

# Adding a Medical Form to a player's profile in TeamSnap

## STEP 1

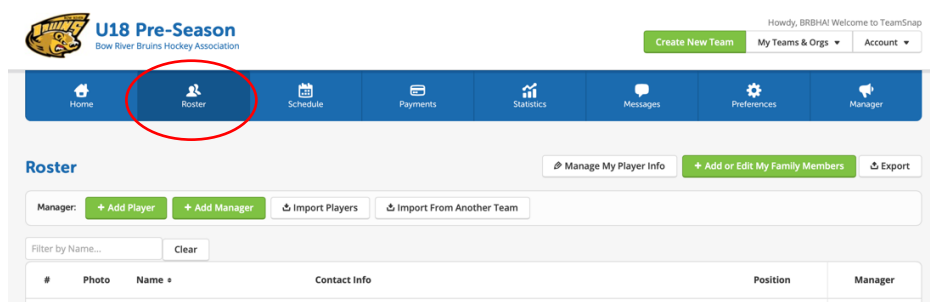
Send your players the attached fillable PDF Hockey Canada Medical Form. Can also be found under Team Safety on our Manager's Office page.

## STEP 2

Save the returned forms on your computer.

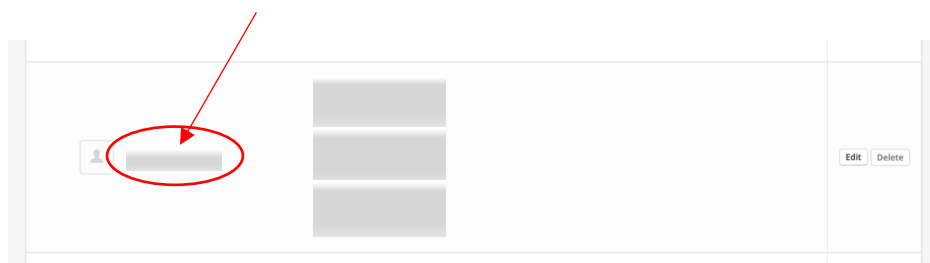
## STEP 3

Open your team's roster in the desktop version of TeamSnap:



## STEP 4

Select the player's name (not edit on the right):



## STEP 5

Scroll to the bottom of the player's info and select add file:

U11 Entry - Does your player wish to be considered as a hybrid goaltender? No

Contact Information

Player Links and Files

Links: Add link

Files: Add file

Player Status: Active Disable

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## STEP 6

1. Fill in the Description field "Hockey Canada Medical Form".
2. **PLEASE BE SURE to check the Private box.** This way the file will only be visible to the team manager and not to the whole team.
3. Click "Chose file" and select the file from your computer then click "Add this file".

Player Links and Files

Links: Add link

Description: Hockey Canada Medical Form

Files:  Private

Choose File no file selected

Add this file Cancel

Player Status: Active Disable

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This file is now attached to the player's profile and will carry with them when we re-roster teams at Christmas. The new manager will not have to ask for these again from everyone as they will already be done. Please repeat this for each player on your team roster.