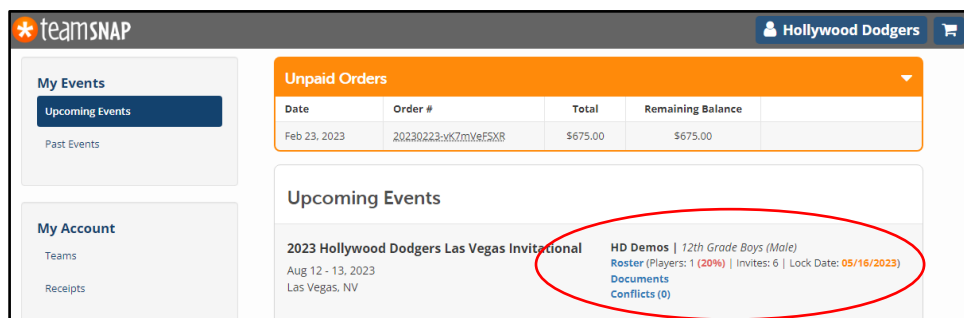# Team Management Using TeamSnap

The TeamSnap application allows Team Representatives or Coaches who registered the team to track the status of their application(s) and update information. This includes:

- ✓ Monitoring the status of the registration process
- ✓ Monitoring Player Registrations
- ✓ Updating team rosters
- ✓ Updating Player information (jersey #, email address, birthdate, phone number and T-shirt size)
- ✓ Specifying scheduling conflicts
- ✓ Tracking tournament fees
- ✓ Downloading the 12th Grade Conduct Form

To access your team's tournament information, log in to your TeamSnap account at https://events.teamsnap.com/login.

It should open to the Upcoming Events view:

Manage Roster

The number next to 'Players:' is the number of players who have completed their player registration. 'Players: 1 (20%)' above indicates that one player representing 20% of the **minimum roster requirement of 5 players** (which is allowed but not recommended) has registered. The **Lock Date** is the day (at midnight) when all rosters will be locked in TeamSnap. Please note that the Hollywood Dodgers will be locking rosters prior to that date as tournament rosters are verified against official league rosters. Submit the Roster Change Request form (https://bit.ly/HDLVIRCF) if any changes become necessary after the roster is locked.

Click on **Roster** to display the team's current details. Team representatives and coaches are listed under **Non-Players**, registered players are listed under **Players**, and those who have not yet responded to or have declined their invitations are listed under **Player Invites**. Note that the player count (excluding declined players) and percentage of required players are consistent with the info displayed on the home page.

2023 Hollywood Dodgers Las Vegas Invitational
Aug 12 - 13, 2023
Las Vegas, NV

⚠ Rosters need to be finalized before May 16, 2023. They will be locked on this date.

[Invite Player]   [Print Roster]

Non-Players (5)

Name		Email	Mobile Phone
Holly Wood	Team Representative	hdlvi2019@gmail.com	(123) 456-7890
Les Vegas	Team Representative - Backup	hwd@hollywooddodgers.org	(987) 654-3210
Brent Wood	Head Coach	eastwestoptimist@gmail.com	(555) 666-7890
Lance Vegas	Assistant Coach	lvegas@abcd.com	(654) 321-0123
Beverly Wood	Assistant Coach	bwood@123.com	(999) 888-7777

Players (1)   20% of required players for this event

#	Name	Email	Mobile Phone		
5	Super Star	eastwestoptimist@gmail.com		Edit	Delete

Player Invites (5)

Name	Email	Sent		
Ken Wood	hdlvi2019@gmail.com	✓ 02/23/2023	Manage Invite	Delete
John Doe	hwd@hollywooddodgers.org	✓ 02/23/2023	Manage Invite	Delete
Joe Player	eastwestoptimist@gmail.com	✓ 02/25/2023	Manage Invite	Delete
Al Hambra	hdlvi@hollywooddodgers.org	✓ 02/26/2023	Manage Invite	Delete
Vince Vegas	hwd@hollywooddodgers.org	✓ 02/26/2023	Manage Invite	Delete

Changes to the Summary Page

Upon subsequent login, we find that the player count has been updated for the event.

Drilling down into the **Roster** now shows that 40% of the minimum 5 players are now on your roster, and 4 invites remain with one player declining the invitation.
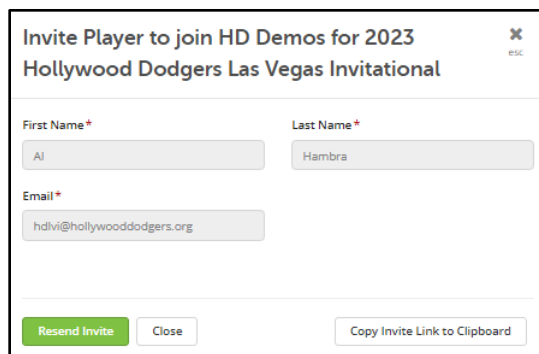

Players (2)   40% of required players for this event

#	Name	Email	Mobile Phone		
5	Super Star	eastwestoptimist@gmail.com		Edit	Delete
33	Vince Vegas	hwd@hollywooddodgers.org		Edit	Delete

Player Invites (4)

Name	Email	Sent		
Ken Wood	hdlvi2019@gmail.com	✓ 02/23/2023	Manage Invite	Delete
John Doe	hwd@hollywooddodgers.org	✓ 02/23/2023	Manage Invite	Delete
Joe Player	eastwestoptimist@gmail.com	Declined ℹ	Manage Invite	Delete
Al Hambra	hdlvi@hollywooddodgers.org	✓ 02/26/2023	Manage Invite	Delete

From this page, you can click on `Manage Invite` to resend an invitation, `Edit` to view/edit a registered player's information (jersey number, birthdate, email address, T-shirt size, etc.), or `Delete` to delete a player.

1. Manage Invite:
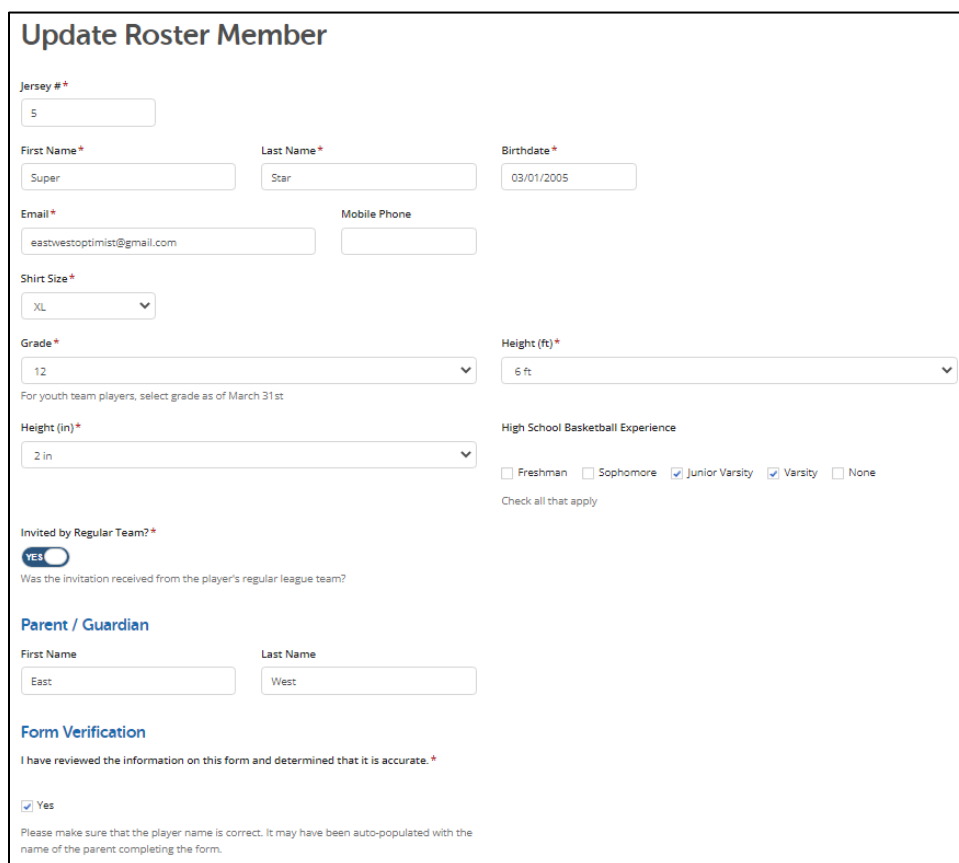

You cannot edit any of the fields on this interface, but if you click on `Resend Invite`, the invitation will be resent to the address specified.

Click on `Copy Invite Link to Clipboard` if you want to send the invitation to an alternate address. Paste the link into an email message, and the recipient will be able to access the invitation by clicking on that link which will appear concealed in a blue text box like this:

Note that the link will bring up the player information for that particular player.

2. View/edit information for a registered player:

Review the player information, update if necessary, then click on Save . You can only edit player information for those players who have accepted their invitation.

Super Star's jersey number is now '24' instead of '5':

Players (2)   40% of required players for this event

#	Name	Email	Mobile Phone		
24	Super Star	eastwestoptimist@gmail.com		Edit	Delete
33	Vince Vegas	hwd@hollywooddodgers.org		Edit	Delete

Player Invites (4)

Name	Email	Sent		
Ken Wood	hdlvi2019@gmail.com	✔ 02/23/2023	Manage Invite	Delete
John Doe	hwd@hollywooddodgers.org	✔ 02/23/2023	Manage Invite	Delete
Joe Player	eastwestoptimist@gmail.com	Declined i	Manage Invite	Delete
Al Hambra	hdlvi@hollywooddodgers.org	✔ 02/26/2023	Manage Invite	Delete

3. Delete player:

Should a player **Decline** the invitation, it will appear as follows with the reason (if provided by the player) appearing when you pass the cursor over Declined i :

Player Invites (4)

Name	Email	Sent		
Ken Wood	hdlvi2019@gmail.com	✔ 02/23/2023	Manage Invite	Delete
John Doe	hwd@hollywooddodgers.org	Will be on vacation	Manage Invite	Delete
Joe Player	eastwestoptimist@gmail.com	Declined i	Manage Invite	Delete
Al Hambra	hdlvi@hollywooddodgers.org	✔ 02/26/2023	Manage Invite	Delete

For any player who has declined the invitation to participate (or any other who will not be able to participate), click on the Delete button to delete the player.

Two of the remaining players have completed their player forms and one was deleted. The number of Player Invites is now 0. There are 4 players on the roster, but since a minimum of 5 players is required per team, it is only 80% complete.

Manage Roster for HD Demos

2023 Hollywood Dodgers Las Vegas Invitational
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Las Vegas, NV

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[Invite Player]   [Print Roster]

Non-Players (5)

Name		Email	Mobile Phone
Holly Wood	Team Representative	hdlvi2019@gmail.com	(123) 456-7890
Les Vegas	Team Representative - Backup	hwd@hollywooddodgers.org	(987) 654-3210
Brent Wood	Head Coach	eastwestoptimist@gmail.com	(555) 666-7890
Lance Vegas	Assistant Coach	lvegas@abcd.com	(654) 321-0123
Beverly Wood	Assistant Coach	bwood@123.com	(999) 888-7777

Players (4)   80% of required players for this event

#	Name	Email	Mobile Phone		
24	Super Star	eastwestoptimist@gmail.com		Edit	Delete
33	Vince Vegas	hwd@hollywooddodgers.org		Edit	Delete
8	Ken Wood	hdlvi2019@gmail.com		Edit	Delete
44	John Doe	hwd@hollywooddodgers.org		Edit	Delete

Player Invites (0)

Name	Email	Sent
No player invites		

4. To add a player to your roster (before the rosters are locked):

Click on [Invite Player], and the following screen will pop up:

Fill in the First Name, Last Name, and Email address of adult player or parent/guardian of minor player.

Click on the [Invite Player] button, and TeamSnap will send an invitation to the specified address; the newly invited player will be listed under Player Invites.

Manage Roster for HD Demos

2023 Hollywood Dodgers Las Vegas Invitational
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[Invite Player]   [Print Roster]

Non-Players (5)

Name	Email	Mobile Phone
Holly Wood Team Representative	hdlvi2019@gmail.com	(123) 456-7890
Les Vegas Team Representative - Backup	hwd@hollywooddodgers.org	(987) 654-3210
Brent Wood Head Coach	eastwestoptimist@gmail.com	(555) 666-7890
Lance Vegas Assistant Coach	lvegas@abcd.com	(654) 321-0123
Beverly Wood Assistant Coach	bwood@123.com	(999) 888-7777

Players (4)   80% of required players for this event

#	Name	Email	Mobile Phone		
24	Super Star	eastwestoptimist@gmail.com		Edit	Delete
33	Vince Vegas	hwd@hollywooddodgers.org		Edit	Delete
8	Ken Wood	hdlvi2019@gmail.com		Edit	Delete
44	John Doe	hwd@hollywooddodgers.org		Edit	Delete

Player Invites (1)

Name	Email	Sent		
Newton Player	eastwestoptimist@gmail.com	✓ 02/26/2023	Manage Invite	Delete

5. Click [Print Roster] to print the roster for your use as necessary. Please do not submit it to the Hollywood Dodgers.

HD DEMOS

OFFICIAL TEAM ROSTER

2023 Hollywood Dodgers Las Vegas Invitational - Division: 12th Grade Boys (Male)

Head Coach: Brent Wood (555) 666-7890 | Team Representative: Holly Wood (123) 456-7890 | Team Representative - Backup: Les Vegas
(987) 654-3210 | Assistant Coach: Lance Vegas (654) 321-0123 | Assistant Coach: Beverly Wood (999) 888-7777

# Players	Last Name	First Name	Date of Birth (mo/day/yr)
1.	Doe	John	04/01/2005
2.	Star	Super	03/01/2005
3.	Vegas	Vince	02/03/2005
4.	Wood	Ken	12/20/2004
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

As the undersigned representative of the above team, I certify and validate that all the information submitted on this Official Roster is true and correct, and acknowledge that teams submitting false information shall be subject to disqualification.

Further, we recognize and acknowledge that adverse weather is an Act of God and we will accept all decisions by the tournament officials regarding playing conditions as final without objection, appeal or compensation whatsoever.

TEAM CONTACT SIGNATURE _____ **DATE**_____

PLEASE NOTE: You must make roster changes ONLY through the 'Upcoming Events' Roster link. DO NOT attempt to do so using the 'Teams' link (circled below) under My Account. All roster changes made after the rosters have been locked require the submission of the roster change request form and approval of the tournament committee.

Documents (For 12th Grade Teams Only):

All 12th grade teams are **required** to submit the Conduct Form. If you did not download the blank form while completing the Team Registration form or if you are ready to upload the completed form, click on the Documents link.

Click on the 🔗 to download the blank form.

HOLLYWOOD Dodgers

Las Vegas Invitational
CONDUCT FORM
(Must be completed and submitted with entry fees to be considered)

All players and coaches are expected to abide by the general tournament rules that are detailed in the document titled 'Hollywood Dodgers Las Vegas Invitational Rules and Regulations.' A special qualifier applies to the players and coaches of 12th grade teams:

Conduct that would normally result in rejection from future Hollywood Dodgers tournaments will instead result in rejection of that team's entire organization from future Hollywood Dodgers tournaments. This rule applies for the duration of the tournament and is not limited to game situations. All tournament participants are expected to behave in a responsible manner in and around the city of Las Vegas as well as at the gym facilities before, during, and after their games. Antagonistic behavior and fighting will not be tolerated.

The Tournament Committee will assess all incidents and will enforce this policy where appropriate.

I have read the above policy and the 'Hollywood Dodgers Las Vegas Invitational Rules and Regulations.' **I understand that my actions, as a member of** _____ **(Name of Team), can result in the disqualification of any and all of my organization's teams from future Hollywood Dodgers tournaments.**

Name (Printed)	Position	Signature	Date
	Player		
	Player		
	Player		
	Player		
	Player		
	Player		
	Player		
	Player		
	Player		
	Player		
	Coach		
	Assistant Coach		
	Team Rep		

I have read the above policy and am aware that the behavior of the individuals listed above could result in sanctions against _____(Name of Organization).

President: _____ _____ _____
                     Name (Printed)   Signature   Date

Secretary or Treasurer: _____ _____ _____
                                     Name (Printed)   Signature   Date

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✓ Complete the form with names and signatures for all participating players, team staff members, and the organization's president and either secretary or treasurer.
✓ Scan or photograph the document as a .pdf, .png, or .jpg file and click on the **+ Add Document** button to upload the file.
✓ Select the electronic file and click on **Open** ; the file will be uploaded.
✓ Please make sure it is the final version of the document as you are <u>only able to upload one file</u>.

Team Documents for HD Demos

Name	Associated Document	
📎 **12th Grade Conduct Form**	12ThGradeConduc...	View

Should you have problems uploading the file, please email it to hwd@hollywooddodgers.org. You can also mail the Conduct Form to the Hollywood Dodgers, P.O. Box 3609, Alhambra, CA 91803-3609. The document must be submitted before the team can be considered for an invitation to the tournament.

Scheduling Conflicts:

If your team has any scheduling constraints during the tournament weekend, click on the **Conflicts** link to enter up to two conditions when the team cannot play. The conflicts you enter will be taken into consideration if the team is selected to participate.

Specify 'Before' or 'After', the date, and the time conflict then click on [Add Conflict] :

If two dates and times are entered, the [Add Conflict] button becomes disabled since you have reached the maximum conflicts allowed.

The number of conflicts have been updated in the team details:

Orders/Receipts:

To look up order information, click on Receipts.

An order is generated each time a user submits a form. The third order above is for the team registration (in this case, for HD Demos – 12th Grade Boys) and is associated with the team entry fee (with the Early Bird discount). The first order was generated when a player accepted the invitation for this TeamSnap user. (The second order shown was a test registration submitted by this user. Please disregard that line, and make sure you do not register the same team twice for this tournament.) **Please include the last 4 digits of your team's order # (the one with the entry fee) on all future tournament correspondence with the Hollywood Dodgers.**

Click on an Order link to view and print the order receipt. This confirms that your registration form was received.

Receipt for team registration

(HD Demos)

Receipt for player registration (Ken Wood)

Once the tournament entry fee has been received and posted, a check mark will appear in the Paid column.

The Order Details will now show the amount paid.

A Registration Receipt will be sent by email confirming receipt of payment.

Logging out:

To log out, click on the account name at the top and select Log out: