

How do I add a manager to my team?

Managing a team is a lot of work! Do you need some help managing your team? A **team owner** can grant **manager access** to any member on roster. Granting this access will allow a member to *edit* the team. With **manager access**, the member will be able to:

- Make adjustments to the team's **Home** tab
- Manage, add, edit, invite, and delete members from the **Roster**
- Create, edit, and delete games/events from the **Schedule**
- Adjust statuses on the **Availability** tab
- Create, edit and delete items on the **Tracking** tab
- Create, edit and delete items on the **Payments** tab
- Create, add, edit and delete items on the **Statistics** tab
- Create, edit and delete items on the **Assignments** tab
- Add or delete any photos, files or videos on the **Media** tab
- Access to edit team and site settings on the **Manager** tab
- See all fields marked as **Private**

Please note that there is not a way to grant *partial manager access*, a user with **manager access** will have full editing rights to the team. Also note that all users with login access to a profile will be able to use the **manager access** so it is not advisable to add the access to a player profile. If you need to give access to an adult that has access through a player profile, we recommend that you create and invite the parent to the roster on a separate roster profile and add the **manager access** to their profile.

When adding a new member to the **Roster**, you can grant **manager access** by checking the **Manager Access:** box on their profile. To grant access to an existing member, follow these steps:

From a **browser**:

- Login to the team through the **owner** profile
- Go to the **Roster** tab
- Click on the *name* of the player
- Click to **Edit** the profile
- Check the **Manager Access** box
- ✓**Save** the setting

Edit Player	
First Name:	<input type="text" value="Billy"/>
Last Name:	<input type="text" value="Smith"/>
Email Addresses:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Email: <input type="text" value="billy@teamsnap.com"/> <input type="checkbox"/> Private <input checked="" type="checkbox"/> Receive Team Emails Delete</p> <p>Label: <input type="text"/> EXAMPLES: Mom, Dad, etc</p> </div> <p style="text-align: center; margin-top: 5px;">Add Another Email Address</p>
Phone Numbers:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Phone Number: <input type="text"/> <input type="checkbox"/> Private <input type="checkbox"/> Preferred</p> <p><input type="checkbox"/> Allow team to send me text messages at this number</p> <p>Label: <input type="text"/> EXAMPLES: Mobile, Home, Work, etc</p> </div> <p style="text-align: center; margin-top: 5px;">Add Another Phone Number</p>
Manager Access:	<input type="checkbox"/> Give this person manager access <small>(They'll be able to access all manager editing features.)</small>

From the **iOS/Apple** app:

- Login to the team through the **owner** profile
- Go to the **Roster** tab
- Click on the *name* of the player
- Click the **Edit** button on the top, blue bar
- Slide the **Manager** button to **ON/Green**
- Click the **Save** button on the top blue bar

Cancel Edit Player Save

First Name
Billy

Last Name
Smith

Gender

M F

Birthdate

Please Select >

− Email billy@teamsnap.com

+ Email

− Phone

+ Phone

+ Family Members

Jersey Number

Position

Manager

Non-Player

Address

City

State