



Team Member Quick Start Guide

Team Cowboy Customer Service

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Intended Audience

This document is intended for people that are new to Team Cowboy and are team members on one or more teams that use Team Cowboy to help manage and organize their social teams.

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:

- Accepting invitations to join your team that is using Team Cowboy
- Signing in to Team Cowboy
- Navigating around Team Cowboy
- RSVPing for team events
- Communicating and collaborating with other team members (Message Board, e-mail, Photos, Videos & Files)
- Shopping at your team store
- Using Team Cowboy MatchUp to find other players and teams
- Accessing Team Cowboy while on the go using Team Cowboy Mobile

Accepting Team Invitations and Joining Your Team

The first step to accessing your new team on Team Cowboy is to accept your team invitation. Once your coach or team manager adds you to the online roster for your team, you will receive an e-mail message with a unique team invitation link.

Here is an example of an invitation link you will see:

<https://www.teamcowboy.com/invite/5DEBF8B9-14DA-F34C-4F0A-507ED92A4F3F>

When you click on this link, you will be directed to a page on the Team Cowboy web site where you can accept the invitation.

Accepting a team invitation is a quick 2-step process:

1. Indicate if the invitation is for you or someone else (for example, if you're a parent accepting a team invitation on behalf of your son or daughter)
2. Create a new Team Cowboy account or Sign in with an existing Team Cowboy account. If you create a new account, be sure to note your username and password, as you'll need it to sign in to Team Cowboy again in the future.

IMPORTANT NOTE: If you sign in with an existing Team Cowboy account, the team you are joining will be added to your account profile. If you are already on this team with the account you enter, the two team memberships will be merged. This is an important distinction. For example, if you are a parent that has an account for your son on a team and you receive an invitation for your daughter or son on the same team, you will need to create a NEW account when you accept the team invitation instead of using the same account, otherwise the accounts for your kids will end up getting merged together. If this happens, contact us and we can help you out!

As soon as you've finished accepting your team invitation you will be signed in and will be at the home page for your team.

Signing In to Team Cowboy

After you've joined your team, you can come back to the Team Cowboy web site at any time by visiting www.teamcowboy.com in your web browser. When you arrive at the sign in page, enter your username and password and click **Sign In** and you'll be sent to the home page for your team.

Team Cowboy Navigation

Once you've signed in, you will be on the team home page. This is the starting point for 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

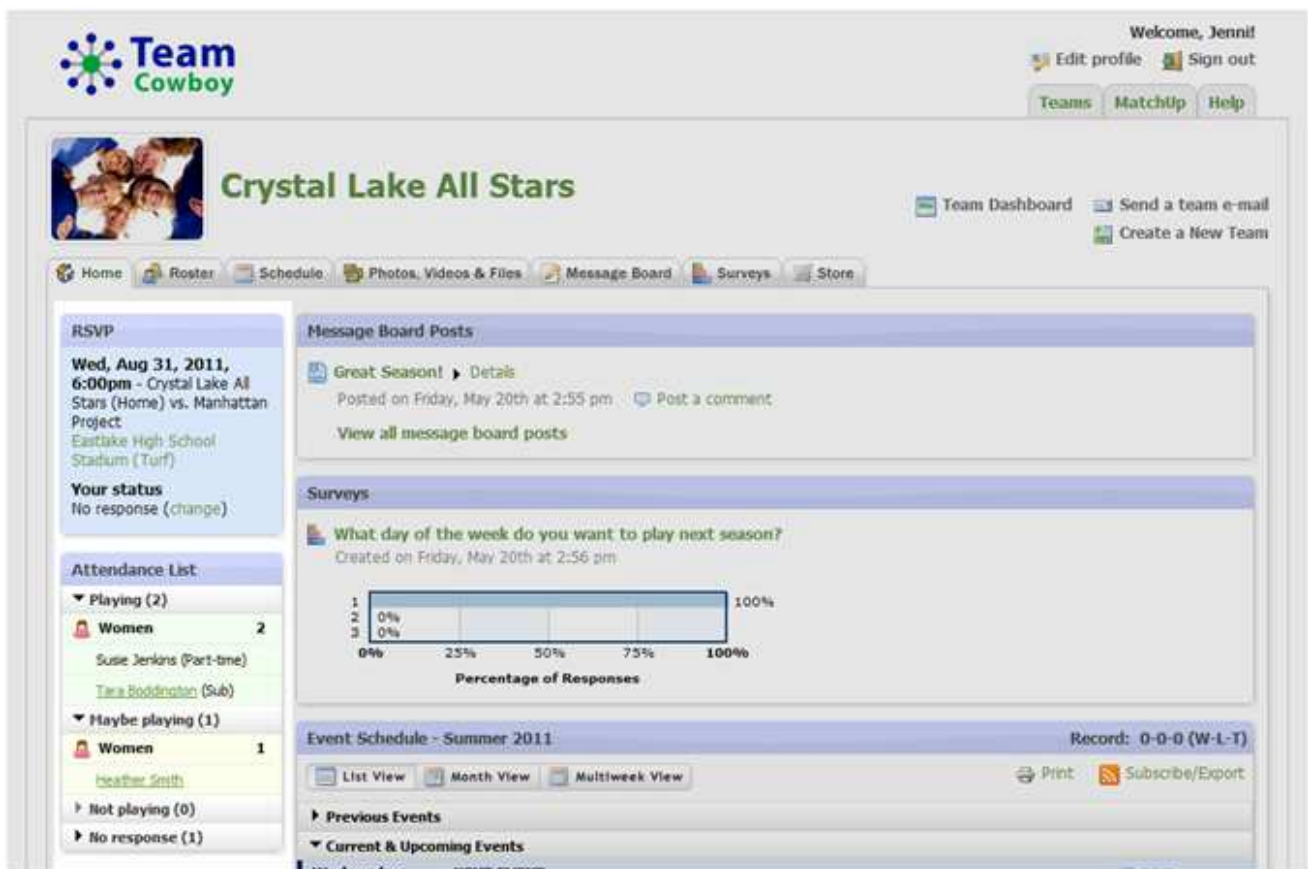
Tabs

- **Home** – Your team home page
- **Roster** – View the list of team members on your team
- **Schedule** – View the event schedule for your team (games, practices, and other 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** – View and respond to team surveys
- **Store** – Access your team store to purchase customized apparel and accessories
- **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

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.

When you sign in, you will be able to access your team’s event schedule. You can then RSVP for events 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 access a file that has been posted for your team? It's easy with Team Cowboy – just click on the **Files & Documents** tab on the **Photos, Videos & Files** page.

Access Your Team Store

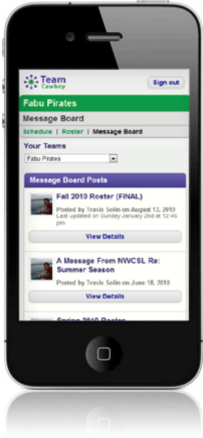
To access your team store, just click the **Store** tab on the section navigation on your team home page. If the team store for your team has been setup, you'll be directed to the store home page where you can browse and purchase apparel and accessories that are customized with your team name. You can even upload your own logo to get even more customization options!

If your team store is not setup yet, you will see a message and will need to contact your coach or team manager to have them setup the team store.

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 or you're going to be starting your own team and need 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.

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