Welcome SWZ \_\_\_

My name is \_\_\_\_\_\_\_\_\_\_ and I will be the team manager for the 20\_\_-20\_\_ season

My goal is to provide you with all the info you need over the course of the season in a way that keeps you informed but not overwhelmed. The vast majority of information about the team is going to come through Team Snap. In the next day or two, the league will upload our info and you will receive an invitation to set up and account for your player and family. I can’t imagine at this point anyone is not familiar with it but just in case, here are the great features that we will be using quite frequently:

1. **Your Players Portfolio-Roster**

       -Please sign in and take a look at your player’s information. You can add an optional picture if you would like. I think it is our right, no our duty, to add the most embarrassing picture of them that you can legally upload.

       - Please make sure that the email addresses entered are correct and the ones you check most frequently

       - If only one parent wishes to receive emails about the up coming season, then please leave the email address in, but uncheck the box that says "Receive Team Emails"

       - **Please add in your cell phone numbers and your player’s cell phone number to their profile** or the number that you can easily be reached at. This is important if there are last minute changes, especially during tournaments.

        - Grandparents and other important people: One neat feature of Team Snap is you can add as many family members as you want to be able to see your child's schedule. This can be done under the "Family Members" section at the bottom of your child's profile.

2**. Schedule**

      - We will be entering all events related to the team on Team Snap. This will include practices, games and social events. I will edit these events when we get our times so check back frequently.

* In the app Games will have a red flag, practices a blue flag, tournaments a checkered flag and social events a green flag.
* Timekeeper parents: We will be assigning all non-coach families to time keep in a rotation. When your players name is on a game then it is your responsibility to provide a parent for score keeping OR find someone to replace yourself if you cannot make the game.

       - You can add all of the scheduled items to you phone calendar by simply clicking the "Add Schedule to iOS phone calendar at the bottom of the schedule tab

3. **Availability**

**-**Please ensure that you mark your availability for all games and practices as soon as you know it, especially if you know you aren't going to be there. You can do this in a couple simple ways:

          a. On the app in the schedule tab you will see a ? with a dotted grey line around it. If you press that you will see three buttons "Coming" "Maybe" "No". just press which one you are for that event.

          b. Online you can go to the availability tab and click the events you will be making

     - The roster for the games will be based on your availability on the app. The coaches will likely be finalizing the lines 48 hours before the games, so please have your player selection in by then at the latest. If you have changes with in the 48 hours, no problem at all, just change your availability in the app and it will notify the coach directly. Any "Maybe" selections will be interpreted as a "No".

4. **Tracking**

- There is a tracking tab that will allow me to keep who has done what and is volunteering where.

5.**Payments**

- This tab will keep track of any financial obligations to the team. I anticipate really only to have the cash call here but in the off chance there is some other payment, it will be found here

**6. Messages**

**-All team emails will be sent through Team Snap**

**-**You can use this tab to send a message to one member of the team or the entire team. This is a great place to ask questions or if your child needs a ride. If you have concerns about any thing directly related to your child (i.e. ice time or something like that) please email \_\_\_\_ or myself directly.

**7. Team Survey**

**-** In order for us to plan the upcoming season, please click on the SurveyMonkey link to answer a few questions, hopefully tonight, to get an idea of the majority of opinions on things like tournament/practicing frequency, fundraising, etc. Please fill out the survey *once per household*. I am hoping to have the survey’s completed by Sunday so we can move ahead with planning for the season.

INCLUDE LINK TO SURVEY HERE

Well, that’s it for now! If you have any questions, please do not hesitate to reach out.

Name

Manager SWZ \_\_\_- U\_\_ Tier \_\_\_\_

Cell:

Email: