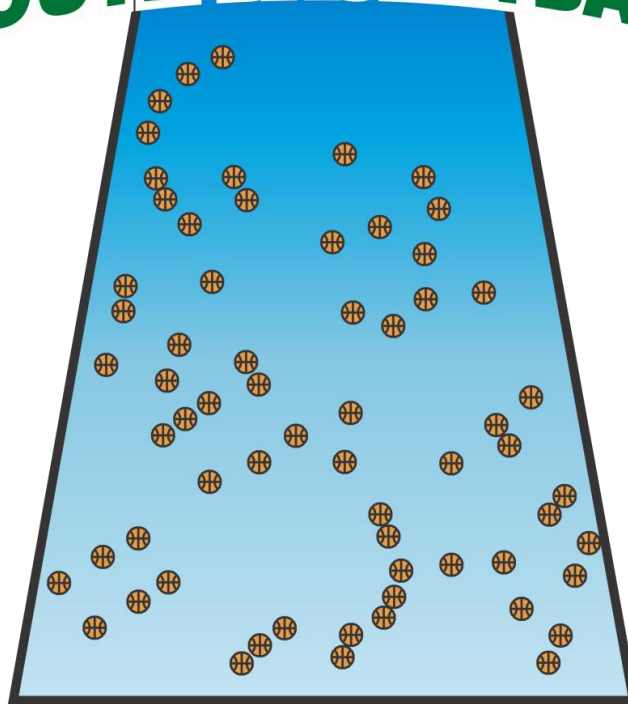


Community Coordinator Instructions

**SASKATCHEWAN
YOUTH BASKETBALL**



skybasketball.ca

Updated Jan 2024

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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Flow Chart

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.

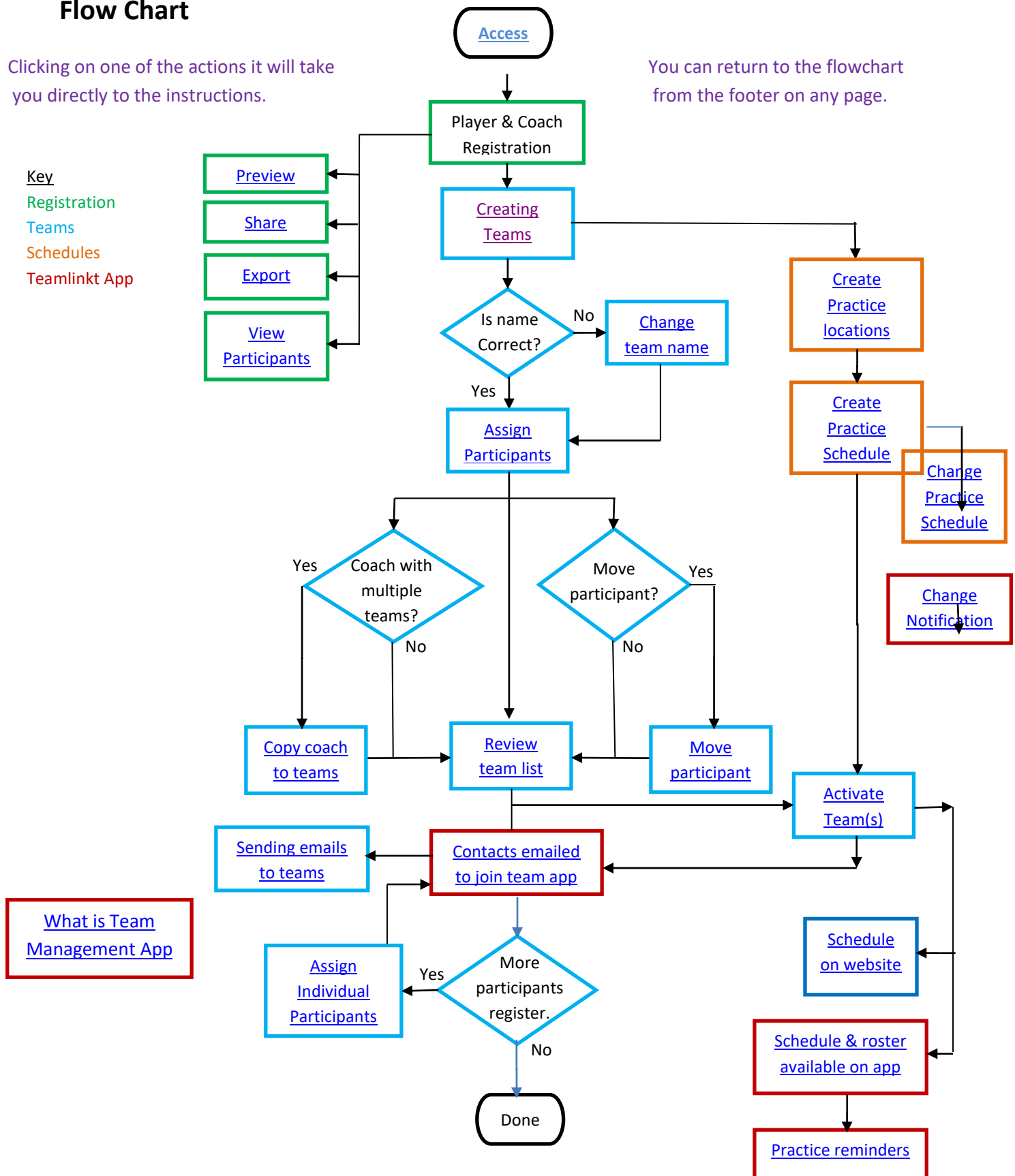
Key

Registration

Teams

Schedules

Teamlinkt App



Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

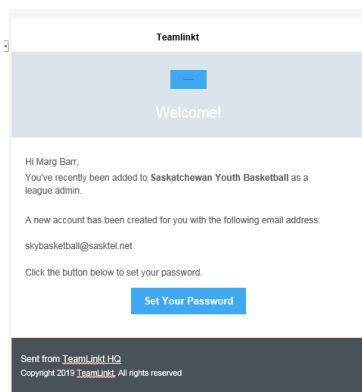
Accessing the Teamlinkt system

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

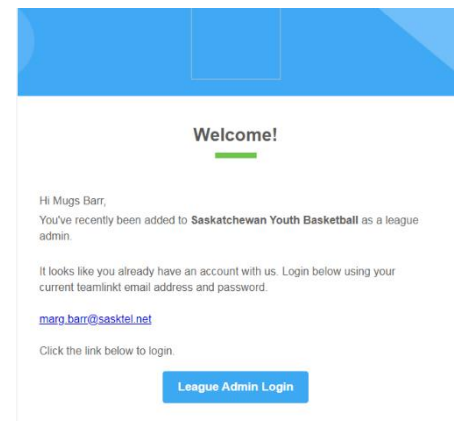
Existing Teamlink Users

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 vary slightly to the picture on the left.
- This email and password should also be used when registering a player or registering as a coach.

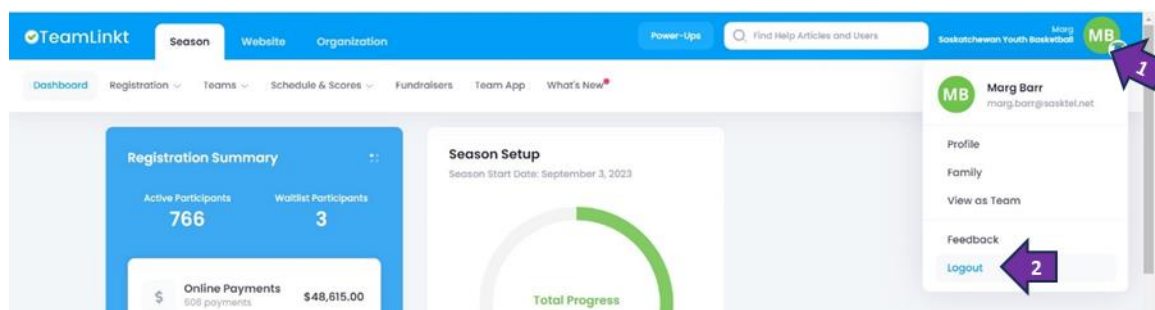
Logging into the system

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

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'.

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

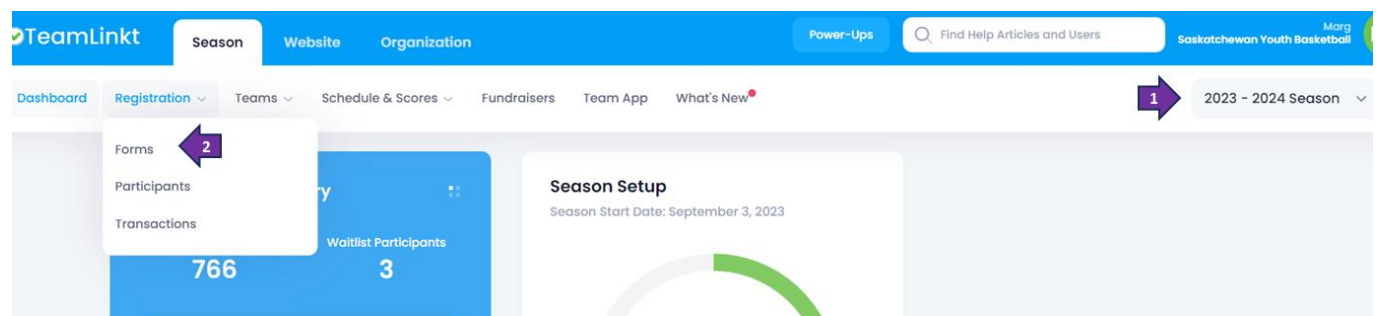
Registration

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.

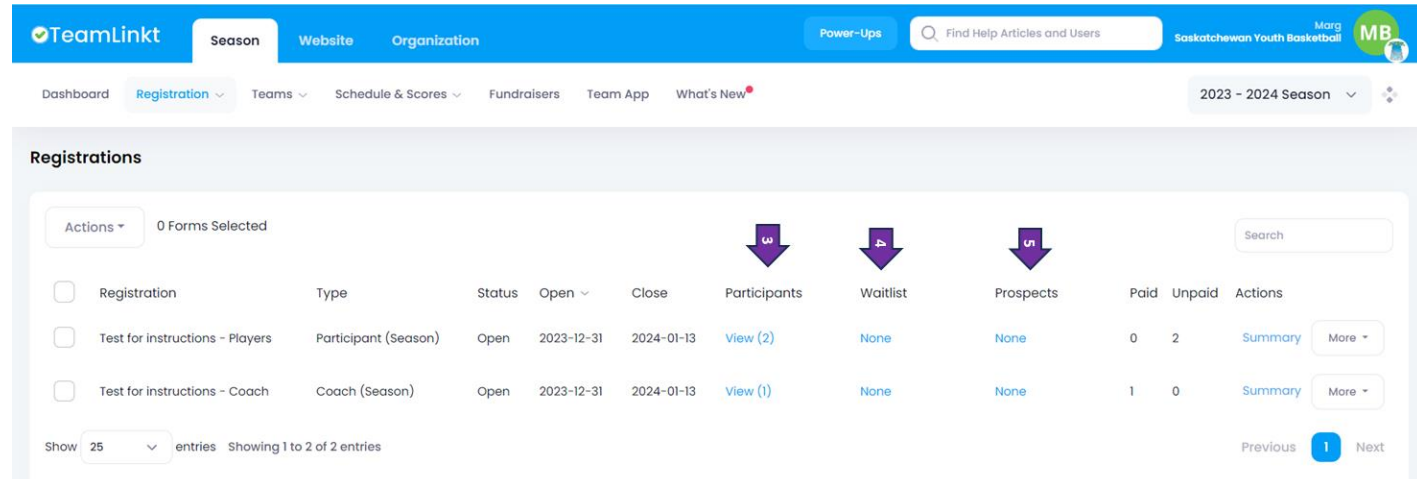
Parents now have to sign in with a teamlinkt name or password or create one. This reduce entry for families with multiple children and participants that used teamlinkt for another sport or for entry next year.

Players and Coaches register at skybasketball.ca.

Accessing your registrations



1. Confirm that you are in the correct year. If not click on the arrow and select the current year.
2. Under registration click on forms.



3. **Participants** – completed registration (View XX) where XX is the number of participants.
4. **Waitlist** – players on waitlist if waitlist was set up.
5. **Prospects** – started a registration but was not completed – they get an email informing them that the registration was not completed. If you are short of coaches you may find one in the prospects on the coach registration.

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

Preview the player or coach registration form

If you would like to see what the parents are seeing you can preview a copy of the registration forms. Enter data to see what the participants are seeing but **DO NOT PRESS FINISH AT THE END**. You will be listed in the prospects.

The screenshot shows the TeamLink interface with the 'Registrations' tab selected. A table lists registration forms. The 'Test for instructions - Coach' row is highlighted, and its 'More' dropdown menu is open, showing options: 'Preview', 'Get Share Link', and 'Export Participants'. A red arrow labeled '1' points to the 'More' button, and another red arrow labeled '2' points to the 'Preview' option.

Registration	Type	Status	Open	Close	Participants	Waitlist	Prospects	Paid	Unpaid	Actions
<input type="checkbox"/> Registration										
<input type="checkbox"/> Test for instructions - Players	Participant (Season)	Open	2023-12-31	2024-01-13	View (2)	None	None	0	2	Summary More
<input type="checkbox"/> Test for instructions - Coach	Coach (Season)	Open	2023-12-31	2024-01-13	View (1)	None	None	1	0	Sum More

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'.

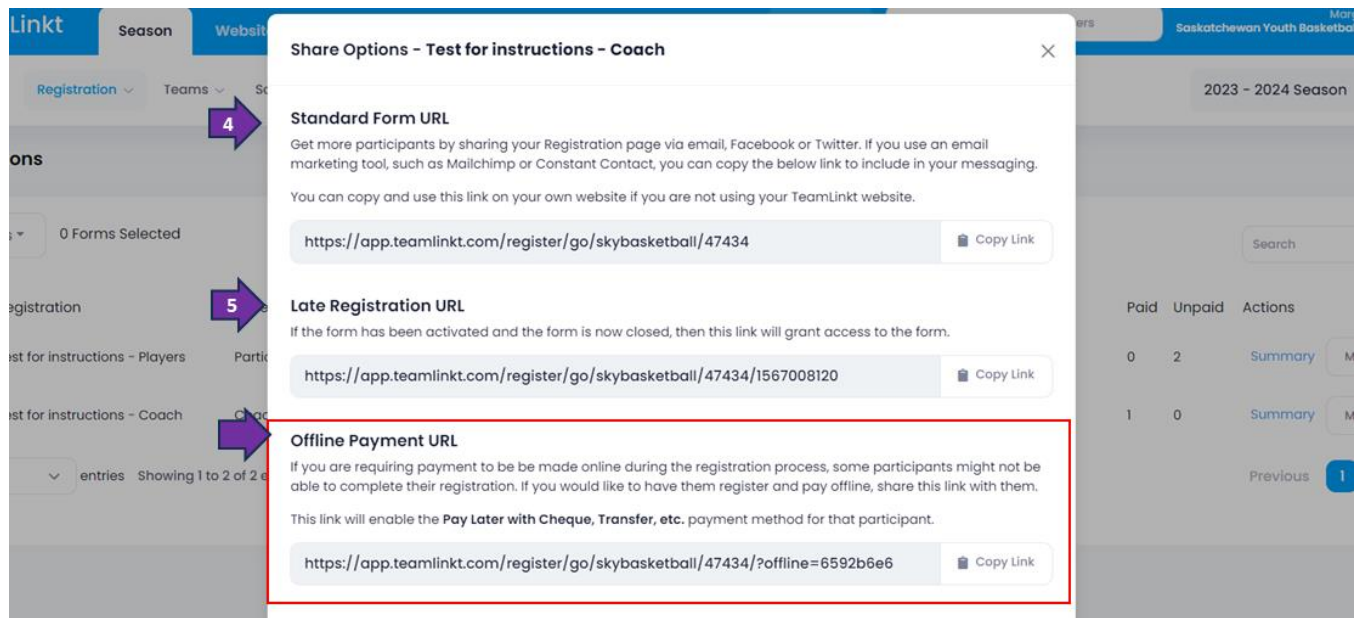
Share the player or coach registration form

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

This screenshot is identical to the one above, but the dropdown menu for the 'Test for instructions - Coach' row is open, and the 'Get Share Link' option is highlighted. A red arrow labeled '1' points to the 'More' button, and another red arrow labeled '2' points to the 'Get Share Link' option.

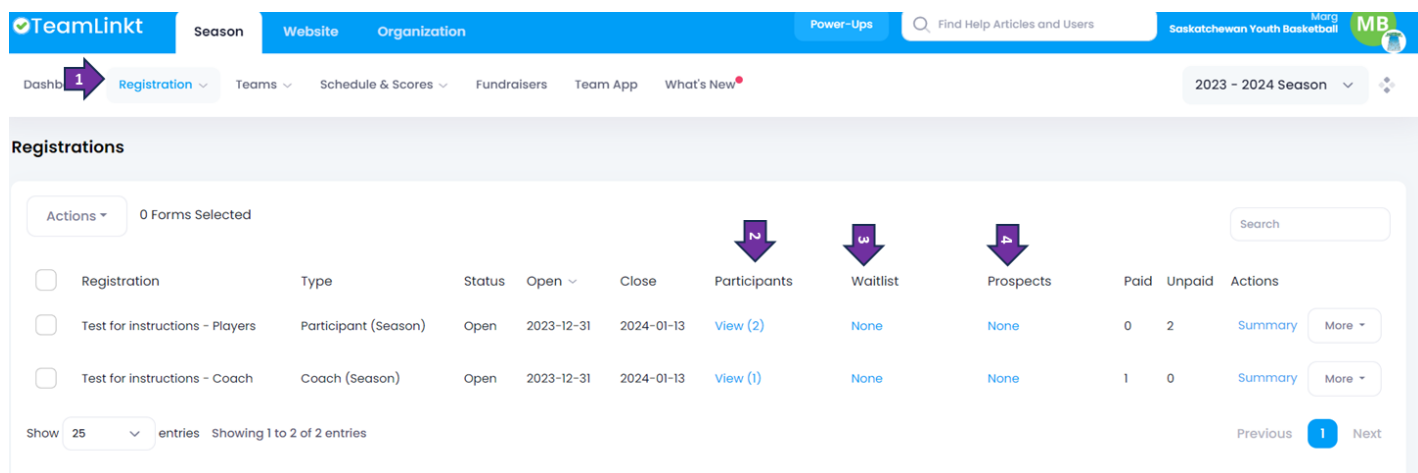
1. Click 'Registration' from the ribbon at the top of the page.
2. Click 'More' beside the registration you want to share.
3. Click 'Get Share Link'.

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.



4. Standard Form URL – this can be used in emails or social media.
5. This link can be used to send a parent if they are having trouble with the link on the website.
6. You are not responsible for collecting fees so you will not need to use this link.

View participant list



1. Click 'Registration' from the ribbon at the top of the page.
2. Click 'View (XX)' under the column Participants for a everyone registered. See below for more information.
3. Click on the number under "Waitlist" to view the players that are on the waitlist. See **"ACTIVATING Players from waitlist"**
4. Prospects - view the participants that started the registration but didn't complete it. They get an email letting them know that their registration was not completed.

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

The screenshot shows the 'Registered Participants' page in the TeamLink application. The page has a blue header with navigation tabs: Season, Website, Organization, Power-Ups, and a search bar. Below the header is a navigation bar with links: Dashboard, Registration, Teams, Schedule & Scores, Fundraisers, Team App, and What's New. The main content area is titled 'Registered Participants' and features a 'Filters' sidebar on the left. The sidebar includes sections for 'Registration Form' (All, None), 'Show Custom Questions' (Basic Information Only), 'Registration Date' (Min, to, Max), 'Birth Date' (Min, to, Max), and 'Status' (Active). The main table displays a list of participants with columns: ID, Form, First, Last, Status, Birthdate, Gender, Grade, Team, Payment Method, Due, Paid, Owing, Registered, and Actions. A dropdown menu is open for the 'Show' column, showing options from 10 to 500. A purple arrow points to the 'Show' dropdown, and another purple arrow points to the 'Team' column header. The table shows two entries: one for 'Joe Blow' and one for 'Daisy Duke'. The page also includes a 'Roster 2 Participants' button and a 'Previous' button.

5. If you have a lot of participants for example 25 of 35 you can increase the number it shows by clicking on the down arrow by the # shown and then select the number you want to show.
6. Any of the columns can be sorted by clicking on header and then up or down arrow on the column label.
7. 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](#)
 - Once the players are assigned to team by clicking on the team it will show team information. See [Review the team list](#) for information about the team list.
8. See the next section for information about filtering specific participants

Filter Specific Participants Information

On the registered participant page (see previous section) there is filtering functionality. This could be used if you wanted to export a specific grade and gender or export just players that ordered balls etc. The best way to use it is to try it. If the filter isn't open just click on the arrow.

We will be using the filter when setting up teams.

In this example we will be running an export of grade 3 & 4 boys that ordered a ball. Some of the fields have been hidden so that you can see how it works.

Filters

Registration Form All None

Test for instructions - Players :
Default

Show Custom Questions
Basic Information Only

Registration Date
Min to Max

Birth Date
Min to Max

Status
Active

Payment Status
Any

Payment Methods
Cash, Credit, Installment Plan, Pay

Gender
Male

Team Assignment
Any

Grade
Grade 3 to Grade 4

Custom Questions
Reversible Jersey size
Any

Purchase ball (All participants need a size 5 ball)
YES (\$10.00)

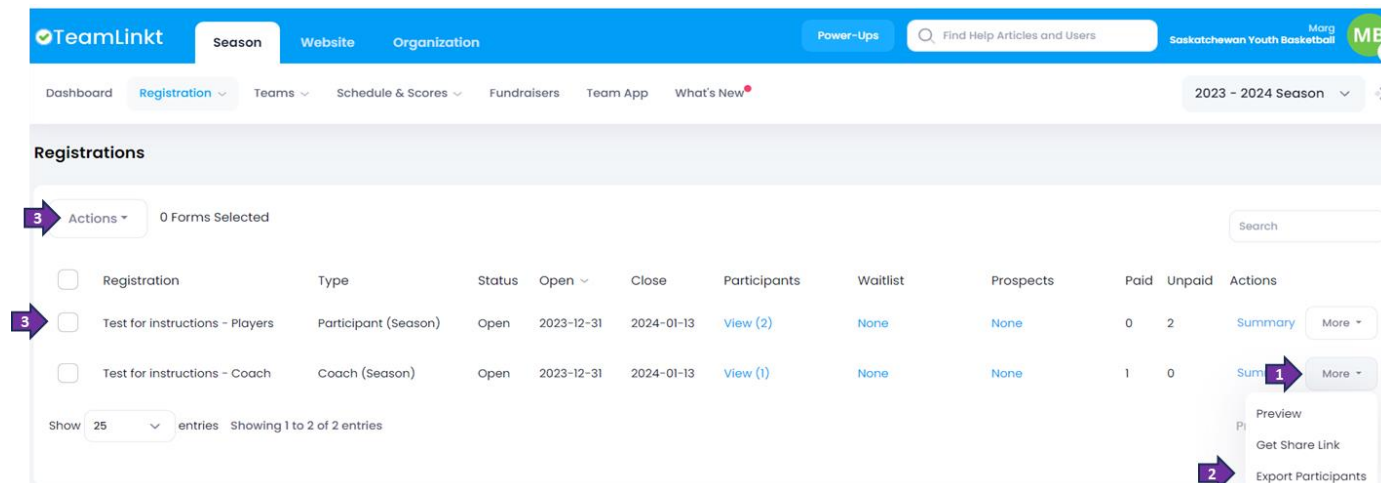
Kidsport
Either

Clear Filter

1. Click on the arrow on the right side of status, menu will appear select active.
2. Click on the arrow on the right side of gender, select male.
3. Click on the arrow on the right side of the grades, select 3 to 4.
4. Click on the arrow on the right side of Purchase ball, select yes.
5. Click on the filter.

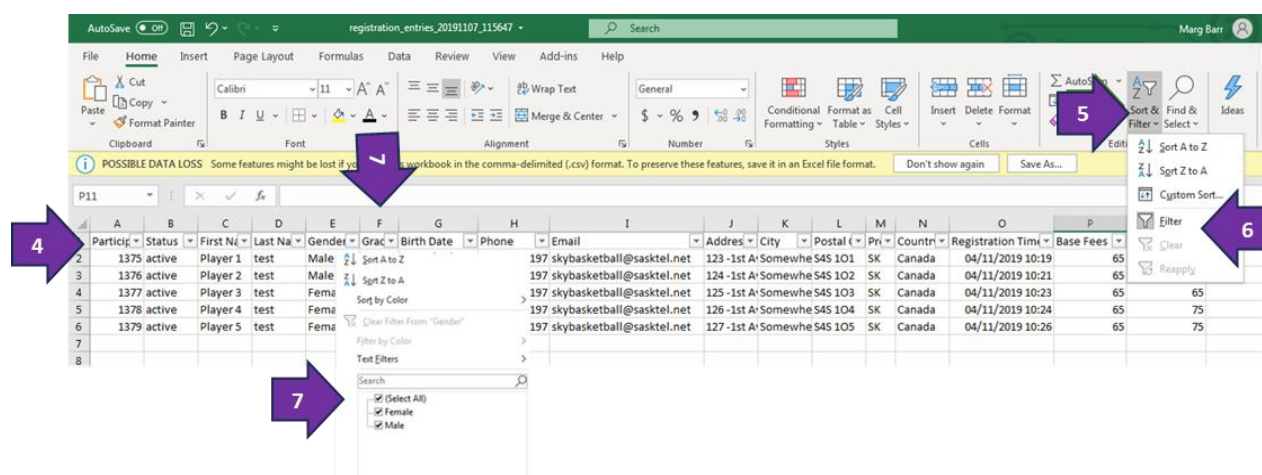
Export player and coach registration data

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



1. Click 'Registration' from the ribbon at the top of the page.
2. Click 'More' beside the registration you want and click 'Export'.
3. OR Check the box to the left of the registration then on the action arrow above the boxes select export participants.

Filtering the spreadsheet (this example is in excel)



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

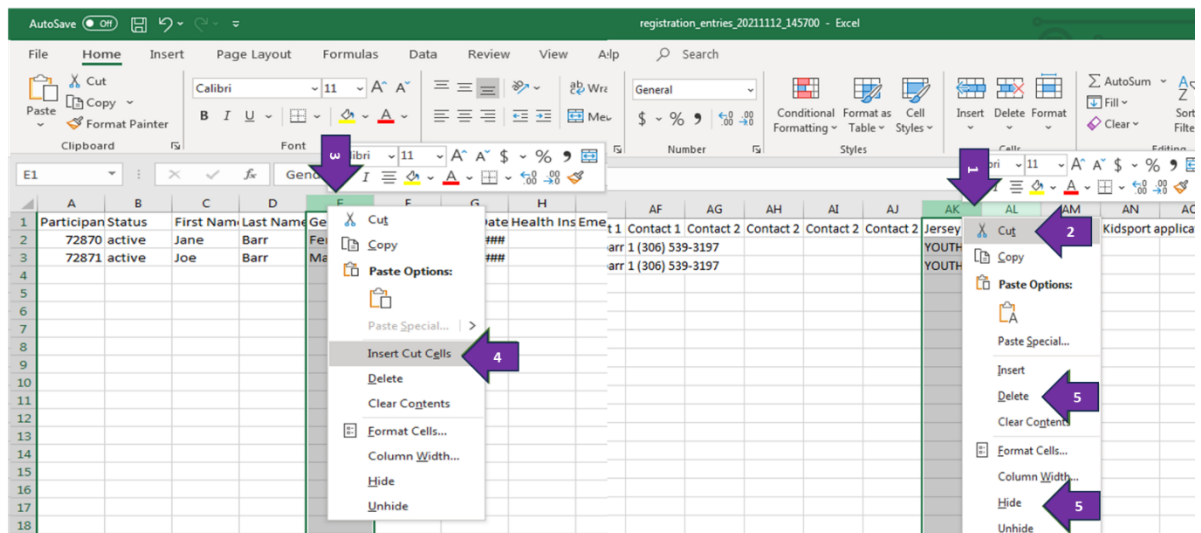
4. To filter the data on the spreadsheet, select row 1.
5. Click 'Sort & Filter'
6. Click 'Filter' – arrows will appear on each label.
7. Click on the arrow(s) for example Gender and a dropdown will appear.
 - a. Sort A to Z or Sort Z to A this will sort the entire spreadsheet not just this column.
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

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.

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

Move, 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.

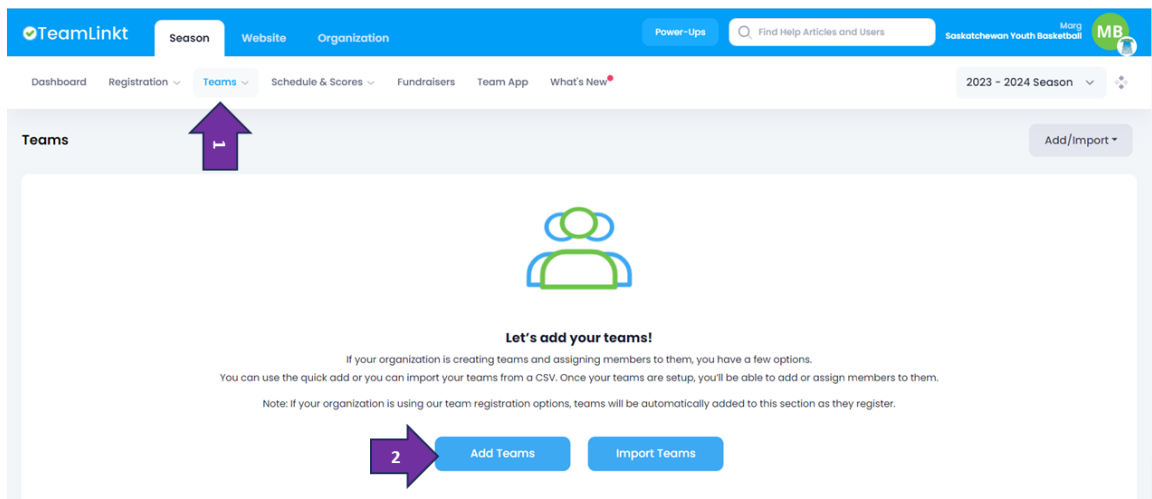
Setting up Teams

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 '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.

The screenshot shows the 'Add Teams' form. The form has fields for 'Team Name', 'Division', 'Coach/Manager Name', and 'Coach/Manager Email'. There are three rows of these fields. A purple arrow labeled '3' points to the 'Team Name' field. A purple arrow labeled '4' points to the 'Division' dropdown. A purple arrow labeled '5' points to the 'Add Row' button. A purple arrow labeled '6' points to the 'Create Teams' button. A red 'X' is drawn over the 'Coach/Manager Name' and 'Coach/Manager Email' fields.

3. 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)

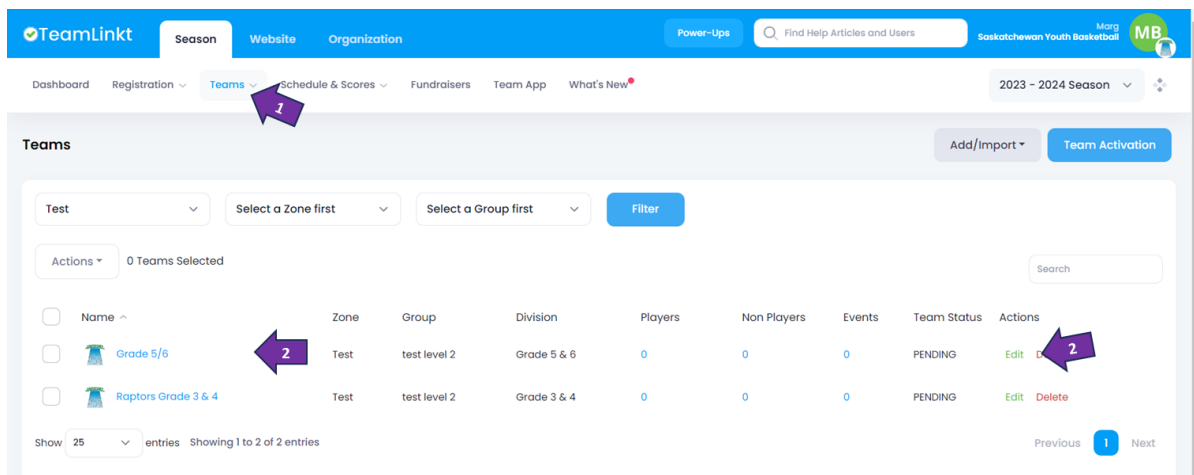
Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

- 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)
- If you run out of lines, click 'Add Row'
- 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.

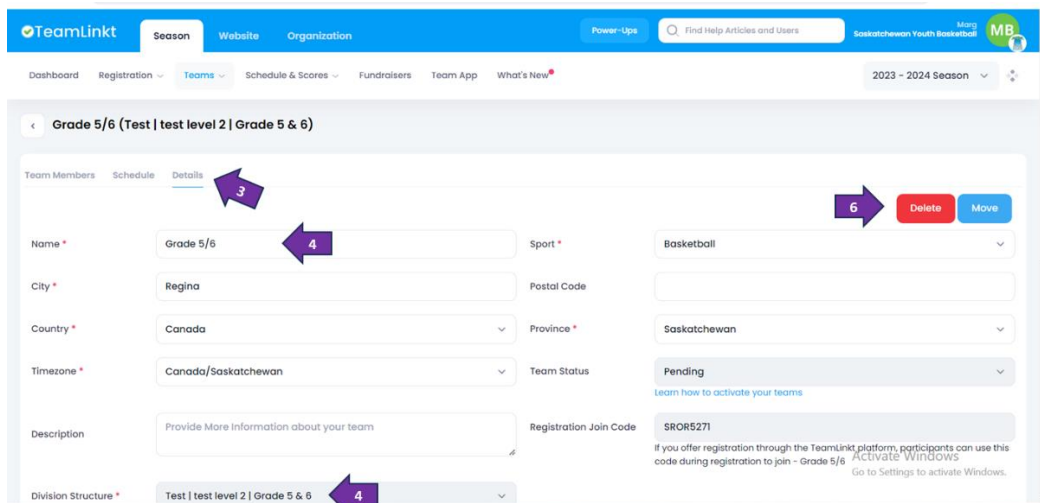
You can go back and add teams as many times as necessary.

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.

Changing the team name and/or division



- Click 'Team' on the ribbon at the top.
- Click the team name or 'Edit' to the right of the team you want to change.



- Click 'Detail' on the top right corner
- Change the team name and/or division
- 'Save' at the bottom left corner – not shown above
- 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](#).*

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

Scheduling

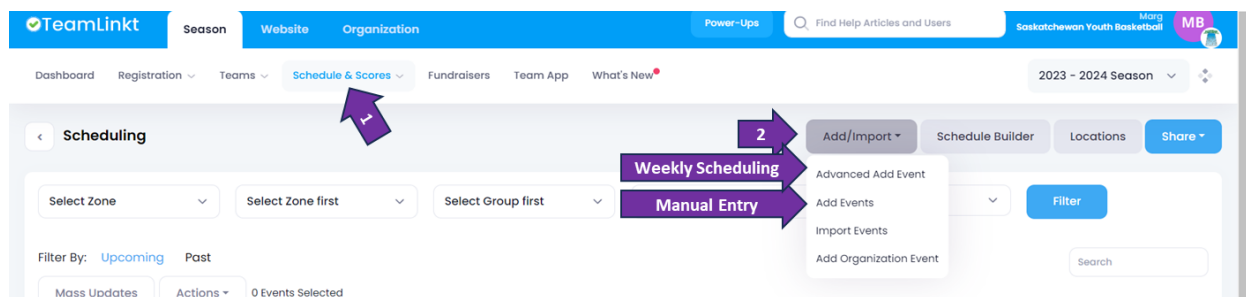
There are several ways to create a schedule – here are the 2 recommended.

- One you enter each practice session
- The other creates the schedule based on a weekly basis but then you need to delete the practice that you aren't running. I think this is the most efficient option.

Creating a Schedule

There are 2 recommended ways to create a schedule.

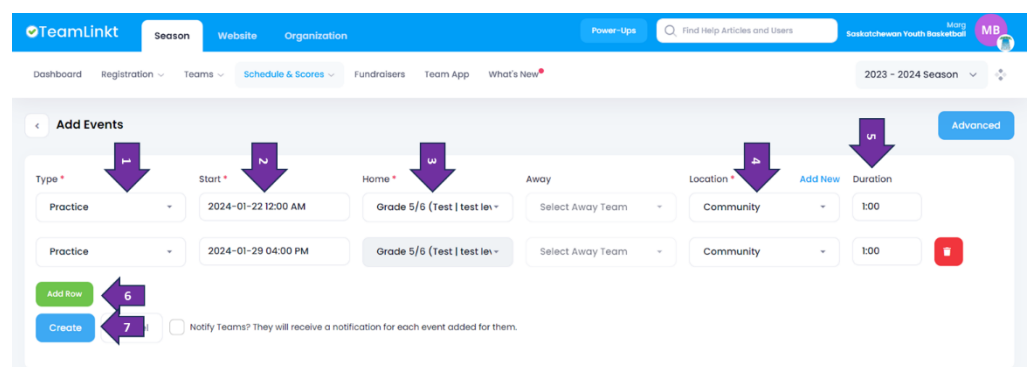
- **Manual entry** - enter each practice session for each division (you can copy and make changes but is time consuming)
- **Weekly Scheduling** - The other creates the schedule based on a weekly basis but then you need to delete the practice that you aren't running or add additional practices. This is the most efficient option.



1. Click 'Schedule/Scores' on the ribbon at the top of the page.
2. Click 'Add/Import'.
3. Select either 'Weekly Scheduling' or 'Manual Entry'

Manual entry

1. Using the drop down select 'Practice'
- 2–5 Using the drop down enter appropriate fields.
6. Add rows as required.
7. Create schedule.



Note: If your location is not set up select **Add New** beside location, for instructions [Create Location](#).

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

Weekly scheduling

The screenshot shows the 'Add Event' form in the TeamLink application. The form is divided into three main sections: 'EVENT DETAILS', 'DATE & TIME', and 'ADDITIONAL DETAILS'. The 'EVENT DETAILS' section includes fields for 'Type' (Practice), 'Practice Type' (Single Team), 'Title' (Practice), 'Teams' (Grade 5/6), and 'Location' (Test location). The 'DATE & TIME' section includes fields for 'Start Date' (2024-01-22), 'Start Time' (04:00 PM), 'Duration' (1:00), 'Repeats' (Weekly), and 'Until' (Date). The 'ADDITIONAL DETAILS' section is partially visible at the bottom. Numbered arrows (1-9) indicate the sequence of steps for scheduling a practice: 1. Click on arrow in Type and select practice. 2. Click on arrow in Practice Type – Single team or if you are sharing a gym you can select Multi Team Shared. 3. Click on arrow Teams and select team(s). 4. Click on the arrow in Location and select the location. If your location does not appear click on 'New' – it is straight forward - go [create location](#) for instructions. 5. Click on the calendar in Start Date and select the date practices will begin. 6. Click the clock in Start Time and select the time practice will begin. 7. Click the clock in Duration and select the length of time of the practice. 8. Click on the Repeats arrow and select weekly – (if you are practicing twice a week repeat the process with the second practice time). 9. Click on the arrow and select either Date or Number of additional events.

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

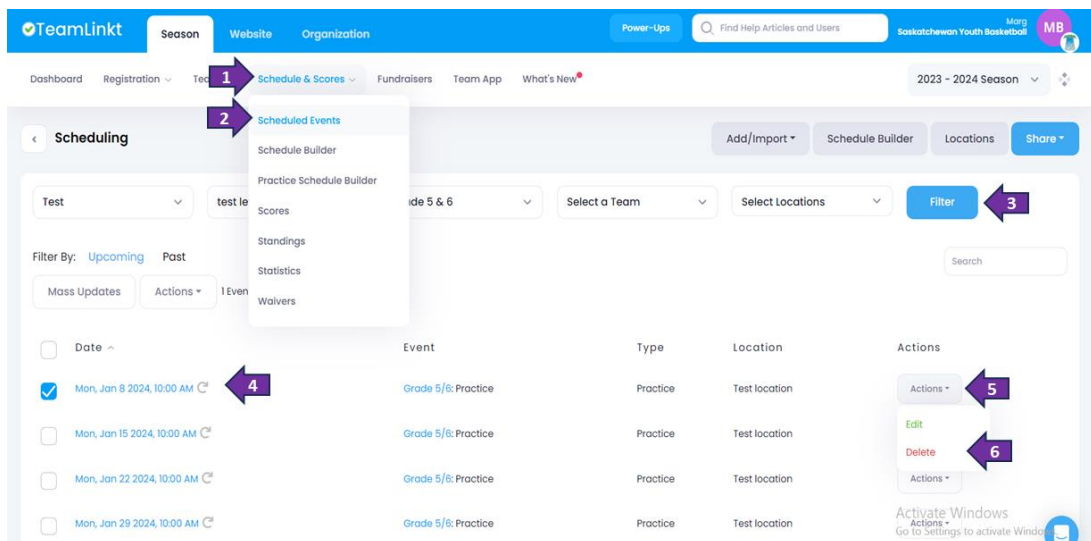
1. Click on arrow in Type and select practice.
2. Click on arrow in Practice Type – Single team or if you are sharing a gym you can select Multi Team Shared.
3. Click on arrow Teams and select team(s).
4. Click on the arrow in Location and select the location. If your location does not appear click on 'New' – it is straight forward - go [create location](#) for instructions.
5. Click on the calendar in Start Date and select the date practices will begin.
6. Click the clock in Start Time and select the time practice will begin.
7. Click the clock in Duration and select the length of time of the practice.
8. Click on the Repeats arrow and select weekly – (if you are practicing twice a week repeat the process with the second practice time).
9. Click on the arrow and select either Date or Number of additional events.
 - a. If you select dates, select the day after 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.
 - b. 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.
10. At the bottom of the page Click on 'Add'. This will take a few minutes to create.

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

Managing Events (Practices)

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

Deleting Practices



1. To view the practices, click on 'Schedule & Scores'.
2. Click on 'Scheduling'.
3. By inserting the fields in the filter row you can bring up the practices associated with a specific group.
4. Click on Actions
5. To delete a practice like one during the family break or location is not available click on 'Delete'.

A pop up will appear to confirm that this is what you want to do.

Delete this event?

Title: Grade 5/6:: Practice
Date: January 8, 2024 at 10:00am
Type: Practice
Repeating: YES

Would you like to delete only this event or this and all future events in the series?
It will no longer be listed in the team's schedule.

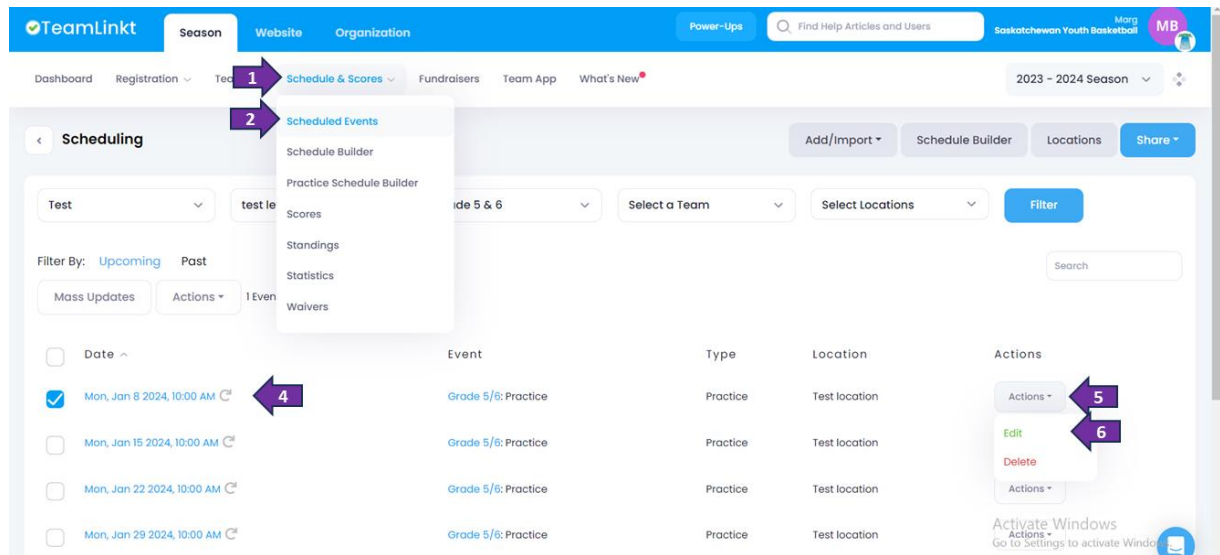
☐ Notify the team?

☐ Only this event ☒ All Events

Cancel

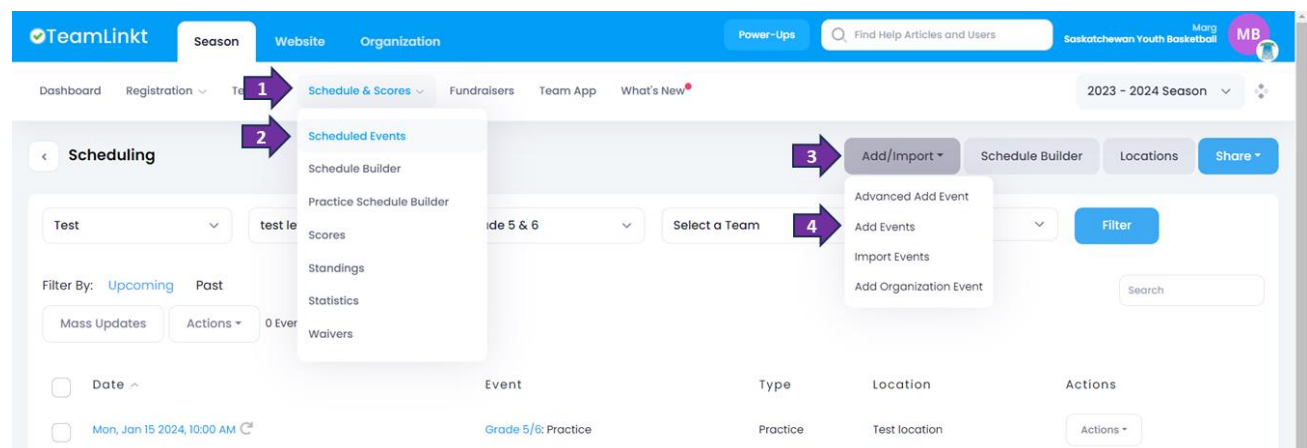
6. These are the detail of the practice to be deleted. If it is correct continue. If it is not the correct practice click on Cancel at the bottom of the popup.
7. Notify the team? If you are just creating the initial schedule leave blank. If the team has been activated then schedules are on the website 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.
8. To delete just this practice, 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.

Editing Practices



1. View the practices, click on 'Schedule & Scores'.
2. Click on 'Scheduling'.
3. By inserting the fields in the filter row you can bring up the practices associated with a specific group.
4. To edit a practice like change of date or location click on 'Edit'.
5. The same screen as creating the schedule will come up but with the selected practice. Make the change.
6. There is one additional field 'Notify the team?' at the bottom of the page. If you are just creating the initial schedule leave it blank. 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 change(s).

Adding Practices



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

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

The screenshot shows the 'Add Events' form in the TeamLink application. The form has several fields: 'Type' (dropdown), 'Start' (calendar), 'Home' (dropdown), 'Away' (dropdown), 'Location' (dropdown), and 'Duration' (time selector). There are also 'Add Row' and 'Create' buttons. Numbered arrows indicate the following steps: 1. Click the arrow on 'Type' to select 'Practice'. 2. Click anywhere in the 'Start' field to select a date. 3. Click the arrow on 'Home' to select a team. 4. Click the arrow on 'Location' to select a location. 5. Click anywhere on the 'Duration' box to select a time. 6. Click 'Add Row' to add another event. 7. Click 'Create' to save the schedule.

1. Click the arrow on Type select practice from the drop down.
2. Click anywhere in the 'Start' select the date from the calendar.
3. Click the arrow on 'Home' select the team from the drop down.
4. Click the arrow on 'Location' select the location from the drop down. All location for SKYbasketball will be listed in alphabetical order. If it isn't listed click on 'Add New' beside the location, 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 Click 'Add New'
Several field will fill as you enter data.

The screenshot shows the 'New Location' form. It has fields for 'Name', 'Address', 'City', 'Postal Code', 'Country', and 'Province'. There is also a 'Map' section with a 'Update Map from Address' button. Numbered arrows indicate the following steps: 1. Enter the name of the location. 2. Enter the address. 3. Enter the city. 4. Click on 'Update Map from Address'. 5. Click 'Add' to save the location.

1. Enter name of location for example School name. If the address comes up and the map is correct skip to # 4.
2. Enter the City, the address may come up, if so skip to # 4.
3. Enter the address if the address doesn't come up – check the address.
4. Click on 'Update Map from Address'.
5. Click 'Add'

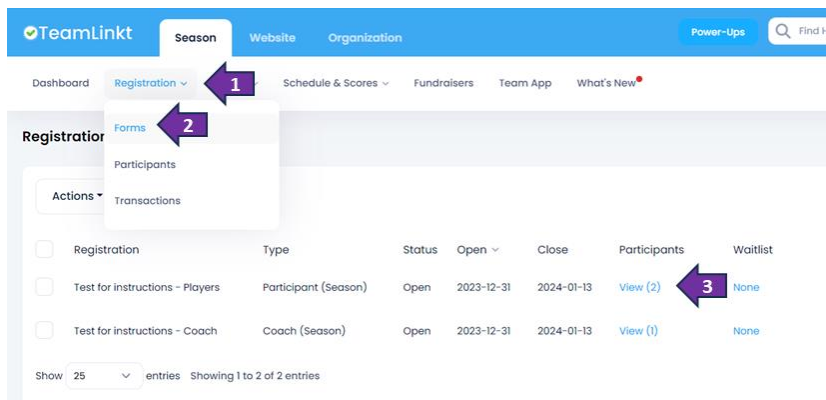
Assigning Players to Team Rosters (Roster Participants)

Once participants are registered, the next step is to assign them to a team. Players can only be assigned to a single team.

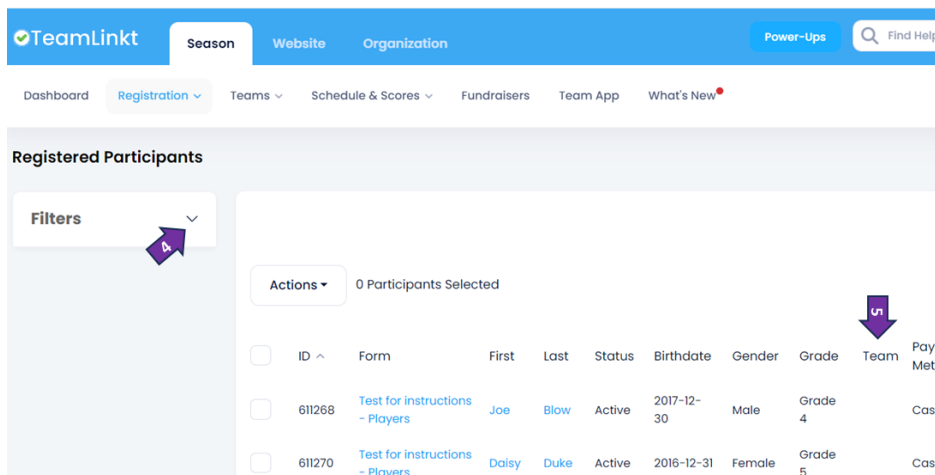
Note: Teams must be set up in order to assign the players and coaches. See [setting up teams](#).

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. There is only 1 is set up in the test data.



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



4. If the filter is not open click arrow on the Filter. Using the filter allow you to assign a group of players to a team all at once.
5. Under the column Team it will be blank until the participant is assigned to a team. From this report if you click on the team it will take you to team details.

Filters allow a lot of options to assigning players to a team. For this example, we are selecting boys in grade 3 & 4. Some of the larger communities may also have included school so can filter on that as well.

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

TeamLink Season Website Organization Power-Ups Find Help Articles and Users Saskatchewan Youth Basketball MB

Dashboard Registration Teams Schedule & Scores Fundraisers Team App What's New 2023 - 2024 Season

Registered Participants

Filters

Registration Form: All None

Test for Instructions - Players: Default

Show Custom Questions: Basic Information Only

Registration Date: Min to Max

Birth Date: Min to Max

Status: **6** Active

Payment Status: Any

Payment Methods: Cash, Credit, Installment Plan, Pay

Gender: **7** Male

Team Assignment: **8** Not Assigned

Grade: **9** Grade 3 to Grade 4

Custom Questions: Reversible Jersey size: Any

Purchase ball (All participants need a size 5 ball): Any

Kidsport: **10** Either

Clear Filter

Actions: 0 Participants Selected

Search

ID	Form	First	Last	Status	Birthdate	Gender	Grade	Team	Payment Method	Due	Paid	Owing	Registered	Actions
611268	Test for instructions - Players	Joe	Blow	Active	2017-12-30	Male	Grade 4		Cash	\$75.00	\$0.00	\$75.00	2023-12-31	Edit
611270	Test for instructions - Players	Daisy	Duke	Active	2016-12-31	Female	Grade 5		Cash	\$85.00	\$0.00	\$85.00	2023-12-31	Edit

Show 25 entries Showing 1 to 2 of 2 entries

Previous 1 Next

Activate Windows Go to Settings to activate Windows

- Status, click on the down arrow and select 'Active'
- Gender, click on the down arrow and select 'Female'.
- Team assignment click on the down arrow and select 'Not assigned'. This eliminates players that have already been assigned to a team.
- Grade click on the down arrow and select '3' after TO select 4.
- When you have all your filters entered at the bottom click on '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](#).

Organization Power-Ups Find Help Articles and Users Saskatchewan Youth Basketball

hedule & Scores Fundraisers Team App What's New 2023 - 2024

Registered Participants

Actions: 1 Participant Selected

Search

ID	Form	First	Last	Status	Birthdate	Gender	Grade	Team	Payment Method	Due	Paid	Owing	Registered	Actions
<input checked="" type="checkbox"/>	611268	Test for instructions - Players	Joe	Blow	Active	2017-12-30	Male	Grade 4	Cash	\$75.00	\$0.00	\$75.00	2023-12-31	Edit

Show 25 entries Showing 1 to 1 of 1 entries

Previous

Now you can finalize the players to assign to the team rosters.

- Select the participants by checking the box to the left of the name.
- To select all click on the ID box right under action/beside the titles.
- If you want to deselect a player click on the box to the left of the name.

Organization

Power-Ups Find Help Articles and Users Saskatchewan Youth Basketball MB

Schedule & Scores Fundraisers Team App What's New

2023 - 2024 Season

Roster 2 Participants

Search

1 Participant Selected

Actions

- Roster Participants
- Email Participants
- Export Participants
- Activate Participants

First	Last	Status	Birthdate	Gender	Grade	Team	Payment Method	Due	Paid	Owing	Registered	Actions
Joe	Blow	Active	2017-12-30	Male	Grade 4		Cash	\$75.00	\$0.00	\$75.00	2023-12-31	Edit
Daisy	Duke	Active	2016-12-31	Female	Grade 5		Cash	\$85.00	\$0.00	\$85.00	2023-12-31	Edit

Show 25 entries Showing 1 to 2 of 2 entries

Previous 1 Next

11. Click 'Actions'

12. Click 'Roster Participants'

Now you are ready to select a team.

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.

Choose a team to place the following participants

Select a Team...

First Last Email

Joe Blow

Show 10 entries

Previous 1 Next

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

Test | test level 2 | Grade 3 & 4

Raptors Grade 3 & 4

Test | test level 2 | Grade 5 & 6

Grade 5/6

Test | test level 2 | Grade 1 & 2

No Teams

Choose a team to place the following participants

Raptors Grade 3 & 4

First Last Email

Joe Blow

Show 10 entries

Previous 1 Next

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

Close Assign Teams

13. Select the team that you want to assign the players to.

14. Check that the right players are identified. (there was only one player in the test data)

15. If everything is correct select 'Assign Teams', if it is wrong select 'Close'.

16. Click 'Roster Participants'

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

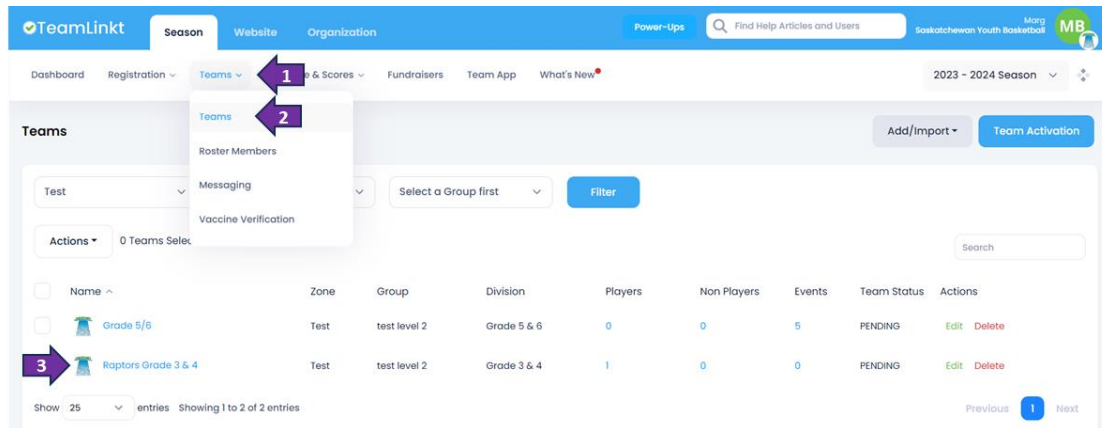
Assign individual players to teams

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

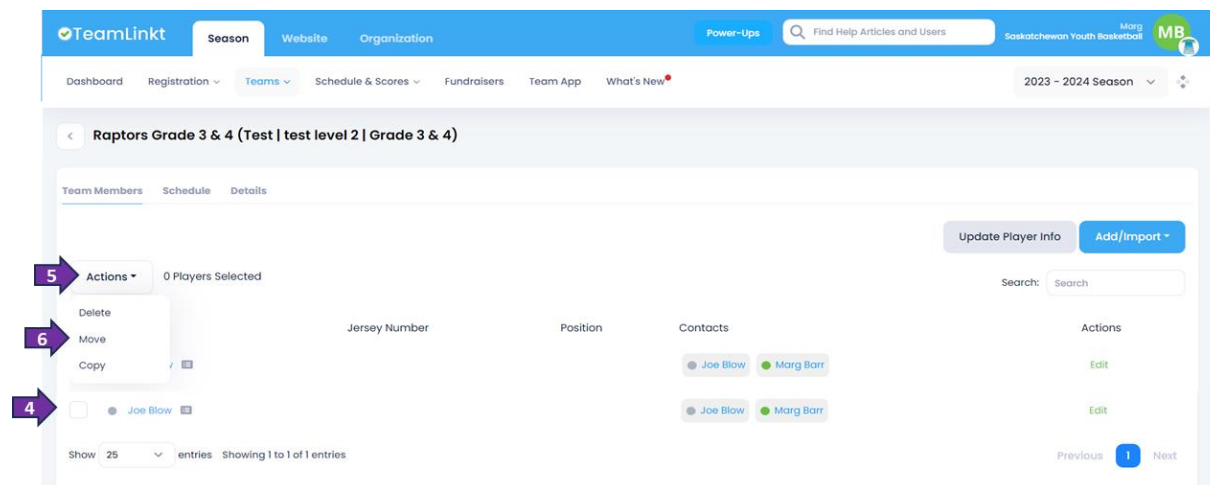
The only difference between 'Assigning groups of Participant' and 'Assigning Individual Participants' is that in the filter # 6 – 10 is that the filters can be minimized. The most important one is the 'Team Assignment' which should be 'unassigned'.

For the instructions go to [Assigning Groups of Players](#)

Move a player from one team to another.



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



4. Select the player to move by clicking the box beside them.
5. Click on 'Actions'
6. Click on 'Move'

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

Move Team Members

By moving the selected team members, they'll no longer be listed in the roster for Raptors Grade 3 & 4 (Test | test level 2 | Grade 3 & 4) and all associated contacts will also be moved to the new team..

From: Raptors Grade 3 & 4 (Test | test level 2 | Grade 3 & 4) To: **Select Team**

Players

- Joe Blow

Are you sure you want to move 1 selected player and all of their contacts to a new team?

7 **8**

Move **Cancel**

7. Select the team to move to.
8. Click 'MOVE'

Assign coaches to a team

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 Season Website Organization Power-Ups Find Help Articles and Users

Dashboard **Registration** Forms Participants Transactions

2023 - 2024 Season

	Registration	Type	Status	Open	Close	Participants	Waitlist	Prospects	Paid	Unpaid	Actions
<input type="checkbox"/>	Test for instructions - Players	Participant (Season)	Open	2023-12-31	2024-01-13	View (2)	None	None	0	2	Summary More
<input type="checkbox"/>	Test for instructions - Coach	Coach (Season)	Open	2023-12-31	2024-01-13	View (1)	None	View (1)	1	0	Summary More

Show 25 entries Showing 1 to 2 of 2 entries

Previous **1** Next

1. Go to the 'Registration' on the ribbon at the top of the page
2. Click on forms
3. On the coach registration, under the column participants click 'View (##)'

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

Organization Power-Ups Find Help Articles and Users Saskatchewan Youth Basketball Marg MB

edule & Scores Fundraisers Team App What's New 2023 - 2024 Season

Roster 1 Participants

Search

1 Participant Selected

5 Actions

6 Roster Participants

4

First	Last	Status	Birthdate	Gender	Grade	Team	Payment Method	Due	Paid	Owing	Registered	Actions
Candy	Mann	Active	1978-12-19	Male			Cash	\$0.00	\$0.00	\$0.00	2023-12-31	Edit
Candy	Mann	Active	1978-12-19	Male			Cash	\$0.00	\$0.00	\$0.00	2023-12-31	Edit

Show 25 entries Showing 1 to 1 of 1 entries Previous 1 Next

4. Select the coach by checking the box to the left of the name.
5. Click 'Actions'
6. Click 'Roster Participants'

Choose a team to place the following participants

Select a Team...

First	Last	Email
Candy	Mann	candy.mann@sasktel.net

Show 10 entries

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

Choose a team to place the following participants

Select a Team...

Test | test level 2 | Grade 3 & 4

Raptors Grade 3 & 4

Test | test level 2 | Grade 5 & 6

Grade 5/6

Test | test level 2 | Grade 1 & 2

No Teams

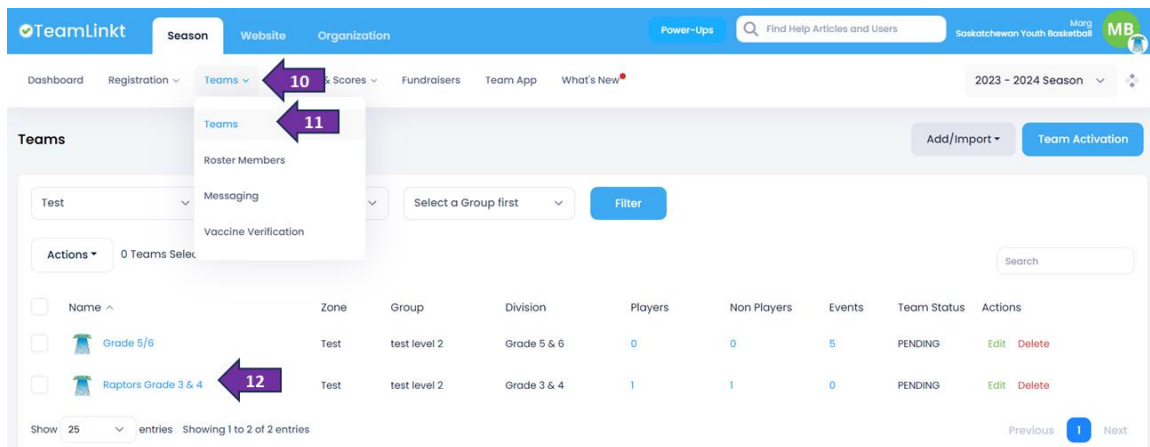
Previous 1 Next

Assign Teams

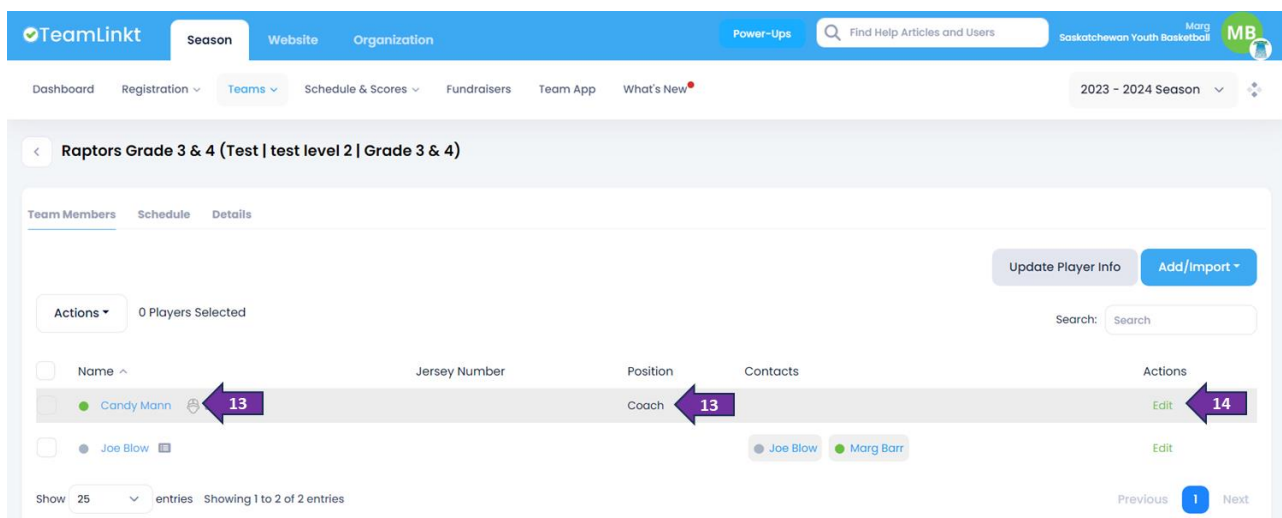
The coach is displayed to ensure it is the right one.

7. Click on the arrow on Select a Team
8. Select the team you want to assign the coach to.
9. 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.



10. To view the team and ensure the coach was set up properly Click arrow on 'Teams'
11. Click 'Teams'
12. click 'Raptors'.



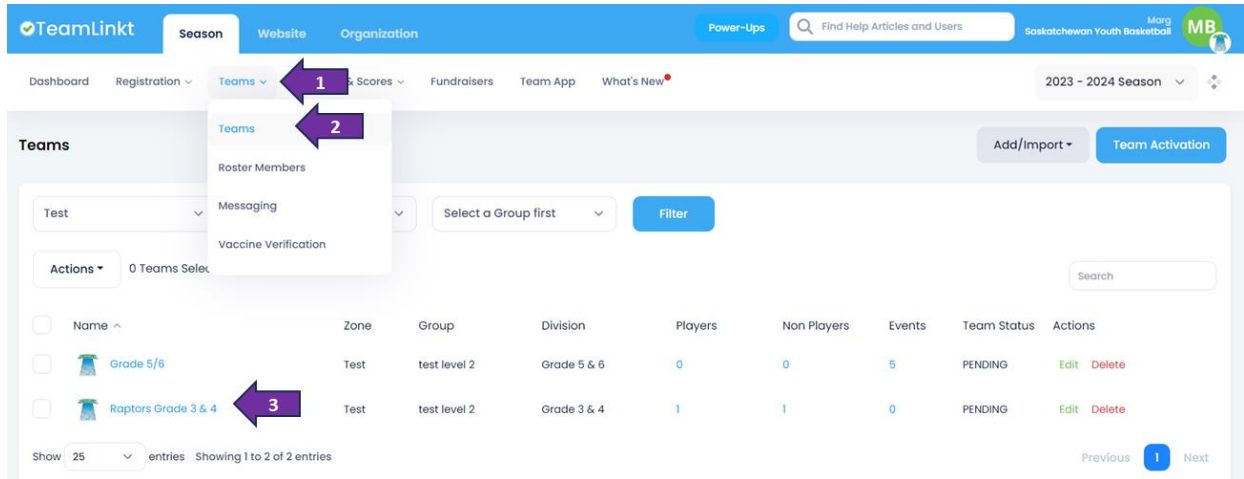
13. It shows Candy Mann as a coach under position and by the logo beside the name.
14. If the coach doesn't show up as a coach, click 'Edit'.

The screenshot shows the 'Edit Player' form. The 'Player Details' tab is selected. The form contains fields for Name, Email, Phone, Position, Jersey Number, Is a Player, and Is a Team Admin. Candy Mann is entered in the Name field, and candy.mann@sasktel.net is entered in the Email field. The Position field is set to 'Coach' (arrow 15). The 'Is a Player' checkbox is unchecked (arrow 16). The 'Is a Team Admin' checkbox is checked (arrow 17). The 'Save' button is highlighted with arrow 18.

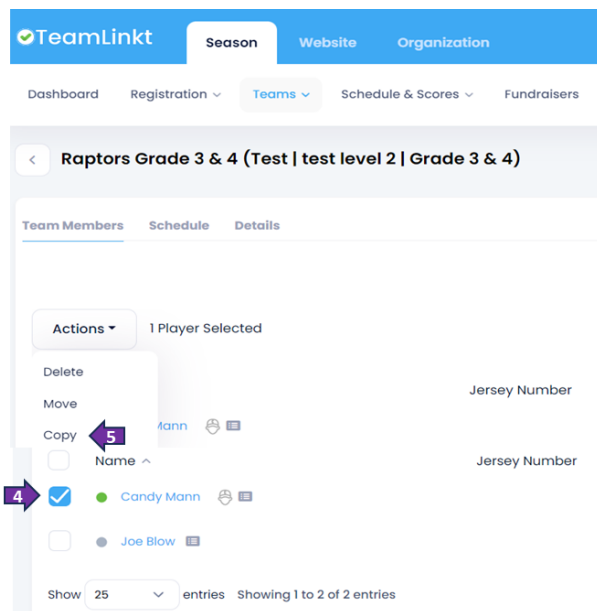
15. Position – if blank enter 'Coach'
16. If "is a player" not blank click on the square.
17. If "team admin" in not a "✓" change it by clicking in the blank space.
18. Click 'Save'.

Copy coaches to multiple teams

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

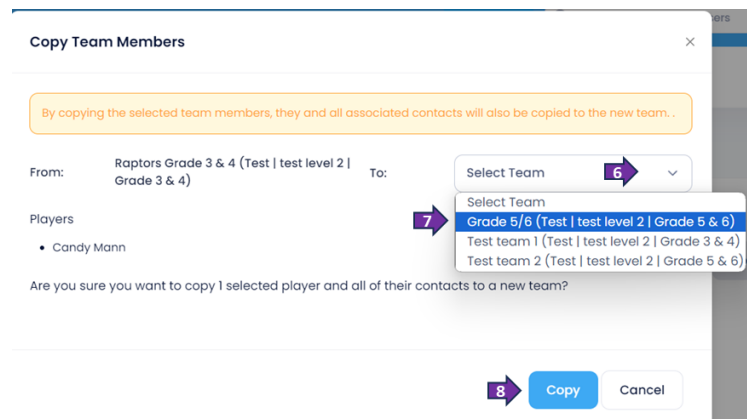


1. Go to the 'Teams' on the ribbon at the top of the page.
2. Click 'Teams'
3. Click on the team name to copy.



4. Click on box beside the coach's name.
 5. Click on the Actions arrow.
- A popup will come up.

6. Click on the Select Team arrow.
7. Select the team to copy to.
8. Click 'Copy'.

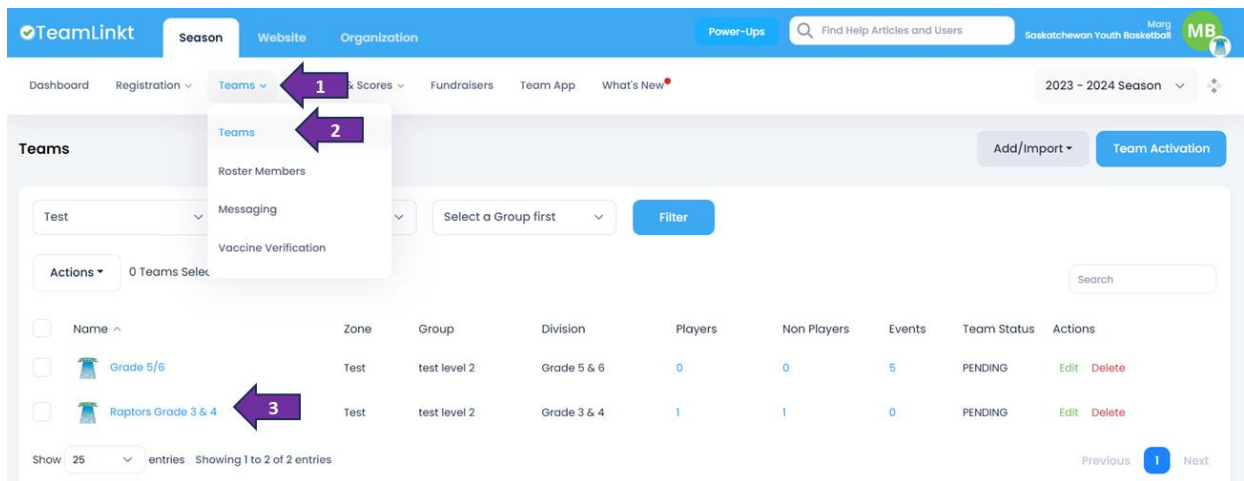


Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

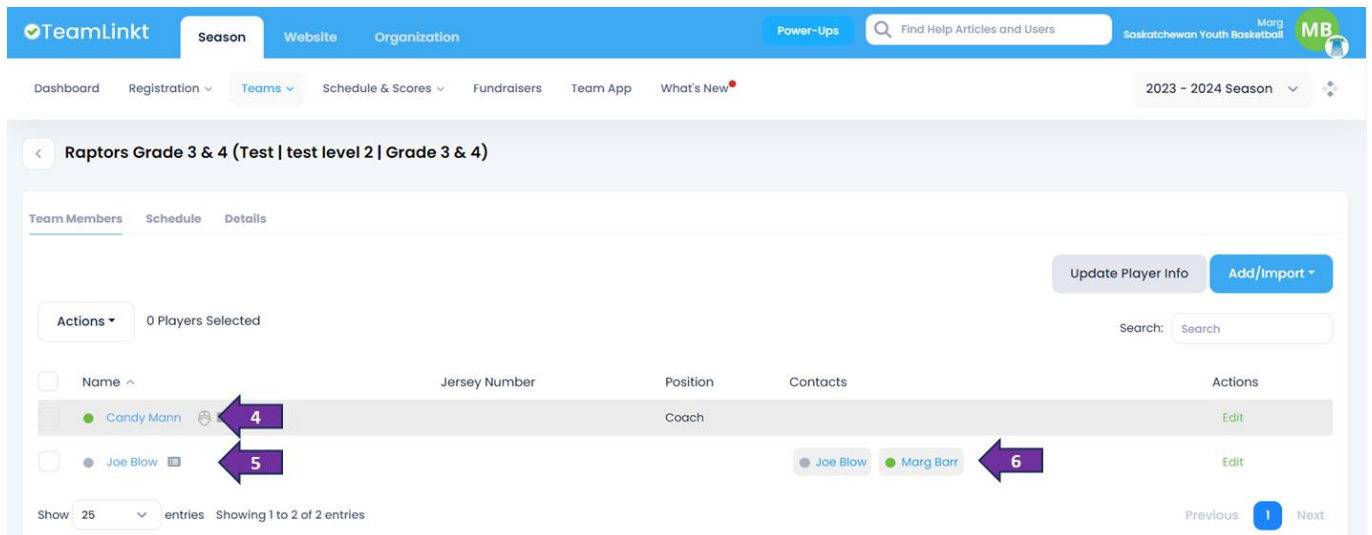
Move a coach from one team to another.


See [Move a player from one team to another](#). It is the same process for coaches.

View the team list & schedule



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



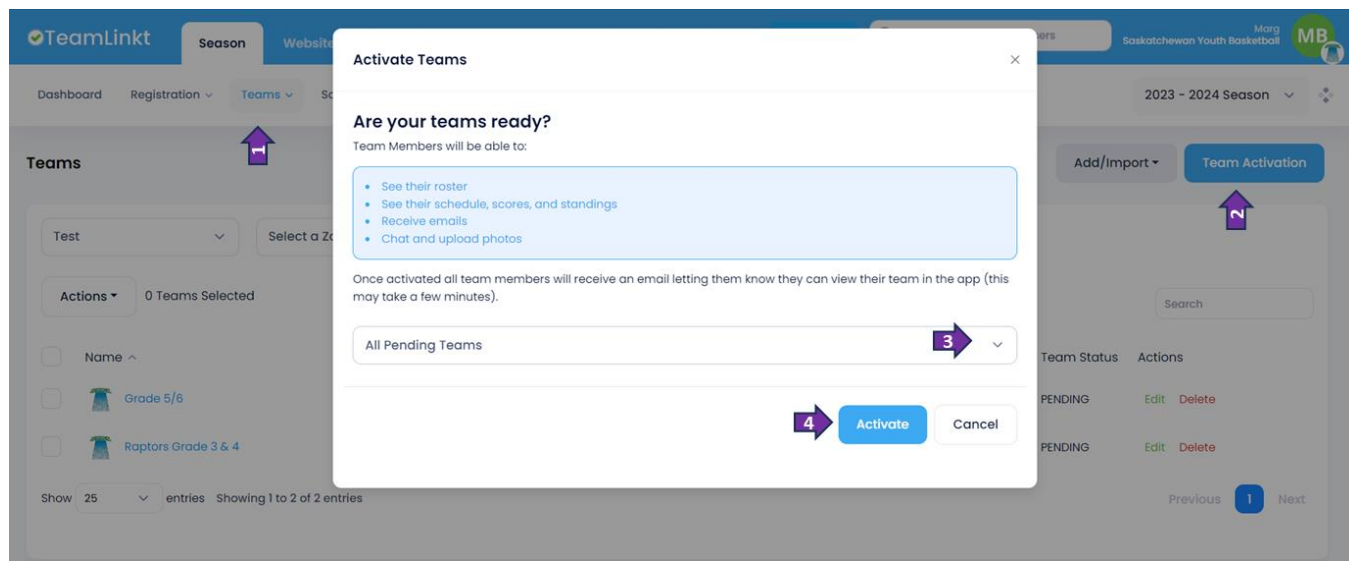
4. Coach  this symbol identifies the individual as a coach. The coaches children/contact will also have the admin symbol if their email is the as the coach.
5. Players
6. Players contacts – once the team is activated parents can add additional contacts.

Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

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 through teamlinkt](#) for more information).



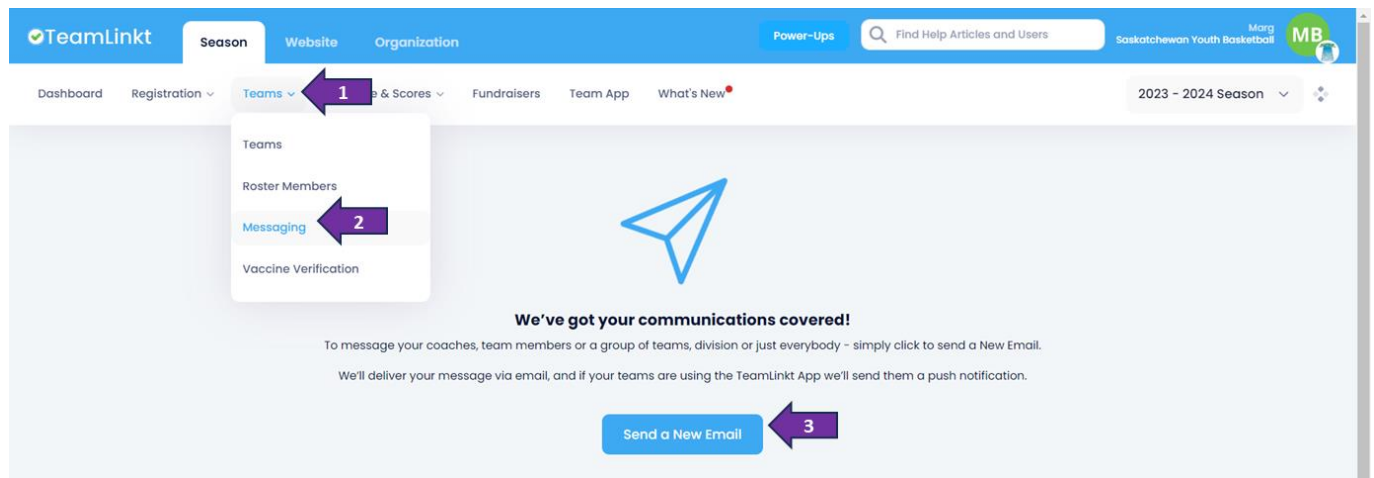
1. Go to 'Teams' on the ribbon at the top of the page then select 'Teams'
2. Click 'Activate Teams' at the top right.
3. The default is “all pending teams” or select the individual team from the dropdown.
4. Click 'Activate Teams'

Note: You can still

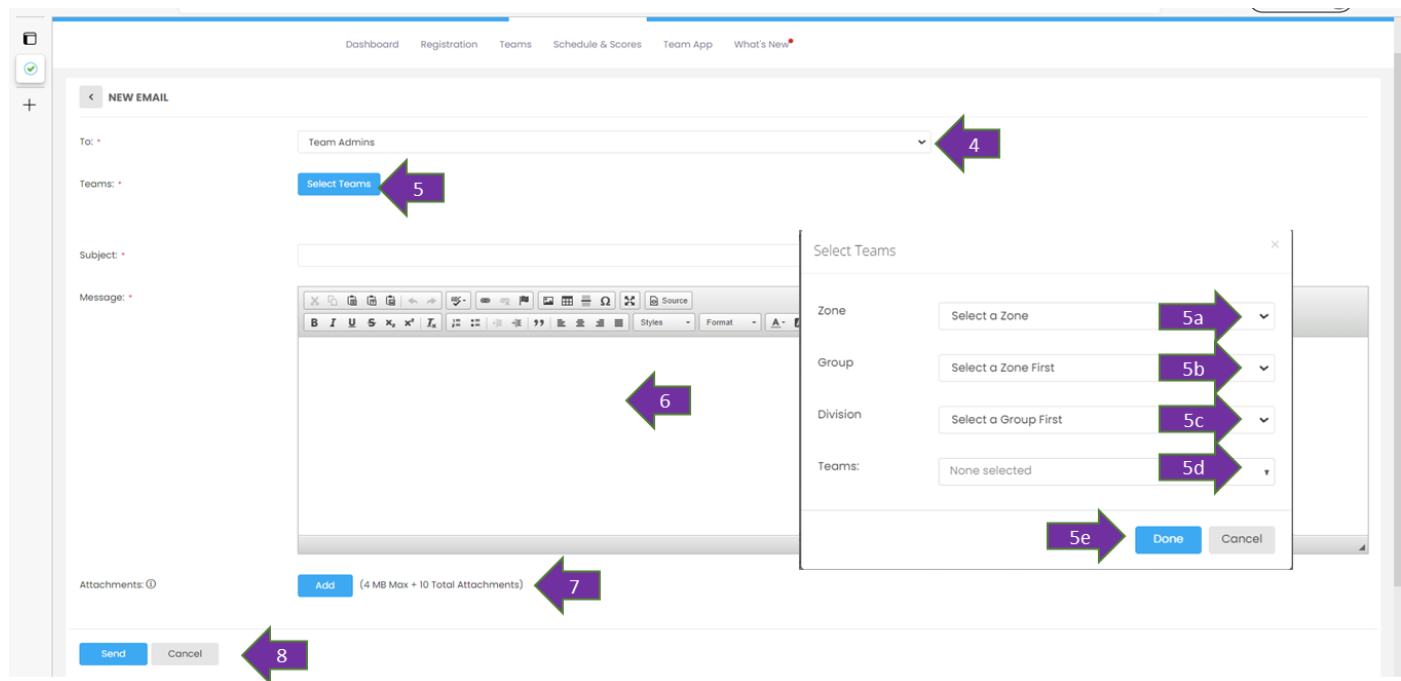
- add/move players and coaches to a team
- delete or add practices (parents will be notified through the app) if you choose notify team.

Email through Teamlinkt

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'



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
- 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 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](#).

Providing App Join Code

It is unusual but occasionally a parent may need to get the App Join Code. If they call prior to Activating the team have them wait and call if they still need it later.

The screenshot shows the TeamLink web application interface. At the top, there's a navigation bar with 'TeamLink' logo and tabs for 'Season', 'Website', and 'Organization'. Below this is a search bar and a 'Power-Ups' button. The main content area shows the 'Details' tab for a team named 'Raptors Grade 3 & 4'. The team's details include Name, City, Country, Timezone, Description, and Division Structure. The 'App Join Code' is displayed as 'NXXKAD3FJ' and is highlighted with a red circle and the number 1. The 'Registration Join Code' is 'WZSV4648'. There are 'Delete' and 'Move' buttons at the top right of the details section.

After opening the required team (Click on team and then the team name)

1. Provide the parents with the App Join Code.

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.


Click twice for footer then click [Flowchart](#) or [Table of Contents](#) to return to these pages.

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



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 "SKYbasketball". Our address is SKYbasketball, 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

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Coaches



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 "SKYbasketball". Our address is SKYbasketball, 4219 - 19th Ave, Regina, Sask, S4S 0E5. Please include the players name and the community you are playing in.

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

View Your Invoice

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Invoices

Paid




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

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


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




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

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


Player 7 Test
Saskatchewan
Canada
skybasketball@sasktel.net

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


League & Team Management Solutions [Learn More](#)

Team Management App

Join




New Team Invite

Hi Marg Barr,
Spencer Bombardier 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 29 2019](#), 2:00 pm
Where: Mosaic Stadium

Player Availability	
Marg Barr	No Response

[Update Availability](#)

The Pro Plan is sponsored by 
[Create a New Sponsored Team](#) or [Refer a Coach](#)

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