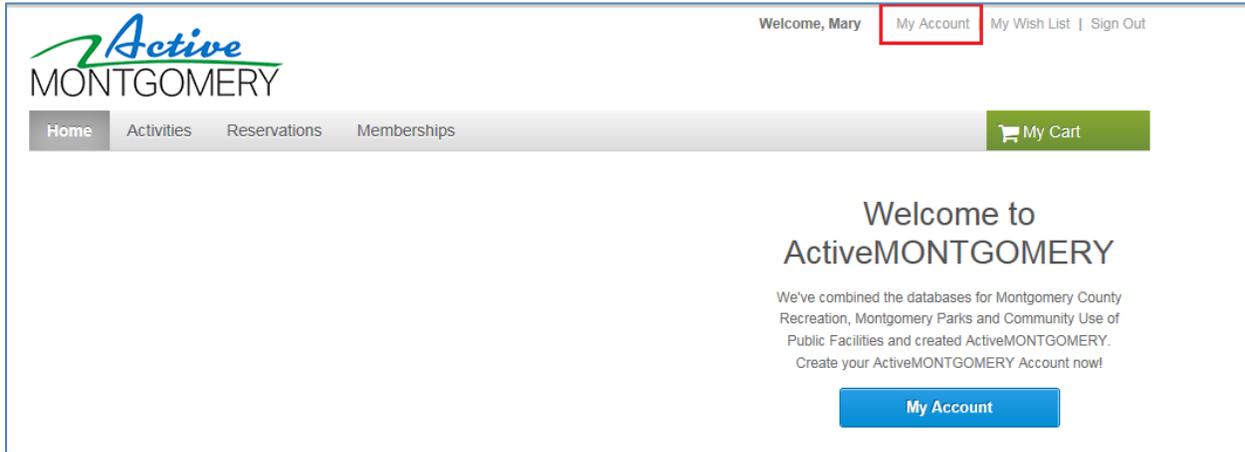


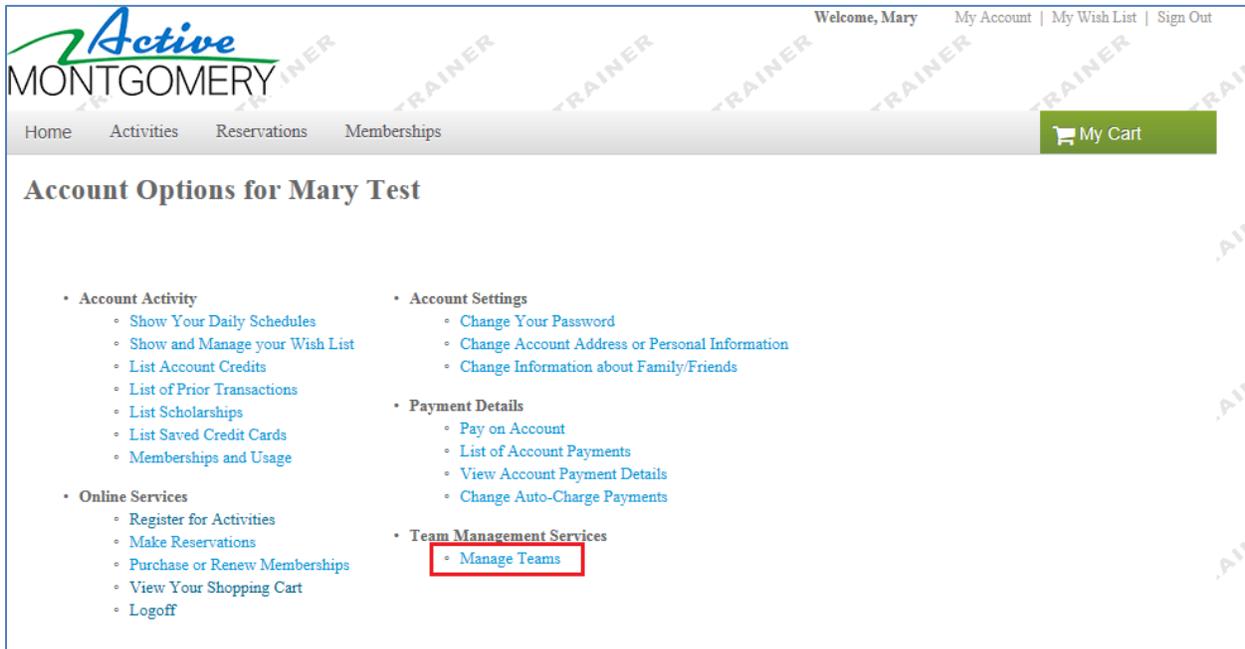
Managing Your Team Online in ActiveMontgomery

ActiveMontgomery has several team management functions available to team managers.

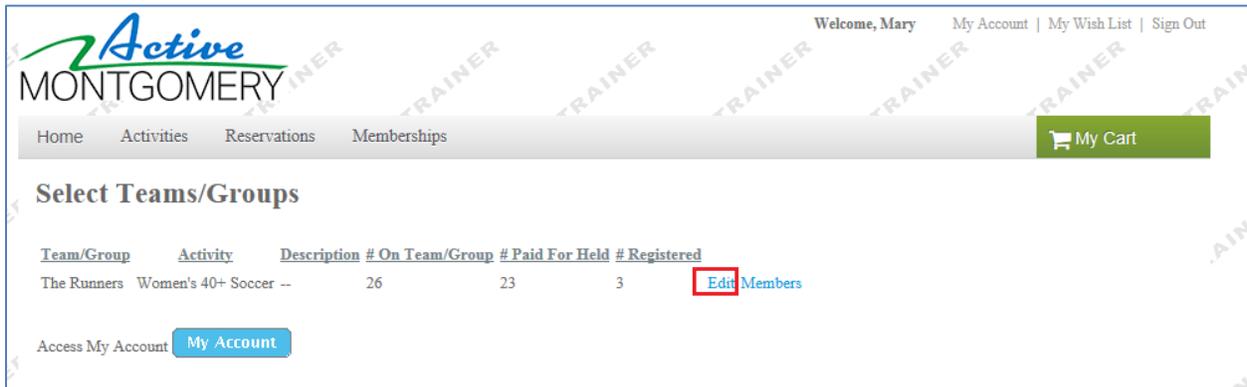
To access these functions, log into your ActiveMontgomery account. You'll want to go to the **Account Options** page, which can be reached from any page by clicking the **My Account** link at the top right of the page.



The **Account Options** page allows you to manage your account. As you can see, there are many features you can use to manage your account, such as updating your address, updating your saved credit card information, and adding family members. To manage your team, click **Manage Teams**.



You'll be dropped to a page with a listing of your team. If you manage more than one team, all your teams will be listed. To edit your team information, click the **Edit** button next to your team.

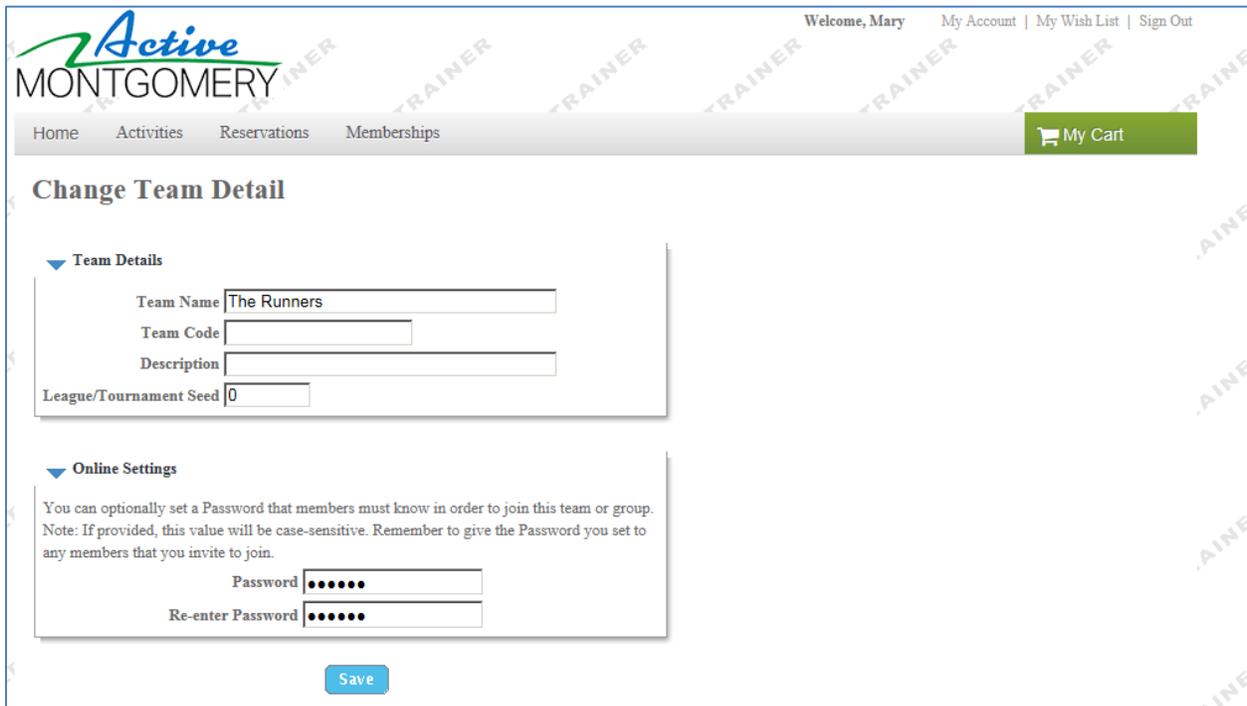


The screenshot shows the 'Active MONTGOMERY' website header with navigation links: Home, Activities, Reservations, Memberships, and a My Cart button. The main content area is titled 'Select Teams/Groups' and contains a table with the following data:

Team/Group	Activity	Description	# On Team/Group	# Paid For Held	# Registered	
The Runners	Women's 40+ Soccer	--	26	23	3	Edit Members

Below the table is a link 'Access My Account' and a 'My Account' button.

You'll be dropped to the **Change Team Detail** screen where you can change your team name and your team password.



The screenshot shows the 'Change Team Detail' screen. It features two main sections: 'Team Details' and 'Online Settings'. The 'Team Details' section contains input fields for Team Name (The Runners), Team Code, Description, and League/Tournament Seed (0). The 'Online Settings' section includes a note about setting a password and two password input fields (Password and Re-enter Password). A 'Save' button is located at the bottom of the form.

If you want to manage your team members, go back to the page that lists your team. Click the **Members** link.

Active MONTGOMERY

Welcome, Mary | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart

Select Teams/Groups

Team/Group	Activity	Description	# On Team/Group	# Paid For Held	# Registered	
The Runners	Women's 40+ Soccer --		26	23	3	Edit Members

Access My Account | [My Account](#)

This page will allow you to withdraw and send emails to team members. The withdrawal option will be available to you until the cutoff date for team roster changes.

Active MONTGOMERY

Welcome, Mary | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart

Member Roster for The Runners

[Send Email](#)

Name	Address	Phone	Email	
Test, Erin	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 -- P: --		Withdraw
Test, Mary	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 P: --	mieno@aol.com	Withdraw
Test, Molly	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 P: --	molly@aol.com	Withdraw

[Done](#)

Access My Account | [My Account](#)

ActiveMontgomery also allows you to send emails to prospective and current team members. However, team members must have email addresses associated with their account in ActiveMontgomery. Note in the case below, Erin Test does not have an email listed. You will have to contact her and have her add an email to her account. You can forward the attached sheet which explains exactly how to add an email address to an account.

To send an email to team members who have an email address on file, click **Send Email**.

The screenshot shows the ActiveMontgomery website interface. At the top, there is a navigation bar with the logo 'Active MONTGOMERY' on the left and user links 'Welcome, Mary', 'My Account | My Wish List | Sign Out' on the right. Below the logo is a menu with 'Home', 'Activities', 'Reservations', and 'Memberships'. A 'My Cart' button is visible on the right side of the menu. The main content area is titled 'Member Roster for The Runners'. It contains a table with columns for Name, Address, Phone, and Email. The first row is for 'Test, Erin', with a missing email address and a 'Withdraw' link. A red box highlights the 'Send Email' button above the table. Below the table is a 'Done' button. At the bottom left, there is a link 'Access My Account' and a 'My Account' button.

Name	Address	Phone	Email	
Test, Erin	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 P: --	--	Withdraw
Test, Mary	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 P: --	mieno@aol.com	Withdraw
Test, Molly	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 P: --	molly@aol.com	Withdraw

If you want to send out an invitation to join your team to prospective members, enter your email subject and some introductory text. Then click **Append Invitation Message**, and the system will autofill text with a registration link and your team password code. Enter the email addresses in the **Message Recipients** field, click **Submit**, and your email will be sent! If you want to include any current team members on the message so they can pass it along to interested friends, just check off their names in the **Current Members** section, and they will receive the email as well.

Active MONTGOMERY

Welcome, Mary | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart

Send Emails

Team Information

Team: The Runners
Description: --
Activity: Women's 40+ Soccer

Message

Subject: Sign up for soccer!
Email from Address: mieno@sol.com
Message: It's that time again!
Click on this link to register for Women's 40+ Soccer on the The Runners team.
<http://anprod.active.com/montgomerycountytrainer/publicFunction.sdi?function=quickRegister&aid=16187&tid=973&pnw=743C2>

[Append Invitation Message](#)

Message Recipients

Prospective Members

Enter email addresses of up to 20 potential team members - one per line using enter key for a new line.

mary.smith@outlook.com
cathy.jones@gmail.com
sally.doe@yahoo.com

Current Members

Erin Test Mary Test
 Molly Test

[Select all members](#) [Deselect all members](#)

Team Contacts

Mary Test

[Select all contacts](#) [Deselect all contacts](#)

Disclaimer

The following will be added to the end of each email:

Take a look at this activity! I think you might be interested.

[Submit](#) [Cancel](#)

You can also use this function to email your team members throughout the season. Enter your message in the Message field, then check off your team members you want to receive the email, click **Submit**, and your email will be sent.

Active MONTGOMERY

Home Activities Reservations Memberships My Cart

Send Emails

Team Information

Team: The Runners
Description: --
Activity: Women's 40+ Soccer

Message

Subject: Practice time change - 6:00pm tonight
Email from Address: mieno@aol.com
Message: Practice time has been changed to 6pm for tonight only!
[Append Invitation Message](#)

Message Recipients

Prospective Members

Enter email addresses of up to 20 potential team members - one per line using enter key for a new line.

Current Members

Erin Test Mary Test
 Molly Test
[Select all members](#) [Deselect all members](#)

Team Contacts

Mary Test
[Select all contacts](#) [Deselect all contacts](#)

Disclaimer

The following will be added to the end of each email:
Take a look at this activity! I think you might be interested.