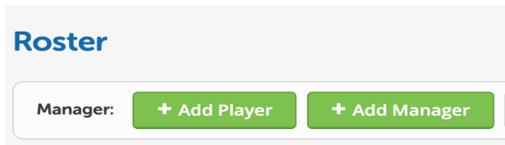




Team Snap

AMFA provides each team with a premium TeamSnap account. The head coach will receive the team invitation—once received, please add your team manager as a non-playing member and assign them the role of "Manager." This will give them access to add players and events in TeamSnap.



Manager	<input checked="" type="checkbox"/> Make this person a manager
Non-Player	<input checked="" type="checkbox"/> This person is a non-playing member of the team

As the team manager, you'll be responsible for managing your team's schedule, tasks, and communications.

When you receive the email invitation, simply click the **Join** button to accept. After creating your username and password, you can log in anytime at www.teamsnap.com or through the TeamSnap app.

Once you're in, either on a desktop or through the app, you can start adding events like practices and games, and begin communicating with your team. For more detailed instructions, visit the TeamSnap help pages.

Here are the steps for importing your team:

1. Log into TeamSnap

- Visit www.teamsnap.com and log in with your username and password.
- You can also do this through the TeamSnap app, but importing is easiest on a computer.

2. Go to Your Team

- From the dashboard, select the team you want to import players to.

3. Navigate to the Roster Tab

- Click on the **Roster** tab in the team menu.

4. Use the Import Tool

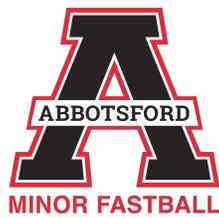
- Look for an **Import Roster** or **Add Multiple Players** option (usually at the top or bottom of the roster list).
- Download the sample CSV template if it's provided, or make sure your spreadsheet includes:
 - First Name
 - Last Name
 - Email Address (at least one per player)
 - Additional optional fields: Phone numbers, Non-Playing Member roles (like parents or managers), etc.

5. Upload Your Roster

- Save your roster as a CSV file.
- Click **Import** or **Upload**, then select your file and follow the prompts to match fields.



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6. Review and Confirm

- TeamSnap will preview the roster to confirm everything looks good.
- Once confirmed, TeamSnap will email invitations to each player/contact you imported.

Helpful Tips:

- Double-check email addresses for typos.
- You can assign roles like “Player” or “Manager” in the import process.
- If you don’t see the import option, it may be because of your account type or permissions—check with your league admin if needed.

For more detailed instructions, visit TeamSnap's [Help Center](#).

If you require further assistance with TeamSnap, please contact Stacey Richmond, Coordinator of Team Managers at stacey.richmond@amfa.ca.



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