TALENTTAP / ROLE PLAYBOOK

Complete Role Handbook

One shared operating manual for every TalentTap role—from league setup and parent registration through tryout scoring, draft day, roster publication, and Apple review.

WHO THIS IS FOR	League leaders, event staff, evaluators, families, support teams, and App Review.
AVAILABLE ON	WEB · IPHONE · IPAD
GUIDE EDITION	2026-08-03

EIGHT ROLES · ONE OPERATING MODEL

Find your playbook

Use the role TalentTap assigned you. The Viewer entry intentionally documents a reserved role with no live operating surface; it does not promise access that the product does not provide.

1	**Organization Administrator**	Set up · Govern
2	**League Administrator**	Set up · Staff · Govern
3	**Player Agent**	Tryout day · Review · Draft · Publish
4	**Manager**	Tryout day · Review · Draft · Team
5	**Evaluator**	Tryout day
6	**Viewer**	Reserved
7	**Parent / Registrant**	Registration · Support
8	**Apple App Reviewer**	Sign in · Evaluate · Draft · Verify

ROLE PLAYBOOK

Organization Administrator

Set the organization-wide guardrails, create leagues, and make sure the right administrators can operate them.

WHO THIS IS FOR Organization owners and platform leaders responsible for more than one league or program.
AVAILABLE ON Web

BEFORE YOU BEGIN

Start here

1	Sign in on the web Organization administration is a web workflow. Open TalentTap in a browser and choose Admin console from Home.
2	Confirm your organization Check the organization name before creating or opening a league. Organization access can span multiple leagues.
3	Name a league operator Every active league should have a League Administrator who owns its season setup and membership operations.

DO THE WORK

Core workflows

PLAY 1 Web

Create a league

EXPECTED RESULT A new league appears under your organization and is ready for season and Division setup.

1. From Home, open Admin console.
2. Choose Create league and enter the public league name and a short, recognizable identifier.
3. Review the organization shown on the form, then choose Create league.
4. Open the new league and confirm its name appears in the league header before inviting anyone.

FIELD NOTE Use the name families already recognize. Internal abbreviations make invitations and support requests harder to understand.

PLAY 2 Web

Give a League Administrator access

EXPECTED RESULT A trusted operator receives league-scoped administration without gaining organization-wide control.

1. Open the league, then open Members.
2. Create an account or send an invitation using the person's exact email address.
3. Choose League Administrator and verify the target league before sending or creating access.
4. Ask the recipient to complete sign-in and confirm they can open the league from Admin console.

FIELD NOTE Grant Organization Administrator only when someone truly needs every league. League Administrator is the safer default for day-to-day operators.

PLAY 3 Web

Restore an administrator's access

EXPECTED RESULT	The administrator can sign in again without sharing or assigning a replacement password.

1. Open the affected league and choose Members.
2. Confirm the account is active and that the email address matches the person's sign-in address.
3. Use Send password reset link when it is available, or ask the person to use Forgot password.
4. If the membership itself is missing or incorrect, repair the role separately after identity recovery.

PERMISSIONS AND HANDOFFS

Know your boundaries

- Organization Administrator is the highest customer role. Grant it sparingly and review who holds it before each season.
- Deleting or deactivating access can affect every league the person uses. Confirm scope and identity before acting.
- The native app is for event-day roles. Organization structure and account administration remain on the web.

RECOVER WITH CONFIDENCE

When something looks wrong

A league is missing from Admin console.

LIKELY CAUSE	You may be signed into a different email or the league may belong to another organization.
WHAT TO DO	Confirm the signed-in email and organization. If both are correct, contact TalentTap Support with the league name and your account email.

An invited administrator sees No invites yet.

LIKELY CAUSE	The invitation may target another email address or may not have been accepted.
WHAT TO DO	Compare the invitation email with the address shown on their TalentTap Home page, then resend or correct the invitation.

A role change does not appear immediately.

LIKELY CAUSE	The recipient's current session may still contain older membership context.
WHAT TO DO	Ask them to sign out completely and sign back in. Recheck the membership only if the role is still wrong.

SUPPORT HANDOFF

Get the right help

Contact support@talenttap.app for organization ownership, cross-league access, or an administrator lockout that cannot be resolved from Members. Include the organization, league, affected email, and what the person expected to see - never include a password.

1. Name the league, Division, and action you were completing.
2. Include the exact visible support reference, device, and approximate time.
3. Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support

ROLE PLAYBOOK

League Administrator

Build the season structure, staff each Division, and keep league access accurate from registration through archive.

WHO THIS IS FOR League board members and administrators who own setup, staffing, and account operations for one league.
AVAILABLE ON Web + iPhone + iPad

BEFORE YOU BEGIN

Start here

1	Open Admin console Use the web for full league setup. The native Admin area is useful for quick event-day checks but does not replace the web workflow.
2	Create the Season first Divisions are Season snapshots. Create or open the correct Season before configuring the Divisions that will run this year.
3	Staff by exact Division Managers and Evaluators need explicit Season and Division assignments. League membership alone does not place them into every tryout.

DO THE WORK

Core workflows

PLAY 1 Web

Create a Season and its Divisions

EXPECTED RESULT The active Season contains the correct permanent Division workspaces, age ranges, and registration structure.

1. Open Admin console, choose the league, then choose Seasons.
2. Create the Season with its real start and end dates, then open it.
3. Choose Divisions and add each Division the league will operate this Season.
4. Verify age ranges and play format before sharing any registration links.
5. Activate the intended Season only after its Division list is complete.

FIELD NOTE Treat a Division workspace as permanent for the Season. Do not create a second workspace to fix a naming mistake; correct the existing setup.

PLAY 2 Web

Invite Managers and Evaluators

EXPECTED RESULT Each staff member can access only the Divisions they are expected to score or manage.

1. Open the league and choose Members.
2. Choose the account role: Manager or Evaluator.
3. Select the Season, then select every Division that person should work.
4. Send the invitation and confirm the pending row names the intended role and Divisions.
5. After acceptance, ask the staff member to sign in and verify the Division cards on Home.

FIELD NOTE Evaluators score independently. Managers score and later participate in review, draft, team, and trade workflows.

PLAY 3 Web

Correct member access

EXPECTED RESULT The membership list matches the people currently authorized to operate the league.

1. Open Members and locate the person by email.
2. Confirm whether the problem is identity, account status, league role, or Division assignment.
3. Use the narrowest action that fixes the problem: resend an invitation, send recovery, reactivate, remove from league, or correct staffing.
4. Ask the person to sign out and back in before concluding that a corrected role is still stale.

PLAY 4 Web

Close out completed work

EXPECTED RESULT Completed events remain available as history without appearing as current operational work.

1. Confirm the Player Agent has completed and published the final rosters.
2. Review the event status and any unresolved operational issues.
3. Archive only after the published results and exports have been checked.
4. Keep a record of the final roster/export handoff according to league policy.

PERMISSIONS AND HANDOFFS

Know your boundaries

- League Administrators can govern their league but do not automatically manage another league in the organization.
- Managers and Evaluators require exact Division staffing. A league role by itself does not grant event access.
- Player Agent owns live evaluation and draft operations. Coordinate phase changes instead of changing status while the room is active.

RECOVER WITH CONFIDENCE

When something looks wrong

A Manager can sign in but sees no Division.

LIKELY CAUSE	The league membership exists but the Manager was not assigned to a Season Division.
WHAT TO DO	Open Members, verify the invitation or account assignment names the correct Season and Division, then have the Manager sign in again.

A registration link says unavailable.

LIKELY CAUSE	The event may not be in registration_open, or its registration dates may not include the current time.
WHAT TO DO	Check the Division event stage and registration window before changing or resharing the link.

The wrong person holds an administrator role.

LIKELY CAUSE	An invitation or direct account may have been created with excessive authority.
WHAT TO DO	Confirm identity and organizational approval, then remove or correct access using the least-privilege role.

SUPPORT HANDOFF

Get the right help

Contact the Organization Administrator for organization ownership or another league. Contact support@talenttap.app when a valid league role and Division assignment still fail after a fresh sign-in; include the league, Season, Division, email, and visible error.

1. Name the league, Division, and action you were completing.
2. Include the exact visible support reference, device, and approximate time.
3. Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support

ROLE PLAYBOOK

Player Agent

Run the event lifecycle: watch registration and scoring, resolve issues, reveal names, operate the draft, and publish rosters.

WHO THIS IS FOR The league officer responsible for fair evaluation, draft operations, roster corrections, and the event audit trail.
AVAILABLE ON Web + iPhone + iPad

BEFORE YOU BEGIN

Start here

1	Choose Agent command center From Home on the web choose Agent command center. In the native app choose Agent, then open the correct Season and Division.
2	Read the stage before acting The command center changes with the event lifecycle. Confirm the Division and stage before using a transition control.
3	Keep an operational fallback Have paper numbers, a network fallback, and a named person who can continue registration while you resolve event-day issues.

DO THE WORK

Core workflows

PLAY 1

Web, iPhone, or iPad

Open and monitor tryout scoring

EXPECTED RESULT

Assigned Managers and Evaluators can score the correct synthetic or registered players while you can see coverage and issues.

1. Open Agent command center and choose the Division.
2. Confirm player numbers, range, registration window, and staff assignments.
3. Move the event into Scoring only when the field and check-in teams are ready.
4. Open Ops Console to watch skipped players, number issues, and incomplete coverage across active events.
5. Resolve data issues before declaring scoring complete.

FIELD NOTE Do not use names to direct scoring before reveal. Tryout number is the shared event-day reference.

PLAY 2

Web, iPhone, or iPad

Review rankings and scoring disagreement

EXPECTED RESULT

The board can distinguish strong consensus from players whose scores need a closer conversation.

1. Open Rankings from the Division command center.
2. Compare Raw and Adjusted rankings; Adjusted drops one high and one low score when enough scores exist.
3. Use the variance indicator to find players whose evaluators disagreed.
4. Open a player to review the per-scorer matrix, notes, stars, and score coverage.
5. Correct a score only when you have a documented reason; agent corrections are audited.

PLAY 3

Web, iPhone, or iPad

Reveal names and prepare tiers

EXPECTED RESULT Managers can review identified players and the draft board starts from a deliberate, explainable tier model.

1. Confirm scoring is complete and review any unscored-player warning.
2. Choose Reveal player names and read the one-way confirmation before continuing.
3. Open Tier Configuration and choose tier count, labels, and By count or By threshold.
4. Save and recompute tiers, then review manual overrides separately.
5. Open the tier sheet and confirm it matches the room's intended draft format.

FIELD NOTE Reveal is a meaningful privacy and process boundary. Pause and resolve missing scoring unless the league has explicitly approved an override.

PLAY 4

Web, iPhone, or iPad

Set up and run the live draft

EXPECTED RESULT Every team, pick, timer action, pause, and correction is visible to the room and retained in TalentTap.

1. Open Set up draft after names are revealed.
2. Confirm team names, randomize the order, set rounds and timer, and add any approved protected picks.
3. Start the draft only after the readiness checklist is green.
4. During the draft use Pause, Resume, Undo last pick, Force-skip, and protected-pick controls as needed.
5. Finish only when the room agrees the recorded board matches the actual selections.

PLAY 5

Web, iPhone, or iPad

Review and publish rosters

EXPECTED RESULT

Every registered player is placed, internal team views are available, and the event has a final published state.

1. Open Rosters after the draft completes.
2. Resolve every unplaced player and confirm every team has at least one player.
3. Use roster correction controls before publication when the recorded board differs from the approved result.
4. Choose Publish rosters and read the confirmation carefully.
5. Verify the published Team and roster views, then complete the league's direct family communication process.

PERMISSIONS AND HANDOFFS

Know your boundaries

- Player Agent is powerful inside the league, but cannot grant higher roles, change memberships directly, or delete an event.
- Score and roster corrections are audited. Use them to record approved corrections, not to quietly rewrite a disputed result.
- Parent registration, full league setup, account enrollment, privacy, and deletion requests remain web workflows.
- Publishing does not automatically email team assignments; the league shares final teams using its approved communication process.

RECOVER WITH CONFIDENCE

When something looks wrong

A scorer is missing the Division.

LIKELY CAUSE	The person may have the right league role but no event assignment.
WHAT TO DO	Verify the exact Season Division assignment from Members or the event Managers surface, then have them refresh or sign in again.

Reveal is blocked or warns about players.

LIKELY CAUSE	At least one eligible player has incomplete scoring.
WHAT TO DO	Use coverage and Ops Console to identify the numbers. Complete scoring or document why the league is choosing Reveal anyway.

Start draft is disabled.

LIKELY CAUSE	A team name, order, configuration value, or required setup item is missing.
WHAT TO DO	Read the on-screen readiness checklist; correct each named item rather than refreshing or recreating the event.

The live draft board appears stale.

LIKELY CAUSE	The device may have lost realtime or network connectivity.
WHAT TO DO	Pause the room, confirm the last accepted pick on another device, reconnect or refresh, and resume only when both boards agree.

SUPPORT HANDOFF

Get the right help

Contact the League Administrator for membership or Season structure. Contact support@talenttap.app for an event-state, scoring, draft, or roster problem you cannot reconcile; include the league, Division, stage, exact action, visible support reference, and whether the room is paused.

1. Name the league, Division, and action you were completing.
2. Include the exact visible support reference, device, and approximate time.
3. Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support

ROLE PLAYBOOK

Manager

Score assigned players, review your own board after reveal, draft for your team, and use the final roster and trade tools.

WHO THIS IS FOR Team Managers assigned to one or more Division workspaces for scoring, review, draft, and roster work.
AVAILABLE ON Web + iPhone + iPad

BEFORE YOU BEGIN

Start here

1	Open the correct Division Home lists only the Division workspaces assigned to you. Check the Season and Division before scoring or drafting.
2	Use one identity Sign in with the exact email your league invited. A second email creates a separate identity with no assignment.
3	Know the scoring rule Skill scores are final once submitted. Notes and stars remain editable; score corrections go through the Player Agent.

DO THE WORK

Core workflows

PLAY 1

Web, iPhone, or iPad

Score a player

EXPECTED RESULT The player's five skill scores are recorded once, and your evaluation note and star are attached to your evaluation.

1. From Home choose the active Division, then open Score.
2. Select the player's tryout number and confirm the number at the top of the scorecard.
3. Choose a value for Hitting, Fielding, Throwing, Baserunning, and Pitching.
4. Add an optional evaluation note or star, then choose Submit.
5. Read the confirmation summary and confirm only when the tapped values are correct.

FIELD NOTE Score what you observed in this station. Do not compensate for what another evaluator may have seen.

PLAY 2

iPhone or iPad

Keep scoring during a connection drop

EXPECTED RESULT Completed scorecards remain queued on the device and sync after the connection returns.

1. Continue scoring when the offline banner appears; do not sign out or uninstall the app.
2. After each submit, confirm the pending count increases.
3. Keep the app on the same signed-in account until connectivity returns.
4. Reconnect and wait for the pending count to return to zero.
5. If an item stays pending, stop duplicate entry and ask the Player Agent to verify before resubmitting.

PLAY 3

Web, iPhone, or iPad

Review your board after names are revealed

EXPECTED RESULT

You can connect your own evaluation to player identities and prepare an ordered draft board without seeing another Manager's evaluation notes.

1. Open the Division from Home after the Player Agent reveals names.
2. Choose Review and inspect your ranked list.
3. Open a player to see your scores, overall, note, star, and board rank.
4. Edit your note or star when your draft preparation changes; submitted skill values remain final.
5. Use the prep queue to keep likely selections easy to reach.

PLAY 4

Web, iPhone, or iPad

Draft for your team

EXPECTED RESULT

Your confirmed selection is recorded only on your team's turn and the room advances to the next pick.

1. Open Draft when Home shows the Division is live.
2. Read the Drafting as banner and confirm the team name before choosing anyone.
3. When Your pick appears, open the player detail and confirm the intended selection.
4. Choose the player, read the confirmation dialog, and confirm once.
5. Wait for the accepted pick to appear before closing the dialog or announcing the next team.

PLAY 5

Web, iPhone, or iPad

Use the final Team, roster, and trade tools

EXPECTED RESULT	You can review your published team, download the roster PDF, and participate in auditable post-draft trades.

1. Open the published Division and choose Manager or Team.
2. Review every player and download the Team roster PDF if your league uses it.
3. Open Trades to propose or respond to a player-for-player trade.
4. Wait for the counterparty and Player Agent approvals before treating a proposal as final.
5. Refresh the Team view after approval and confirm the roster reflects the completed trade.

PERMISSIONS AND HANDOFFS

Know your boundaries

- You see and edit only your own scoring details. Other Managers cannot see your evaluation notes, but the Player Agent may see them for league operations and exports.
- Submitted skill values are final for Managers. Ask the Player Agent for a documented correction instead of creating a second entry.
- Draft picks are server-authoritative. Never announce a selection as recorded until it appears on the shared board.
- A trade is not final until both Managers and the Player Agent complete the approval path.

RECOVER WITH CONFIDENCE

When something looks wrong

Home says No invites yet.

LIKELY CAUSE	You may be using an email different from the invitation, or the Division assignment is incomplete.
WHAT TO DO	Compare the email shown on Home with the invitation email and ask the League Administrator to verify the exact Season Division.

A submitted score cannot be changed.

LIKELY CAUSE	Skill scores are locked after confirmation by design.
WHAT TO DO	Write down the player number and correction, then ask the Player Agent to make the audited change.

You cannot make a draft pick.

LIKELY CAUSE	The draft may be paused, another team may be on the clock, or the player may be protected or already selected.
WHAT TO DO	Read the Drafting as and clock banners, then ask the Player Agent to reconcile the room if the displayed state is wrong.

SUPPORT HANDOFF

Get the right help

Contact the Player Agent first for scoring, review, draft, trade, or roster issues. Contact the League Administrator for account or Division assignment. If the event cannot proceed, email support@talenttap.app with the league, Division, tryout number or team, action, and visible support reference - never send a password or a child's personal details.

1. Name the league, Division, and action you were completing.
2. Include the exact visible support reference, device, and approximate time.
3. Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support

ROLE PLAYBOOK

Evaluator

Move through the tryout queue quickly, score only what you observe, and keep work safe when the field connection drops.

WHO THIS IS FOR Independent tryout scorers who do not manage a team or participate in the draft.
AVAILABLE ON Web + iPhone + iPad

BEFORE YOU BEGIN

Start here

1	Confirm the Division Home shows only the Divisions assigned to you. Check the Season and Division before opening Score.
2	Score by tryout number Before names are revealed, the number is the shared reference. Match the number on the player to the number on the scorecard.
3	Use the full scale Follow the league's scoring guideline and use the observed range instead of placing every player in the middle.

DO THE WORK

Core workflows

PLAY 1

Web, iPhone, or iPad

Complete an evaluation

EXPECTED RESULT

One complete five-skill evaluation is attached to the correct tryout number without exposing player identity.

1. From Home open the active Division and choose Score.
2. Select the next tryout number and verify it against the player's visible number.
3. Choose one score for each of the five skill categories.
4. Add an optional evaluation note or star for your own later reference.
5. Choose Submit, read the value summary, and confirm only when every category is correct.

FIELD NOTE Evaluation notes can be visible to the Player Agent. Describe observed play, not medical, family, or unrelated personal information.

PLAY 2

iPhone or iPad

Work through an offline period

EXPECTED RESULT

Evaluations completed without service are retained on the device and delivered once the connection returns.

1. When the offline message appears, stay signed in and keep the app installed.
2. Submit the scorecard normally and confirm the pending indicator increases.
3. Continue only on this same device and account; do not enter the same player again elsewhere.
4. When service returns, keep the app open until the pending count reaches zero.
5. Tell the Player Agent immediately if a queued item shows an error or remains pending.

PLAY 3

Web, iPhone, or iPad

Update a note or star

EXPECTED RESULT	Your qualitative reminder is corrected without changing the final skill scores.

1. Return to the player's entry from the scoring queue.
2. Edit the evaluation note or change the star state.
3. Save and confirm the updated indicator appears.
4. For any skill-score error, stop and give the player number and intended correction to the Player Agent.

PERMISSIONS AND HANDOFFS

Know your boundaries

- Evaluator access is scoring-only. It does not include player names before reveal, draft control, team rosters, trades, or league administration.
- Skill values lock after submission. Notes and stars remain editable and may be visible to the Player Agent; the Player Agent owns audited score corrections.
- Do not sign out, clear app data, or uninstall while offline scores are pending.

RECOVER WITH CONFIDENCE

When something looks wrong

The expected Division is missing.

LIKELY CAUSE	The invitation may not include that Season Division or you may be signed in with another email.
WHAT TO DO	Confirm the email on Home and ask the League Administrator or Player Agent to verify your exact assignment.

The scorecard submit button is not ready.

LIKELY CAUSE	At least one of the five required categories has no selection.
WHAT TO DO	Review Hitting, Fielding, Throwing, Baserunning, and Pitching, then submit again.

A pending offline score does not clear.

LIKELY CAUSE	Connectivity may still be unstable or the server rejected a duplicate/final entry.
WHAT TO DO	Keep the app open online, do not resubmit the player, and ask the Player Agent to verify the player number before any retry.

SUPPORT HANDOFF

Get the right help

Contact the Player Agent during the event for queue, player-number, scoring, or sync issues. Contact the League Administrator for account assignment. If technical help is still required, email support@talenttap.app with the league, Division, device type, player number, and visible support reference - never include a password or player name.

1. Name the league, Division, and action you were completing.
2. Include the exact visible support reference, device, and approximate time.
3. Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support

ROLE PLAYBOOK

Viewer

Understand the reserved read-only membership: it currently has no live operational page and does not grant event data access.

WHO THIS IS FOR People given a reserved Viewer membership for future read-only workflows or administrative recordkeeping.
AVAILABLE ON Web

BEFORE YOU BEGIN

Start here

1	Confirm the intended job Viewer is not a substitute for Manager, Evaluator, Player Agent, or Administrator.
2	Expect no operational workspace Signing in can confirm your account, but the current product does not expose league, player, score, draft, or roster pages to Viewer.
3	Request the right role If you were expected to perform work, ask the League Administrator to grant the exact least-privilege role and Division assignment.

DO THE WORK

Core workflows

PLAY 1 Web

Resolve an unexpected Viewer assignment

EXPECTED RESULT	The league confirms whether you should remain a reserved Viewer or receive a different operational role.

1. Sign in with the email that received the invitation and note what Home displays.
2. Tell the League Administrator what task you were expected to perform and which Season Division it concerns.
3. Ask for the narrowest matching role: Evaluator for scoring only, Manager for a team workflow, or another approved role.
4. After the administrator corrects access, sign out and sign back in before checking Home again.

PERMISSIONS AND HANDOFFS

Know your boundaries

- Viewer is a reserved read-only membership with no live operational surface in the current TalentTap release.
- Viewer does not grant access to players, scores, event operations, draft boards, rosters, trades, or administration.
- Do not ask for a broader role simply to bypass a missing assignment; the league should match role and Division to the real job.

RECOVER WITH CONFIDENCE

When something looks wrong

You can sign in but cannot open league work.

LIKELY CAUSE	That is the expected behavior for the current Viewer role.
WHAT TO DO	Ask the League Administrator whether the role was intentional or whether you need an operational role.

You expected to score or draft.

LIKELY CAUSE	Viewer cannot perform those tasks and has no event assignment.
WHAT TO DO	Request Evaluator for scoring-only work or Manager for scoring, review, draft, and team work in the exact Division.

SUPPORT HANDOFF

Get the right help

Contact the League Administrator first because Viewer access is a role-assignment question, not a technical outage. Contact support@talenttap.app only when the administrator confirms a different role is active and a fresh sign-in still does not show the expected workspace.

1. Name the league, Division, and action you were completing.
2. Include the exact visible support reference, device, and approximate time.
3. Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support

ROLE PLAYBOOK

Parent / Registrant

Register a player from the league's private link, confirm the tryout number, and know where to ask about records or deletion.

WHO THIS IS FOR Parents and guardians using a league-provided registration link. No TalentTap account is required.
AVAILABLE ON Web

BEFORE YOU BEGIN

Start here

1	Use the league's exact link Registration links are specific to a Division and window. Open the link supplied by the league instead of searching for a public form.
2	Have the player's information ready Enter the player's information as the league expects it to appear on the tryout list.
3	Save the confirmation Keep the confirmation and assigned tryout number available for check-in and any correction request.

DO THE WORK

Core workflows

PLAY 1 Web

Register a player

EXPECTED RESULT The league receives one registration in the intended Division and you receive a clear confirmation with the tryout number.

1. Open the private registration link sent by the league and confirm the league and Division shown.
2. Enter the player's name, birthdate, and requested baseball information accurately.
3. Review the calculated league age and any eligibility message before continuing.
4. Submit once and wait for the confirmation page instead of pressing the button repeatedly.
5. Save or print the confirmation and bring the assigned tryout number to check-in.

FIELD NOTE If the league or Division is wrong, stop before submitting and ask the league for the correct link.

PLAY 2 Web

Correct or question a registration

EXPECTED RESULT The league can locate the right record and decide whether an administrative correction is appropriate.

1. Find the registration confirmation and tryout number.
2. Contact the league using the channel that sent the registration link.
3. Provide the Division, tryout number, and the field that needs correction.
4. Do not create a second registration unless the league explicitly asks you to.

PLAY 3 Web

Request access to or deletion of player data

EXPECTED RESULT	Your request reaches the organization that controls the player's registration data and can verify your authority.

1. Contact the league or organization that supplied the registration link.
2. State whether you are requesting access, correction, or deletion and identify the Division and tryout number.
3. Complete any identity or guardian verification the organization requires.
4. If you cannot reach the organization, use talenttap.app/support for the support handoff.

PERMISSIONS AND HANDOFFS

Know your boundaries

- Parents do not need a TalentTap account and should not use staff sign-in pages.
- TalentTap does not publish team assignments through a public player lookup in the current release; the league communicates final teams directly.
- Do not email sensitive player details unless the league or support team has asked for the minimum information needed to locate the record.

RECOVER WITH CONFIDENCE

When something looks wrong

The registration page says unavailable.

LIKELY CAUSE	The link may be wrong, the registration window may be closed, or the Division may not currently accept registrations.
WHAT TO DO	Return to the league message and verify the full link. Contact the league rather than trying another Division's form.

The form says the player may already be registered.

LIKELY CAUSE	TalentTap found a possible duplicate identity in this event.
WHAT TO DO	Stop and contact the league with the Division and player information; do not submit repeated variations of the name.

The league age is unexpected.

LIKELY CAUSE	League age is calculated from the birthdate and the Season's age cutoff.
WHAT TO DO	Recheck the birthdate. If it is correct, ask the league to confirm Division eligibility before submitting.

SUPPORT HANDOFF

Get the right help

The league or organization is the first contact for registration, eligibility, results, and player-data requests because it controls the event and records. Use support@talenttap.app only when the league cannot be reached or a technical error prevents the request; include the league, Division, and tryout number but no unnecessary personal details.

1. Name the league, Division, and action you were completing.
2. Include the exact visible support reference, device, and approximate time.
3. Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support

ROLE PLAYBOOK

Apple App Reviewer

Authenticate with the private reusable accounts in App Store Connect and verify TalentTap's three native event-day roles against synthetic data.

WHO THIS IS FOR Apple App Review staff evaluating the submitted TalentTap iPhone and iPad build.
AVAILABLE ON iPhone + iPad + Web handoff

BEFORE YOU BEGIN

Start here

1	Use the private review fields The username and password are supplied in App Store Connect. No credentials are published in this guide or inside the app.
2	Allow the browser handoff Sign-in opens talenttap.app in the system browser and returns a one-time authenticated session to the app.
3	Use only the labeled Apple Review league Every record in that league is synthetic. Do not use or request access to any other organization.

DO THE WORK

Core workflows

PLAY 1

iPhone or iPad with web handoff

Sign in with a reusable review account

EXPECTED RESULT

The system browser authenticates the supplied reusable account and returns to the native app without email delivery.

1. Launch TalentTap and choose Sign in.
2. When the system browser opens, choose App reviewer sign-in.
3. Enter the username and password from App Store Connect's private review fields.
4. Choose Sign in and allow the one-time handoff to return to TalentTap.
5. Confirm Home shows the Apple Review league and the expected role workspace.

FIELD NOTE If the browser remains open after successful authentication, choose the Return to TalentTap control shown on the handoff page.

PLAY 2

iPhone or iPad

Verify Evaluator scoring and offline recovery

EXPECTED RESULT

A synthetic player's score is accepted online, a second score queues offline, and the pending queue clears after reconnection.

1. Use the primary Evaluator account and open the labeled Scoring Division.
2. Score the first designated unscored tryout number and confirm the five-value summary.
3. Disable connectivity, score the second designated number, and confirm a pending item appears.
4. Restore connectivity and keep the app open until the pending count returns to zero.
5. Open Help to verify the Evaluator guide is available from native navigation.

PLAY 3

iPhone or iPad

Verify Manager review, draft, and team tools

EXPECTED RESULT

The Manager can inspect their own evaluation, participate in a synthetic live draft, and open the published team workflow.

1. Sign out and use the private Manager account from the review notes.
2. Open the Review Division and inspect the ranked board and one player detail.
3. Open the Live Draft Division, confirm the Drafting as banner, and use the designated safe pick only if the notes say it is your turn.
4. Open the Published Division, review Team and Rosters, and open the roster PDF handoff.
5. Open Trades and inspect the synthetic proposals; do not treat an unapproved proposal as final.

PLAY 4

iPhone or iPad

Verify Player Agent operations

EXPECTED RESULT

The Player Agent can move among synthetic event stages, inspect rankings and operations, and access draft and roster controls.

1. Sign out and use the private Player Agent account from the review notes.
2. Open Agent and confirm multiple Apple Review Divisions appear by stage.
3. Open Rankings, switch between Raw and Adjusted, and inspect one synthetic player.
4. Open Ops Console and the Draft and Rosters surfaces named in the private notes.
5. Use only actions marked safe in the private notes; irreversible lifecycle controls are available for inspection but are not required for review.

PERMISSIONS AND HANDOFFS

Know your boundaries

- All reviewer data is synthetic and isolated in the visibly labeled Apple Review league.
- Organization setup, full league administration, parent registration, privacy, support, and deletion requests intentionally open in the system browser.
- Credentials are reusable during the review window but are stored only in App Store Connect's private fields and the operator's credential vault.
- Use only the designated safe records and mutations in the private notes so later review journeys remain available.

RECOVER WITH CONFIDENCE

When something looks wrong

The system browser asks for email delivery.

LIKELY CAUSE	The ordinary sign-in path was opened instead of the dedicated review form.
WHAT TO DO	Choose App reviewer sign-in on the sign-in page and use the reusable credentials from App Store Connect.

Home does not show the Apple Review league.

LIKELY CAUSE	A different review account may be active or the handoff may not have returned the new session.
WHAT TO DO	Sign out in TalentTap, repeat reviewer sign-in with the intended role account, and confirm the browser returns to the app.

The designated draft action is unavailable.

LIKELY CAUSE	Another review session may have advanced the shared synthetic board.
WHAT TO DO	Continue with read-only inspection and use the App Review contact in the private notes so the operator can provide the next immutable review generation.

SUPPORT HANDOFF

Get the right help

Use the App Review contact supplied in App Store Connect for any credential, handoff, or synthetic-data issue. Include the submitted build number, device, role account, and visible support reference. Do not place reviewer credentials in a public Resolution Center message.

1. Name the league, Division, and action you were completing.
2. Include the exact visible support reference, device, and approximate time.
3. Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support