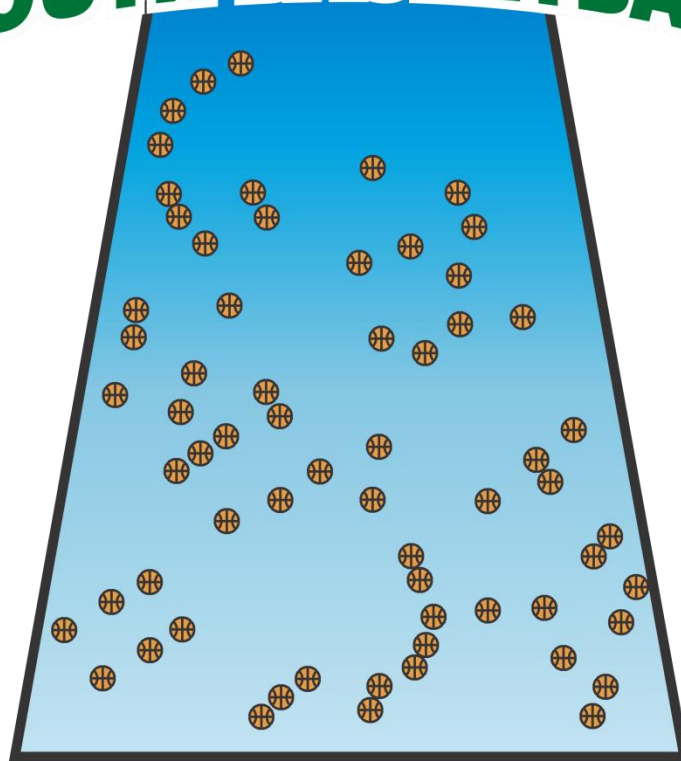


Community Coordinator Instructions

**SASKATCHEWAN
YOUTH BASKETBALL**



skybasketball.ca

Created for 2021 - 2022 Season

If you have questions or problems, contact us at skybasketball@sasktel.net

Teamlinkt is continually improving the system, we will try to keep the instructions updated.

Note: This document provides instructions for the majority of the functionality of the teamlinkt. Not all communities will use all of it.

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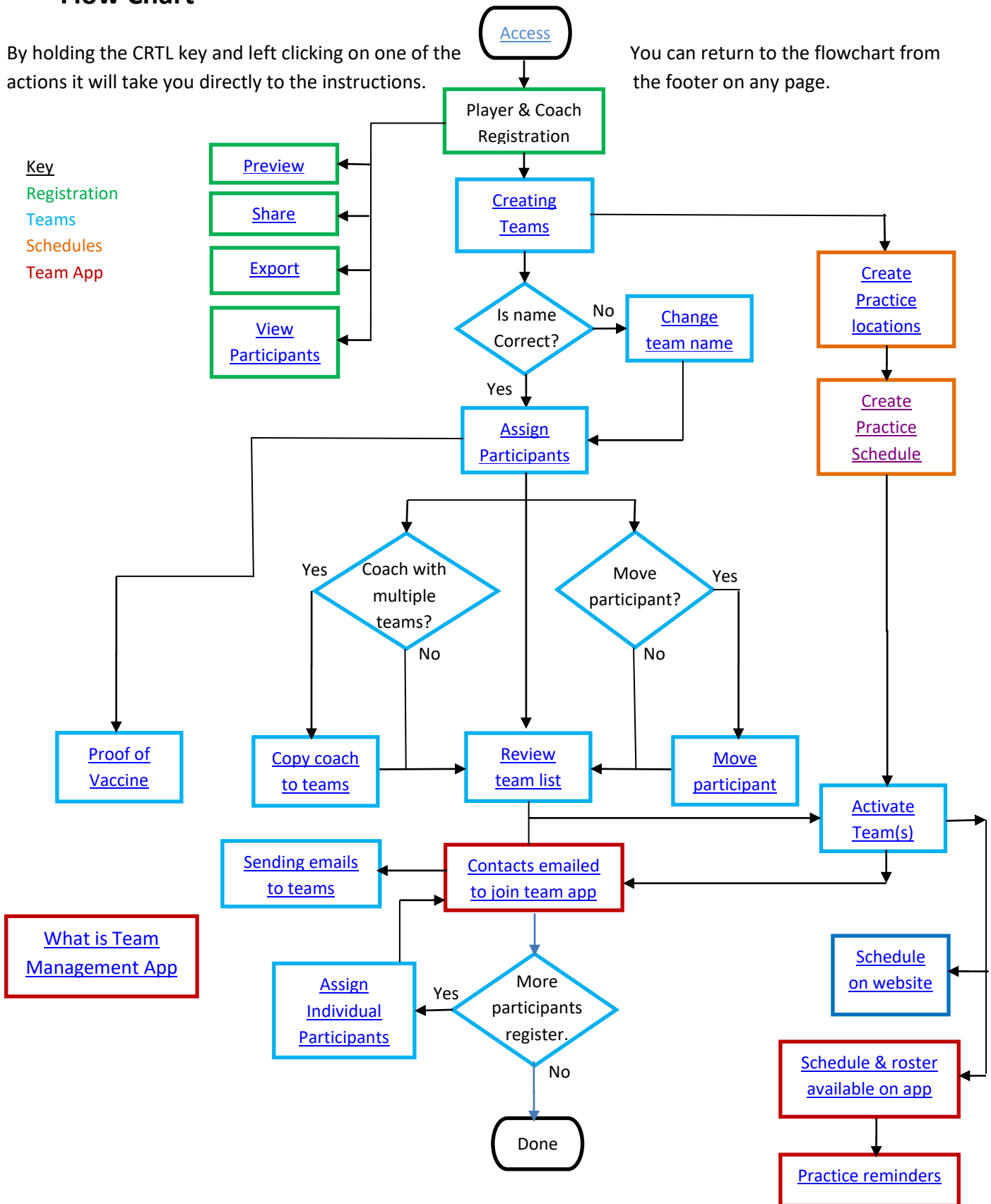
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Flow Chart

By holding the CTRL key and left clicking on one of the actions it will take you directly to the instructions.

You can return to the flowchart from the footer on any page.



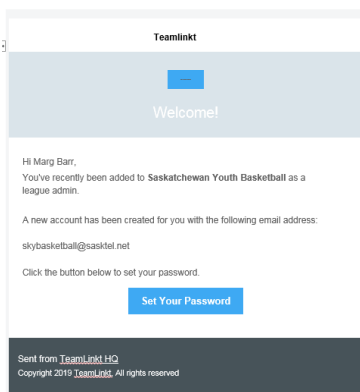
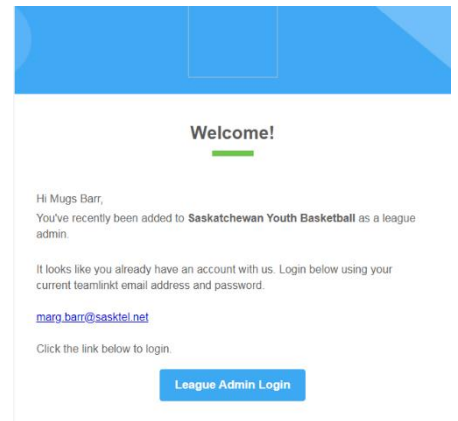
Accessing the Teamlinkt system

Note: Accessing the teamlinkt system must be done on a computer not a phone or tablet.

Existing Teamlink Users

There will be a single email / password for a teamlinkt user. This may include:

- Previous year coordinator
- Contact for a participant that used the app either for SKYbasketball or another sport.
- Coach



New Teamlinkt users - Setting up password

- After you have registered as a coordinator, we will set you up an administrator for your community (allow a couple of days).
- You will receive an email requesting you to set up a Teamlinkt user password. It might verify slightly to the picture on the left.
- This email and password should also be used when registering a player or coach.

Logging into the system

Go to skybasketball.ca and on the black ribbon at the top Click 'Admin Login'

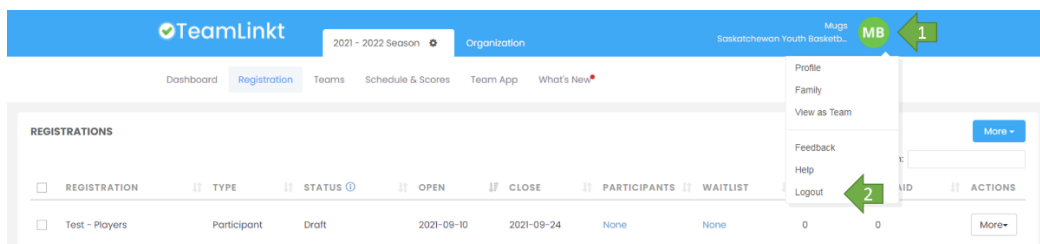
or

Go to teamlinkt.com and then Click 'Login' on the top right.

Forgot password

On the Account login page click on the 'Forgot password' and follow the instructions.

Logging Out



You can LOGOUT from any screen in Teamlinkt.

1. Click or hover over the circle with your initials at the top right of the page.
2. Click 'Logout'.

Go to [Flowchart](#) by double clicking and then holding CTRL and left click

Registration

The first page of the registration provides information before they start their registration, for example tournament dates, practice times when they are available, Covid policy, etc.

Parents now have to sign in with a teamlinkt name or password or create one. This will allow a reduction of entry for families with multiple children and participants that used teamlinkt for another sport or for entry next year.

Players and Coaches register at skybasketball.ca.

Preview the player or coach registration form

Preview a copy of the registration forms. Enter data to see what the participants are seeing but **DO NOT PRESS FINISH AT THE END.**

The screenshot shows the TeamLinkt interface. At the top, there is a blue ribbon with the TeamLinkt logo, a dropdown for '2021 - 2022 Season', and the organization name 'Mugs Saskatchewan Youth Basketb... MB'. Below the ribbon is a navigation bar with 'Dashboard', 'Registration', 'Teams', 'Schedule & Scores', 'Team App', and 'What's New'. The main content area is titled 'REGISTRATIONS' and contains a table with columns: REGISTRATION, TYPE, STATUS, OPEN, CLOSE, PARTICIPANTS, WAITLIST, PAID, UNPAID, and ACTIONS. Two rows are visible: 'Test - Players' and 'Test - Coach'. A 'More' dropdown menu is open for the 'Test - Players' row, showing options: Preview, Early Registration, Share, and Export. Green arrows with numbers 1, 2, and 3 point to the 'Registration' tab, the 'More' button, and the 'Preview' option respectively.

1. Click 'Registration' from the ribbon at the top of the page.
2. Click 'More' beside the registration you want to share.
3. Click 'Preview'.

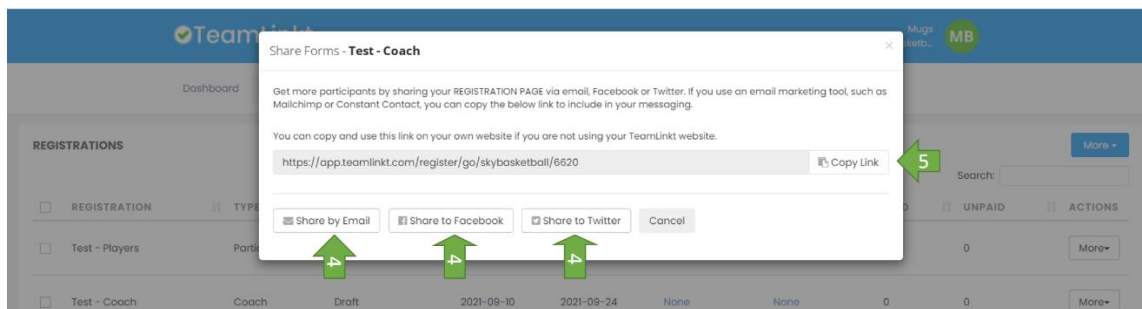
Share the player or coach registration form

To share the link to the registration on email or social media.

This screenshot is identical to the one above, showing the TeamLinkt interface with the 'REGISTRATIONS' table and the 'More' dropdown menu open for the 'Test - Players' row. In this instance, green arrows with numbers 1, 2, and 3 point to the 'Registration' tab, the 'More' button, and the 'Share' option respectively.

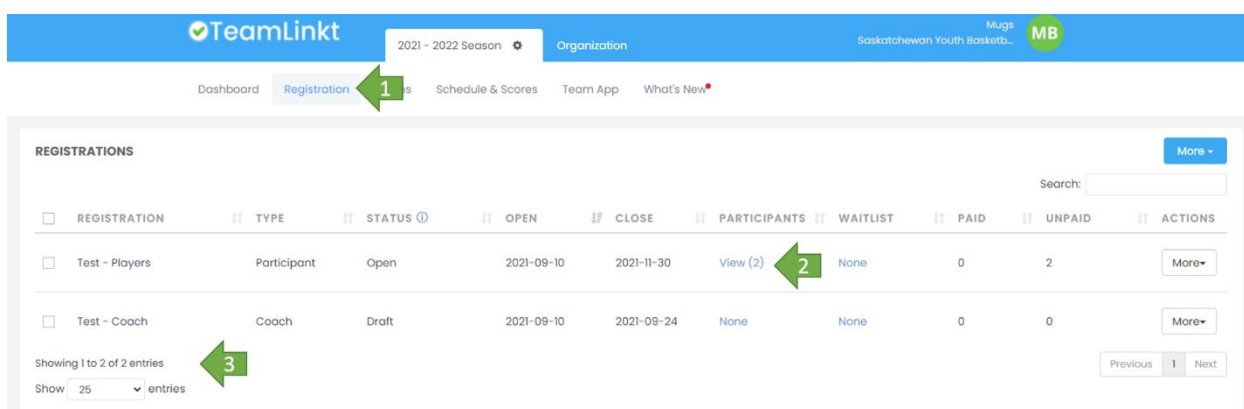
1. Click 'Registration' from the black ribbon at the top of the page.
2. Click 'More' beside the registration you want to share.
3. Click 'Share'.

Go to [Flowchart](#) by double clicking and then holding CTRL and left click

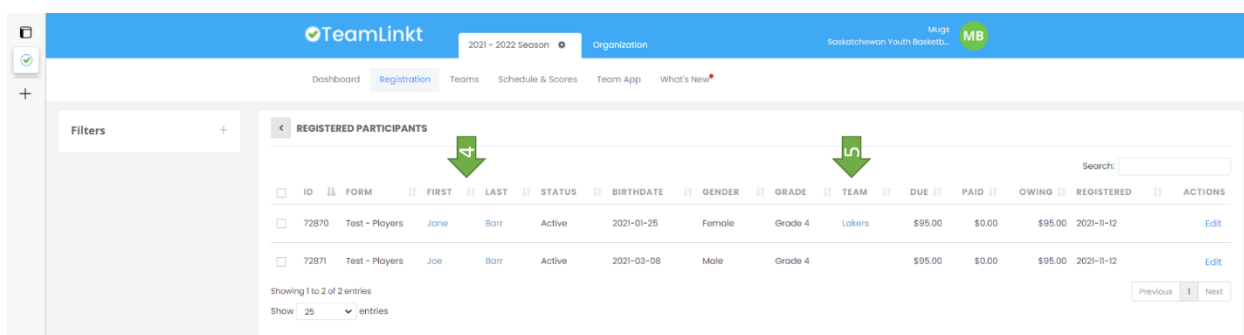


4. Select one of the alternatives to share. *Note: Share by Email - If you don't use Outlook skip to #5.*
5. To put the link into another format like Instagram or directly into an email Click "Copy Link" and insert the link.

View participant list



1. Click 'Registration' from the ribbon at the top of the page.
2. Click 'View' under the column Participants.
3. If it shows for example 25 of 35 you can increase the number it shows by clicking on the down arrow.

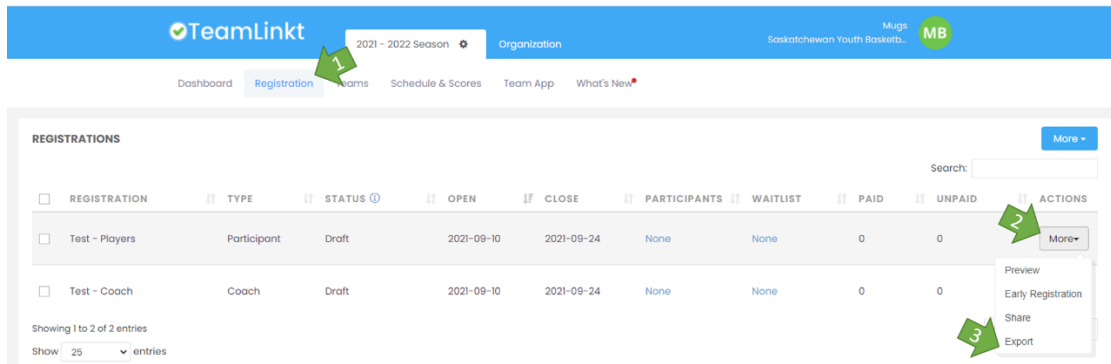


4. Any of the columns can be sorted by clicking on the up or down arrow on the column label.
5. Team column
 - If there is nothing in the field that means that the participant has not been assigned a team. See [Assigning Participants to Teams](#)
 - Clicking on the team will take you to the team information. See [Review the team list](#) for information about the team list.

Go to [Flowchart](#)
by double clicking and then holding CTRL and left click

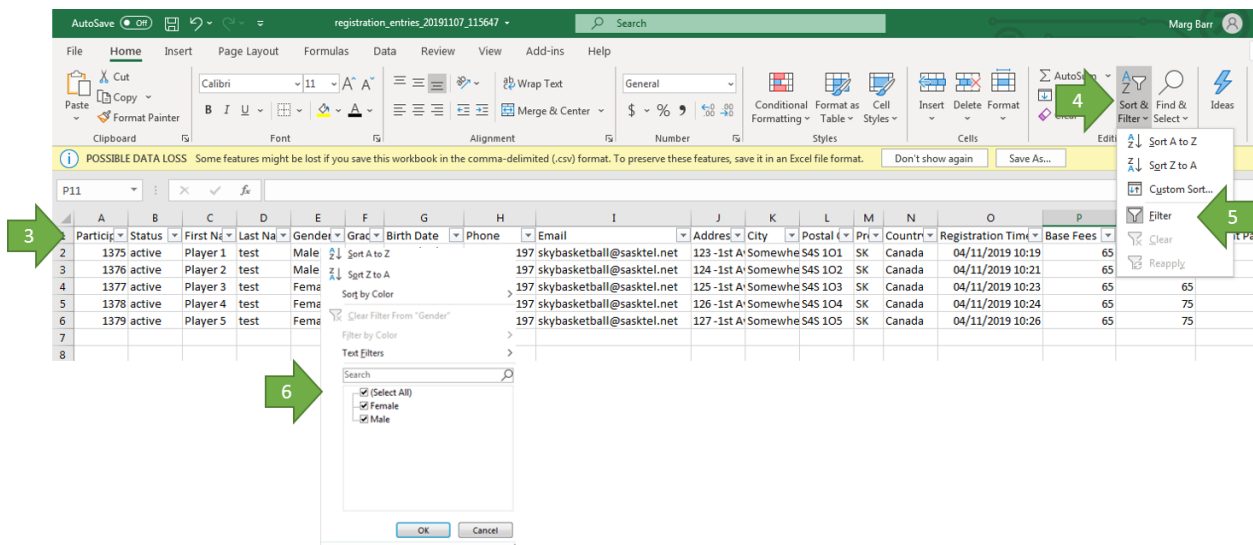
Export player and coach registration data

Download a CVS format (can be saved as excel) of all the registration information.



1. Click 'Registration' from the black ribbon at the top of the page.
2. Click 'More' beside the registration you want to share.
3. Click 'Export'.

Filtering the spreadsheet (this example is in excel)



Filtering the spreadsheet is one of the most useful tools on a spreadsheet.

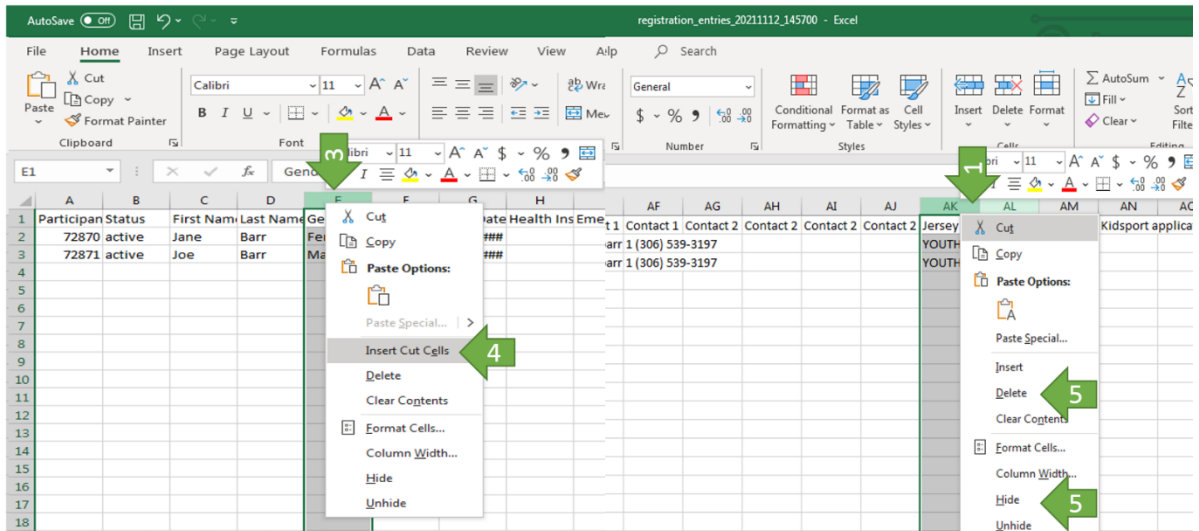
4. To filter the data on the spreadsheet, select row 1.
5. Click 'Sort & Filter'
6. Click 'Filter' – arrows will appear on each label.
7. Click on the arrow(s) for example Gender and a dropdown will appear.
 - Sort A to Z or Sort Z to A this will sort the entire spreadsheet not just this column.
 - Sort by color – not used often only if you have color coded fields
 - Text filters – to turn on or off click on the check box.

Note: You can filter multiple columns, for example select female in gender and 3 & 4 in the grade. In the bottom left corner of the spreadsheet find # in your selection to total # of records found.

Go to [Flowchart](#)
by double clicking and then holding CTRL and left click

Moving, hide or delete column in a spreadsheet

When you export the data the jersey size and if they purchased a ball is at the far right side no where near the name of the participant. In the example I have moved the jersey size and ball next to the name.



1. Highlight the columns that you would like to move by clicking the label at the top “AK” the column will be grey. If you want to move multiple columns then hold the CTRL key and select another column “AL”, they do not need to be beside each other.
2. Right click and a menu will come up Select “Cut”.
3. Go to the column to the right of where you want to place the column(s) and select the label at the top “E” the column will be grey
4. Right click and a menu will come up Select “Insert Cut Cells”.
5. You can also delete or hide unused columns by selecting the columns right click and select “Hide” or “Delete”.
6. Next time you run the report everything will be back as it was.

View or Export Specific Participants

This could be used if you wanted to export a specific grade and gender or export just players that ordered balls etc.

From the participant view you can select filters and then export specific data. In the example just running an export of grade 3 & 4 boys. You could run one for players that ordered balls. Etc.

The screenshot shows the TeamLink interface for the 2021-2022 Season. The navigation bar includes 'Dashboard', 'Registration', 'Teams', 'Schedule & Scores', 'Team App', and 'What's New'. The main content area is titled 'REGISTERED PARTICIPANTS'. A 'Filters' menu is open on the left, with a green arrow labeled '1' pointing to the plus sign next to it. Below the menu is a table of participants:

ID	FORM	FIRST	LAST	STATUS	BIRTHDATE	GENDER	GRADE	TEAM	DUE
72870	Test - Players	Jane	Barr	Active	2021-01-25	Female	Grade 4		\$95.00
72871	Test - Players	Joe	Barr	Active	2021-03-08	Male	Grade 4		\$95.00

1. Click on the + sign beside filters
2. Click on the arrow on the right side of gender, a menu will appear select male.
3. Click on the arrow on the right side of the grades and select 3 to 4.

The screenshot shows the filter menu with the following options:

- Registration Date: Min to Max
- Birth Date: Min to Max
- Status: Active
- Payment Status: Any
- Gender: Any (with a dropdown menu open showing Female, Male, and Other)
- Missing At least one Selected Certification: - None Selected -
- Small Group: Any
- Grade: Grade 3 to Grade 4

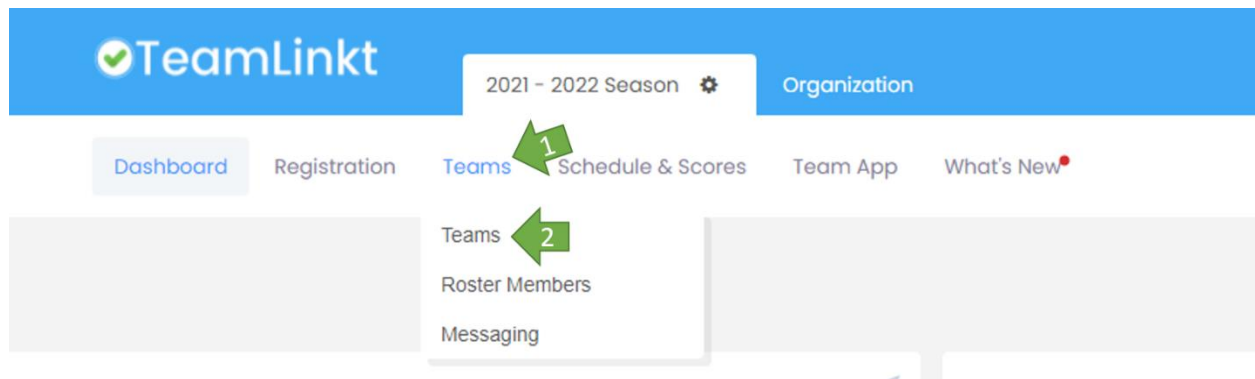
Setting up Teams

Once you know how many teams you will have you can begin setting up for the season.

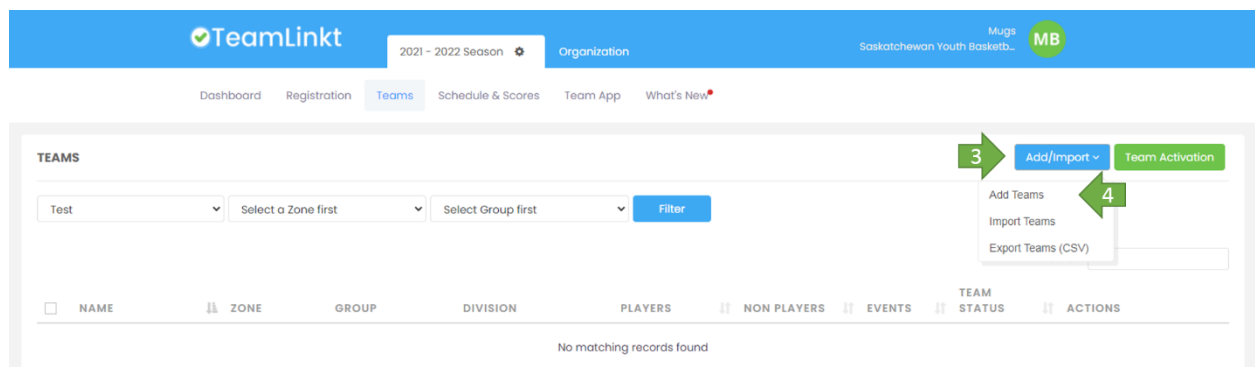
Creating Teams

Teams will be used for:

- [Team Management App](#) rosters & schedules
- [Schedules](#) on the website & Team app.
- [Assigning participants](#) to teams.
- [Email](#) to team admins or all team members.



1. Click 'Teams' on the ribbon at the top from any page.
2. Click 'Teams' on the drop-down menu.



3. Click 'Add teams'.

Note: you could also import teams but only do this if you have a lot of team which will not be the case for almost all of our communities.

4. Enter a team name. (Your teams should be based on how you will be practicing. For example, if your grade 3 & 4s will practice together set them up as a team. If they will be separate practices for girls and boys then set up 2 teams)
5. Under division click on the arrow and select the division. (If the division is not there email skybasketball@sasktel.net to let them know what divisions you are missing – there may be more than you need just pick the right ones)
6. If you run out of lines, click 'Add Row'
7. After you have entered as many teams as you want, click 'Create Teams' at the bottom left. It will take a couple of minutes to complete.

You can go back and add teams as many times as necessary.

You can add the coach's name and email but it is better to do when you are assigning the participants, it is quicker and less chance of entering the email incorrectly.

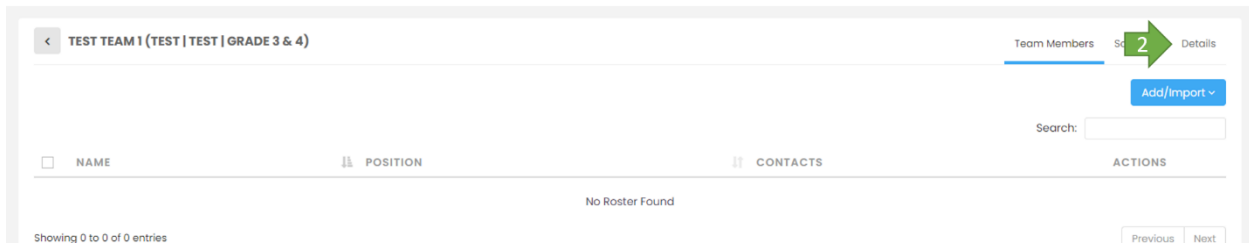
DO NOT "ACTIVATE TEAMS" at this point. It is best to leave them until you have entered your schedule. If the team is activated the schedule is posted on the website and you will want to check it before it is posted.

Changing the team name

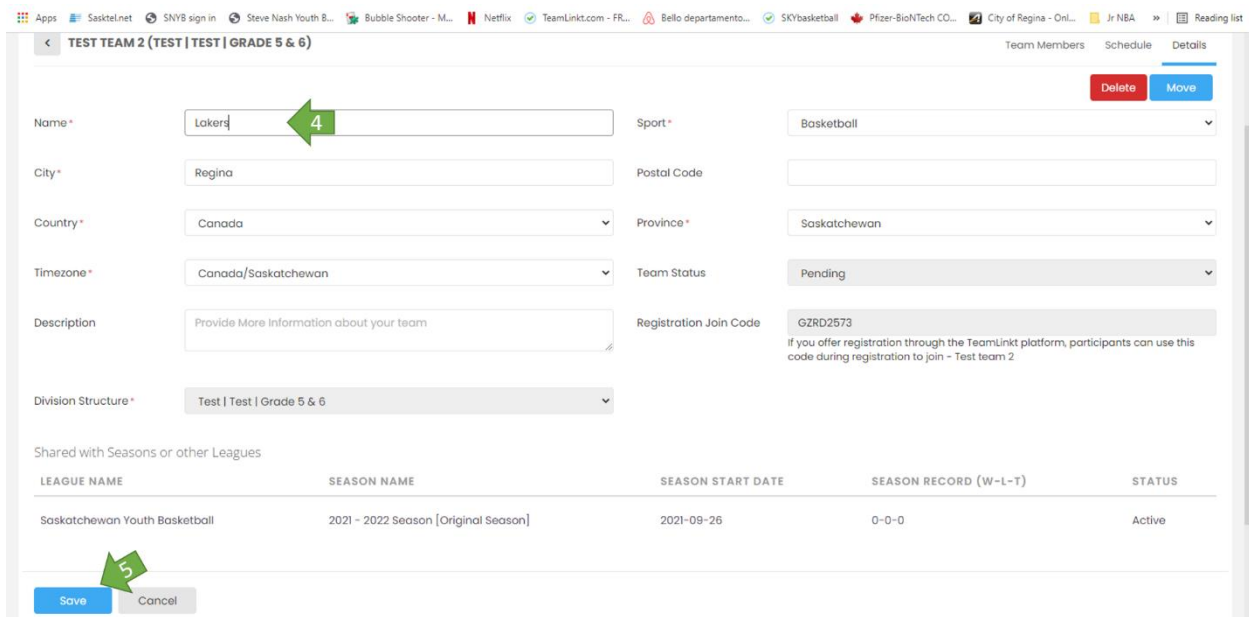
NAME	ZONE	GROUP	DIVISION	PLAYERS	NON PLAYERS	EVENTS	TEAM STATUS	ACTIONS
Test team 1	Test	Test	Grade 3 & 4	0	0	0	PENDING	Edit Delete
Test team 2	Test	Test	Grade 5 & 6	0	0	0	PENDING	Edit Delete

1. Click 'Team' on the ribbon at the top.
2. Click 'Edit' to the right of the team you want to change.

Go to [Flowchart](#)
by double clicking and then holding CTRL and left click



3. Click 'Detail' on the top right corner



4. Change the name

5. 'Save' on the bottom left corner

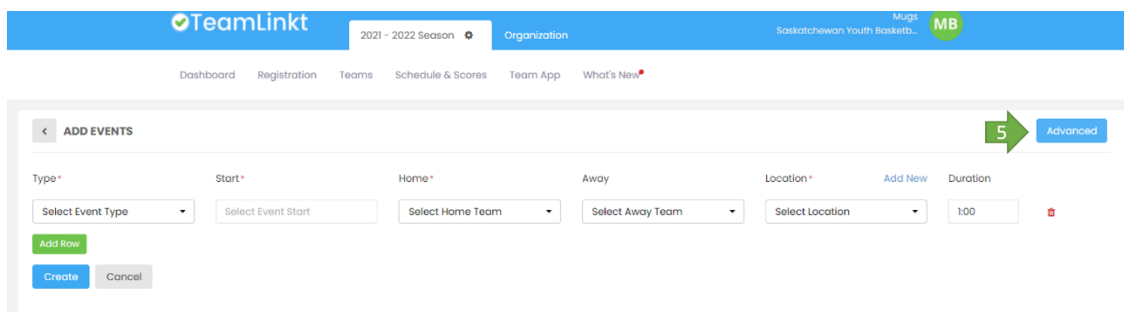
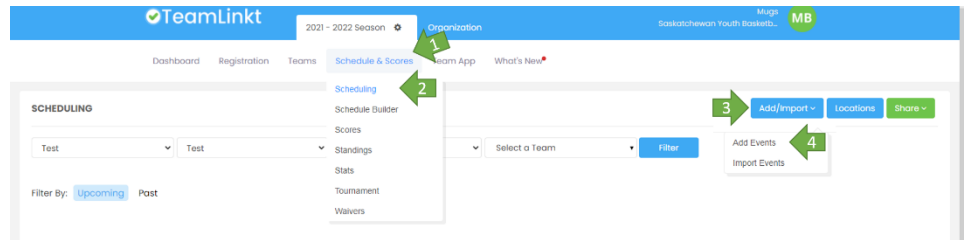
Note: Do not delete a team with participants assigned. Move participants to a new team before deleting the team. See instructions to [move a participant from one team to another](#).

Scheduling

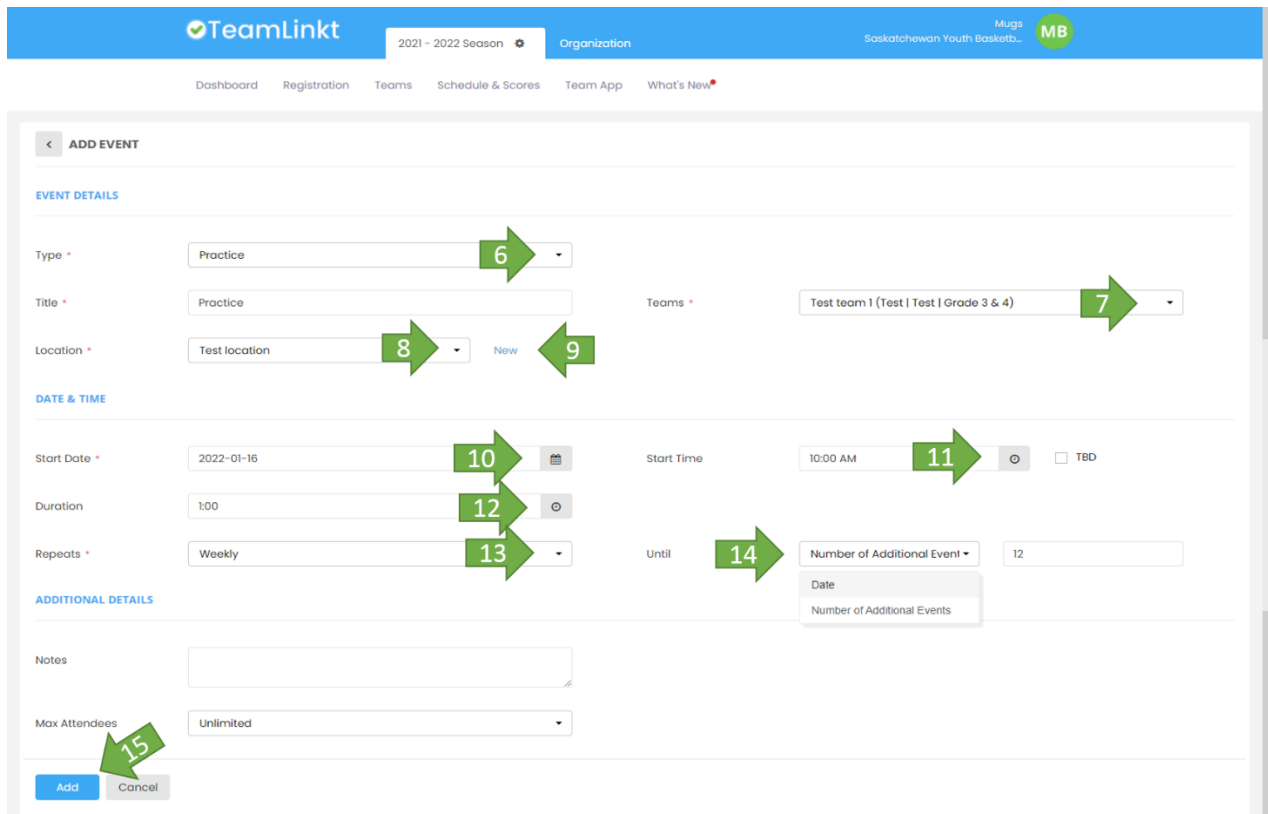
Creating a Schedule

This is the fastest way to create a season schedule. If you just want to manually enter each practice go to [Adding Events](#).

1. Click 'Schedule/Scores' on the ribbon at the top of the page.
2. Click 'Scheduling'.
3. Click 'Add/Import'.
4. Click 'Add Events'.



5. Click 'Advanced'.



Go to [Flowchart](#) by double clicking and then holding CTRL and left click

Note: Some fields in the date & time section do not show up until the data above them is entered.

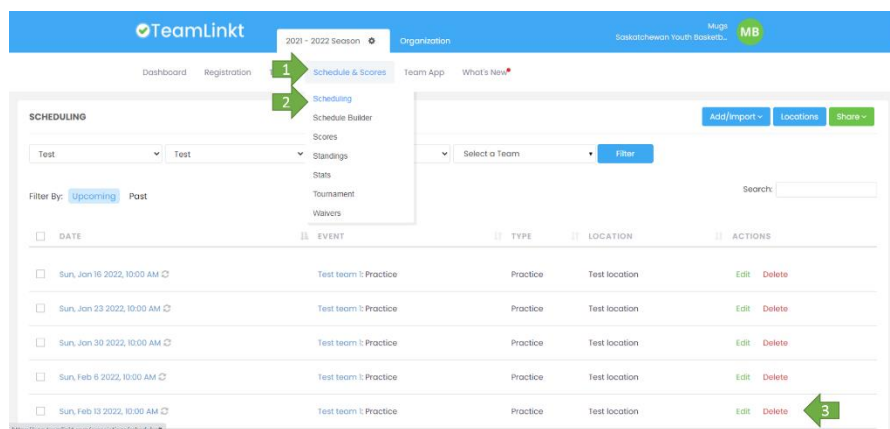
6. Click on arrow in Type and select practice.
7. Click on arrow in Team and select the team you are creating the schedule for.
8. Click on the arrow in Location and select the location.
9. If the location does not appear click on 'New' go [create location](#) for instructions.
10. Click on the calendar in Start Date and select the date practices will begin.
11. Click the clock in Start Time and select the time practice will begin.
12. Click the clock in Duration and select the length of time of the practice.
13. Click on the arrow and select weekly.
14. Click on the arrow and select either Date or Number of additional events.
 - If you select dates, select the date of your final practice don't forget to take into account none practice days such as Family week or days the gym is not available. Later we will delete these practices.
 - If you select number of practices, select the number including those that will be cancelled due to Family week or days the gym in not available. It is easier to delete practices than add them.
15. Click on 'Add'. This will take a few minutes to create.

Managing Events

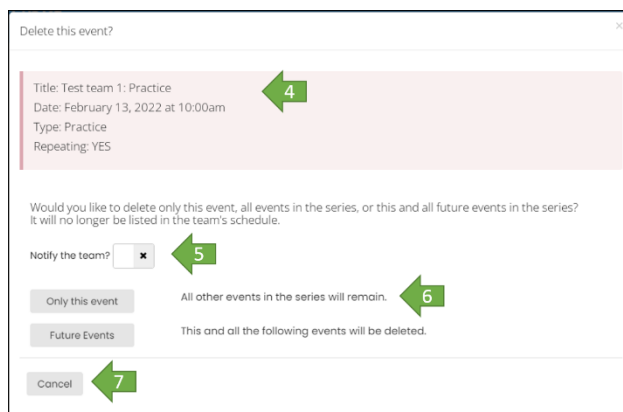
Using the practices, we just created above here is how to edit or delete practices.

Deleting Events

1. To view the practices, click on 'Schedule & Scores'.
2. Click on 'Scheduling'.
3. To delete a practice like one during the family break or location is not available click on 'Delete'.

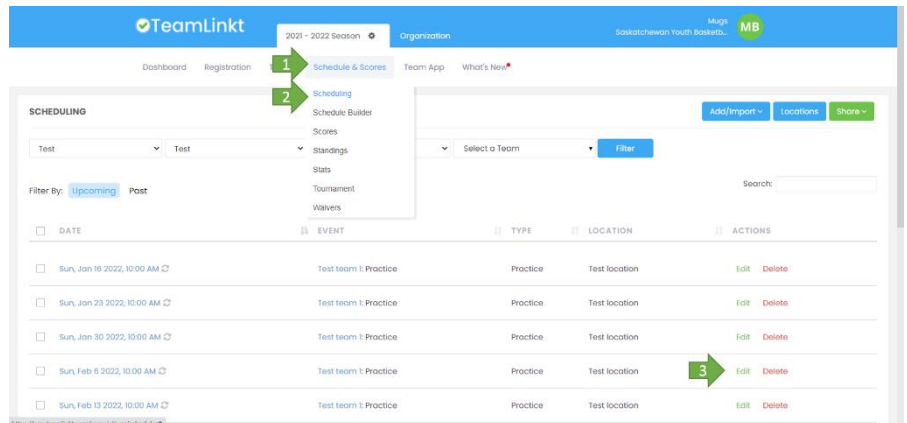


4. A pop up will appear to confirm that this is what you want to do.
5. Notify the team? If you are just creating the initial schedule leave this a X. If the team has been activated then schedules are on the website and on the app, click on the left box which will change to a ✓ all participants associated with the team will be notified of the cancelled game.
6. Make sure this is the right practice to delete, as soon as you click on 'Only this event' the practice will be deleted. If you click on 'Future events', this event and all after it will be deleted.
7. If it is not correct click on 'Cancel'.



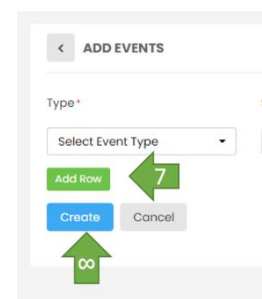
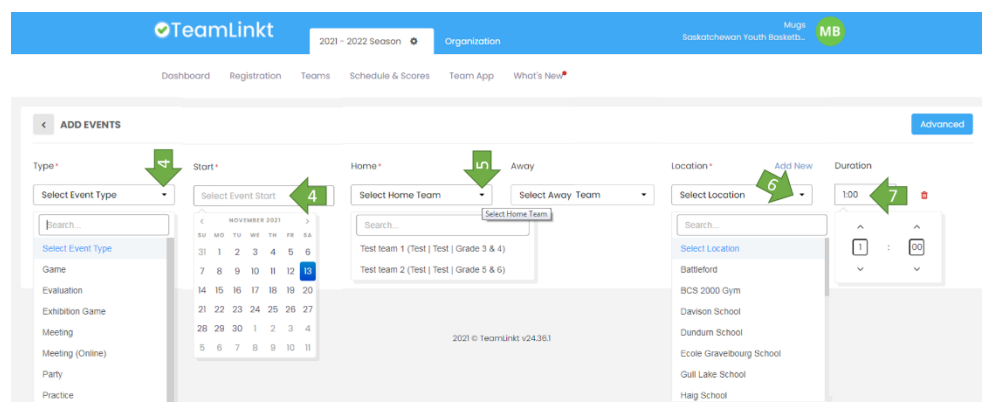
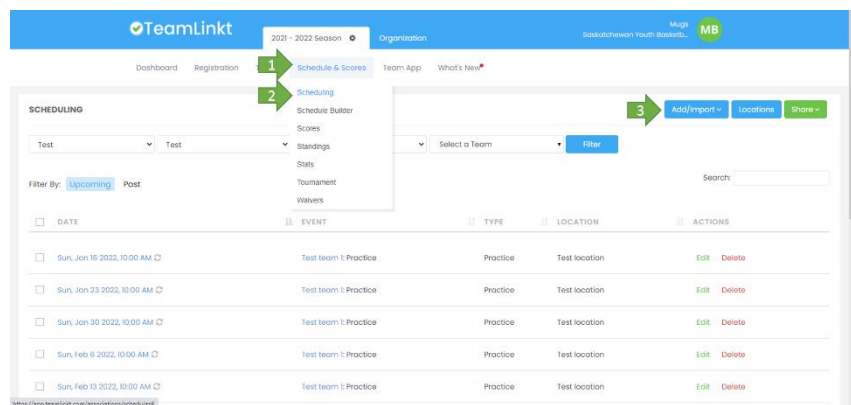
Editing Events

1. To view the practices, click on 'Schedule & Scores'.
2. Click on 'Scheduling'.
3. To edit a practice like one change of date or location click on 'Edit'.
4. The same screen as creating the schedule will come up but with the selected practice. Change the what ever needs to be changed.
5. There is one additional field 'Notify the team?' If you are just creating the initial schedule leave this a X. If the team has been activated then schedules are on the website and on the app, then click on the left box which will change to a ✓ all participants associated with the team will be notified of the changed game.



Adding Events

1. To view the practices, click on 'Schedule & Scores'.
2. Click on 'Scheduling'.
3. To add a practice, click on 'Add/Import'.



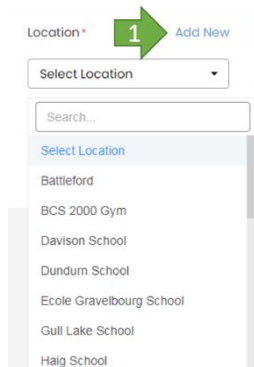
1. Click the arrow on Scheduled Event Type select practice from the drop down.
2. Click anywhere in the 'Select Event Start' select the date from the calendar.
3. Click the arrow on 'Select Home Team' select the team from the drop down.

Go to [Flowchart](#) by double clicking and then holding CTRL and left click

4. Click the arrow on 'Select Location' select the location from the drop down. All location for SKYbasketball will be listed in alphabetical order. If it isn't listed see [create location](#) below.
5. Click anywhere on the duration box and select the hour and minutes for the practice.
6. If you need another row click on 'Add Row'
7. To save the schedule click on 'Create'

Create location

When you are setting up your schedule if the location isn't listed:



1. Click 'Add New'

A screenshot of the 'New Location' form. It includes fields for Name, Address, City, Postal Code, Country (Canada), and Province (Saskatchewan). A 'Map' section contains an 'Update Map from Address' button and a Google Map showing a location pin. At the bottom are 'Add' and 'Cancel' buttons. Green arrows with numbers 2 through 6 indicate the sequence of steps: 2 points to the Name field, 3 to the City field, 4 to the Address field, 5 to the 'Update Map from Address' button, and 6 to the 'Add' button.

2. Enter name of location for example School name. If the address comes up and the map is correct skip to # 6.
3. If the address doesn't come up enter the community.
4. If the address still doesn't come up enter the address.
5. Click on 'Update Map from Address'.
6. Click 'Add'

Assigning Participants to Teams

Once participants (players & coaches) are registered, the next step is to assign them to a team. Players can only be assigned to a single team but coaches may be assigned to multiple teams.

Note: Teams must be set up in order to assign the players and coaches. See [setting up teams](#).

Assigning Groups of Players

After the majority of players have registered assign players by groups to save time. The following example is assigning girls grade 3 & 4 to teams. Only have 1 is set up in the test data.

REGISTRATION	TYPE	STATUS	OPEN	CLOSE	PARTICIPANTS	WAITLIST
<input type="checkbox"/> Test Community Coordinator	Volunteer	Draft	2021-11-16	2022-04-30	None	None
<input type="checkbox"/> Test - Players	Participant	Open	2021-09-10	2021-11-30	View (2)	None
<input type="checkbox"/> Test - Coach	Coach	Draft	2021-09-10	2021-09-24	None	None

1. Go to the 'Registration' on the ribbon at the top of the page
2. Under the column participants click 'View (##)'

ID	FORM	FIRST	LAST	STATUS
<input type="checkbox"/> 72870	Test - Players	Jane	Barr	Active
<input type="checkbox"/> 72871	Test - Players	Joe	Barr	Active

3. To filter the players that you want to add to a team click on the '+' sign. This will allow you to assign a group of players to a team all at once.

Go to [Flowchart](#)
by double clicking and then holding CTRL and left click

Filters allow a lot of options to assigning players to a team. For this example, we are selecting girls in grade 3 & 4.

4. Gender click on the down arrow and select 'Female'.
5. Team assignment click on the down arrow and select 'Not assigned'. Always select this so that you are not seeing players that have already been assigned to a team.
6. Grade click on the down arrow and select '3'.
7. To Grade click on the down arrow and select '4'.

Note: For some of the large communities, schools the participants attend is included in the Custom Questions. This can also be included in the filter.

8. When you have all your filters entered at the bottom click on of the filtering 'Filter'.

On the registered participant screen the players that you have filtered for the team will be listed.

Note: You will be able to add more players if you missed someone or as additional players register. See [Assigning individual players to teams](#).

The screenshot shows a registration filter interface with the following fields and annotations:

- Registration Date:** Min to Max
- Birth Date:** Min to Max
- Status:** Active
- Payment Status:** Any
- Gender:** Female (arrow 4 points to the dropdown arrow)
- Team:** Any (arrow 8 points to the dropdown arrow)
- Buttons:** Filter, Clear
- Missing At least one Selected Certification:** - None Selected -
- Small Group:** Any
- Grade:** Grade 3 to Grade 4 (arrow 6 points to Grade 3, arrow 7 points to Grade 4)
- Custom Questions:** Jersey Size

2021 - 2022 Season Organization

Teams Schedule & Scores Team App What's New

REGISTERED PARTICIPANTS

Actions 1 Participant Selected

<input checked="" type="checkbox"/>	ID	FORM	FIRST	LAST	STATUS	BIRTHDATE	GENDER
<input checked="" type="checkbox"/>	72870	Test - Players	Jane	Barr	Active	2021-01-25	Female

9

9. Now you can finalize the players to assign to the team.
 - Select the participants by checking the box to the left of the name.
 - To select all click on the box right under action/beside the titles.
 - If you want to deselect a player click on the box to the left of the name.

Go to [Flowchart](#) by double clicking and then holding CTRL and left click

10. Click 'Actions'

11. Click 'Assign Teams'

NOTE: if you have no teams created for your season yet, you may get an error message or no teams will be available. If that is the case, [Creating Teams](#) and return to this screen.

12. Select the team you want to assign the players to.

13. The players will be listed for you to check, then click 'Assign teams'. Only have 1 is set up in the test data.

Assign individual players to teams

After most players have been assigned to teams it is easiest to assign new players individually.

TeamLink 2021 - 2022 Season Organization Saskatchewan

Dashboard Registration Teams Schedule & Scores Team App What's New

REGISTRATIONS

REGISTRATION	TYPE	STATUS	OPEN	CLOSE	PARTICIPANTS	WAITLIST
Test Community Coordinator	Volunteer	Draft	2021-11-16	2022-04-30	None	None
Test - Players	Participant	Open	2021-09-10	2021-11-30	View (2)	None
Test - Coach	Coach	Draft	2021-09-10	2021-09-24	None	None

1. Go to the 'Registration' on the ribbon at the top of the page
2. Under the column participants click 'View (##)'

TeamLink 2021 - 2022 Season Organization Mugs Saskatchewan Youth Basketb... MB

Dashboard Registration Teams Schedule & Scores Team App What's New

Filters + REGISTERED PARTICIPANTS 1 Participant Selected Search:

FIRST	LAST	STATUS	BIRTHDATE	GENDER	GRADE	TEAM	DUE	PAID	OWING	REGISTERED	ACTIONS	
Jane	Barr	Active	2021-01-25	Female	Grade 4		\$95.00	\$0.00	\$95.00	2021-11-12	Edit	
72871	Test - Players	Joe	Barr	Active	2021-03-08	Male	Grade 4	\$95.00	\$0.00	\$95.00	2021-11-12	Edit

3. Once a player is assigned to a team it will show up on the participant list and the exports.
4. Select the participants by checking the box to the left of the name.
5. Click 'Actions'
6. Click 'Assign Teams'

Assign Participants to Teams

This will add the selected participants and any contacts connected to them to the selected team.

Choose a team to place the following participants

test 1

Test | Test | Grade 3 & 4
Raptors
Test | Test | Grade 5 & 6
Lakers

Assign Teams Close

Assign Participants to Teams

This will add the selected participants and any contacts connected to them to the selected team.

Choose a team to place the following participants

Raptors

FIRST	LAST	EMAIL
Jane	Barr	

Are you sure you want to assign 1 selected participant to a team?

Assign Teams Close

7. Select the team you want to assign the players to.
8. The players will be listed for you to check, then click 'Assign teams'.

Go to [Flowchart](#)
by double clicking and then holding CTRL and left click

Assign coaches to a team

Remember participants could only be assigned once. If individuals coach more than one team then they must be assigned to multiple teams. This is done by assigning them to one team and then copying to another team.

TeamLink 2021 - 2022 Season Organization Mugs Saskatchewan Youth Basketb... MB

Dashboard Registration Teams Schedule & Scores Team App What's New

REGISTRATIONS

REGISTRATION	TYPE	STATUS	OPEN	CLOSE	PARTICIPANTS	WAITLIST	PAID	UNPAID	ACTIONS
Test - Players	Participant	Open	2021-09-10	2021-11-30	View (2)	None	0	2	More
Test - Coach	Coach	Open	2021-09-10	2021-12-30	View (1)	None	1	0	More

1. Go to the 'Registration' on the ribbon at the top of the page
2. Under the column participants click 'View (##)'

TeamLink 2021 - 2022 Season Organization Mugs Saskatchewan Youth Basketb... MB

Dashboard Registration Teams Schedule & Scores Team App What's New

Filters +

REGISTERED PARTICIPANTS

Actions 1 Participant Selected

ID	FORM	FIRST	LAST	STATUS	BIRTHDATE	GENDER	GRADE	TEAM	DUE	PAID	OWING	REGISTERED	ACTIONS
74947	Test - Coach	Mugs	Barr	Active	2001-03-05	Female			\$0.00	\$0.00	\$0.00	2021-11-23	Edit

3. Once a player is assigned to a team it will show up on the participant list and the exports.
4. Select the participants by checking the box to the left of the name.

TeamLink 2021 - 2022 Season Organization

Dashboard Registration Teams Schedule & Scores Team App

REGISTERED PARTICIPANTS

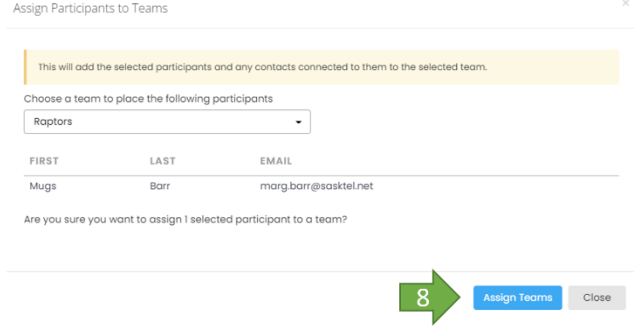
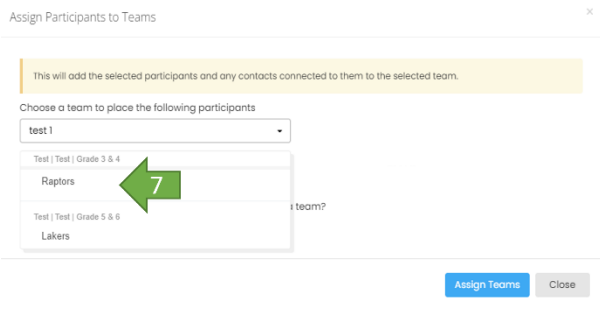
Actions 1 Participant Selected

- Assign Teams
- Export Participants
- Activate Participants

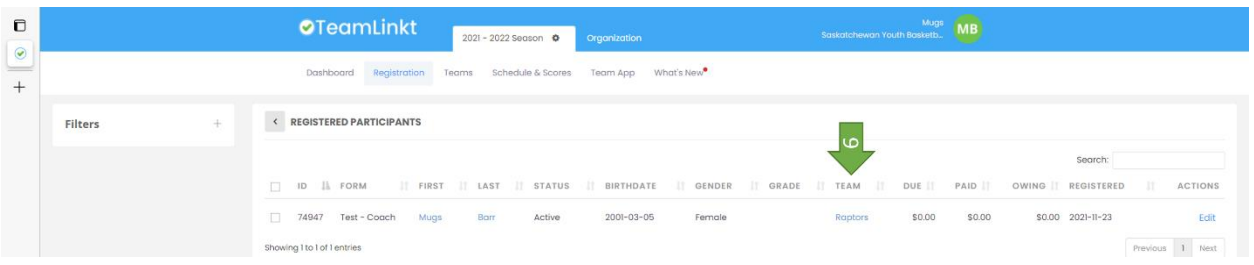
FIRST	LAST	STATUS
Mugs	Barr	Active

5. Click 'Actions'
6. Click 'Assign Teams'

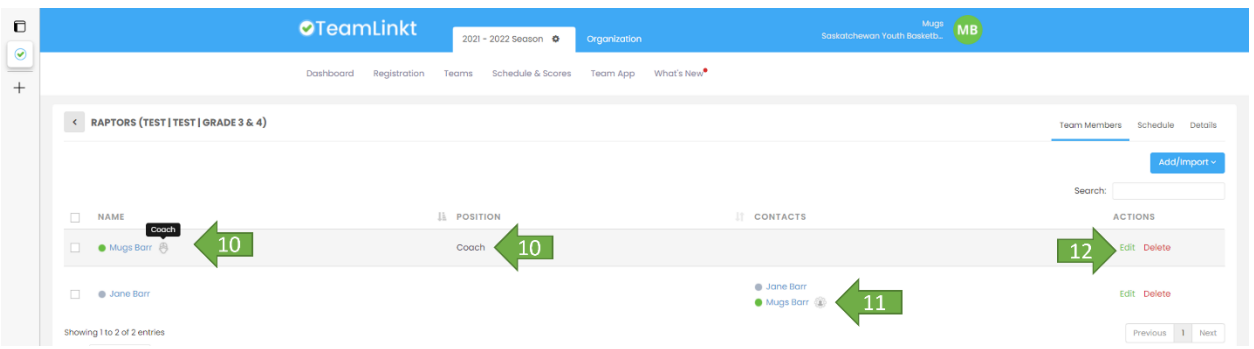
Go to [Flowchart](#)
by double clicking and then holding CTRL and left click



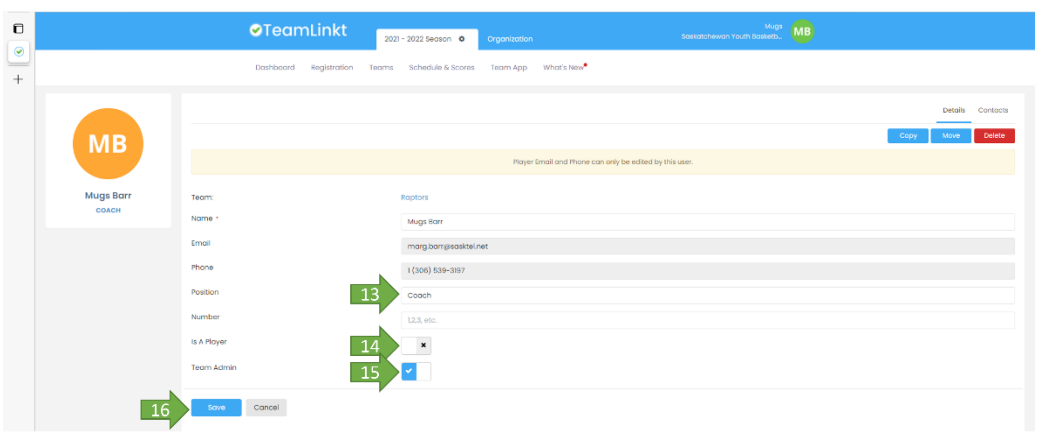
7. Select the team you want to assign the players to.
8. The players will be listed for you to check, then click 'Assign teams'.



9. To view the team and ensure the coach was set up properly click 'Raptors'.



10. It show them as a coach under position and by clicking on the logo beside the name.
11. The coach is also the parent of Jane, so they show up as Jane's contact with a logo for team admin.
12. If the coach doesn't show up as a coach, click 'Edit'.

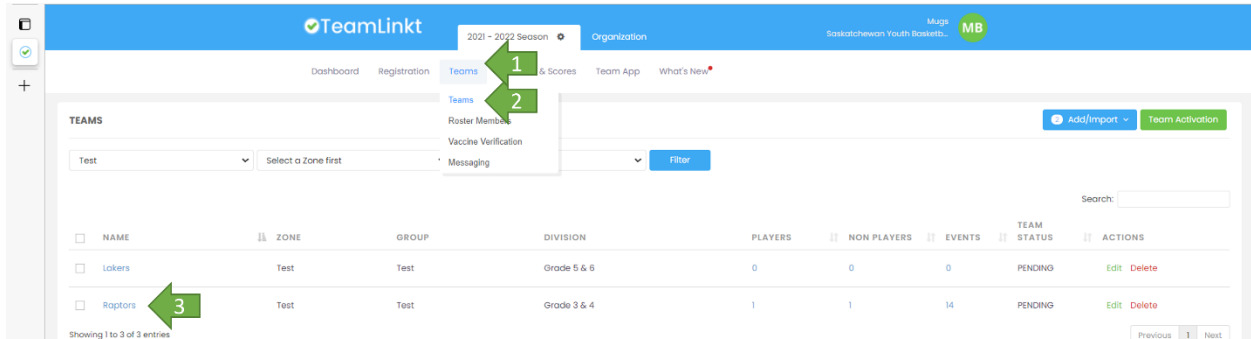


Go to [Flowchart](#) by double clicking and then holding CTRL and left click

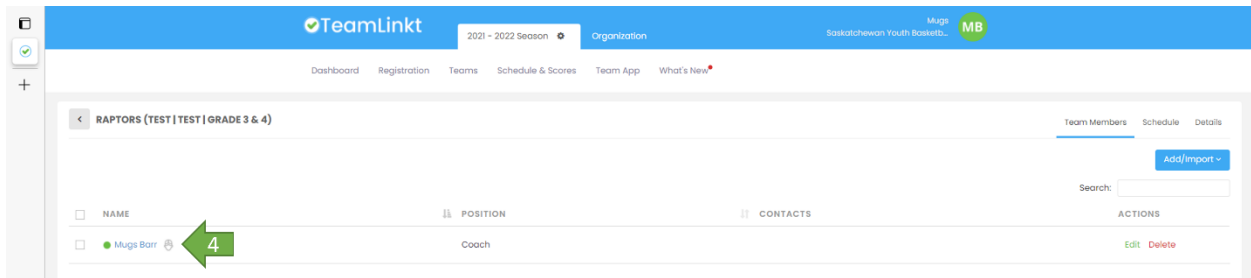
13. Make sure that coach is under position.
14. If “is a player” not an “x” change it by clicking in the blank space.
15. If “team admin” in not a “√” change it by clicking in the blank space.
16. Click 'Save'!

Copy coaches to multiple teams

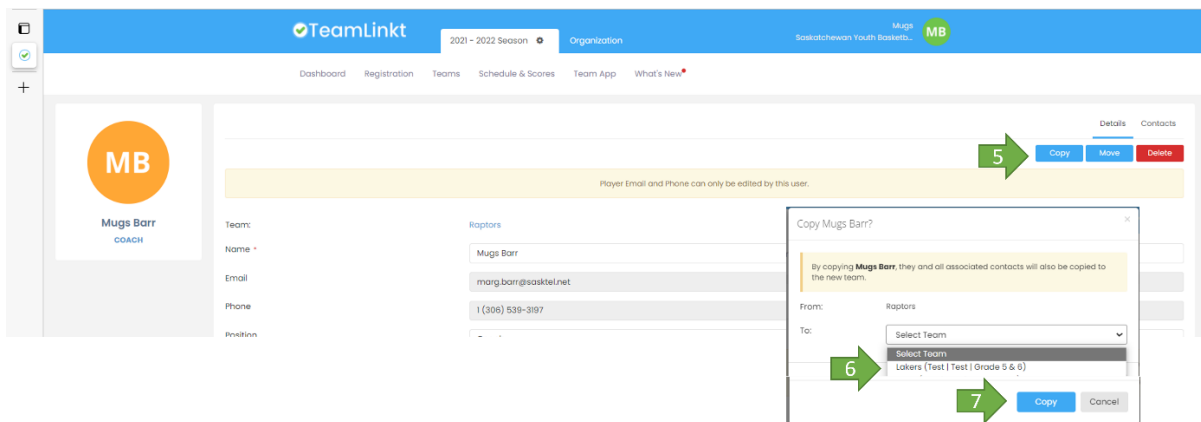
If a coach is coaching multiple teams, copy from one team to another.



1. Go to the 'Teams' on the ribbon at the top of the page.
2. Click 'Teams'
3. Click on the team name to copy.

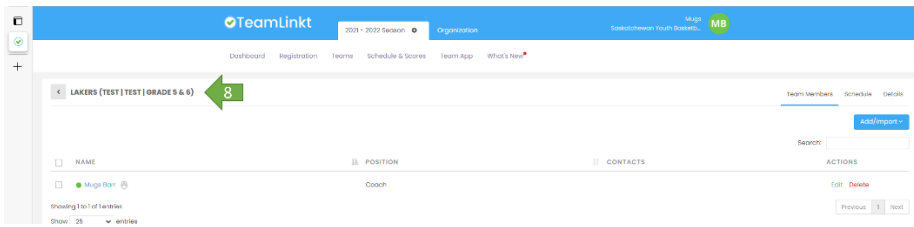


4. Click on the coach’s name to copy.



5. Click 'Copy'.
6. A pop up will come up click the select team arrow. Select the team to copy to.
7. Click 'Copy'.

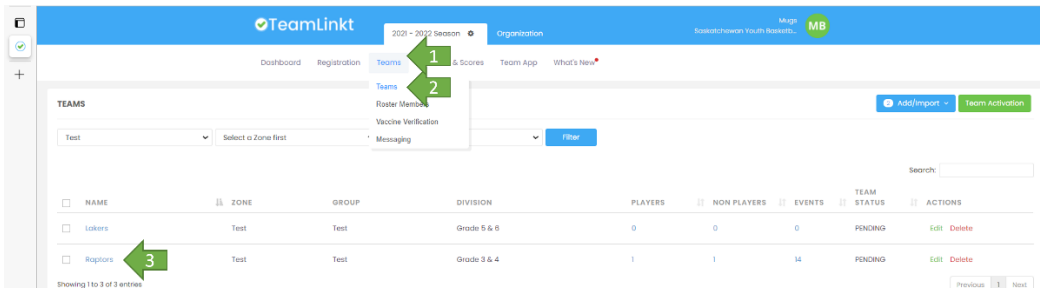
Go to [Flowchart](#)
by double clicking and then holding CTRL and left click



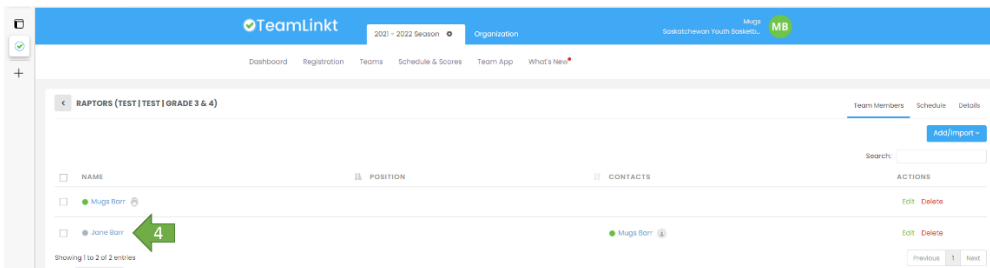
8. Coach now appears on the new team.

Move a participant from one team to another.

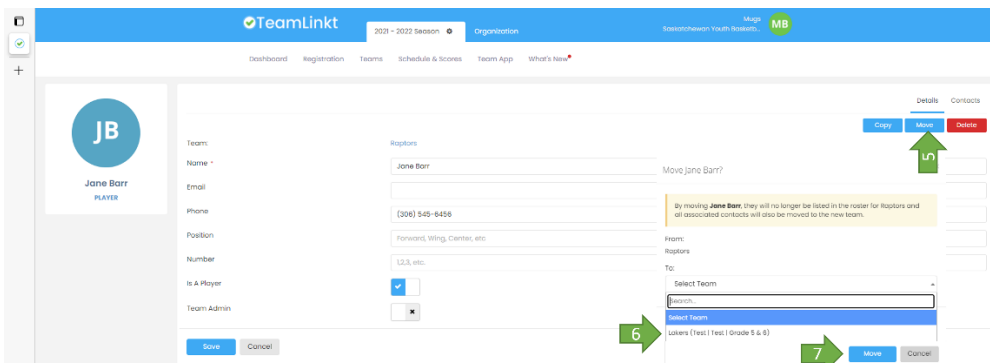
This process can be done for players and/or coaches.



1. Click 'Teams' on the ribbon at the top of the page.
2. Click 'Teams'
3. Click on team name to move from.

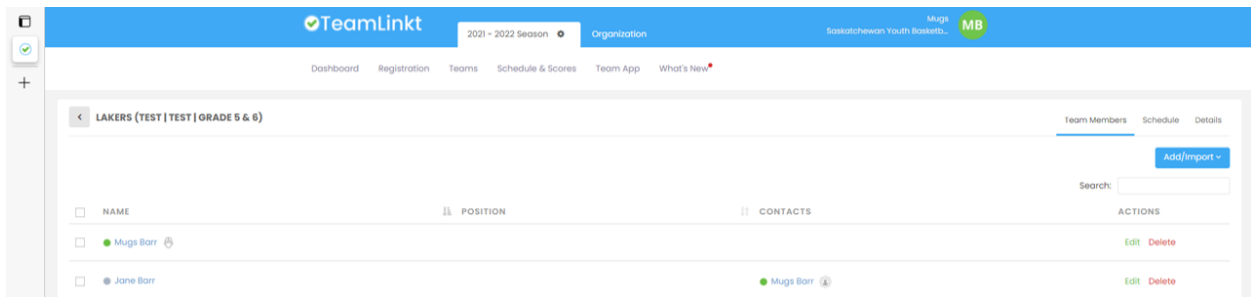


4. Click on the player or coach's name to move.



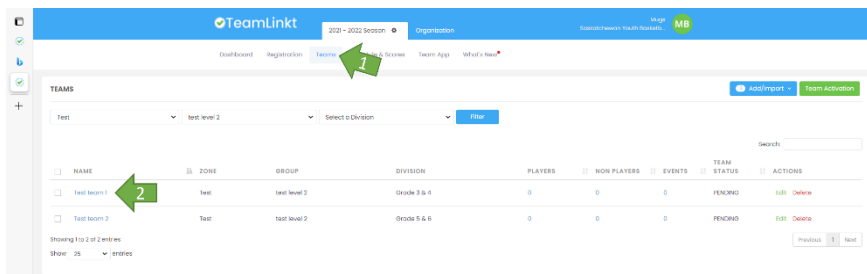
5. Click 'MOVE'
6. Select the new team.
7. Click 'MOVE'

Go to [Flowchart](#)
by double clicking and then holding CTRL and left click




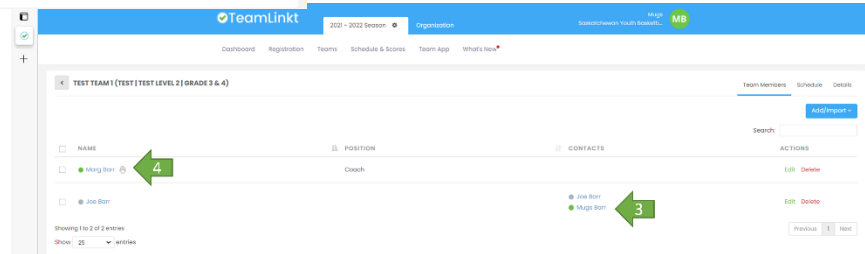
8. Player or coach now appear on the new team.

Review the team list

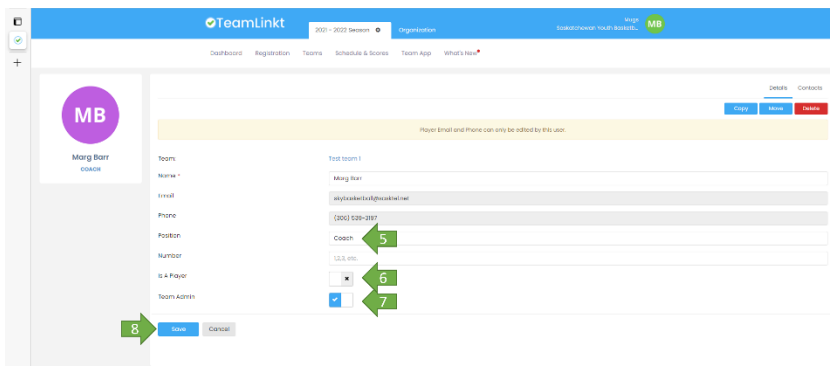


1. Click 'Teams' on the black ribbon at the top of the page at the top.
2. Select the team by clicking on the team name.

3. Under the players name their contacts will be listed.
4.  this symbol identifies the individual as a team administrator and is usually a coach or manager. The coaches children/contact will also have the admin if their email is the as the coach.



If the coach is not identified as a coach or doesn't have the symbol, select the coaches name.

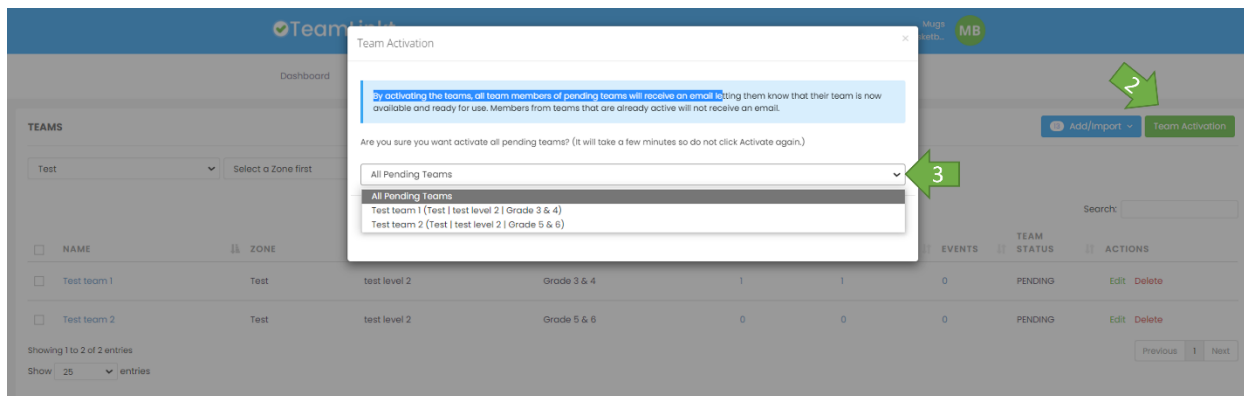


5. If coach doesn't appear then enter "Coach"
6. If the admin symbol wasn't shown make sure the "is a Player" is an X.
7. The team admin should be checked.
8. Click 'Save' at the bottom left of the page.

Activate the Team

When a team is activated:

- Once a team is activated the schedule will appear on the website.
- As players and coaches are assigned to teams an email invite is sent out to all team members to join the “Team Management App”. (see [team management app](#) for more information).
- Email functionality is available (see [email](#) for more information).

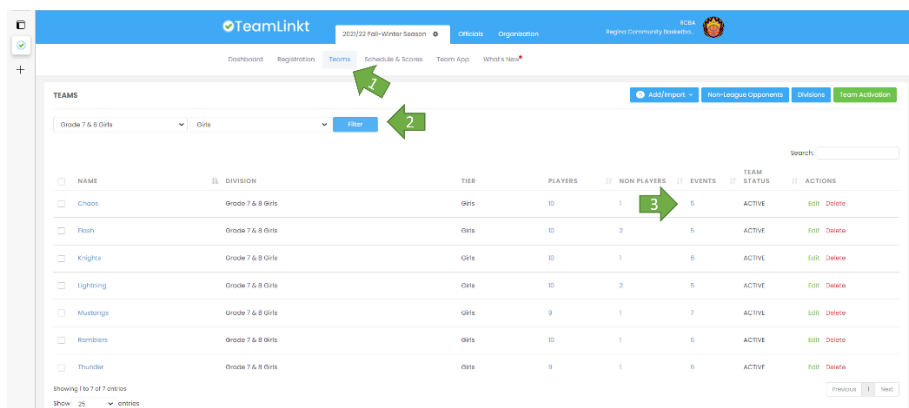


1. Go to 'Teams' on the ribbon at the top of the page
2. Click 'Activate Teams' at the top right.
3. The default is “all pending teams” or select the individual team from the dropdown.
4. Click 'Activate Teams' at the bottom left of the box, it is currently covered by the dropdown.

Viewing Practice schedules

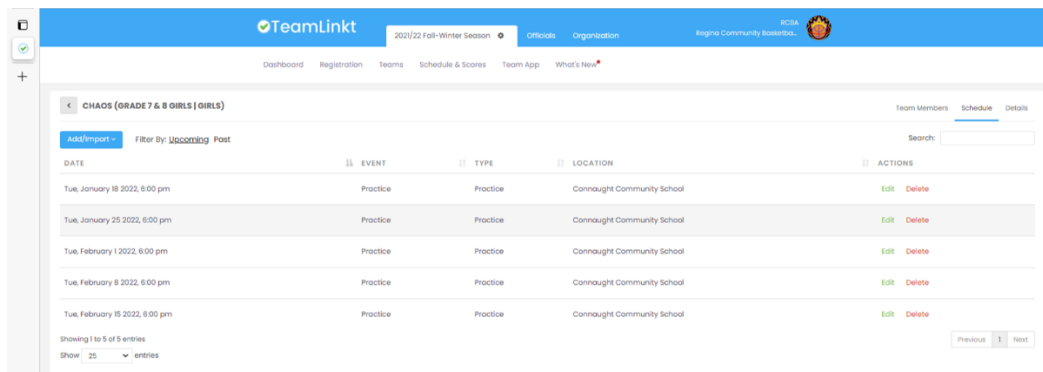
View in teamlinkt

I don't have this set up in test so the example below is from RCBA.



1. Go to 'Teams' on the ribbon at the top of the page then select teams
2. Filter by selecting your area, community and division then click on 'Filter'
3. Beside the team you want to view click on 'event'.

Go to [Flowchart](#)
by double clicking and then holding CTRL and left click



To edit or delete go to [Managing Events](#).

On Website

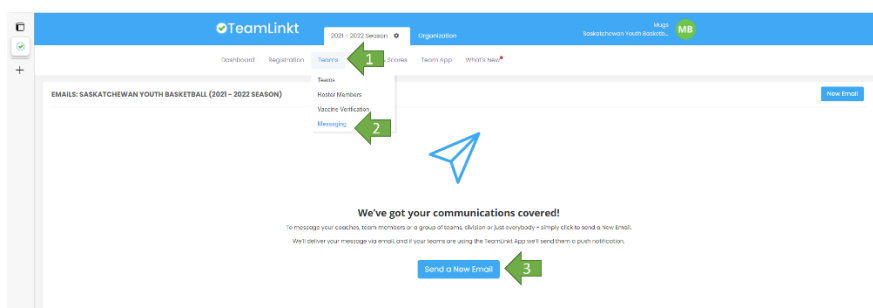
I have some work to do on this as soon as I figure it out I will update this session and report on the website.

On Teamlink App

- Parents and coaches will be able to see the schedule on their phone.
- There will be reminders of up coming events and they can confirm if they will attend or not.

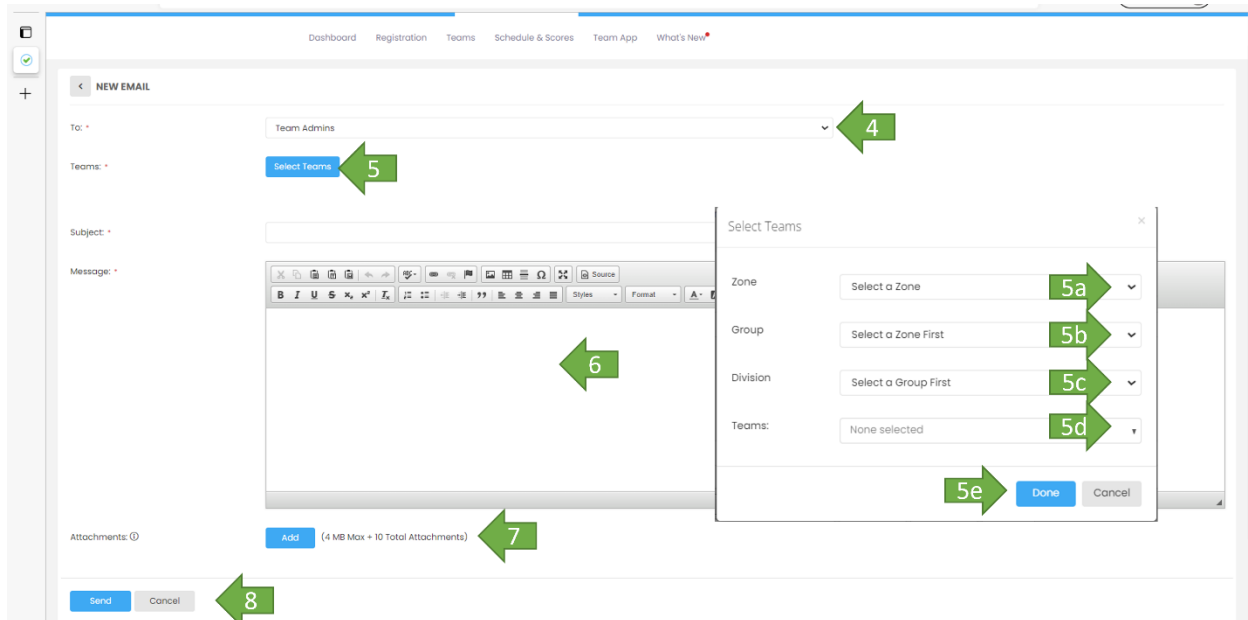
Email

Allows you to send an email to a team admin or team, single team or all teams in a division. It can only be used after the team is activated.



1. Click 'Teams' on the ribbon at the top of the page.
2. Click on 'Messages' on the drop down.
3. Click on 'Send new email'

Go to [Flowchart](#)
by double clicking and then holding CTRL and left click



4. To: Select all team members or team admin
5. Teams: Click 'Select Teams'
 - a. Zone - select your area
 - b. Group – select your community
 - c. Division – select the division you want to email
 - d. Teams – if you have multiple teams in a division you can also select a specific team (this will not apply to most communities)
6. Enter the subject & message
7. Click 'Add' if you have an attachment
8. Click 'Send'

Team Management App

What is the Team Management App?

The Team Management App is for coaches and player contacts to communicate.

- View roster
- View schedules
- Email reminders with response functionality
- Group Chats
- Sharing Pictures

How do I roll it out to my coaches and parents?

When a team is activated an email is sent to the player contacts and coaches to join the Team Management App. See [Activate the Team](#).

What else can the coach/administrators do?

- Designate a contact as an administrator, for example a team manager
- Add events; practices, team windup, picture day, etc.

What else can player contacts do?

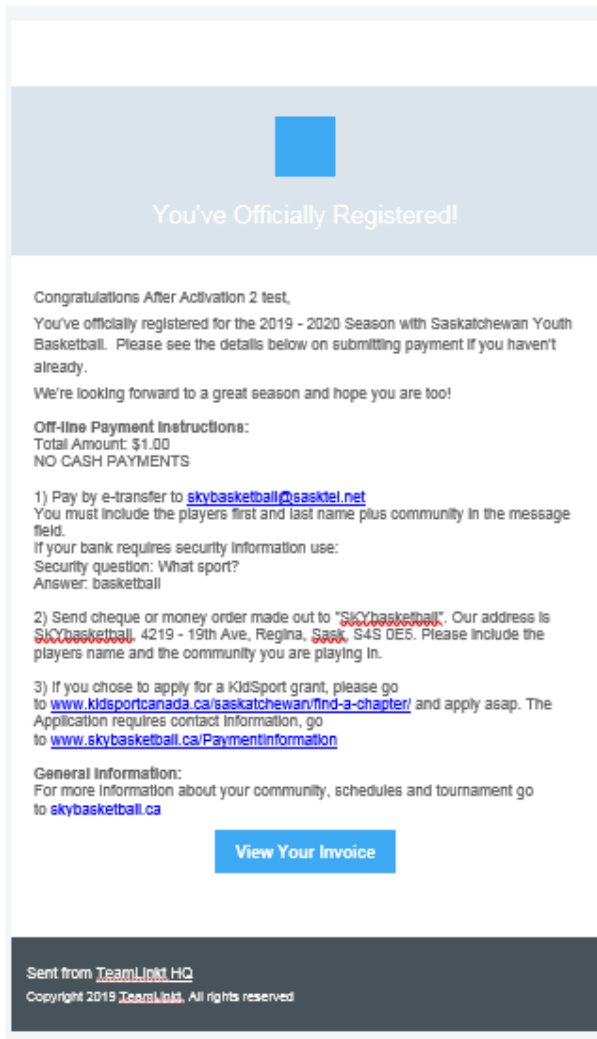
- After they have joined, they can add additional contacts such as spouse, grandparents, etc.

Email Messages sent from teamlinkt

We have included the following messages so that you know what has been sent to your coaches and player contacts.

Registration

Player contacts



The email template for player contacts features a blue header with a square icon and the text "You've Officially Registered!". The main body contains a congratulatory message, payment instructions, and a "View Your Invoice" button. The footer includes "Sent from TeamLinkt HQ" and copyright information.

You've Officially Registered!

Congratulations After Activation 2 test,
You've officially registered for the 2019 - 2020 Season with Saskatchewan Youth Basketball. Please see the details below on submitting payment if you haven't already.
We're looking forward to a great season and hope you are too!

Off-line Payment Instructions:
Total Amount: \$1.00
NO CASH PAYMENTS

1) Pay by e-transfer to skybasketball@sasktel.net
You must include the players first and last name plus community in the message field.
If your bank requires security information use:
Security question: What sport?
Answer: basketball

2) Send cheque or money order made out to "SKCYbasketball". Our address is SKCYbasketball, 4219 - 19th Ave, Regina, Sask, S4S 0E5. Please include the players name and the community you are playing in.

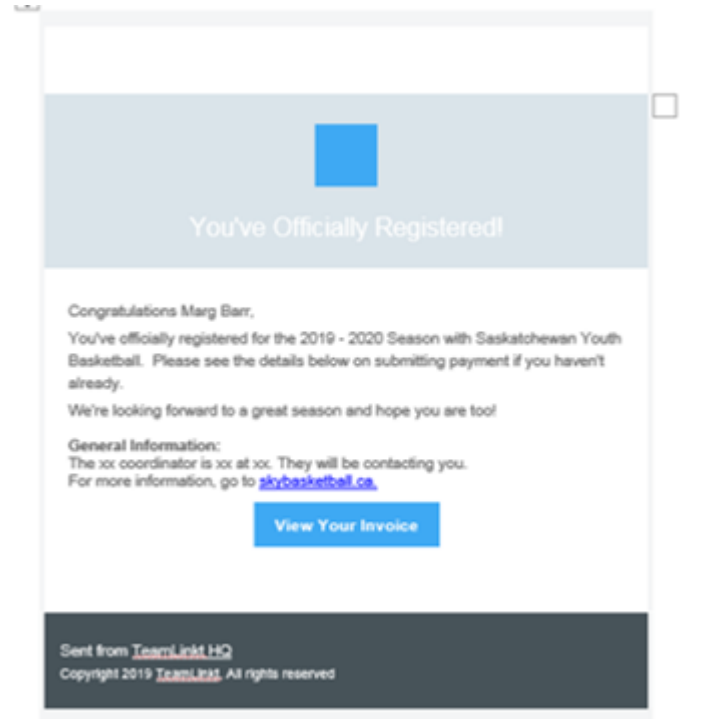
3) If you chose to apply for a KidSport grant, please go to www.kidsportcanada.ca/saskatchewan/find-a-chapter/ and apply asap. The Application requires contact information, go to www.skybasketball.ca/PaymentInformation

General Information:
For more information about your community, schedules and tournament go to skybasketball.ca

[View Your Invoice](#)

Sent from [TeamLinkt HQ](#)
Copyright 2019 [TeamLinkt](#). All rights reserved

Coaches



The email template for coaches features a blue header with a square icon and the text "You've Officially Registered!". The main body contains a congratulatory message for Marg Barr, payment instructions, and a "View Your Invoice" button. The footer includes "Sent from TeamLinkt HQ" and copyright information.

You've Officially Registered!

Congratulations Marg Barr,
You've officially registered for the 2019 - 2020 Season with Saskatchewan Youth Basketball. Please see the details below on submitting payment if you haven't already.
We're looking forward to a great season and hope you are too!


General Information:
The xx coordinator is xx at xx. They will be contacting you.
For more information, go to skybasketball.ca.

[View Your Invoice](#)

Sent from [TeamLinkt HQ](#)
Copyright 2019 [TeamLinkt](#). All rights reserved

Invoices

Paid



Saskatchewan Youth Basketball
Regina, Saskatchewan
Canada
306-539-3197


Participant #: 1203
Created: October 29, 2019
Due: October 29, 2019

Tara Barr
snyb@sasktel.net

Item	Price
2019 - 2020 Season Fees	\$1.00
Total	\$1.00
Paid	\$1.00
Owing	\$0.00


Payments & Refunds

Type	Method	Date	Details	Amount
Payment	TeamLinkt Payments	October 29, 2019	Card Ending with '4821', Expiry '03/21'	\$1.00
Net Paid				\$1.00



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Not Paid

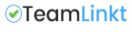


Saskatchewan Youth Basketball
Regina, Saskatchewan
Canada
306-539-3197

Participant #: 1817
Created: November 20, 2019
Due: November 20, 2019

Player 7 Test
Saskatchewan
Canada
skybasketball@sasktel.net


Item	Price
2019 - 2020 Season Fees	\$1.00
Total	\$1.00
Owing	\$1.00



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Team Management App

Join




New Team Invite

Hi Marg Barr,
Spencer Bombak invited you to join Sky Basketball Demo with TeamLinkt. Because you already have a TeamLinkt account - there's nothing you need to do. The next time you login, you'll see Sky Basketball Demo listed.

[View My Team](#)


"If you've been invited to this team by mistake, you can leave the team after logging into your account."

The Pro Plan is sponsored by 

[Create a New Sponsored Team](#) or [Refer a Coach](#)

Sent from [TeamLinkt HQ](#)
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Want to change how you receive these emails? You can [update your preferences](#)

Event Reminder




Event Reminder

Hi Marg,
This is a reminder about an upcoming Sky Basketball Demo event.
Event: Practice
When: [Sat, Sep 28 2019](#), 2:00 pm
Where: Mosaic Stadium

Player Availability	No Response
Maru Barr	No Response

[Update Availability](#)

The Pro Plan is sponsored by 

[Create a New Sponsored Team](#) or [Refer a Coach](#)

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