



# Coach/Team Manager User Guide for

**GAMECHANGER**

**TEAM MANAGER**

BY DICK'S SPORTING GOODS

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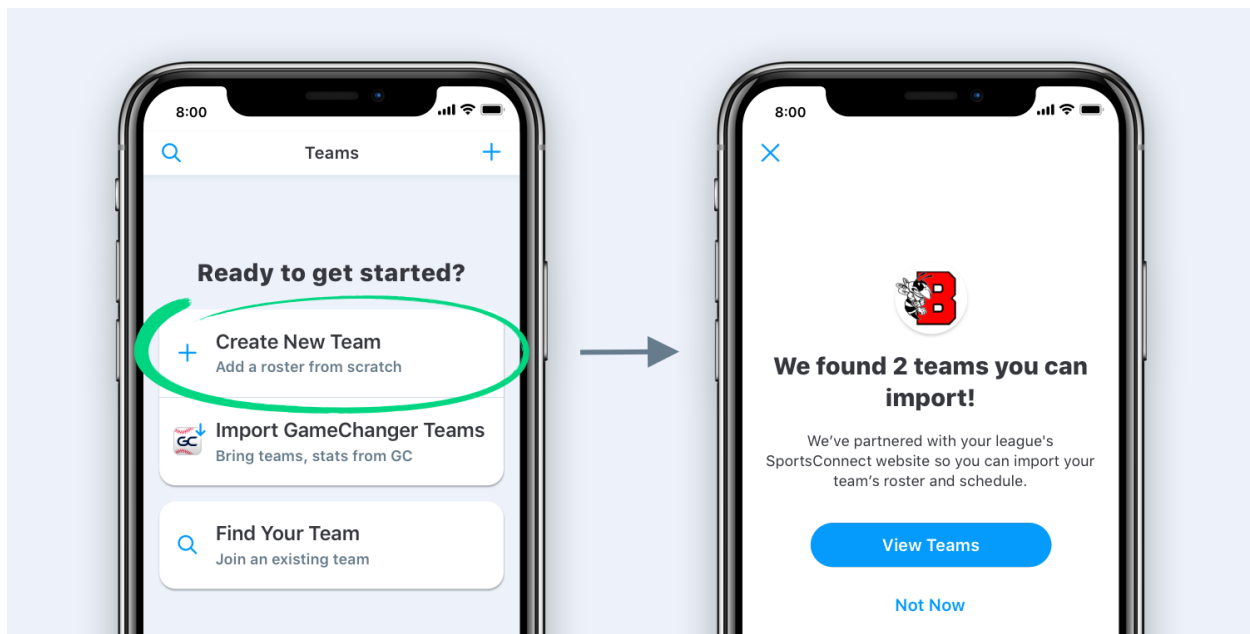
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# Section 1 - Importing Your Team From Sports Connect

Before you can import your team, you must download the GameChanger Team Manager app from the [App Store](#) (iOS) or [Google Play](#) (Android). You must also fulfill these three requirements before being able to import your team into the app:

- You are using the same email address for GameChanger Team Manager that you use for Sports Connect
- Your team's roster is "posted" to the Sports Connect website.
- You are listed as an allocated volunteer for your team on the Sports Connect site.

## How to import your Sports Connect Team



1. Once you are logged into GameChanger Team Manager with the same email address, tap "Create Team," and your team(s) from Sports Connect will automatically populate. As a team staff/manager you can select which team(s) you want to import roster(s) and schedule(s) to GameChanger Team Manager.
2. You need to confirm your email address before you can view your teams. Click "Open Email App" which will direct you to your email. Then select "Confirm Email Address" and you'll be redirected back to the GameChanger Team Manager app.
3. Once you have confirmed your email address, you can select which teams you want to import. Make sure the teams you want to import have a check next to them, and then tap import in the upper corner of the screen. You will see the status of teams importing at the bottom of the screen.

**Note:** You can only import your team(s) roster from Sports Connect to GameChanger Team Manager one time. Any updates made to your schedule will automatically update to the GameChanger Team Manager app.

## Section 2 - Adding Players and Family Members

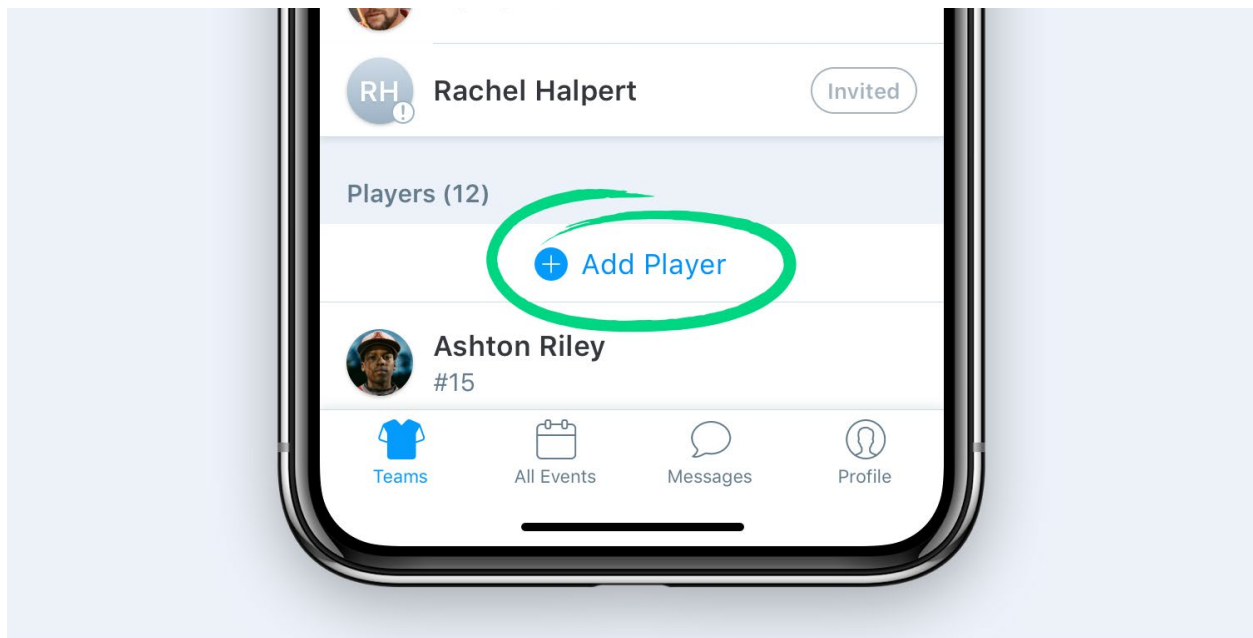
Ditch the spreadsheets and binders. GameChanger Team Manager organizes all your team's contact info in one, easy-to-use app.

Once you have created your team you will be prompted to "Add Your Roster." You can do this now, or at a later time.

Note: Only staff members can add players to the roster.

### How to add a player

(For iOS and Android)



Tap the "Teams" tab in the bottom left corner

1. Tap the team you'd like to add a player to
2. Tap the "Add Player" button
3. Enter the Player's information
4. Invite the Player or their Family members as Contacts by tapping on Add Player Contact or Add Family Contact
5. Once you tap "Done", the player will be created, and emails will be sent to any Contacts you added, inviting them to join the team.

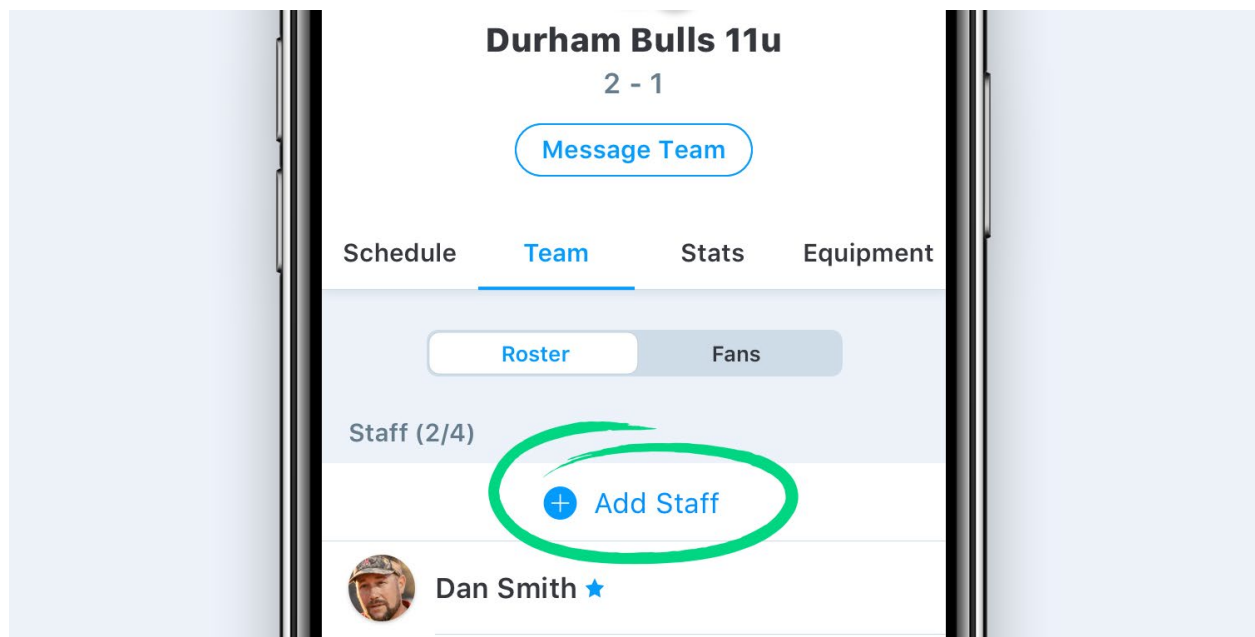
## Section 3 - Adding/Removing Staff Members

Staff Members are the people working behind the scenes to keep coaches, parents, and players on the same page all season long.

On the GameChanger Team Manager app, Staff Members have the ability to add/edit events, manage the team roster, invite others to the team, and update RSVP responses for all team members.

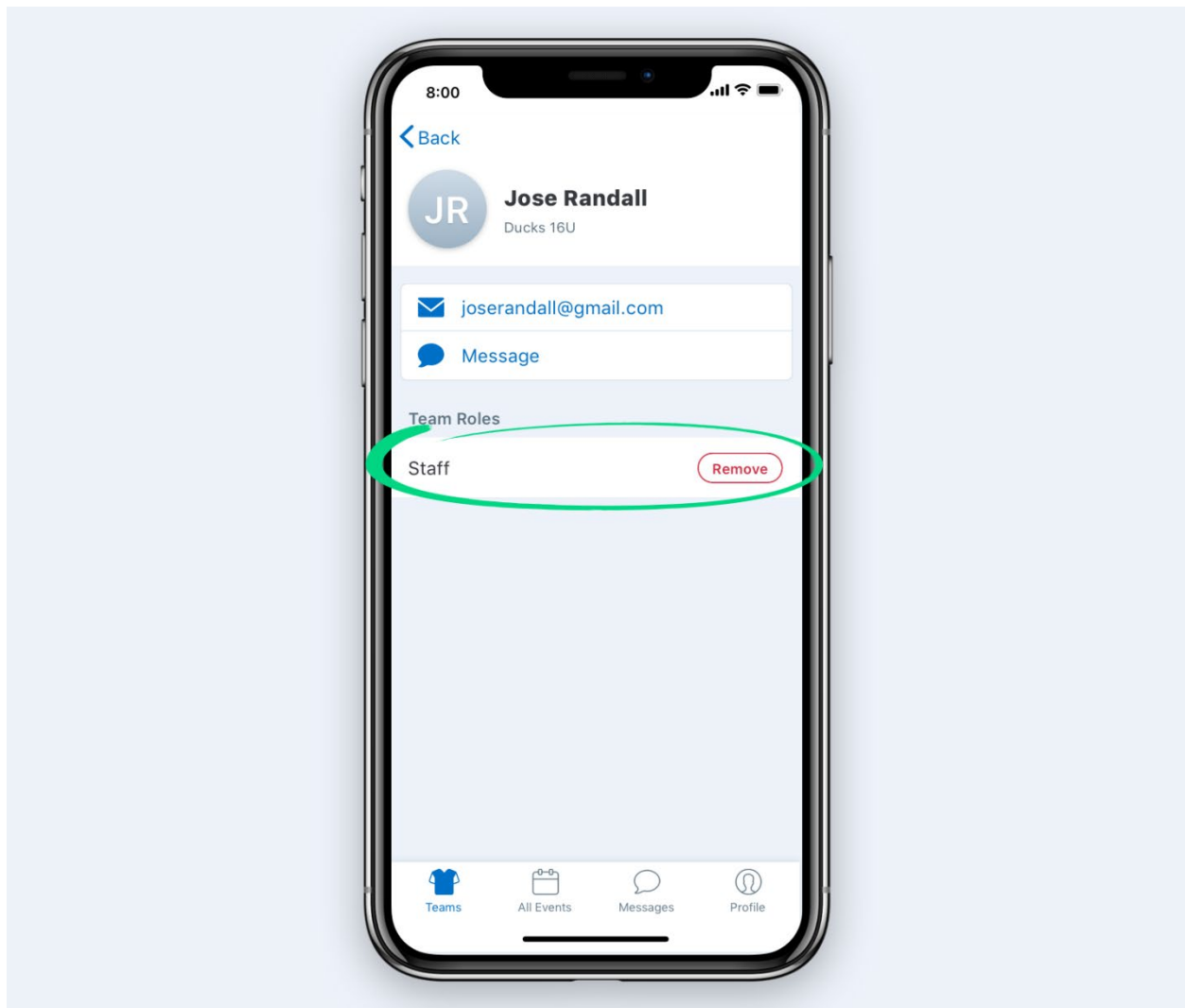
Teams can have up to 4 Team Staff Members. Staff Members typically include coaches, team managers, and team mom/dads.

### ADDING STAFF MEMBERS



1. Tap the **Teams** tab in the bottom left corner and select the appropriate team
2. Tap on the **Team** tab to view your roster and current staff
3. Tap the **Add Staff** button
4. Enter or search your contacts for the Staff Member's email address
5. Once you tap **Save** an email will be sent to the new Staff Member with instructions on how to join the team.

## REMOVING STAFF MEMBERS



1. Select the appropriate team and go the **Team** section
2. Select the staff member
3. Tap the red "Remove" button next to the Staff role for the user

When removing a Staff Member, if that was their only role on the team, the user will be removed from the team altogether. Otherwise, they will remain on the team with their other role(s).

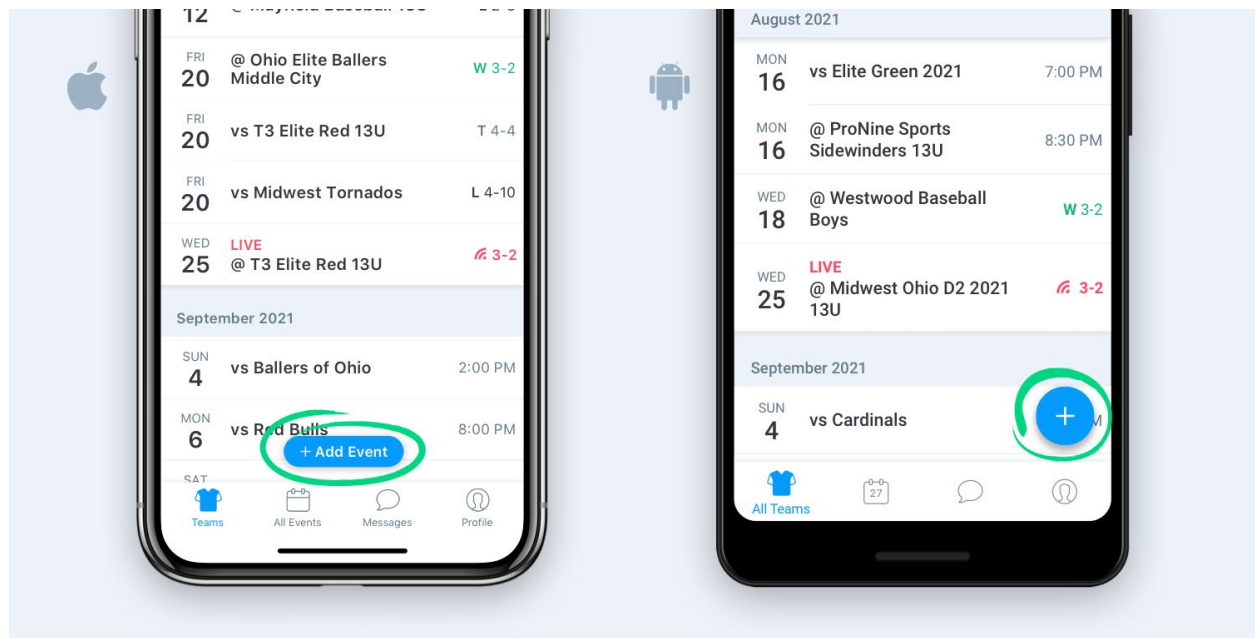
## Section 4 - Scheduling Games, Practices, & Team Events

The GameChanger Team Manager app makes it easy to maintain a single, easy-to-manage schedule for all team events.

GameChanger Team Manager keeps important event details like start time, arrival time, field location, and hourly weather all in one place. This helps ensure that everyone gets there on time and ready-to-go! Staff Members can create a game, practice, or general events such as a pizza party, parent meeting, or fundraiser.

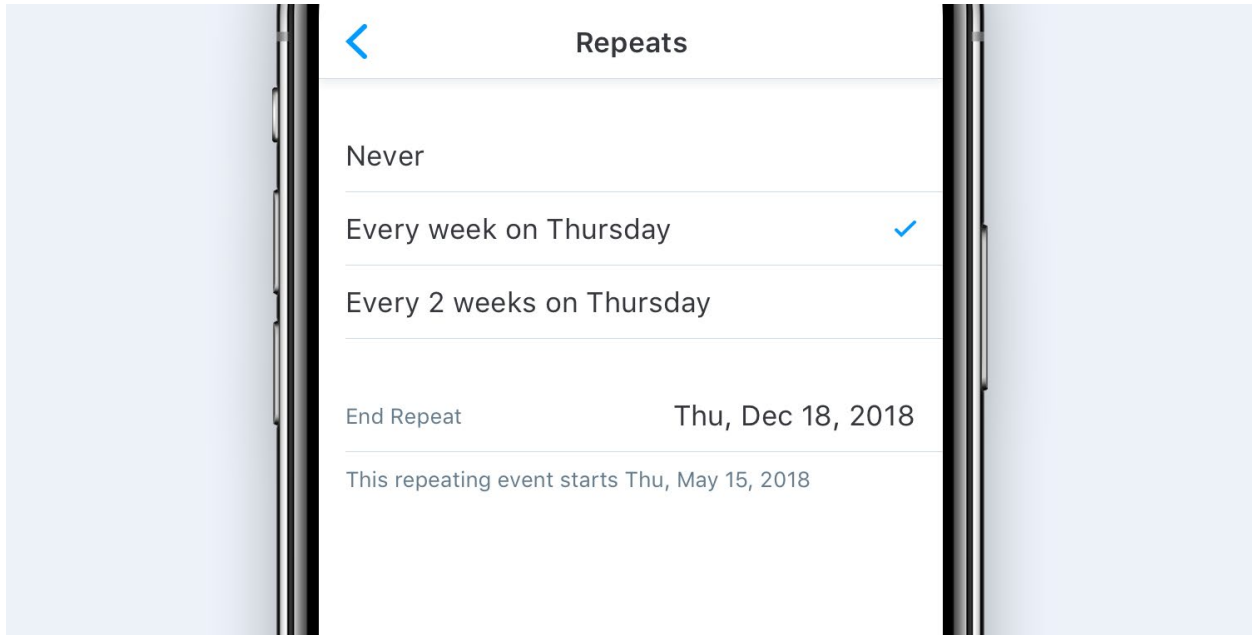
Only staff members will be able to create events for their team.

### How to schedule an event:



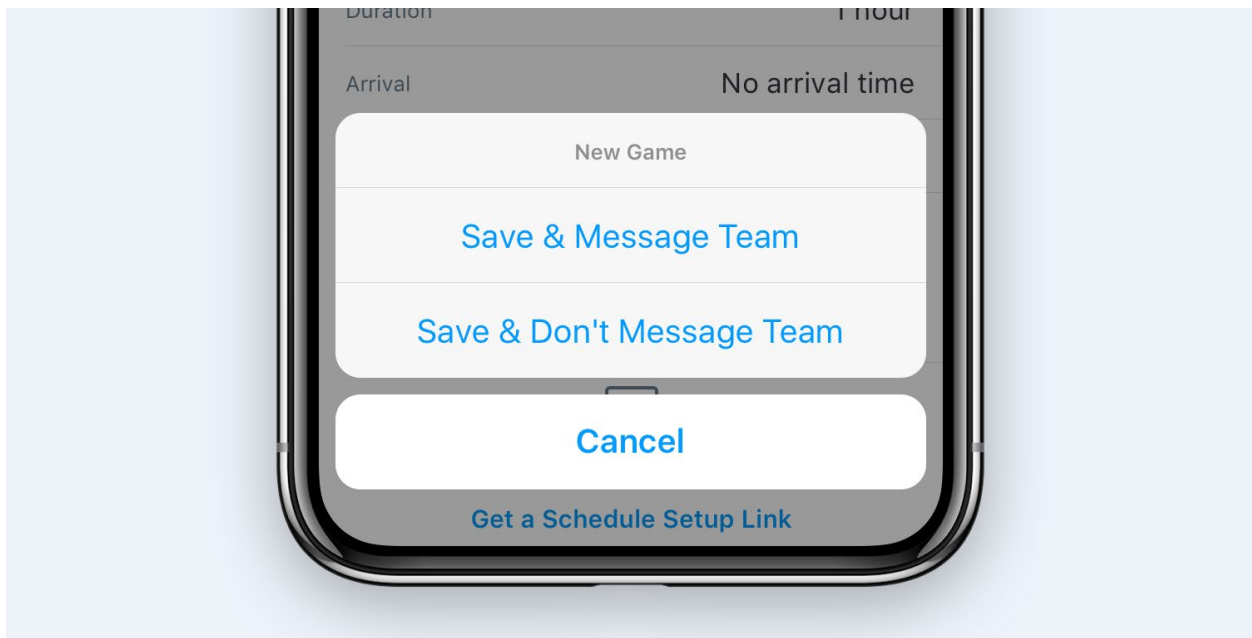
1. Go to the team's **Schedule** tab or the **Events** tab
2. Tap the **+ Add Event** button (iOS) or the **+** in the bottom right corner (Android)
3. Enter game details like date, time, and location
4. Tap **Save**

## How to schedule recurring events:



If the event is at the same time and place each week which is common for practices, tap the “Repeats” option and tap the recurring event details

## How to notify your team:



Once you edit an event, you can notify team members right from the app.

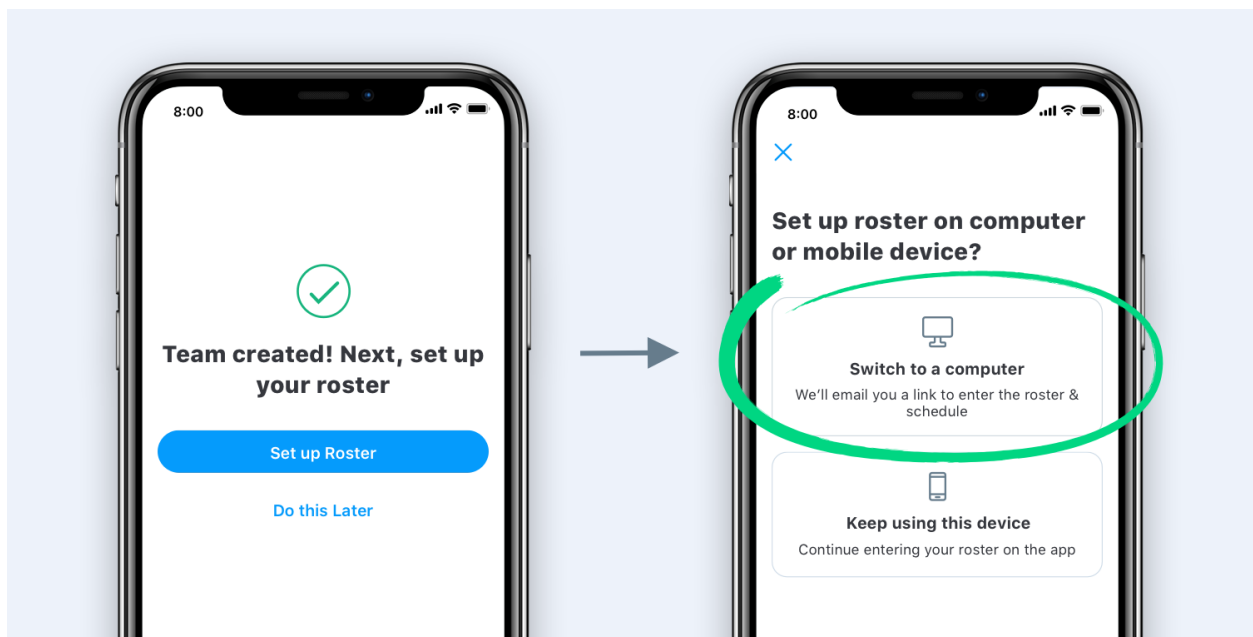
1. Once you tap "SAVE", age your team. You will then be prompted to "Save & Message Team" or "Save & Don't Message Team"
2. If you tap "Save and Message Team," you can enter a note about the change and send it to your community

Team Members with the app installed will receive a notification immediately. Team Members who don't have the app installed will receive an email notifying them of the addition to the schedule.

## Section 5 - Desktop Roster & Schedule Setup

For greater ease in creating a roster and schedule, Team Staff can request a setup link to create players, invite family and staff, and add events from a desktop as opposed to from within the app. Please note that players and events can only be created via desktop and cannot be edited.

### Create Roster/Schedule via Web



1. Go to the **Teams** tab in the app
2. Tap the plus sign to create a new team, and enter all of the team's information
3. Choose to **Add Roster from Scratch**
4. On the next screen, choose **Switch to a computer**

Open the link below on your computer to set up the roster for Tiger Sharks 12U.

Set Up Roster

Questions? Email us at [teammanager@gc.com](mailto:teammanager@gc.com).



### Add Roster

We'll automatically email invitations to join Tiger Sharks 12U

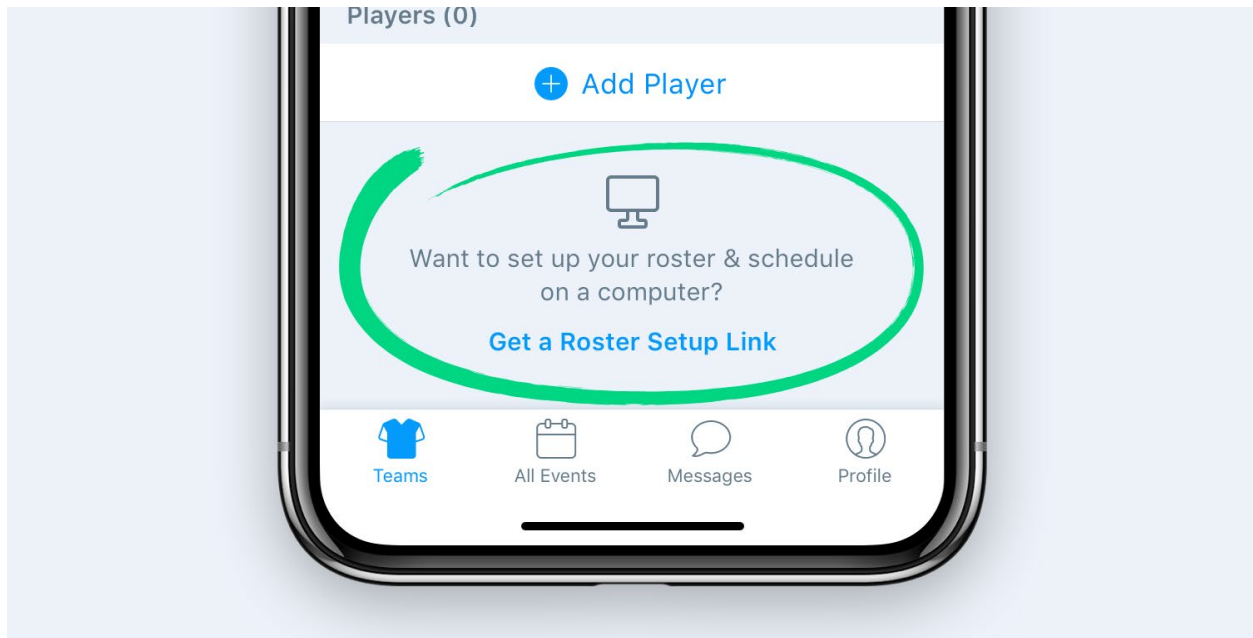
	Player Name	Jersey #	Parent Emails (separate with space or comma)
1	<input type="text"/> First Name <input type="text"/> Last Name	<input type="text"/> #	<input type="text"/> parent@email.com, parent@email.com...
2	<input type="text"/> First Name <input type="text"/> Last Name	<input type="text"/> #	<input type="text"/> parent@email.com, parent@email.com... ×
3	<input type="text"/> First Name <input type="text"/> Last Name	<input type="text"/> #	<input type="text"/> parent@email.com, parent@email.com... ×

+ Add More Players

Invite & Finish

5. A web link will be sent to your email inbox. Click the link included in that email.
6. Enter player names, jersey numbers, player email addresses (teams over 13 yrs. of age), and as many parent email addresses as needed.
7. Click **Add More Players** to add more blank rows to the page
8. Click **Invite & Continue** when you're done to have the information added to your team in the app
9. Enter additional staff members on the next page (up to 4 total), and click **Invite & Continue**
10. Add events to the team calendar, and click **Finish** when done

## Add Players to the Roster



1. Go to the **Teams** tab in the app
2. Tap the team you need to edit
3. Scroll down to the bottom of the roster, and click **Get a Roster Setup Link**
4. Go to your email to access the web link
5. Add players and parent contacts as needed
6. Click **Invite & Finish** when you're done

## Add Events to the Schedule

1. Go to the team's **Schedule** tab
2. Tap the **+ Add Event** button to create a new event
3. Scroll to the bottom of the Event Details screen, and tap **Get a Schedule Setup Link**
4. A web link will be sent to your email inbox. Click the link included in that email
5. Click **Add Event** to begin
6. Choose to either **Save & Close** or **Save & Add Another**
7. Click **Finish** when done

**Note:** There will not be the option to notify the Team Community as events are added on the web. That option only exists inside the app.