Team online booking procedure
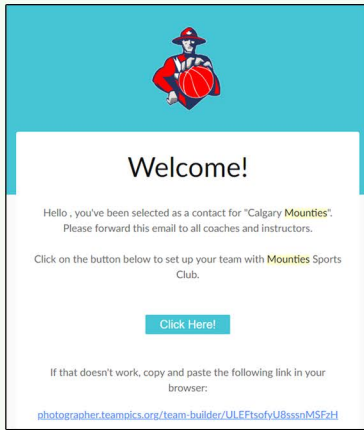

Once your booking is complete you will recieve a personalized email with your league logo and information.

When you recieve this email we suggest you run through the booking procedure once so that you can educate your coaches and managers about the procedure.

Once you feel ready forward this email to your coaches / managers so that they can complete there team booking.
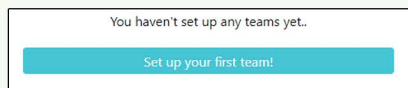
Step 1: Logging in

Your chosen team booking agent can login using an email, google, or facebook ID. Once logged in the user can book multiple teams, change existing roster information, or change the booking time.
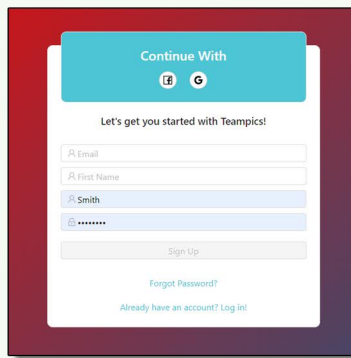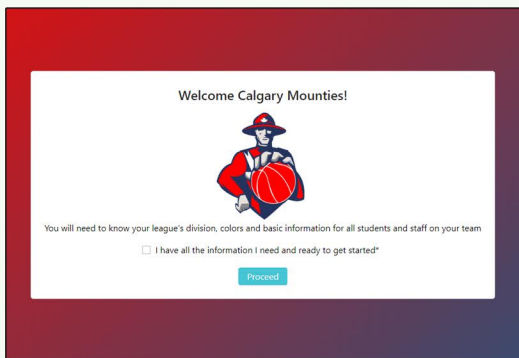
Step 2: Creating a team

To create your first team you need to have name, and email information for every player and staff member. Press the button shown below:

Team online booking procedure continued

Step 3: Contact Information

Tell us about yourself

In the case that we need any information on your team, your orders, as well as shipping information please fill out your contact information.

First Name: [First Name]

Last Name: [Last Name]

Address: [ ]

Email: [ ]

Phone Number: [Phone Number]

Role: [Select your role.. ▾]

We need a team contact for mailing, administrative, and troubleshooting purposes.

Step 4: Team Information

Are these your team colours?: [red] [blue]

Division: [Division]

Sub Division: [Example) Girls League]

Team Name: [Name]

Full Team Name:

...

☐ Is your full team name correct? It will be printed on all products*

We need information about your team colours, logo, and especially your name.

The name of your team is what is used on all printed product, so please ensure it is correct, and fits with the league guidelines.

Step 5: Team Roster

Who's on your team?

All players need to be entered here in order to be photographed.
Email information is critical for reminders and notifications of your appointment, as well as ensuring all photo orders can be processed properly.

#	First Name*	Last Name*	Email*	Jersey Number
1	First Name	Last Name	Email	Jersey Number
2	First Name	Last Name	Email	Jersey Number
3	First Name	Last Name	Email	Jersey Number
4	First Name	Last Name	Email	Jersey Number
5	First Name	Last Name	Email	Jersey Number
6	First Name	Last Name	Email	Jersey Number

Your team roster is vital to ensuring happy customers and correct products.
Our system does not make any assumptions regarding name spellings and does not spell or case correct what you type in. All information must be correct.

Players that are not in the system can NOT be photographed on photo day.

Acurate email information is required for booking notifications, helpdesk, parent account and delivery purposes.
Jersey numbers are optional.

304 Highwood Village Place
High River, AB

- www.gamefacephoto.ca
- info@gamefacephoto.ca

Team online booking procedure continued

Step 6: Staff information

Who's part of your staff?

All the staff that you want on the roster, or included in photos must be added here. Staff who are not added here will not appear on the roster, even if they are photographed.

#	First Name*	Last Name*	Email*	Phone Number	Role
1	Ert	Ert		(456) 456-4566	Other

+ Add Staff

Any staff member of the team that could potentially be in the photo, should be included in the roster. It is alright if you add staff that your not sure about.
Staff that are not in the roster will not be listed in the team photo , even if they are photographed.

Step 7: Timeslot

Book your Photoshoot
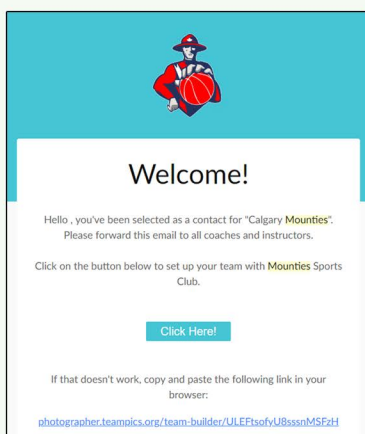
Select a shoot and book a timeslot

< Select a different shoot

10:00: AM	Available
10:10: AM	Available
10:20: AM	Available
10:30: AM	Available
10:40: AM	Available
10:50: AM	Available
11:00: AM - Bantam B Rangers	Unavailable
11:10: AM	Available
11:20: AM	Available

Select and save from any available timeslot. Once yu do this all players and staf will be notified of your choice.

This choice can be changed the next time you login to the system.

Changes & updates

Welcome!

Hello , you've been selected as a contact for "Calgary Mounties".
Please forward this email to all coaches and instructors.

Click on the button below to set up your team with Mounties Sports Club.

Click Here!

If that doesn't work, copy and paste the following link in your browser:

photographer.teampics.org/team-builder/ULEFtsofyU8sssnMSFzH

By Following the original link in your email and logging in you can:

Book Additional Teams
Change your existing booking time
Update and make changes to your roster