

TEYSA WEBSITE AND MOBILE APP – USER GUIDE

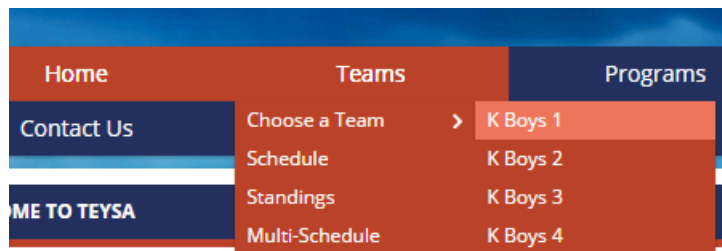
- REVIEW ROSTER AND TEAM INFORMATION
- RSVP'ing to EVENTS
- SYNCING TEAM SCHEDULE TO YOUR PERSONAL CALENDAR
- ADD FAMILY MEMBERS
- PASSWORD RESET

REVIEW ROSTER AND TEAM INFORMATION

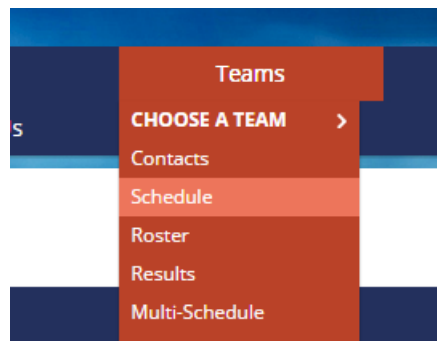
It is recommended that families use the [SI Play mobile app](#) as their primary team schedule and communications tool. Please view this [short video](#) for an overview of the app's features.

After installing and logging into the mobile app, review your team roster by selecting “My Teams” from the bottom menu bar and then select your team. Select “Roster” from the top menu bar. Tap on the player/coach to display their “card,” and tap again to flip the card for their contact information, recent photos, etc.

To review team information at tesoccer.org, login to your account using the “Sign in” button at upper right. Click on Teams and find your team:

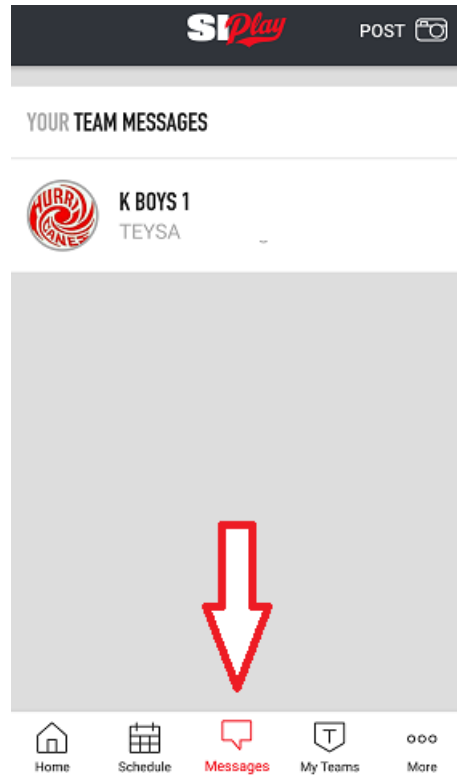


You are now on the home page for your team. Click on Teams again for a team-specific drop down menu. Click on “Roster” to view a list of players. This information only is visible to logged in team members and coaches.

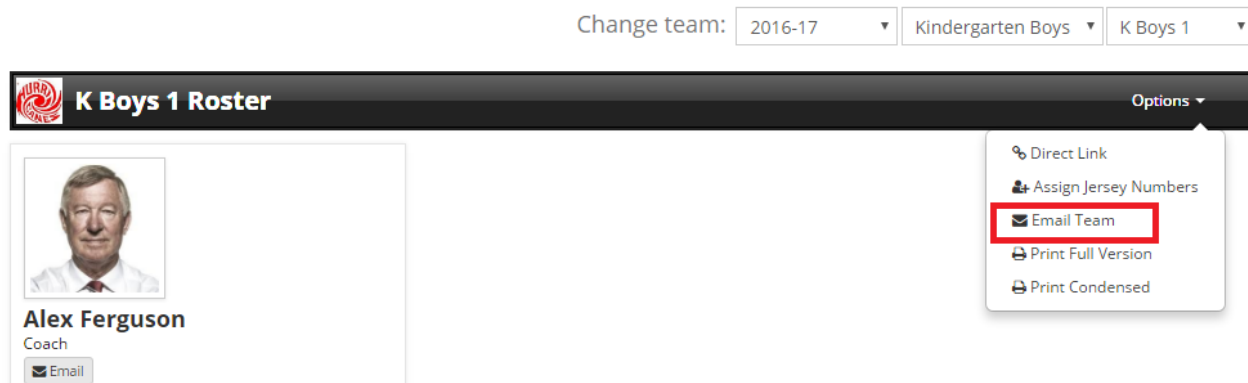


Emailing your Team

From the [mobile app](#), click on the Messages button on the bottom of the screen, and then your team name. This will bring up a variety of messaging options for your team.



On tesoccer.org, navigate to your team's roster listing, then on "Options" in the upper right corner. Click on "Email Team"

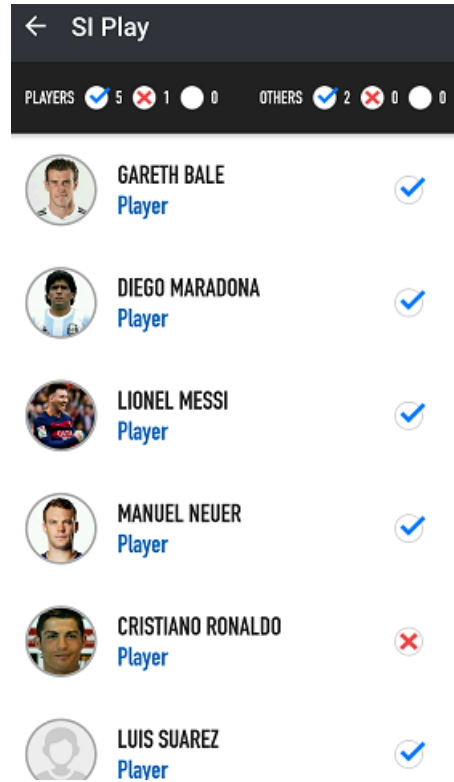


You will then be taken to a compose message screen. Compose your message and hit "send"

RSVP'ing to EVENTS

Approximately 48 hours before a game or practice, you will receive an email reminder that includes a green button that says “Yes, I can make it” and a red button that says “No, I cannot make it.” Please click on the appropriate response, as this allows your coach to track attendance.

To set your attendance on the [mobile app](#), navigate to My Teams, select your team, and then Schedule. You then have the ability to mark your attendance under each event. To see who is coming to an event, click on the event and then click on Attendance at the bottom of the screen.



To set attendance on tesoccer.org, navigate to your team’s schedule and click on the “thumb” icon on the right, which brings up the whole team’s attendance for the event. You can then adjust your attendance by clicking the “thumb” icon next to your name.

Change team: 2016-17 Kindergarten Boys K Boys 1

K Boys 1 Schedule
Options ▾

Schedule Calendar

Show Past Events Show Games Only

Date	Time	Details	Event	Location	Actions
Sat, Sep 3	09:00 AM - 10:00 AM	vs. K Boys 4	Game	Devon Elementary	👍 ⚙️
Sat, Sep 10	11:00 AM - 12:00 PM	@ K Boys 3	Game	Devon Elementary	👍 ⚙️
Sat, Sep 17	09:00 AM - 10:00 AM	vs. K Boys 2	Game	Devon Elementary	👍 ⚙️
Sat, Sep 24	10:00 AM - 11:00 AM	@ K Boys 6	Game	Devon Elementary	👍 ⚙️

Change team: 2016-17 Kindergarten Boys K Boys 1

Game on 9/3/2016

Attending ✉️	Not Attending ✉️	No Response ✉️
<ul style="list-style-type: none"> Gareth Bale Alex Ferguson Lionel Messi Cristiano Ronaldo 	<ul style="list-style-type: none"> Diego Maradona Manuel Neuer 	<ul style="list-style-type: none"> Luis Suarez

Alternatively, you can bring up your own attendance only by clicking on “My Account” at the top right of the screen, and then “Schedule” next to your player’s name. Click on the buttons in the right column to mark your attendance for a series of events.

Schedule RSVPs

← My Account

Google iCal Outlook

Show Past Events Show Games Only

Date	Event	Details	Location	Attendance
Sat, 9/3/16 @ 9:00 AM	Game	vs. K Boys 4	Devon Elementary	✓
Sat, 9/10/16 @ 11:00 AM	Game	@ K Boys 3	Devon Elementary	✓
Sat, 9/17/16 @ 9:00 AM	Game	vs. K Boys 2	Devon Elementary	✗
Sat, 9/24/16 @ 10:00 AM	Game	@ K Boys 6	Devon Elementary	✓
Sat, 10/1/16 @ 10:00 AM	Game	vs. K Boys 5	Devon Elementary	?
Sat, 10/8/16 @ 10:00 AM	Game	@ K Boys 4	Devon Elementary	?
Sat, 10/15/16 @ 9:00 AM	Game	vs. K Boys 3	Devon Elementary	?
Sat, 10/22/16 @ 10:00 AM	Game	@ K Boys 2	Devon Elementary	?

SYNCING TEAM SCHEDULE TO YOUR PERSONAL CALENDAR

Go to your team's schedule on tesoccer.org, and from the options menu on the right, click "Calendar Feed." This will bring up options to sync your team's calendar to Google, iCal, or Outlook.

Change team: 2016-17 Kindergarten Boys K Boys 1

K Boys 1 Schedule

Options

Schedule Calendar

Show Past Events Show Games Only

Date	Time	Details	Event	Location
Sat, Sep 3	09:00 AM - 10:00 AM	vs. K Boys 4	Game	Devon Elementary
Sat, Sep 10	11:00 AM - 12:00 PM	@ K Boys 3	Game	Devon Elementary


- Calendar Feed
- Direct Link
- Outlook CSV
- Print
- Get the app!

ADD FAMILY MEMBERS TO YOUR ACCOUNT

Login to your account at tesoccer.org using the “Sign in” button at upper right. Click on “My Account” which will bring up the following screen:

Family Members				
Members	Registration History	Date	Cost	Paid
Brian Jones	Professional Coaches	12/06/2015	\$0.00	\$0.00
<input type="button" value="Add Adult"/>				
Children	Registration History	Date	Cost	Paid
Kim Jones				
<input type="button" value="Add child"/>				

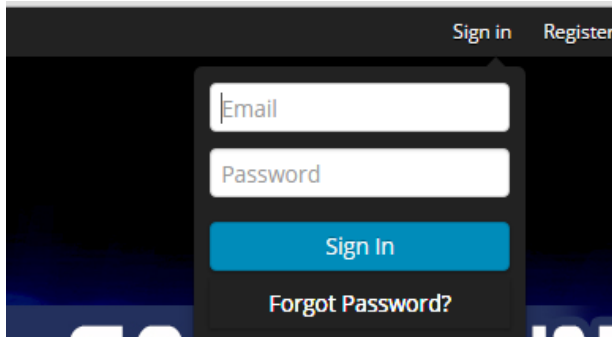
Click “Add adult,” which will bring up the following screen, where you should complete all required (*) fields. Select from the drop down options what information you want displayed on your team page, which is not visible to the public (Most people want teammates to see their email address and phone). If you would like to receive text messages, please select your provider. **Do not check off “do not email”** – if you do, you will not receive emails from TEYSA.

Participant Information	
 <input type="button" value="Upload photo"/>	* First Name <input type="text"/> *Last <input type="text" value="Jones"/>
	* Address <input type="text"/> Private <input type="button" value="Private"/> 1.
	* City, ST, Postal <input type="text"/> PA 19087 (zip code)
	* Country <input type="text" value="UNITED STATES"/>
	Home Phone <input type="text"/> Private <input type="button" value="Private"/> 1.
	Work Phone <input type="text"/> Public <input type="button" value="Public"/> 1.
	* Cell Phone <input type="text"/> Public <input type="button" value="Public"/> 1. Provider <input type="text" value="No Text Messages"/> 2.
	Email Address <input type="text"/> Private <input type="button" value="Private"/> 1. Add us as a safe send <input type="checkbox"/> Do not email
	* Password <input type="password"/>
	* Enter it again <input type="password"/>
* Gender <input type="radio"/> Male <input type="radio"/> Female	
Date of Birth <input type="text" value="MM/DD/YYYY"/> NOTE: This entry cannot be changed once the form is subm	

We also recommend that you go back to the “Family Members” screen and review your information for other parents and children, including what information you want displayed on the team page.

PASSWORD RESET

1. Click on "Sign In" button on upper right corner. Click "Forgot Password"



2. Enter your email address. You will receive an email with instructions on resetting your password.

Reset Password

Email Address:

Submit