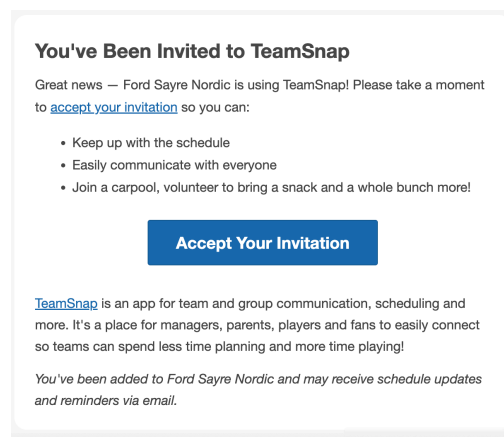# How to Add Additional Emails to TeamSnap and Adjust Privacy Settings

Families manage tasks in different ways, and it may be that the individual that signs kids up for an activity is NOT the individual who is responsible for getting kids to said activity. Because of this, you may want to add a spouse, parenting partner, grandparent, or nanny to your TeamSnap account so that they will also receive weekly practice emails, announcements for race sign-ups, and info about other team activities.

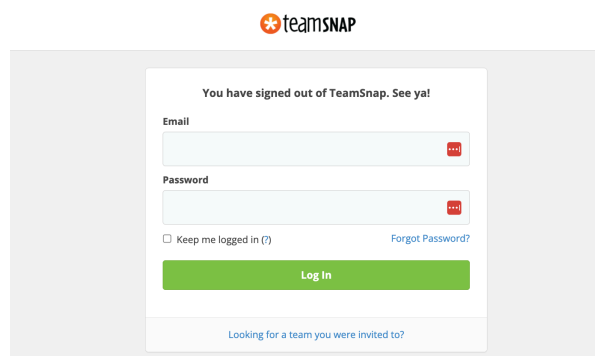## FIRST!! Accept Your Invitation to TeamSnap

The **Main Contact** (the person who registered the child for Ford Sayre Nordic) has received (an) email(s) from TeamSnap inviting them to become a member of your child's team (K-2, 3/4, Adventure, or DEVO). Please click the big blue button and log in with the TeamSnap account you used to register the child. If you have multiple children enrolled in Nordic programs, you will receive an email for each child and will need to click the blue button each time. I had to do it once for my son in K-2 and again for my daughter in 3/4.

This will allow you to see the calendar, receive practice emails, etc., as well as use the app.

You've Been Invited to TeamSnap

Great news — Ford Sayre Nordic is using TeamSnap! Please take a moment to accept your invitation so you can:

- Keep up with the schedule
- Easily communicate with everyone
- Join a carpool, volunteer to bring a snack and a whole bunch more!

Accept Your Invitation

TeamSnap is an app for team and group communication, scheduling and more. It's a place for managers, parents, players and fans to easily connect so teams can spend less time planning and more time playing!

You've been added to Ford Sayre Nordic and may receive schedule updates and reminders via email.

Adding Email Addresses and Adjusting Privacy Settings

1) Go to https://go.teamsnap.com/login/signin and sign in to TeamSnap. The person who registered the child for Ford Sayre (and completed the step above) is the one who needs to do this.

teamSNAP

You have signed out of TeamSnap. See ya!

Email

Password

☐ Keep me logged in (?)   Forgot Password?

Log In

Looking for a team you were invited to?

2) Now you will see your **TeamSnap Dashboard**. You should see each child that is registered in Nordic and their associated program. If you are a coach of your child's program, you will see your name listed under the program you are coaching (blue arrow). If you are not coaching your child's group, you will just see your child's name (purple arrow).

3) Click on your **child's name** (red box above). You will see the home page for your child's team. Click on **Roster** (red box below).

4) This is the Roster page for your child's ski program (K-2, 3/4, Adventure, or DEVO). The **Players** section has the names of all the children in that program and the names of their guardians. The **Non-Players** section has the names of all the coaches for your child's program. For guardians and coaches, their contact information will be there if they've chosen to make it public.

Click on **Edit My Profile** (red box below).

5) Check and edit your skier's info. Make sure your skier's name is correct in the **Member Info** section. In the scramble to register, some parents entered themselves as skiers. You can correct the skier's name now.

6) Now take a look at **Person 1** under **Contact Information**. Is **Person 1** your child's name? If so, please correct that to be the guardian's name. <mark>Do NOT change the email address in **Person 1**</mark>.

This is where you can decide what info you want to keep private and if **Person 1** wants to receive team emails. Ensure the appropriate tick boxes are checked (red arrows below).

7) If **Person 2** is the same as **Person 1**, click the red X next to the name of **Person 2** to delete the duplication.

8) To add another **Contact** for your skier, click the green button above **Person 1** (red box below). You only need to add their name and email address.
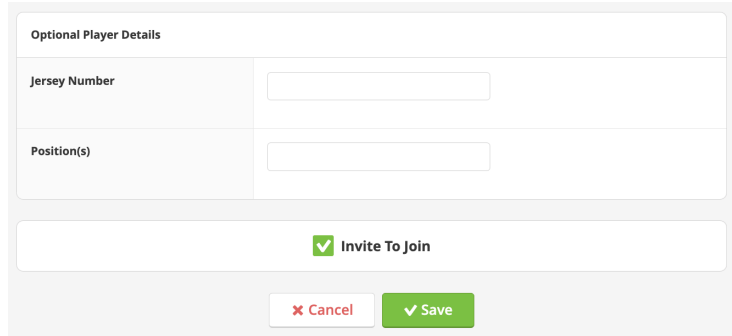
9) Add the name and email for the new contact. Tick the **Private** and **Receive Emails** boxes as desired.
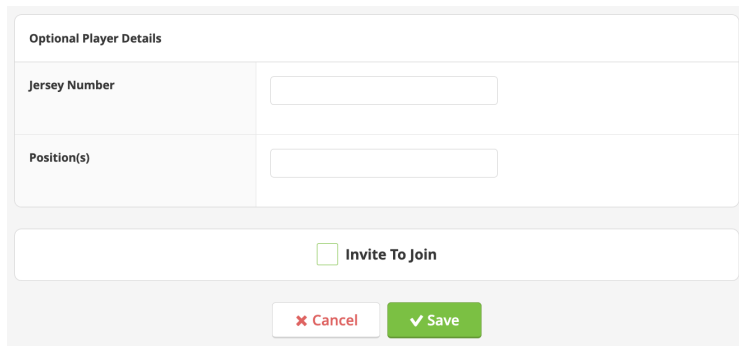
10) If you'd like to add another contact, repeat steps 8 and 9.

11) When you are done adding contacts, scroll to the bottom of the page. If you want the added contact(s) to be able to create a TeamSnap account linked to your skier AND see the roster, etc., make sure **Invite To Join** has a green check next to it.

Optional Player Details	
Jersey Number	
Position(s)	

☑ Invite To Join

✗ Cancel   ✓ Save

If the newly-added contact(s) do(es) NOT need TeamSnap access and simply want to receive team emails, underline uncheck **Invite to Join**.
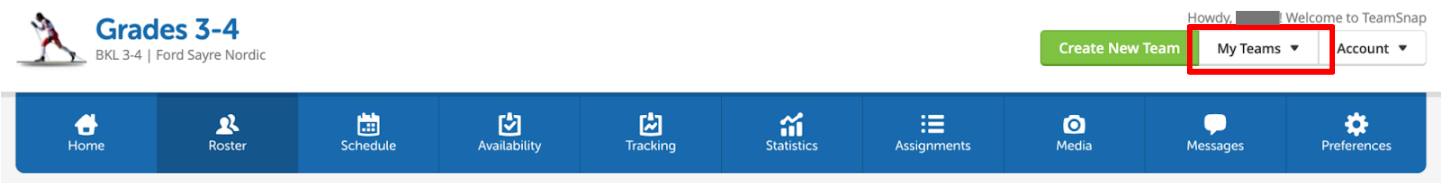
Optional Player Details	
Jersey Number	
Position(s)	

☐ Invite To Join

✗ Cancel   ✓ Save

CLICK SAVE!!

Do you have another child in the Nordic program and you want to add the new contacts to their profile too? Want to make your contact info private in their program?

12) Click My Teams (red box below).

Grades 3-4
BKL 3-4 | Ford Sayre Nordic

Howdy, ▮▮▮ Welcome to TeamSnap

Create New Team   My Teams ▼   Account ▼

Home | Roster | Schedule | Availability | Tracking | Statistics | Assignments | Media | Messages | Preferences

13) Now go back to step 2 and repeat all these steps. I'm so sorry.

Are you a coach and want to make your contact info private?

Do steps 2 - 4, but this time start by clicking on your <u>own</u> name instead of your child's name in step 2. Then skip to step 6.