



# Team Manager Quick Start Guide

**Team Cowboy Customer Service**

[www.teamcowboy.com](http://www.teamcowboy.com)

[amigo@teamcowboy.com](mailto:amigo@teamcowboy.com)

(888) 891-5895

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## Intended Audience

This document is intended for team managers, team administrators, and/or coaches that are new to managing a team on Team Cowboy – but of course, anyone is welcome to read this document to become more familiar with what Team Cowboy has to offer.

## Overview

This guide will get you up and running with your new team in no time flat!

**Here's a brief overview of the topics that are covered in this guide:**

- Creating a new team profile
- Navigating around Team Cowboy
- Adjusting settings for your team
- Adding games and other events to your event schedule
- Adding players and other team members to your team roster
- RSVPing for team events
- Communicating and collaborating with your team members (Message Board, e-mail, Photos, Videos & Files)
- Tracking payments
- Creating your team store
- Using Team Cowboy MatchUp to find players for your team
- Accessing Team Cowboy while on the go using Team Cowboy Mobile

## Create Your New Team Profile

The first step in getting started is creating a new team profile! To setup a new team on Team Cowboy, visit <http://www.teamcowboy.com> and click Create a Team Profile. In order to use Team Cowboy, a Team Cowboy account is required – don't worry though, you can easily setup a new account at the same time you create a new team profile (if you already have a Team Cowboy account, you can sign in with that as well).

To finish creating the profile for your new team, just fill out the form on the page and you'll be up and running in just a few minutes.

## Team Cowboy Navigation

Once you've created your new team profile, you will be on the team home page. This is the starting point for your team and is also the page that other team members will generally see when they sign in to your team. Before continuing, it's important to understand how to navigate around the Team Cowboy site.

**There are two main areas of navigation on Team Cowboy as illustrated below:**

- Global Navigation
- Section Navigation

### Global Navigation

Global Navigation allows you to jump between the major sections of the Team Cowboy web site.



Tabs within the Global Navigation area

- **Teams** – Access all of the teams that you are a member of
- **MatchUp** – Access Team Cowboy MatchUp, a bulletin board and matching system to connect teams looking for players and players looking for teams
- **Help** – Access help documentation, FAQs, and information for contacting Team Cowboy Customer Service

## Section Navigation

Section Navigation allows you to jump between pages within the section of the Team Cowboy web site you're currently on (for example, if you're on the "Teams" section, you will be able to access different pages related to accessing and managing your team).



### Tabs & Links within the Section Navigation area

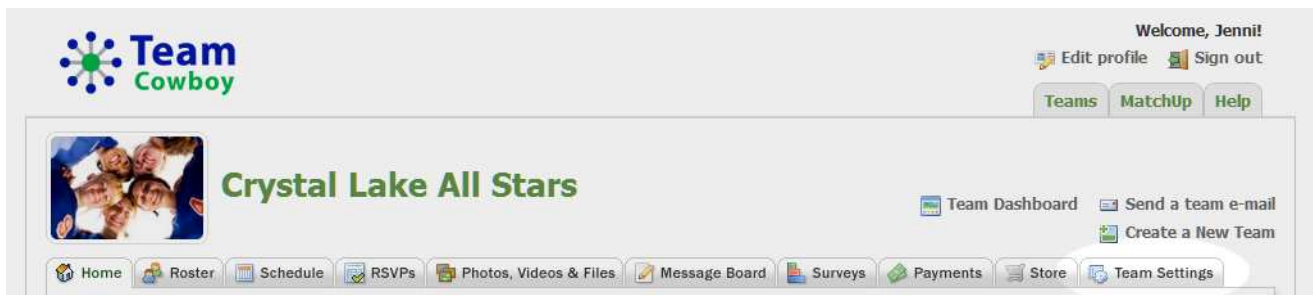
#### Tabs

- **Home** – Your team home page
- **Roster** – Add, modify, or remove team members
- **Schedule** – Add, modify, or remove games and other team events
- **RSVPs** – Manage team member RSVPs for events
- **Photos, Videos & Files** – Post and manage photos, videos, files, and other documents
- **Message Board** – Post and comment on messages for your entire team
- **Surveys** – Create surveys, collect responses, and analyze the results
- **Payments** – Track payment goals and associated payments
- **Store** – Access your team store to purchase customized apparel and accessories
- **Team Settings** – Modify important team settings and options
- **Team Dashboard** – Access your team dashboard (this link is only available if you are a member of two or more teams)
- **Send a team e-mail** – Send an e-mail to other team members
- **Create a New Team** – Create a new team profile

## Adjust Settings for Your Team

Team Cowboy is a powerful tool but is easy to use too! As you get more comfortable with Team Cowboy, you may wish to explore the various settings and options that are available to you as a team administrator.

The main area for managing your team settings is on the **Team Settings** tab within the section navigation when you're on the "Teams" area of Team Cowboy:

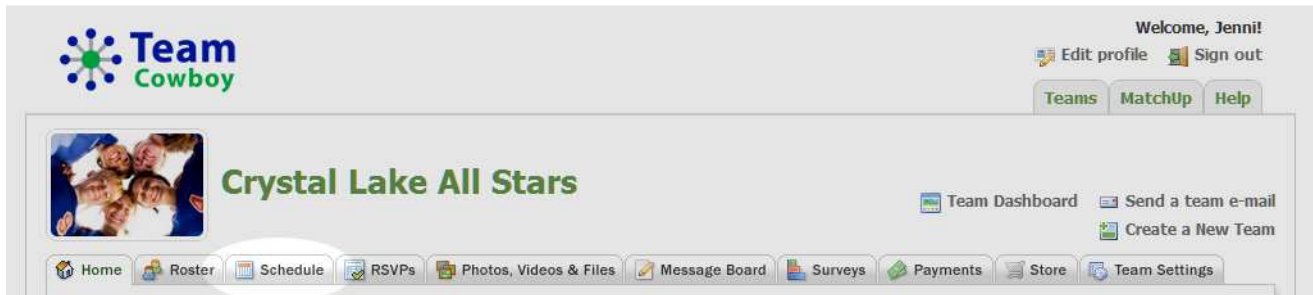


Once you are on the **Team Settings** page, there are a set of additional tabs:

- **Basic Information** – Change basic information such as your team name, region, manager/captain, and team colors
- **Team Photo** – Upload an image or team photo which will appear on your team home page
- **Event E-mails** – Setup automatic announcements and reminders for your team's events
- **Team Store** – Setup a team store where your team members can purchase customized apparel and accessories
- **Public Team Web Site** – Make your team web site accessible on the Internet without requiring visitors to sign in
- **Links** – Setup handy links to other web pages and files not located on Team Cowboy
- **Permissions** – Define powerful permission settings that control what your team members can access
- **Options** – Define powerful options that control the vast array of features and functionality available on Team Cowboy

## Add Games & Events to Your Event Schedule

If you're like many teams, you have a set of games, practices, and other events that you would like to add to your team schedule. You can do this easily on Team Cowboy by visiting the **Schedule** tab within the section navigation when you're on the "Teams" area of Team Cowboy:



If you have events ready to load in, we recommend that you add them to your team before inviting team members. That way, when they access your team site for the first time, they will see events and other content you've added instead of a brand new (and generally fairly empty) team site.

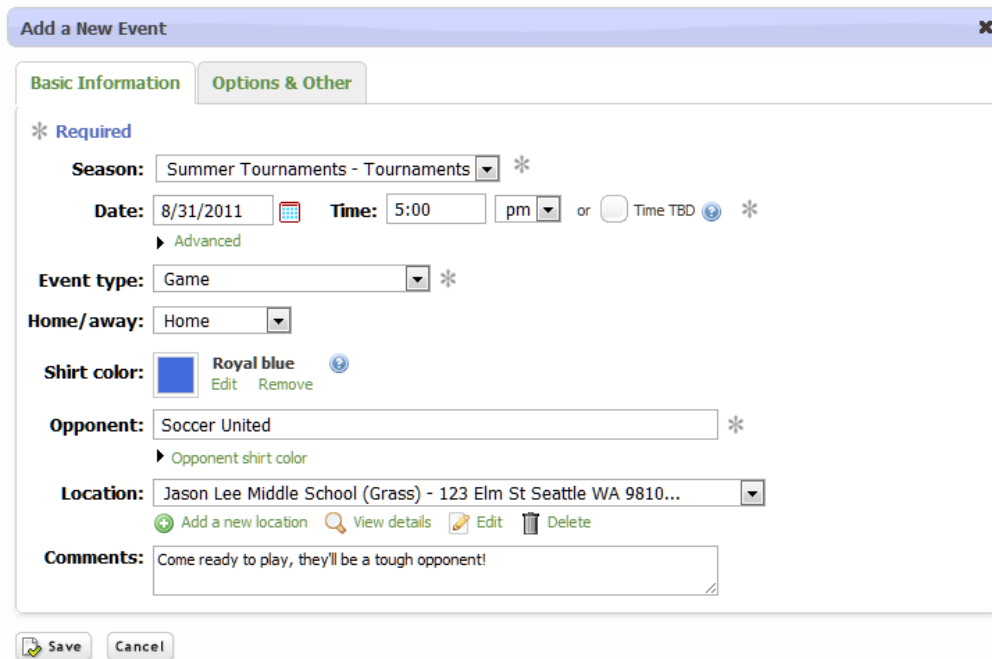
## Create a New Season

Before creating any events, you will need to create a new season. A season is essentially just a collection of one or more events. You can also create seasons for tournament schedules, fundraisers, and other related events.

When you visit the **Schedule** tab for the first time, you will be taken to the page to create a new season. Later, you can add or modify seasons by clicking the **Add or modify schedule seasons** link from the Schedule page.

## Create Your First Event

After you've created a new season, you will be taken back to the Schedule page where you'll be ready to create a new event! Just fill out the form and click **Save** and your event will be added to your schedule. You can continue adding as many events as you need.



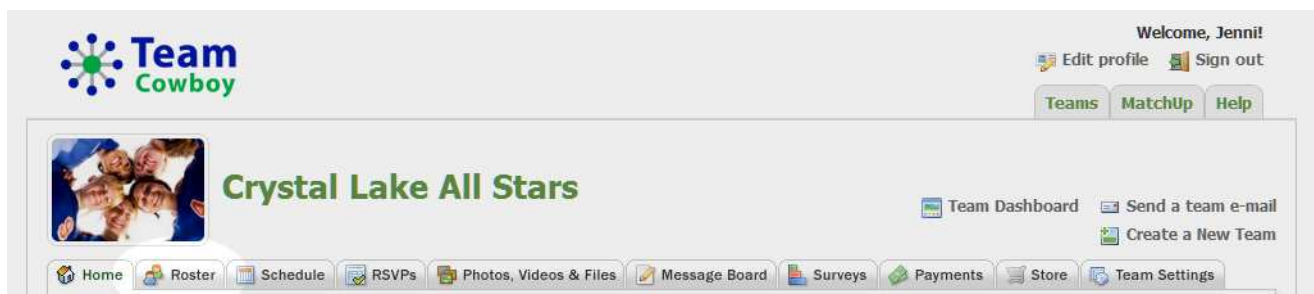
The screenshot shows a web form titled "Add a New Event" with two tabs: "Basic Information" (selected) and "Options & Other". The form contains the following fields and options:

- Season:** A dropdown menu set to "Summer Tournaments - Tournaments".
- Date:** A date picker set to "8/31/2011".
- Time:** A time picker set to "5:00" with a "pm" dropdown, and a radio button for "Time TBD".
- Event type:** A dropdown menu set to "Game".
- Home/away:** A dropdown menu set to "Home".
- Shirt color:** A color selection area showing "Royal blue" with "Edit" and "Remove" links.
- Opponent:** A text input field containing "Soccer United".
- Location:** A dropdown menu set to "Jason Lee Middle School (Grass) - 123 Elm St Seattle WA 9810...". Below it are links for "Add a new location", "View details", "Edit", and "Delete".
- Comments:** A text area containing the text "Come ready to play, they'll be a tough opponent!".

At the bottom of the form are "Save" and "Cancel" buttons.

## Add Team Members to Your Roster

Next, you can add people to your team roster so that they can access your team. There is no limit to how many people you can add. Team Cowboy includes powerful settings so you can group team members by types such as "Full time player", "Sub", "Parent", etc. You can even remove these built-in types and create your own. Team members are managed from the **Roster** tab within the section navigation when you're on the "Teams" area of Team Cowboy:



The screenshot shows the Team Manager interface for a team named "Crystal Lake All Stars". The top left features the "Team Cowboy" logo. The top right shows a user greeting "Welcome, Jenni!" and links for "Edit profile" and "Sign out". Below this are three tabs: "Teams", "MatchUp", and "Help". The main content area displays the team name "Crystal Lake All Stars" next to a group photo of team members. To the right of the team name are links for "Team Dashboard", "Send a team e-mail", and "Create a New Team". At the bottom, there is a navigation bar with icons and labels for "Home", "Roster", "Schedule", "RSVPs", "Photos, Videos & Files", "Message Board", "Surveys", "Payments", "Store", and "Team Settings".

Once you are on the Roster page, click **Add a new team member** and fill out the form shown then click **Add/Invite Team Member**.

**Add a New Team Member** ✕

**Basic Information** | Profile Photo | Additional Information | Options

Please complete the form below to add a new team member to your roster. If an e-mail address is entered below, the new team member will automatically receive an e-mail inviting them to join your team.

\* Required

**First name:**  \*

**Last name:**

**E-mail addresses:**

An e-mail address is required for the team member to sign-in and access your team.

**Phone numbers:**

**Gender:**  Male  Female \*

**Team member type:**  \*

[Add a new type](#) [Edit types](#)

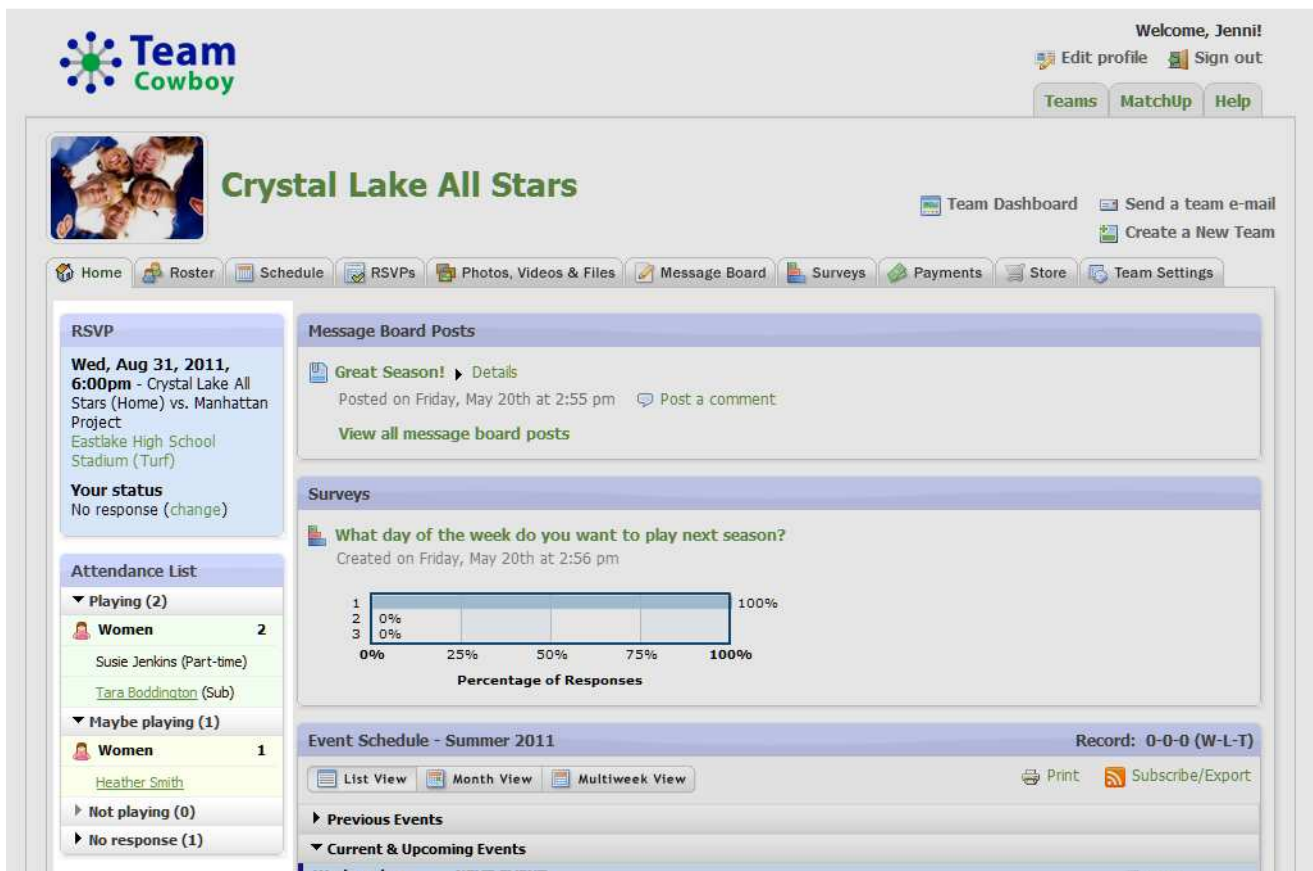
For best results, we recommend entering the team member's e-mail address when adding new team members to your roster. By doing this, the team member will automatically receive an e-mail invitation to join your team. If you add someone to your roster and they have not accepted your invitation, you will see **Invitation Pending** on your Roster. Keep in mind that until they accept the invitation, they will not be able to access your team.



## RSVP for Team Events

One of the most powerful features of Team Cowboy is the ability to RSVP for events on your team's event schedule. RSVP functionality is built-in and is ready to go, but you can always tweak RSVP settings if needed from the **Team Settings** page and also on a per-event basis from the **Schedule** page.

When team members sign in, they will be able to access the team's event schedule. They can then RSVP for each event in the upper-left of the page as shown here:



Below the **RSVP box** is the **Attendance List**, which shows an up-to-the-minute view of who's attending the event. When RSVPs are saved or a new event is selected from the Event Schedule, the RSVP box and Attendance List box are reloaded with the latest information.

## Collaborate & Communicate with Your Team Members

Team Cowboy makes it easy to collaborate and communicate with your team members through the **Message Board** and **Send a team e-mail** features.

### Message Board

The Message Board is a general area to post messages that are accessible by everyone on your team. Just click the **Message Board** tab within the section navigation when you're on the "Teams" area of Team Cowboy.

When new messages are posted to the team, all team members will receive an e-mail notification and can visit your team page to add comments on the message board post for everyone to see. This is a great way to start a group discussion and get quick feedback!

### Send a Team E-mail

You can also send your team an e-mail message right from within Team Cowboy. This is great for targeting groups of team members on your team, one or more specific team members, or only team members that are attending a specific event on your team's event schedule.

### Post & Share Photos, Videos & Files

You can easily upload photos, embed videos, and post files on Team Cowboy, all from within your team site. Just click the **Photos, Videos & Files** tab within the section navigation when you're on the "Teams" area of Team Cowboy.

#### Photo & Video Albums

There is no limit to the number of photo & video albums you can create as long as you are within the media storage space limits set for your team (if you need more storage space, please contact us). Each album can contain uploaded photos or embedded videos from the YouTube, Vimeo, or Flickr video sharing web sites.

You can also easily share your albums on Facebook, Twitter, or anywhere else using the public link for the album. If you don't want to allow your album to be accessed outside of Team Cowboy, that's not a problem! Just adjust the privacy settings for the album when you create it.

#### Files & Documents

Need to post a form or other important document for your team? It's easy with Team Cowboy – just click on the **Files & Documents** tab on the **Photos, Videos & Files** page.

## Track Payments

Keeping track of team payments is easy with Team Cowboy. Just visit the **Payments** tab within the section navigation when you're on the "Teams" area of Team Cowboy.

### Payment Groups

The first step to track payments is to setup a Payment Group. There is no limit to the number of Payment Groups that you can setup. A Payment Group allows you to track payments for a specific purpose – for example, league fees or team travel expenditures. Each Payment Group can also have a goal amount so you know how far along you are to collecting money that's needed. For example, suppose you have league fees of \$1,000.00 that are due. You can setup the Payment Group with this goal amount so that payments recorded in the Payment Group are deducted from this goal amount to determine how much is still left to collect to reach the desired goal.

### Payments

Once you've created a Payment Group, you can start recording payments. A payment is simply money that is owed and eventually paid against the goal established in the Payment Group. Keep in mind that payments can be made from team members but may also come from other people or businesses (for example, perhaps your team is sponsored by a local business and they pitch in \$500 for your team fee). Each payment can be recorded for your Payment Group so you know how much has been collected and how much remains to be collected to reach the desired goal that was setup in the Payment Group.

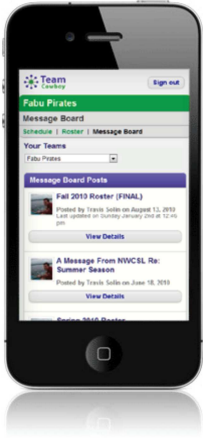
## Create Your Team Store

When you setup a team profile on Team Cowboy, you can also easily setup a customized team store! To create your team store, go to the **Team Settings** tab, then to the **Team Store** tab on that page. Just fill out the brief form and click **Create Team Store**. Once your team store has been created, you and your team members can click the **Store** tab on the main navigation to browse and purchase apparel and accessories that are customized with your team name. You can even upload your own logo to get even more customization options!

## Team Cowboy MatchUp

Team Cowboy MatchUp is a powerful bulletin board and matching system to connect teams with players and players with teams. If your team needs a few extra players, check out Team Cowboy MatchUp! You can access Team Cowboy MatchUp by clicking the main **MatchUp** tab in Global Navigation, located in the upper-right of any page on Team Cowboy.

## Team Cowboy Mobile



Need access to your team while you're on the go? No problem!

Team Cowboy Mobile is a mobile-optimized version of our main web site, so no special applications are needed!

It works great on all modern smartphones such as Apple iPhone, Android, Blackberry and tablets such as the Apple iPad, Samsung Galaxy Tab, and more.

**Using Team Cowboy Mobile, you can do the following:**

- View the team schedule
- RSVP for events
- View the team roster
- View the team Message Board and comment on posts

Just visit <http://mobile.teamcowboy.com> in your web browser to try it out!

## Helpful Links & Contact Information

- Help/FAQ – <http://www.teamcowboy.com/help>
- Team Cowboy Mobile – <http://mobile.teamcowboy.com>
- Team Cowboy on Facebook – <http://www.facebook.com/TeamCowboy>
- Team Cowboy on Twitter – <http://www.twitter.com/TeamCowboy>

If you have questions about anything in this document, please don't hesitate to contact us at any time.

**Web:** <http://www.teamcowboy.com/contactUs>

**E-mail:** [amigo@teamcowboy.com](mailto:amigo@teamcowboy.com)

**Phone:** (888) 891-5895