

# Roster Management - 2019 NASSC

*Updated 4-26-2019*

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### Deadlines

- April 15 – regular team registration/payment deadline
- April 26 – late registration/payment deadline
- April 30 – last date for schedule requests and updates to team name, division, and skill level
- May 8 – team manager & coach registration open – required for all non-players
- May 27 – online rosters lock
- June 1-5 – online team check-in open (watch website for details in late May)
- June 7 – ALL TEAMS who have not received email confirmation of check-in completed or who have roster changes must come to check-in at the Virginia Beach Convention Center (5-10PM).

We hope this info helps you prepare the team for a fun weekend of friendly competition and festivities.

Additional information will be communicated via our website and email.  
Make sure your email settings accept the domain sandsoccer.com.

**BE A ROCKSTAR MANAGER!**  
Know the tricks – read on, Rockstar!

## TEAM MANAGER RESPONSIBILITIES

- **Check your confirmation receipt** - is the following correct?
  - team name
  - age division
  - gender
  - competition level
- **Team fee** - payment deadline of April 15, 2019. Registrations and payments received after April 26 incur a \$25/team late fee.
- **Direct players to our website / BookMyGroup for all hotel reservations.** NASSC is a stay-to-play event.
- **Build the roster.** - you will send the roster invitations via TeamSnap and manage the roster online. You'll need to be aware of roster limits for your team's age group as well as any applicable coed rules.
- **Verify player eligibility** - verify birthdates and make sure other division requirements have been met for every player.
- **Prepare for team Check-In** - more information to follow closer to the event.
- **Share event information** with your team including maps, event schedules, rules, policies, and the TeamSnapTournaments app. The app will be useful during the event for schedules and scores as well as important alerts we communicate in case of emergency or weather situations.
- Along with the team coach, ensure all parents and guests of the team act in accordance with the **Code of Conduct**.

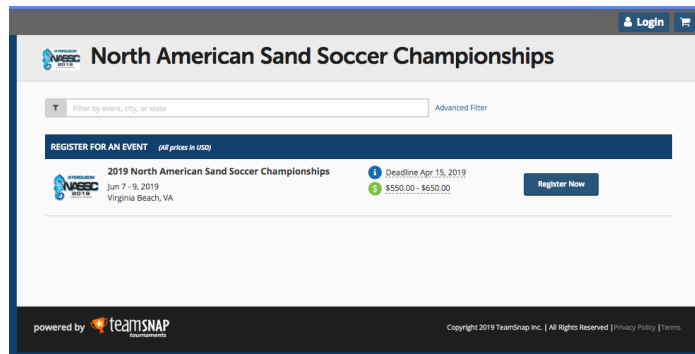
## NEW in 2019 !!!

- We are going **GREEN!** All information for teams including schedules and check-in information will be found online. No packets will be mailed out.
- Team managers who have their rosters complete in TeamSnap by the **May 27<sup>th</sup>** roster lock date will be able to take advantage of **online team check-in**, saving you a trip to the convention center on Friday night.
- All team managers, coaches, and assistant coaches will be required to complete a Code of Conduct before participating. It will be made available online.
- Only one (1) coach and one (1) assistant coach registered with the team will be allowed on the player sidelines during any match. In the event a coach or assistant coach is not available for a match, the team manager may fill in. No others will be allowed on the player sideline.
- All teams, in High School divisions and below, are required to have an **adult (over 25) on their team sideline**. A team that does not have an adult on their sideline at the scheduled start time, shall forfeit the game.

## TEAMSNAP LOG-IN

When making updates or viewing your roster for 2019 NASSC, use <https://events.teamsnap.com/organizations/210>.

Click “Login” at the top right. You do not need to create a new account or start registration again if you have already registered the team you are currently managing for NASSC 2019.



1. Once you enter your email and password above, your page should look similar to the page below. Look at the top right of the page and click on your name then, select "My Account" from the pull-down menu



The next section will explain how to manage your NASSC 2019 roster. This is quite different than updating teams in your account.

You'll really want to pay attention to these details 😊

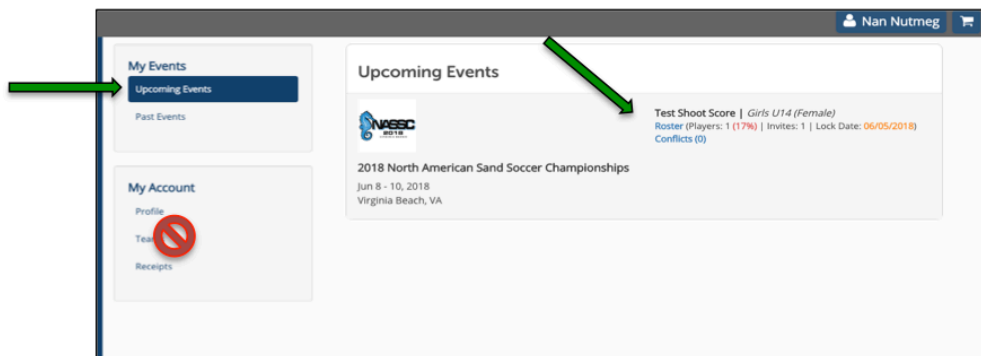
## ROSTER MANAGEMENT

**\*\*Manage your 2019 NASSC Roster from the "Upcoming Events" section ONLY.**

### The BIGGEST MISTAKE MANAGERS MAKE? Managing rosters in the wrong section.

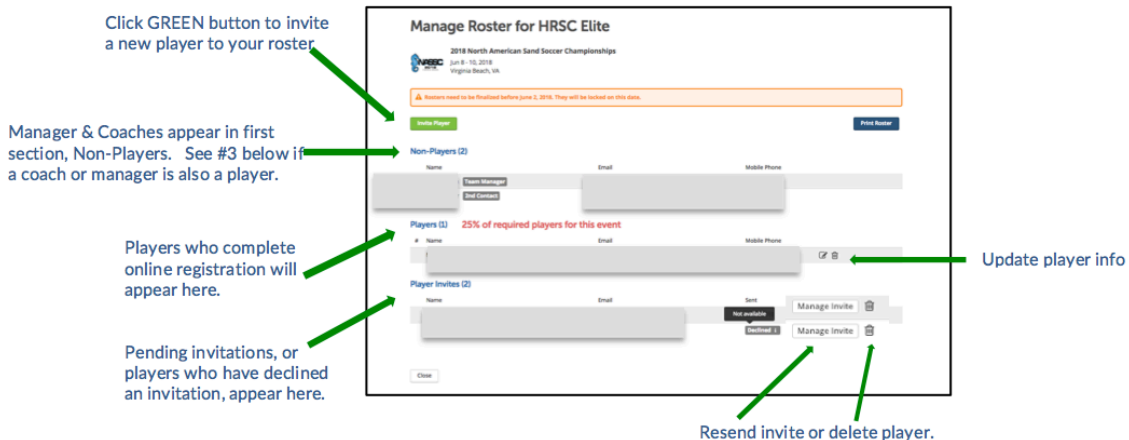
*But that's not you, right? Check this out...*

Click "Upcoming Events", look for NASSC 2019, and the "Rosters" link over to the right.



### Adding, Deleting, or Resending Invitations to Players

- Use "Invite Player" at the top left of the page to add players.
- Use the arrow to the right of each player's name to resend invitations as needed.
- Use the garbage icon to the right of each player's name to delete a player.
- If you need to correct an email address for a player, delete that player and add them again using correct email address.
- Make sure your players/parents are checking junk or spam folders. Invitations arrive from [support-tournaments@teamsnap.com](mailto:support-tournaments@teamsnap.com). This is also the email address to reach tech support for TeamSnap Tournaments if you are experiencing *technical* problems with your account or your NASSC roster.



(Roster management continued on next page)

**Review of non-player roles** - we communicate primarily with the Team Manager.

- **Team managers or coaches who are also players** - add them to the roster by sending the player invitation just as you would any other player.
- For changes to the non-player roles of Team Manager and Head Coach, please contact [gina.koehler@sandsoccer.com](mailto:gina.koehler@sandsoccer.com).
- Don't worry about adding any assistant coaches to TeamSnap.

Notify us of changes including:

- **primary point of contact (team manager)**
- **head coach contact information** (include new name, email, and cell phone)
- **team name**
- **competition level** (this appears in your registration confirmation receipt)

Contact NASSC's Administrator directly at [gina.koehler@sandsoccer.com](mailto:gina.koehler@sandsoccer.com).

When requesting changes include team name, division, and gender.

The deadline for changes in team name or divisions is April 30, 2019. We cannot guarantee accommodation if divisions have filled.

All other changes should be communicated prior to the roster lock date.

**Rosters will be locked on May 27, 2019** or when team has requested online check-in, whichever comes first. Teams making any player or coaching changes after the lock date will be required to check-in on Friday night, June 7, 2019.

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### **TEAM CHECK-IN**

Additional team check-in information will be communicated on our website after May 15, 2019.

**Teams requesting online check-in are NOT confirmed checked in until a check-in confirmation email is received.**

**MORE CHECK-IN INFO COMING SOON!**

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*(Next Page: Team Fee Payment)*

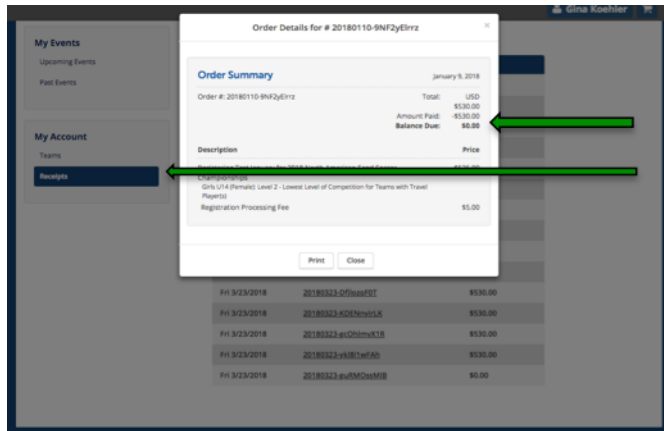
## TEAM FEE PAYMENT

If you did not pay by credit card when you registered the team, please mail your check or money order, along with a copy of the team receipt, to us by the deadline of April 15, 2019.

One check per team please. Mail payments to NASSC; 2276 Recreation Dr.; Virginia Beach VA 23456

Late Fees apply to all teams whose payment is not postmarked or received by us on or before the deadline. We recommend you not wait until the last minute as divisions will fill and we may not be able to accept teams.

You may log in and view your receipt(s) under the “My Account – Receipts” section to determine whether payment has been applied to your team or whether a Balance Due is pending.



*NOTE: Your receipt will reflect the team name and skill level originally registered. If you requested changes to these after registration and received a confirmation from us the change was made, rest assured our system reflects the changes.*

*If you are mailing a check, mark any changes you have requested on the copy you send us with payment. Write team name & division in check memo.*

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## SCHEDULE CONFLICTS

For unusual circumstances you wish to make us aware of in scheduling that do not fit in the parameters of the online conflict notification, email details to [travis.ansell@sandsoccer.com](mailto:travis.ansell@sandsoccer.com). While we do our best, we cannot guarantee accommodation.

We must receive notification of conflicts before May 1<sup>st</sup>, 2019.

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(Next Page: Mobile App)

## TeamSnapTournaments MOBILE APP

Like last year, all team members should download the TeamSnapTournaments mobile app. This app will also be used as a communication tool in case of emergency or weather-related situations. It may also be used during our event to track schedules and scores.



Available for [Android](#) and [IOS](#). Look for the trophy cup icon to find the correct app. Select “North American Sand Soccer Championships” as a favorite and add any teams you will be following. Also, be sure to change your settings to [accept notifications](#).

TeamSnapTournaments is not a team management tool\*.

\*Other TeamSnap applications are not integrated with their Tournament application and are NOT used by NASSC 2019 for communications, roster management, scoring, or otherwise.

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**Your role as a team manager is very important -- we appreciate you!**

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