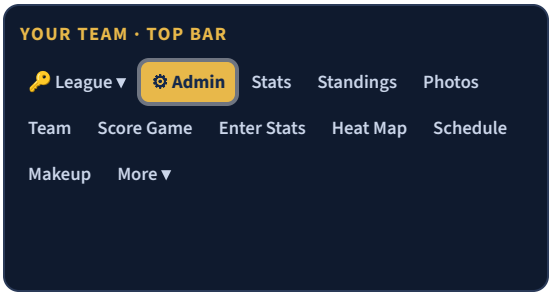
VMSSA MANAGER QUICK REFERENCE

vmssa-teams.com

RUN YOUR TEAM PAGE, MADE EASY

1 GET TO YOUR ADMIN PAGE

- Go to **vmssa-teams.com** and tap **your team's card**.
- Type your **email** and **4-digit PIN**, then tap **Log In**.
- In the top bar tap ⚙ **Admin** (managers only). The tabs below it scroll sideways.



2 YOUR ADMIN TABS

📊 Overview · ⚙ Settings · 👥 Players · ⚾ Lineup · 📅 Games · 👥 Sub Pool · 📧 Communications · 📅 Makeup Polls · 🗳️ Team Polls

Overview: who is in for each game, plus reminders

Players: roster, Edit, 🔐 Set PIN, add a player (rare)

Lineup: batting order and field positions

Games: schedule, cancel a game, reminders and texts

Makeup / Team Polls: quick votes for your team

Settings: Scorer PIN, notifications, SMS

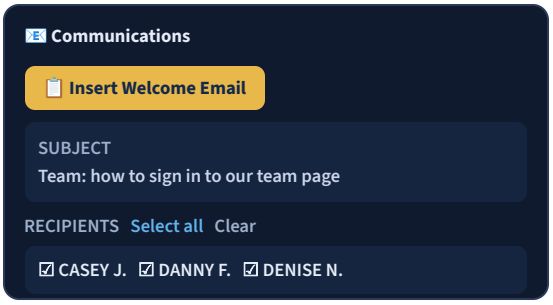
Sub Pool: subs you can call on

Communications: email or text players, Welcome Email, login links

Your tab order can differ: it is set in Settings.

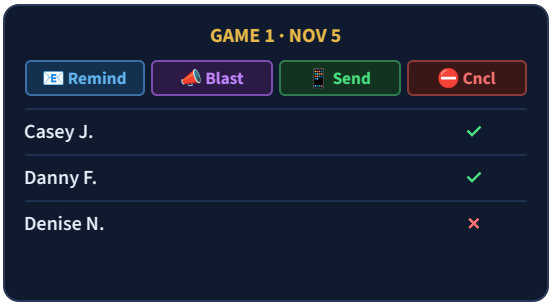
3 AFTER THE DRAFT: WELCOME EMAIL

- Once rosters are set, open **Communications** and tap 📋 **Insert Welcome Email**.
- **Select all** under Recipients, then send before the season starts.
- Each player gets a personal link to create a PIN, plus the Player card.
- One player stuck? 🔗 **Player Login Links** re-sends a link.



4 GAME DAY: WHO IS IN?

- **Overview** tab: the grid shows who is in (✓ in, × out, ? maybe). Tap a cell to change it.
- At the top of each game column are four small buttons: **Remind** (players who have not answered), **Blast** (email all players), **Send** (pick who), **Cncl** (cancel and notify).
- **Lineup** sets the order and positions.



Tip: a player who forgets their PIN taps "Forgot your PIN?" on the sign-in page and gets an emailed link.