

TOOLS FOR COACHES

6 EASY STEPS TO PUT YOUR SPORTS TEAM ON AUTOPILOT

Using



IS THIS EBOOK RIGHT FOR ME?

- Are you a coach or team manager of a sports team?
- Bugged down with emails?
- Tired of calling\texteing parents or players on your team about schedule updates or last minute changes?
- Need help with management of your team's members, schedule, attendance, payments and communications?

If you answered yes to any of these questions, this **e-book** is for you.

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GET STARTED
WITH A
SPORTS TEAM
MANAGEMENT
TOOL

Do I need a Team Management Tool?

Managing a sports team is not an easy job.

As a coach you need to manage:

- **Member Profiles**, contact information and documents, such as birth certificates, waiver forms, rosters, etc.
- Game and practice **schedules**, sync team and personal calendars.
- **Communications** to coaching staff , parents and players on team events, updates and last minute changes.
- Player **availability** and attendance.
- **Team Fees & Payments**.
- Perform any of these actions using your **mobile** device.

All the above, require good bookkeeping and many hours working off the field to keep things in place.

You can use spreadsheets to keep members' contact info, team fees & payments, use Google calendars to manage schedules and your personal email for team communications and tracking player availability.

You can also call individually each parent or player to notify them on last minute changes at the schedule, such as a cancelled game or practice.

Problem

Managing and sharing spreadsheets, mixing personal and team emails becomes cumbersome, especially if you are managing multiple teams.

Calling people individually to announce a cancelled game or practice is time consuming and emails don't arrive on time in such situations.

Solution

Use an online team management tool and enjoy these great benefits:

- Collect all member info and documents in one place, manageable by the team members, not you.
- Add or import all team events on a single calendar viewable and sharable in any device. Combine multiple team calendars and sync at your mobile device.
- Send email or mobile notifications on demand but keep them off your personal account.
- Set automated email game or practice reminders.
- Let members set their team event availability.
- Easily manage team fees & payments.
- Take your team on the go with a mobile app.



STEP 1

MEMBER PROFILES



Put your Team Members to Work

Start by importing members into TeamTracky from a list of emails and names (last time you'll use that roster spreadsheet) and let them complete their profile online.

Members can upload photos and enter contact information, such as phone numbers, emails, address or any other data you need to successfully communicate with them.

Ask them to set automated event notifications so they receive a reminder email the day before.

Members can also add contacts, such as parents, guardians, spouses or trainers, who can access their profile and view their schedule.

All you need to see is this:

The screenshot displays a web interface titled "Team Members List" with a "Switch Account" dropdown set to "Soccer Stars (Team Manager)". A "+ Add Member" button is visible in the top right. The main content area is labeled "Players" and contains a grid of nine player profiles. Each profile includes a circular profile picture, the player's name, contact information (My Cell, Mom's Mobile, Home, Dad Cell, or Email), a jersey number icon, and a green "ACTIVE" status button.

Player Name	Contact Info	Jersey Number	Status
Alex Burton	My Cell: 516-555-0007 Email: nystars_7@email.com	1	ACTIVE
Aidan Collins	Dad: 516-555-0005 Email: nystars_5@email.com	5	ACTIVE
Joshua Gordon	Email: nystars_1@email.com	1	ACTIVE
Ryan Harrison	Mom's Mobile: 516-555-0009 Email: nystars_9@email.com	9	ACTIVE
Maria Huffington	Daddy: 516-555-0006 Email: nystars_6@email.com	6	ACTIVE
Robert Karagiannis	Home: 516-555-0012 Email: nystars_12@email.com	12	ACTIVE
Preeti Serill	Mom: 516-555-0004 Email: nystars_4@email.com	4	ACTIVE
Irene Strandon	Home: 516-555-0008 Dad Cell: 516-555-0088 Email: nystars_8@email.com	8	ACTIVE
Kathleen Thomas	Home: 516-555-0010 Email: nystars_10@email.com	10	ACTIVE

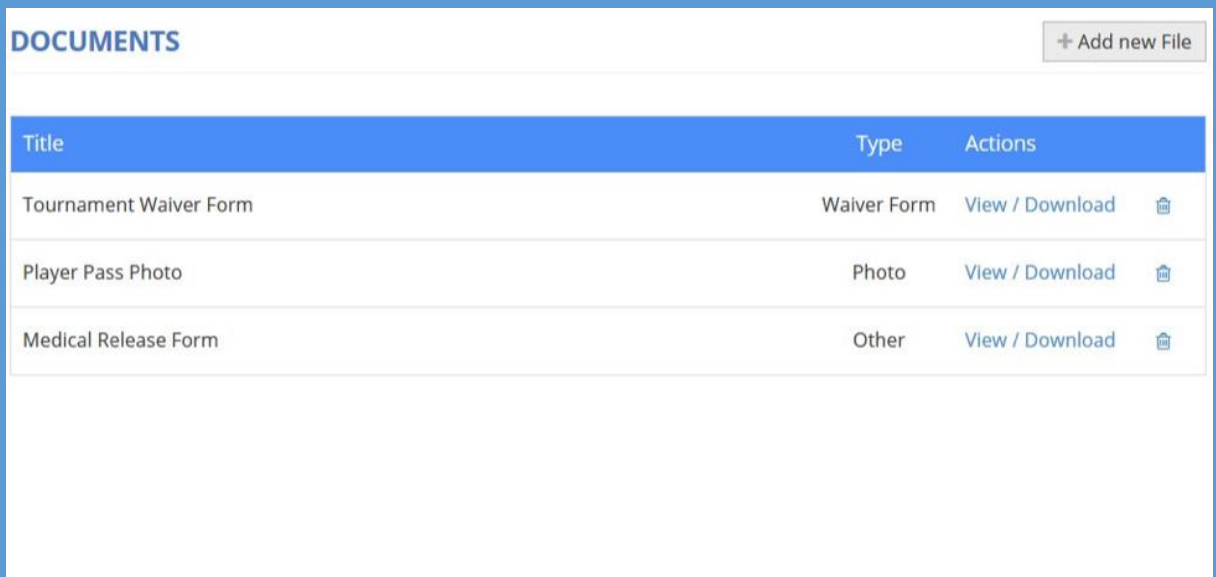
Store all Team Documents in one place

Ask team members to upload any documents you need, such as photos, birth certificates, waiver forms, etc.




Upload frequently used documents needed for team registrations such as team rosters or tournament forms.

All documents are stored on a secure server and are accessible by HTTPS protocol only.

Storing documents online saves you time searching through folders on your computer.



The screenshot shows a web interface for managing documents. At the top left, the word "DOCUMENTS" is displayed in blue. At the top right, there is a button labeled "+ Add new File". Below this is a table with three columns: "Title", "Type", and "Actions". The table contains three rows of data:

Title	Type	Actions
Tournament Waiver Form	Waiver Form	View / Download 
Player Pass Photo	Photo	View / Download 
Medical Release Form	Other	View / Download 

STEP 2

TEAM SCHEDULE



Save Time Managing your Team(s) Schedule

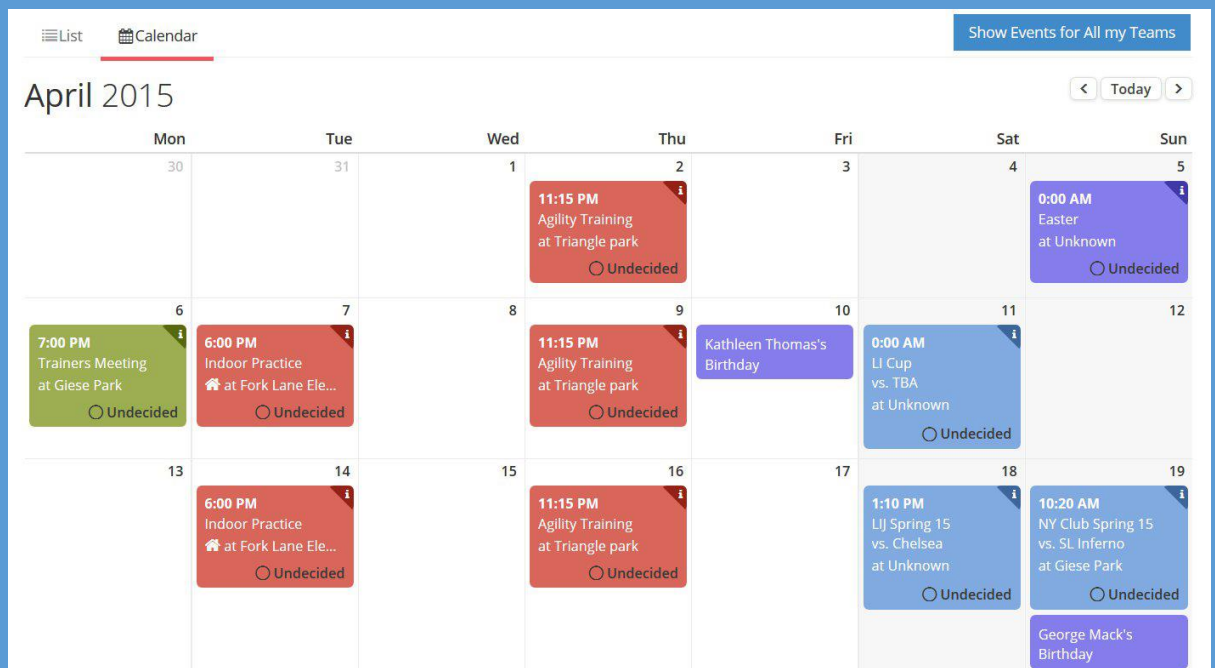
Next step is to add single or repeating events such as games, practices or meetings, and send notifications to your members.

View all the events on a single calendar, and get a full picture of what is coming ahead.

Coach or manage multiple teams?

View all your team schedules combined on a single calendar, or switch from a team's schedule to another with a click of a button.

A unified calendar helps you manage your time better





Import League Schedule

Adding games and events one by one is a time consuming job. First you must enter the event info at the calendar, next add the opponent team and field location address.



With this, TeamTracky exclusive feature, you can import the full league games schedule, opponent team info and field locations with a click of a button.

Great time saver!

Export and Sync Calendars

Nowadays, everybody is using a mobile device to manage their busy schedule.

With TeamTracky, you can synchronize calendars with Gmail or Outlook, and view your team(s) schedule on a single calendar on your browser or mobile device.

Parents and players will love you for that too!

Which field we play today?

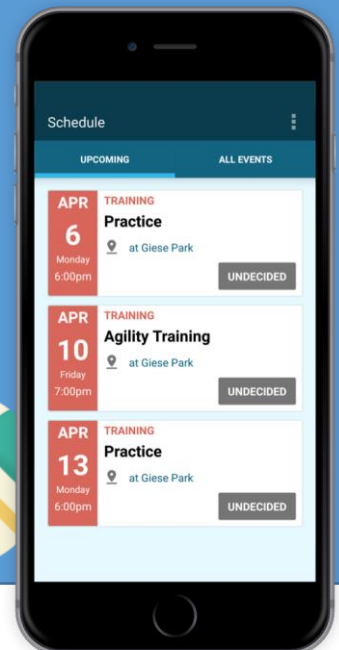
If you only had a dollar every time you heard that!

Team members should be able to get directions on their way to the field using a mobile app.

They should be able to tap on the event's field location, and open a map on their mobile device with directions.

Save time sending emails with field addresses and directions before every away game.

Ability to check team's schedule and get field directions on the go, should be enough to convince your parents or players to use a Team Management Tool.



STEP 3

MESSAGES



Communication is the key

Any time you save emailing back and forth is time you can spend productively.

You've already saved hundreds of emails with the first two steps because of:

- Self-managed member profiles.
- Unified team schedule calendars, exportable and viewable by any device.
- Field directions on the go using a mobile app.

Although, you can't totally eliminate email communications you can at least lighten the load by automating some tasks.

TeamTracky can email and/or send mobile notifications to team members every time you:

- Add a new event, such game or practice in the calendar.
- Change event details, such as time, field location or uniform color.
- Cancel or delete an event.

You just saved a few more hundreds of emails every month.

Automated Event Reminders

This is the step where you really put your team on autopilot.

Set TeamTracky to email **Event Reminders** to team members the day before a game or event.

Set and forget! Once you added or imported the team's schedule for the season, members will be automatically notified of each upcoming event and set their availability immediately.

It's like having a secretary working for you.

*“What are you going to do with
so much free time?”*

STEP 4

PLAYER AVAILABILITY



Member Availability & Attendance

So far, events are added to team's schedule and members are notified. Next step is to know who's coming.

Members can set their availability with a click of a button right from the reminder emails they are received or from the TeamTracky desktop or mobile app.

Know who's joining future events, such as tournaments or meetings, without reading tons of emails.

Time off

Many reasons can keep players off the field.

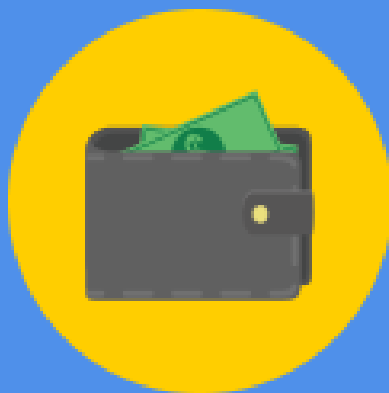
Members can set a date or a range of, in which they won't be available to participate to team events.

Next time to add a new event, you'll know their availability status right away and don't have to wait for their response.

Another great feature that puts your team on autopilot.

STEP 5

TEAM FEES & PAYMENTS



Feel like an accountant?

Paying team fees such as league, tournament or trainer charges and manage member payments can take a considerable amount of your time and mistakes can easily happen.

With TeamTracky's **Team Fees & Payments** feature, you can easily add team fees and apply to all or specific members. Then, members can easily check their balance and payment history on their desktop or mobile device.

A member just gave you cash or check? Add the payment in seconds and apply it to a specific team fee.

Another member joined the tournament late?

You need to recalculate member fees?

No worries. Let TeamTracky know who's joining and it will recalculate the fees owned for the rest of the members.

With **Team Fees & Payment History**, you and your team members have a clear picture what they've been charged for, how much and when they paid you.

No need to keep huge spreadsheets or even worse: not keeping track at all.

STEP 6

TAKE YOUR TEAM
ON THE GO



There's an app for that!

All the features presented above are accessible using the TeamTracky mobile app for iOS and Android devices.

Feel assured by knowing that you can access all the information you need on your mobile device.

Same applies for your members who don't have to bother you anymore for most things; except, complaining about coaching strategy or not enough playing time, of course.



CONCLUSION §

ADDITIONAL

RESOURCES

Conclusion

If you got this far, you are interested on organizing your team and save time.

It takes only a few minutes to add your team online and TeamTracky is FREE.

Visit www.teamtracky.com



Next Step: Learn more about



CHECK IT OUT

