



Roselands FC

'Team App' Handy Tips

What is Teamapp?

Team App is a platform that allows Roselands FC, as a club, to improve communication by having our own smartphone app. We can communicate directly to all members and/or managers & coaches can communicate just to their team.

Virtually it's like having a little mini website with access for club, coaches & manager's, to all emails, straight away to send out notifications. These messages can be chosen by the person signing up to be received either as a notification similar to a text message or an email.

When you create a new Team App for the smartphone you also get Team App on the Web. Your Team App website is great for members that don't have a smartphone or for members that sometimes prefer to access your App from a desktop or laptop computer. The content from your Team App will be displayed on your website.

Why does Roselands FC want all their Coaches, Manager & Parents to use it?

- Roselands FC is based on volunteers who work full time / part time, so we need to make things easier and quicker for the club to communicate with everyone at once. Sending out texts or emails to all coaches & managers is just not always convenient.
- It's easy, simple and will help to keep all of us organised!
- Access is via the FREE iPhone/Android App or website www.teamapp.com
- If parents don't have access to a smartphone, notifications will be sent by email and any detail can also then be checked on line, on the website
- Improved & quicker communication between Club to Coaches, Manager's & parents
 - **News** and information will be received directly from the club. You will receive push notifications whenever something new such as news items with important information such as Wet Weather info, park closures, cancelled games, rostered pull up & pull down days, rostered BBQ days and any new procedures
 - **Notification/Reminders** about Club Events & Meetings
 - **Documents** like important policies & procedures stored in one easy location



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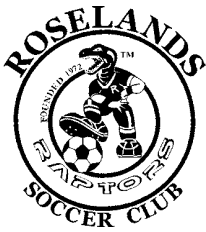
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- Live scores of games can be entered by the manager or coach of your team as they happen for each competition team!
 - Quick links to our website, CDSFA Schedules & Standings facebook account & our sponsors (these are still to be set up)
 - Improved communication between Coaches, Manager's & parents
 - **Schedule** of games can either be added manually by Manager or a link will be provided directly to the SGFA schedule for everyone to search
 - **RSVP** for parents to a scheduled game/training so the coach knows who will be attending or not. This makes it easier for all of the team to see who is coming and gives the coach time to borrow players from another team if they are short for a game.
 - **Map Locations** of parks can be put into game schedules so parents/players can easily find the location of each game.
 - **News Items** can be sent out by manager's to their team e.g. Reminding them of set up/pack away duties, congratulating a player, saying a little spiel about their game or any important information that needs to be related to each team which would normally be done by text or email
 - **Chat section** where a conversation can be set up to speak with all of the team mates and only they can see
 - **Team Selection** button (for comp teams) is where your final selected team is displayed in your App for upcoming games. You can restrict access on who can view teams via your access group settings
 - **Notification/Reminders** can be set up automatically to remind you of scheduled games and events
 - **Details of players** in one location, with email, mobile and even medical information if need be. It's a database of your team in one simple location

Team Access Groups

Upon registering with Teamapp, Parents/Players will be requested to select their access to the groups they belong in. ie. Parents/Players and then the team/group they are in.

Access groups have been set up for the following groups:

- **Committee group** – Only for Committee members
- **Parents/Players** – All players & parents of players (Juniors & Seniors)
- **Senior Teams** – Coaches/Managers ONLY – Only for Coaches & Managers
- **Junior Teams** – Coaches/Managers ONLY – Only for Coaches & Managers
- **All Roselands Teams** – All Competition & Non Competition Teams Listed



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Downloading App

1. Download Team App from the Apple or Google Play app store
2. Sign up to Team App. You will be sent an email to confirm your registration
3. Log into the App and search for 'Roselands FC'
4. Choose your access group (Team) that is relevant to you
5. If you don't have a smartphone go to www.roselandsfc.teamapp.com

New Parent/Player Adding themselves to a team/access group

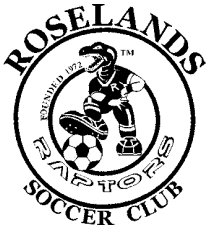
- This can be done via smartphone or website
 - Once a player/parent downloads the app on their smart phone & registers, they then will get asked what access groups they would like to be in
 - Select what team is relevant to you. This will ensure you get the relevant information according to what type of member you are to the club
 - The Restricted Admin of the Team (which has been set up as all the Manager's of each teams) will then need to approve their request by going on the website version, selecting members button and the request will be shown here to approve. Currently this request can only be done by the website version and not the app

Manager's Adding A New Member to their team/access group Manually

- A manager can also add a new member manually. Either through the smartphone or website version

On Smartphone – Manager Adding A member manually

- Once logged into Teamapp, click on Roselands Icon to enter into main menu screen
- Press 'Settings' on top right hand corner
- Press on 'New Member'
- Enter their Email Address & Full Name & select what access groups you want to add them in (You don't need to fill out all the person's details, they can do this when they register)
- A message will come up saying "Membership was successfully created"
- If a message appears "Email is already in use by an existing member", this means the person already has a teamapp account & they need to request access to your team through going into their Settings – access groups and selecting your team, otherwise an email can be sent to Susana Marques (Roselands Teamapp Co-ordinator) explaining the person needs to be added and she can fix it on her end



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On Website – Manager's Adding A member manually

- Once logged into Teamapp, press the Members button
- Press on green 'Add Member' button
- Enter their Email Address & Full Name & tick what access groups you want to add them in (You don't need to fill out all the person's details, they can do this when they register)
- A message will come up saying "Membership was successfully created"
- If a message appears "Email is already in use by an existing member", this means the person already has a teamapp account & they need to request access to your team through going into their Settings – access groups and selecting your team, otherwise an email can be sent to Susana Marques (Teamapp Co-ordinator) explaining the person needs to be added and she can fix it on her end

Manager's Adding A Scheduled Event

1. Click on schedule
2. Select your team
3. Click on 'New' button and fill out detail of game event (Training can be set up as a weekly reoccurring event so you don't need to enter this in each week if it's not changing times)
4. Select the access group (your team) that this schedule applies to
5. Tick 'Replies' so that parents/players can RSVP to the schedule
6. Once RSVP is pressed you can under Question type in "Child's Name?" This will give the parent an option of typing in their child's name so its shown to coach
7. Tick send notifications so that all parents/players are notified either by a phone notification or an email

Player/Parent RSVP To A Scheduled Event That Has Been Set Up

1. Click on schedule,
2. Search for your team
3. Open up the scheduled event
4. If RSVP by phone (click on Reply Now at top)
5. If RSVP by website (click on YES, NO, MAYBE)



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Tips to Remember

- Keep the "Teamapp" App always logged on your smartphone to receive instant messages just like a text message (By staying logged on, this won't drain your battery as other apps do)
- Under settings keep Notifications on to get ping sounds on your mobile like a text message
- Under chat room select notifications in order to receive 'ping' sounds when a team member posts here