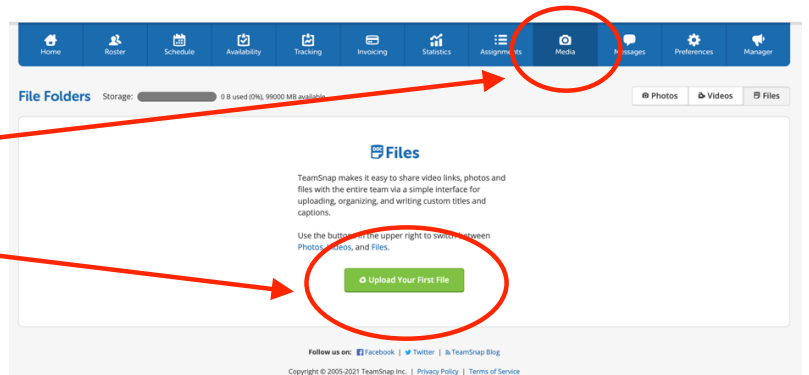


Adding a private file to TeamSnap

1. In your browser version of TeamSnap
Select the Media tab

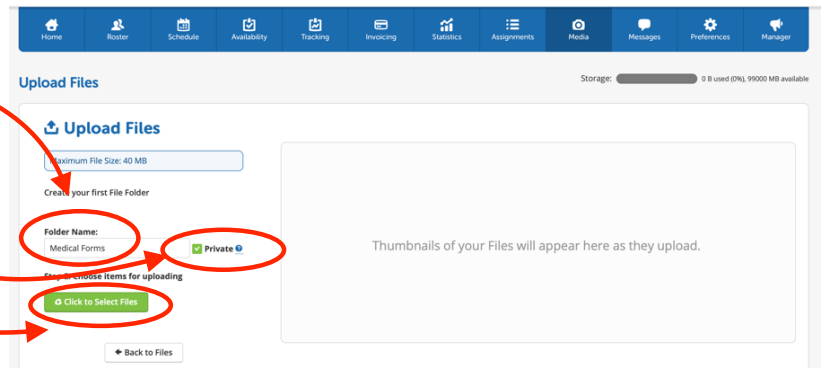
2. Select upload your first file



3. Name your Folder

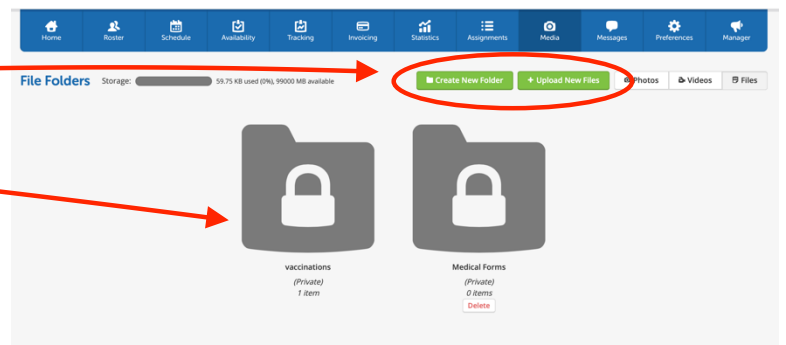
4. Select Private. **VERY IMPORTANT**
By selecting private, the contents will
only be visible to team managers.

5. Upload the file to add to the folder



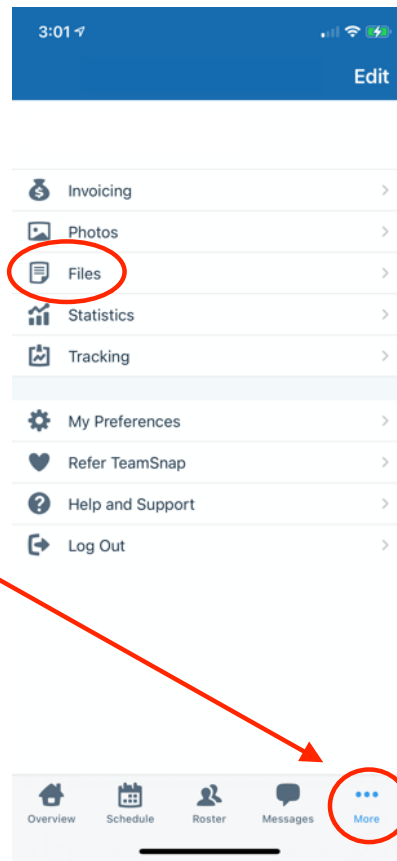
6. Create as many folders and upload as
many files as you need.

All private folders will appear with a
lock icon on them



7. You will now be able to access this folder in your TeamSnap app under:

- ... More
- Files



8. open the desired folder

