

Team Manager Information - 2019 NASSC

Updated 1-18-2019

Thank you for your commitment as Team Manager. Your role as a team manager is very important and we appreciate you!

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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.

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.
- **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**.

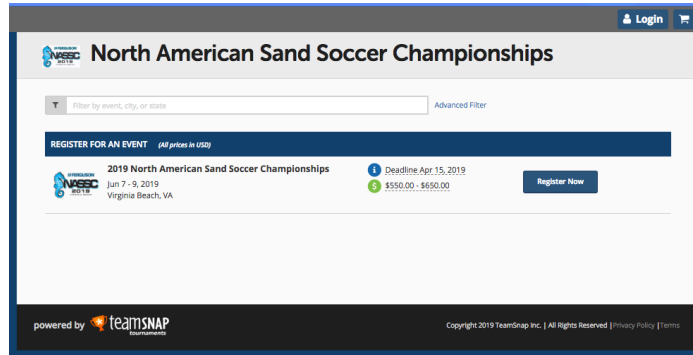
NEW in 2019 !!!

- We are going **GREEN!** Information for teams including schedules and check-in information will be found online or emailed to the team managers.
- Team managers who have their rosters ready early will be able to take advantage of **online team check-in**, saving you a trip to the convention center on Friday night.
- Non-player registration: All team managers, coaches, and assistant coaches will be required to complete a **Code of Conduct** as well as a **Waiver & Release of Liability** before participating. These will be made available online and must be submitted to us as part of team check-in.
- Only one coach and one assistant coach 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.

TEAMSNAP LOG-IN

1. When making updates or viewing your roster for 2019 NASSC, use <https://events.teamsnap.com/organizations/210>. Below is the page you should see.

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



2. 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



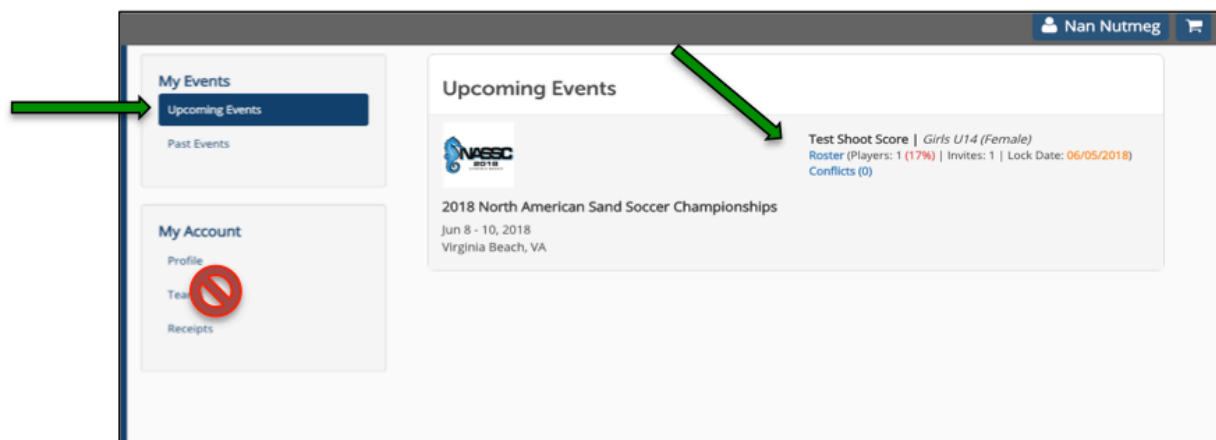
Most of what you'll be doing as it pertains to NASSC 2019 will be under the “My Events”. The only time you need to look under “My Accounts” is to see a copy of your receipt.

 **Updating a team under “My Account - Teams” will not update a roster for a team already registered for an event such as NASSC.**

The next section will explain how to manage the NASSC 2019 roster. Managing an Event roster is not the same as making changes to a team in “My account” so follow the next steps carefully.

ROSTER MANAGEMENT

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



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

- All non-players will be asked to complete **Release & Waiver of Liability** and the **Code of Conduct**. Team managers will more information prior to team check-in.
- **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 non-player roles, please contact gina.koehler@sandsoccer.com.

Notify us of changes including:

- **primary point of contact** – ensure the new contact has all communications received to date as well as log-in information to continue managing the roster.
- **other contact information**
- **team name**
- **competition level**

Contact NASSC's Administrator directly at gina.koehler@sandsoccer.com.

The deadline for changes in team name or divisions is April 15, 2019. We cannot guarantee accommodation if divisions have filled.

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

Online access to rosters will be locked on May 30, 2019 or when team has completed online check-in, whichever comes first. Teams making any changes to the roster after the lock date will be required to check-in on Friday night, June 7, 2019.

Additional team check-in information will be communicated our website by May 1, 2019

TEAM PAYMENT

We ask you stick to your original payment choice.

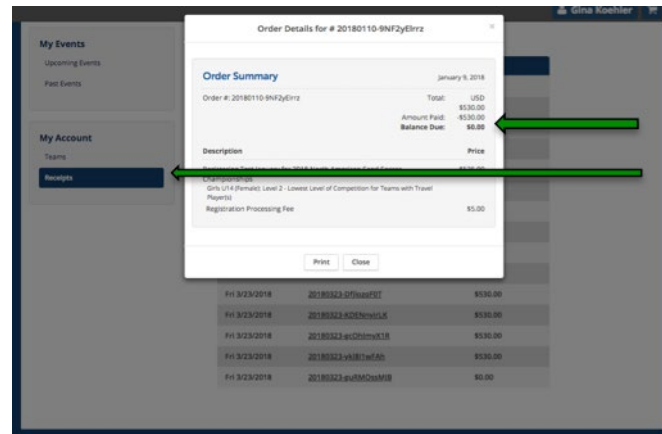
Attempting to change payment method or registering the team again creates problems with registrations and scheduling.

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.

Unfortunately, TeamSnap will not send you a new receipt when we apply your check or money order to a registered team. However, 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.

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. While we do our best, we cannot guarantee accommodation.

We must receive notification of conflicts no later than May 1st, 2019.

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.