

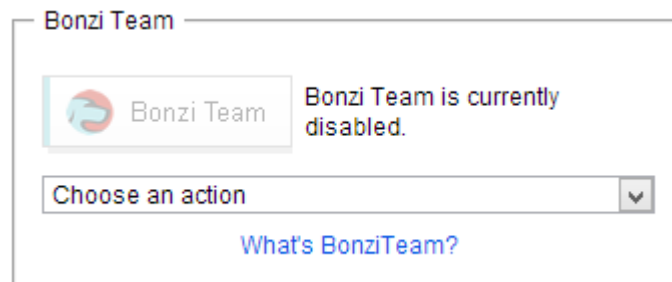
Bonzi Team 101 for Admins (Youth Sports)

Bonzi Team is an extension of your Club or League software that imports all team information directly from your software to Bonzi Team, simplifying the team management process. When using Bonzi Team, club and league admins still have full control, but now your coaches have the ability to view their roster, schedule games, events and practices, send emails to their players, and so much more.

Ready to turn on Bonzi Team?

When you're ready **Choose an Action** from the drop down menu below the Bonzi Team button on the Team Settings page.

You can choose to invite only team staff (coaches, managers, etc.) to Bonzi Team so they can view their rosters, email the team, and edit schedules before any parents or players have access to the team information, or invite everyone so all team members can get started for the season. Everyone will log into their account using the same username and password they created when registering with your organization.



TIP: Remember, you can always activate or disable Bonzi Team in bulk by “Finding” teams and checking the boxes next to every team to which the action applies.

Team Roster

What's everyone's first stop when logging into Bonzi Team? The team roster! On this roster you will see coaching staff, players, and parents.

Profile Personalization



Each roster member has the ability to log in and customize their team profile.

Parents have full control over their children's profile. Once a parent logs into their account they will be able to edit the player's "About Me" section and add a player photo.

Assigning a Team Parent

Busy coaches might need a helping hand managing information in Bonzi Team. Team admins (coach,

assistant coach, manager, etc) can assign some help by turning a parent into a *team* parent.

Team parent is a role that allows adults who didn't register as a volunteer with your organization still help out the team online. This parent now has admin permission within Bonzi Team.

Printing Rosters & Medical Waivers

Above the roster list is a *Team Admin* only option to print medical waivers and roster information. *Official* Bonzi Full and Safe rosters pull information directly from your club or league software, while Bonzi *Team* Full and Safe rosters pull photos and other user information that has been directly added into Bonzi Team.

Privacy Settings

Users can hide or publish contact information in the **My Settings** option under their name at the top of the screen. These settings are linked to the account and will apply to all of the teams they have joined.

Contact information can be turned on or off by team admins for the entire team under **Team Settings**. By default this is set to "off" to protect private information.

Team Communication

Bonzi Team focuses on easy communication between your organization, coaches, and roster members. There are three main ways for your teams to communicate and for you to communicate with your teams:

1. Emails

Team admins have the ability to send emails out to their team or publish announcements inside Bonzi Team. These admins can either send an email to everyone, all players, all parents, individual roster members with personal messages, or email no one and simply publish an announcement inside Bonzi Team for members to see upon log in.

The screenshot shows a web form titled "Create new email / announcement" with a close button (x) in the top right corner. The form has three radio button options for sending an email: "Send an email to" (selected), "Choose who should get an email...", and "Don't send any email. Just post as an announcement in the team feed, visible to everyone on the team." The "Send an email to" option has a dropdown menu currently showing "all parents" and a "Preview recipients" link. Below the options is a text input field for "Type the subject of this message...". Underneath the subject field is a rich text editor toolbar with icons for undo, redo, text color, background color, bold, italic, strikethrough, link, unlink, list, and indent. To the right of the toolbar is a "Format" dropdown menu. At the bottom of the form is a text input field for "Type your message here...".

2. Bonzi Team Messages

Bonzi Team Messaging is the internal communication feature for Bonzi Team. With Bonzi Team messages you can communicate with roster members across multiple teams that have accepted their team invitations. Think of this like a very basic email inbox; you can

see received and sent messages, be shown read and unread messages, and view a reply/comment thread for a single message.

3. Text Messaging

When roster members add a mobile number and mobile carrier to their account they will be able to receive text alerts from team admins and text notifications for team updates that they choose under their personal notification settings.

Notifications

In a user's personal settings they have a Notifications option. Here they can choose if they want an *email*, *bonzi message*, or a *SMS text* notification for the different features of Bonzi Team, such as changes to the roster, schedule, photo albums, or forms.

Announcements in Your Software to Your Teams

Club or league admins can communicate with their teams by creating announcements in your organization's software under the menu option **Communication > Announcements**. You can choose to email team members your announcements and post the announcement in Bonzi Team.

Schedule

There are three types of schedule items in the Bonzi Team calendar; *games*, *practices*, and *events*. When locations are added, Bonzi Team will provide a google map and weather report for that day. Team members are automatically emailed when a new item is added to their team schedule.

Game & Practice Attendance

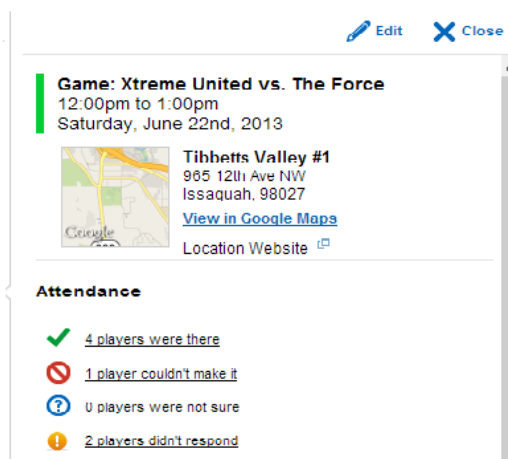
The most popular and useful feature in Bonzi Team is the Attendance tracker where players, parents, and team admins can mark if they will be able to attend a practice or game.

Emails can be sent out for a schedule item to a group of recipients based on if **they will be there**, if **they can't make it**, or a reminder for those who **haven't selected an attendance status** yet.

Schedules Imported from Your Organization to Your Teams

There are two ways to import schedule information directly to your teams:

1. Add event information to your organization's *event* calendar.
2. Schedule games for your teams in the Bonzi Game Scheduler. When you publish these games, they will automatically be added to your teams' calendars.



The screenshot shows a calendar event for "Game: Xtreme United vs. The Force" on Saturday, June 22nd, 2013, from 12:00pm to 1:00pm. The location is Tibbets Valley #1, 985 12th Ave NW, Issaquah, 98027. Below the location information is an attendance tracker showing: 4 players were there (green checkmark), 1 player couldn't make it (red X), 0 players were not sure (blue question mark), and 2 players didn't respond (yellow exclamation mark). There are "Edit" and "Close" buttons at the top right of the event card.

Forms and Document Sharing

Do your coaches have medical forms, permission slips, or other documents that are important to share with their roster members? Now they can upload these forms and documents right into Bonzi Team. Team members will be able to log in anytime to download these important documents.

Photo Sharing

Ready to have a little fun? Players, parents and team admins can create albums and share photos on Bonzi Team. With our advanced editing features, everyone can have tons of fun with their team pictures.

Public Team Pages

Information on Bonzi Team is private and only available to roster members. A “*public*” team page is an organization controlled webpage on your site that publishes approved Bonzi Team information, such as announcements, team photos, and the team schedule. Now even grandma in a different state can cheer on the team without creating an account!

Turning Off Bonzi Team

All done using Bonzi Team? Need to temporarily disable a team? Find your team in your navigation tree and choose the **Disable Bonzi Team** action. This will turn off Bonzi Team for this team and now anyone logging in will no longer be able to see these team details. You can always turn Bonzi Team back on and roster members will see the team listing once again the next time they log into their Bonzi Team account.

TIP: Remember, you can always activate or disable Bonzi Team in bulk by “Finding” teams and checking the boxes next to every team to which the action applies.

Parent Organization

Find Assign Participant Assign Coach Website Builder Help Guide Contact Support

Step 1

Participant Coach **Team** Member Official

Step 2

Find in Indoor 2013 - 2014

Team Name Bonzi Team Status

Team Number Registered in a League

Age Group Choose age group

Gender Choose gender

Coach Name

Find

Step 3

1 1 6 < > 25 results per page 139 Results

<input type="checkbox"/>	Name	Number	Age	Gender	Coach Name	Event			
<input checked="" type="checkbox"/>	Airdrie Toepunts	100102125	18 and over	Female	Michelle Michener	Indoor 2013 - 2014			0
<input checked="" type="checkbox"/>	Airdrie Warriors	100102121	18 and over	Female	Dianne Maxwell	Indoor 2013 - 2014			0
<input checked="" type="checkbox"/>	Angels	100102	18 and over	Female	Efem Yildirim	Indoor 2013 - 2014			0
<input type="checkbox"/>	APOTHICS FC	100102	18 and over	Female	Krystle Deck	Indoor 2013 - 2014			0

Step 4 Actions for Selected Teams

Glossary

Announcement: A public notice that is sent via email to your roster members and is published in your Team Feed for everyone to see.

Bonzi Messages: Internal Bonzi Team messages. At the top of your screen is a **Messages** option where you can internally message roster members who have accepted their team invites.

MultiTeam Dashboard: A collective view of team information when you are involved with multiple teams.

Team Admins: The coaching staff that has administrative permissions in Bonzi Team.

Team Feed: An interactive one-stop view of the most recent team updates.

Team Parent: A admin role that allows parents, who didn't register as a volunteer with your organization, to help manage Bonzi Team information.

Team Roster: In Bonzi Team, a team roster consists of the coaching staff, players, *and* parent.