

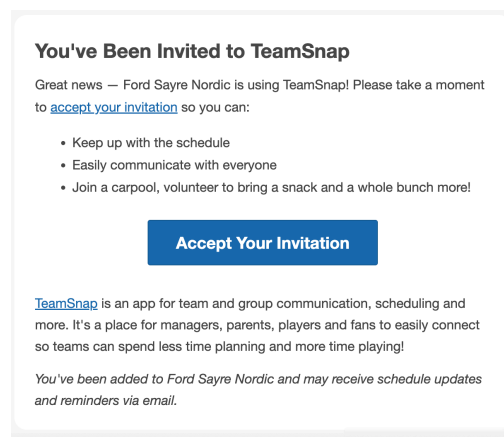
# How to Add Additional Emails to TeamSnap and Adjust Privacy Settings

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

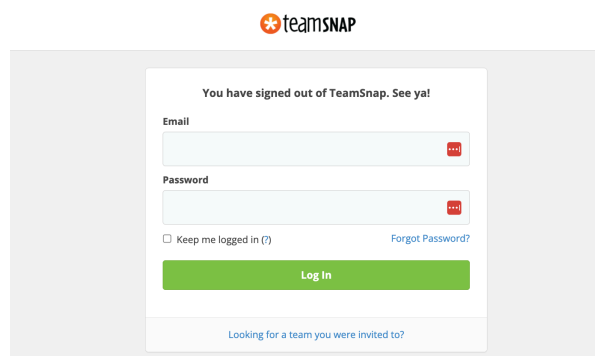
The **Main Contact** (the person who registered the child for Ford Sayre Nordic) has received (an) email(s) from TeamSnap inviting them to become a member of your child's team (K-2, 3/4, Adventure, or DEVO). Please click the big blue button and log in with the TeamSnap account you used to register the 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.



## 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.**



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).

The screenshot shows the TeamSnap interface for a ski program. At the top, there's a header for 'Grades 3-4' and a user profile 'Howdy, [redacted] Welcome to TeamSnap'. Below this is a navigation bar with icons for Home, Roster, Schedule, Availability, Tracking, Statistics, Assignments, Media, Messages, and Preferences. A banner for 'Canva Teams' is visible. The main content area is titled 'Roster' and includes a search filter 'Filter by Name...' and a 'Clear' button. On the right, it says 'Total Players: 7' and a red box highlights the 'Edit My Profile' button. Below the navigation bar, there's a table with columns for 'Name', 'Contact Info', and '# / Position'.

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.

The 'Edit Member' form is displayed. It has a title 'Edit Member' and a section 'Member Info'. The form contains the following fields:

- First Name:** A text input field with a red eye icon for toggling visibility.
- Last Name:** A text input field.
- Birthday:** A date picker field with a 'Hide age' checkbox.
- Gender:** A dropdown menu.

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. **Do NOT change the email address in Person 1.**

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).

Contact Information + Add New Family Member

Person 1

First Name  Last Name

Email  Who's This?  ✕

Private  Receive Emails

Phone Number  Label  ✕

Private

[+ Add Phone Number](#)

Address  City

State/Province  Zip/Postal Code

Private

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.

Contact Information + Add New Family Member

Person 1

First Name  Last Name

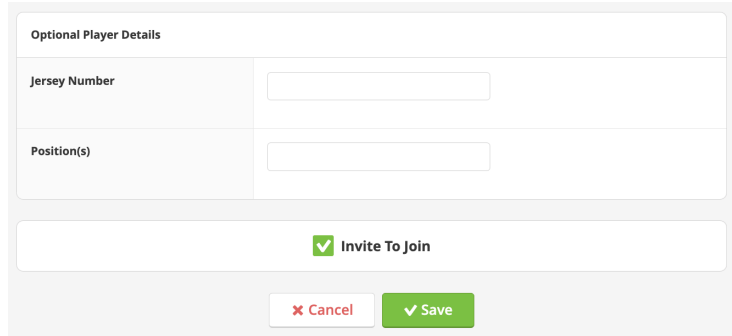
Email  Who's This?  ✕

Private  Receive Emails

9) Add the name and email for the new contact. Tick the **Private** and **Receive Emails** boxes as desired.

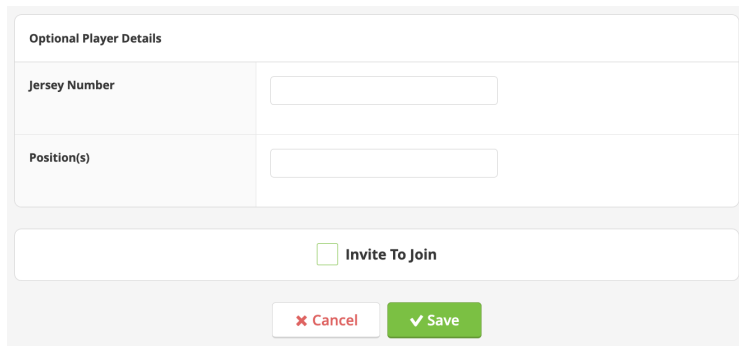
10) If you'd like to add another contact, repeat steps 8 and 9.

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.



The screenshot shows a form titled "Optional Player Details" with two input fields: "Jersey Number" and "Position(s)". Below the form is a checkbox labeled "Invite To Join" which is checked with a green checkmark. At the bottom of the form are two buttons: "Cancel" (with a red 'x' icon) and "Save" (with a green checkmark icon).

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

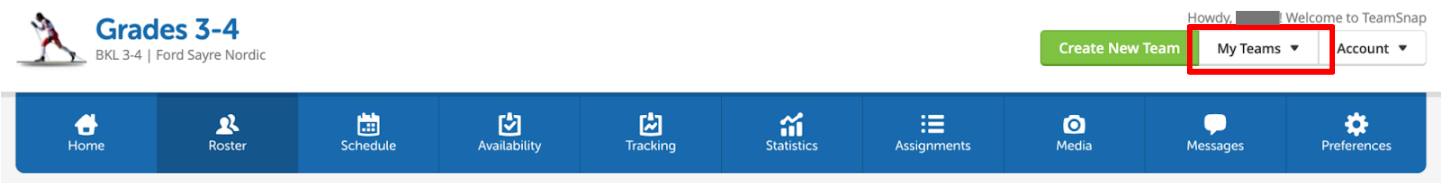


The screenshot shows the same "Optional Player Details" form as above, but the "Invite To Join" checkbox is unchecked. The "Cancel" and "Save" buttons are still present at the bottom.

**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).



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 own name instead of your child's name in step 2. Then skip to step 6.

The screenshot shows the TeamSnap Dashboard. At the top left is the TeamSnap logo and 'TeamSnap Dashboard'. At the top right, it says 'Howdy, [redacted] Welcome to TeamSnap' with dropdown menus for 'My Teams' and 'Account'. Below the header is a banner for 'SUNDAY NIGHT FOOTBALL JETS vs STEELERS peacock 7ET' with a 'SIGN UP NOW' button. The main content area is divided into several sections:

- My Organizations:** Features 'TeamSnap for Business' with a description and a 'Get more info now!' link.
- My Teams:** Includes a 'Create Independent Team or Group' button and two team entries: 'Grades 3-4' and 'Grades K-2'. Each entry has a 'Player' and 'Contact' field. In the 'Grades K-2' entry, the 'Contact' field is highlighted with a red box, and there is a 'Non-Player' field below it. A 'Show Archived/Retired Seasons' button is at the bottom of this section.
- Invoices Due:** States 'No invoices currently due. Thank you for being awesome!'.
- Save on Travel:** Promotes a partnership with HotelPlanner, offering hotel discounts and travel deals, with a 'Browse Travel Deals' button.

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