Coaches & Managers – Get Ready for Game Day
Get Ready for Game Day

Get Your Schedule
When NISL schedules are published, Bonzi Team will automatically update.

Auto-Notifications about Game Changes
Receive email or text alerts whenever a game change is made.

Print Game Day Rosters & Add Players on Game Day at the Field
Use your computer or smart phone

Manage Your Team with Bonzi
Get access to great features included courtesy of NISL.

What is Bonzi Team?
Your soccer club registered your team with NISL this season using Bonzi, an online soccer software with tools for leagues, clubs and teams courtesy of Northern Illinois Soccer League.

Bonzi connects everyone in the league bringing improved communication and making tasks simple.

You can use Bonzi Team to manage your team, but you can also use it to track your NISL game schedule and print your Game Day Roster.
Things You’ll Want to Know

- Only your club can add players and coaches to your roster
- You can add other players to play on your team on Game Day, but they won’t appear on your main roster
- You can add other parents and family members
- You can designate a parent as team parent
- Games are automatically displayed from NISL
- It’s likely your club turned on Bonzi Team only for coaches
- Only coaches received an invitation to log onto Bonzi Team
- Bonzi Team can be turned on for parents
- Parents without a correct email may not receive an invitation to Bonzi Team if turned on
Quick Start – Schedules & Game Day

Schedules & Game Day

- NISL game schedules will publish to your schedule calendar automatically
- You will be notified by email and text message (if enabled) about game changes
- Use the Bonzi Team mobile application to receive notifications right on your phone

Be Ready for Game Day

STEP 1:
- Click the SCHEDULE option on the left
- Click the GAME link on the calendar for the day of the game
- Click the GAME DAY ROSTER button
Quick Start – Schedules & Game Day

Be Ready for Game Day

**STEP 2:**

- Choose your players for your Game Day
- Do not select players who will not attend the game
- Add extra players under GAME DAY PLAYERS option. Auto look-up feature automatically finds players in your club.

Tip: Some players may not be available due to league rules
Be Ready for Game Day

STEP 3:

- Choose CREATE GAME DAY ROSTER
- Print or display on the field on your smart phone
- Added GAME DAY PLAYERS appear in a separate section
Learn More About Bonzi Team

Bonzi Team Intro
Get to know Bonzi Team with a introduction on how to get connected and access the online product!

Account Settings
Learn how to connect to multiple teams, help your family access Bonzi Team, and update the settings for your personal account.

Team Settings
Edit and update team & roster information while also learning about your custom Public Team Page.

Features & Tools
Learn about communication, scheduling, attendance, and picture sharing features in Bonzi Team!

Need Help?
The following presentation is a comprehensive guide to the Bonzi Team product from the perspective of a Coach or Team Manager. This guide walk you through all the major functions and tools that Bonzi Team has to offer!

But don’t forget the Bonzi Support team is here to help! If you have any questions along the way, please contact our team at:

866-726-4131 option 1
support@gobonzi.com
Bonzi Team Basics

Bonzi Team is a online forum that allows sport organizations to share information with their coaching staff and teams.

Coaches can use Bonzi Team to share team information, such as schedules and rosters, while also hosting a community hub to help facilitate team communication.

Bonzi Team can be used for your specific team needs. Use it for simple emails and schedule sharing, or invite players, parents, neighbors, and grandparents to join in on the fun. Upload team photos, plan team parties, anything that applies to your unique team.
Accepting Your Bonzi Team Invitation

What is a Team Invitation?

Bonzi Team is a private online system that can only be accessed by the team staff, the assigned roster members, and appropriate family members. In order to access Bonzi Team, team members must accept their invitation to the team.

Invitations are automatically emailed to the appropriate team members when your club or league admin activates Bonzi Team for your team.

How do I accept my Team Invitation?

1. Look for your invitation in your email inbox. It will be sent to the same email address you used when registering as a coach.
2. Click the “Accept Invitation” link in the email.
3. Accepting the team invitation will direct you to the Bonzi Team website where you will be asked to sign into your Bonzi account.

NOTE: Team Invitations are meant to be used once. If you have already accepted your team invite, you may receive a “Invalid Team Invite Code” message. If you receive the message, simply log into your account and you will most likely see your team waiting for you.
Getting Logged In

Log into your Bonzi Team account with the same Username and Password you used to register as a coach or team volunteer.

If you accept the wrong invite, such as your spouse’s or your child’s, you may get a message asking if you meant to accept a Team Invitation for a different person.

You will want to accept your OWN invitation, as all coaches and team admins have special administrator permissions in the Bonzi Team system.

You Do NOT Have to Accept your Team Invite

Everyone - coaches, parents, and players - all have individual invite codes sent to their personal email address. However, if a parent or a player does NOT want to accept their team invite they are NOT required to create a Bonzi Team account.

This is “just in case” they want to participate with the team online. Otherwise, basic team emails and club/league communications are still be delivered to these members.
Getting to Know Bonzi Team

In the top menu there are always options for you to receive extra help. The Bonzi Support team is available to help any team administrator, parent, or player navigate the system.

Bonzi Team is available for iPhones and Androids through the Apple Store and through Google Play.

Note, in this example, that the "Team Feed" lists the most recent team actions and information.

As an extended effort to help teams raise funds, Bonzi has partnered with Check-in for Good to allow for an easily accessible donation option directly within Bonzi Team.

The Team Connect Code, in the top right corner, is the code used for your entire team if you sign up for a league or tournament in the Bonzi system. This code will allow your roster and team details to be automatically shared with the league or tournament without manually entering information, while also allowing the league or tournament schedule to be automatically added to your Bonzi Team calendar.

All team events for the upcoming week will be listed in the right column.

Team staff contact information is listed for easy access for team Families. Team admins can hide their personal contact information.
Bonzi Team Mobile

**Full Bonzi Team Site on your Mobile Device**

The full [www.bonziteam.com](http://www.bonziteam.com) website is compatible with all mobile browsers. Access Bonzi Team on your phone for easy management.

**The Bonzi Team Mobile App**

The Bonzi Team app is also available for Apple and Android devices. Find and download the app in your mobile app store.

The mobile app will allow you to stay easily connected with your team to see your game schedules and post team photos right from the field!

**Coming Soon!**

Our mobile developers are hard at work, so look for additional features in late 2015!
Managing Family Accounts

**Family Management Features**

If you are the primary on your family account, meaning you created the account under your own name during the registration process, then you have the ability to access the **Family Management** feature. Family management allows you to create accounts for your players, resend invites to other parent/guardians listed on the account, and view any additional team invites you might have.

You will be notified if yourself or members of your family have pending team invitations when you first sign into your Bonzi Team account.

**Dismiss Alerts**

If you choose to ignore these alerts, you can always access this section of the system by clicking on your name in the top right corner of your screen and choosing the **Family Management** option in the drop down menu.

To hide these alerts, visit Family Management and click the **Dismiss** button to hide the “pop up” alerts that appear during log in.
Joining Multiple Teams

Steps to Join your Teams

Are you involved with multiple teams? You can link all of your teams to one Bonzi Team account. There are two ways you can do this:

Team Invitation Email
1. Find another team invitation in your inbox
2. Click the link in the email
3. Sign into the SAME account

Join A New Team With A Invite Code
1. Log into your Bonzi Team account at www.bonziteam.com
2. Click on your name in the top right corner
3. Choose the Create or Join a New Team option in the drop down menu
4. Enter in your personal team invite code (can be provided to you by a team or club admin, or by finding the code at the bottom of your team invitation)
5. Click Join

Change Teams

Navigate between multiple teams using the “MultiTeam Dashboard” that appears when you first log in, or click on your name in the top right corner of your screen to see a list of all active teams.
Navigating the MultiTeam Dashboard

MultiTeam Dashboard In’s & Out’s

If your Bonzi Team account is linked with multiple teams, you will see the MultiTeam Dashboard when you first log into your account. This Dashboard gives you an overview of activity for your teams and allows you to navigate between them.

Notice your teams will be displayed on the left. Select a team to see their information, and navigate to this team’s full Bonzi Team by clicking the Go to “Team” Dashboard option at the top of the center column.

MultiTeam Calendar

Notice the list of schedule items, for both teams, listed in the right column. This will allow you to see your team schedule for the upcoming week.

View a full schedule for all teams by clicking the View All option in the top right corner. Schedule items will be color coded so you can easily decipher which schedule items belong to which teams.
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 a photo, set up your mobile phone for text messaging alerts, and add other personal information. **NOTE: To receive text message alerts, don’t forget to add your mobile carrier.**

Click on Notifications to turn on and off text messaging and email messaging for different types of team notifications.

Click on Teams to view the teams you are currently assigned.

Click Back to Bonzi Team in the left column when you are done!
Updating Team Settings

Team Information
Update the team details by selecting the Team Information option. Here you can update the team name, location, sport, league, season, team logo, and team photo.

Public Team Page
Each team can customize and create their own public webpage to share with friends and family. Learn more about Public Team Pages in the following slide.

Fundraising
Set up your Check-in for Good fundraising campaign by adding in your Check-in for Good link in the field provided.

Privacy
You may choose to hide contact information for your team. This will remove all phone numbers and email addresses from the parent profiles in the roster list.
Activating Your Public Team Page

Public Team Pages are customized team webpages displaying your unique team information. Choose your team colors, webpage layout, social media links, webpage content and more!

To preview your Public Team Page, and to find the direct webpage address (URL) to your page, click the Public Team Page link at the top of your screen. If you do not see the link immediately after enabling your Public Team Page, refresh your browser and it should appear.
Reviewing the Team Roster

Click the “Roster” option in the left column. Your roster, including parents, will appear in the center column.

Filter who you see in the center by using the drop down option above and to the right of your roster list.

Print rosters and any medical releases by clicking “Print Rosters & Medical Releases” above and to the left of your roster list:

- **Official** rosters pull information from your club or league
- **Bonzi Team** rosters pull information stored in Bonzi Team, such as profile pictures and player positions
- **US Club Soccer medical release forms** are available for printing using the information entered by your club.

Click on the name of a roster member to expand their profile panel. The team invite code and invitation link in the green box will appear when someone has NOT accepted a team invitation. They are not required to accept this invitation, but it’s there if needed!
Team Staff includes Coaches, Assistant Coaches, Managers, other team volunteers, and Team Parents.

Team Staff have full permissions in Bonzi Team that include access to features that parents and players do not have, such as:

- Sending Text Messages
- Editing & reporting on Team Attendance
- Added & editing the team schedule
- Sharing forms or documents online
- Resending team invitation emails via the Roster
- And more!

**Need a helping hand?** Assign a team parent by editing a parent profile and selecting the “Team Parent” role. Now this parent has full permissions on Bonzi Team without having to register online with the club/league.
Connecting Family & Players

Adding Parents to the Player

Are the parent and child already listed on your roster, but needs to be connected so the parent can edit the player’s profile? Click “Edit” in the top right of a player profile and choose the “Add Parent” option to link parents with players.

Connecting Parents to their Player allows family members to add and edit profile details for the player, such as their About Me section and their profile picture.

Add New Family Members to the Roster

Do you need to add a new family members? Click the “Add new roster members” option at the top of the center column to add another family member.

You can’t add more players or coaches, as those participants **MUST** register with your club or league in order to be officially added to the roster. However, grandparents, step-parents, and friends can all be added with the role of “parent” in the system.
Click the “Email & Announcements” option in the left column to access the email features in Bonzi Team, then choose “Create new email / announcement” at the top of the center column.

Choose who should receive the email:
- The top option allows you to pick pre-made groups
- The second allows you to pick individuals
- The third option allows you to post a internal Bonzi Team announcement posted only in the Bonzi Team system.

If you send a message, email replies will come to your personal email inbox. Members can also make public replies by posting comments in Bonzi Team.

Bonzi Team Emails can be sent to everyone, even those who have NOT yet accepted their team invites.

Bonzi Team does not have email inbox functionality, so if you send private emails make sure you send a copy to yourself for your own record. Bonzi Team will not list private emails in the announcement feed.
Sending Team Text Messages

Click the “Text Alerts” option in the left column to send out text messages to your team.

Text message limits vary by mobile carrier, so **Text Alerts are limited to 150 characters**. This consists of a “From: Name” header that is automatically added. The longer the name on your profile, the less characters to be used in the text alert. Keep that in mind as you write your messages.

A mobile carrier is required in order for text alerts to be delivered to cell phones, so your roster members must include their carrier in their Bonzi Team account to receive these alerts.

Text Alerts are also delivered as emails and Bonzi Team messages to all users. **Bonzi Team assumes an “Alert” is important information that needs to get out quickly, so the alert will be sent through all communication routes to all team members.**

Send individual text messages to users by clicking on their member profile and choosing the “Send Message” link next to their mobile phone number. If they do not have their carrier added to their account, this option will not appear.
Bonzi Team includes an internal messaging system where you can email members of your team that have accepted their Bonzi Team invitations.

Send messages and review communication with your team.
Have documents to share with your team? Add them to Bonzi Team so team members can access and download your information at their convenience.

Only Team Staff can upload documents, but everyone can easily access these files.

**IMPORTANT:** Attachments are not available on Team emails in order to assure that Bonzi Team messages are not marked as spam by email providers so everyone can easily receive email, no matter their preferred emailer. The document center is a good place to store your needed attachments.
Updating Team Schedules

Check out your team's schedule if posted by your club/league or enter your own team schedule. **NOTE: You cannot edit dates, times, locations or opponents for items scheduled by your club or league.**

Click on a date in the calendar to add a new schedule item. When you’re ready, click “Add” and our system will ask if you wish to notify your team via email.

Click on a scheduled item in your calendar to expand the Information Pane and review the item details:

- Date & Time
- Location & Google Map
- Weather Forecast
- Team Attendance
- And more!
Connecting Your Calendar

The team schedule is one of the most important features in Bonzi, as everyone needs to know where and when they’re playing! Get connected to your team schedule by using the available tools in Bonzi Team!

**Download** your calendar so you can upload it into other programs.

Easily **subscribe** to your calendar by automatically syncing it with Google Calendar, or copying the provided “subscription link” and adding it to your desired device.

Or simply **print** the calendar and hang it on your fridge at home!

Don’t forget that you can turn on notifications, email or text messages, for all schedule changes! You also have access to these tools on the MultiTeam Calendar in order to sync all of your team calendars at one time!
Adding & Tracking Team Attendance

**Attendance Settings**

Customize your attendance tracker by choosing if you’d like to receive attendance on games, practices, and/or scheduled events for either coaches, players, and/or parents under the “Settings” option.

**Marking Attendance**

Parents can mark the attendance for their players only. Coaching Staff can mark attendance for everyone.

**Reminders**

Click on a schedule item to expand the information panel. On the panel you can send messages and reminders to attendance groups.

**Attendance Reporting**

Track and report on past history using the “Attendance Report” option above your attendance list. Customize the information you need based on item type, roles, and dates.
Photo Sharing

Let’s have some fun! Everyone can upload team photos to Bonzi Team and share with their friends. We have an advanced photo editing system right inside Bonzi Team that will allow you to make the most out of your sideline photos.
Need extra help? Please reach out to our support team. We are here to make using our system as easy as possible and help your team succeed this season. You can reach us at the information below:

Email: support@gobonzi.com
Toll Free: 866-726-4131 option 1
Local: 503-691-9860 option 1