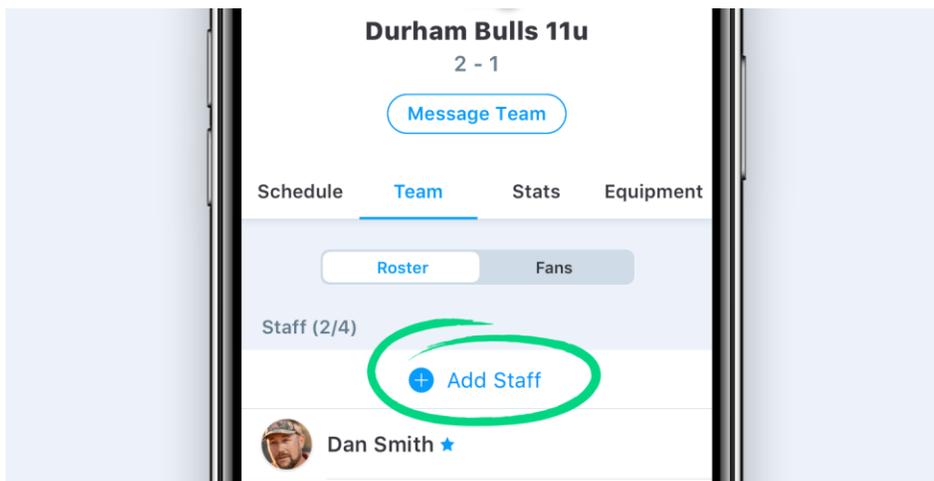# Adding Staff Members

Staff Members are the people working behind the scenes to keep coaches, parents, and players on the same page all season long.

On the GameChanger Team Manager app, Staff Members have the ability to add/edit events, invite others to the team, and update RSVP responses for all team members.

Teams can have up to 4 Team Staff Members. Staff Members typically include coaches, team managers, and team mom/dads.

HOW TO ADD STAFF MEMBERS

(For iOS and Android)

1. Tap the "Teams" tab in the bottom left corner and select the appropriate team
2. Tap the "Add Staff" button
3. Enter the Staff Members contact info
4. Once you tap "Done" an email will be sent to the new Staff Member with instructions on how to join the team.

Scheduling Games, Practices, and Team Events

The GameChanger Team Manager app makes it easy to maintain a single, easy-to-manage schedule for all team events.

GameChanger Team Manager keeps important event details like start time, arrival time, field location, and hourly weather all in one place. This helps ensure that everyone gets there on time and ready-to-go! Staff Members can create a game, practice, or general events such as a pizza party, parent meeting, or fundraiser.
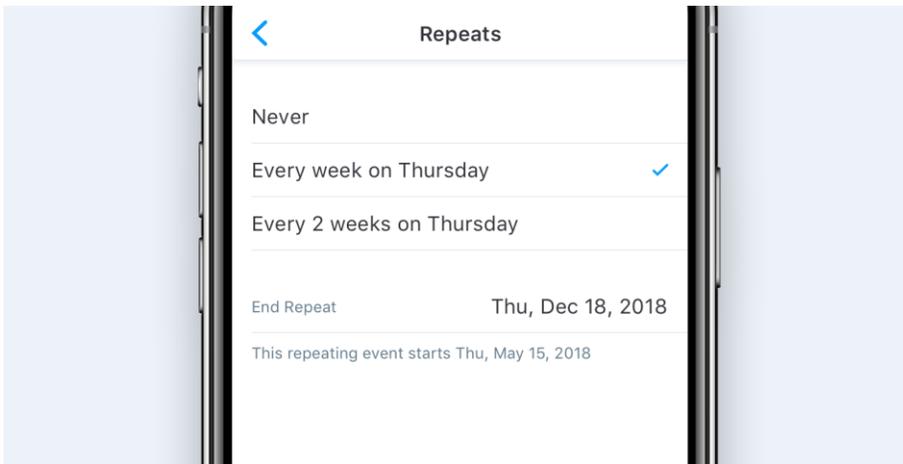
Only staff members will be able to create events for their team.

How to schedule an event:
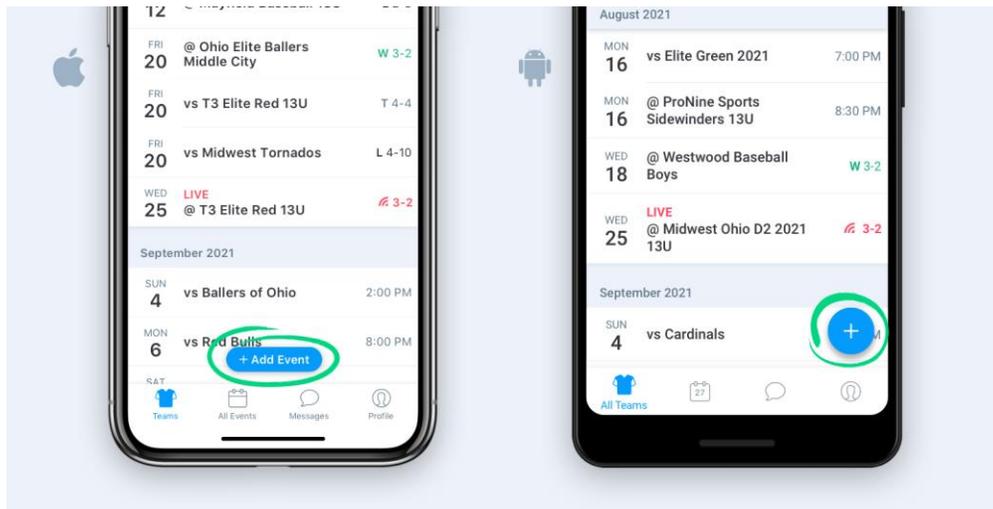
1. Go to the team's **Schedule** tab or the **All Events** tab
2. Tap the + **Add Event** button (iOS) or the + in the bottom right corner (Android)
3. Enter game details like date, time, and location
4. Tap **Save**

How to schedule recurring events:

If the event is at the same time and place each week which is common for practices, tap the "Repeats" option and tap the recurring event details

How to notify your team:
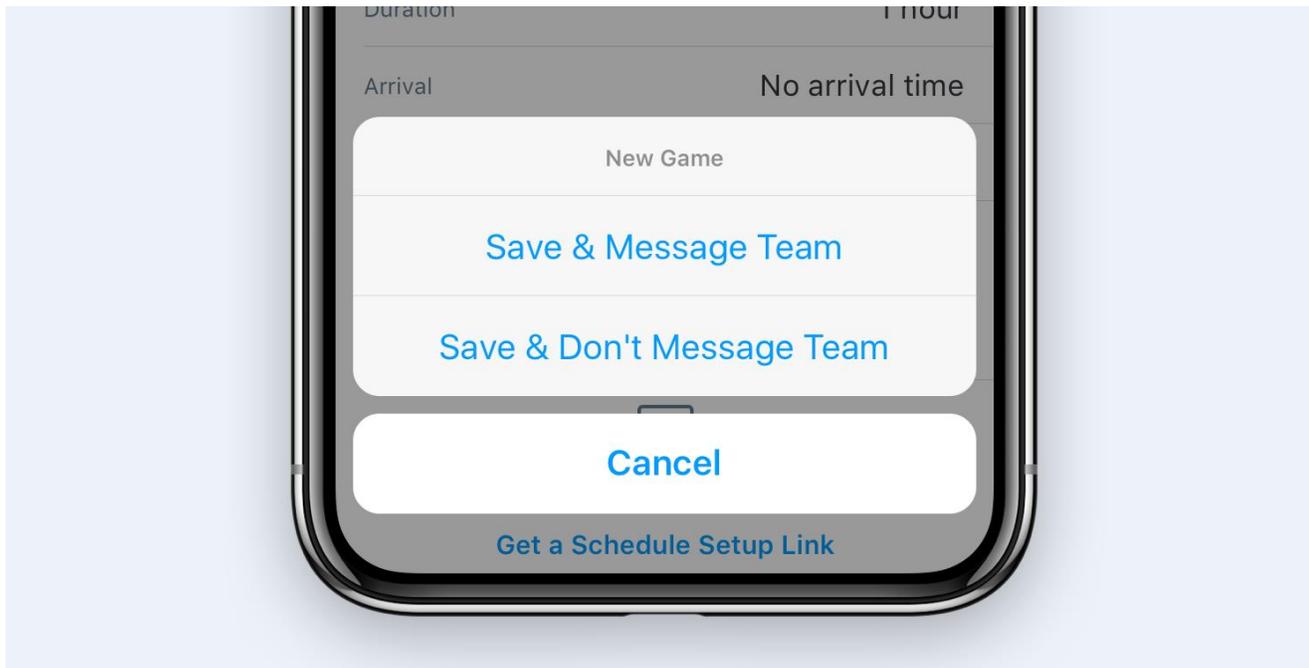
Once you edit an event, you can notify team members right from the app.

1. Once you tap "SAVE", age your team. You will then be prompted to "Save & Message Team" or "Save & Don't Message Team"
2. If you tap "Save and Message Team," you can enter a note about the change and send it to your community

Team Members with the app installed will receive a notification immediately. Team Members who don't have the app installed will receive an email notifying them of the addition to the schedule.

Desktop Roster & Schedule Setup

For greater ease in creating a roster and schedule, Team Staff can request a setup link to create players, invite family and staff, and add events from a desktop as opposed to from within the app. Please note that players and events can only be created via desktop and cannot be edited.

Create Roster/Schedule via Web
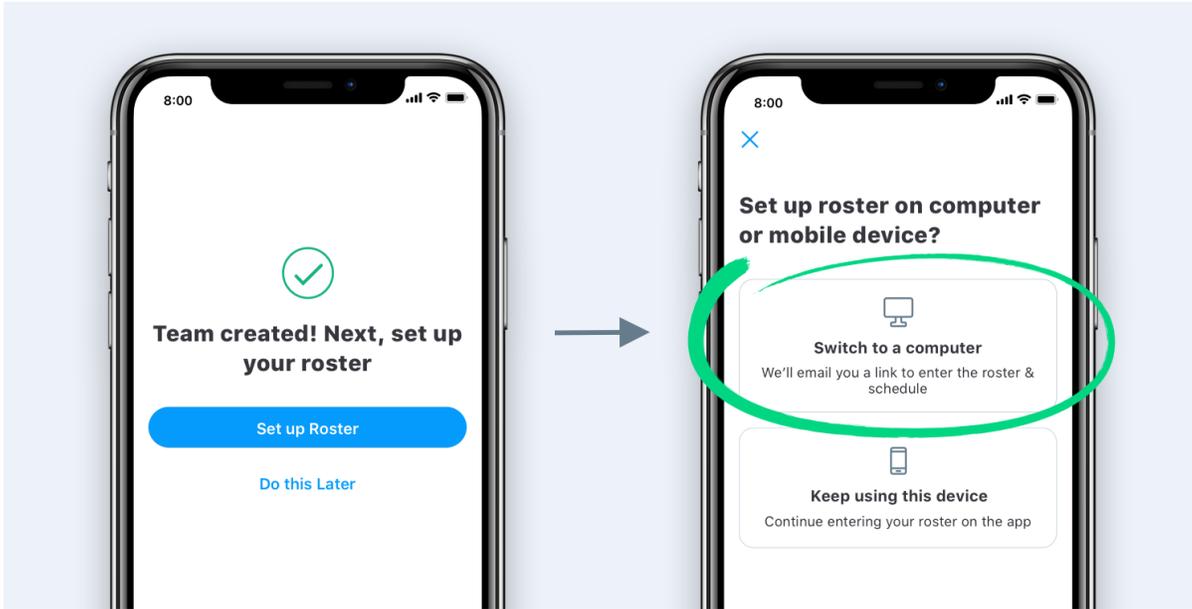
1. Go to the **Teams** tab in the app
2. Tap the plus sign to create a new team, and enter all of the team's information
3. Choose to **Add Roster from Scratch**
4. On the next screen, choose **Switch to a computer**