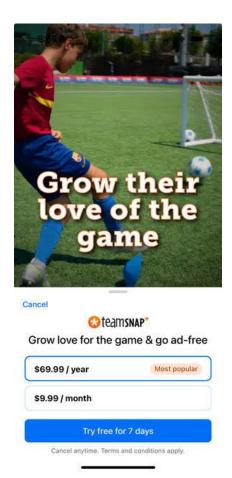**Team Snap**

All of the items outlined below can be accessed through the Team Snap App. It is highly recommended that you download the app on your mobile device and set up notifications so that you receive updates as they occur.

When you login with your e-mail address, you will be able to see the teams that your children are members of. Choose a child from the list and it will open up the home page for their team. You will see a number of tabs. On the computer, these tabs are at the top of the page. On the app, they are at the bottom.
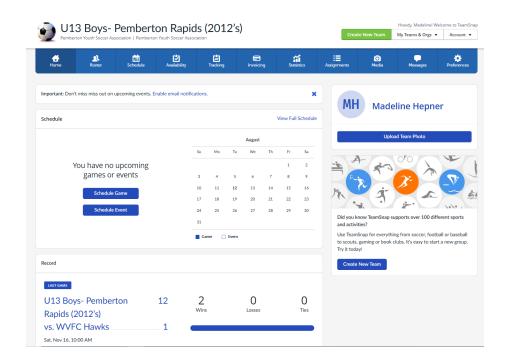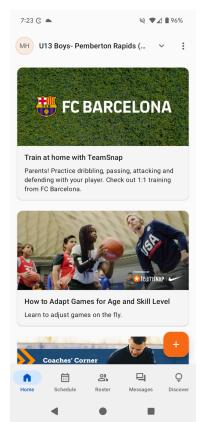
TeamSnap is Free!

If you're prompted to subscribe when opening the TeamSnap app, simply tap "Cancel" to skip. A subscription or free trial is not required for participation in PYSA programs. The free version provides everything you need.

Computer and App View

Roster Tab

This will show a list of all of the athletes, coaches, and managers on your child's team.

- Click on your child's name to open their profile then click on the 'edit button' to make any changes.
- Please ensure that your cell phone is included in the profile so we have it in case of emergencies.
- If you prefer to not share your contact information with other team members you can select the 'private' button.
- Ensure the 'receive email' button is selected so you do not miss club and team communication.
- If you want other family members to receive team communication, click "add Family member" to provide their information. For older athletes, this can include the athlete themselves so that they are receiving club communications & team updates on their own devices.
- Click 'save' to keep changes.

Schedule Tab

Here is where you will see a monthly calendar of all the events for your team. This includes training sessions, competitions, and other team events. Updates will be made as schedules need to adjust.

To add your child's schedule to your digital calendar, click on the settings button and select 'Sync calendar'.

Availability Tab

Under the availability tab, you can mark your child's planned attendance for training, competitions, and events. We ask that you keep this updated so that coaches know who to expect and can plan accordingly.

Messages Tab

Here you will see any messages that have been sent to you through Team Snap. Coaches and Parent Reps will regularly use this feature to communicate with the team.

In addition, you can send messages/alerts to your team members.

- Start by choosing which format (e-mail, alert, etc) you want to use and then use the 'new e-mail' (or alert) button.
- You can then type your message and choose which members of your team to send it to.

Note: you can only include attachments to emails on the desktop application, not on the mobile app.

Preferences Tab

There is an option to receive an e-mail reminder before each event in the calendar. You can enable or disable this feature under the Preferences Tab.