

How to Use Team Snap



Team Snap is the web portal we use for all official unit communication. It's a secure way of sending emails and alerts to the entire team or just one or two members.

In order to obtain a Team Snap account, all of your paperwork must have been turned in along with your payment to the Battalion. Creating the Team Snap account is one of the last boxes we check to get you onboard.

Once personnel are advised your account can be created, they will create you an account and will email you the invite. There are several ways to complete the profile. Below you'll find steps outlining how to complete your profile in order to stay up to date with the latest unit briefings.

**Complete phone carrier (Sprint, Verizon, etc) & Jersey Number = CADET
see example below...**

Information can be given to the Admin Officer at the completion of the paperwork and they will ensure the Information Officer overseeing Team Snap is notified.

Scenario 1 – (Cadet has no email address – Will use Parents email or Parent will maintain account)

- Unit personnel will need a primary address, cell phone number & phone CARRIER (Verizon, etc)
- Unit personnel will then create the Cadet's account and once it's complete, they will email you the invitation. (if you have more than one child in the program, you may use the same email address for each profile created however know that you will receive each unit notification twice)
- Once you receive the invite via email, you can then create your account, log in and finish editing the profile by adding an updated picture (same picture you submitted for the ID card is fine) and any other pertinent information. **(DO NOT modify any field that has been completed by unit personnel unless you communicate with them first)**

Scenario 2 – (Cadet has their own email and will maintain their own account)

Cadets are encouraged to include their Parents in their accounts for notifications only

- Unit personnel will need a primary address, cell phone number & phone CARRIER (Verizon, etc)
- Unit personnel will then create the Cadet's account and once it's complete, they will email the invitation. **(There are options under each Cadet's profile to add family members. This is highly recommended in the event of a change of status and we need to reach you)**
- Once you receive the invite via email, you can then create your account, log in and finish editing the profile by adding an updated picture (same picture you submitted for the ID card is fine) and any other pertinent information. (DO NOT modify any field that has been completed by unit personnel unless you communicate with them first)

Below is a sample of what a complete profile shall look like. Please verify all information is correct. Any questions, you can message the Information Officer via Team Snap.

Team Snap also has a free iOS and Droid app. These are handy for those on the go and it's encouraged so you can get status updates and verify drill information.

First Name:	<input type="text" value="Jane"/>
Last Name:	<input type="text" value="Doe"/>
Email Addresses:	<div><p>Email: <input type="text" value="JaneDoe@gmail.com"/> <input checked="" type="checkbox"/> Private <input checked="" type="checkbox"/> Receive Team Emails</p><p>Label: <input type="text"/> <small>EXAMPLES: Mom, Dad, etc</small></p><p>Add Another Email Address</p></div>
Phone Numbers:	<div><p>Phone Number: <input type="text" value="919-919-1919"/> <input checked="" type="checkbox"/> Private <input type="checkbox"/> Preferred</p><p><input checked="" type="checkbox"/> Allow team to send me text messages at this number</p><p>Label: <input type="text" value="Cell"/> <small>EXAMPLES: Mobile, Home, Work, etc</small></p><p>Mobile Phone Provider: <input type="text" value="Verizon Wireless"/> <small>Don't see your provider? Click here</small></p><p>Add Another Phone Number</p></div>
<input checked="" type="checkbox"/> Non-Player:	<input type="checkbox"/> This person is a non-playing member of the team <small>(e.g. coach, team mom, mascot, etc.)</small>
<div>Hide Optional Member Info</div>	
Gender:	<input type="text" value="Female"/>
Birthday:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Hide Age
Jersey Number:	<input type="text" value="CADE"/>
Role(s):	<input type="text"/>
Address:	<input type="text"/> <input type="checkbox"/> Private
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>

Once you log into the Team Snap portal, you should see this menu bar



Unit personnel encourage Cadets and Parents to browse each tab and become familiar with the contents under each one.

Members = Unit members and contact

Schedule = Drill Calendar

Availability = This is where each Staff Member, Cadet or Approved Volunteer confirms their availability for referenced drill

Payments = Not used. We use the PayPal feature found on our website and home page on Team Snap.

Media = One of the most important tabs! This area houses all of our forms, procedures, pictures and more! Cadets and Parents should be very familiar with this section!

Messages = This is where you contact other unit members (if they have a valid email address in their profile). ALL messages are permanent and cannot be deleted once sent.

Team Store = Not available yet

Preferences = This is where each user sets their profile preference.