MC United Soccer Club: Tournaments

Mountain Bay Cup, Fall Cup, Winter Classic

Help guide for TeamSnap Tournaments registration & waivers

General notes / common confusions regarding this software

- TeamSnap Tournaments is one of the TeamSnap products that your club may already use. The 'Tournaments' portion of TeamSnap is a different product than the communication product that is commonly used. One password does not automatically work for all of your TeamSnap logins.
- Because 'Tournaments' is a different product it has a different website than the communication product your club/ team may be using. If you are trying to access your team's profile make sure you are going to the proper website (http://events.teamsnap.com).
- **IMPORTANT:** Only the account that was logged in and was used to register a team(s) is able to access the team's profile in TeamSnap Tournaments. Just because a coach is entered in the team's profile does not automatically give them access to the team's profile. Only the account that registered the team is linked to the team's profile. Unfortunately, there is no way to link multiple persons/ accounts to a team's profile.
- Unlike most tournaments that require waivers to be scanned and submitted ahead of the tournament or have an in person check-in process before your first game, TeamSnap Tournaments uses digital waivers that are sent to a parent's email and can be filled out in 2-3 minutes! If managed well it can save managers a lot of time and no paperwork. There is no need to check your team in at the tournament tent before your first game.
- The roster listed in 'Tournaments' is NOT an official game roster. A state-association approved roster is still required to be presented for pre-game inspections to the tournament referees / field marshals (except the Winter Classic).
- Confusingly, the TeamSnap Tournaments mobile app is NOT used to view or manage a team's profile. The mobile app is exclusively for tournament communication and tournament schedules/ scoring.
- Only one parental email can be added to each player on the roster. Whatever email address is entered is where the digital waiver (invite) will be sent. As waiver completion is very important, ideally the waiver should be sent to the most reliable email address for that player's parents to ensure it is received and completed.

TEAM MANAGER - HOW TO REGISTER INDIVIDUAL TEAMS

- Click on the tournament registration link provided by MC United.
- If you have a TeamSnap Tournament account, use your existing TeamSnap email and password as you normally would to view your respective team in your account. If you do not have a TeamSnap Tournament account, create one by entering your email and creating a password. You will need to use this email/password going forward.
- Enter each player on your team and a corresponding parental email address. Once a player is added to the roster the parent will receive an email to complete the emergency contact information and E-Sign the medical waiver to participate in the tournament event. Each player that is participating in the event must be entered in the TeamSnap roster and have the medical waiver completed.
- Managers can also login to their account at a later date to input this information by visiting **http://events.teamsnap.com** and clicking on upcoming events and then selecting your respective team. Once logged-in, managers can take other actions, such as: adding additional players to the roster, removing players from the roster, checking the completion status of waivers, and resending email waivers to parents.
- If you have been instructed to pay now, choose credit card or cash/check option. If your club will send one check for total teams registered, select cash/check to pay later.

CLUB REGISTRAR – HOW TO REGISTER MULTIPLE TEAMS

Do you have club teams with existing TeamSnap Tournaments accounts?

- Instruct managers to use existing TeamSnap email and password as they normally would to view your respective team.
- Follow instructions above for individual team registration.
- Instruct your managers to pay immediately via credit card or to select cash/check to pay later. Clubs have the option to send one check for total teams registered.

Club Tournament Registrar responsible for registering all teams?

- Use the club email or a chosen general email and create a generic password that is easily entered by managers later so they can enter parent emails and player name so that all each family receives the email to E-sign the medical waiver.
- Choose to pay immediately via credit card or select cash/check to pay later. Clubs have the option to send one check for total teams registered.
- Managers use designated email and generic password distributed by the Club Tournament Registrar to login by visiting **http://events.teamsnap.com** and clicking on upcoming events and then your respective team.
- Managers can then enter each player and each parental email for their respective team. The Club Registrar can also enter each player if they choose.
- The Club Tournament Registrar can login at any time using the email and generic password to monitor status of each team.

WHAT DO PARENTS HAVE TO DO?

Once a player is added to the team in TeamSnap Tournaments roster an email will automatically be sent to the parent's email address that was entered. **The email will only be sent to the email address that was entered in the team's profile**. Occasionally these emails can be flagged as spam, so parents may want to check their spam folder if they are claiming they can't locate it.

Parents will receive an emailed invite to have their player participate in the tournament as pictured below. Click on the ACCEPT box and follow the steps to complete the necessary waiver.

The waiver is really easy to fill out and should only take 2-3 minutes to complete! Once its complete the player will now show-up in the team's digital roster as being eligible to play in the tournament.

Hi Jade Benell-Gray! MCU Girls U14 Ignite have invited you to join their roster for MC United Fall Cup - 11th Annual starting on Sep 13, 2024.

We need you to fill out your roster information via TeamSnap Tournaments. Please update your information before Sep 10, 2024. The roster will be locked on this date.

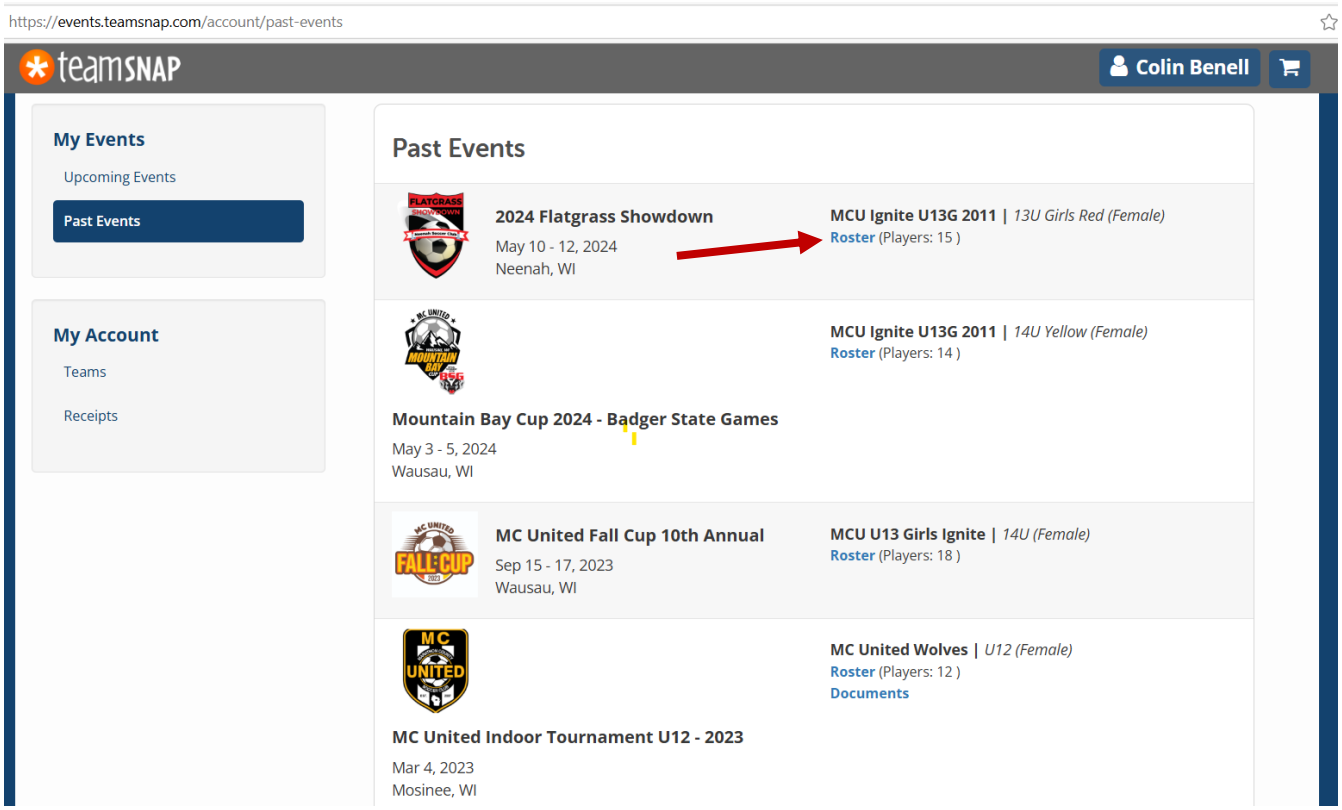
Colin Benell (cbenell@gmail.com) sent you this invitation.

Accept & Update Roster Information

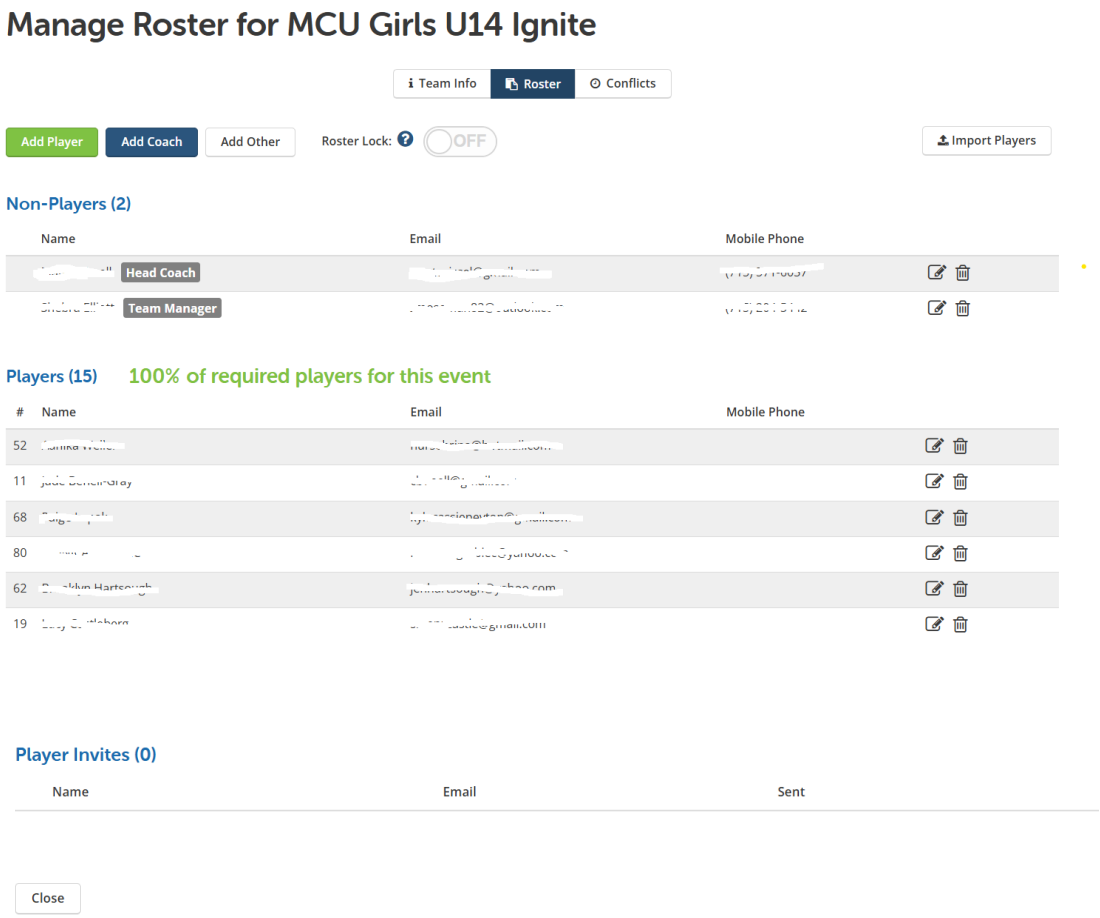
Decline

HOW DO I KNOW IF THE WAIVERS HAVE BEEN COMPLETED?

When logged into your TeamSnap Tournaments account you will be able to see a dashboard like below. It will include Upcoming and Past Events. Select Roster (blue) to open your team's roster for the upcoming MC United tournament.



Within the Roster view you will see a list with the blue headings for **Players** and **Player invites**. Once a player's email waiver (invite) has been completed they move from the 'Player invites' grouping into the 'Players' grouping. So simply put the 'Players' list at the top is who has completed the waivers and the 'Player invites' list is who still needs to get it done. Monitoring this dashboard is how team managers can see what players (parents) need to be contacted to complete their waivers. Obviously by the time of the tournament we want all players that are on your roster to be in the 'Players' list with 100% completion.

You can easily resend a waiver invitation to players in the 'Player invites' list. If you click on 'Resend invite' another invite will automatically be sent to the email address that is listed.

**** If you want to change the email address that you want the waiver to be resent to, you will need to delete the player and then re-add them with the new email address. It's easy.*