

## TEAM CONNECT! A USEFUL ORGANIZATION TOOL FOR TEAM CAPTAINS

SIGN-IN TO TEAM CONNECT AT: <https://team.stacksports.com/>

**MOBILE APP** for Team Connect: search for **SPORTS TEAM CONNECT by Bonzi**  
(You can also go to the full Team Connect website on your phone by using the above link.)

Information on Team Connect is private and only available to roster members. Sign-in to Team Connect is via user name (email) and password created when a team captain or player registers.

Each player should register themselves for the league and use a unique email address and password! Captains or administrators should not register individual players. Leagues need accurate information about each player, and each player must electronically sign the liability waivers. If a captain registers a player under the captain's email address – the captain will be considered a "parent". You don't want that responsibility!

### STEPS FOR TEAM CAPTAINS TO GET TEAM CONNECT:

1. Team Captains should first register their team for the spring season.
2. TASL will "approve" the team and *enable* Team Connect.
3. The Team Captain will be sent an email invitation to Join Team Connect. **ACCEPT** the invite!
4. After joining Team Connect, use the link above and log in with your email as the user name and your password.

Note - As players register to the team, they will also be sent an email invitation to Join Team Connect. They should accept the invite.

### IMPORTANT NOTES!

1. It is not necessary for you to issue "INVITES" to players thru Team Connect. Inviting them will make them a team "parent". Simply send your players an email and tell them to register directly for your team – the way we have always done it.
2. The "Team Feed" on your home page of Team Connect is an activity log.
3. Do not sign up a player other than yourself! You will then become their "parent". The system is designed for EACH player to sign up and create an individual profile. Not to worry if a player is showing as a parent - if they have paid the registration fee – they will still show as a player on the roster.
4. Don't panic if a player does not immediately show on your roster after paying. TASL has to update the system *daily* in order to refresh the data. We don't do this over the weekend normally. We hope to see this feature improved moving forward.
5. **If you want to know which players have registered and paid for your team** – click on the word ROSTER in the left-hand column. The valid players are to the right.
6. If you want to know who has registered and **NOT paid**, you need to contact the office. You can't see a player in this system until they pay. If the player is not there, they haven't paid.

### HERE IS A LIST OF THE TOP COOL THINGS TO DO:

- **TEXT MESSAGES:** If a player wants to receive text messages from the captain in Team Connect: click on your name at the top right corner of the screen and choose My Settings, then click on Profile. Scroll down to the Contact Information area to add your phone number.
- **COMMUNICATE WITH YOUR PLAYERS:** Captains, if you want to start a conversation with your players: Head to Announcements and then click "Add new announcement". Post a hello announcement to your team - they can respond back in the comments.
- Check out your team's **SCHEDULE**. You can see all the dates and times, view a map of the game location, and lots more.
- Got great **PHOTOS OF YOUR TEAM** in action? Go to Photo Albums, where you can upload pics from your last game, practice, or team get-together. You can add photos to existing albums or create your own.
- Captains can view and print team rosters, schedule events and practices and email their players.
- Team captains can activate a "Public Team Page" that can be seen by anyone if they click on "Team Settings" on the left-hand scroll menu, then click on "Public Team Page" and click the "Enable Public Team Page" box to the right.

## TEAM CONNECT DASHBOARD – left hand column tools, *use the arrow to SCROLL up & down!*

The following tabs appear to the left on the dashboard and we will review each tab below:

- TEAM FEED
- EMAIL & ANNOUNCEMENTS
- ROSTER
- SCHEDULE
- ATTENDANCE
- TEXT ALERTS
- FORMS, DOCS & FILES
- PHOTOS
- TEAM SETTINGS

**TEAM FEED** – this is an activity log of what is happening on your team. You may see an “Announcement Added by Administrator”. That is from TASL!!! CLICK on the item and details will pop out to the right of the announcement. If you publish an announcement, it will also show in the Team Feed for all players to see.

**EMAIL & ANNOUNCEMENTS** – Captains can create a new email or announcement that will go to team members and will be posted in the Team Feed. Click on “Email & Announcements” on the left, click on Create new email/announcement on the right and let your voice be heard!

If you click on the Announcement that appears in the feed – you will see the details of the announcement to the right.

Team Admins have the ability to send emails out to their team or publish announcements inside Team Connect. These admins can either send an email to **everyone, all players, all parents, individual** roster members with personal messages, or email no one and simply publish an announcement inside Team Connect for members to see upon log in.

**ROSTER** – Rosters are controlled by the Administrator (TASL) and information that appears to the right is fed from the TASL registration system. Captains can add “parents” (support people) to the roster by issuing invites, but they cannot add players to a Game Day Roster that have not registered through the league.

When you click on the “Roster” tab on the left, you will see a list of the players and coaches that have registered to the right. *These players have paid if they appear by the Roster tab.* A coach that has also registered and paid as a player will be shown as “Player / Head Coach” under their name.

If the players have logged into Team Connect, you will see that they have been online by looking under their name (it will indicate online...). If they have not logged into Team Connect it will indicate “Never Signed In”. A captain may resend the “invite” code if a player has not signed into Team Connect by clicking on the player that has never signed in and using the Resend Invite Email to the right under the players email.

If a player is missing – then you need to get them to register and pay!

**Print Rosters & Medical Releases** – a dropdown list is shown to the right at the top of the second column. This is for Team Administrators only. *Further instructions will be sent out prior to the season in regards to the proper roster to print to give to the referees. Once the Schedules are added to the system, the games will appear, and Team Captains will use the Schedule to print the GAME DAY ROSTER for each game. This Game Day Roster accessed through the Schedule will also include your Substitute (Guest) Players that register for that game date.*

The following is a description of the rosters available through the dropdown list – but THESE ROSTERS ARE NOT THE ONES TO USE FOR GAME DAY!

**Official Stack Sports Safe Rosters** – info is directly from TASL and has less personal information, no photos

**Official Stack Sports Full Rosters** – info is directly from the TASL and shows more contact info

**Team Connect Safe Rosters** – player info with photos

**Team Connect Full Rosters** – players, coaches and includes “parents” you have added to help with the team

**SCHEDULES** – will be added to the calendar when complete! Captains have the ability to ADD a New Item to the Schedule, such as a Practice or an Event like a Team Party, etc. Click on Add New Item and fill out the details. Click “Show in Attendance” so that players can check whether they will attend or not! Click ADD at the top when finished. You can also CANCEL the item at the bottom if you need to cancel the event.

There are three types of schedule items in the Team Connect calendar; games, practices, and events. When locations are added, Team Connect will provide a Google map and weather report for that day. Team members are automatically emailed when a new item is added to their team schedule.

**ATTENDANCE** – The most popular and useful feature in Team Connect is the **Attendance tracker** where players, parents, and team admins can mark if they will be able to attend a practice or game. Emails can be sent out for a schedule item to a group of recipients based on if they will be there, if they can't make it, or a reminder for those who haven't selected an attendance status yet.

When there are games or practices listed in the Schedule, players will have the ability to indicate their Attendance status and whether they will be there or not! The team captain will be able to set up the Attendance tracker when games or practices are added.

**TEXT ALERTS – Note – this is not the TASL Text Alert system used for field cancellations!** We will explore if it is possible to use the Team Connect for that purpose. This Text Alert system is for team communications ONLY. Captains or team administrators can send a text, but players cannot. Captains have the ability to “Create new text alert” and send a text to their players/team. When players add a mobile number and mobile carrier to their account, they will be able to receive text alerts from team admins and text notifications for team updates. Players should authorize this under their personal notification settings.

When roster members add a mobile number and mobile carrier to their account, they will be able to receive text alerts from team admins and text notifications for team updates that they choose under their personal notification settings.

**FORMS, DOCS & FILES** – Captains have the ability to upload forms to the Team Connect site. Captains can upload documents that are important to share with their roster members right into Team Connect. Team members will be able to log in anytime to download these important documents.

**PHOTOS** – Captains have the ability to Create a new photo album! Ready to have a little fun? Players, parents and team admins can create albums and share photos on Team Connect. With our advanced editing features, everyone can have tons of fun with their team pictures.

**TEAM SETTINGS** – gives each team an opportunity to upload a sponsor logo, team logo, etc.!

#### **TO ADD JERSEY NUMBERS TO A PLAYER'S PROFILE**

Click on the “Roster” tab on the left

Click on the Players Profile or picture and the player's info appears to the right

Click on the “Edit” button

Scroll down to see the field “Jersey Number”

Enter the player's jersey number and Click “SAVE” at the top

#### **PLAYER SETTINGS**

Note - In a player's personal settings they have a **Notifications** option. Here they can choose if they want an **email**, **Stack Sports message**, or **SMS text notification** for the different features of Team Connect listed below, such as changes to the roster, schedule, photo albums, or forms. All players should log in and select their preference.

Each player can edit their profile and **select their notification settings** by clicking on their name or picture on the top dark blue line to the right of Team Connect. Under MY SETTINGS they should select the Notifications that they wish to receive from the Team Connect system. **MAKE SURE THE MOBILE PHONE NUMBER IS CORRECT!** After selecting their preferences, they should click SAVE!