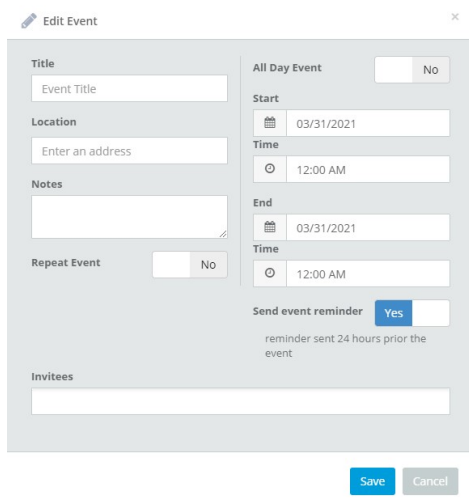
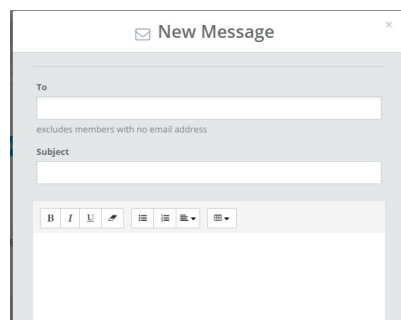


## TeamNet Instructions

1. Log in at [www.TeamNet.org](http://www.TeamNet.org). Use the same email and password as you used for registration.
2. On the dashboard, under “My Teams,” click on your team
3. Instructions for scheduling calendar events are:
  - a. Go to the Calendar tab
  - b. Click on the date of the event. An Event box will appear



- c. Fill in all the fields in the box. Click Save when you are done filling in fields.
  - d. Any team member can sync their personal calendar to this calendar by hitting EXPORT, and then choosing one of the 3 sync options.
4. Instructions to send messages to the team are:
    - a. Go to the Communication tab
    - b. Click on New Message. A message box will appear.



- c. Click inside the TO field and then select the recipients.
  - d. Fill in the subject and the text of the message.
  - e. Click SEND
5. Instructions to see your roster are:
    - a. Go to the roster tab
    - b. Your roster will appear

6. Instructions to see all people associated with the team
  - a. Go to the Members tab
  - b. Names of coaches, players and parents will appear.