



TeamSnap Help Guide

Editing your players account:

1. Update / add Jersey sizes
2. Add necessary documents
3. Update contact information

Log into your account

- [Login here: https://go.teamsnap.com](https://go.teamsnap.com)

Once logged in, you will land on your dashboard. Under **My Teams**, find your player, click on their name



The screenshot shows the TeamSnap Dashboard interface. At the top left is the 'TeamSnap Dashboard' logo. On the top right, there is a user greeting 'Howdy, Sarah! Welcome to TeamSnap' and two dropdown menus: 'My Teams & Leagues' and 'Account'. The main content area is divided into several sections. The 'My Leagues' section features a card for 'John Stark United SC' with the role 'League Commissioner'. The 'My Teams' section has a '+ Create New Team or Group' button and lists two teams: 'JSU U10G' (Sarah Locke | Non-Player) and 'U11G' (Morgan Locke | Player). The 'U11G' card is highlighted with a red border. Below the teams list is a 'Show Archived/Retired Seasons' button. On the right side, there are three sections: 'Invoices Due' (stating no invoices are currently due), 'System Announcements' (with a sub-heading 'Never Forfeit Again' and a link to 'Score Communication Goals with Team Chat'), and a small image of a man in a headset.

Editing your player or adding documents

You will be brought to the team page where you can see the roster and schedule, etc.

Click on your players name in upper right hand corner –

you can now edit your player information, contact and if you scroll down on the page can add files still required like birth certificate and completed USYSA Form.

The screenshot shows the U11G team page for John Stark United SC. The top navigation bar includes Home, Roster, Schedule, Availability, Tracking, Payments, Statistics, Assignments, Media, Messages, Team Store, and Preferences. The main content area features a 'Schedule' section with a calendar for July and a message: 'You have no upcoming games or events'. On the right, a player profile for Morgan Locke (#12) is highlighted with a red box and a red arrow pointing to it. Below the profile is a 'Gear Checklist' section with a green checkmark and a 'View Checklist' button.

The screenshot shows the U11G player page for Morgan Locke. The top navigation bar is the same as in the previous screenshot. The main content area features a 'Player' section with a form for editing player information. The 'Edit' button is highlighted with a red box and a red arrow pointing to it. Below the form is a 'Player Links and Files' section with an 'Add file' button highlighted with a red box and a red arrow pointing to it.