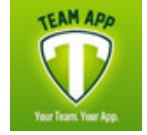




GETTING STARTED WITH TEAM APP



Commencing June 2016, Altona Life Saving Club will be using Team App to communicate and coordinate the majority of club activities.

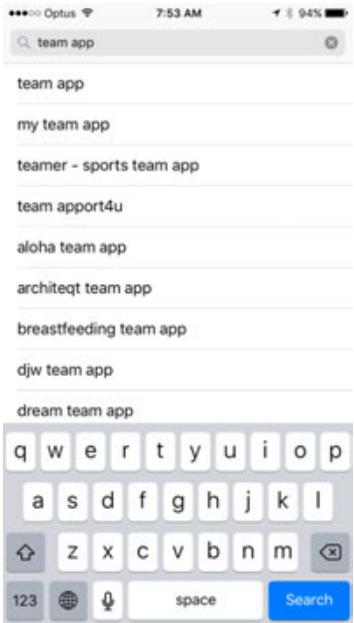
Team App is a free app designed to provide sporting and social clubs with better tools for communicating with members and players using either web based or smartphone app interfaces. You can find out more about Team App [here](#).

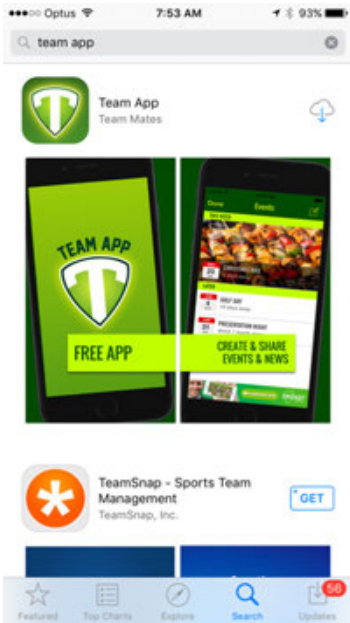

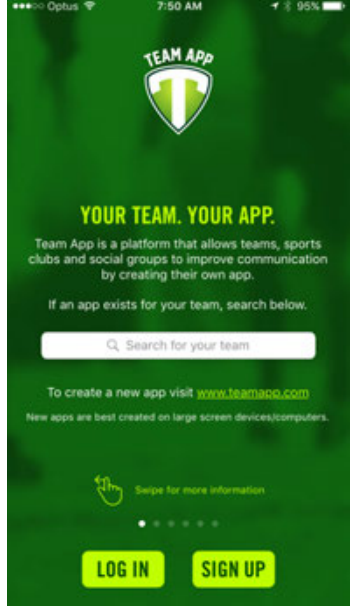
Below are some instructions to assist first time users to download, register and set up Team App for use with our club activities.

For those without a smartphone, you can still register with Team App and experience the same functionality as the mobile app with the added benefit of receiving emails instead of push notifications on your phone.

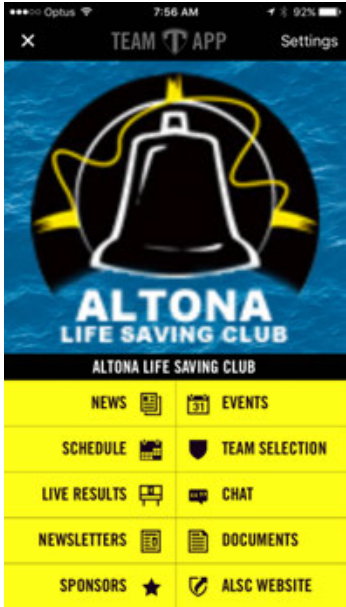
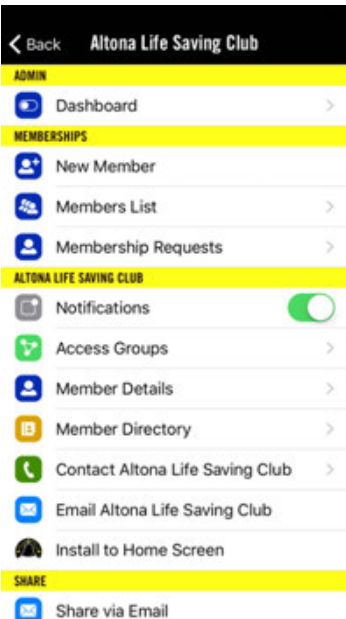
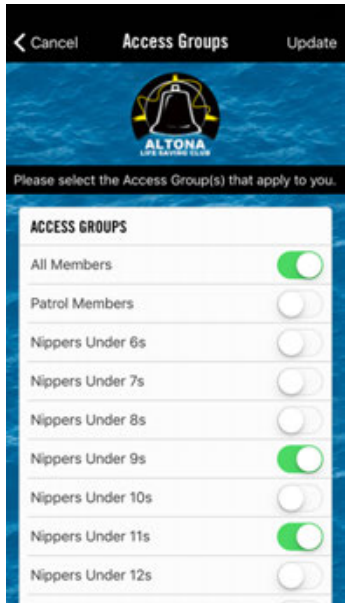
Should you require further information or support, please contact Aaron Hunt on 0417773898.

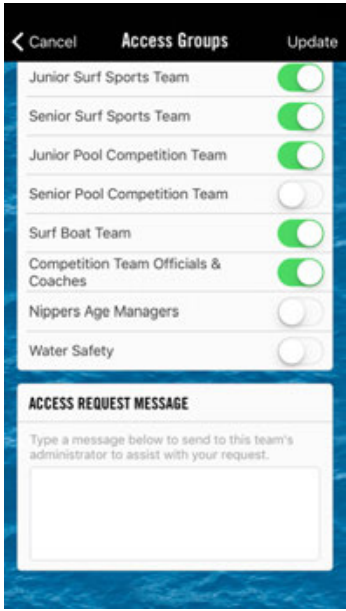
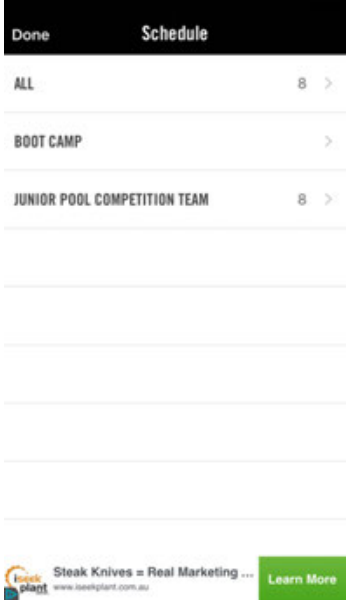
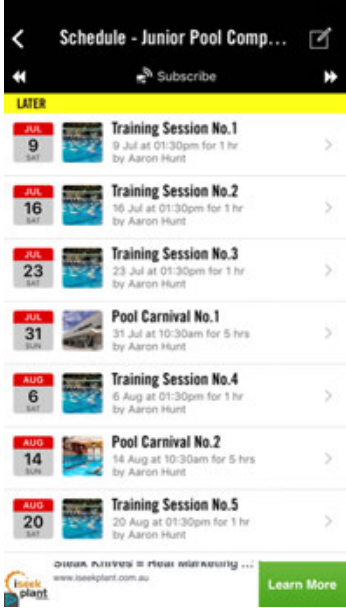
Instructions for smartphone users:

1	In either the Apple App Store or the Google Play Store, search for "Team App"	
---	---	---


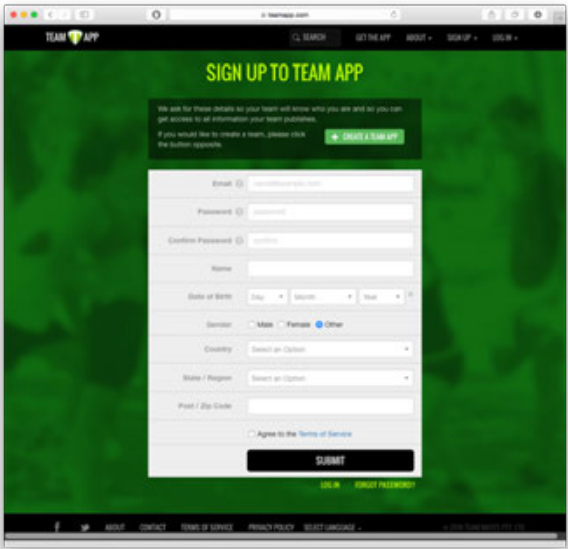
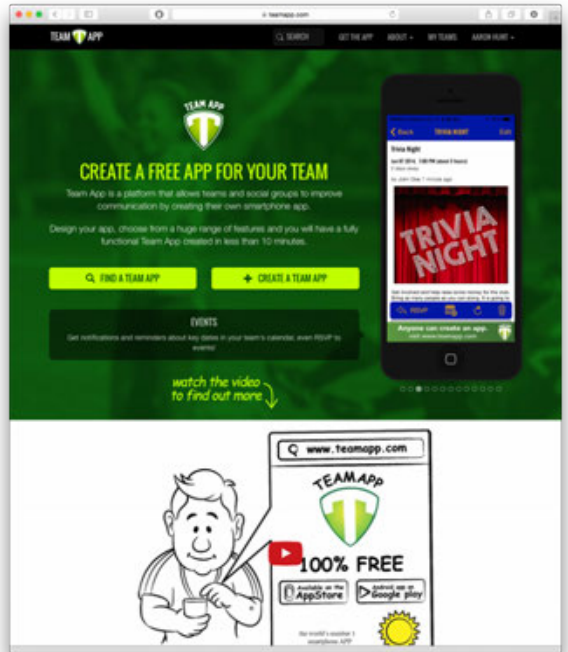
<p>2</p>	<p>Locate Team App (be careful to select the correct app published by Team Mates) and download the app to your device</p>	 <p>A screenshot of an iPhone's App Store search results for 'Team App'. The search bar at the top contains 'team app'. The first result is 'Team App' by Team Mates, featuring a green shield icon with a white 'T'. Below the icon are two preview images of the app's interface. A 'FREE APP' badge is visible. The second result is 'TeamSnap - Sports Team Management' by TeamSnap, Inc., with a 'GET' button.</p>
<p>3</p>	<p>Team App should now be installed on your device</p>	 <p>A screenshot of an iPhone home screen with a grey background featuring water droplets. The 'Team App' icon, a green shield with a white 'T', is located in the top-left corner of the screen. The dock at the bottom contains icons for Phone, Mail, Safari, and Music.</p>
<p>4</p>	<p>Launch the app and press the Sign Up button at the bottom of the screen</p>	 <p>A screenshot of the Team App splash screen. It has a green background with a white shield icon containing a 'T' at the top. Below the icon, the text reads 'YOUR TEAM. YOUR APP.' followed by a description: 'Team App is a platform that allows teams, sports clubs and social groups to improve communication by creating their own app.' There is a search bar with the placeholder text 'Search for your team'. At the bottom, there are two yellow buttons: 'LOG IN' and 'SIGN UP'.</p>

<p>5</p>	<p>Enter your details in the sign up page and press Submit at the top of the screen</p>	
<p>6</p>	<p>We now need to locate and select the ALSC Team App and join. To do this, type Altona Life Saving Club in the search bar at the top of the screen</p>	
<p>7</p>	<p>Locate Altona Life Saving Club from the list and click on it to install it to your Team App</p>	

<p>8</p>	<p>You have successfully installed Team App however there is one more important step to complete the process. To select the groups for which you would like notifications, select Settings from the top of the screen.</p>	
<p>9</p>	<p>From the Settings Menu, select Access Groups in the Altona Life Saving Club section</p>	
<p>10</p>	<p>Switch on notification for all groups in the list to which you would like to subscribe. This will be based on the relevance of the message, so to ensure you don't receive notifications which are irrelevant, only choose those you wish to receive.</p>	

<p>11</p>	<p>From the list, select the group/s you wish to have access and receive notifications for.</p> <p>Whilst the majority of the groups will be publically accessible, there are some which require approval to join (eg Competition Team Officials & Coaches.)</p> <p>Where you select one of these groups, you will be required to provide a reason for requesting access.</p> <p>These requests will be reviewed and approved as appropriate. Please be aware that approving access to these groups may not happen immediately.</p> <p>Please also note that some groups will require you to have entered both contact phone number as well as emergency contact details. This will help us better manage communication in specific emergency situations.</p>	
<p>12</p>	<p>Having completed this step, you can now click on schedule in the main ALSC Team App page. You will be asked to select which schedule you would like to view (or all.)</p> <p>Select Junior Pool Competition Team to view the pool comp schedule.</p>	
<p>13</p>	<p>You should now see the full training and competition program for the 2016 Junior Pool Comp season.</p>	

Instructions for desktop computer users:

1	Go to www.teamapp.com and click sign up in the top right hand corner of the screen.	 A screenshot of the Team App website homepage. The page has a green background with a white 'TEAM APP' logo at the top left. The main heading is 'CREATE A FREE APP FOR YOUR TEAM'. Below this, there is a brief description of the app and two yellow buttons: 'FIND A TEAM APP' and 'CREATE A TEAM APP'. On the right side, there is a smartphone displaying the app interface with a 'YOUR TEAM LOGO' and various icons. At the bottom, there is a section for 'EVENTS' and a link to 'watch the video to find out more'.
2	Complete the sign up form and click Submit.	 A screenshot of the Team App sign-up form. The page has a green background with the heading 'SIGN UP TO TEAM APP'. The form includes fields for Email, Password, Confirm Password, Name, Date of Birth (with dropdowns for Day, Month, and Year), Gender (with radio buttons for Male, Female, and Other), Country (with a dropdown menu), State / Region (with a dropdown menu), and Post / Zip Code. There is a checkbox for 'Agree to the Terms of Service' and a 'SUBMIT' button. At the bottom, there are links for 'LOGIN' and 'FORGOT PASSWORD?'. The footer contains links for 'ABOUT', 'CONTACT', 'TEAM OF SERVICE', 'PRIVACY POLICY', and 'SELECT LANGUAGE'.
3	In the Search Bar at the top of the screen, search for Altona Life Saving Club and press enter.	 A screenshot of the Team App website homepage, similar to the first screenshot. The search bar at the top right is highlighted. Below the main content, there is a white box containing a cartoon character holding a smartphone. The smartphone screen shows the search results for 'Altona Life Saving Club' with a '100% FREE' badge and buttons for 'Available on the AppStore' and 'Get it on Google play'. The character is pointing towards the search bar.

4

Once you have added ALSC to your Team App, you need to select your membership to the different groups within the club. To do this, select Membership near the top right-hand corner of the screen.



5

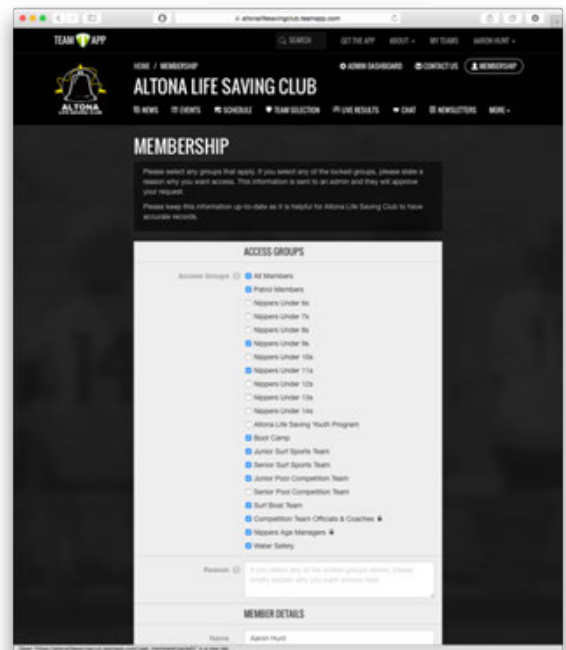
From the list, select the group/s you wish to have access and receive notifications for.

Whilst the majority of the groups will be publically accessible, there are some which require approval to join (eg Competition Team Officials & Coaches.)

Where you select one of these groups, you will be required to provide a reason for requesting access.

These requests will be reviewed and approved as appropriate. Please be aware that approving access to these groups may not happen immediately.

Please also note that some groups will require you to have entered both contact phone number as well as emergency contact details. This will help us better manage communication in specific emergency situations.



10

You can now view group schedules from the Schedule menu item at the top of the screen.

To filter these events, simply choose the group you wish to view from the drop down box on the screen or search for an event.

