



THE TEAMLINKT CONNECTION

ADD A PLAYER OR COACH TO YOUR TEAM

To add a player or Coach to your team:

- Share the **Join Code** found in your circuit session registration confirmation email with your players and Coaches
- Share the player and coach registration links found in your circuit session registration confirmation email with your players and Coaching Staff or direct them to our website to click on **REGISTRATION** on the home page to find the registration links

CHAT

Create Chat in the App

1. Press **Chat** in the bottom menu bar
2. Click the '+' icon to add a chat
3. Select the recipients of the chat
4. Name your group and press 'Create'

Your new group will now be visible in the chat section. For chats that you are the owner of (or if you are a team admin) you can make edits to the chat by clicking into the chat and clicking the **Gear Icon** in the top right.

LIVE SCORES AND STREAMING

Once an event is close to starting, you will have access to live stream it.

- Click the "Live" button on the event.

MANAGE NOTIFICATIONS

From the Teams tab select your team from the dropdown

- Click the Settings menu in the top right corner
- Then Manage Notifications
- Update your settings and hit Save

This will update the email & push notifications for the team selected.

SET YOUR AVAILABILITY

To Set Your Availability

- Go to the Schedule tab
- Click the Grey icon
- Select Going, Not Going, or Maybe

ADDING PHOTOS

From the app:

1. Press More > Photos and Videos
2. If there are no albums, press Add an Album, otherwise click into an existing album
3. Press Add a Photo and select and upload your photos

From the web:

1. Login to app.teamlinkt.com and click Connect > Photos from the left menu
2. If you do not have an album already, click Create Album to create your album
3. Then click Add Photos.

TO SUBSCRIBE TO A CALENDAR

From the App:

1. Press the **Events** tab and click the **3 Dots** in the top right
2. Press **Subscribe to Calendar**. On iOS, this will automatically open your iCloud Calendar. From Android you will be given a link to subscribe from your Google (personal) Calendar
3. Go to your Google Calendar
4. Press the **Gear Icon** or **Settings** and open the settings page
5. Press **Add Calendar** and select **From URL**
6. Paste in the URL you copied
7. Press **Add Calendar**

From the Web:

1. Select your team in the top right **Dropdown**
2. Click **Schedules > Schedule** then click **Subscribe**
 1. For Apple, choose the Apple option
 2. For Google Calendar, choose the Webcal option
 3. For other services like Skylight, or other third-party schedule/calendar programs try the iCal option
3. Copy the URL and navigate to your **Personal Calendar**
4. Press the **Gear Icon** or **Settings** and open the settings page
5. Press **Add Calendar** and select **From URL**
6. Paste in the URL you copied
7. Press **Add Calendar**

TO UPDATE YOUR PROFILE

- Open the TeamLinkt app
- Press the bottom right tab
- Click on your profile
- Update your selected information

TO SEND AN EMAIL THROUGH THE APP

- Select the Connect tab & then Email
- Push the + icon.
- Select your Recipients
- Compose your message and hit Send.

TO INVITE A FAMILY MEMBER

From the App:

1. Navigate to the **Teams** tab
2. Click your **Profile** in the top right
3. Click **Manage Family**
4. You should be brought to app.teamlinkt.com and be able to begin managing your family

From the Web:

1. Log in to the TeamLinkt web app at app.teamlinkt.com.
2. Navigate to your **Profile**.
3. Select the **Family** section.
4. Use the "Add Member" or "Invite Member" option to add a new family member. Enter their details or email address to send an invitation. If the family member already has a TeamLinkt account, they can accept the invitation to join your family profile. Otherwise, they will need to create an account using the invitation link.

To edit family members' info, like their birthdate, phone number, or address, you must have permission to edit family members. This permission will typically be a parent in the family who first created their account.

TO ACCESS YOUR ACCOUNT (including registration receipts)

Everyone that creates a TeamLinkt account automatically gets a Family created for them. You will be able to manage your Family Members, manage TeamLinkt Plus, view your registrations and more.

From the App:

- Navigate to the **Teams** tab
- Click your **Profile** in the top right
- Click **Manage Family**
- You should be brought to app.teamlinkt.com and be able to begin managing your family

From the Web:

- Log in at app.teamlinkt.com
- Click your **Profile** in the bottom left and click **My Family**
- You can select members and make edits, view your registration invoices, memberships and more

More features can be found in the TEAMLINKT TOOL KIT

<https://teamlinkt.com/toolkit>