QUICK START GUIDE

Never Miss A Shot

Share your friendships, action shots and special sideline moments with everyone on your team website. Adding photos and videos from your Shutterfly account, camera or computer is as easy as clicking the "Add" button at the top of the site and following these simple steps.

Shutterfly never deletes a photo and never compromises a photo's quality.

Getting started:

1. Choose a site name.
For example www.yourteamname.shutterfly.com

2. Select a design.

3. Follow the easy steps of our set-up wizard.

Add key team info such as:
• Team roster and parent information
• Coach and team parent roles
• The first event of the season

Shutterfly will automatically create an event calendar and team roster on your site. The calendar and roster will send event and post-event reminders to all your members.

4. Once you've completed the set-up wizard, you're ready to visit your site. If you skip the set-up wizard, you can always go back and add information later.

5. Start customizing your site. Add information to your event calendar. It will be included in the event reminders and notifications sent to all your members.

6. In the reminder bar at the top of your site, click "invite members." A customizable email will pop-up. If you've added contact information to the team roster, you don't need to enter email addresses. Just hit send to invite people to become site members.

7. Verify and update your contact information on the

TIP!
Don't worry if you skip the setup wizard! The great thing about your site is you can always go back and add the information at a later date. You can access the roster, calendar, responsibilities and player availability by clicking on the respective pages at the top of your site.

We recommend everyone post their child's photo to the roster so coaches and parent volunteers can put faces to names.

Rained Out

Even in the event of rain, Shutterfly always has you covered. Post notifications on your site and members will be emailed updates by end of day. If you can't wait until the end of the day, simply send an immediate email to your members by clicking the "send email" button at the top of your site.

Extras

At the top of your site you'll find "customize" and "settings" links that allow you to change the permissions and style of your site at any time. Your site defaults to "private" which means that only people you add as members can access it.

Game over

After the final game, use the photos on your site to create a photo book as a coach's gift or mementos for the players. Once your photo book has been made, post it on your site for all members to view and order.

Thank you for creating your FREE team website. We're confident that you and everyone on your team will enjoy coordinating and capturing the season's special memories. Forward this quick start guide to everyone involved in the administration of your team Share site.

-The Shutterfly Share Site Team

TIP

We highly recommend you ask the members to verify and update their contact information in the roster page to ensure they receive key notifications and reminders. Also, have the parents come sign-up for snack responsibilities and update their child's availability throughout the season.

TIP

Remind members to save their favorite photos to their Shutterfly account so they can make fun, high-quality photo gifts. Click on the album title, select the image(s) you want and then click the "Order photo gifts" link on the right of the page.