



## **TEAM MANGEMENT guide**

(Calendar, Roster, Announcements via text/email)

and

## **TRYOUTS guide**

### **WHY LIST A TEAM?**

1. **Transparency** – let other teams know who you are, where you come from, your team history and philosophy. Let's move Travel Baseball past the days of showing up on Friday or Saturday with no idea who/what you're up against.
2. **Contact Information** – provide good contact information for your team so other team's coaches can find you quickly based on age, level, or location...possibly for scrimmages.
3. **Tryouts** – advertising **tryouts OR openings** on TBC. Prospects can find your team based on age, level, location, field or academy association AND quickly learn important details about your team and/or coaches and instructors.
4. **Team Management is Free.** Utilize the team calendar, host your team contact information confidentially and send out text and emails to the parents, for Free.
5. Use the **Fields** module(22,000+) to find field/park information and quick directions.

The team module enables coaches/managers to confidentially manage their team calendar, display internally their team roster and contact information and make private announcements to their team via group text and email. Additionally, this module helps teams advertise details about their team to prospects before and during tryout season. Teams can also advertise details about their tryouts as well; when, where, private or open, etc. Teams that continue on year after year are only required to setup their team once, and then they can just make small edits each year like moving the playing year and age forward, and other relevant details that may need updated. Even players, parents, coaches and relatives can be removed or added as needed using the 'manage roster' area. TBC believes transparency helps improve the sport so encourages teams to utilize the platform and input as much information about their team as possible...who doesn't want to understand a little bit about the team they are playing next or be able to quickly find contact information to setup scrimmages.

### **A few things that aren't obvious about the TEAMS module.**

- In Roster/Contacts the player's names are visible to the public but their contact info is only visible to 'invited team members and parents'.
- Team parents, players and relatives email addresses are hidden from the public. Coaches and team managers can elect to hide email addresses and phone numbers as well in their personal account setups.
- The Team claimant can give several other people 'Admin' authority, which gives them the ability to schedule events on the calendar, manage the roster and/or post announcements.
- Announcements and Calendar changes can be sent to team members via text, internal and external email if elected.

### **Definitions within TEAMS module**

- **SETUP** - Teams may be 'setup' by any registered user with any 'account type' but then need to be 'claimed' by a user with an account type of Team Manager or Coach.
- **CLAIM** - After a team is 'setup', a Coach or Team Manager should sign in then use the 'claim team' button in the middle of the team's main display screen, this process will give the 'claimant' ownership of the team and

therefore the ability to edit/modify/invite others. The 'claimant' must be registered with an account type "coach" or "manager".

- a. To modify an 'account type', go to 'my account/manage account/edit account type' in the upper right corner after signing in.
- **OWNERSHIP** - The 'Claimant' will 'own' the team and be able to edit the listing, make roster changes and/or manage the calendar and send out group announcements via text and email.
- **INVITE** - The team owner/claimant or anyone assigned with Admin authority, may 'invite' the team's other coaches and parents using the 'manage roster' button shown in the middle of the team's main display page. The owner may also assign 'Admin' capability to any other coach or manager to enable those individuals to also manage the calendar, send announcement or invite others to the team.
- **PLAYING YEAR** – keep in mind that East Cobb Dodgers 13u with playing year **2015-2016** is not the same team as East Cobb Dodgers 13u **2016-2017**. Two teams with the exact same name but different playing years are considered two entirely different teams. However, the 2015-2016 Dodgers could elect to edit their profile at the end of the season if they are staying mostly in tact, to 2016-2017.

## **SETUP A TEAM** \*\*\**Academy managers, see tips at the bottom of this section\*\*\**

1. **Register** as a Paid Coach, Volunteer Coach or Team Manager.
2. Familiarize yourself with the '**my account/manage account**' upper right pulldown menu area.
  - *This is where you can edit your personal setup and determine what you have the ability to create and/or edit in the future.*
3. Go to the TEAMS tab and press the SETUP NEW button upper right.
4. The site will walk you through a team setup. Go slow and follow the directions closely.
  - *Tip: Logo's and Team Photo's cannot be pdf's, use a JPG or PNG file format.*
5. Go to your team's main display page, if you correctly registered yourself like instructed above on point #1, you will be able to see several 'edit' buttons in the center of the screen that are only visible to you as the team manager or coach. If you are not seeing edit buttons like 'manage team profile' or 'manage roster', use the 'claim team' button in the center of the page to give yourself ownership of the team and/or modify your account type as instructed above on point #1.
  - **Manage Team Profile** button will take you back to the original team setup/input page.
  - **Manage Roster** is where you will go to add or invite other coaches, parents, players or relatives to your team. These individuals will be able to access the team calendar, team roster and contact information and receive team announcements via text and email(internal email on the TBC site and on their external email)
    - i. *Tip: Go slow, read the instructions carefully on the manage roster page!*
    - ii. *Tip: The site can handle inviting people that are or are not already registered on the site. However, we recommend you give the unregistered users a heads up to expect an invite from TBC. Tell them to follow the invite email instructions closely. If they are already a registered user, their name will pop up in the boxes as you begin typing in their name...making it really quick and easy to add them to your team.*
- **Post Announcement** button is visible to any coach or team manager that has been given 'admin' rights. You may need to remind your team's members to turn on the ability to receive texts from their 'my account/manage account/edit profile' area if they didn't when they registered initially.
- **Copy** is useful for academies to create one team as a template, then create their other teams by 'copying' the template team...then modifying the data as appropriate like age, coaches, etc.

- **Team Admins** can be assigned in the manage roster area by simply checking the box next to a name. This gives them the ability to send announcements, modify the roster and/or make announcements.

**Tip:** Directions: search on the field you're heading to next on TBC, copy and paste the field's url from the TBC website into your Announcements so parents can simply click on the link and get directions.

**Tip: Academy Teams:** If you're an academy team and the academy had setup teams for the purpose of advertising tryouts...new coaches or team managers can simply 'claim' the team that represents their age group and take ownership of it if they choose to, rather than setting up a new team.

**Tip:** teams don't necessarily need to be setup every year repeatedly. Teams that are kept mostly in tact with similar players and/or coaches have the option to just modify the 'playing year' and moving the team age forward if they choose to. Players, parents, coaches etc. can be removed and/or added as appropriate year after year in the manage roster area.

### **SETUP A TRYOUT** \*\*\**Academy managers, see tips at the bottom of this section*\*\*\*

Tryouts are to be setup after the team is setup....Team Admin's can use the 'setup tryout' button in the middle of a team's main display page to establish any number of tryouts for a team. Users will then be able to find tryouts for a team using advanced search criteria like age, level, openings, location, and private or open. Prospects will be able to research the academy, the team and/or the coach using hotlinks and/or the other modules. Any Team Admin will be able to setup tryouts and/or manage/edit the tryout listings using the buttons that will show in the middle of the screen on each tryout listing.

1. Use the **SETUP NEW** button located in the upper right corner of the Tryouts page OR use the 'Setup Tryout' button located in the center of the your Team's main display page. You must be the claimant or assigned by the claimant as having admin authority to setup a tryout.
2. If you leave the start and end date boxes empty, your tryout will not have a definitive end and continue to show up on searches for the team's age, level and location.
3. If you do not input a URL that will handle the signups/registrations for the tryout, you will be notified automatically from the TBC if/when another user signs up for your tryout directly on TBC.
4. **PLAYER PROFILES** – We recommend you check 'YES' next to the require Player Card to be Sent option so that users will send you a nice 1-2 page summary of the players picture, contact information, playing history and basic stats. This can be used at the tryout to take notes on and keep handy.
5. Keep in mind users can search on the Type of Tryout, Private or Open, Current Openings on the Team, the field, age, and/or competition level so it's important to setup those options accurately on the tryout and team setups.
6. **TEST IT** - once you've setup a tryout, do a search to ensure the tryout is returned as intended based on specific search criteria.

## ACADEMIES – 2 approaches to for listing TEAMS and TRYOUTS

- 1. Setup 1 single team to represent all your academy teams (new in 2017) – use this approach if you are not interested in using the team management features like team calendar, roster, announcements via email or text.**
  - Setup a single team and select every age group that you have teams playing at that will describe who you are, your philosophy, location, approach etc. Then when listing tryouts, simply setup tryouts off of the main academy team for every date you are holding tryouts for but be sure to detail in the description for each tryout, which age groups apply to which dates.
    - Users will search based on AGE, and all your tryout dates will show up for them because the search is based off of the age groups selected in the Team setup. However, users will learn/read from your descriptions which dates apply to the age group they are interested in.
    - [coach@travelbaseballcentral.com](mailto:coach@travelbaseballcentral.com) for help!
- 2. Setup separate team/s for each age**
  - Academy owners/managers may 'setup' one team to include all the particulars that he will want displayed on every team at the academy. Consider this a 'template'. We recommend details like the logo, history, descriptions, location, etc. be consistent for every team at an academy to convey an organized organization. Once the 'template' team is setup, use the 'Copy Team' button in the center of the team's main display page as many times over as needed to create teams for every age groups, all the while remaining the 'owner/claimant' on every team until a point in time when coaches for each team have been determined. Then, the academy owner/manager should go to 'manage roster' and 'remove' himself from that team. The new coach can then 'claim' the team and begin to invite or assign admin authority to other coaches and parents as appropriate.
  - The Academy owner/manager has the option each year to create new teams for each age group or ask the prior year coaches to 'remove' themselves and all the players/parents/coaches from the team so that he may re-claim it....and then after tryouts, reassign it by removing himself again to hand it off to the next year's coach once determined.
  - OR if a team is graduating mostly in tact to the next playing year, the team owner/claimant can simply modify the playing year, update other details like playing age and then remove non-returning players/parents and 'invite' the new ones.
  - Academy owners can also elect to have their new team managers and coaches start from scratch and create new teams, however we at TBC would recommend some oversight to ensure consistency in messaging, logo's, etc.