



## TeamSnap

For Team Members:

1. Accept your invitation to join TeamSnap
2. Download the phone app: <https://www.teamsnap.com/mobile>
3. Set up your “Member Profile” which is all your information for communication (ie.. phone, email, service provider, etc..)
4. Set up your “Preferences” on TeamSnap which includes your “Notifications”
5. Desktop access has more features
6. Schedules will appear on the Home Screen as well as under the Schedule tab. Important: “Availability” will be set by the schedule coordinator in the office only

Highlights

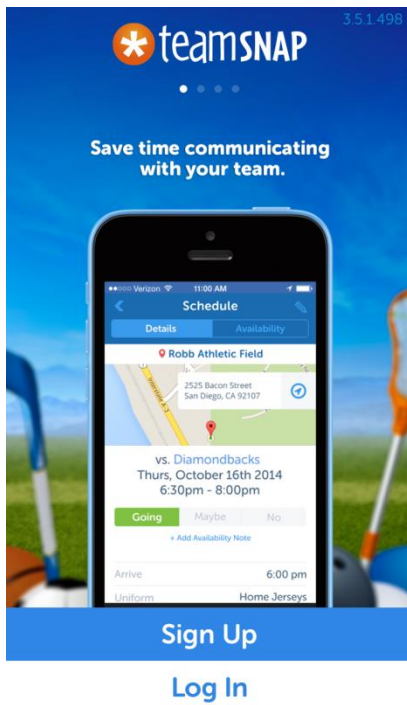
- Better 2-way communications of schedules, news, alerts, and texts
- Resource to share photos and documents as well as tracking or both
- Sync’ing of schedules and group communication

If you have any questions feel free to call the office at 610-913-0076.

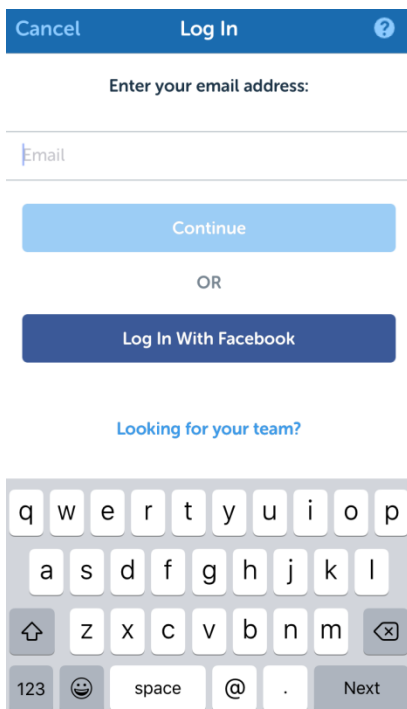
Please see the next few pages regarding the usage of the app.

# IPHONE

1. Click the TeamSnap Application and select Log In.



2. Enter your email address and select Continue.




3. Enter your password and click Log In.

← Log In      Log In      ?

Enter your password:


Password [Show](#)


Log In











 **Skip the Password**  
We'll email a secure link to log you in automatically!  
[Email me a log in link](#)

4. Home screen.

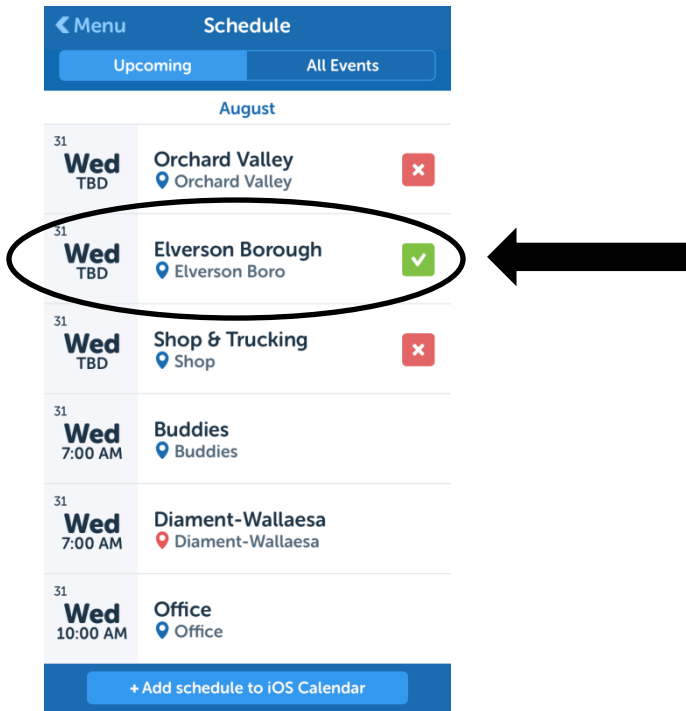
Sign out      Menu

 **Berg Construction LLC**  
Tom Berg

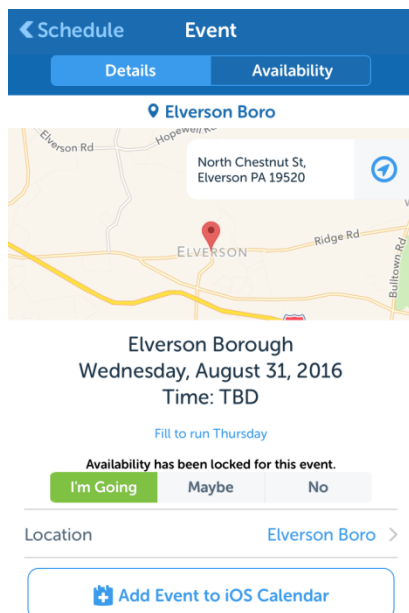
 **Live Event in Progress**

-  Overview >
-  Roster >
-  Schedule / Availability >
-  Messages >
-  TeamSnap Live! >
-  Photos >
-  Files >
-  Tracking >
-  Refer TeamSnap >
-  Help and Support >

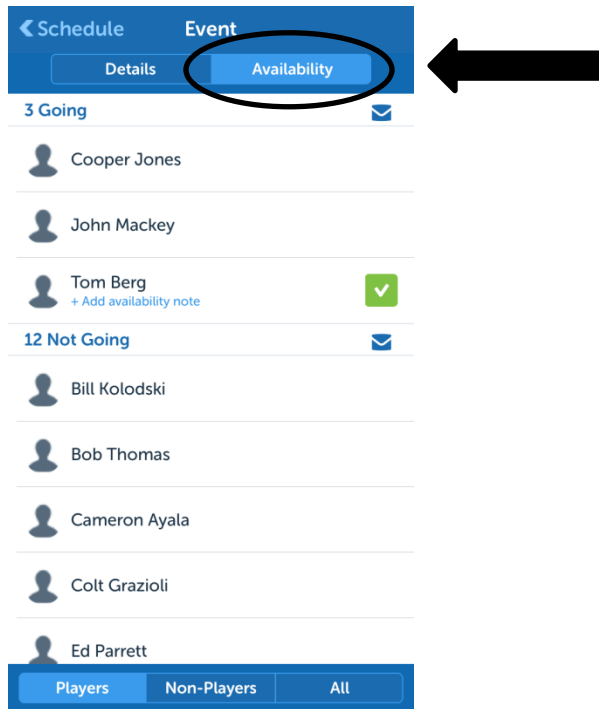
5. Select Schedule/Availability on the home page to review the company's schedule. The job you are assigned has the green checkmark.



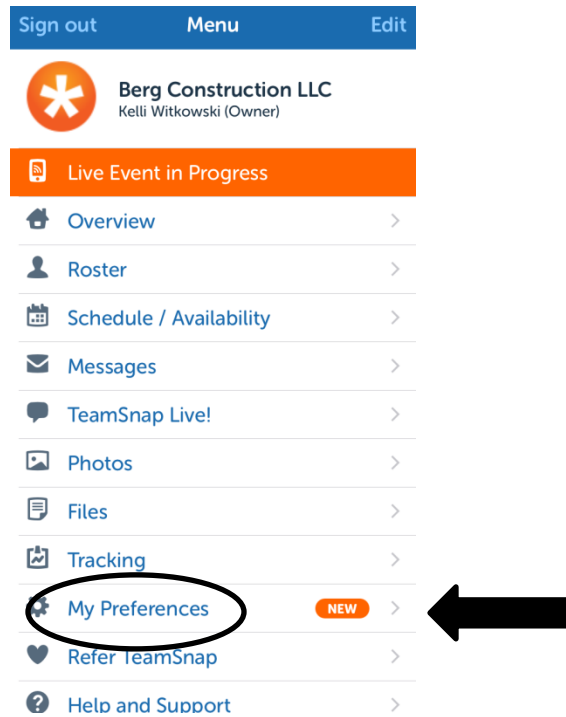
6. Click the job you are assigned to go to. The job shows the address, notes, date, and start time.



7. Click Availability at the top right corner to see the employees going to the same job site as you.



8. To set up Notifications please select My Preferences.



9. Turn on Alerts and Schedule Updates, as well as Team Chat Messages.

← Menu My Preferences

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**Email Notifications**

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Schedule Reminders Games and Events

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Player Availability Off

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**Mobile Notifications**

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Alerts and Schedule Updates


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Live! Event Messages

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Team Chat Messages

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 Your notification preferences apply to all family members sharing this account.