VERATIME TEAMS

Train Together, Anywhere

QUICK START

Join, coordinate, learn and train

The first things to do in VeraTime Teams, by role. Full details are in the Operator Manual.

Head Coach | Coach | Athlete | Parent

October 2026 edition

Edition: October 5, 2026. Verified against the VeraTime Teams app source (veratime-teams) and the October 2026 Teams PRD. Screen labels and availability can vary by installed build, phone and platform; follow what your screen shows.

STEP 01

Get on the team

Head Coach

1. Sign in and tap **Create a team (Head Coach)**.
2. Share the invite code from the white **+** on **Roster**.
3. Approve requests in **Roster Administration**, fixing roles if needed.
4. Link parents to athletes and set season dates in **Team Settings**.

Everyone else

1. Sign in and complete name and date of birth (13+).
2. Tap **Join a team**, enter the **Invite code**, pick **Athlete**, **Coach** or **Parent**.
3. Athletes: add bib and male/female.
4. Wait for **Request pending** to clear.

CHECK THE ACTIVE TEAM

Tap your photo (top left) to switch teams. Everything you see belongs to the active team.

STEP 02

Use it every week

Calendar

- Open **Calendar**, answer **Yes, attending**, **Maybe** or **No**.
- Coaches mark **On time**, **Late** or **No show** for XP.

Messages and Feed

- **Team**, **Parents** and **Coaches** chats are built in.
- Post with **+**, then **Create Post**; check who can see it.

Profile

- Add goals in **About**.
- See badges and XP in **Badges & XP**.

Volunteer

- **Add Volunteer Hours** in **Volunteer** (Performance).
- 25 XP per hour.

STEP 03

Training video (Performance)

1. **Home**, then **Analysis**. Record the run.
2. Enter the bib with **BIB #** (before, during or after).
3. Add **Coach feedback** if you want, then **SEND**. Unsure who it is? **UNKNOWN**.
4. Athletes: watch it, pick one cue, and **Save to Photos** before it expires (48 hours in the cloud, one more week on a phone that downloaded it).

STEP 04

Practice race (Performance)

1. Coach: **Home**, then **Race**, then **CREATE RACE**. Choose **Scrimmage** or **Time Trial**, fill in the setup, tap **Create Race**.
2. Share codes with **Share Race**. Timers join with the race code and **Enter Role Code**.
3. Start: **CONFIRM BIB**, then **START**. Finish: tap the racer, then **FINISH**; unknown bib: **RECORD FINISH TIME**.
4. Fix mistakes by long-pressing a result. Director taps **Close Race**; results go to the coaches' conversation to review and share.

Performance plan

Each team is covered separately; any adult team member can sponsor it. iPhone: **View subscription**, then **View plans and subscribe** (website). Android: account hub, then **Subscription** for website information.