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## Bonzi Team™ for Coaches in Youth Sports

Bonzi Team is a new, revolutionary social networking tool for sports teams. As a coach, Bonzi Team makes it easier than ever to coordinate, communicate, and motivate your team.

### Joining Your Team on Bonzi Team

To join your team on Bonzi Team, **just look for your invitation in your email**. The invitation will be sent to the same email address that you used when you registered as a coach with your sports organization.

**Click the link in the invitation email and follow the instructions on the screen to accept your invitation.**

### Top 5 things to do on Bonzi Team?

#### #1 - Set up your personal profile

Just click your name in the black bar at the top of the Bonzi Team page and choose **MY SETTINGS** in the pull down menu.

- Click on **PROFILE** to add your photo, set up your mobile phone for text messaging, and add other personal information.
- Click on **NOTIFICATIONS** to turn on and off text messaging and email notifications depending on the type of message sent.
- Click on **TEAMS** to view the teams where you are currently assigned.

#### #2 - Send group email using the Announcements tool

Head to **Email & Announcements** and then click "**Add new email / announcement**". Post a hello announcement to your team - they can respond back in the comments.

**Announcements are automatically emailed and will still be sent to team members who have not accepted their invitation to Bonzi Team™ yet.**

#### #3 - Post game schedules, practices or other events.

Check out your team's schedule if posted by your club or enter your own game schedule. You can see all the dates and times, view a map of the game location, see the weather, and lots more! Click "**Add new item to schedule**" above the calendar to add your first practice. Roster members are automatically notified when you add new events.

#### #4 - Print your team roster

Just click the **ROSTER** button on the left. When your roster displays, click the print icon

located at the top of the page. When you click on the printer icon, you'll have different options for the type of roster to print. The "official roster" comes directly from your club.

## #5 - Print your medical release forms

If your club has turned on medical release forms for you to print, they will also be available under the print icon from your team roster.

**IMPORTANT:** Because your club uses Bonzi and has assigned your players and coaches, you cannot add or change coaches or players on your team. But you can always add parents who were not added during the registration process.

## Assigning a helping hand on Bonzi Team!

Choose the **ROSTER** button to the left and click on a Parent in the roster list. In the "detail" pane for that person, click **Edit** in the top right corner. Select the **Team Parent** option under Roles and click **Save**. Now the parent has the same permissions as you to publish communication and schedules on the team.

## Have some fun and post photos!

Got great photos of your team in action? Go to **Photo Albums**, where you can upload pics from your last game, practice, or team get-together. You can add photos to existing albums or create your own.

There's a lot more to explore in Bonzi Team, so we encourage you to click around and check it all out! Don't forget, if you need any help, just click on the **Help** menu at the top right corner of the screen to chat or email support.

## How do parents accept their invitation?

When your organization turns on Bonzi Team™, the primary parent for your youth player is sent an email invitation to join the team. After the parent accepts their invitation, they can visit the Family Dashboard which shows the parent:

- Which family members are on what team
- Which family members need to accept their invitations to a team (optional)
- Which family members are not currently showing on the team roster so a request can be sent to the coach to add additional parents to the team roster.

## What can parents do online?

Parents can set up their personal profiles, their player's profile, add their cell phone information to receive text message alerts, and notification preferences for text/email messages

Parents can also view rosters, view schedules, post comments, upload photos, communicate with other team members and of course manage their children's accounts.

## Do you or your parents need help?

Send us an email at support@gobonzi.com or call us at 866-726-4131 toll free or directly at 503-691-9860.