

# TeamSnap How to Archive Your Season

## **Archive your season:**

1. Log into TeamSnap
2. Click league name under the My Leagues section of the dashboard (team owners skip to step 3)
3. Click team name
4. Click **Manager** tab
5. Click **Seasons** tab
6. Click **Start a New Season** button
7. Enter Completed Season Name and New Season Name
8. Make selections for any existing data to be carried forward to new season
  - a. If any events for the new season have already been entered on the schedule, please make sure you pay close attention to the Event to Start the New Season selection. Once the archive has processed, games/events archived with the old season cannot be brought forward to the new season.
9. Click **Archive This Season and Start a New Season** button