

# Add Player Links and Files to a Roster Profile

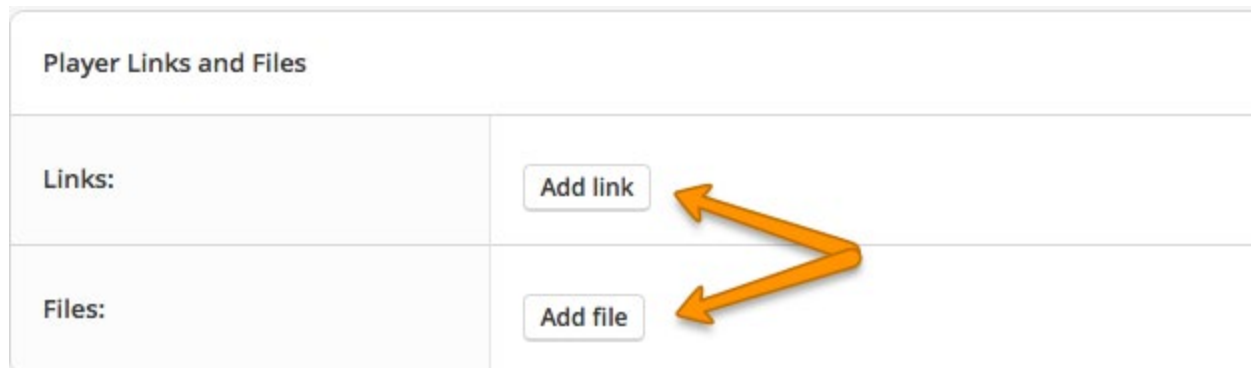
The Player Links and Files feature allows you to upload and attach files (or web links) to a member's roster record. This can be perfect for situations where you have permission forms, documents or other information that needs to be saved for each player. Each file or link can be made public (i.e. anyone on the team can view/download) or private (i.e. only the team managers can view/download). A member can only upload a file or link to their own profile, while a manager or administrator can upload a file to any team member profile. Player links and files can only be uploaded and viewed from the web application.

**Note:** File types that can be uploaded are .doc, .pdf, or .jpeg. You might have issues trying to upload large file sizes, we suggest keeping file sizes at 2 MB or smaller.

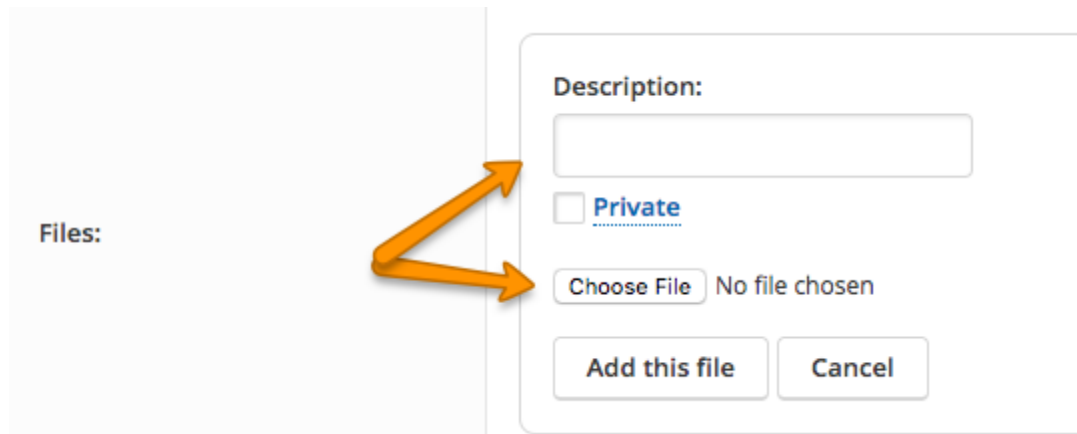
1. Login to TeamSnap from a web browser
2. Navigate to the team
3. Click the **Roster** tab
4. Click on the **Roster name** (do not click the Edit button - you must click the Roster name to access the Player Links and Files option)



5. Go to the **Player Links and Files** section



6. Click **Add link** or **Add file**
7. Enter the **Description**
8. Check the **Private** box
  - Optional if you would like to make the file viewable only to you and administrators
9. Locate your File to upload using **Choose File**



The image shows a file upload interface. On the left, there is a grey box labeled "Files:". To its right is a form with the following elements: a "Description:" label above a text input field; a checkbox labeled "Private"; a "Choose File" button followed by the text "No file chosen"; and two buttons at the bottom, "Add this file" and "Cancel". Two orange arrows originate from the "Files:" label and point to the "Description:" label and the "Choose File" button.

10. Click **Add this file**