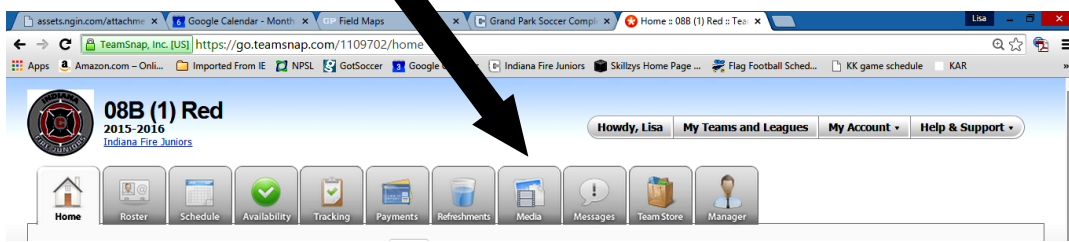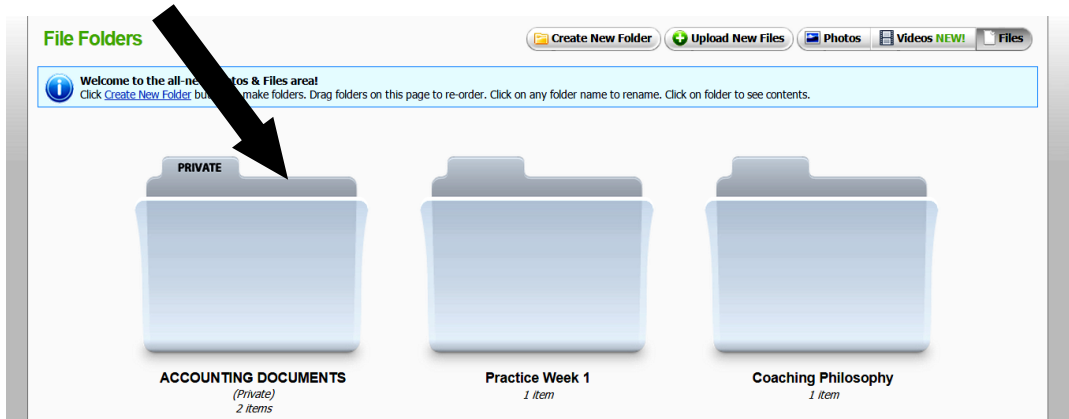# How to find shared files in TeamSnap

1. Login to your TeamSnap account under your manager login.
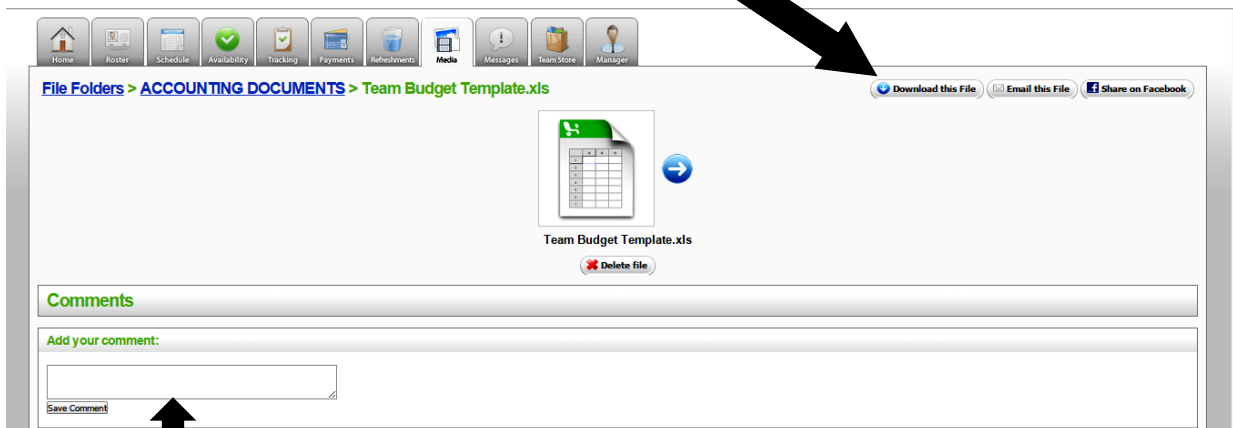
2. Click on "Media" tab

3. Click on "Files" button

4. Click on document folder (i.e. Accounting Documents)

5. Select document

6. Download document

7. Comment on document (i.e. mark invoices with paid date, mark tournament file with registration confirmation)