Peninsula Minor Hockey Association

Team Snap Helpful Links for Divisional Managers and Team Managers

Last Update: September 2020

Team Snap Guide

Team Snap Links for Divisional Managers and Team Managers

At Season Start:

1. Divisional Managers will have access to their Division in Team Snap. They will be set up with full access.   For U11 and above they will be set up with access to two different teams as well as their division – Rep Tryout Players and House Tryout Players.
2. Near the end of the tryouts the Ice Allocator will set up the appropriate number of teams for their division A/B and C1/C2/C3 etc and will upload the practice schedules for each team. If your assessments are complete please contact the iceallocator@pmha.bc.ca and ask them to set up your teams and upload the practice schedule. Once teams are set up you will then be able to begin rostering your players and team coaches.
3. The Divisional Managers will then roster the players in their division to the teams they will be on and publish the rosters.
4. They will give the head coach and manager - non player manager access - to their team and from that point forward the Manager and Head Coach will assume responsibility for these teams and can edit schedules, add other non playing personal that need access etc.
5. Managers will also need to make sure that their players and team volunteers complete their availability and Health Check certification before each team session that is in Team Snap.

Please Note:

For many of these functions of Team Snap you will need to be in the full PC version not your phone.

In addition to games and scheduling Team Snap allows you to solicit and track volunteers and track team fees and payments so you may want to explore these items as well.

We encourage all Divisional Managers and Team Managers to reference the Team Snap webinars and help for the various activities they would like to do in the program as they provide these resources and are better training that we can provide. Below are links to several of the tasks you will need to complete.

Team Snap General Help Information

https://helpme.teamsnap.com/

Setting up your Teams

https://helpme.teamsnap.com/article/189-set-up-organization-divisions-teams

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Rostering your Players to your Teams

Drag and Drop Rostering

https://helpme.teamsnap.com/article/242-rostering-members-to-a-division-or-team#drag-drop-rostering

Adding Individually

https://helpme.teamsnap.com/article/242-rostering-members-to-a-division-or-team#assign-member

How to Publish the Rosters

https://helpme.teamsnap.com/article/242-rostering-members-to-a-division-or-team#publish

Adding your Non Playing Members – Coaches and Managers – please add all volunteers as a non playing person to your roster for the 2020 – 2021 season and have them complete the availability and health check for any team event they will be participating in a volunteer capacity.

https://helpme.teamsnap.com/article/1296-manage-team-manager-or-organization-commissioner-roles#grant-manager

Setting up Schedules – please note the PMHA Ice Allocator will set your teams up for each division at the beginning of the season and upload each teams practice schedule into Team Snap. The Divisional Managers will be responsible to upload games into the schedules for the teams under their control until a team manager is assigned and set up in Team Snap.

General Schedule Information and Help - https://helpme.teamsnap.com/category/1188-scheduling

https://helpme.teamsnap.com/article/487-add-games-and-events

Sending Emails and Messages to your Team

General Information - https://helpme.teamsnap.com/category/1187-communication

Using Email - https://helpme.teamsnap.com/article/575-using-email-messaging-in-teamsnap

Using Team Chat - https://helpme.teamsnap.com/article/427-using-team-chat

Using Live Game Updates - https://helpme.teamsnap.com/article/211-using-teamsnap-live-chat-and-scoring

Player Availability and Health Check – Note with Health Check the Reminder for Completion Feature is not available yet although it looks like it is. They are monitoring this to see how often it is used to

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determine if it is a feature that is wanted (we encourage you to encourage all of your parents to click for a reminder so they roll this feature out quickly)

https://helpme.teamsnap.com/article/1501-health-check

https://helpme.teamsnap.com/article/94-set-game-and-event-availability

Customizing Team Settings - https://helpme.teamsnap.com/article/1266-customize-team-settings