



**TeamNet™**  
*sports network service*

## Introduction To TeamNet™

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# TeamNet™ Overview

Demosphere's comprehensive suite of online solutions welcomes its newest addition, TeamNet™!

TeamNet further extends Demosphere's ClubSite® suite of services by providing an additional layer of administrative functionality geared specifically toward Coaches and Team Contacts.

The TeamNet platform affords Coaches the ability to view and manage team rosters and members, communicate directly with various team members, and organize the team's calendar of events.

TeamNet is integrated with both the RosterPro® Registration System and League Scheduling System to facilitate simple data sharing between Demosphere's online solutions.

Club Administrators that utilize Demosphere's RosterPro Registration System are able to complete the standard team building process within the RosterPro System. Once the teams have been formed, the Administrator can then send the team information to the TeamNet platform, giving coaches the ability to independently manage and communicate with their teams.

If a team belongs to a league that utilizes Demosphere's League Scheduling System, games can be synced with the TeamNet calendar. The TeamNet platform will receive automatic updates when games are rescheduled within the Scheduling System.

# Signing Up With TeamNet™

## TeamNet™ Login

Users are able to access the TeamNet system through User ID, Facebook, or Google login credentials.

The User ID, or username, is determined during the initial user account creation. The user can set the ID to any custom username of their choosing.

*RosterPro® Registration System users will use their pre-existing login credentials to access the TeamNet platform.*

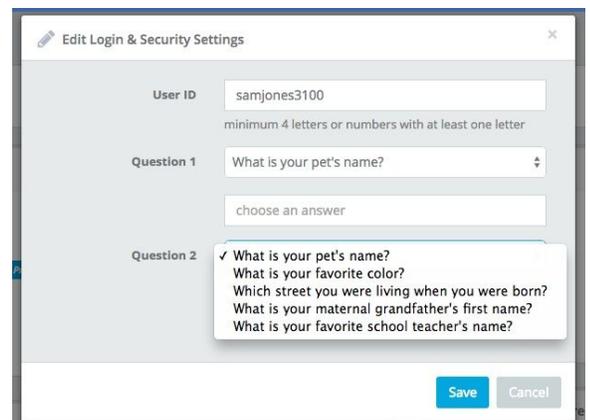


The screenshot shows the 'Profile Login' interface. It features two input fields: 'User ID' and 'Password', both with asterisks indicating required fields. Below these fields is a 'Remember me' checkbox. A green 'Sign In' button is positioned below the checkbox. At the bottom, there are two social login buttons: 'Sign in with Facebook' (blue) and 'Sign in with Google+' (red). A link for 'Forgot your password?' is located at the bottom right.

## Security Questions

TeamNet incorporates an advanced level of password security for all returning members.

Users are able to set two security questions within the system to protect their personal registration information from being compromised while recovering a forgotten password.

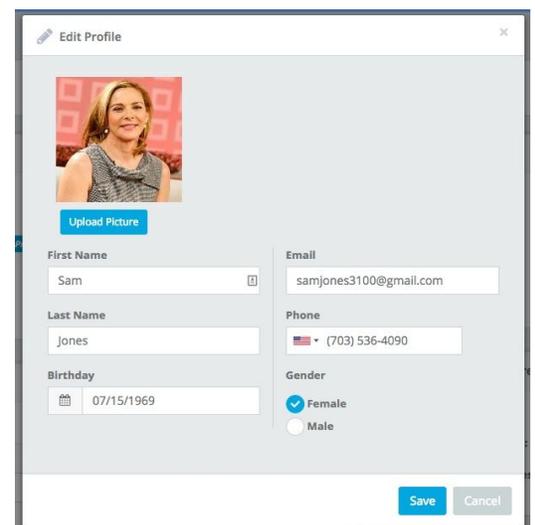


The screenshot displays the 'Edit Login & Security Settings' window. The 'User ID' field contains 'samjones3100' with a note below it stating 'minimum 4 letters or numbers with at least one letter'. 'Question 1' is set to 'What is your pet's name?' with a dropdown arrow and an empty 'choose an answer' field. 'Question 2' is also set to 'What is your pet's name?' and has a dropdown menu open showing a list of alternative questions: 'What is your favorite color?', 'Which street you were living when you were born?', 'What is your maternal grandfather's first name?', and 'What is your favorite school teacher's name?'. 'Save' and 'Cancel' buttons are at the bottom right.

## Manage Profile

Once an account has been created with TeamNet, contact information can be easily accessed and edited within the Profile options.

The user can update their Photo, Name, Date of Birth, Email Address, and Phone Number at any time.



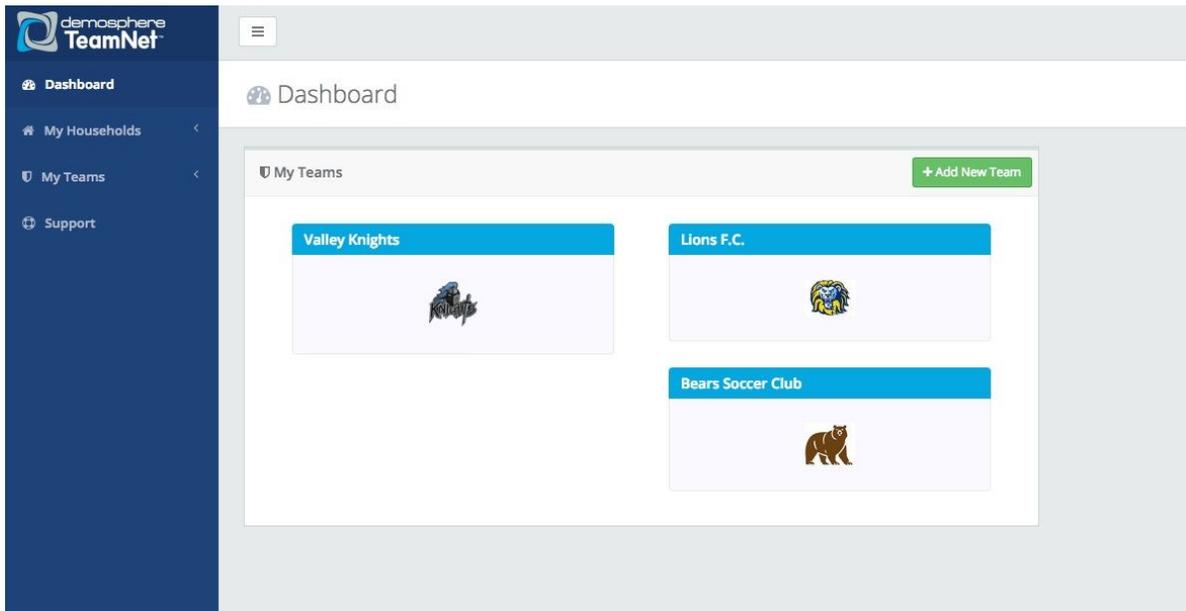
The screenshot shows the 'Edit Profile' window. It includes a profile picture of a woman with a blue 'Upload Picture' button below it. The form is divided into two columns. The left column contains fields for 'First Name' (Sam), 'Last Name' (Jones), and 'Birthday' (07/15/1969). The right column contains fields for 'Email' (samjones3100@gmail.com), 'Phone' ((703) 536-4090), and 'Gender' (Female selected with a radio button, Male unselected). 'Save' and 'Cancel' buttons are at the bottom right.

# Managing Team Information

## Create A Team

The main user dashboard displays a list of all teams that have been assigned to the user. The user has the option of selecting one of the available teams or creating a new team.

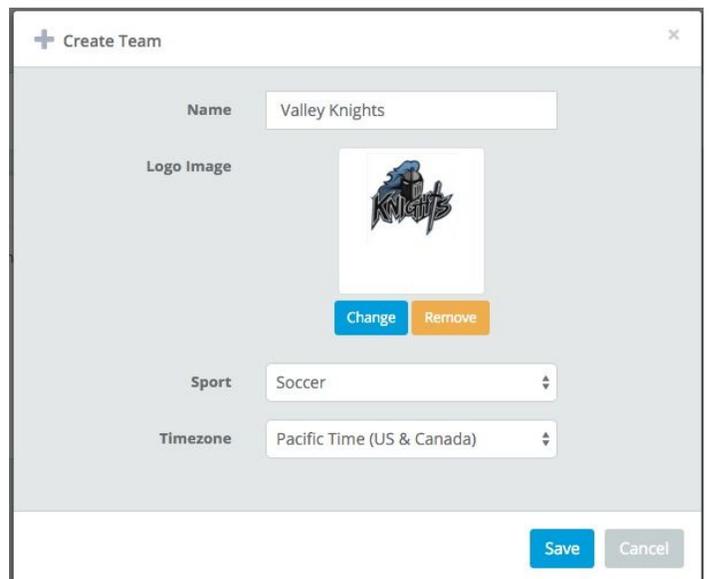
Selecting an available team will display that specific team's calendar schedule, communication center, team members, and roster.



## Manage Team Settings

New team creation allows the user to form a team by entering the Team Name, Sport, Time Zone, and including an optional Team Logo.

When teams within TeamNet are synced to Club teams in the RosterPro® Registration System, changes made to rosters in RosterPro will automatically update rosters in TeamNet.



## Create Team Member

Team contacts are stored within the Members section of TeamNet™. The user can add new contacts to any team by inputting their Photo, Name, Email Address, Date of Birth, Shirt Number, and Role.

The contact can be labeled as Coach, Assistant Coach, Manager, Player, or Parent.

*Team members created in the RosterPro® Registration System will automatically sync to TeamNet.*

## Adding Administrators

Any member can be set as an Administrator, giving them login access to manage the team. The system allows for unlimited Administrators.

*If the team was created in the RosterPro System, all Team Contacts (i.e. Coaches, Assistant Coaches, Team Managers) will be automatically granted administrative access to the team in TeamNet.*

## Adding Members To The Roster

While creating a member, the Administrator has the option of adding that individual to the team roster. Once a contact is added to the roster they will automatically appear in the Roster tab.

The roster will automatically separate the Team Staff and the Players based on their assigned Role.

*If the team was created in the RosterPro System, all players on the RosterPro roster will automatically be placed on the TeamNet roster. Similarly, all parents on the RosterPro roster will be created as*

The screenshot shows the 'Edit Member' interface. On the left, there are input fields for Email (cronaldo@gmail.com), First Name (Cristiano), Last Name (Ronaldo), Nickname, Birthday (02/05/1985), and Gender (Male). On the right, there is a photo of Cristiano Ronaldo with an 'Upload Picture' button, a Phone field, and checkboxes for Admin (No), Roster (Yes), and Roles: Coach, Assistant Coach, Manager, Player (checked), Parent, and Other. At the bottom right, there are 'Save' and 'Cancel' buttons.

members of the TeamNet team.

Staff Name	Role
Greg Hampton	Assistant Coach

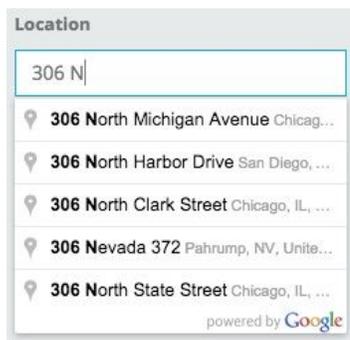
Player Name	Shirt #	Status
Charlie Smith	2	✓ Active
James Anthony	1	✓ Active
Joe Schimo	15	✓ Active

## Calendar Feature

### Creating A New Event

Administrators can add new events to the team calendar by selecting a date and adding event-specific information, such as Title, Location, and Invitees. Events can be set to “All Day” or have specific start and end times

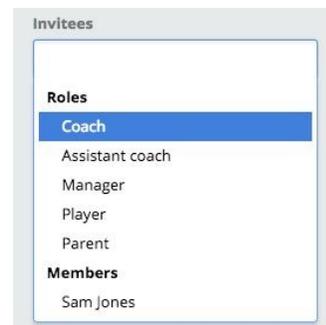
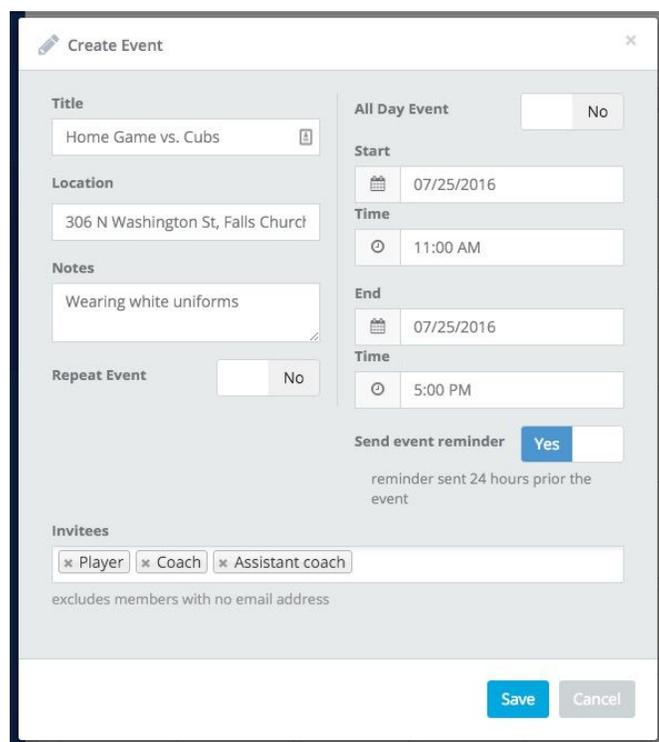
When entering the location, the Google-powered system auto-populates the remainder of the address.



### Contacting Invitees

Invitees can be selected for an event based on Role or Member name. For example, if creating an event for Coaches and Assistant Coaches only, the Admin would select those two Roles from the list, excluding Parents, Players, and Managers.

The TeamNet™ system automatically sends an event reminder to all invitees 24 hours prior to the event. The Administrator can change the Event Reminder feature setting from the default to Off.



### Set Events As Recurring

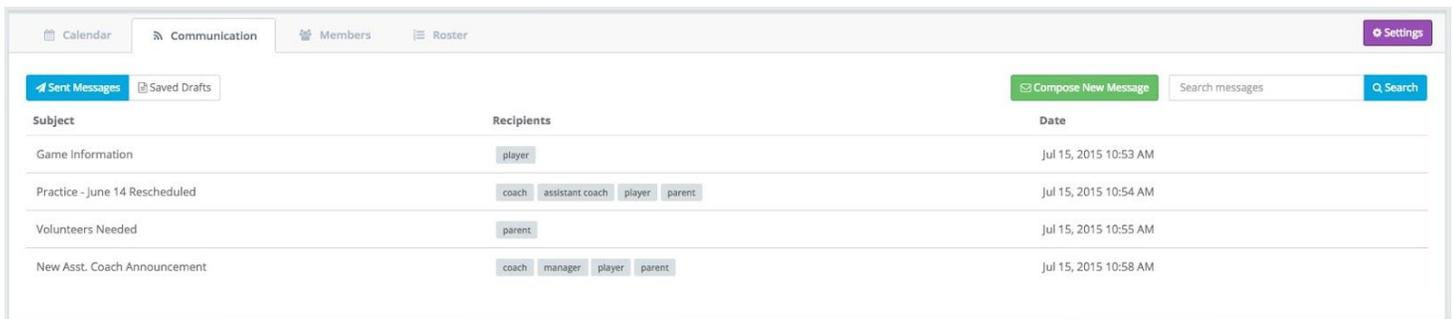
Within the TeamNet system events can be set as Repeat Events.

The user has the flexibility to specify the frequency of each event - whether it be daily, weekly, or monthly.

## Team Communication

### Drafting Broadcast Emails

Broadcast emails can be sent out directly within the TeamNet™ interface. Under the Communication section, Administrators can view the email broadcast history of both sent messages and saved drafts.



The screenshot shows the 'Communication' section of the TeamNet interface. It features a navigation bar with 'Calendar', 'Communication', 'Members', and 'Roster'. Below the navigation bar, there are tabs for 'Sent Messages' and 'Saved Drafts'. A 'Compose New Message' button and a search bar are also visible. The main content area displays a table of sent messages with columns for Subject, Recipients, and Date.

Subject	Recipients	Date
Game Information	player	Jul 15, 2015 10:53 AM
Practice - June 14 Rescheduled	coach assistant coach player parent	Jul 15, 2015 10:54 AM
Volunteers Needed	parent	Jul 15, 2015 10:55 AM
New Asst. Coach Announcement	coach manager player parent	Jul 15, 2015 10:58 AM

### Filtering Email Recipients

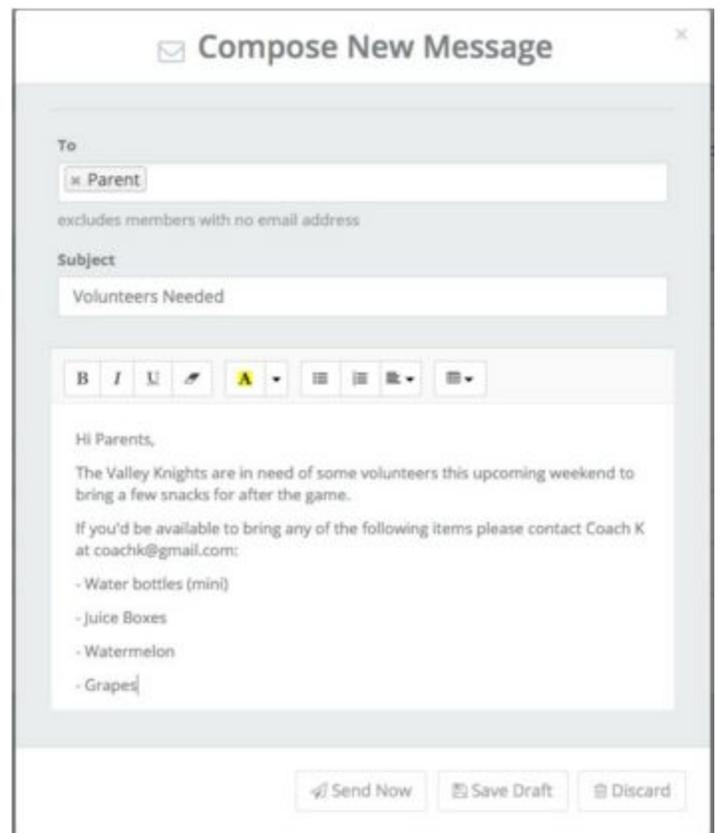
Choose from the dropdown list of Roles or individual Members to specify which group(s) the email will be sent to.

Multiple Roles and Members can be added to the same email.

### Text Editing Capabilities

The system utilizes basic text editing capabilities, allowing the user to draft the message directly within the composition screen.

Once the message is finalized, send the email immediately or save it as a draft.



The screenshot shows the 'Compose New Message' form. It includes a 'To' field with a dropdown menu showing 'Parent' and a note that it 'excludes members with no email address'. The 'Subject' field contains 'Volunteers Needed'. Below the subject field is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink. The message body contains the following text: 'Hi Parents, The Valley Knights are in need of some volunteers this upcoming weekend to bring a few snacks for after the game. If you'd be available to bring any of the following items please contact Coach K at coachk@gmail.com: - Water bottles (mini) - Juice Boxes - Watermelon - Grapes'. At the bottom of the form are three buttons: 'Send Now', 'Save Draft', and 'Discard'.

**[TeamNet Mobile App](#) capabilities now available!**

More information on managing Household Members and viewing Registration History with the TeamNet platform can be found within the [Household Management With Team.Net](#) document in Demosphere's Support Center.