

# Add Roster Contacts and Family Members

Who can do this:

- Roster Members
- Team Managers
- Team Owners
- Commissioners
- Organization Owners

Where to do this:

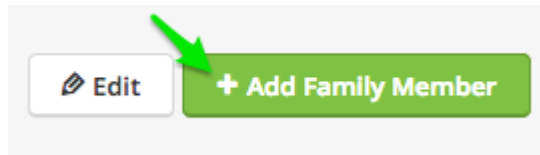


**Attention:** The order in which family members/contacts are displayed does not matter and cannot be reordered. All contacts on the roster profile receive the same information and can perform the same actions within TeamSnap. Learn more about [editing roster contact information](#).

## Adding Family or Contacts (Web)

1. Click the **Roster** tab
2. Click on member name
3. Click **+ Add Family Member** button

**Note:** If there is no option to add family members, this is because the main contact has not accepted their invitation yet. This option will become available after the main invitation has been accepted.



4. Enter contact details (first name, last name and email address required to send invite)
    - a. Optional: Enter a label to help easily identify the contact or the contact/player relationship
  5. Select the **Invite to Join?** checkbox at the bottom of the screen if you'd like this person to have access to the team under this profile
  6. Click **Save**
-

No SIM

1:36 PM



< Roster

Edit



Chezmo Funyuns

Statistics



CONTACT INFORMATION

Steven Buckshank

bria.jones+example.player@teamsnap...



Dad Example

bria.jones+example.dad@teamsnap.c...



Sent

+ Add Family Member

+ Add to iPhone Contacts



Overview



Schedule



Roster



Messages



More

## Adding Family or Contacts (iOS)

1. Tap the **Roster** tab
  2. Tap on the primary member's name
  3. Tap **+ Family Member**
  4. Enter contact details
    - a. Suggested: Enter a label to help easily identify the contact or the contact/player relationship
  5. Tap to toggle **Invite to Join** to ON at the top of the screen
  6. Tap **Save** in the top-right corner
-



## Edit Player



### Contact Information



First Name

Last Name

Example

Family Member

Who is this? e.g. Mom, Dad, Dog

#### Invite to Join

Allow this person to manage this roster member



#### Receive Team Emails

This email will receive team updates



#### Private

This email is not visible to other players



DELETE

CANCEL

OK

### Player Details (optional)

Birthday

September 24, 1968

MALE

FEMALE



## Adding Family or Contacts (Android)

1. Tap the **Roster** tab
2. Tap on the primary member's name
3. Tap **Add Family Member**
4. Enter contact details
  - a. Tap the gear icon next to the email fieldSuggested: Enter a label to help easily identify the contact or the contact/player relationship
  - b. Tap to toggle **Invite to join** to ON
  - c. Tap **OK**
5. Tap the checkmark icon in the top-right corner to save