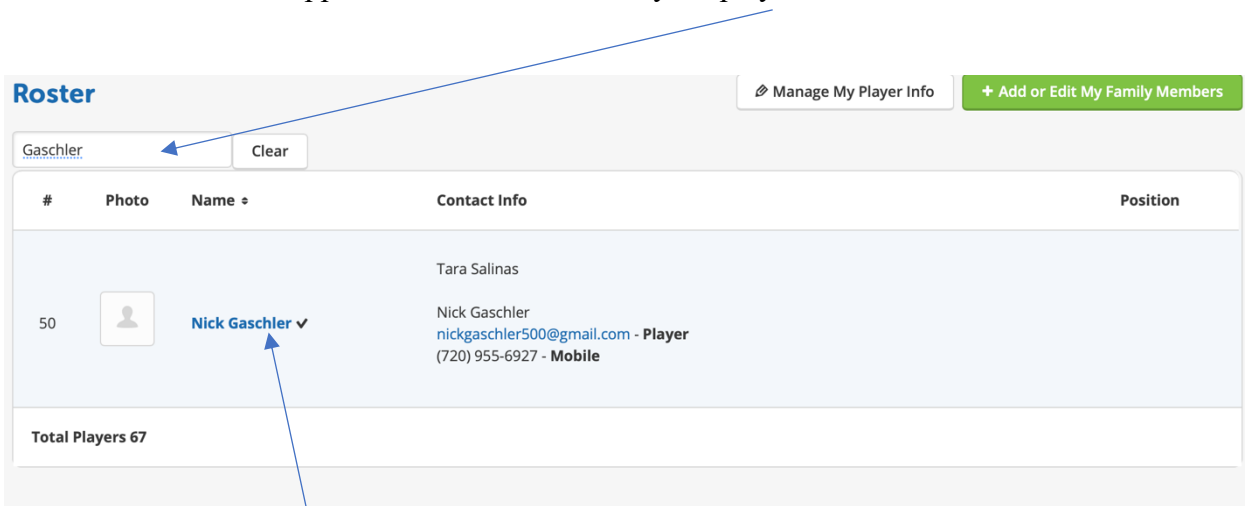


## How to Setup Your TeamSnap Account

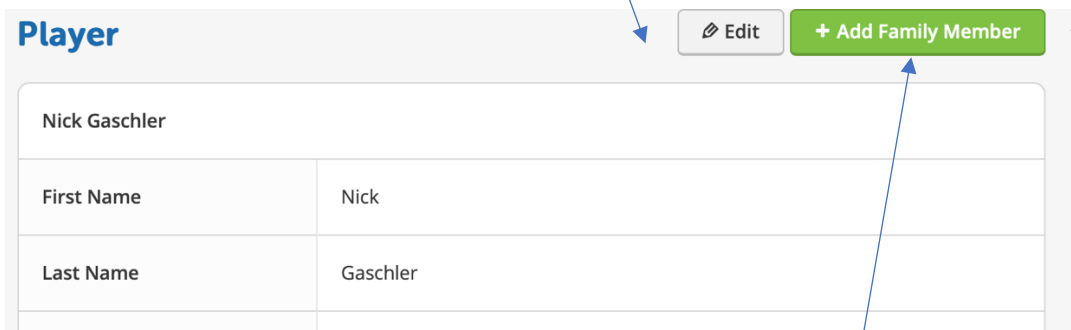
This information sheet is intended to assist all HRHS Football Players in properly setting up their TeamSnap Account so that we can effectively communicate with you! Please take a few minutes to get this done so that you will be sure to receive all communications from Coach TJ and the Touchdown Club during this stay-at-home period and the upcoming season.

**Even if you think your account is set up correctly, please review this documents to be sure all settings are right!**

1. Log in to your TeamSnap Account and go to Highlands Ranch Football, then click on Roster. In the upper left corner, search for your player name:



2. If each member of your family who should receive team updates and news (parents, player, grandparents, etc.) is not listed, or their info is not all there (phone and email), click on your Player's name. Then Click on "Edit".



3. Each player, parent or other contact should be listed as a **"Family Member"**. If one of your family members is NOT listed, click "Add Family Member"
4. Complete all contact information for each family member (remember, your player is also a family member!) Please be sure that each family member has an email address and a telephone number. Include an address for at least one parent (and if parents have different addresses, please have each parent include their own address).

- Please be sure to label each family member (i.e. Player, Mom, Dad, Aunt, etc.)
- Check the box to enable text messages for each player!!
- You can hide your phone number, email or address, by clicking “private”
- **We ask that all players leave their email and phone numbers public so that coaches and team members can see them!!**

The screenshot shows a 'Contact Information' form for 'Person 1'. It includes fields for First Name (Tara), Last Name (Salinas), Email (taraesalinas@gmail.com), and Who's This? (Mom). There are checkboxes for 'Private' (unchecked) and 'Receive emails' (checked). The Phone Number field contains 303-525-4171, with a Label of Mobile. There are checkboxes for 'Private' (unchecked) and 'Team alerts sent via SMS' (checked). Below the phone number is a '+ Add Phone Number' link. The Address field contains 10383 Erin Place, City is Lone Tree, State/Province is CO, and Zip/Postal Code is 80124. There is a checkbox for 'Private' (checked) at the bottom of the address section. A green button '+ Add New Family Member' is at the top right. Blue arrows point from the list items above to the 'Receive emails', 'Team alerts sent via SMS', and 'Private' (checked) checkboxes.

5. Once all the family members' information has been entered, click “save” at the bottom of the page. Then check to see that each person's information is showing up correctly! To do this, go back to the Roster Screen, and re-search for your player's name. Each family members should show as a separate person, with an email address and phone number.

The screenshot shows the 'Roster' screen with a search bar containing 'Gaschler'. Below the search bar is a table with columns: #, Photo, Name, Contact Info, and Position. The table lists three family members:

#	Photo	Name	Contact Info	Position
		Tara Salinas	taraesalinas@gmail.com - Mom (303) 525-4171 - Mobile	
50		Nick Gaschler	nickgaschler500@gmail.com - Player (720) 955-6927 - Mobile	
		Rolando Salinas	rosalinas2002@yahoo.com - Dad 303-489-7395 - Mobile	

At the bottom of the table, it says 'Total Players 67'. There are buttons for 'Manage My Player Info' and '+ Add or Edit My Family Members' at the top right.

**Questions?? Please reach out to Tara Salinas for further assistance!!**  
[president@highlandsranchfootball.org](mailto:president@highlandsranchfootball.org)  
**303-525-4171 - mobile**