

SMCHS TRACK & FIELD · CROSS COUNTRY

Mark Your Own Attendance

TeamSnap is how we take roll. Athletes own their status before practice starts — and before race entries are set.

YOUR RESPONSIBILITY · NOT THE COACHES' CLIPBOARD

Attendance lives in TeamSnap. You mark it.

01

Practice starts on time

Coaches should not be hunting down who is here. If TeamSnap says you are in, we start. If it says you are out, we do not wait.

02

Races = “Games”

In TeamSnap, meets and races are labeled Games. Your availability there is how we know who can be entered, who needs a ride plan, and who is scratched.

03

Notes kill confusion

“Club soccer,” “make-up test,” “leaving at 4:40.” A 5-second note means we do not guess — and parents do not get a surprise text.

04

You own the record

This is the official attendance system. Do not assume a verbal “I’ll be late” reached every coach. If it is not in TeamSnap, it did not happen.

Six taps. Do it before you walk onto the track.

1

Open
TeamSnap

Use the app, not a
screenshot of last
week's schedule.

2

Select this team

SMCHS XC / Track —
make sure you are on
the right roster.

3

Schedule /
Availability

iOS:
Schedule/Availability.
Android: Schedule.

4

Tap today's
event

Practice, time trial, or
race ("Game").

5

Tap Availability

Choose Going /
Maybe / Not Going.

6

Add a note if
needed

Late, leaving early, or
missing — write why.

Status tells us if. The note tells us why and when.

ON THE PHONE

After you tap Going / Maybe / Not Going:

- 1 Tap Add Availability Note
- 2 Type a short, specific reason
- 3 Include a time if you are late or leaving early
- 4 Save. Done.

GOOD NOTE EXAMPLES

LATE

"Make-up test — arriving 4:25"

EARLY

"Leaving at 4:40 for club soccer"

OUT

"Family travel — miss practice 10/2"

OUT

"Doctor appointment, back Thursday"

RACE

"Cannot race Saturday — club tournament"

Availability on a Game is how we set the lineup.

MARK GOING

- You plan to race that meet
- You can make the departure time
- Parents know the travel plan
- We can enter you with confidence

MARK MAYBE

- Injury day-to-day — update ASAP
- Waiting on a test / conflict
- Not a placeholder forever
- Flip to Going or Not Going once you know

MARK NOT GOING

- You cannot race — add the reason
- Club conflict, family, injury, school
- Lets us fill the roster and vans
- Better an early No than a race-day surprise

If it is not in TeamSnap, it does not count.

01

Mark practice the morning of — or the night before.

Do not wait until we are already on the line.

02

Mark races as soon as the meet is on the schedule.

Entries and vans are built from your status.

03

Update the second your plan changes.

A late note is better than a silent no-show.

04

Notes are short, specific, and time-stamped.

“Club soccer, out at 4:40” — not “busy.”