



# **TeamSideline Team Management App**

## **Coaches 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 the season. Your 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 your league manager.

# 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.



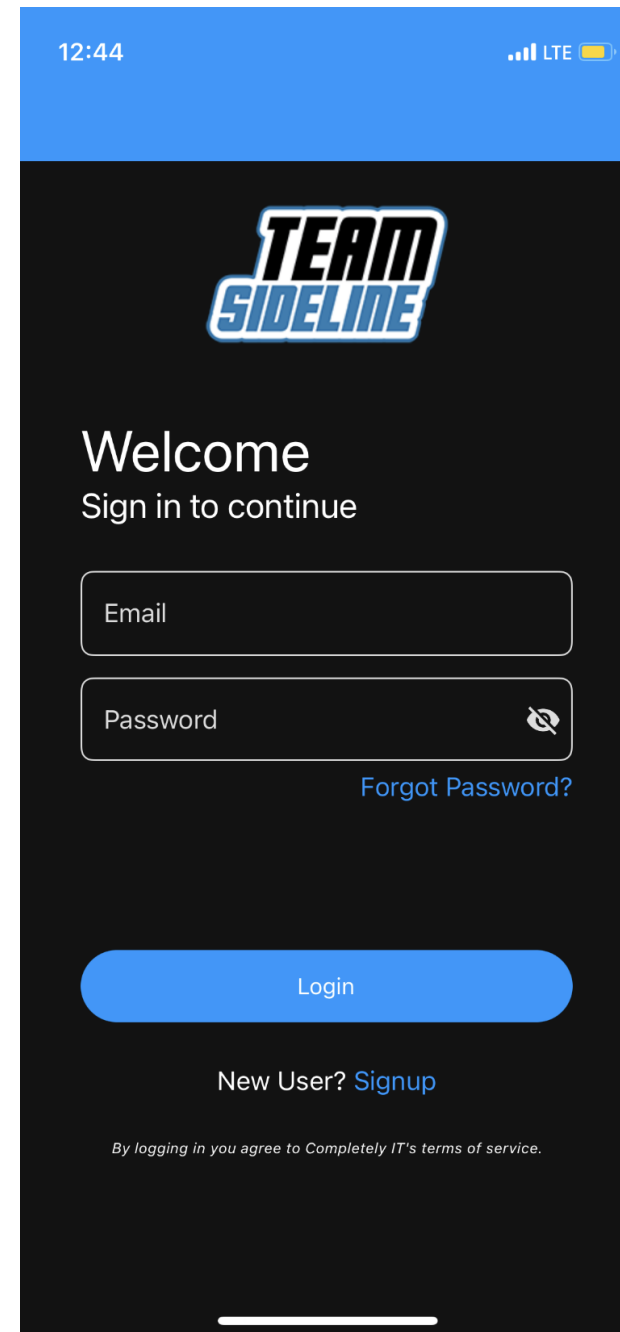
[TeamSideline App \(IOS\)](#)



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

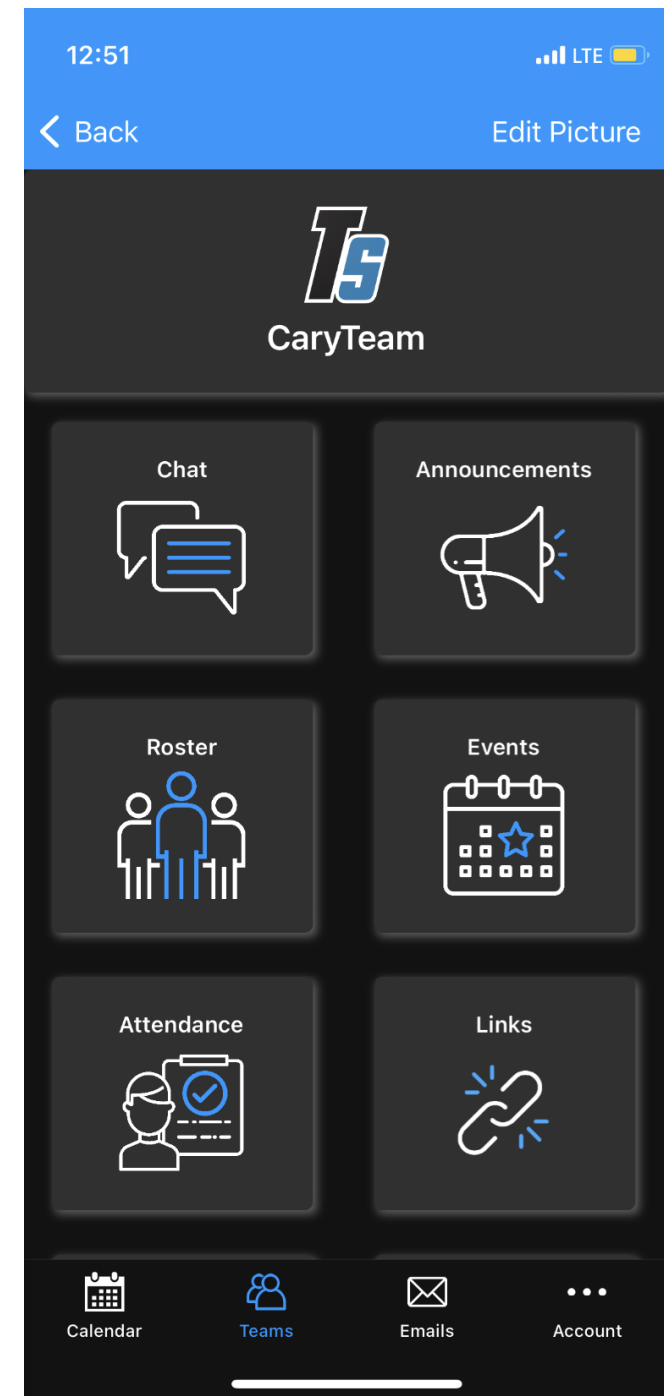
# Logging in

- 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 as 'Volunteer' on TeamSideline.**
- Once you have logged in, you will land on the 'Calendar' tab.



# Navigating the App

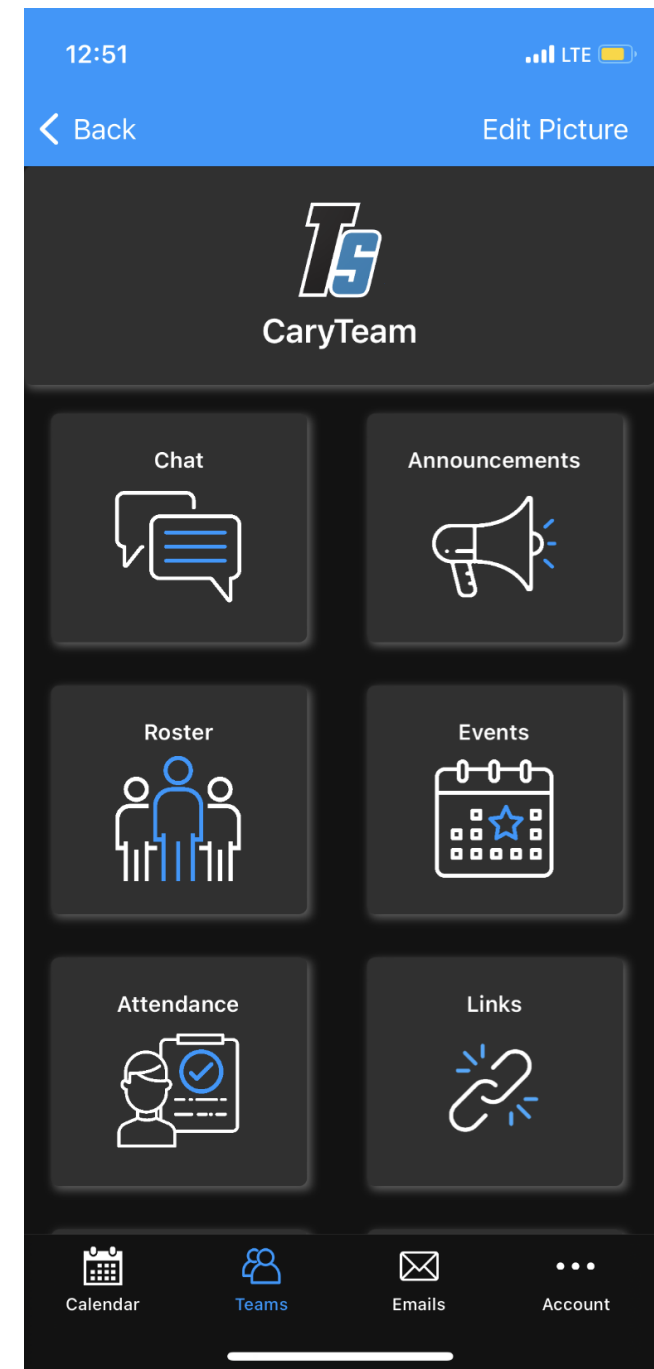
- There are four main tabs when you open the App:
  - Calendar
  - Teams
  - Emails
  - Account
- The following sections will describe what can be done in each of these 4 tabs.



# The 'Teams' Tab

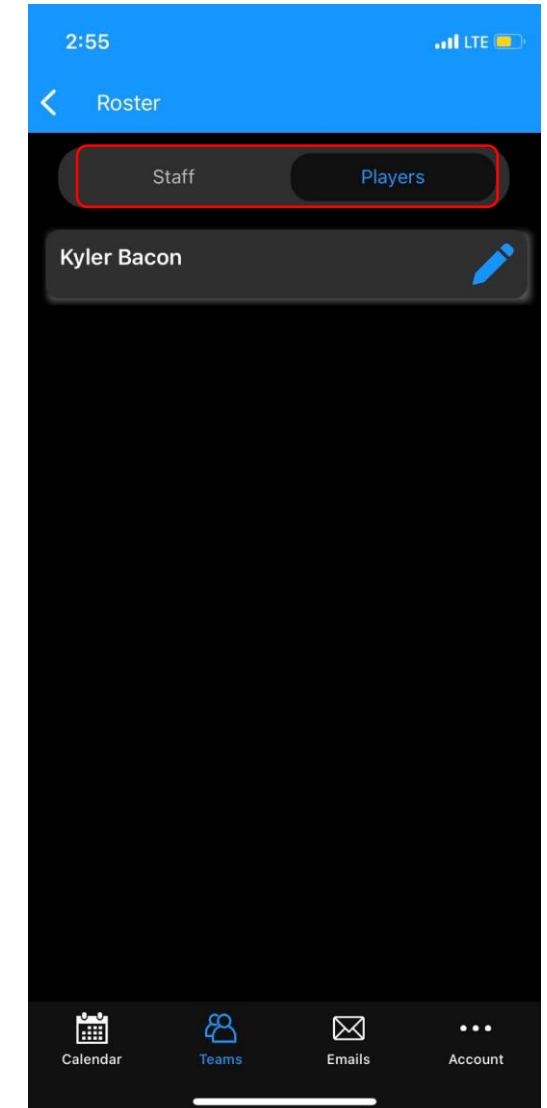
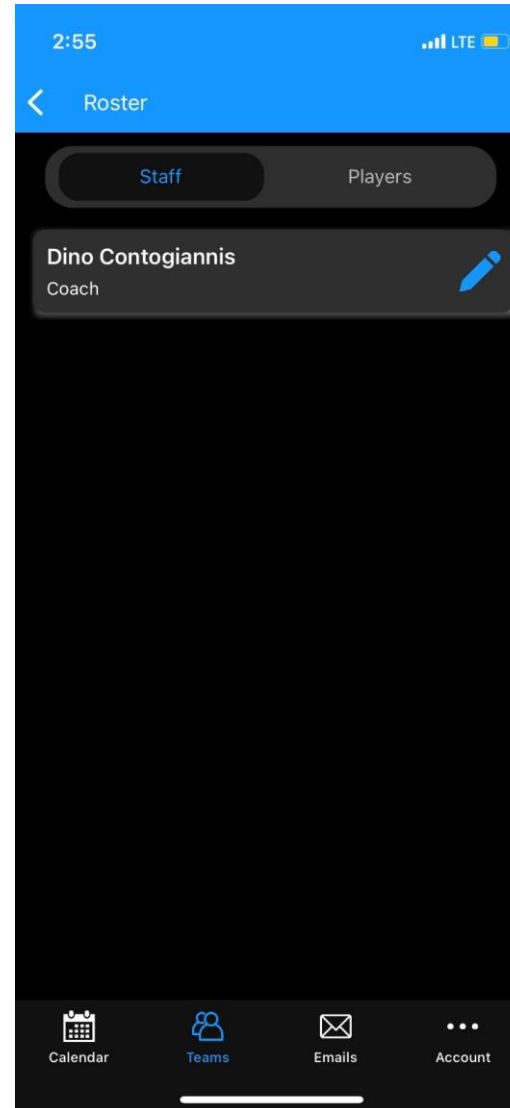
# Teams Tab

- Here you will see all teams you are associated with as a head coach OR as a parent.
- Select the team that you are the Head Coach of. In this example, we will be using 'CaryTeam'.
- You are now on the 'CaryTeam' main hub. This is where you will be able to view and manage your roster, communicate with your team, and see participant availability.



# Roster and Player Information

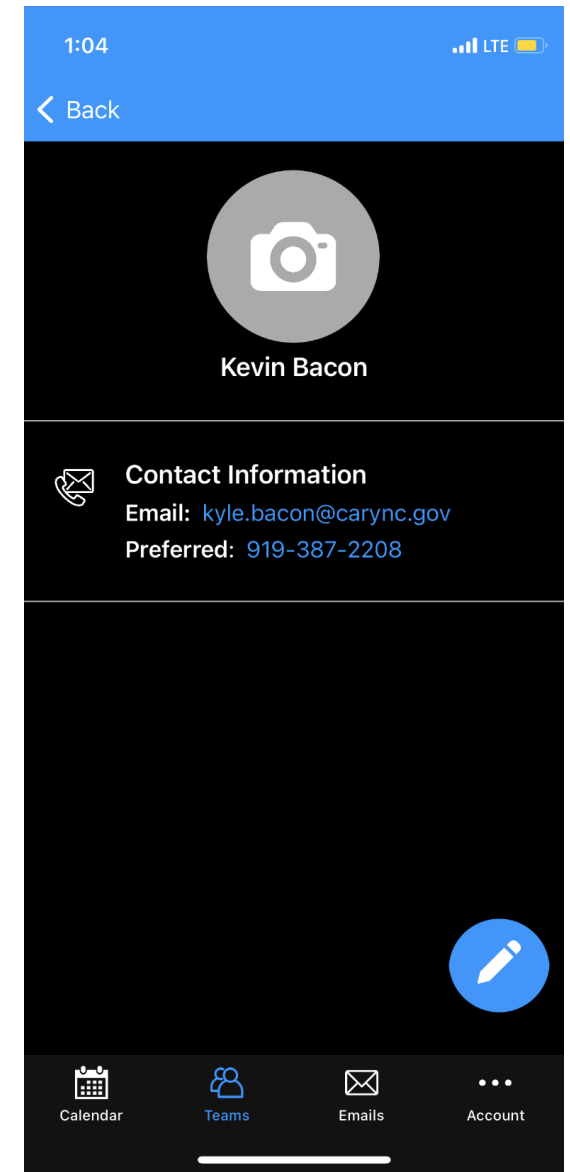
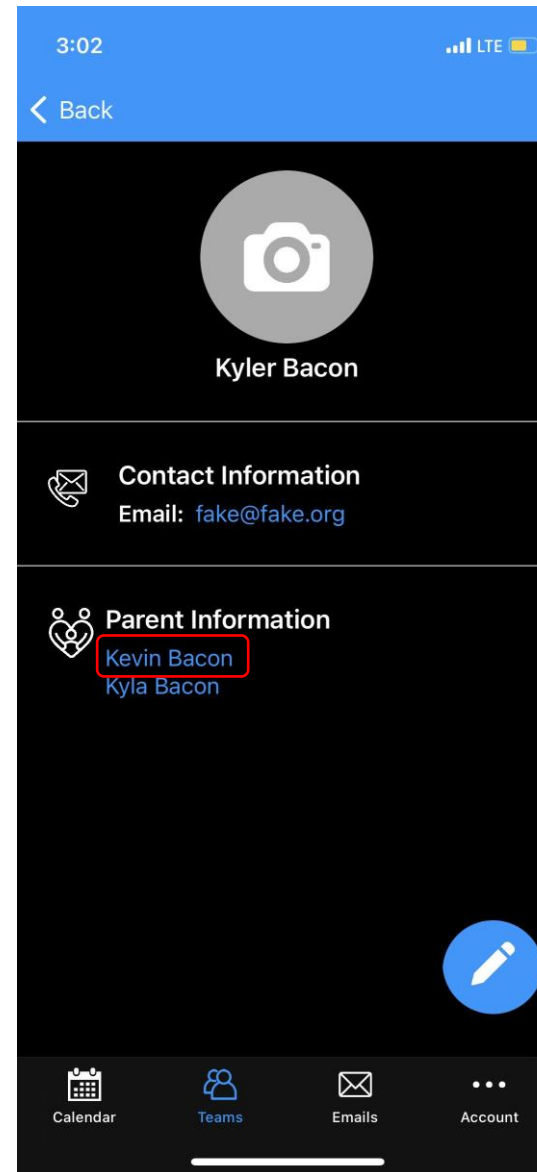
- From your Teams hub, press the 'Roster' icon.
- This area will initially open with the 'Staff' showing. You should see only your name and a pencil icon.
- Toward the top of the screen, select the 'Players'. You should see a list of all the Players on your team, and a pencil icon.





# Roster and Player Information (viewing Parent contact information)

- Looking at your list of players, you can press their name (not the pencil icon), to be taken to that player's contact card.
- You can see their 'Parent Information' below. Select a parent (in this example we select 'Kevin Bacon' to see their contact information).
- You can hit '<Back' at any time to go to a previous page.



# Roster and Player Information (editing Player info)

- Looking at your list of players, you can press the pencil icon to edit some basic information.

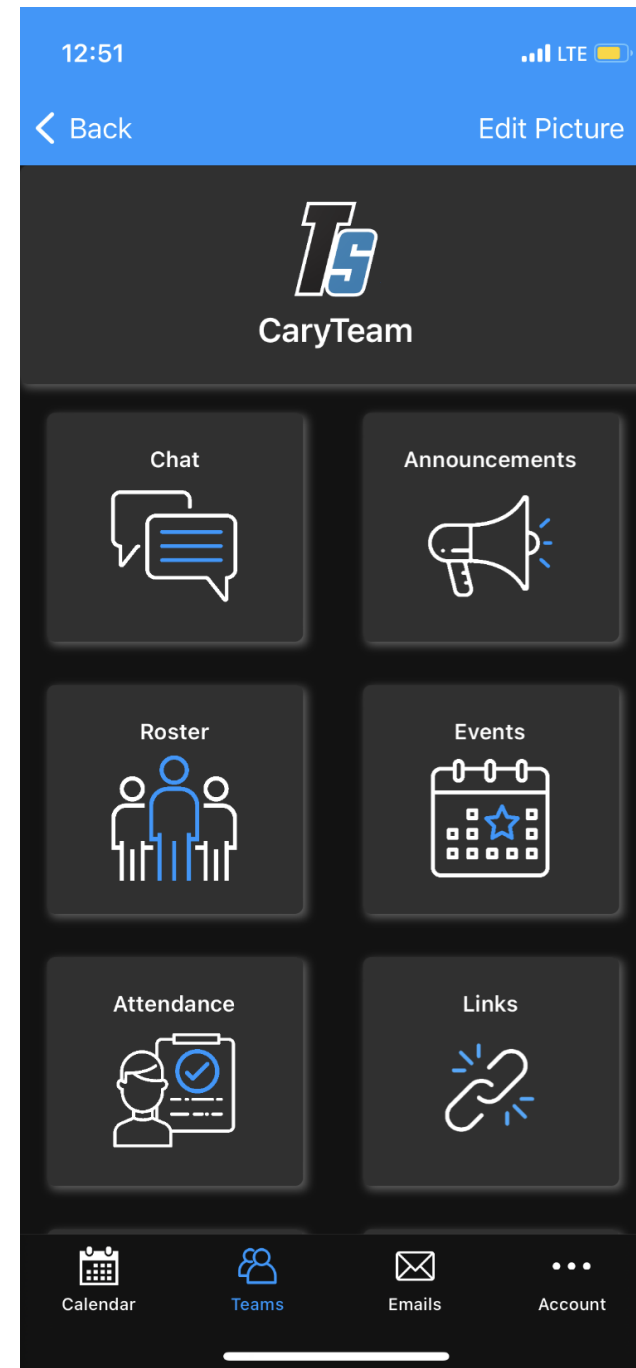
Keep in mind, this is the Players contact information, so you likely won't see the Parent contact information here, as that is on the Parent's contact card that we covered in Slide 9.

- 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.
- You won't be able to remove players from your roster (and TeamSite), Sports Staff will still manage all of that as needed.
- Any changes you make to contact information in your TeamSite will not change the participants actual information on their Account. The changes will only affect the TeamSite area.

The screenshot shows the 'Edit Roster' screen in a mobile application. At the top, the time is 3:02 and the signal is LTE. The title bar is blue with a back arrow and the text 'Edit Roster'. Below the title bar, there is a text input field containing 'Unknown'. Underneath, there are two blue links: 'Add another phone number +' and 'Add another child +'. A list of roles is displayed with a checkmark next to 'Player': 'Player', 'Coach', 'Assistant coach', 'Team Parent', 'Site coordinator', 'Manager', and 'Parent'. Below the roles are three text input fields: 'Jersey #', 'Position', and 'Background'. A 'Privacy' section features a blue toggle switch that is turned on, with the text 'Enabling privacy hides phone and email information from players and non staff parents' below it. At the bottom of the form is a large blue 'Save' button. The bottom navigation bar contains icons for 'Calendar', 'Teams', 'Emails', and 'Account'.

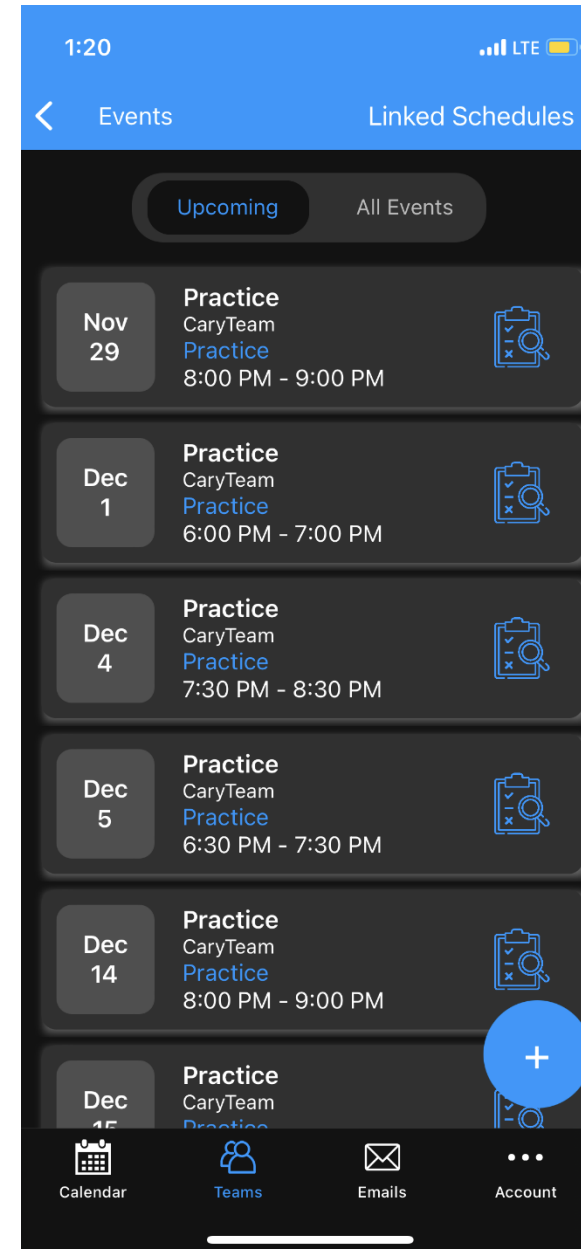
# Teams Tab

- Navigate back to the 'Teams' tab. Here you will see all teams you are associated with as a head coach OR as a parent.
- Select the team that you are the Head Coach, in this example, we will be using 'CaryTeam'.
- You are now on your teams main hub. This is where you will be able to view and manage your roster, communicate with your team, and see participant availability.



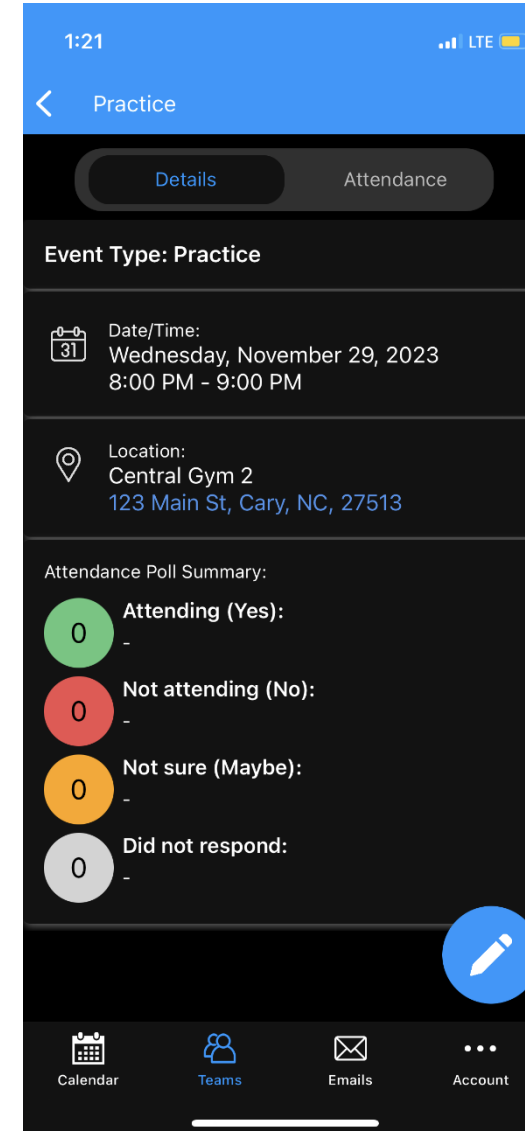
# Events

- 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 pencil icon next to each one.



# Events (viewing practice or game information)

- Looking at your list of Events, press the Practice (without hitting the pencil icon).
- You can now see the Location of the practice.
- You can also see the Attendance Poll Summary, which will let you know what your players have marked for this particular practice.
- At the top of the screen, you can tab over to the 'Attendance' tab and manually update any players attendance, if needed.



# Events (editing event info)

- Looking at your list of Events, hit the Pencil Icon button next to any Practice.

- You can edit:

-If/when you would like a Send Reminder Email to go out for an Event. We have set the default as Send Reminder Email 3 days prior to any Event.

-You can set a time for the 'Arrive Early' section that your parents will be able to see on the event.

-You can add notes under 'Event Details'.

- If you make any edits, hit save at the bottom.

1:28 LTE

< Edit Event

Practice

Event Type  
Practice

**Location**

Your Location Change

Location Name  
Central Gym 2

Street Address  
123 Main St

City  
Cary

State  
NC

Zip Code  
27513

Field

Location URL

Save to your locations?

Calendar Teams Emails Account

1:30 LTE

< Edit Event

Enable Attendance?

Send Reminder Email?

Days before event  
2

**Date**

Event Date  
11/29/2023

**Time**

Specific All Day TBD

Start Time  
8:00 PM

End Time  
9:00 PM

Arrive Early?  
Not Applicable

**Event Details (Optional)**

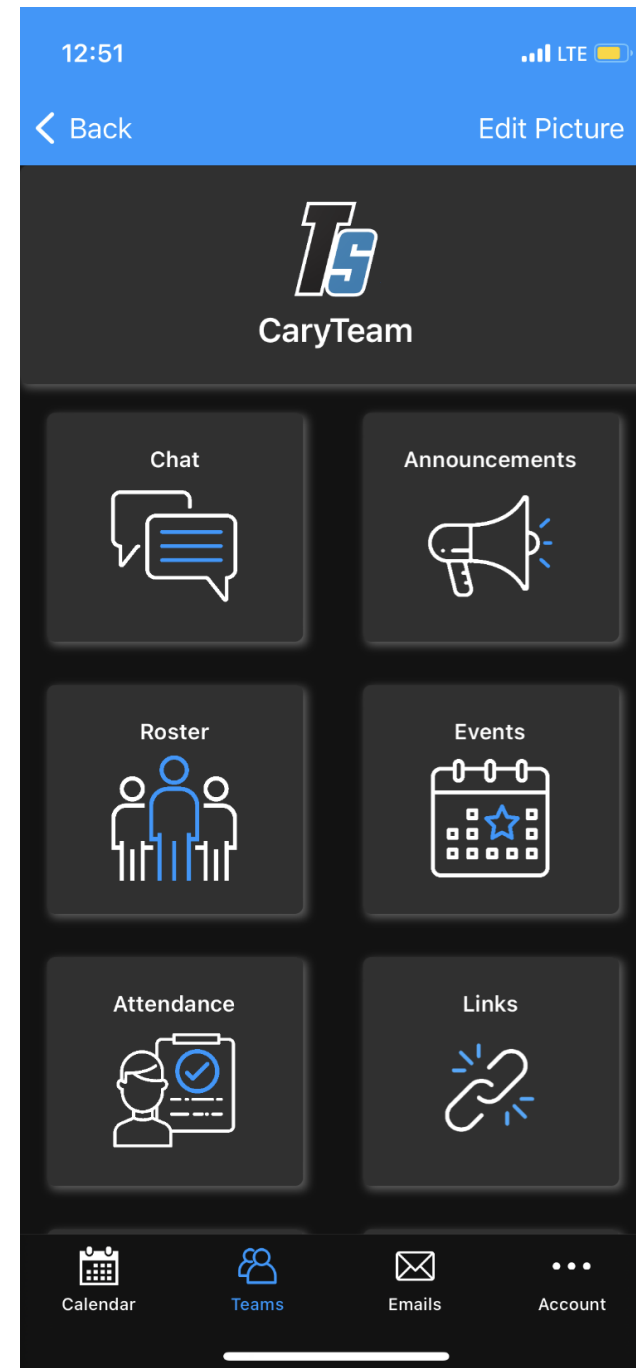
Calendar Teams Emails Account

# Events (editing event info continued)

- Because all of your Events are synced to your league's practice/game schedules, you as a coach won't be able to edit locations/dates/times. Any changes you make for location/date/time won't push through.
- You will still need to submit add or change practice requests to [sports@carync.gov](mailto:sports@carync.gov) under the usual Practice Guidelines.

# Teams Tab

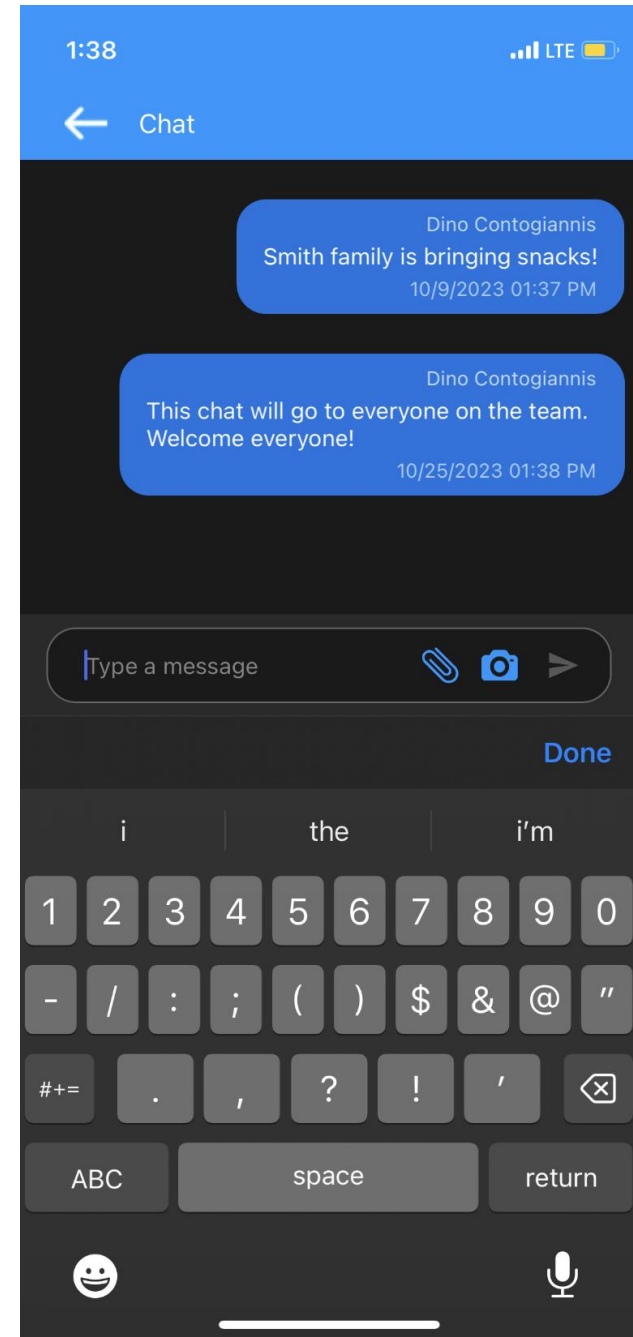
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- Select the team that you are the Head Coach, in this example, we will be using 'CaryTeam'.
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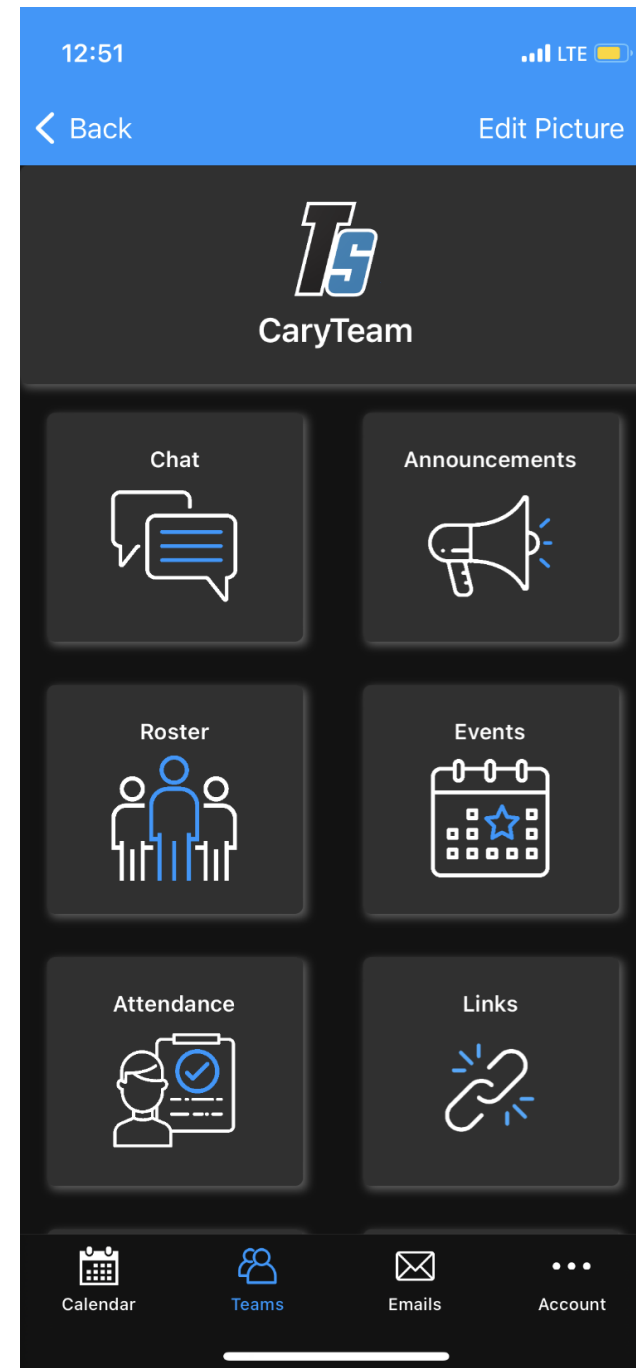
# Chat

- 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 parents will want to have their notifications turned on if this ends up being a regular method you use to communicate with the team.
- **Please keep in mind, all chats/communications conducted through your TeamSite are logged and viewable to Sports Staff. Please encourage your teams 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 your league manager.**



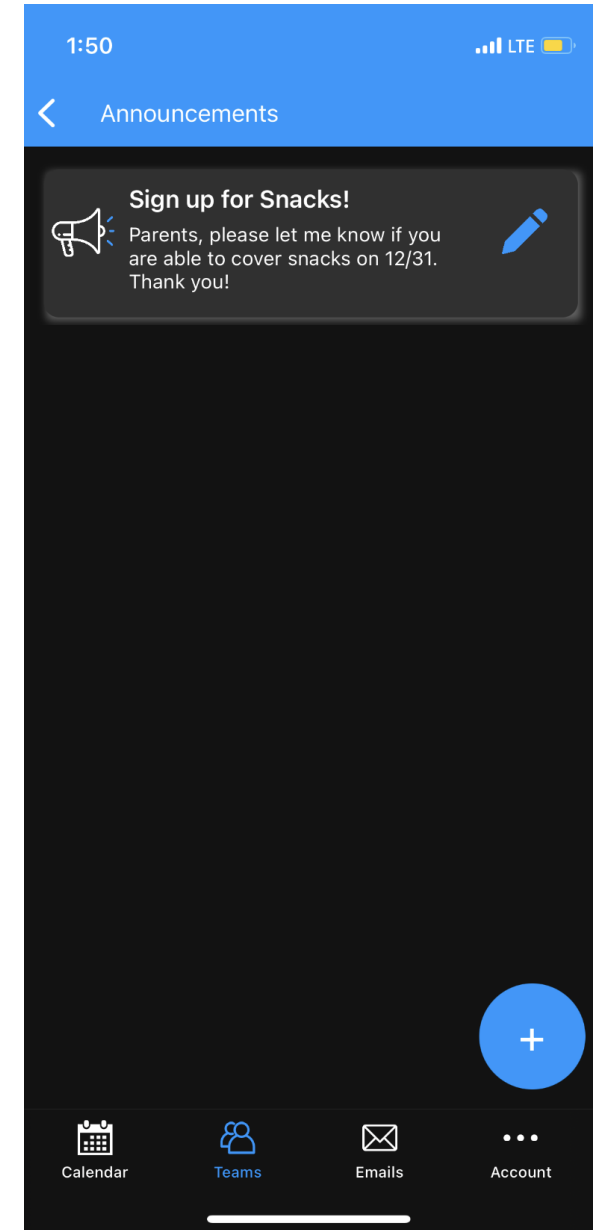
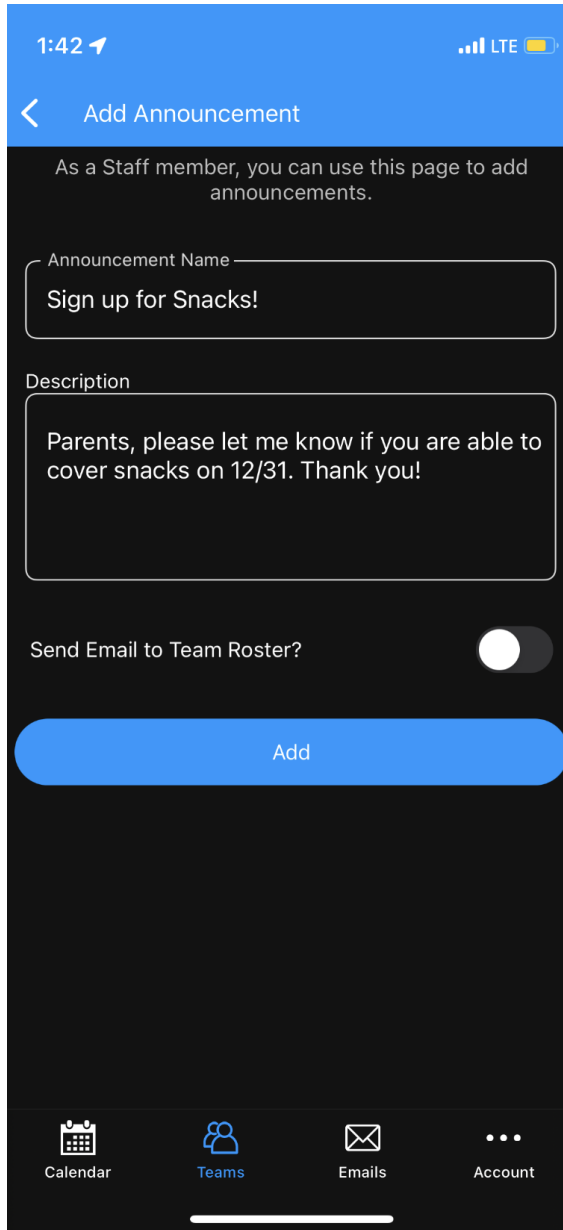
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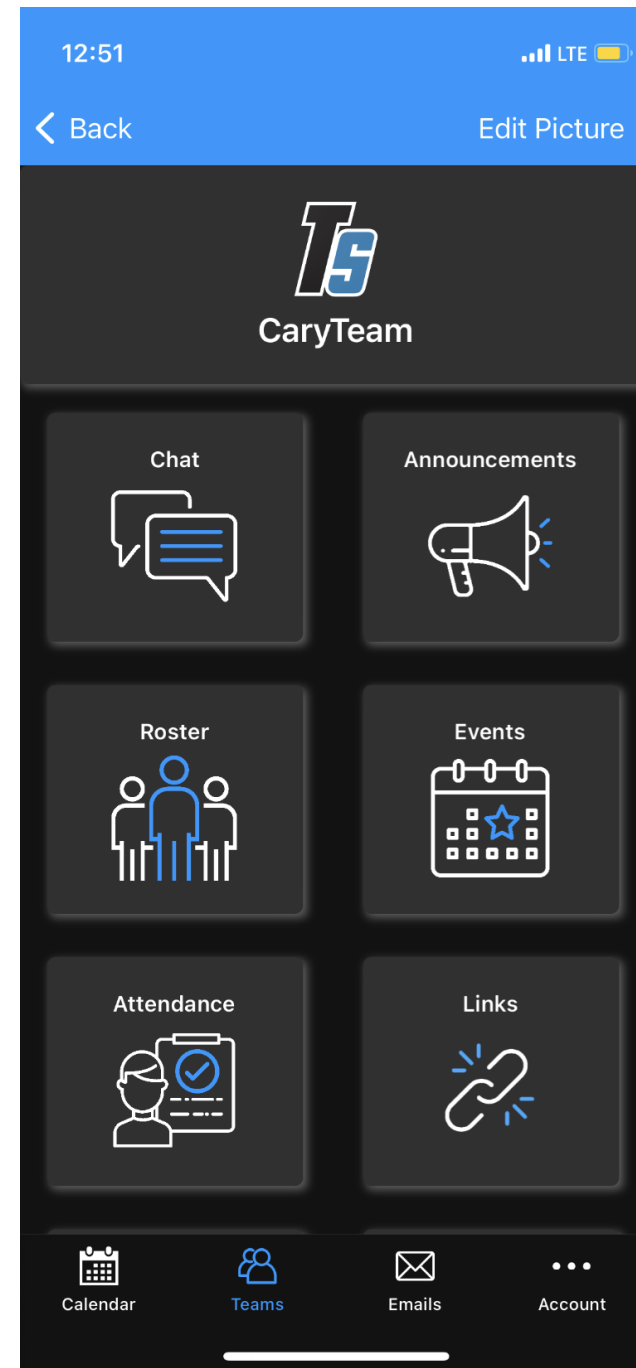
# Announcements

- From your Teams hub, press the 'Announcements' icon.
- This area will show your Teams 'Announcements' area.
- Hit the Plus button to add a new Announcement.
- Complete the Announcement fields. Optionally, you can also send the Announcement as email by toggling on 'Send Email to Roster'.
- Press 'Add' once you have completed the fields above.
- Once added, the Announcement will remain in this area unless removed.



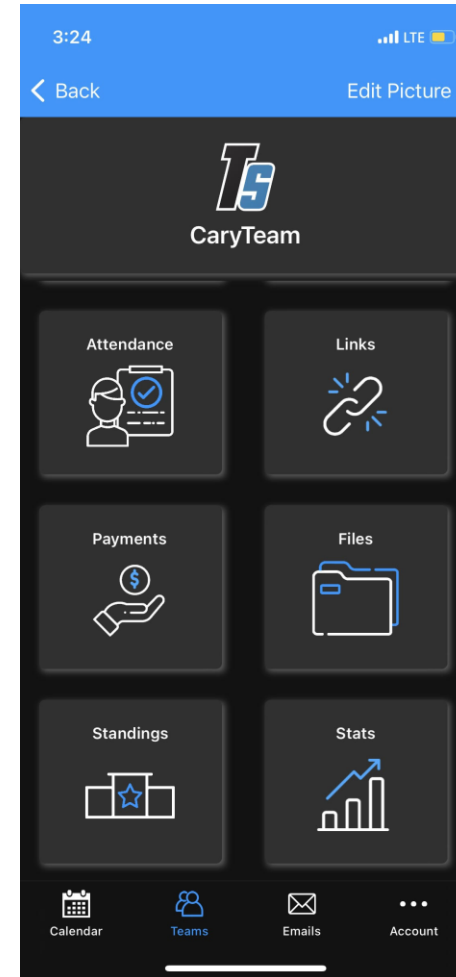
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# Teams Tab (Miscellaneous Items)

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

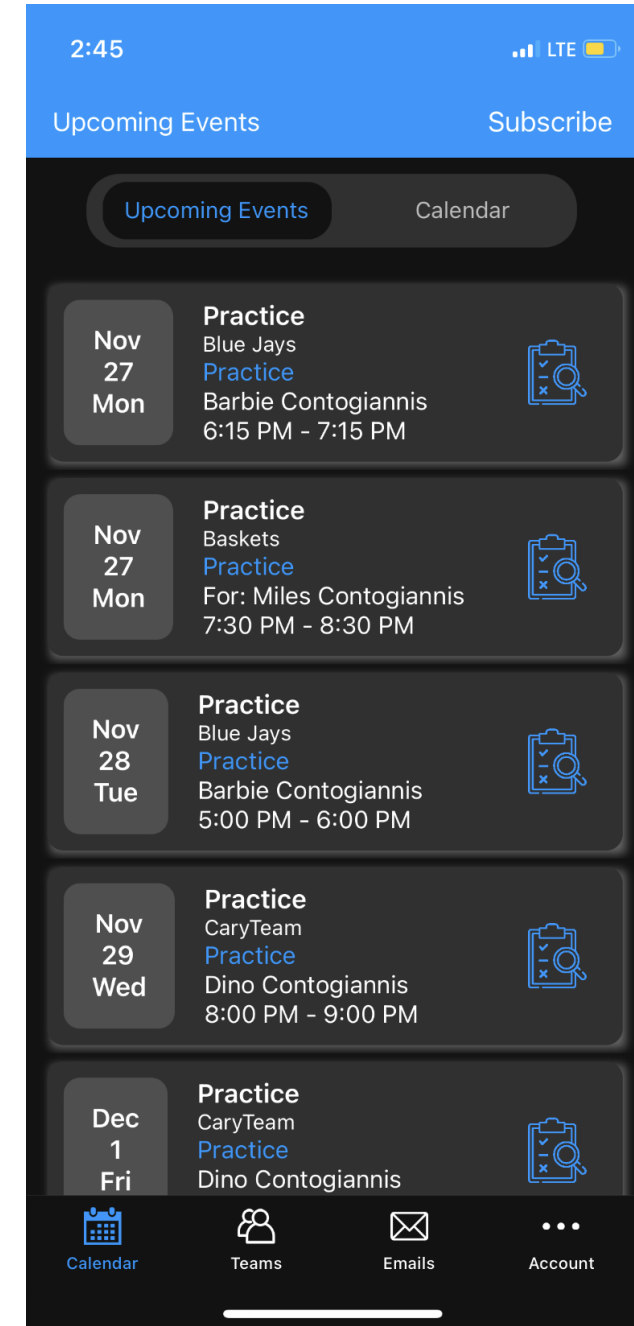


# The 'Calendar' Tab

# Calendar Tab

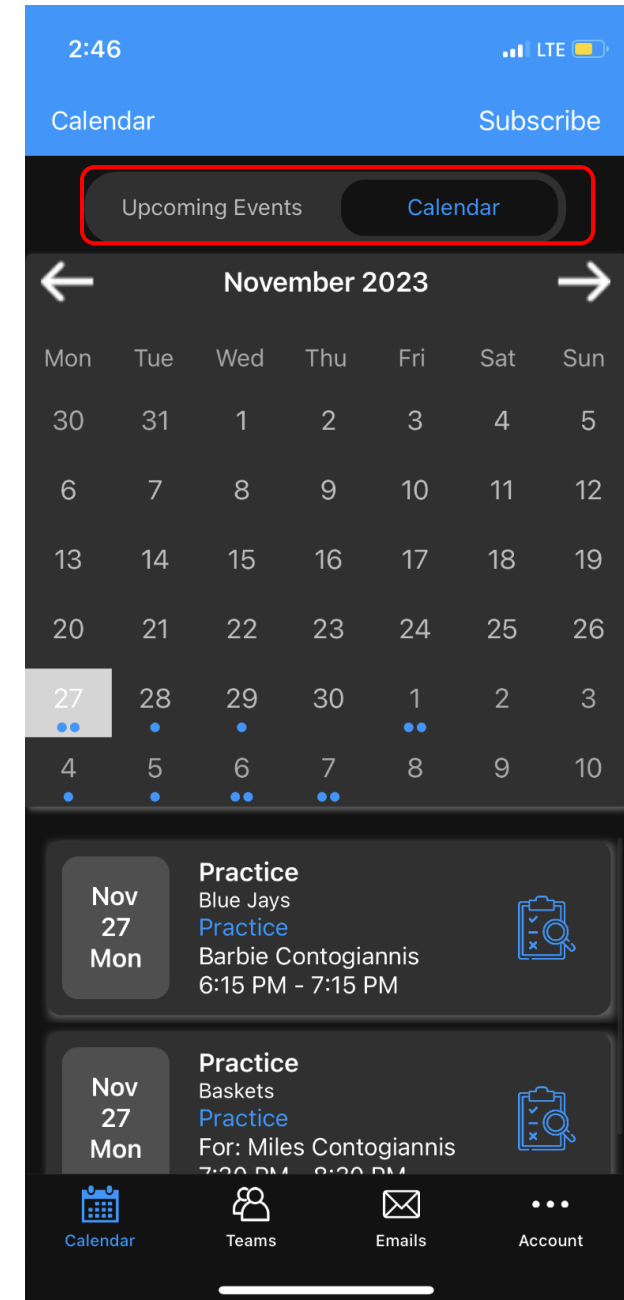
- The Calendar tab will open on 'Upcoming Events'.
- Here you will see all Practices/Games for all the teams you are associated with as a head coach OR as a parent. You can click the magnifying glass icon to see more information on the Event and the Attendance poll for that Event.

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. You can then press the actual Practice magnifying glass icon to see more info.

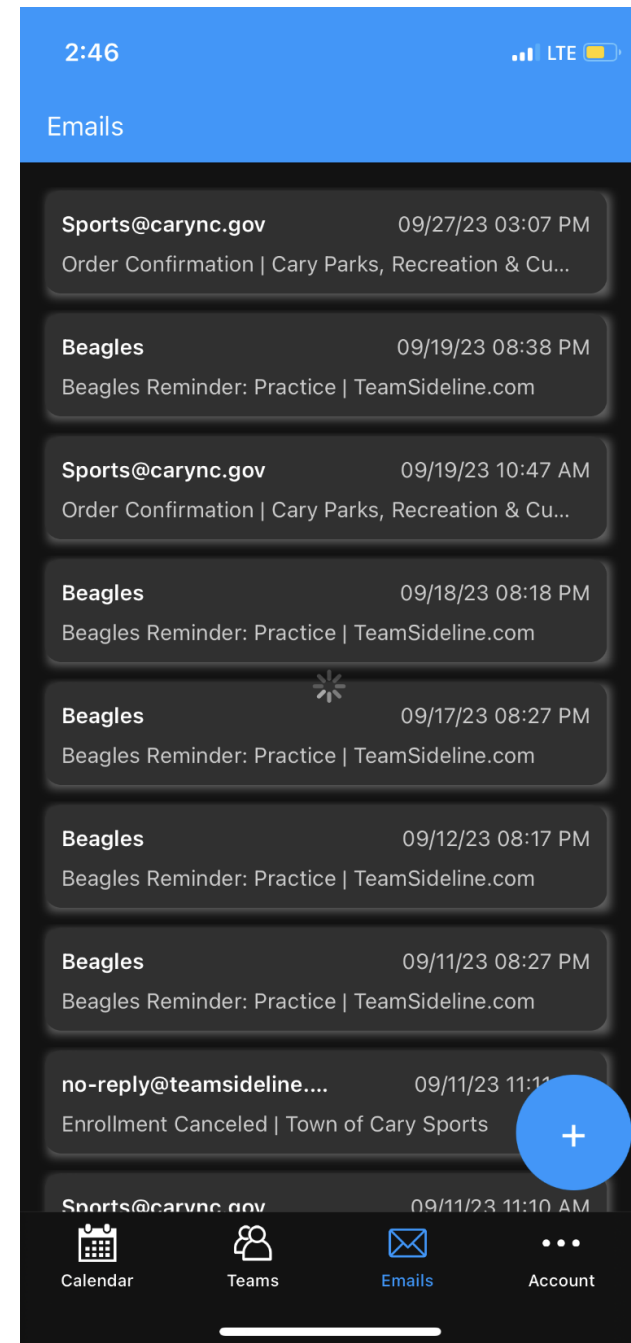




# The 'Emails' Tab

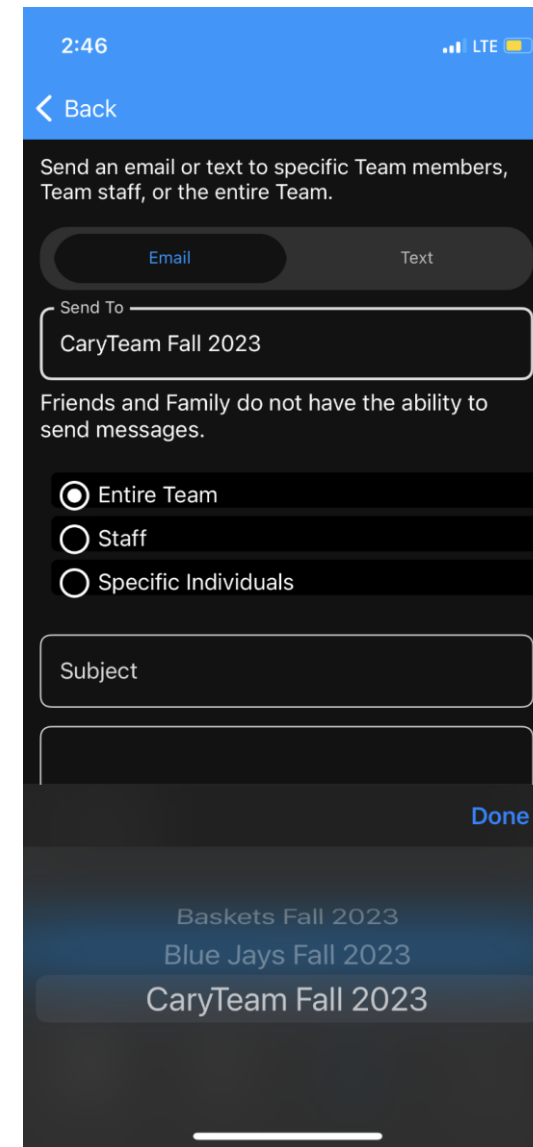
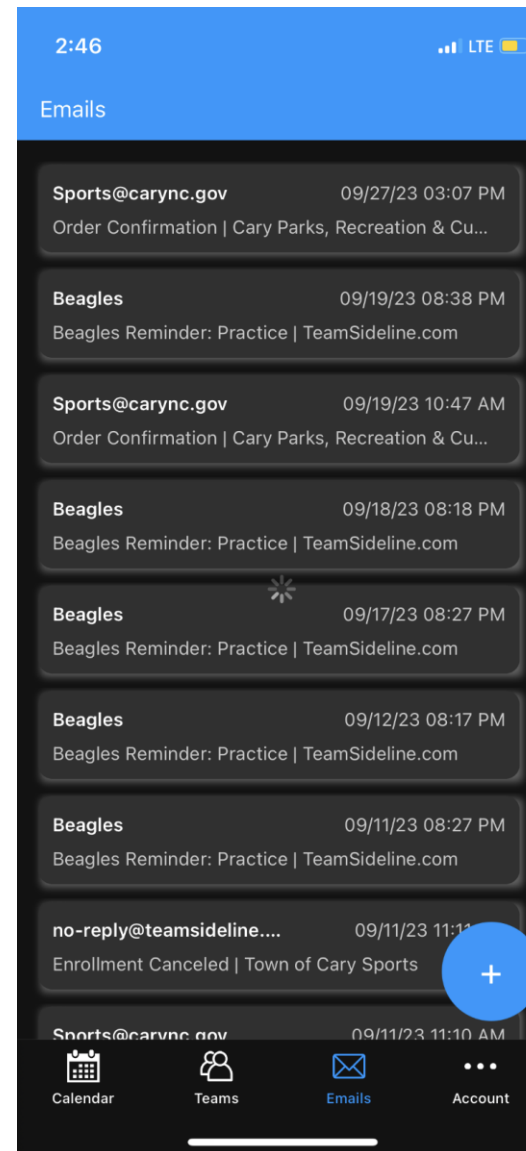
# Emails Tab

- 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.



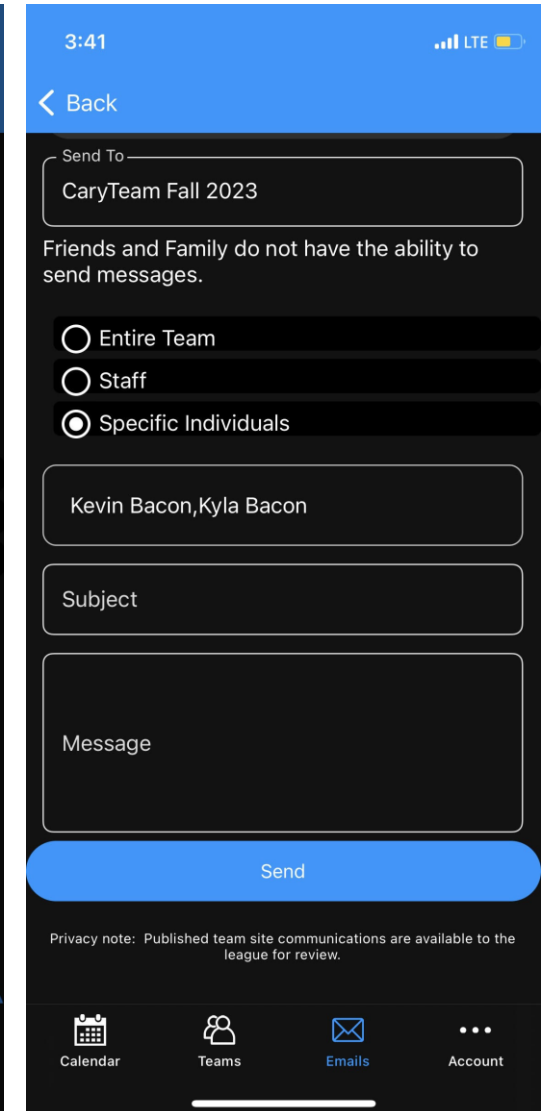
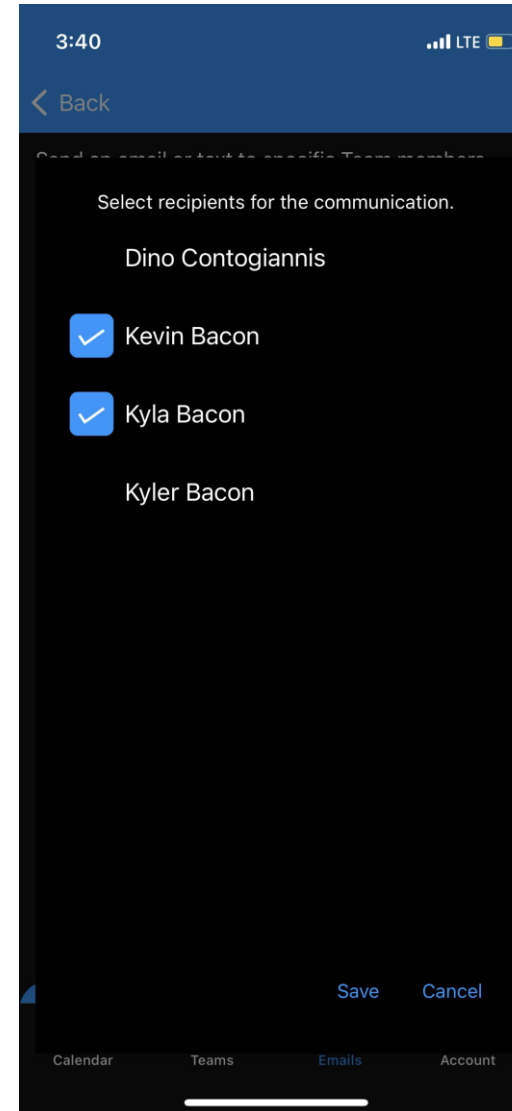
# Emails Tab (emailing your team)

- 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 the 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.



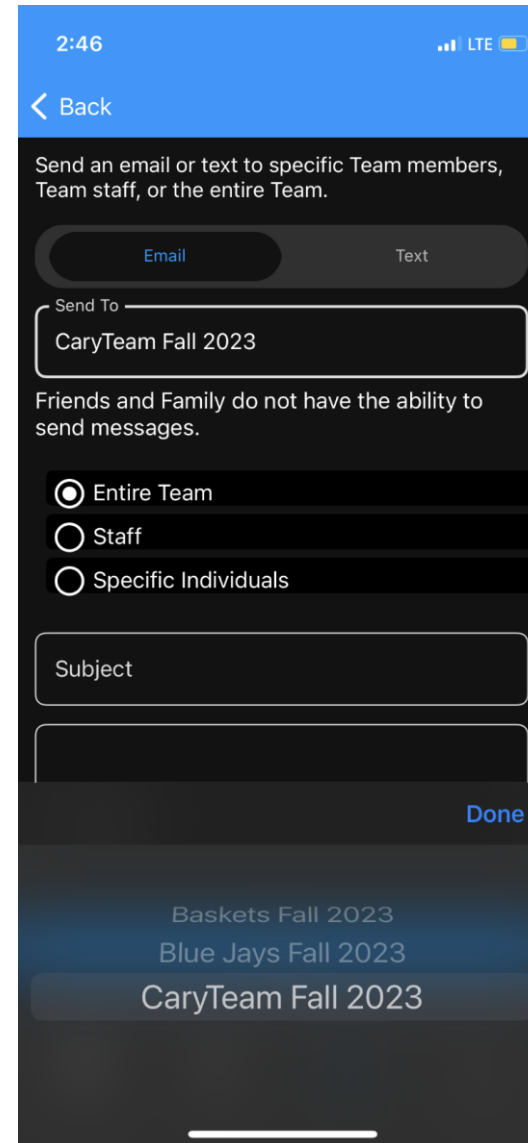
# Emails Tab (emailing your team part 2)

- 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.

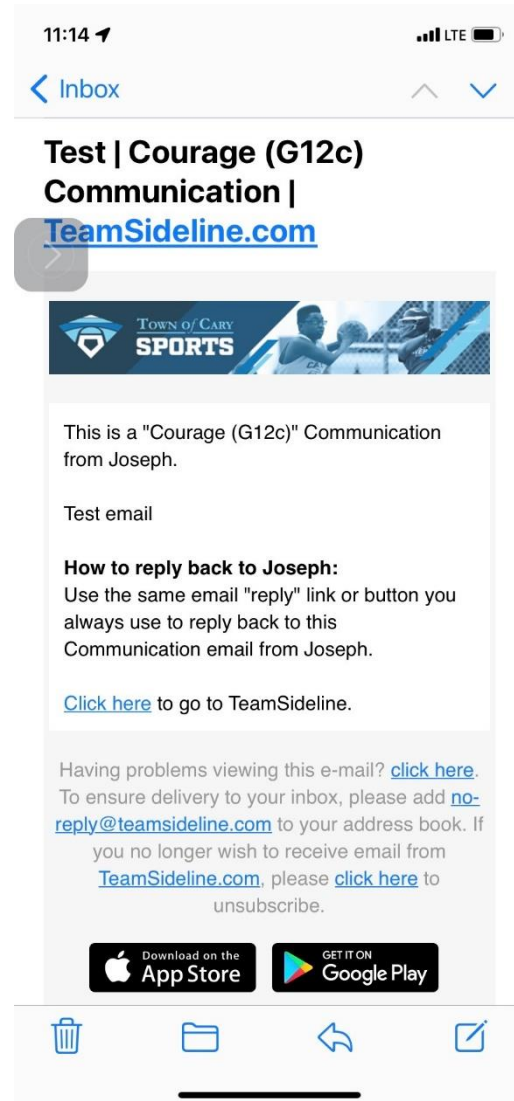


# Emails Tab (Text)

- 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 from the participant's perspective:



# The 'Account' Tab

# Account Tab

- The Account tab offers the following:

Profile – Update your account name

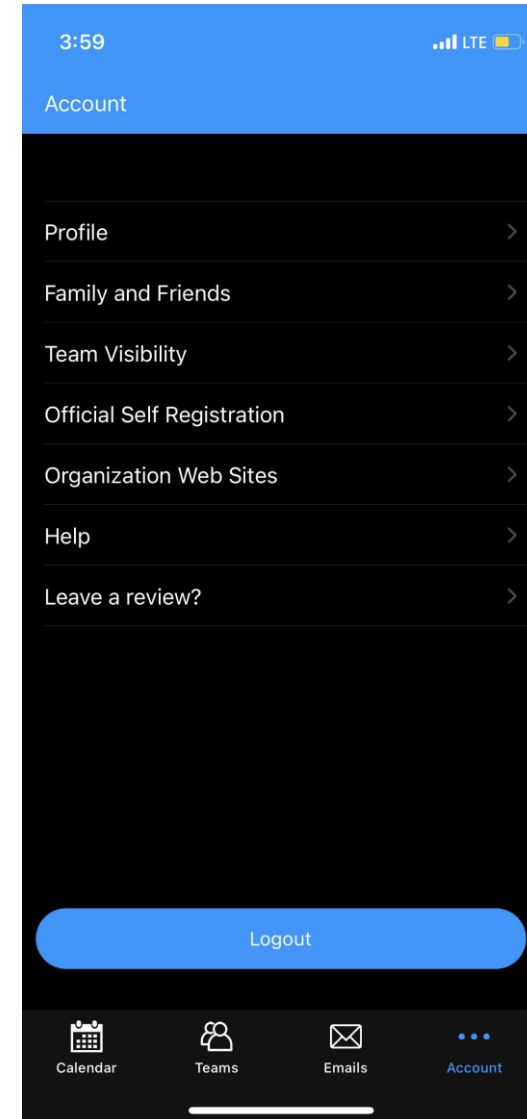
Family and Friends – Invite family and friends to join your TeamSite.

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



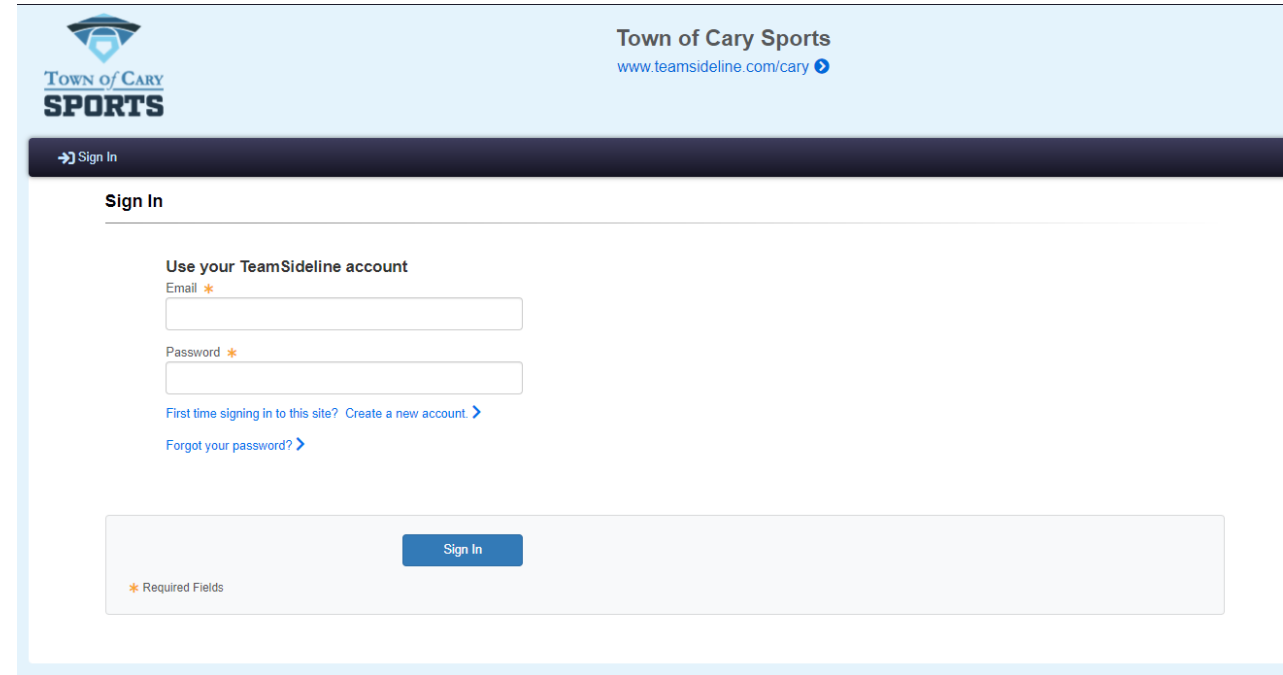


# End of TeamSideline App Guide

# Accessing your Team Site on Desktop

# Logging in

- Sign in to your account [here](#).
- Sign in using the same sign-in you used when you enrolled as 'Volunteer' on TeamSideline.

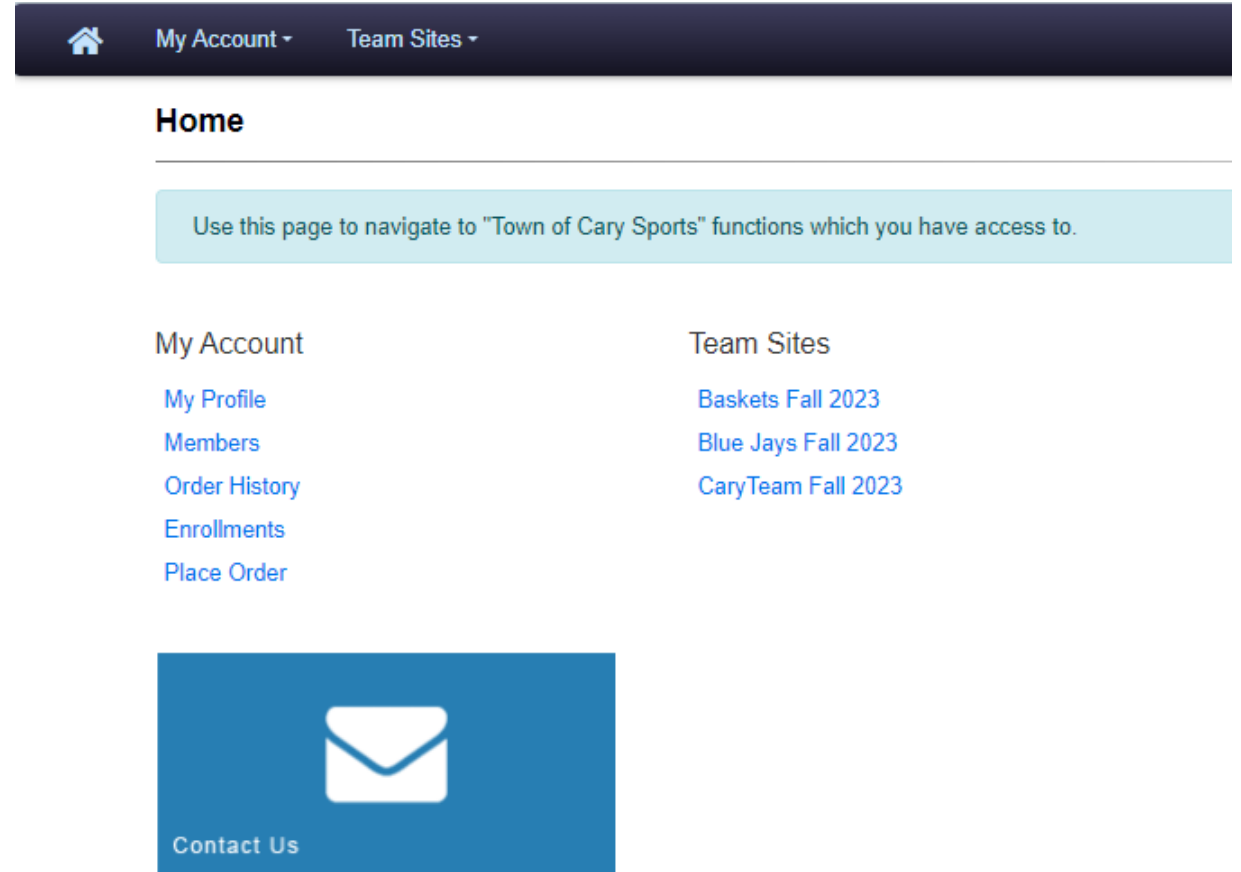


The screenshot shows the sign-in page for Town of Cary Sports. At the top left is the logo for TOWN OF CARY SPORTS. At the top right is the text "Town of Cary Sports" and the URL "www.teamsideline.com/cary". Below the header is a dark blue bar with a white arrow and the text "Sign In". The main content area is titled "Sign In" and contains the following elements:

- A heading: "Use your TeamSideline account"
- An "Email" field with an asterisk indicating it is required.
- A "Password" field with an asterisk indicating it is required.
- Two links: "First time signing in to this site? Create a new account." and "Forgot your password?".
- A "Sign In" button.
- A legend at the bottom left: "\* Required Fields".

# Getting to your TeamSite

- Once you are logged into 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 the team that you are the head coach of. For this example, we will use the Team Site for 'CaryTeam'.



The screenshot shows a user interface with a dark blue header bar containing a home icon, 'My Account', and 'Team Sites'. Below the header, the word 'Home' is displayed. A light blue box contains the text: 'Use this page to navigate to "Town of Cary Sports" functions which you have access to.' The main content area 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', '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 desktop version of the TeamSite homepage for CaryTeam Fall 2023. The top navigation bar includes links for Calendar, Communications, Teams, Family & Friends, and Organizations. The main content area features a navigation menu with tabs for Team Home, Roster, Events, Attendance, Files, Stats, Payments, Announcements, Links, and Pictures. A blue informational box explains the purpose of the Team Home page. A yellow banner provides contact information for questions. Below this, there are sections for Announcements (including a sign-up for snacks), a table for upcoming games (currently empty), a Staff list (including Dino Contogiannis), and a section for information related to the page.

**CaryTeam Fall 2023** Help ▾

Team Home | Roster | Events | Attendance | Files | Stats | Payments | Announcements | Links | Pictures

Use this Team Home page to see a consolidated view of your Team information. All of the items on this page are visible to your Team members, family and friends on this Team Home page. As a Staff member, you can click on the other Team tabs to add or remove Staff or Players, Team Events, or Team announcements.

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

**Announcements**

**Sign up for Snacks!**  
Parents, please let me know if you are able to cover snacks on 12/31. Thank you! (Updated by Contogiannis, Dino)

Player	#
Kyler Bacon	

**Staff**

Dino Contogiannis	Coach
-------------------	-------

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

**Information Related to this Page**

How Do I...  
How do I edit my answer to the Team Site poll?  
Explain

# Roster tab

- From the Roster tab, you can see all Staff and Players.
- ‘Staff’ should only be you.
- ‘Players’ are listed below Staff, and you can see their Parent contact info listed below each player.
- You can hit ‘Player Export’ to export out a CSV file of your roster.

CaryTeam Fall 2023 Help ▾

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

As a Staff member, you can click "Add To Roster" to add Staff or Players to your team. After a member has been added to your team, you can click the Edit or Delete icons to make changes to your Roster. You can also click a member name to view all member information.

Note: The Add To Roster button has been disabled by Town of Cary Sports . Please use the Town of Cary Sports website [Contact Us](#) page to request changes to your roster.

[Add To Roster](#) [Print View](#) [Player Export](#)

Staff

Name	Role(s)	Email Address	Phone	
Dino Contogiannis	Coach	🔒 [REDACTED]	[REDACTED]	<a href="#">✎</a> <a href="#">✕</a>

Players

Name	# / Position	Email Address	Phone	
Kyler Bacon		fake@fake.org 🇺🇸		<a href="#">✎</a> <a href="#">✕</a>
👤 Kevin Bacon		kyle.bacon@carync.gov	(555) 555-5555	<a href="#">✎</a>
👤 Kyla Bacon		test@gmail.com 🇺🇸	(919) 555-5556 W	<a href="#">✎</a>

# Events tab




























- From the Events tab, you can see all your team's scheduled practices and games (when published).
- You should see a list of all the Events for your team, and a pencil icon next to each one.

**CaryTeam Fall 2023** Help ▾

[Team Home](#) [Roster](#) **Events** [Attendance](#) [Files](#) [Stats](#) [Payments](#) [Announcements](#) [Links](#) [Pictures](#)

As a Staff member, you can use this page to see the list of team events, or click "Add Event" to create new team events which have not already been created for the Team. Click the Event Name link for event details.

[Add Event](#) [Manage Linked Schedules](#)

Date	Time	Event Name	Event Type	Location	
<a href="#">11/29/2023</a> (Wednesday)	8:00 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 2</a>	 
<a href="#">12/1/2023</a> (Friday)	6:00 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 1</a>	 
<a href="#">12/4/2023</a> (Monday)	7:30 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 1</a>	 
<a href="#">12/5/2023</a> (Tuesday)	6:30 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 2</a>	 
<a href="#">12/14/2023</a> (Thursday)	8:00 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 1</a>	 
<a href="#">12/15/2023</a> (Friday)	8:00 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 2</a>	 
<a href="#">12/18/2023</a> (Monday)	7:15 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 1</a>	 
<a href="#">12/20/2023</a> (Wednesday)	7:30 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 2</a>	 
<a href="#">12/26/2023</a> (Tuesday)	6:00 PM	<a href="#">Practice</a>	 Practice	<a href="#">Central Gym 1</a>	 

# Events tab (Editing Practices)

- Looking at your list of Events, hit the Pencil Icon button next to any Practice.
- You can edit:
  - If/when you would like a Send Reminder Email to go out for an Event. We have set the default as Send Reminder Email 3 days prior to any Event.
  - You can set a time for the 'Arrive Early' section that your parents will be able to see on the event.
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- You will still need to submit add or change practice requests to [sports@carync.gov](mailto:sports@carync.gov) under the usual Practice Guidelines.

CaryTeam Fall 2023 > Edit Event Help ▾

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This event has been created by your league. You can only edit the following fields.

Event or Opponent \* Practice

Event Date \* 11/29/2023 8:00 PM

Meet Time Meet...  prior to event.

Reminder  Yes, send email reminder  
 days before event. ⓘ

Poll  Enable attendance tracking.

Staff Notes

Displays on Reminder Emails and Team Home page. Can be used to track Snack Owners, Drivers, etc.



# Attendance tab

- From the 'Attendance' tab, you can see what participants have marked for each team event.
- You can also manually change their Attendance response on this page.

CaryTeam Fall 2023 Help ▾

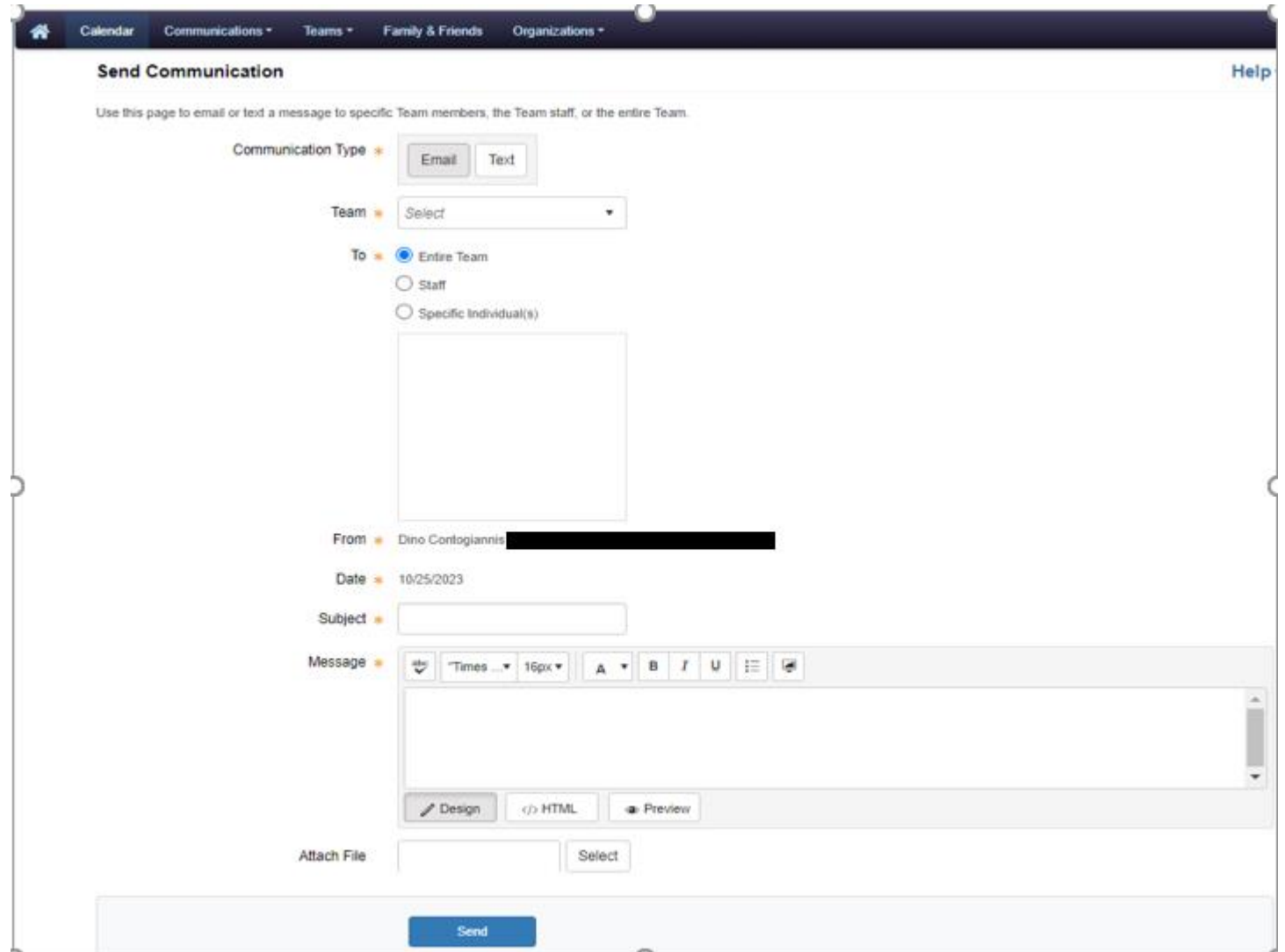
[Team Home](#) [Roster](#) [Events](#) **Attendance** [Files](#) [Stats](#) [Payments](#) [Announcements](#) [Links](#) [Pictures](#)

As a Staff member, you can use this page to see or edit planned or actual attendance for all players and games.

Name	11/29 8:00 PM Practice	12/01 6:00 PM Practice	12/04 7:30 PM Practice	12/05 6:30 PM Practice	12/14 8:00 PM Practice	12/15 8:00 PM Practice	12/18 7:15 PM Practice	12/20 7:30 PM Practice	12/26 6:00 PM Practice	12/27 8:00 PM Practice
<a href="#">Kyler Bacon</a>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> ?

# 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 text field containing 'Dino Contogiannis' followed by a redacted area.
- Date:** A text field containing '10/25/2023'.
- Subject:** An empty text 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 text field with a 'Select' button.

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