

User's Guide for the TeamSnap iPhone app for Players and Parents

Because we're not too good to develop a User's Guide for our Apple-related product

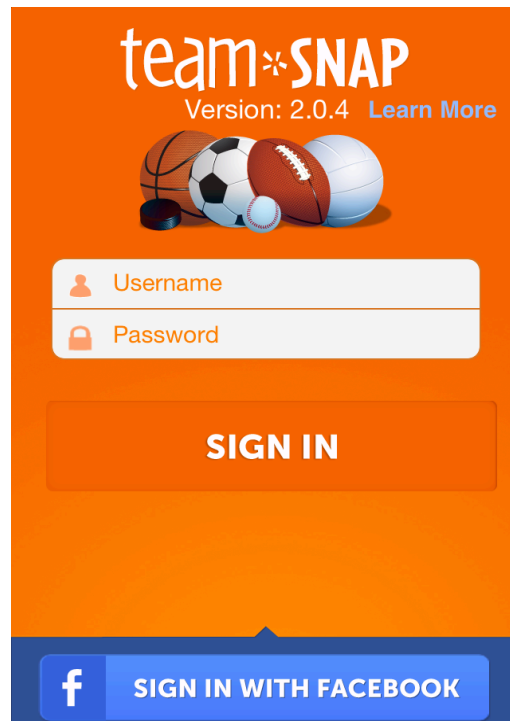


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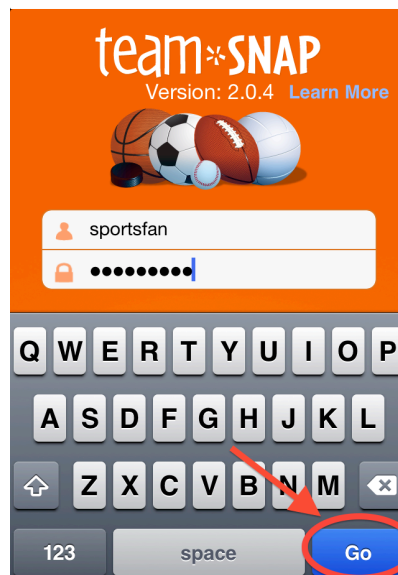
Section 1: Signing into the App

A. I already have an existing username and password

If you already have an existing username and password then follow these steps to sign into the TeamSnap App:

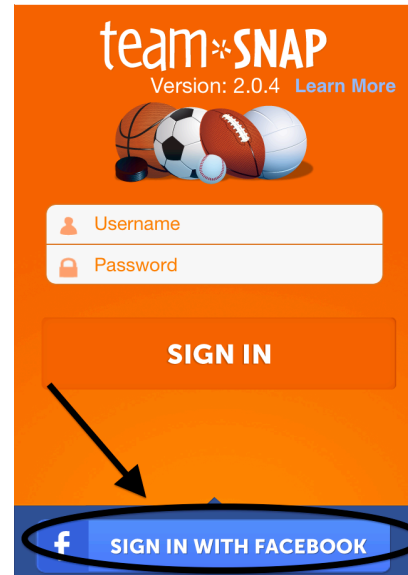
- Click on the “username” box and enter your username
- Click on the “password” box and enter your password
- **Click on “Go” on your keyboard**

This will log you into your account and you will immediately see a list of all your teams.



B. Signing In with Facebook

- Click on the “Sign in with Facebook” button at the bottom of the screen
- Enter your username and password for Facebook
- You will see “Already Authorized” if you have already authorized TeamSnap to use your Facebook login and you will be logged into the app.
- If you have not been already authorized you will be taken to the Facebook sign in page (or the Facebook app sign in page). Once you sign-in you will be taken to a screen with the TeamSnap app on it.
- Select “Login” and then decide if you want to allow the optimal permissions. Once you decide you will be logged into the app.



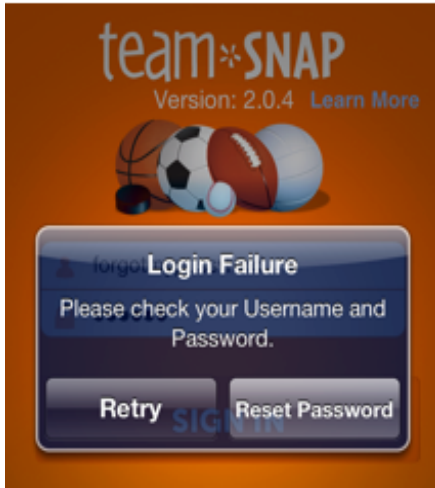
C. Facebook Error Message

If you receive a “com.facebook.sdk error 2” this is caused when the user chooses NOT to let TeamSnap have access to their Facebook login.

Just follow these steps to give access to your Facebook login:

- Go to the iPhone Settings app (it's a gear icon usually on the first page of apps)
- Tap "Facebook", and then change "Allow these Apps to Use Your Account" from "Off" to "On" for TeamSnap

D. I forgot my username and/or password



If you forgot your password when you tried to sign in, you will be given an option to reset your password. Click on the “Reset Password”, enter your account email at the prompt and click on “Submit”.

If you see the message “**Password Reset Initiated**” you will be sent an email with your username in it and instructions on how to reset your password.

If you get the message “**Password Reset Failed**”, it means our system did not recognize that email. You may have just entered the address incorrectly but it may be that you entered an email address that is different from your account email.

If you continue to have problems remembering your account email just contact us at support@teamsnap.com and we help you get things sorted out!

E. I do not have an existing account and I am trying to find my team

If you do not have an existing account and you are trying to find a team you will want to check your email inbox to see if there is an email invitation inviting you to join the team. The email will contain a link to our site.

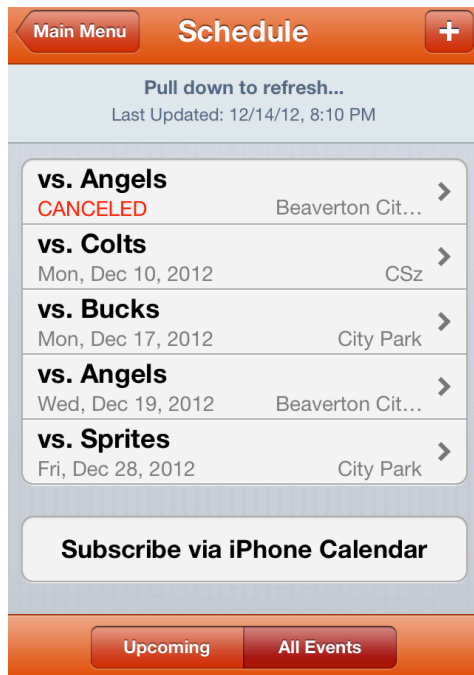
When you click on the link it will take you to our website where you can create your username and password. Once you do this, the team will be added to your account.

Then you can use your shiny new username and password to login to the iPhone app!

Section 2: Refreshing Your App

If you want to make sure your app is as up-to-date as possible you have the option of refreshing certain pages.

To refresh a page you just simply swipe down on the screen and you will see the words "Pull down to refresh..." and then when you keep going, "Release to refresh..."



The following pages on the app can be refreshed:

- Teams page
- Overview page
- Roster page
- Schedule page
- Posts/Emails pages (found in the Messages page)
- Photos/Files

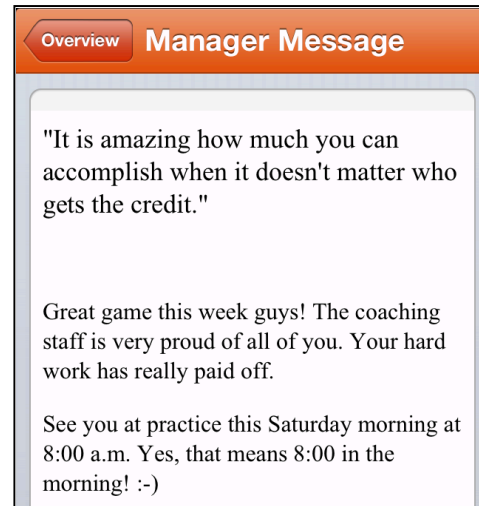
If you do not want to commit this list to memory just try swiping down on any page. You will get the hang of it!

Section 3: Overview Page

The Overview page displays your team **Record**, your **Next Game** and your **Last Game** and will display the **Manager Message**. Both game links will lead you directly to the game with all of the needed event information.

From the game pages you can

- Check and update team availability
- Enter your own availability
- Assign refreshments for the game



Section 4: Editing Roster Information

A. Editing player information on the roster

- Go to the Roster menu
- Click on the player's name
- Click on the arrow in the top right-hand corner of the screen
- Select "Edit" when the pop-up appears
- Edit the necessary information
- Click on "Save"

I want to Coach!
(How to Create a New Team)

To create a new team from the app go to the "Teams" page and click on the "+" in the top right-hand corner of the screen. Enter your team information, click on "Save" and you will create a sparkling new team!

B. Adding Players as a Contact on my iPhone

- Go to the Roster page
- Select the player
- Click on
- Select "Ok" when it says "'TeamSnap' would like to access your contacts"
- Select "Create New Contact" or "Add to Existing Contact"
 - *Note: You can also select "Send Message" "FaceTime" or "Share Contact" from this page as well.*
- Select "Done"

C. Adding/Changing a picture for a player on the roster

- Go to the roster page
- Click on the player's name
- Select the picture box that either says "Click to Add" or says "Change" underneath the current picture
- Choose "Take Photo" or "Choose Existing"
- Take your photo or pick one from the hundreds in your phone

Section 5: Schedule

A. Subscribing to the Team Calendar Through Your iPhone Calendar

- Go to the Schedule page
- Scroll to the bottom of the schedule
- Select "Subscribe via iPhone Calendar"
- Select "Subscribe" when prompted

That's it. Seriously. Go ahead and check your calendar. It's there.

B. Unsubscribing from the calendar

- Go to the Calendar app
- Select the "Calendar" button on the top left-hand side of the screen
- Scroll down to and select the team calendar
- Select "Delete Calendar"
- Select "Delete" again at the prompt

C. Adding a Single Game/Event to your iPhone Calendar

Through the TeamSnap app you can add individual games/events, one at a time, to your iPhone calendar. Unlike games/events from your subscribed team calendar, this calendar entry can be edited or removed.

Here is how to add a single game/event to your iPhone calendar:

- Go to the Schedule page
- Select the game/event
- Click on "Add to iPhone" calendar
- Click Ok, when you get the message "TeamSnap would like to access your calendar" (It will only ask this the first time)
- You will be taken to the "Add Event" screen on your iPhone calendar. You can then edit or label the event in any way you would like
- Click on "Done"

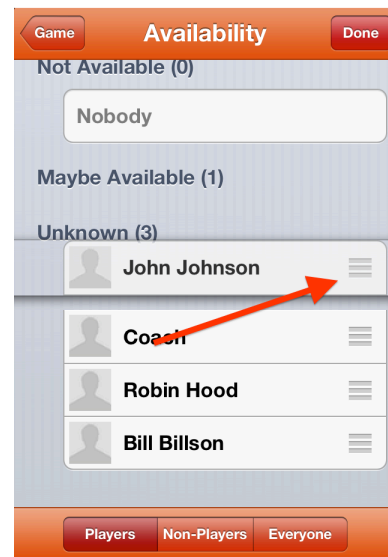
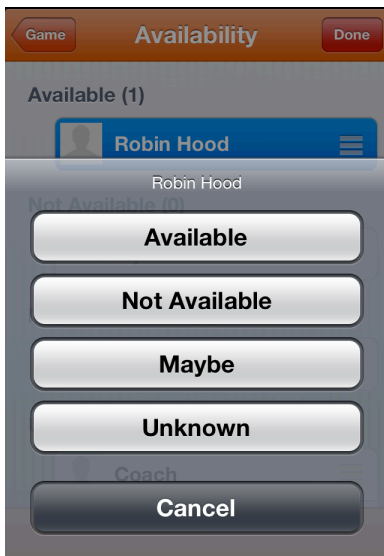
Section 6: Availability

A. Updating player availability

Drag and Drop Version

- Go to the "Schedule/Availability" page
- Select a game
- Select "Team Availability"
- Click and hold to the far right of the player's name (where you see the three bars)
- The name will pop up a little and you can drag and drop it to the availability category
- Select "Done"

The player will then be listed under the category of their availability.



B. Updating player availability

Select from Menu Version

- Go to the "Schedule/Availability" page
- Select a game
- Select "Team Availability"
- Select "Edit"
- Click on the player's name
- Select their availability from the pop-up menu
- Select "Done"

Section 7: Sending Messages to the Team

A. How to send an email message to the team

- Select the "Messages" page from the Main Menu
- Select "Emails"
- Click on the compose icon in the top right-hand corner of the screen
- Click in the "To:" box
- Select the recipients (there will be a check-mark next to their name)
- Click "Done"



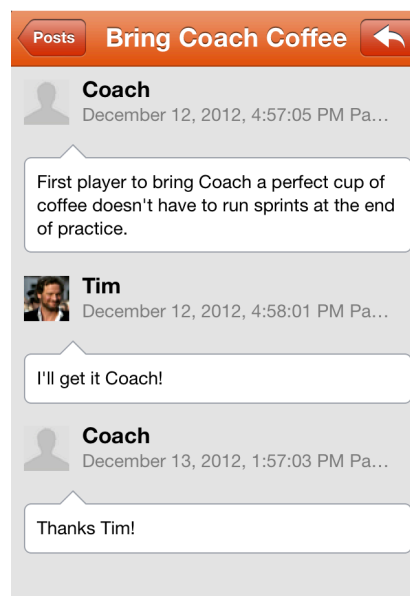
- Enter your "Subject:"
- Enter your text
- Hit "Send"

B. How to Post Messages to the Team

Posts are a way to broadcast a message to your team and keep a continuous thread of responses.

Any posts you create will be posted to everyone's Messages tab and they will also be displayed on the Home page tab of the team website as well.

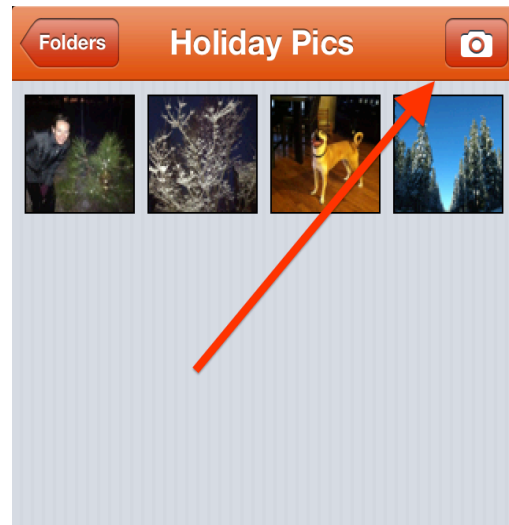
- Select the "Messages" page from the Main Menu
- Select "Posts"
- Click on the compose icon in the top right-hand corner of the screen
- Click in the "Title" box and enter a Title for your Post
- Enter the text of your Post
- Hit "Post" in the upper right-hand corner



Section 8: Photos and Files

A. How to Add a Photo

- From the Main Menu select “Photos”
- Select a folder
- Click on the camera icon in the top right-hand corner of the screen
- Choose “Take Photo” or “Choose Existing”
- Find your picture or take a picture!
- Write out the Photo Caption when prompted and select “Save”



B. Emailing, Saving, Sharing photos from the app

By selecting the “Share” icon (at the top right-hand corner of the screen) any photo on the site can be saved to, emailed from, or shared by your device.

Follow these simple steps:

- Click on the photo
- Select the “Forward” icon at the top right-hand corner of the screen
- Select the app or icon that will share the photo in the way that you want. For example:
 - Mail allows you to email it.
 - Save to Camera Roll will save it to your phone.
 - Assign to Contact will add it to your Contact List.