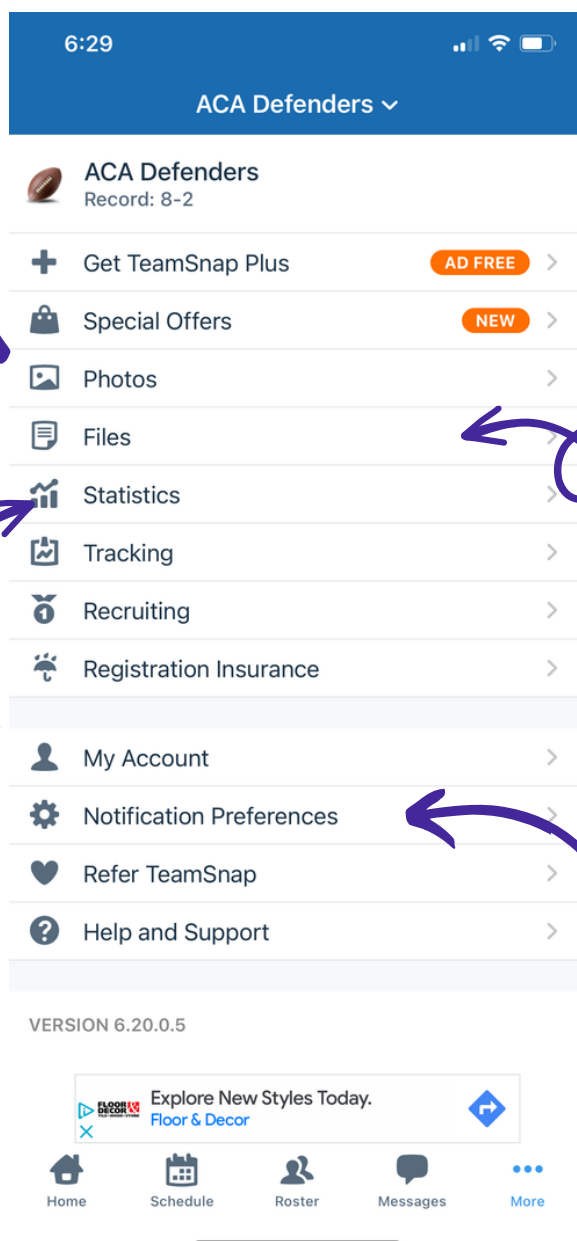
You may click on the add button if you are sending out an email. You will be able to select a parent or player's email from the roster from there.

Please note, you should not send out emails to everyone unless approved by the booster club, a coach or ACA board member.





Clicking on the "More" button will give you some additional options



You can upload photos here. Share your gameday with the team!

Statistics will not be used at this time.

On the app, you can see files that have been uploaded to the app, If you have files you would like to share, you will need to use the webpage.

Edit and manage your notification preferences. You can also modify your notification preferences on your phone to ensure that you are not receiving them overnight.



We are so excited to have you as a part of ACA!

If you have any questions about the app, please reach out to a board member, booster club member or coach.