



## A GUIDE FOR COACHES AND TEAM OWNERS Registering Teams and Inviting Team Members

### Welcome to Adult League Management

Your organization works with Bonzi to provide tools that help you register and manage your teams throughout the season.

**Let's get started! There's two parts to managing your team:**

- #1 Get your team registered online
- #2 Invite your players and other coaching staff

**It's easy and best of all its online!**

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### #1 - Get Your Team Registered Online

Are you looking to register an adult team with your club or league? Follow the simple steps below to help you register your team for the upcoming season:

**STEP 1.** Visit your league or club website and create or log in to your member account.

#### **Creating a Member Account**

If you do not have a member account, you can quickly create one by choosing the **Member Login** button on your league or club's home page. This will redirect you to a log in page where you can click **Become a Member** and input your personal account information including email address which is required. Click **Submit** when you're done.

**Your Username is the email address you had on file with the league.**

## Member Sign In

Sign in  Become a Member

New Account:  
(Enter Adult or Parent Information)

Username:\*   
Your username must be an email address.  
Example: steve@yourdomain.com

Confirm Username:\*

Password:\*

Confirm Password:\*

First Name:\*

Last Name:\*

Address:\*

City:\*

State/Province:\*  ▾

Zip/Postal Code:\*

Phone:\*

**STEP 2.** When you have successfully logged into your Member Account choose **Register Now** at the top left of your Member Home page.

[Register Now](#)

This will take you to a page that displays the open registration events. Choose the appropriate registration event in which to register your team. You will be directed to a page where you can input your team information and your personal player and/or coach information. . . meaning you are the “team owner” AND a player and/or coach on the team. When you have completed entering your team information, click **Next** at the bottom of your window.

**Note:** The form displayed below is a sample. Yours may look different, but the process is the same.

This step has been completed already for 2012. All current season teams exist in the league.

## Registration for Adult League Registration 1 Enter Team Information

Titles in bold indicate required fields.

**Team Name:** Bobcats

**Primary Contact Name:** James Jamison

Contact Address: 12345 N Street St.

Contact City: City

Contact State: AB

Contact Postal Code: 12345

Contact Phone No.: (123) 456-7890

Contact Email: james@bonzi.com

**Club Affiliation:**

### Player Information

Select Your Roles For this Team:  Coach  Player

**First Name:** James

**Last Name:** Jamison

**Address:** 12345 N Street St.

**City:** City

**Province:** AB

**Postal Code:** 12345

**Home Phone:** (123) 456-7890

**Email:** james@bonzi.com

**Birth Date:** [ ] [ ] [ ]

**Gender:** [ ]

[Back](#) [Next](#)

**STEP 3.** Continue through the remaining steps of your registration. There *may* be waivers and terms you need to agree to before continuing. The last step will show any fees due. Enter your billing information and click **Finish** to complete the registration process. You can return to your Member Account when you have completed registration.

## #2 Finalizing Your Team

Your team is set as inactive until a league or club administrator finalizes your team.

**For 2012 your duties commence here!**

When you return to your Member Account you can review your team's activation status by clicking

[View Team Assignments](#)

### TeamStreamTM (Team Dashboard for Coaches and Players)

When your team has been approved by an administrator and your status changes to "Active" under VIEW TEAM ASSIGNMENTS in your Member Account home page, you will then have access to your team's TeamStreamTM account, a team dashboard for team communication and management. ***You'll also use the tools in TeamStreamTM to invite players and coaches to your team.***

When TeamStreamTM has been turned on for your team, you will receive an invitation email that will help you get logged in and started. You can also reach your TeamStreamTM account by clicking the **Login Now!** button below your name in the **View Team Assignments** area of your Member Account.

[My Member Account Home](#) | [Sign Out](#)

#### What does this page do?

This page lists your pending and finalized team assignments. Your sports organization also provides you and your team with a communication tool called TeamStream. Find out more about [TeamStream](#) and how it works!

If your team has been set to ACTIVE, it means that your team has been finalized and your administrator has turned on TeamStream for your team. At that time you will receive an email with instructions on how to JOIN your team on TeamStream. You may also use the link under your name which will take you to the log in page for TeamStream where you can use your "invite code" to join your team.

#### Team Assignments

Name	Event	Category	Team	TeamStream
Andy Anderson	Adult League Registration 1	Men Under 40	Bobcats	Active
<a href="#">Login Now!</a>				
	Adult League Registration 1	Men Under 40	Bobcats	Active

**Note:** If you are a Team Owner and did not register as a Coach or Player on a team you registered, you will NOT have a listing on the View Team Assignments page, but you will receive an email notification about your team.

## What If I Do Not Receive My Email Notice?

Make sure to check your SPAM folder in your email software. If you still don't see your notification email, contact your league or club administrator and they can re-send your confirmation email.

Review your team rosters, we have imported the registered player from the old system. If you are missing players you can:

- Notify the league office for assistance;
- Follow the steps outlined and send an invitation through your TeamStreamTM account to invite the player(s) to join your team.

## Adding and Inviting Team Members

When first getting started on TeamStreamTM, as the team owner or coach, the most important step is inviting and adding members to your team roster. To invite members to your team, log into your TeamStreamTM account and click on the **Roster** tab on the left hand side of your browser window. Next, choose the **Add new roster members** button above your currently empty roster list.

This will open a page for where you can input information for those people you want to invite to join your team. Just include their name, email address, and assign them a team role, such as player or coach. When you are ready, click the **Add Roster Members and Send Invites to Emails Provided** button.

The screenshot shows the TeamStreamTM interface for the Bobcats team. The sidebar on the left has 'Roster' selected. The main content area shows the 'Roster' tab with a 'Print Options' button and a 'View All' dropdown. A red box highlights the 'Add new roster members' button. Below this is a profile for Andy Anderson, Team Owner, with a lock icon and 'Online 2 hours ago'. A red box highlights the form for adding new members, which includes fields for 'First Name (Required)', 'Last Name (Required)', 'Email Address', and 'Role' (set to 'Player'). Below the form is a button 'Add Roster Members and Send Invites to Emails Provided'. At the bottom, there is a table of existing roster members.

Full Name	Email Address	Role	Invite Status
Andy Anderson	anderson@bonzidev.com	Team Owner	Invite accepted

Once you have finished adding members to your team roster, an invitation will be sent to the email addresses you provided. This invite asks your team members to either **Accept** or **Decline** the team invitation.

If a player declines an invitation, "declined" shows by the player and the team owner/coach can remove the player or coach from the team. Team Owners/Coaches can also remove players who have not yet accepted.

When a team member accepts an invitation, they will be directed to the league or club website registration page where they will log in or create a member account and continue to register online.

Your newly registered team members now have access to TeamStreamTM and your team information.

### **Team Roles**

The Team Owner role is automatically assigned to the user who originally registered the team with the league or club. It is an important role with all the administrative privileges of a coach.

The Team Owner can change the roles of other team members and can add special roles. A roster member must always have at least one role assigned to them.

Those with the role of coach have administrative access to their team's TeamStreamTM dashboard which includes administrative features such as schedule editing, mass emails to the entire team roster, and editing access to the public team page.

Players have access to all team information, but don't have administrative access to features such as schedule editing or mass emails to the team.

### **Team Members Pending Membership**

Any team members you invited that are not currently showing as members in the league or club, will have a "membership pending" indicator by their name. They will not be allowed to participate with the team until their membership is approved by the league or club.

### **Other Questions About Inviting Team Members**

#### **Did Not Receive Their Invitation**

Players or coaches invited to the team must click the link in their email in order to accept their invitation to play on your team. If they did not receive their email invitation, do the following:

1. Click the **ROSTER** button in TeamStreamTM and find the player or coach name.
  2. Click on the player or coach name and review their email address. If it's not correct, change it and click **SAVE**.
  3. Click the **RESEND INVITE** to send the player or coach another email message with their invitation link.
- See example below:

The screenshot shows the TeamStream™ BY BENZI interface. On the left, a sidebar lists navigation options: TeamStream, Roster, Schedule, Announcements & Email, Text Alerts, Forms, Docs & Files, Photos, and Team Settings. The main area displays a list of team members for 'Dinosaurs Major' (Calgary United Soccer As). The list includes coaches and players, with 'Andy Pate' highlighted in blue and circled in red. A modal window for 'Andy Pate' is open on the right, showing a 'Resend Invite Email' button circled in red with a red arrow pointing to it. The modal also contains the text: 'This invite code has been sent to the email provided. You may also want to write this code down and pass it along to your teammate.'

### Player Limited to One Team

Players may only accept invitations for one team during a season. If your player attempts to accept an invitation when they have already accepted an invitation on another team in the same season, they will not be able to accept your invitation until they are removed from the other team by your league or club administrator.

### Team Maximums or Roster Freeze

Your administrator can set roster limits and freeze rosters so no further players can be added to the team. **Within ASA the maximum number of active players is 25 and active team officials is 4.** Your players will receive a message should your team reach the roster limit or a roster freeze be in place.

### Using TeamStream™

Once your players and coaches are invited and have accepted their position on the team, you are ready to start using TeamStream™. See the **Using TeamStream™ Guide** for more information on the available features and tools.