



# **TeamSideline Team Management App**

## **Parents Guide**

Town of Cary Sports

# TeamSideline App Etiquette

- Cary Sports Staff are very excited to introduce the TeamSideline team management app to centralize all the information you will need for your team for the season. Your teams roster, practice schedule, and game schedule (when published) will all exist within your teams' hub.
- **Please keep in mind, all chats/communications conducted through your TeamSite are logged and viewable to Sports Staff.**
- Please maintain appropriate communications and be mindful when communicating items out to any and all team members. If you do end up having any kind of issue within your TeamSite, please contact [sports@carync.gov](mailto:sports@carync.gov).

# Downloading the App

- We highly recommend using the TeamSideline App. There is a desktop version as well, but the majority of this guide will be using the App interface. There is a brief section at the end of this guide explaining how to get to the desktop version.
- The app is **100% Free** and available in the App Store and the Google Play store.
- For more information on the app, here is a [link](#) to TeamSideline's developer page.



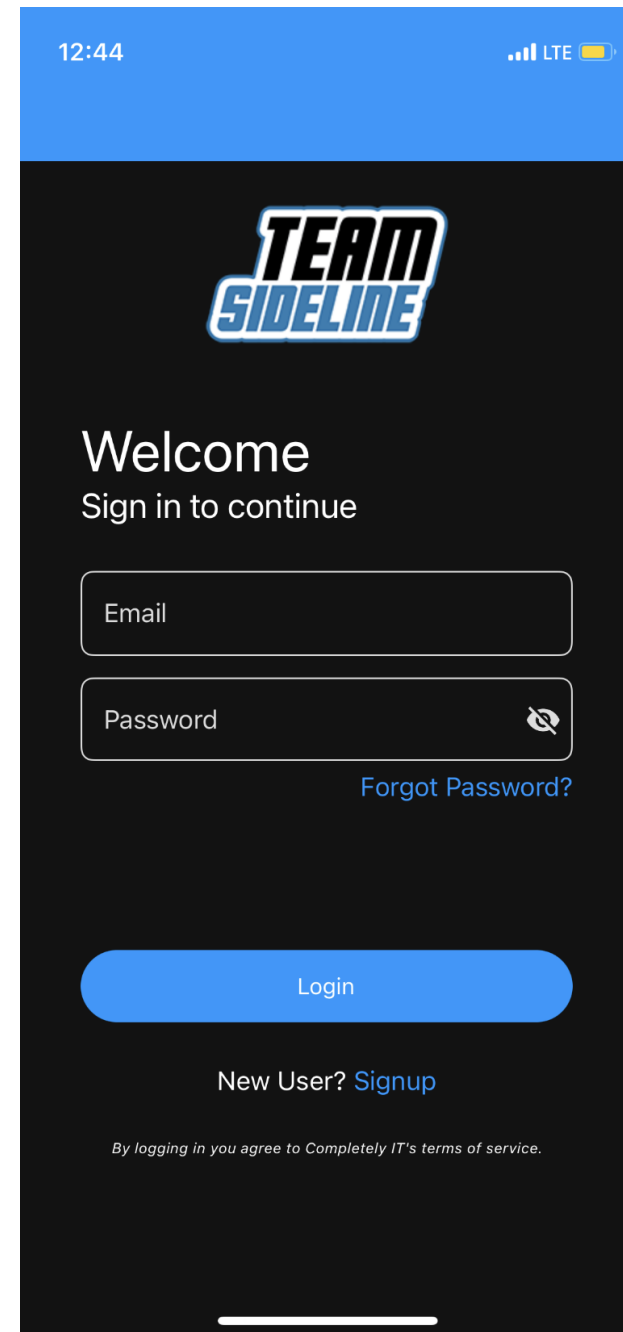
[TeamSideline App \(IOS\)](#)



[TeamSideline App \(Google Play\)](#)

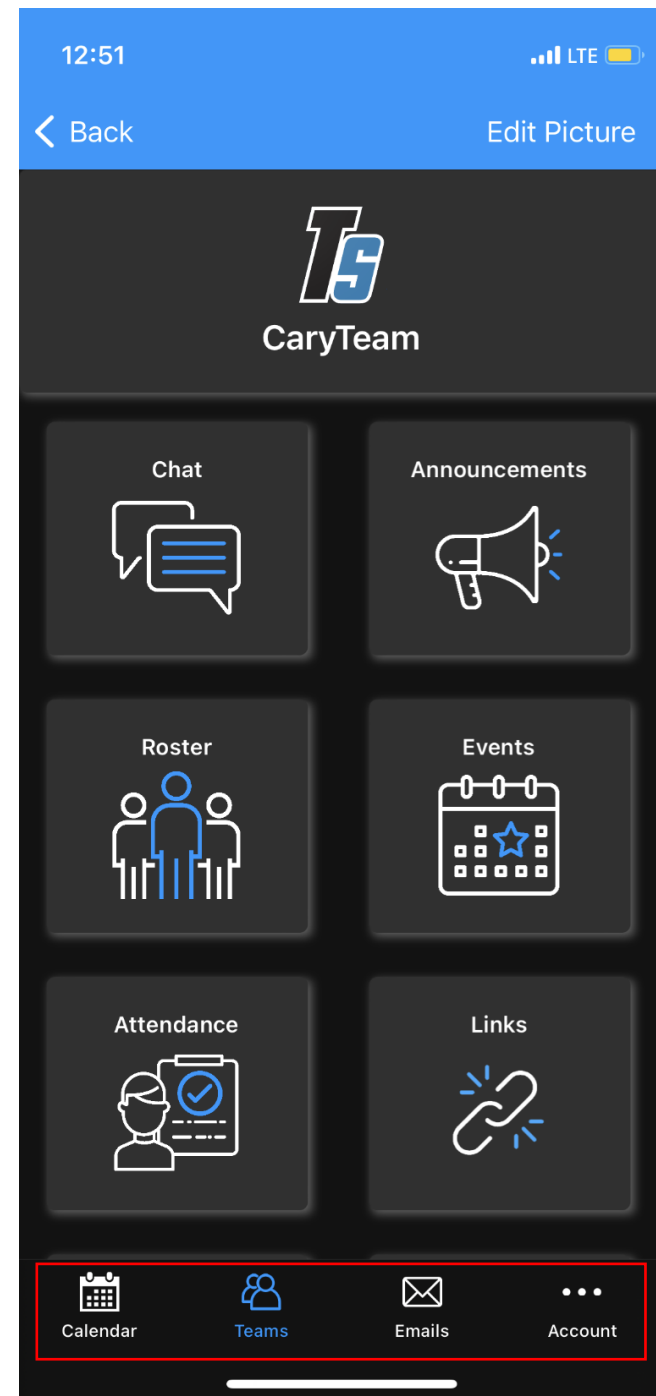
# Logging in

- Once you have downloaded the app, opening the app will prompt you to Sign-in.
- **Use the same Sign-in you used when you enrolled your child into the program.**
- Once you have logged in, you will land on the 'Calendar' tab.



# Navigating the App

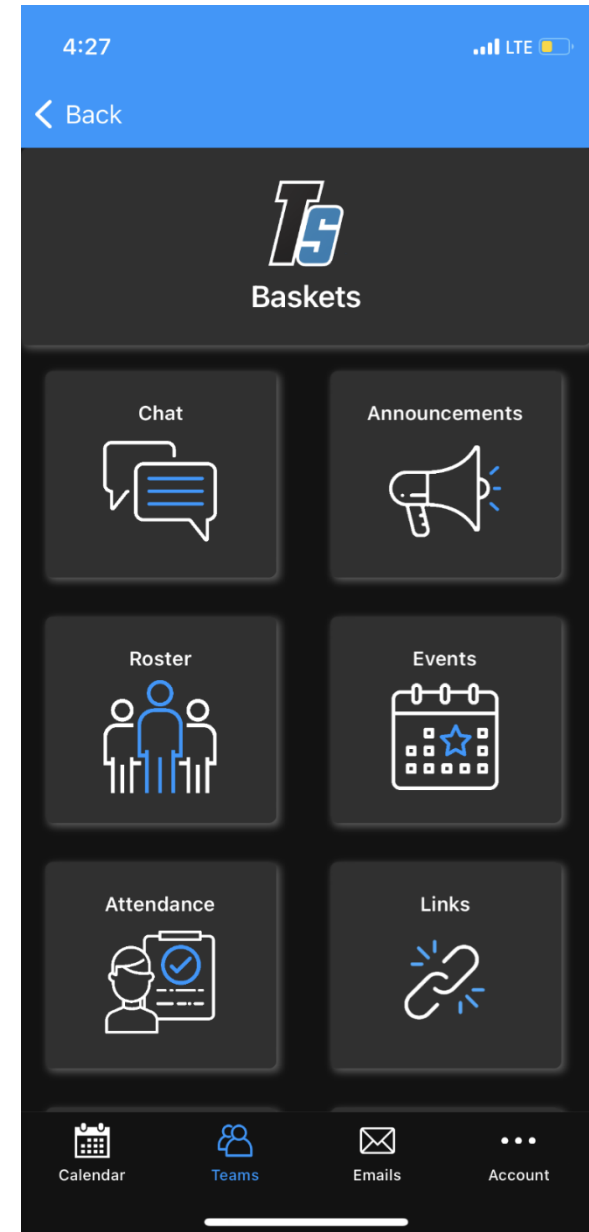
- There are four main tabs when you open the App:
  - Calendar
  - Teams
  - Emails
  - Account
- The following sections will describe what can be done in each of these 4 tabs.



# The 'Teams' Tab

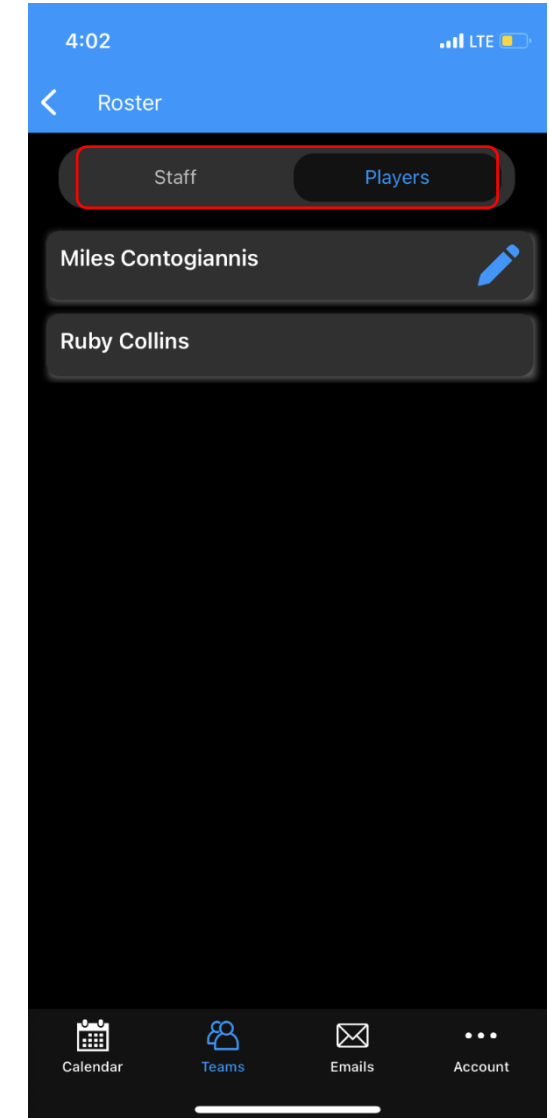
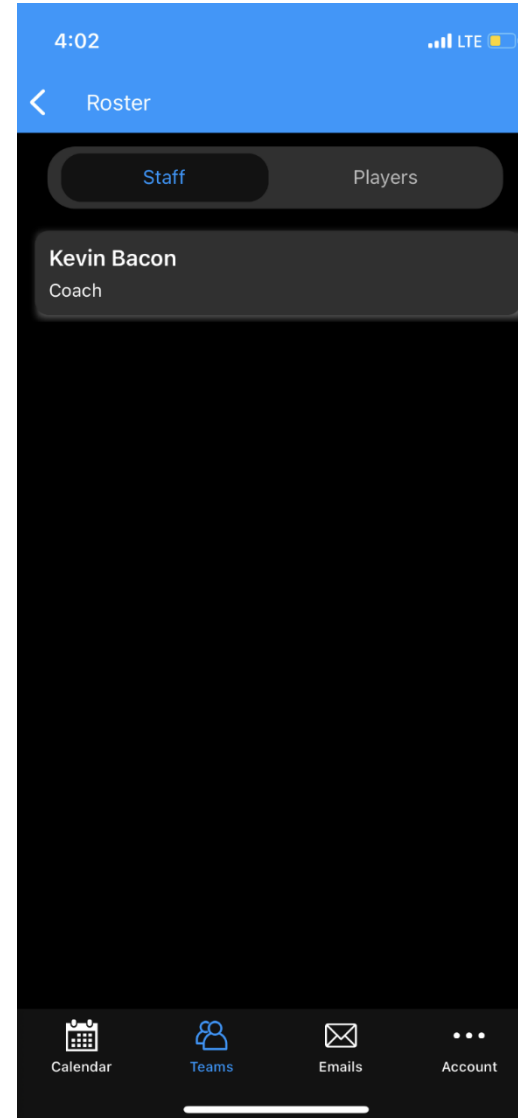
# Teams Tab

- Here you will see all teams you are associated with as a parent OR as a Head Coach.
- Select any team that you are associated with. In this example, we will be using 'Baskets'.
- You are now on the 'Baskets' main hub. This is where you will be able to view your team's roster, view your teams schedule, communicate with your team, and mark your availability for practices and games.



# Roster and Player Information

- From your Teams hub, press the 'Roster' icon.
- This area will initially open with the 'Staff' showing. You should see only your coaches name.
- You can press on your coaches name and see their Contact Card.
- Toward the top of the screen, select the 'Players'. You should see a list of all the Players on your team.
- There is a Pencil Edit icon next to your players name. You can edit some info about your player by pressing the Pencil Edit icon.



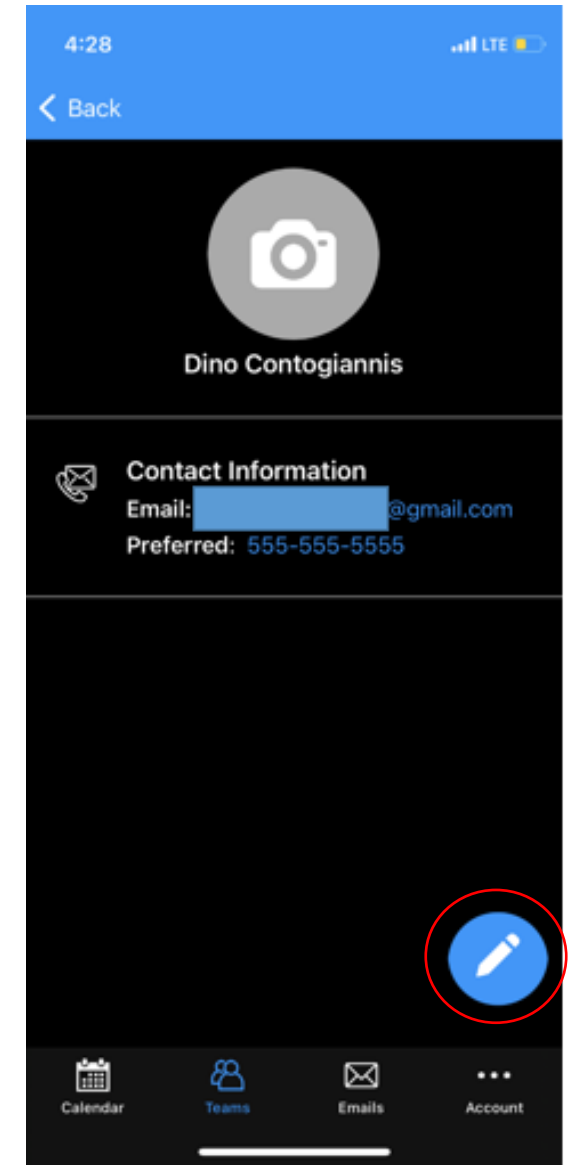
# Roster and your Player's Information (editing Parent contact info)

- Looking at your team's list of players, press (without pressing the pencil icon) your Player's name. You will then see your Player's Contact Card.

- You can see their 'Parent Information' below.

Select a parent (in this example we select 'Dino Contogiannis', to see that Parent's contact information). You can edit the parent contact information by pressing the 'Pencil Edit' icon.

- As a parent, you won't be able to push through any edits that are not your own Child Contact Card or your own Parent Contact card. Even though you can see the pencil icon on the Coaches Contact Card, and other Parent's Contact Card, any changes you make to those will not push through.
- You can hit '<Back' at any time to go to a previous page.

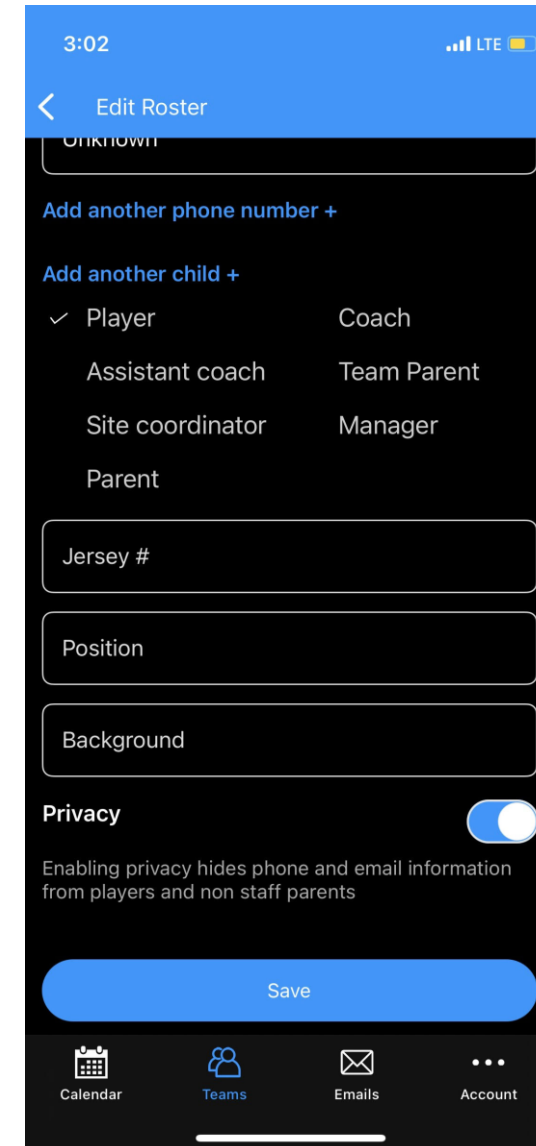
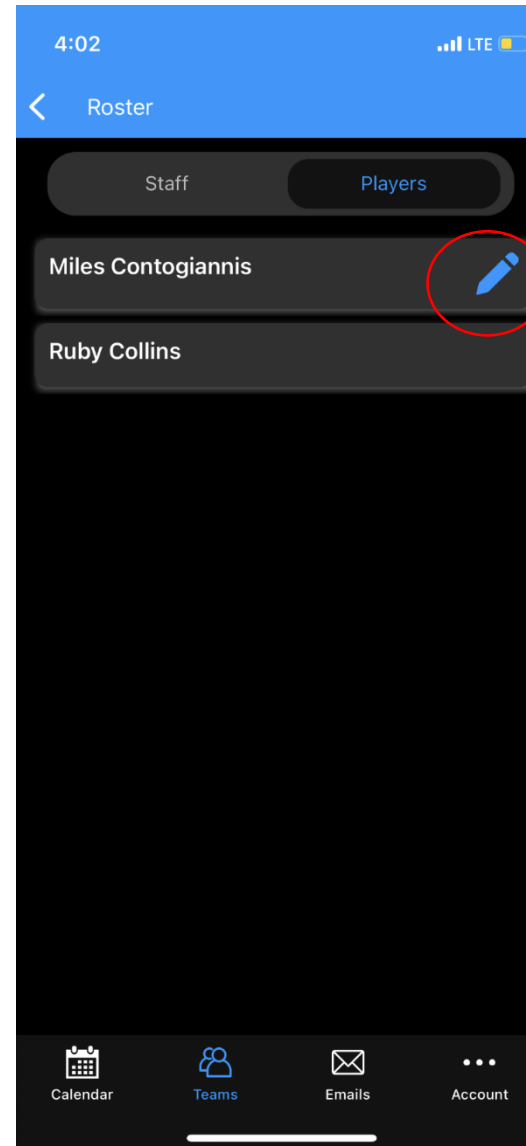


# Roster and Player Information (editing Player info)

- If you press the pencil icon next to your players name, you can edit some basic info.

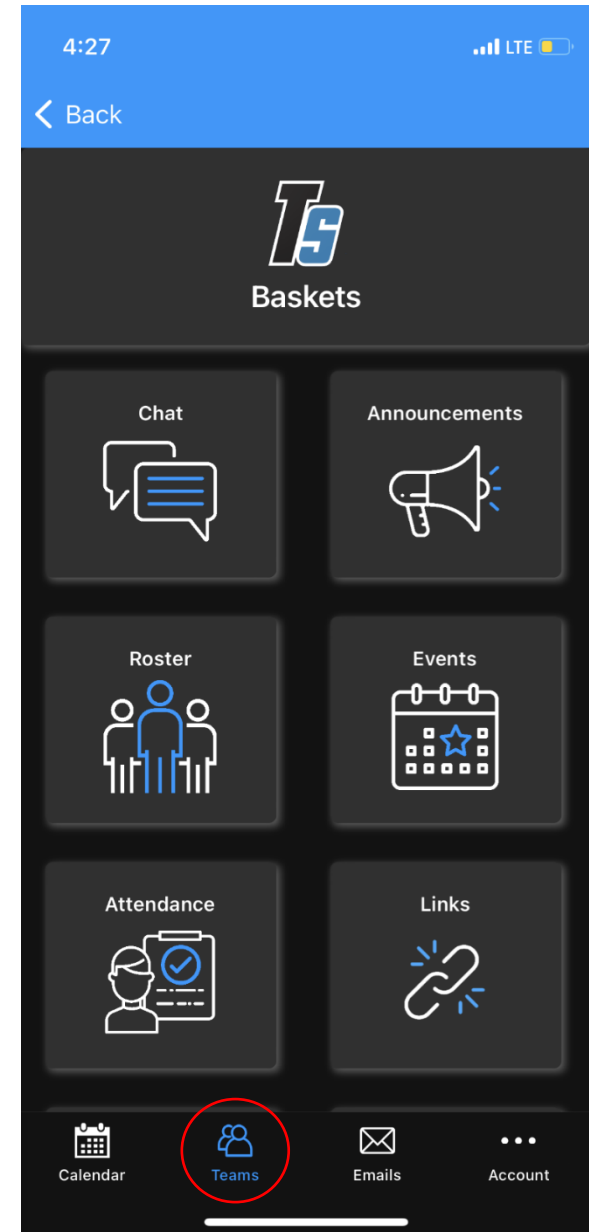
Keep in mind, this is the Player's contact information, so you likely won't see the Parent contact information here, as that is on the Parent's contact card that we covered in Slide 9.

- You can edit the Jersey #, Position, and Privacy toggle. We ask that you please do NOT alter the Privacy toggle.
- Hit 'Save' if you decide to make any changes.
- Any changes you make to your contact information in your TeamSite will not change the actual information on your Account. The changes will only affect the TeamSite area.



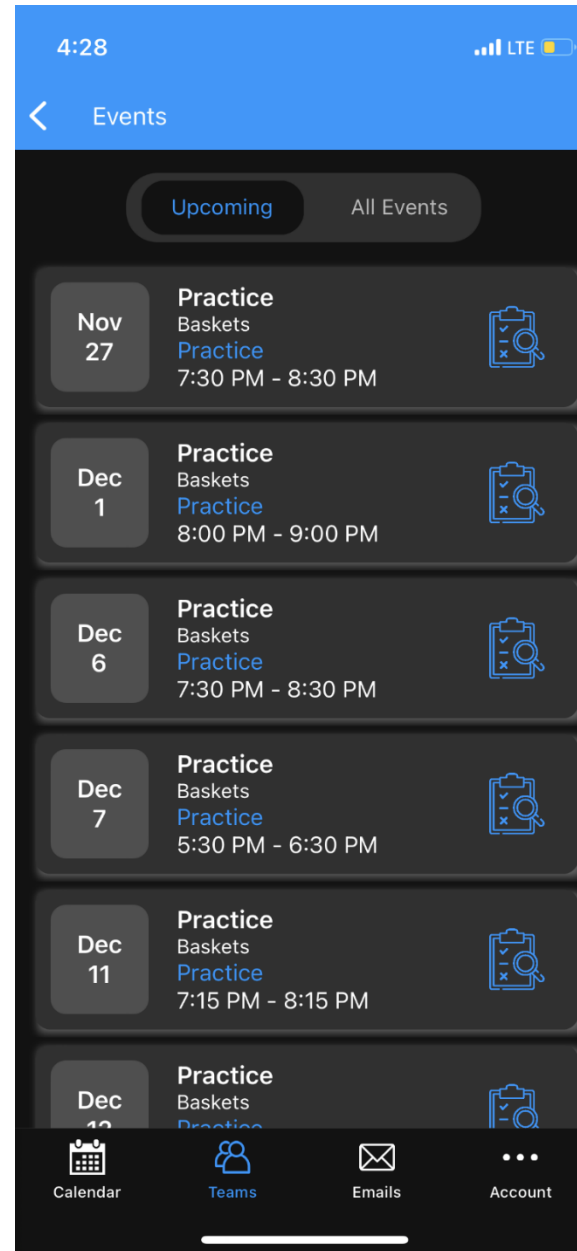
# Teams Tab

- Navigate back to the Teams Tab by hitting 'Teams' at the bottom.
- Here you will see all teams you are associated with as a parent OR as a Head Coach.
- Select any team that you are associated with. In this example, we will be using 'Baskets'.
- You are now on the 'Baskets' main hub. This is where you will be able to view your team's roster, view your teams schedule, communicate with your team, and mark your availability for practices and games.



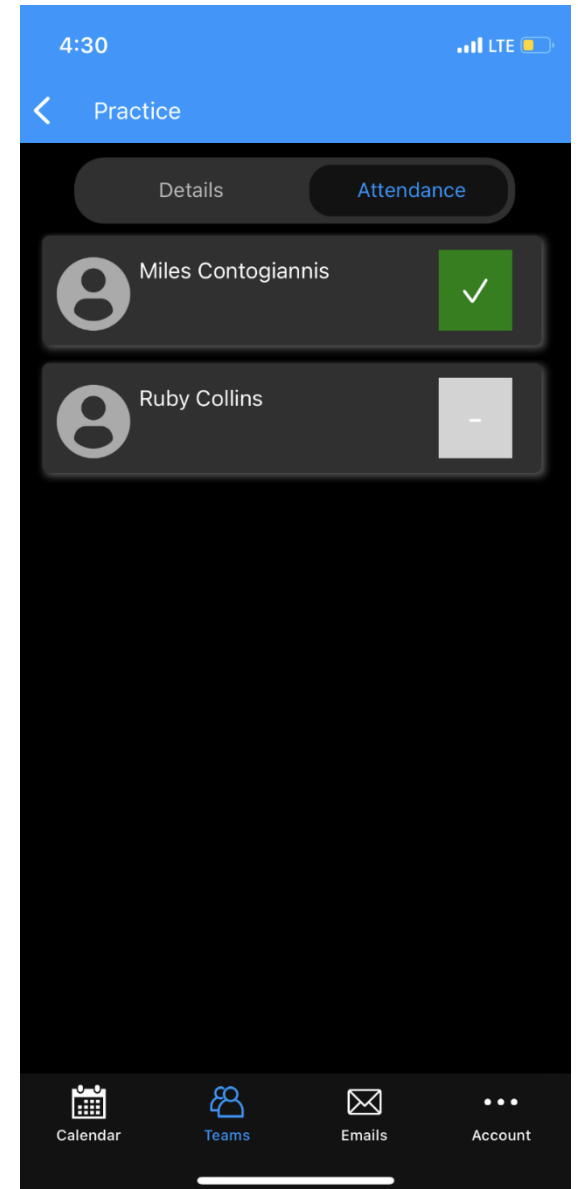
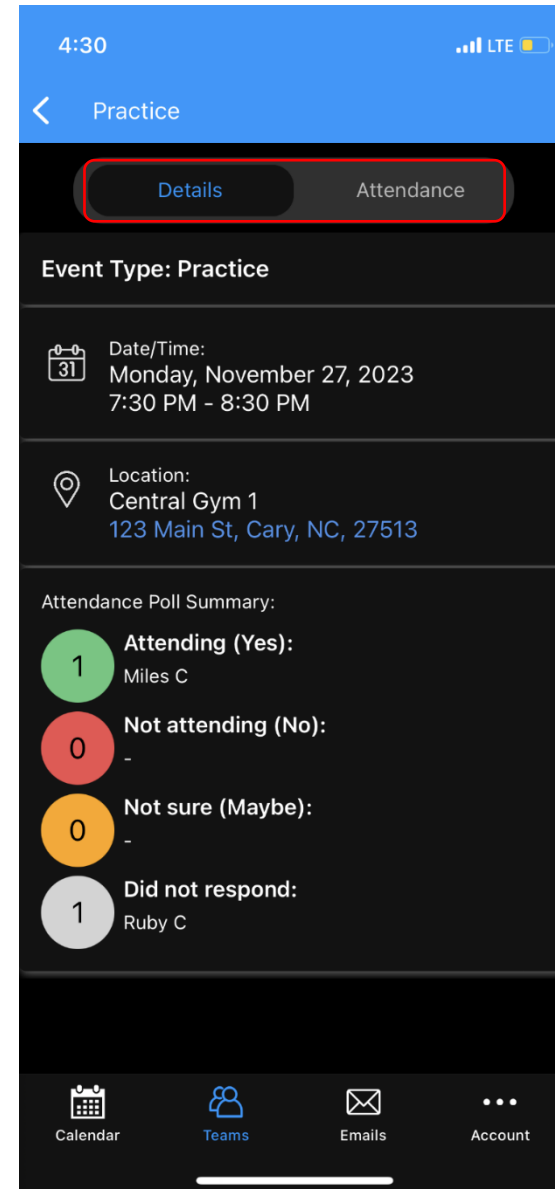
# Events

- From your Teams hub, press the 'Events' icon.
- This area will show all of your team's practices and games (when published).
- You should see a list of all the Events for your team, and a 'View More' icon next to each one.



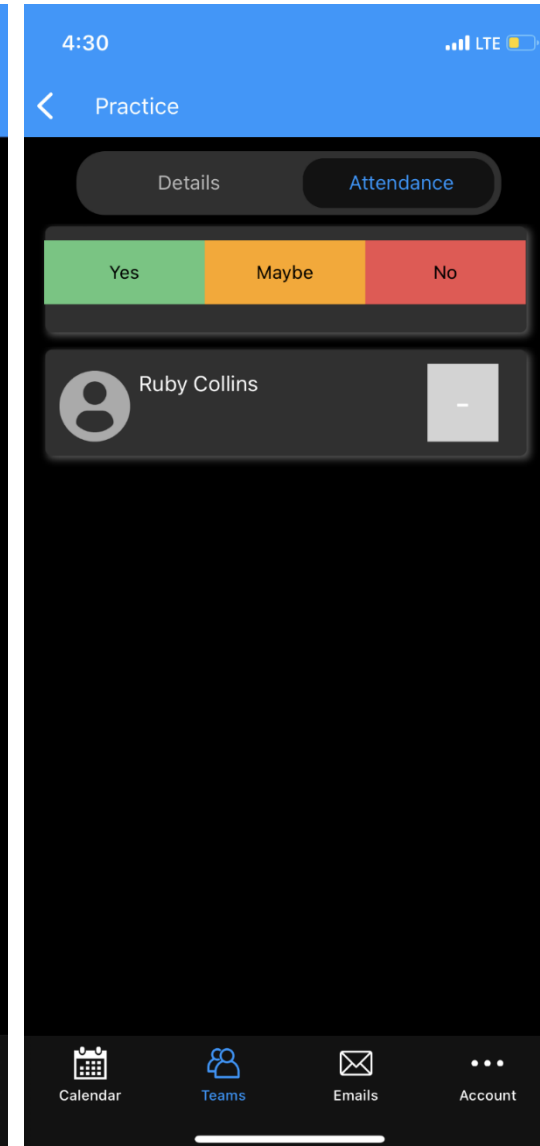
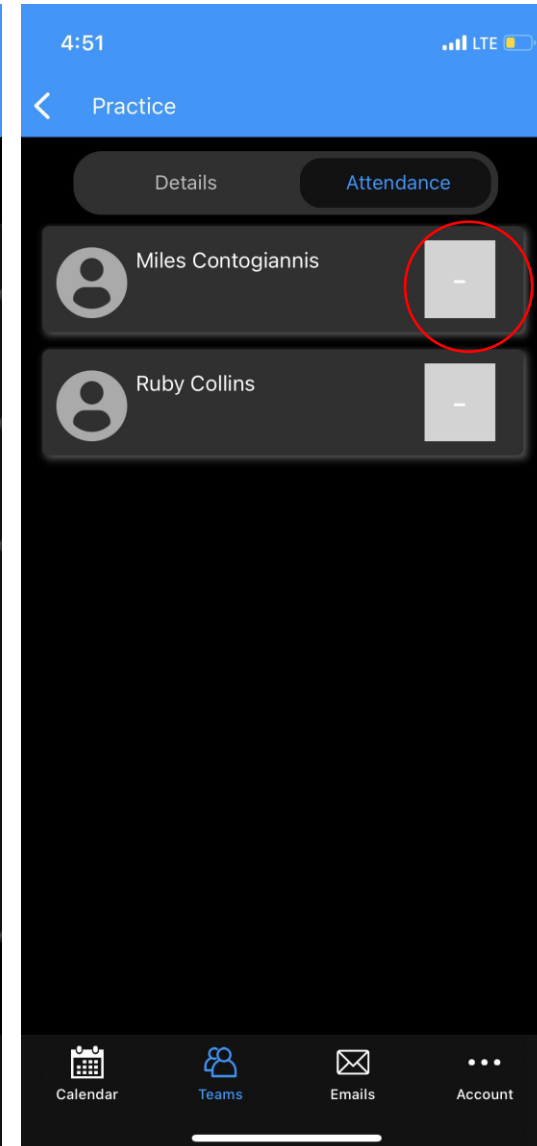
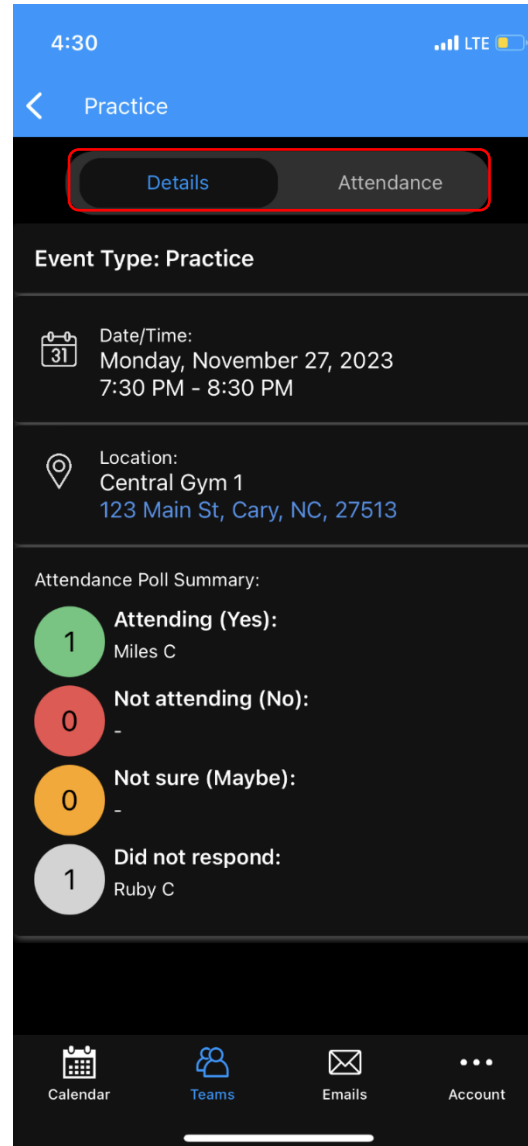
# Events (viewing practice or game information and marking your attendance)

- Looking at your list of Events, press on the Practice.
- You can now see the Location, Date, and Time of the practice.
- You can also see the Attendance Poll Summary, which will let you know what players have marked for this particular practice or game.
- At the top of the screen, you can tab over to the 'Attendance' tab and enter your attendance for this individual practice or game. We will show you a faster way to do this later on in this guide.



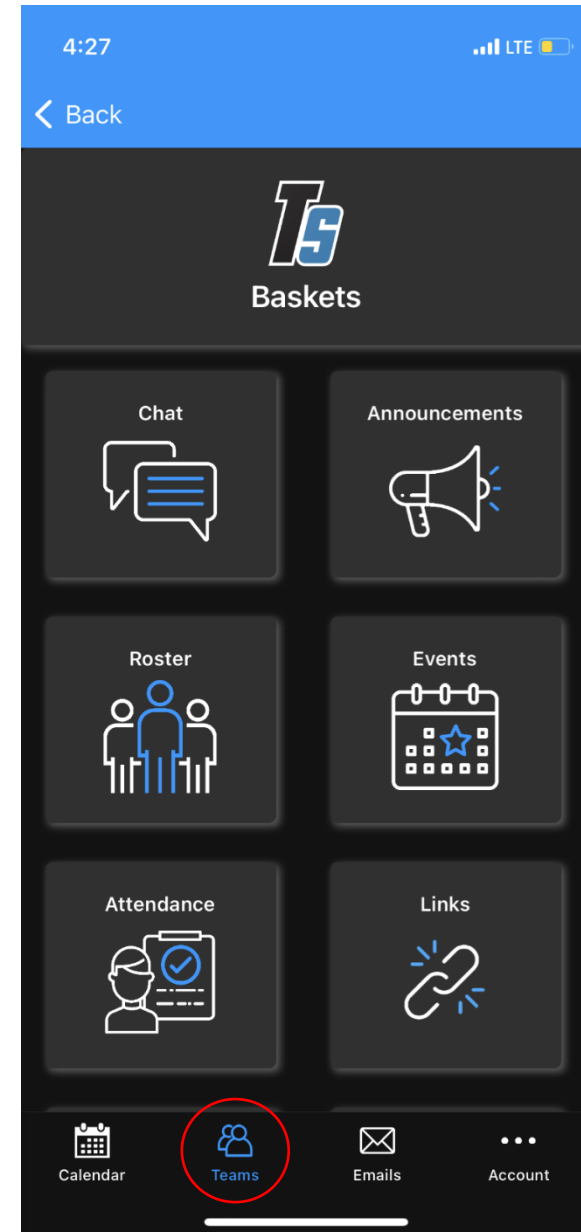
# Events (marking your attendance for an individual practice or game)

- Looking at an individual practice or game, tab over from 'Details' to 'Attendance'
- At the top of the screen, you can toggle over to the 'Attendance' tab and enter your attendance for this individual practice or game.
- Click the "-" button on your player.
- Select 'Yes', 'Maybe', or 'No' to indicate your players attendance status for that individual practice or game.



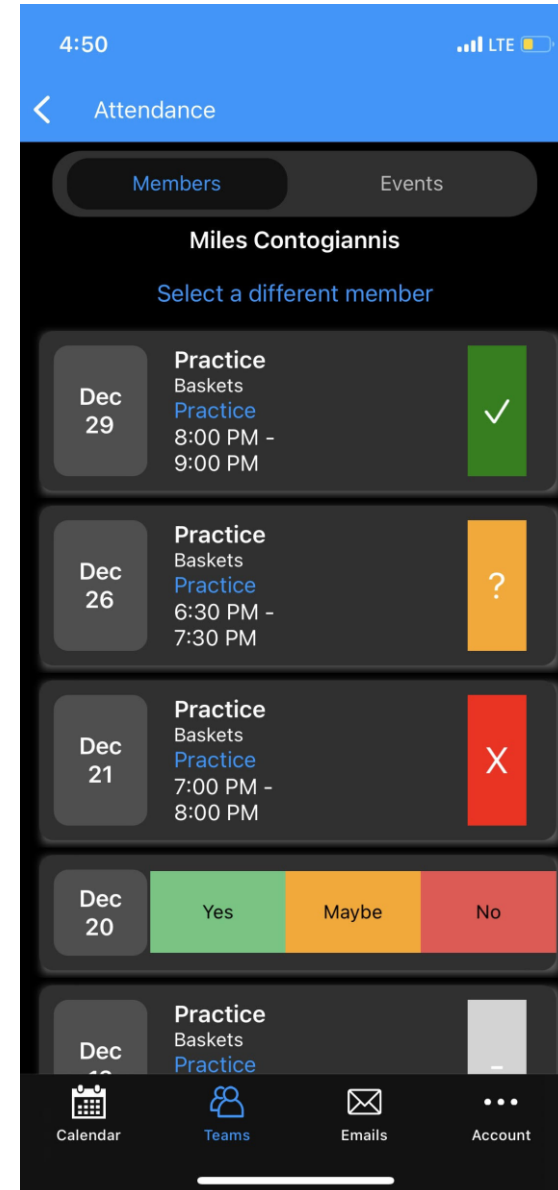
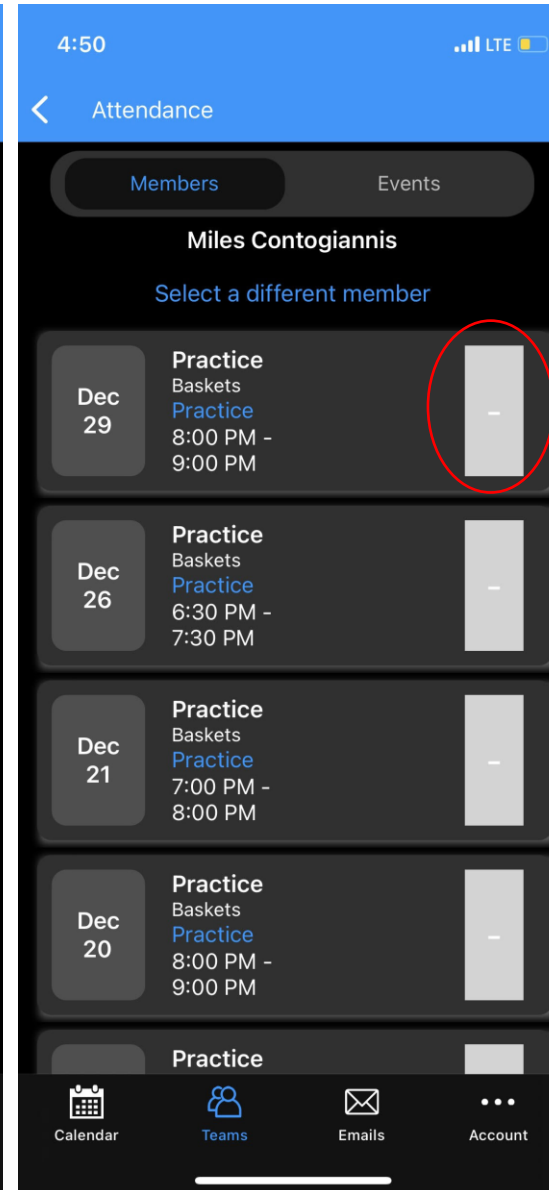
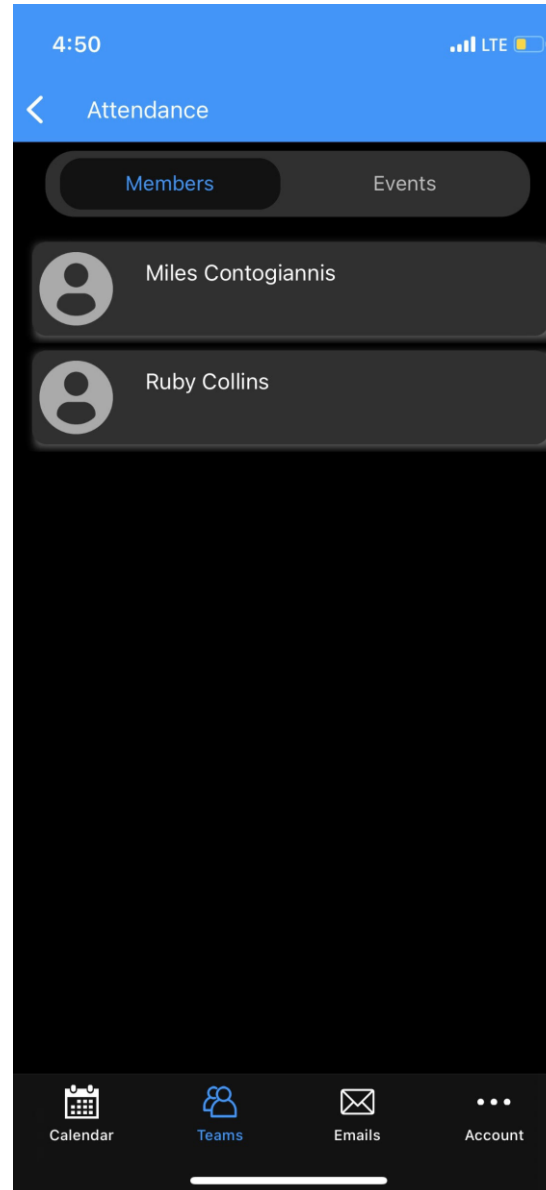
# Teams Tab

- Navigate back to the Teams Tab by hitting 'Teams' at the bottom.
- Here you will see all teams you are associated with as a parent OR as a Head Coach.
- Select any team that you are associated with. In this example, we will be using 'Baskets'.
- You are now on the 'Baskets' main hub. This is where you will be able to view your team's roster, view your teams schedule, communicate with your team, and mark your availability for practices and games.



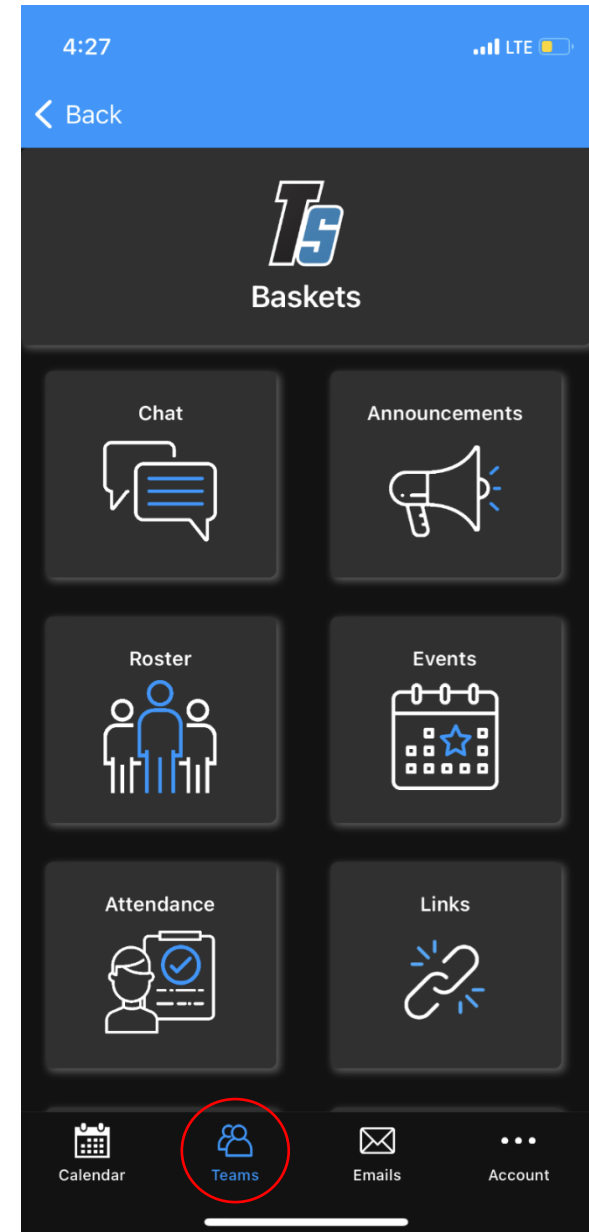
# Attendance

- From your Teams hub, press the 'Attendance' icon.
- Press on your player.
- You will then see all of the dates of your teams' practices and games.
- Click the "-" button to the right of each event.
- Select 'Yes', 'Maybe', or 'No' to indicate your players attendance status for that individual practice or game.
- You can change your response at any time.
- Note: You will have to navigate back to the 'Events' or 'Calendar' area to see practice Locations.



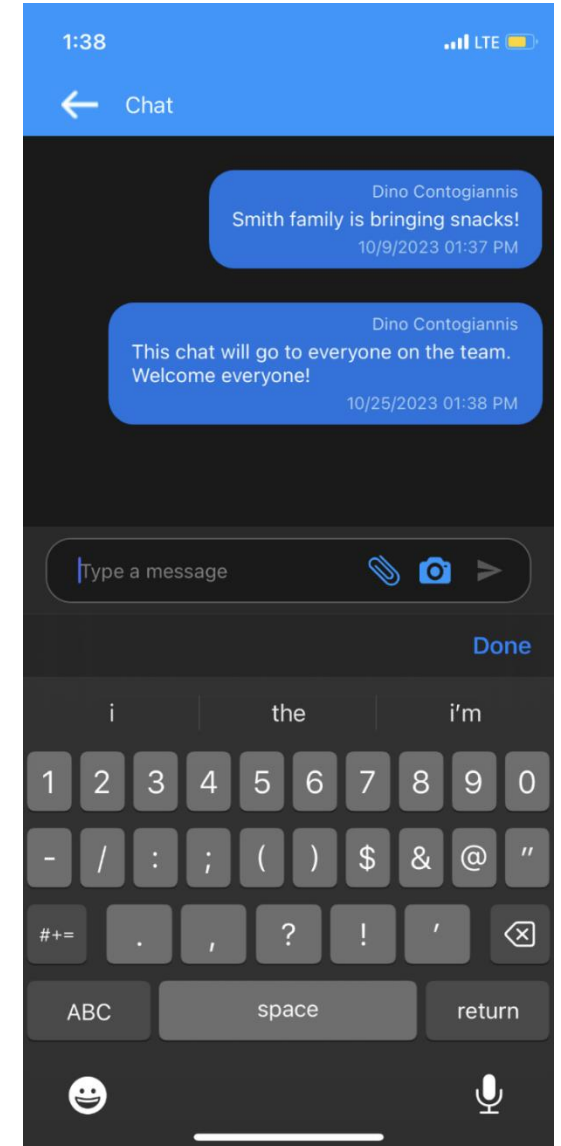
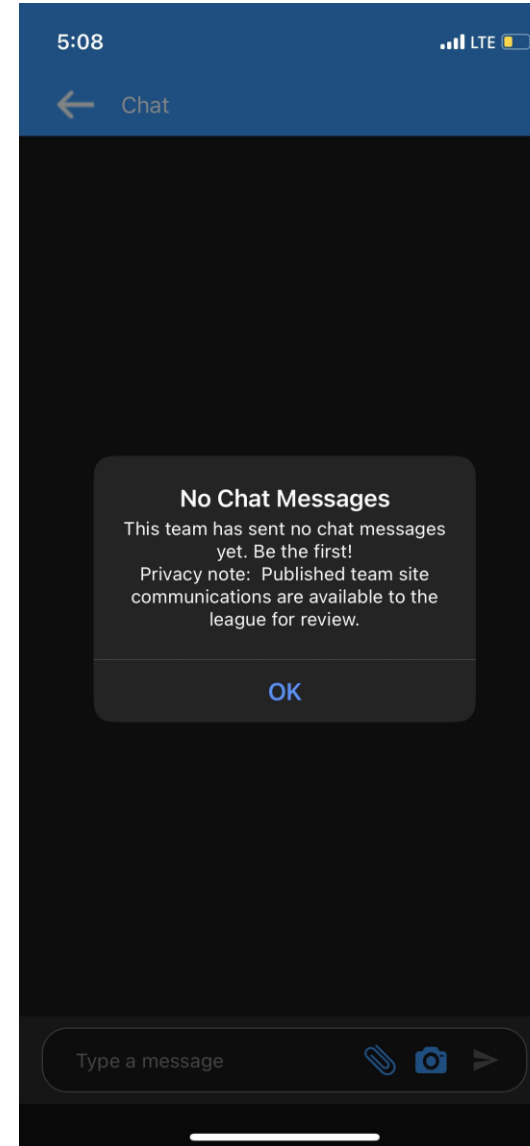
# Teams Tab

- Navigate back to the Teams Tab by hitting 'Teams' at the bottom.
- Here you will see all teams you are associated with as a parent OR as a Head Coach.
- Select any team that you are associated with. In this example, we will be using 'Baskets'.
- You are now on the 'Baskets' main hub. This is where you will be able to view your team's roster, view your teams schedule, communicate with your team, and mark your availability for practices and games.



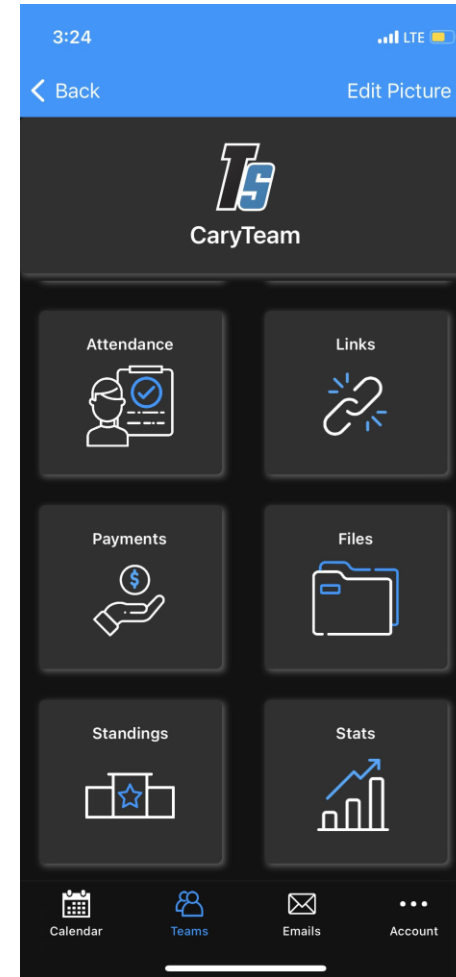
# Chat

- From your Teams hub, press the 'Chat' icon.
- This area will show your Team's Chat area. This Chat area will include all team members.
- This Chat is a messaging system within the app, so you will want to have your notifications turned on if this ends up being a regular method your team uses to communicate.
- **Please keep in mind, all chats/communications conducted through your TeamSite are logged and viewable to Sports Staff. Please be sure to maintain appropriate communications and be mindful when communicating items out to any and all team members. If you do end up having any kind of issue within your TeamSite, please contact Sports@carync.gov**



# Teams Tab (Miscellaneous Items)

- From your Teams hub, there are a few more icons we won't cover in this guide. Your coach and team are free to explore them, but we don't anticipate the remaining ones to be features most teams will use.
- If you have questions about any of these additional features, please reach out to your league manager.

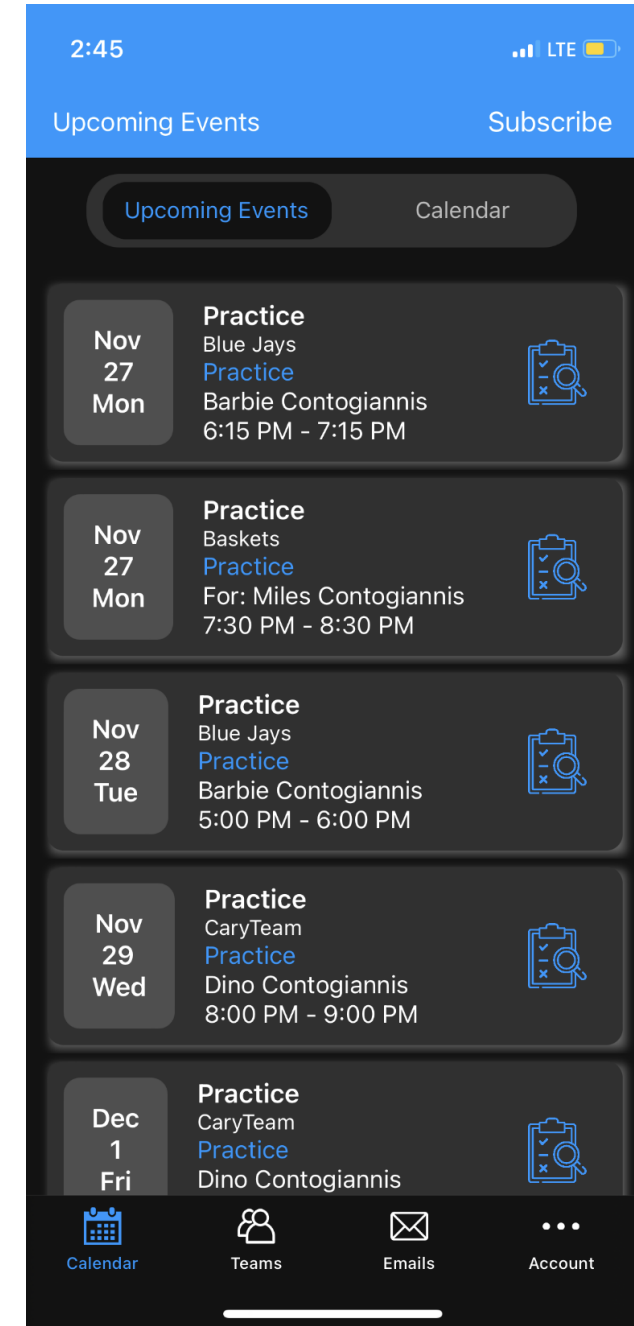


# The 'Calendar' Tab

# Calendar Tab

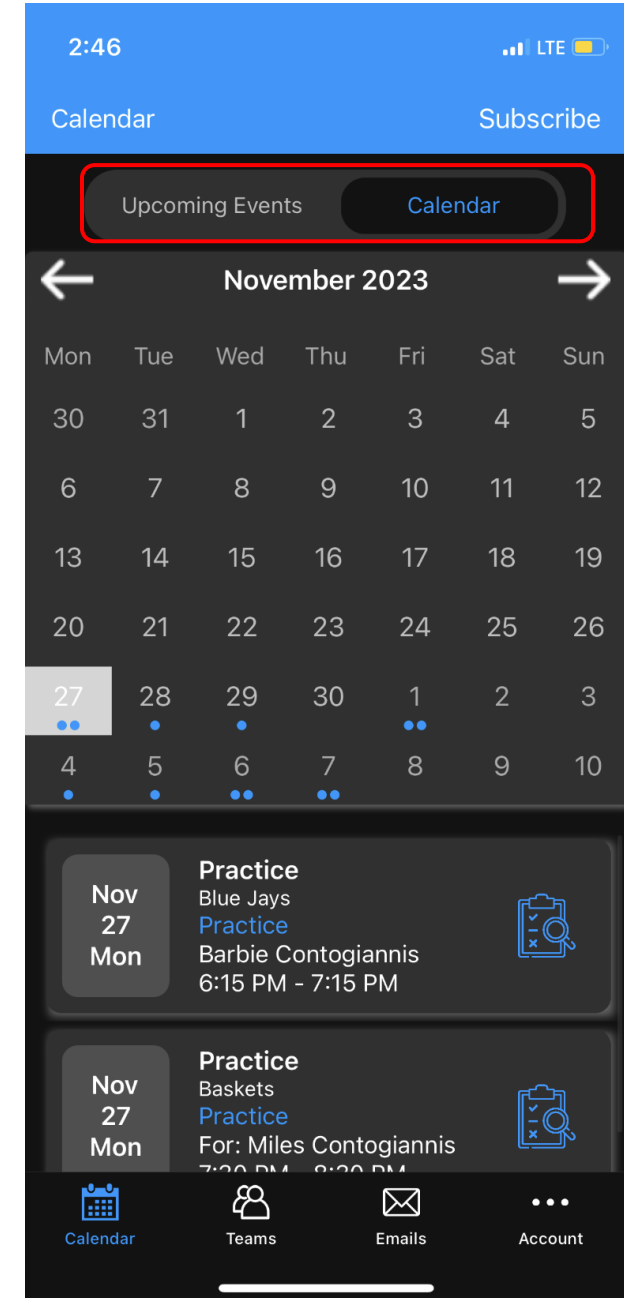
- The Calendar tab will open on 'Upcoming Events'.
- Here you will see all Practices/Games for all the teams you are associated with as a parent OR as a head coach. Pressing the magnifying glass icon will show you more info about that event, as well as enable you to enter/update your Attendance.

In this example you can see practices for the 'Blue Jays' (Participant Barbie), 'Baskets' (Participant Miles), and 'Cary Team' (Coach Dino).



# Calendar Tab

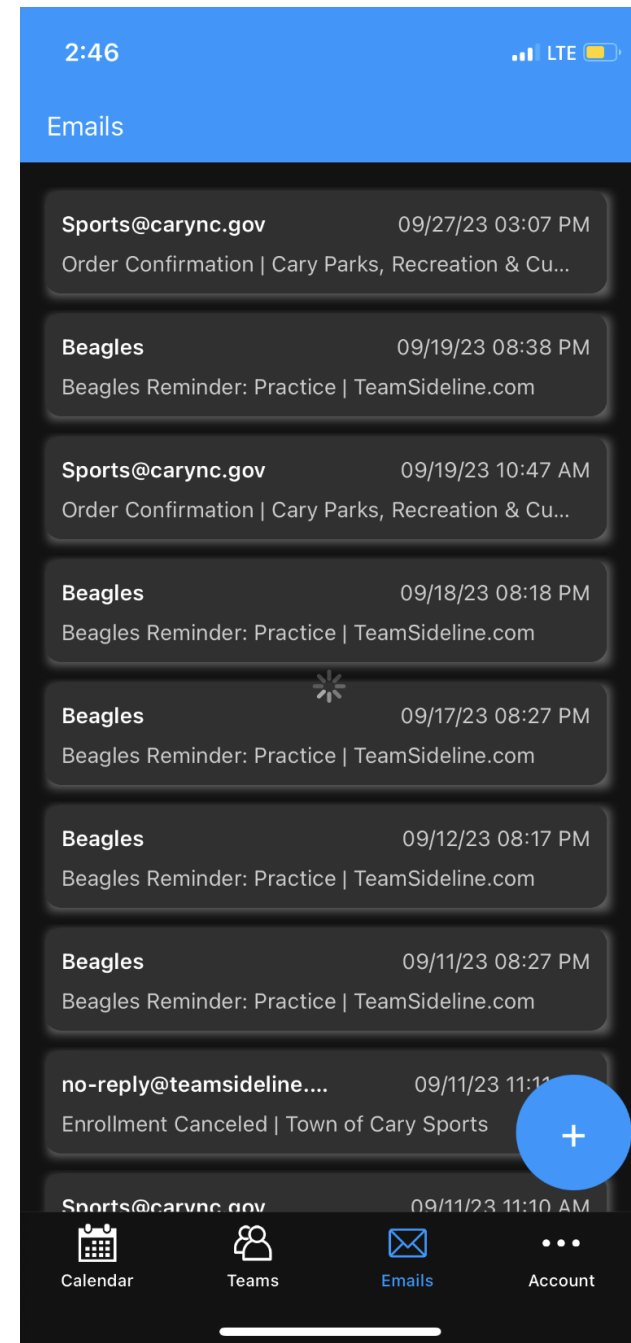
- From the 'Calendar' Tab, toggle over from 'Upcoming Events' to 'Calendar'
- Here you can see dates where anyone on your account has a practice or game scheduled.
- You can press on that date to see the practices or games associated with that date. Pressing the magnifying glass icon on one of the Events will show you more info about that Event, as well as enable you to enter/update your Attendance.



# The 'Emails' Tab

# Emails Tab

- The Emails tab opens on a log of all emails associated with you (and any participants) on your account.
- This will include any emails Sports Staff sends through TeamSideline, such as order confirmations.



# Emails Tab (emailing your team)

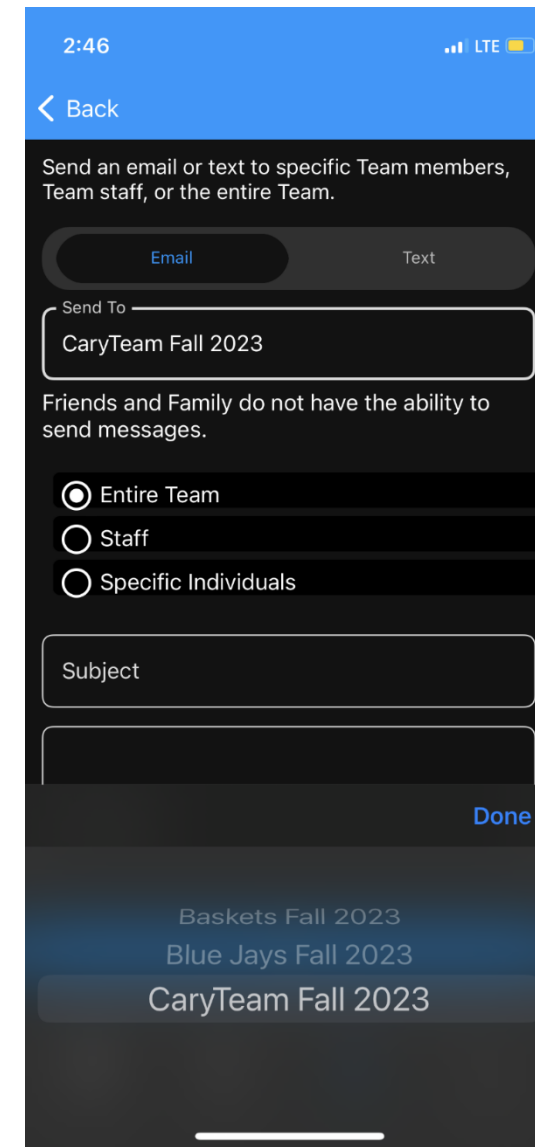
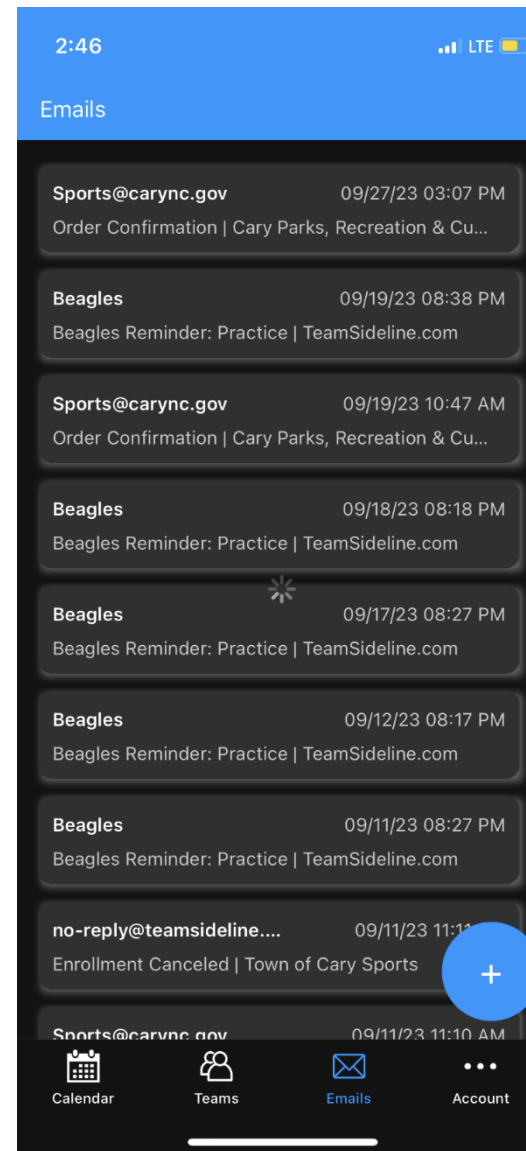
- From the Emails tab, hit the 'Plus' button at the bottom.
- You can now compose an email within the app.
- You first need to press the 'Send To' field and select the Team you are wanting to send an email to.
- Once you have selected the team from the 'Send To' field, you can then select:

-Entire Team

-Staff (in the TSL environment, Staff means the Head Coach of your team)

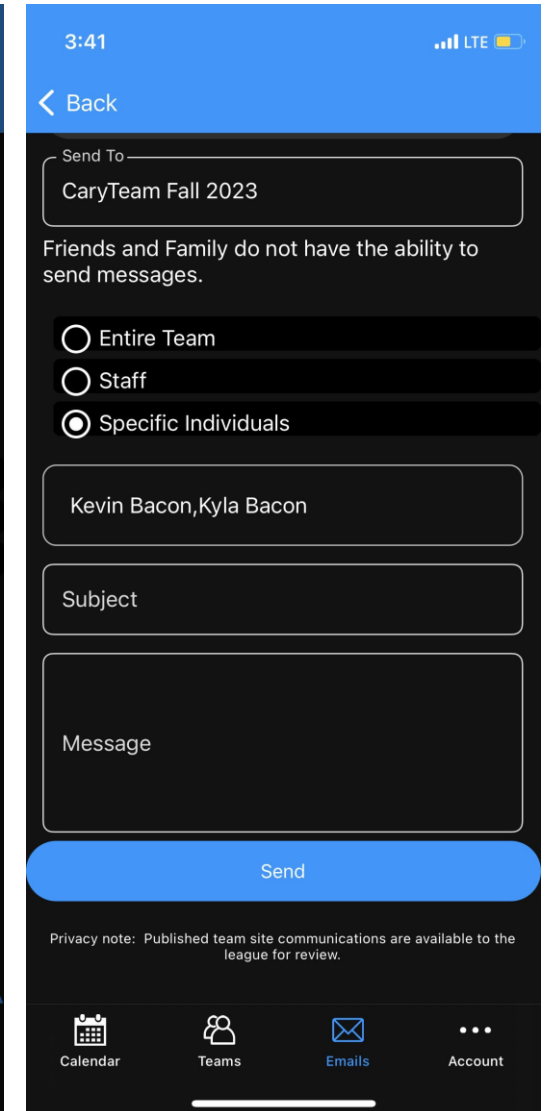
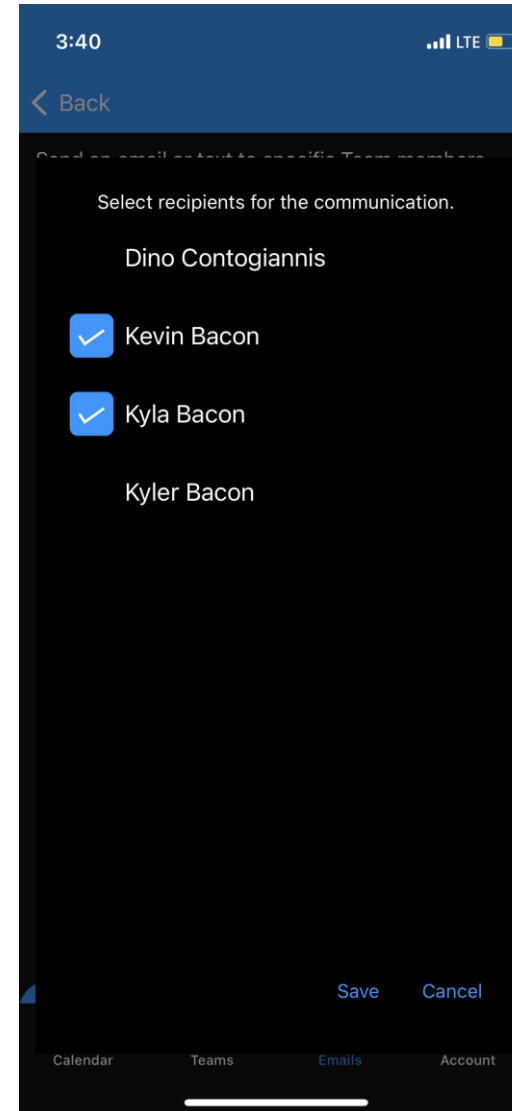
-Specific Individuals (a new box will populate that you can check for the participants you want to send to – more on next slide).

- Enter what you want into the Subject line, compose your message, and hit Send.



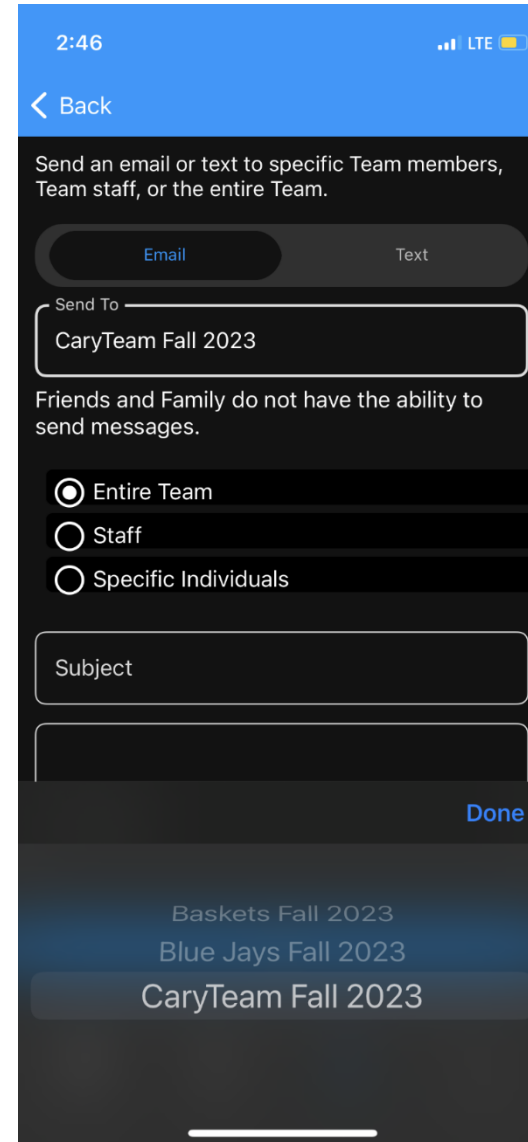
# Emails Tab (emailing your team part 2)

- If you have selected 'Specific Individuals', a screen will populate where you can check off who you would like to send the email to. Hit 'Save' at the bottom.
- Enter what you want into the Subject line, compose your message, and hit Send.

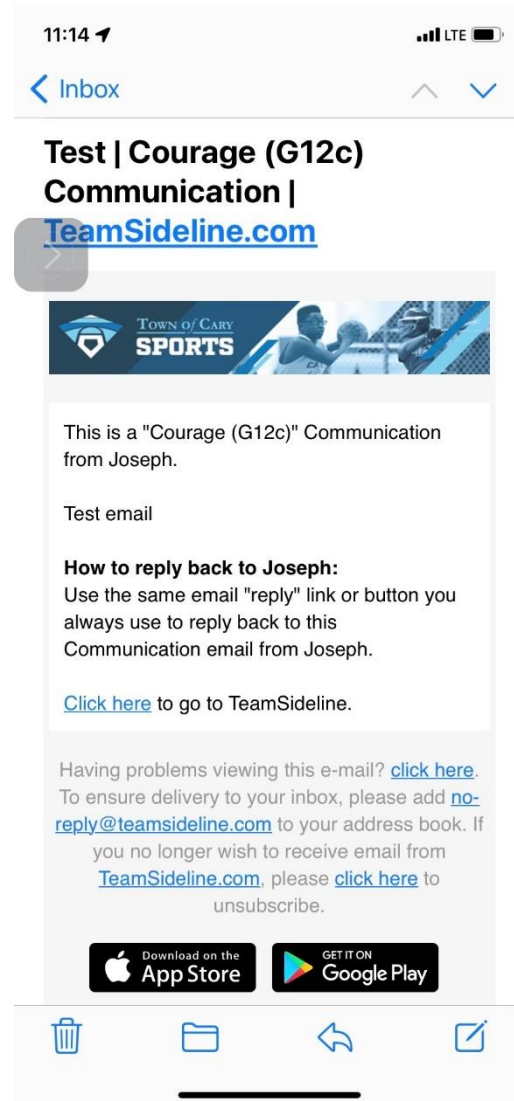


# Emails Tab (Text)

- You may have noticed there is a 'Text' toggle on the screen where you compose emails.
- We are still testing this feature and how it connects to our program's teams. We recommend sticking to using the TeamSideline email system, TeamSideline chat, and TeamSideline announcements.
- We do know that parents would need to Signup for Text Alerts [here](#) in order to be populated into the Text area. Otherwise nothing will connect.



# What an email from the TeamSideline App looks like:



# The 'Account' Tab

# Account Tab

- The Account tab offers the following:

Profile – Update your account name

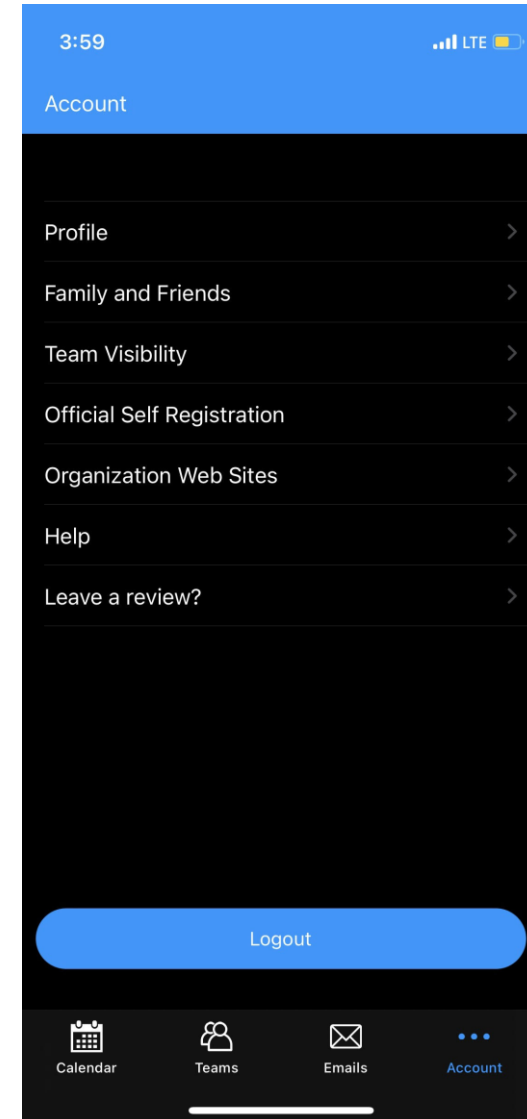
Family and Friends – Invite family and friends to join your TeamSite.

Team Visibility – ‘Hide’ teams from your display by selecting that team.

Organization Websites – Provides a link to the Cary’s TeamSideline homepage.

Help – Offers a Knowledge Base, System Status, Contact Support, and Debug.

- You can also Logout from this tab

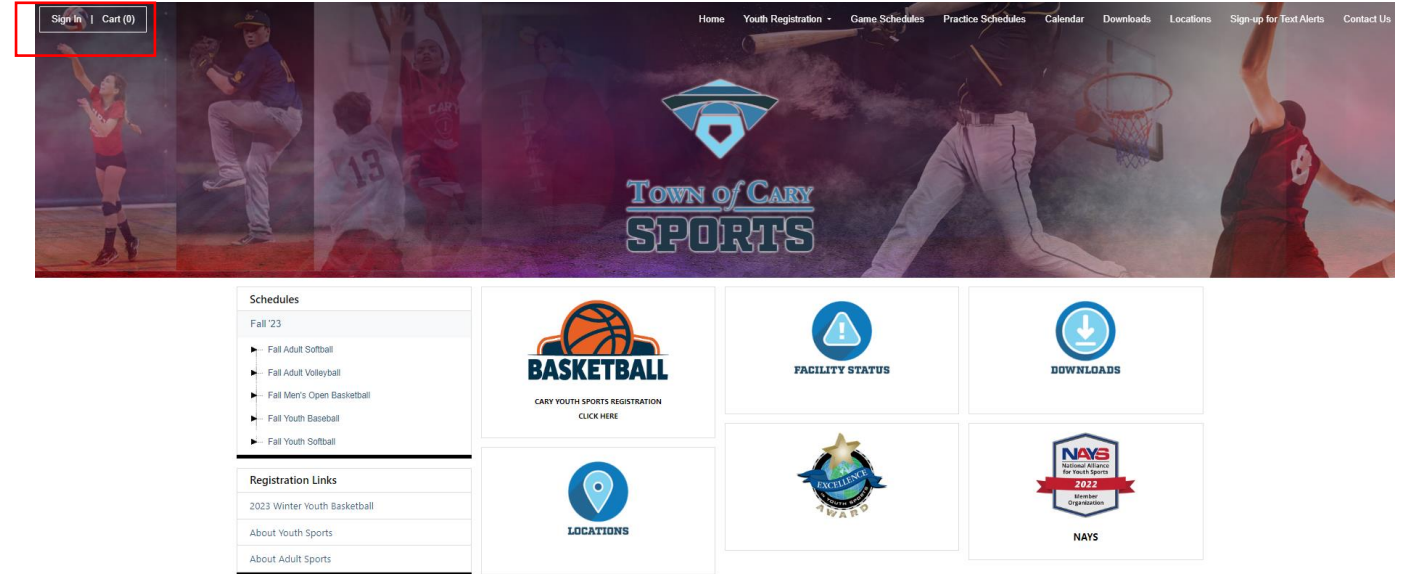


# End of TeamSideline App Guide

# Accessing your Team Site on Desktop

# Logging in

- Sign in to your account on [teamsideline.com/cary](https://teamsideline.com/cary).
- Use the same Sign-in you used when you enrolled your child into the program.



Town of Cary Sports  
www.teamsideline.com/cary

→ Sign In

### Sign In

Use your TeamSideline account

Email \*

Password \*

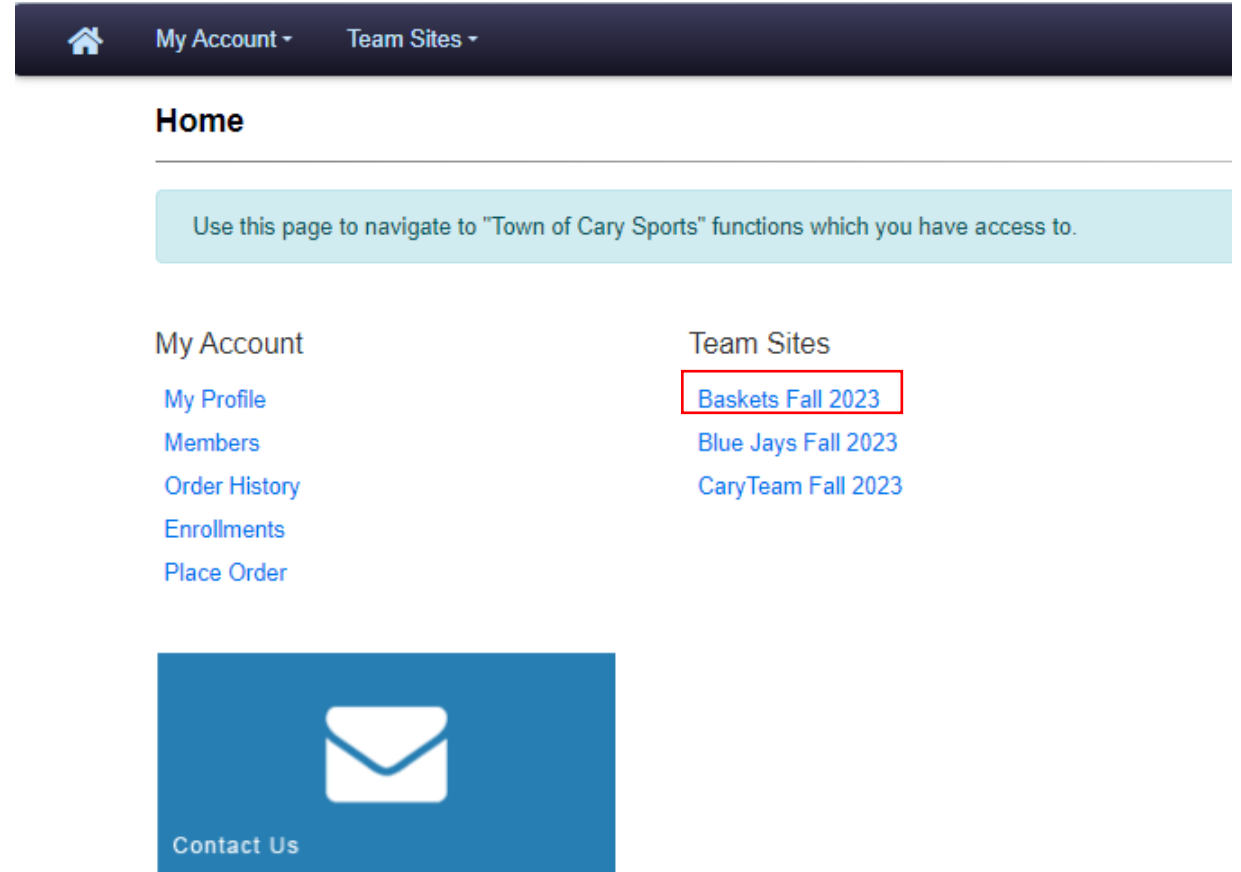
[First time signing in to this site? Create a new account. >](#)

[Forgot your password? >](#)

\* Required Fields

# Getting to your TeamSite

- Once you are logged into your account, you will land on the 'Home' area for your account. You should see a 'Team Sites' area. There is a 'Team Site' for every team in the program. This area should show all of the Teams you are associated with as a head coach or parent.
- Select a team to go to their Team Site. For this example, we will use the Team Site for team 'Baskets'.



The screenshot shows a user's account home page. At the top, there is a dark blue navigation bar with a home icon, "My Account", and "Team Sites". Below this, the page is titled "Home". A light blue banner contains the text: "Use this page to navigate to 'Town of Cary Sports' functions which you have access to." The page is divided into two columns. The left column is titled "My Account" and lists: "My Profile", "Members", "Order History", "Enrollments", and "Place Order". The right column is titled "Team Sites" and lists: "Baskets Fall 2023" (highlighted with a red box), "Blue Jays Fall 2023", and "CaryTeam Fall 2023". At the bottom, there is a blue button with a white envelope icon and the text "Contact Us".

# Your TeamSite Homepage

- You are now on the desktop version of your Teams Site.
- This main area has a condensed view of any upcoming games (not practices) and your teams Players and Staff (Coaches).
- You can see there are tabs for Roster, Events, Attendance, and more.

The screenshot shows the TeamSite homepage for 'Baskets Fall 2023'. At the top, there is a navigation bar with a home icon and links for 'Calendar', 'Communications', 'Teams', 'Family & Friends', and 'Organizations'. A 'Help' link is located in the top right corner. Below the navigation bar, the page title 'Baskets Fall 2023' is displayed. A red box highlights a set of tabs: 'Team Home' (selected), 'Roster', 'Events', 'Attendance', 'Files', 'Stats', and 'Payments'. Below the tabs, a message states: 'The Team Home page gives you a view of the Team game events, Players, Staff and Announcements.' A yellow banner contains the text: 'Got a question? Contact a team Staff member or [click here to contact "Town of Cary Sports"](#).' Below this, there are three sections: 'Announcements' (with the message 'There are no announcements.'), a table for 'Games' (with the message 'No games have been entered for this team.'), and 'Staff' (listing 'Kevin Bacon' as a Coach). At the bottom, there is a section titled 'Information Related to this Page' containing two items: 'How Do I...' with a sub-item 'How do I edit my answer to the Team Site poll?' and 'Explain' with a sub-item 'I imported the calendar into my Google calendar and it is 2 hours later. Can this calendar be adjusted to my timezone?'.

**Baskets Fall 2023** Help ▾

Calendar Communications Teams Family & Friends Organizations

Team Home Roster Events Attendance Files Stats Payments

The Team Home page gives you a view of the Team game events, Players, Staff and Announcements.

Got a question? Contact a team Staff member or [click here to contact "Town of Cary Sports"](#).

Announcements  
There are no announcements.

Date	Time	Event name	Home/Visitor	Results
No games have been entered for this team.				

Player #

Miles Contogiannis	
Ruby Collins	

Staff

Kevin Bacon Coach
----------------------

Information Related to this Page

How Do I...

- How do I edit my answer to the Team Site poll?

Explain

- I imported the calendar into my Google calendar and it is 2 hours later. Can this calendar be adjusted to my timezone?

# Roster tab

- From the Roster tab, you can see all Staff and Players.
- ‘Staff’ should only be your coach.
- ‘Players’ are listed below Staff. You should be able to see your child, as well as your Parent Contact Information. You can edit your Parent Contact Information by pressing the ‘Pencil Edit’ icon.

**Baskets Fall 2023** Help ▾

[Team Home](#) [Roster](#) [Events](#) [Attendance](#) [Files](#) [Stats](#) [Payments](#)

This page contains the Roster of Staff members, Players and Parents for this Team. Contact Staff members to edit or add team information.

Staff

Name	Role(s)	Email Address	Phone	
Kevin Bacon	Coach	dino.contogiannis@carync.gov	(919) 555-5555 W	

Players

Name	# / Position	Email Address	Phone	
Miles Contogiannis				
↳ Dino Contogiannis		🔒 [REDACTED]@gmail.com	(555) 555-5555	✎
Ruby Collins				
↳ Julie Collins				

# Events tab

- From the Events tab, you can see all your team's scheduled practices and games (when published).

Calendar Communications Teams Family & Friends Organizations

### Baskets Fall 2023

Help

Team Home Roster **Events** Attendance Files Stats Payments

Use this page to see the list of team events. Click the Event Name link for event details. Contact Staff members to edit or add events.

Date	Time	Event Name	Event Type	Location
<a href="#">11/27/2023 (Monday)</a>	7:30 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 1</a>
<a href="#">12/1/2023 (Friday)</a>	8:00 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 2</a>
<a href="#">12/6/2023 (Wednesday)</a>	7:30 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 2</a>
<a href="#">12/7/2023 (Thursday)</a>	5:30 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 1</a>
<a href="#">12/11/2023 (Monday)</a>	7:15 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 1</a>
<a href="#">12/12/2023 (Tuesday)</a>	5:00 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 1</a>
<a href="#">12/20/2023 (Wednesday)</a>	8:00 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 2</a>
<a href="#">12/21/2023 (Thursday)</a>	7:00 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 1</a>
<a href="#">12/26/2023 (Tuesday)</a>	6:30 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 2</a>
<a href="#">12/29/2023 (Friday)</a>	8:00 PM	<a href="#">Practice</a>	Practice	<a href="#">Central Gym 1</a>



# Sending Communications

- From the Send Communications tab, select 'Email' as the 'Communication Type'.
- You first need to select a Team from the 'Team' dropdown. You can now compose an email within the app.
- Once you have selected the team from the 'Team' dropdown, you can then select:
  - Entire Team
  - Staff (in the TSL environment, Staff means the Head Coach of the team)
  - Specific Individuals (you can select this and check/uncheck any individuals you do not want to email.
- Enter what you want into the Subject line, compose your message, and hit Send.

The screenshot shows the 'Send Communication' interface. At the top, there are navigation tabs: 'Calendar', 'Communications', 'Teams', 'Family & Friends', and 'Organizations'. The main heading is 'Send Communication' with a 'Help' link on the right. Below the heading is a sub-heading: 'Use this page to email or text a message to specific Team members, the Team staff, or the entire Team.'

The form includes the following fields and options:

- Communication Type:** A dropdown menu with 'Email' and 'Text' options.
- Team:** A dropdown menu with 'Select' as the current value.
- To:** Radio button options for 'Entire Team' (selected), 'Staff', and 'Specific Individual(s)'. Below these is a large empty text area for selecting specific individuals.
- From:** A field containing 'Dino Contogiannis' followed by a redacted area.
- Date:** A field containing '10/25/2023'.
- Subject:** An empty text input field.
- Message:** A rich text editor with a toolbar containing options for font size (Times, 16px), bold (B), italic (I), underline (U), bulleted list, and link. Below the editor are buttons for 'Design', '</> HTML', and 'Preview'.
- Attach File:** A field with a 'Select' button.

A large blue 'Send' button is located at the bottom center of the form.