TeamTracky Affiliates

Instructions on Managing Teams for the Trainer Activity Report

# TeamTracky Configuration

## New Teams

If the team is not using TeamTracky, you need to create a new account.  
  
Visit <http://go.teamtracky.com/account-create?wlc=xxxxxx> (where xxxxx is the affiliate code).  
Using your affiliate code will ensure that your logo appears at the TeamTracky desktop and mobile apps next to the team’s name and logo.  
  
Create the new team account using the same email on all teams you manage.  
Once you create the team, you become the team owner and automatically have managerial access.

Follow these steps to complete the configuration:

1. Add the team’s coach or team manager by using the “Add Member” page (instructions [here](http://help.teamtracky.com/articles/how-can-i-add-a-member-to-my-team-2/)). Make sure they have manager access by checking the appropriate checkbox at the “Add Member” page.
2. Add your organization’s trainers using the same steps as above.   
     
   Notes:
   * Select “Trainer” as the member type.
   * Make sure “Track Availability” is on.
   * Set “Receive automatic event reminder emails” and “Receive automatic game reminder emails” to on.

Once you add a new trainer, he will receive an invitation email. Make sure he will click the link on this email to register and chose a password. If he doesn’t, you won’t be able to set his availability because he is not an active member of the team yet.

1. Associate the trainer(s) to your organization.  
     
   Instructions:
   * Open the “Team Management” menu and select “Team Settings“.
   * Click on “Training Organizations” at the bottom left tab.
   * At the right you should see all registered trainers. Drop and drop each of them to the left under your organization’s name.

This is a very important step because if you don’t associate your trainers to your organization, you won’t be able to create trainer activity report for them or the team.

1. Add events to the team’s schedule, such as practice sessions or games, which your trainers will attend and you want to include in the activity report (instructions [here](http://help.teamtracky.com/articles/create-a-new-gameevent/)).  
     
   Make sure each event you create has a duration, because these are the hours that will be shown at the report.  
     
   You can alternatively add events from a CSV file (instructions [here](http://help.teamtracky.com/articles/import-schedule-from-a-csv-file/)).  
   That may be very useful if you need to add the same events schedule into multiple teams. You can create one file and import it to multiple teams.

**Note:**

Once you create your first team, you don’t have to use the affiliate link to create additional teams.  
Simply login and click Team Management 🡪 Create New Team in the menu.  
This will allow you to add new teams quickly, bypassing the email verification process.

## Existing TeamTracky Teams

If the team is already using TeamTracky, ask the team’s coach or team manager to add you as a member following step 1 above. Optionally, he can perform all above steps himself.

Once you receive the invitation email and register with the team, continue from step 2 (make sure you logout from TeamTracky first before you click the link).  
  
Optionally, the above steps can be done by the team’s coach if he doesn’t want to give you manager access to his team.