



Workshop Manual

This workshop is designed to assist clubs with the development of their own TeamApp.



Department of
Sport and Recreation

DISCLAIMER:

The software applications covered in these training sessions are for illustrative purposes and are not necessarily endorsed or prescribed products. There are many open source or proprietary applications that perform equivalent functions and participants are encouraged to further explore the range of products available.

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AUTHORS NOTE:

Ask questions

Make mistakes

Have fun 😊

Learn best by just doing it!

Sandi Morley

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ClubsOnline - Team App

WORKSHOP MANUAL

Team App is a platform for your sporting or recreation club to create its own mobile app that's great looking, easy-to-use, packed with some amazing features and best of all, it's FREE!

Team App is fully customisable, including your team logo, colours and security settings. Team App addresses these key areas for sporting and recreation clubs:

Information Flow

- Send news articles direct to the smartphone through push notifications.
- Instantly connect with members, players and key stakeholders.
- View and manage player availabilities.
- Promote your events and club functions and get instant attendance notifications.
- Send automatic reminders.
- Access your team's ladders and fixtures.
- Follow your team twitter chat. Even display live scores.
- Engage your supporters through this technology.
- Create general or specific secure discussion groups.
- Upload photos and engage in social team chat.
- Manage your membership payments.
- See the teams for upcoming matches.
- Keep a record of key team events and sync with your personal calendar.
- You choose who can see confidential information.

View Members List

App administrators can view the teams member list from inside the app. Members can choose to enter optional phone number, address and emergency contact details to allow admins quick and easy access to important information.

This information being easily accessible to administrators makes it easy to call members, send email and text messages from the one handy location. Administrators can also approve or deny access requests direct from their smartphone or via the website dashboard.

Professionalism

- Team App offers a new level of professionalism to engage players, supporters, sponsors and key stakeholders.

Raising Funds and Adding Value for Sponsors

- Your Team App has many great ways to offer additional value to existing sponsors and to help you attract new ones.
- Thanks to mobile communication, Team App puts your club and its news, events, photos and chat in the palm of your member's hands.
- This daily flow of information provides the opportunity for your sponsors to get a genuine return on their investment so generous support from sponsors no longer has to be seen as 'just a donation'.
- Team App is highly customisable.

Sponsors Button

Team App has a sponsor's button that can be turned on and displayed in your App. As an administrator of an App this button enables you to list sponsors with their logo, a small description and a link to the sponsor's website. This section can be commercialised any way your club sees fit. For example a spot in the sponsors section of the App could be included as 'a value add' in a sponsorship deal.

Set Up Your Team Store

Team App has a "Team Store" section that you can set up to allow your App to accept payments or sell items relevant to your club. These might be membership fees, team merchandise or tickets for a fundraising event. Your Team App members will be able to make payments with a credit card or via their own PayPal account directly into your PayPal account.

Rename Buttons

All buttons in Team App are customisable, enabling you to change the name and function of any button. Meaning you could re-name a web link button to the sponsor's name and link it directly to their web site! Or re-name a button to promote a special deal or to provide naming rights, such as naming the button, 'Weekly deal'. Team App is your App and you can commercialise it in any way that suits you and your sponsors.

Push Notifications

Within Team App you have control over push notifications for your App. You could commercialise this by sending a sponsor's message to your members. The two methods of push notifications are through news articles and events. A news article can include any image and text, so a promotion could be sent to members via this method. The other option is a news event for a sponsor's product launch, which could provide great commercial value.

Create Sponsor Packages

A great idea would be to sell packaged opportunities for your sponsors. For example:

- Package A includes a logo, description and link on the sponsor's page.
- Package B is 'Package A' plus a set number of push notifications advertising your sponsor's products and/or services to members.
- Package C is 'Package A & B' plus a permanent button within the App that links directly to your sponsor's website.

For even more value look at tying in these packages with your traditional sponsorship offers such as naming rights, logo placement, newsletters and web promotions.

HOW TEAM APP WORKS

1. Create a Team App Account

1. Open either Chrome or Firefox browser.
2. Enter the following address:
<http://teamapp.com>
3. Create an Account

The screenshot shows the Team App interface. At the top, there is a navigation bar with five items: FEATURES, HOW IT WORKS, FAQs, GET THE APP, and LOG IN. The LOG IN item is circled in red, and a red arrow points to it with the text "1. Select Log In". Below the navigation bar, there are two input fields: an "EMAIL" field containing "name@example.com" and a "PASSWORD" field with a question mark icon. Below these fields is a checkbox labeled "REMEMBER ME". At the bottom, there is a green bar with three buttons: "FORGOT PASSWORD", "SIGN UP", and "LOG IN". The "SIGN UP" button is circled in red, and a red arrow points to it with the text "2. Select Sign Up".

The image shows a 'SIGN UP' form with a green header and footer. The form fields are: 'YOUR NAME' (Full Name), 'EMAIL' (name@example.com), 'PASSWORD' (password), 'CONFIRMATION' (password), 'PHONE (OPTIONAL)' (+1 0000 0000), 'YEAR OF BIRTH' (Select an Option), 'GENDER' (MALE/FEMALE), and a checkbox for 'I AGREE TO THE [TERMS OF SERVICE](#)'. A red circle highlights the entire form area. A red arrow points to the form with the text '1. Complete the form'. Another red arrow points to the 'SUBMIT' button with the text '2. Select the **Submit** Button'.

SIGN UP

YOUR NAME Full Name

EMAIL ? name@example.com

PASSWORD ? password

CONFIRMATION ? password

PHONE (OPTIONAL) +1 0000 0000

YEAR OF BIRTH ? Select an Option

GENDER ☐ MALE ☐ FEMALE

☐ I AGREE TO THE [TERMS OF SERVICE](#)

SUBMIT

1. Complete the form

2. Select the **Submit** Button

ONE MORE THING

PLEASE CHECK YOUR EMAIL FOR INSTRUCTIONS FOR ACTIVATING YOUR ACCOUNT.

If you don't receive your activation email, have it [resent](#) here.

Thank-you for registering with Team App.

To confirm your email address, please follow this link:

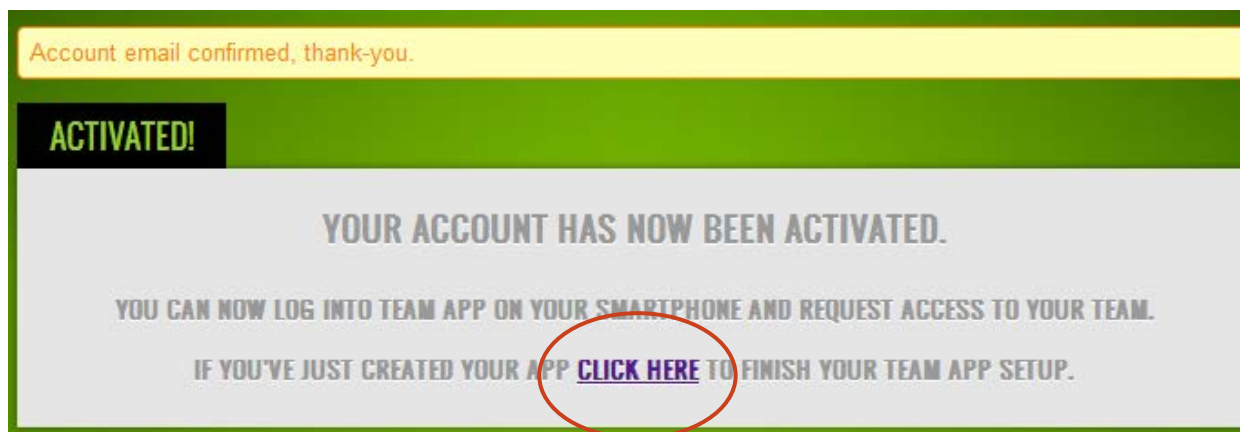
<http://teamapp.com/users/i9HRxfzgruy2xcSo5jtM/activate>

Once your email is confirmed, You can then log into Team App on your smartphone and request access to your team or you can complete your Team App creation.

**Regards,
Team App**

teamapp.com

1. Click **Link** to activate your account



2. Search for your Team

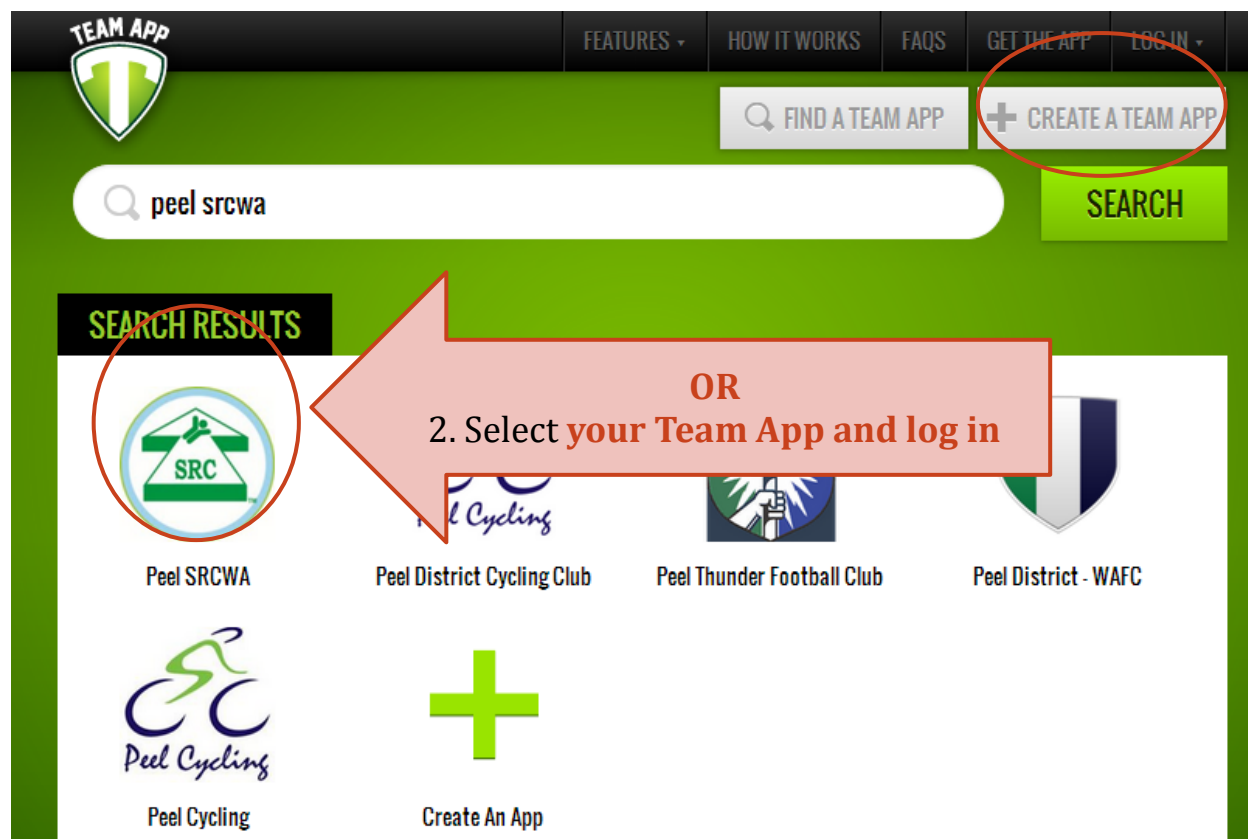
The screenshot shows the ClubsOnline Team App search interface. At the top, there is a search bar with the placeholder text "Search for your team" and a green "SEARCH" button. Below the search bar is a section titled "MY TEAMS". Inside this section, there is a green plus sign icon in a circle, with the text "Create An App" below it. To the right of the plus sign icon, there is a red arrow pointing to it with the text "2. Select to create your teamann". Below the "MY TEAMS" section, there is a green banner with a white information icon and the text "We could not find a Team App with that name. To create your own Team App simply click here and follow the instructions." The text "click here" is underlined and circled in red. A red arrow points from the "click here" text to the "Create An App" button. To the right of the search bar, there is a red arrow pointing to the "SEARCH" button with the text "1. Check if your team already has an app".

1. Check if your team already has an app

2. Select to create your teamann

Create An App

We could not find a Team App with that name. To create your own Team App simply click here and follow the instructions.



1. If your Team App does not exist then select **Create a Team App**

OR
2. Select **your Team App and log in**

3. Customise your App


1. **Team Name:** Enter your club/team name
2. **Identity:** Create a **shield** or upload your club **logo**
3. Select the shield design and colours
4. Click **Continue** to move to the next step.


STEP 1


TEAM NAME ? MySportsTeam


IDENTITY ? ☒ CREATE SHIELD ☐ UPLOAD LOGO

CREATE YOUR SHIELD

SHIELD DESIGN ?  ▶

COLOR 1  ▶

COLOR 2  ▶

COLOR 3  ▶

CONTINUE

Click **Continue** to move to the next step

5. Select the colour scheme for your Team App
6. Click the **Next** button to move to the next step



7. Complete the form with your club details
8. Click **Continue** to complete the customisation of your Team App

STEP 3

ADMIN sandra.morley@challenger.wa.edu.au

CLUB DETAILS

SPORT Base Jumping x ▾

COUNTRY Australia x ▾

STATE/REGION Peel Region

POST/ZIP CODE 6210

TIME ZONE (GMT+08:00) Perth x ▾

☒ I AGREE TO THE [TERMS OF SERVICE](#)

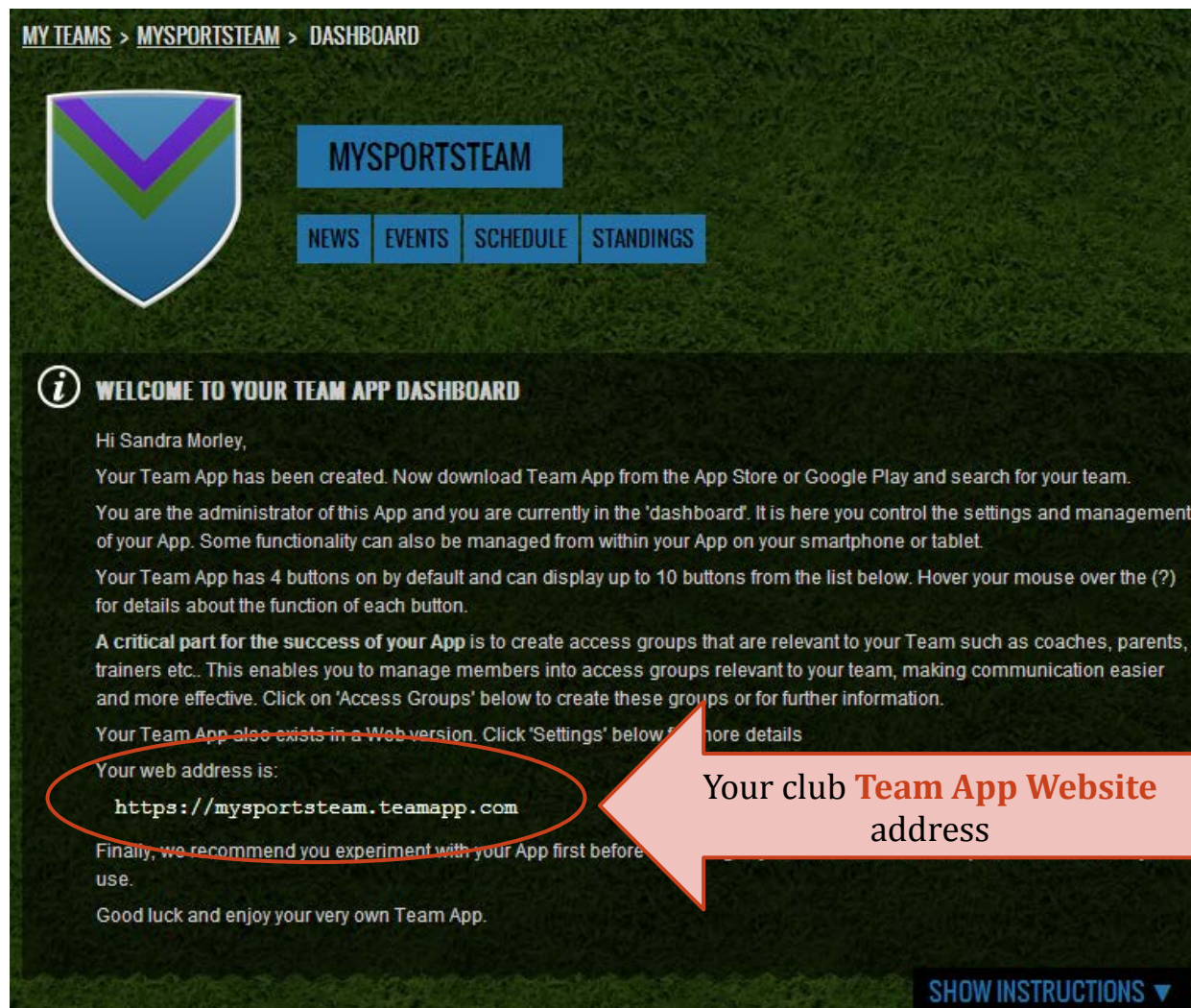
☒ I HAVE AUTHORITY TO MAKE THIS TEAM APP

CONTINUE

Click **Continue** to move to the next step

Welcome to Your Team App Dashboard

Your app also exists in web format at the following address: <https://mysportsteam.teamapp.com>



The screenshot shows the Mysportsteam Team App Dashboard. At the top, there is a breadcrumb trail: **MY TEAMS > MYSORTSTEAM > DASHBOARD**. Below this is a shield-shaped logo with a blue and green V-shape. To the right of the logo is a blue box with the text **MYSORTSTEAM**. Below this box are four buttons: **NEWS**, **EVENTS**, **SCHEDULE**, and **STANDINGS**. The main content area has a dark background with white text. It starts with an information icon and the heading **WELCOME TO YOUR TEAM APP DASHBOARD**. The text reads: "Hi Sandra Morley, Your Team App has been created. Now download Team App from the App Store or Google Play and search for your team. You are the administrator of this App and you are currently in the 'dashboard'. It is here you control the settings and management of your App. Some functionality can also be managed from within your App on your smartphone or tablet. Your Team App has 4 buttons on by default and can display up to 10 buttons from the list below. Hover your mouse over the (?) for details about the function of each button. A critical part for the success of your App is to create access groups that are relevant to your Team such as coaches, parents, trainers etc. This enables you to manage members into access groups relevant to your team, making communication easier and more effective. Click on 'Access Groups' below to create these groups or for further information. Your Team App also exists in a Web version. Click 'Settings' below for more details. Your web address is: <https://mysportsteam.teamapp.com>. Finally, we recommend you experiment with your App first before use. Good luck and enjoy your very own Team App." A red oval highlights the URL <https://mysportsteam.teamapp.com>. A large red arrow points from a text box on the right to this URL. The text box contains the text "Your club **Team App Website** address". At the bottom right, there is a button that says **SHOW INSTRUCTIONS** with a downward arrow.

MY TEAMS > MYSORTSTEAM > DASHBOARD

MYSORTSTEAM

NEWS **EVENTS** **SCHEDULE** **STANDINGS**

WELCOME TO YOUR TEAM APP DASHBOARD

Hi Sandra Morley,

Your Team App has been created. Now download Team App from the App Store or Google Play and search for your team.

You are the administrator of this App and you are currently in the 'dashboard'. It is here you control the settings and management of your App. Some functionality can also be managed from within your App on your smartphone or tablet.

Your Team App has 4 buttons on by default and can display up to 10 buttons from the list below. Hover your mouse over the (?) for details about the function of each button.

A critical part for the success of your App is to create access groups that are relevant to your Team such as coaches, parents, trainers etc. This enables you to manage members into access groups relevant to your team, making communication easier and more effective. Click on 'Access Groups' below to create these groups or for further information.

Your Team App also exists in a Web version. Click 'Settings' below for more details.

Your web address is:

<https://mysportsteam.teamapp.com>

Finally, we recommend you experiment with your App first before use.

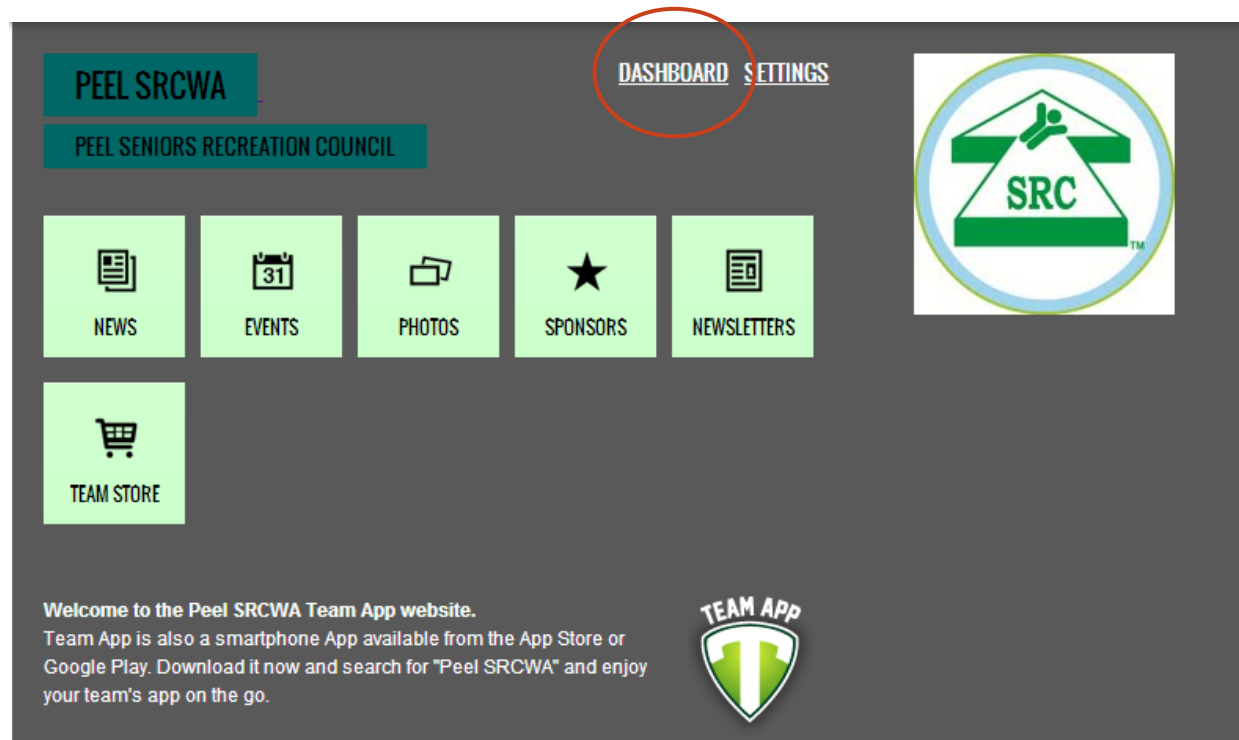
Good luck and enjoy your very own Team App.

SHOW INSTRUCTIONS ▼

Your club **Team App Website** address

- When your team app has been created, you are presented with this opening screen which contains access to links to:
 - Dashboard
 - Settings
- Access to all your clubs active buttons

Let's select the **Dashboard** link



BUTTON MANAGEMENT

<input checked="" type="checkbox"/>	NEWS	Manage ?
<input checked="" type="checkbox"/>	EVENTS	Manage ?
<input type="checkbox"/>	SCHEDULE	Manage ?
<input type="checkbox"/>	STANDINGS	Manage ?
<input type="checkbox"/>	TEAMS	Manage ?
<input type="checkbox"/>	LIVE SCORES	Manage ?
<input type="checkbox"/>	CHAT	Manage ?
<input checked="" type="checkbox"/>	PHOTOS	Manage ?
<input type="checkbox"/>	AVAILABILITIES	Manage ?
<input type="checkbox"/>	SOCIALMEDIA	Manage ?
<input checked="" type="checkbox"/>	SPONSORS	Manage ?
<input checked="" type="checkbox"/>	NEWSLETTERS	Manage ?
<input checked="" type="checkbox"/>	TEAM STORE	Manage ?
<input type="checkbox"/>	WEB LINK 1	Manage ?
<input type="checkbox"/>	WEB LINK 2	Manage ?
<input type="checkbox"/>	WEB LINK 3	Manage ?

INVITE / PROMOTE

MEMBERS (3)

ACCESS GROUPS

SETTINGS

PROMOTIONS

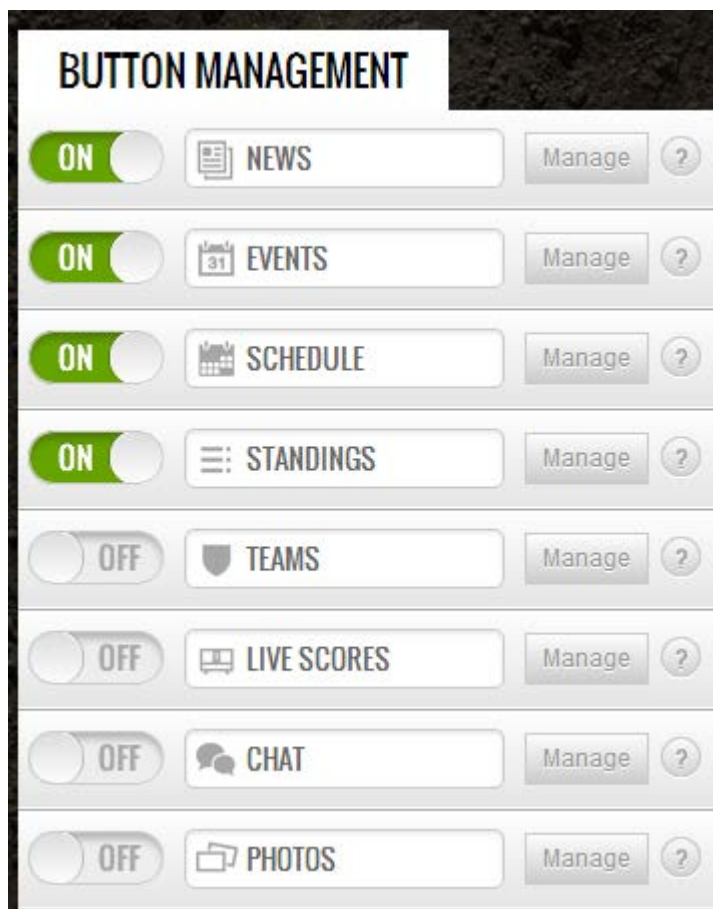
REQUEST A CUSTOM BROCHURE (PDF)

TIPS FOR ATTRACTING SPONSORS

From the dashboard screen you can manage:

- Buttons
- Invite/promote members
- Members
- Access groups
- Settings
- Promotions
- Request a custom brochure
- View tips for attracting sponsors

4. Select Functionality



Each App button is optional to have 'on' or 'off', with different functions available such as sending push notifications, creating events, live chat, promoting sponsors, linking to Facebook and more.

Your app can display a **maximum** of **10** buttons, all with different functionality.

Changing a button name.

You can change the default name of any button by simply clicking directly on the name of each button under the button management heading. Allow approximately 5 seconds for the change to your button name to take effect.

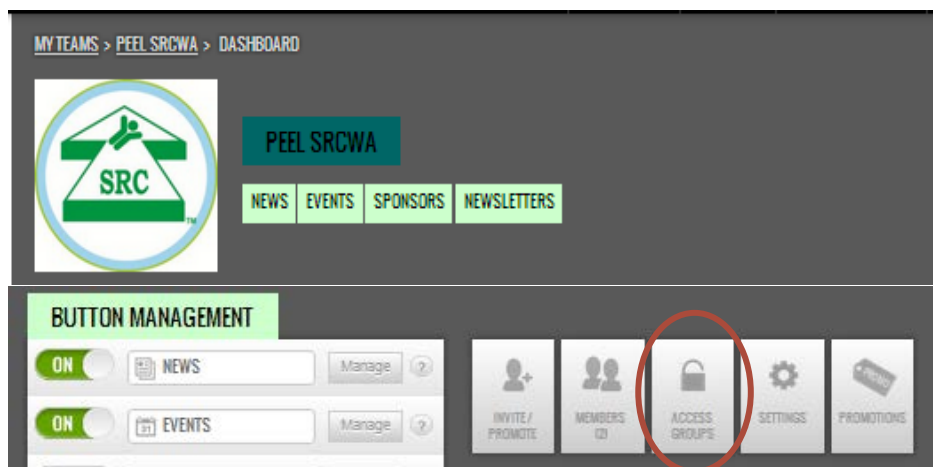
5. Create Access Groups

Access groups allow you to target push notifications to specific groups within your club. You can add or rename access groups as you see fit, and members can be part of multiple groups.

You may choose to launch your app using the default access group '**Supporters**' or add your own.

Some example groups you might create are; Parents, Committee, Under 18's, Under 16's, Seniors, Juniors, Leadership etc.

You can place members into a single group or multiple groups. There is no limit to how many access groups you can create. You choose which group(s) you want to receive your messages when you send out any communications.



My Teams>Your Team> Dashboard

1. Click here to edit, create or delete access groups.
2. Access groups are how you choose to categorize your members.
3. This is where you also manage the security access for your App.

ACCESS GROUPS		ADD ACCESS GROUP												
		News	Events	Photos	Newsletters	Chat	Upload Photos	Avallabilities	Teams	Socialmedia	Schedules	Standings	Team Store	Sponsors
Supporters Only (2) Basic Public Access		~	~	~	~	x	x	x	x	✓	✓	✓	✓	✓
Committee (1)		~	~	~	~	~	✓	x	x	✓	✓	✓	✓	✓
		<div>EditDelete</div>												

Note: 'Supporters Only' access is the lowest access setting and cannot be edited. This group exists for people that may want to follow your team's results but do not fit into any access group.

The "~" symbol means the access varies since you choose who receives information when sending a news article, create an event or setting up a chat room.

EDIT ACCESS GROUP

NAME
PeerLeaders

ACCESS
?
☒ AVAILABILITIES
☒ TEAMS

REQUESTS
?
☐ AUTO APPROVE ACCESS REQUESTS

SAVE

Availabilities: Select which sections you would like this membership level to be able to access.

Teams: Select the teams assigned to each coach

Requests: If selected 'access requests' will be automatically approved. **Not recommended** as the admin will lose control of who has access to this group.

ACCESS GROUPS

ADD ACCESS GROUP

	News	Events	Photos	Newsletters	Chat	Upload Photos	Avallibilities	Teams	Socialmedia	Schedules	Standings	Team Store	Sponsors
Supporters Only (1) Basic Public Access	~	~	~	~	x	x	x	x	✓	✓	✓	✓	✓
Chiball (0)	~	~	~	~	~	✓	✓	✓	✓	✓	✓	✓	✓ EditDelete
Committee (2)	~	~	~	~	~	✓	✓	✓	✓	✓	✓	✓	✓ EditDelete
Double Dip (0)	~	~	~	~	~	✓	✓	✓	✓	✓	✓	✓	✓ EditDelete
Peer Leaders (0)	~	~	~	~	~	✓	✓	✓	✓	✓	✓	✓	✓ EditDelete
Strong On Your Feet (0)	~	~	~	~	~	✓	✓	✓	✓	✓	✓	✓	✓ EditDelete

If you scroll down the page you can view the **Admin Privileges**:

1. Members can be allocated "**Restricted**" or "**Full**" admin privileges.
2. You can have multiple club admins, such as a coach and a president, and there are no limits to the amount of club admins.
3. Admin privileges are allocated when editing a member from the membership's dashboard list.

Restricted admins can create news and events, send push notifications, moderate chat rooms and photos, and view the members list - **but only for the access-groups they belong to.**

- They do not have access to the dashboard so they cannot change any of the settings of your app and cannot edit and approve memberships.
- You may choose to give restricted admin access to coaches or team officials that require the ability to communicate with members.

Full admins are given complete authority to administer your app. Given you can see this web page, you are a full admin.

ADMIN PRIVILEGES													
	Dashboard	View Member Details	Approve Requests	Edit Members	Create/Edit News	Create/Edit Events	Moderate Photos	Moderate Chat	Create/Edit Availability	Create Teams	Edit Teams	Create/Edit Team Store	Create/Edit Sponsors
Restricted Admins Only applies to Access Groups they belong to	x	✓	x	x	✓	✓	✓	✓	✓	x	✓	x	x
Full Admins	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

6. Download 'Team App'

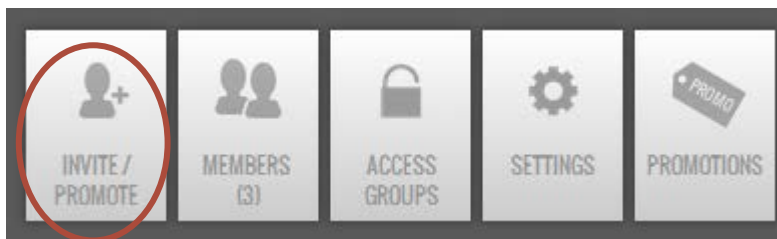
Once you have created your App you download Team App from the [App Store](#) or [Google Play](#) and install it on your smartphone. Then simply search for your team name then login to access the team information



7. Get Your Team Members to Download 'Team App'

The next step is to inform all of your players, members and supporters to download Team App and search for your team. They will need to create a user name and password to login. The Team App website has various methods to announce your App, including an automated e-mail that explains to potential users of your App how to find it and register.

Click the **Invite/Promote** button to notify your players, officials and supporters of your app.



Here you can announce your app to your members. There are five options:

1. **Announce your app via email** - This will open your email program with a pre-populated message. You can add email addresses from your contacts.
2. **Promote your club app via Facebook** - Click the link below to generate a Facebook post with your team logo in an awesome looking graphic. You can also ask your members to do this via the settings in their App.
3. **Invite Member (with Pre-Approval)** - Here you can manually add a single person to your Team App and allocate them an access group(s).
4. **Download a custom brochure PDF** to promote your Team App! You may be prompted to update your contact details before the brochure is created.
5. **Download your Team App powered logo**. Use this logo to promote your App on your website or anywhere you like! Click here to download it.

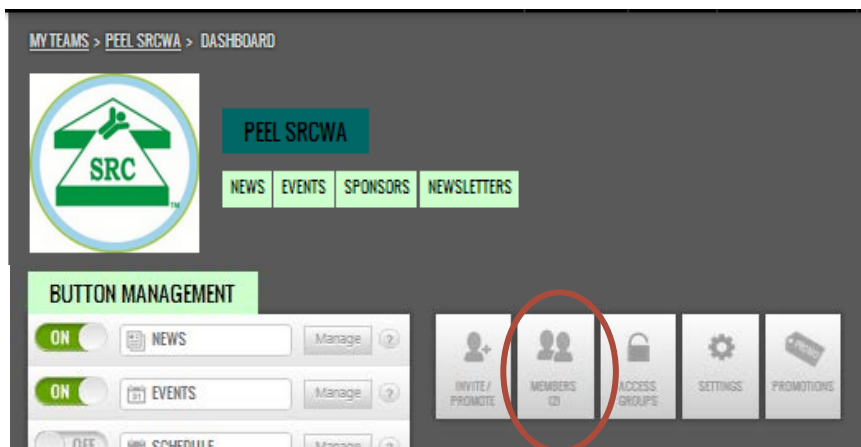


8. Accept / Reject Users - Start Communicating

Encourage all your teams' players, supporters and officials to download Team App from the Apple App Store or Google Play Store and register through their smartphone.

If members don't have a smartphone, you can point them to the website version of Team App, and have them register there, or you can manually add members. They will receive email news only.

Important: Anyone can register to your App as a Supporter Only. They may choose this access so they can follow your team's results via the ladder, fixtures and twitter feeds. **Be careful not to send inside information to the "Supporters Only" access group**



My Teams>Your Team> Dashboard

1. Here you can review membership requests
2. Access your full member list
3. Manually add email only members

When someone initially launches your Team App on their smartphone or tablet they will be given an option to choose which access group (or groups) they want to join.

The options displayed are from the list of access groups created for your club. Once they request access, their request will appear in the **member's** area of the dashboard screen.

You (Full Admin) can choose to accept or reject these requests

1. Members listed here have registered to your Team App.
2. You approve their member request and allocate them an access group.
3. Members can exist in one or multiple access groups.
4. Members with an asterisk (*) next to their name have been manually entered and can only receive email notifications.
5. Additional access groups can be created via the "Access Groups" link in your dashboard.

MEMBERS (3) [SEARCH MEMBERS](#) [DOWNLOAD LIST](#) [ADD MEMBER](#)

Sandra Morley
[FULL ADMIN](#)
Joined 27 days ago
[View](#) [Edit](#)

Jan McGlinn*
[RESTRICTED ADMIN](#) [COMMITTEE](#)
Created 27 days ago
[View](#) [Edit](#)

Jan Buckenara*
[SUPPORTERS ONLY](#)
Created about 1 hour ago
[View](#) [Edit](#)

9. Members Can Also Access Team App via the Web

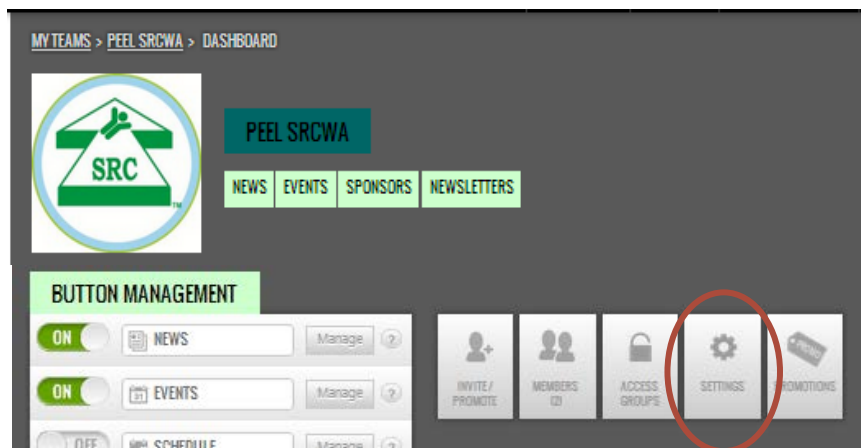
When you create a new Team App for the smartphone you also get Team App on the Web. Your Team App website is great for members that don't have a smartphone or for members that sometimes prefer to access your App from a desktop or laptop computer. The content from your Team App will be displayed on your website. Your website uses the same log in security as your App so content is only visible to the members that you approve. **Note:** You can point your existing URL to your Team App website.

<https://peelsrcwa.teamapp.com/>



Important. You want everyone with a smartphone/tablet to download your team app. Members without a smartphone/tablet can be entered manually via the members screen. Manual members can only receive email notifications, so it's important to get as many people to register for your team through the app.

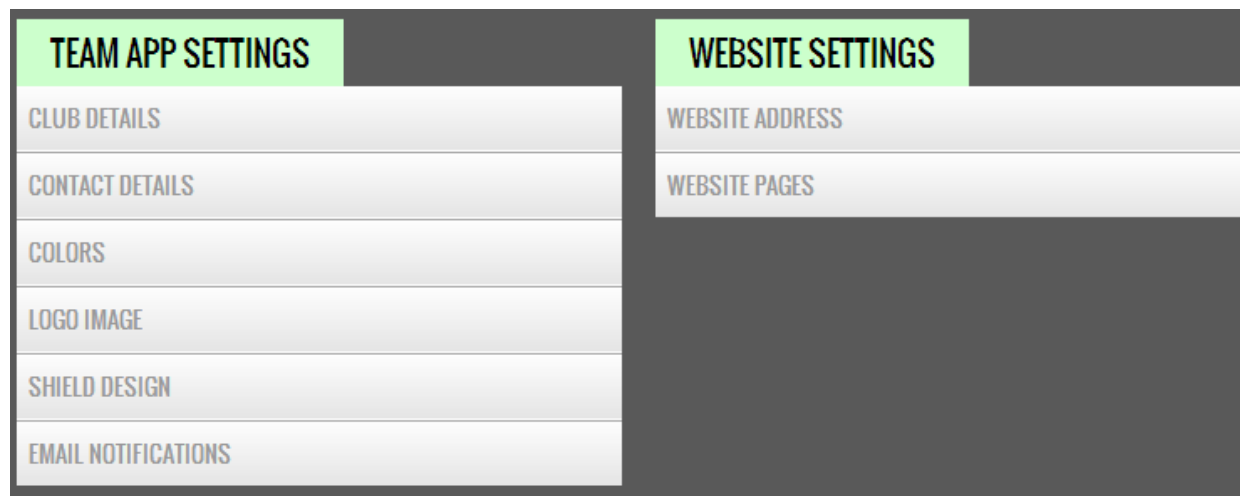
10.Updating Your Club Details and App Settings



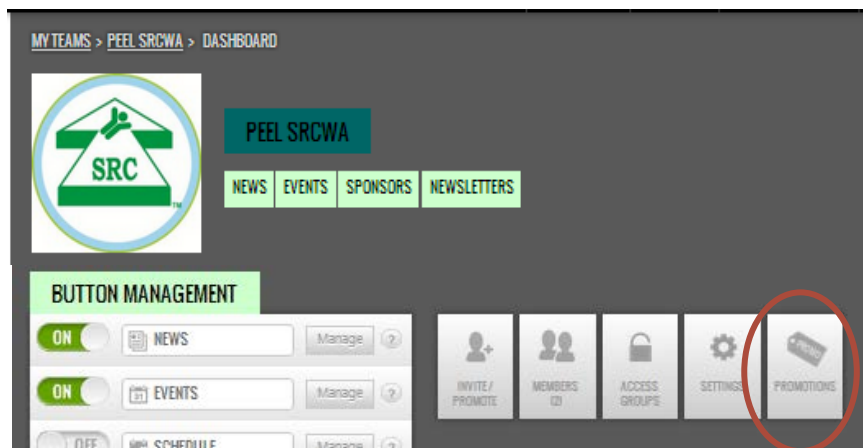
My Teams>Your Team> Dashboard

Click here to:

1. Edit your Team App or Website settings
2. Change the appearance of your App



11.Team App Promotions




My Teams>Your Team> Dashboard

Click here to:

1. View a current list of authorised Team App promotions
2. Contact Team app for more details on how to offer a promotion to Team App members

Team App is committed to making grass roots sports more profitable by generating revenue opportunities and assisting clubs to save money. On this page is a list of genuine cost saving promotions from authorised Team App partners.

TEAM APP PROMOTIONS



Professional quality rigid sports strapping tape

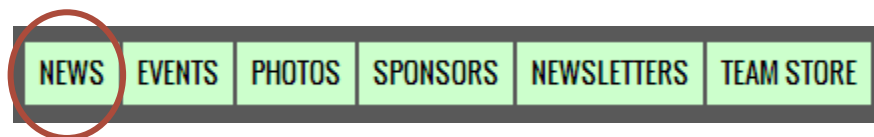
Team App users receive a 10% discount when purchasing direct from Farrow Sports. Farrow Sports offers professional quality strapping tape at up to 40% cheaper than leading brands. They ship directly from their manufacturing facility to you, bypassing the many layers of margin that force up the retail price.

To order visit www.farrowports.com and simply enter your unique discount code on the checkout page.

SNN844

CONFIGURING TEAMAPP FEATURES

NEWS



News items send via push notification. Anyone with Full admin access can create and delete news item here or from within your Team App. Anyone with restricted admin can only create news from within your Team App.

1. To create a news item and send a push notification to your members, click '**add new article**'.
2. Type in **Headline** text box
3. Select Access **Group(s)** to receive news
4. Copy and paste data into **Body** text box
5. To add a photo click on the **Choose File** button
6. Tick the **Send Notifications** check box
7. Click on the **Save** button.

Your article has been pushed to the members belonging to the selected Access Groups and can be edited for repeat use.

NEWS

STRONG ON YOUR FEET

Peel SRCWA has commenced Strong on your Feet classes in Pinjarra at Belswan Retirement Village on Wednesday mornings.

Created: less than a minute ago
by: Sandra Morley
Viewable by Everyone

EDIT

Your article has been sent and is stored for future reference.

NEWS

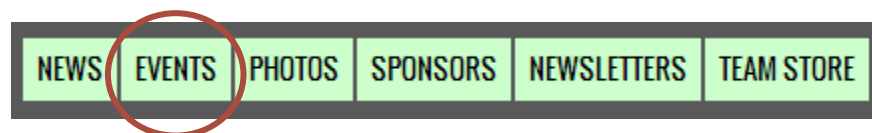
ADD NEW ARTICLE

1
MIN AGO

Strong on Your Feet
Updated 1 minute ago by Sandra Morley
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>

Events



Send your members notifications and reminders about key dates in your team's calendar, such as presentation nights and social gatherings.

EVENT

TITLE Chiball Registration

ACCESS GROUPS
 Everyone (3) ☒ ON
 Supporters Only (2) ☒ ON
 Committee (1) ☒ ON

TIME ZONE Perth [edit](#)

START 2 May 2014 01 PM 00

END 9 May 2014 04 PM 00

RECURRING ☐ OFF ☒ ON

INTERVAL every week

UNTIL 9 May 2014

REMINDER 2 hours before

1. To create a news item and send a push notification to your members, click '**add new event**'
2. . Complete the **Title** details
3. Select the Access **Group(s)** to receive the event information
4. Enter the event start time
5. Enter the event end time
6. Is this to be a recurring notification?
7. If so the interval and until date.
8. Set the reminder time immediately prior to the start time


DETAILS

Chiball Registrations will commence Friday 2nd May 2014 and continue for 2 weeks. Registration Fee is \$15.00, with class fees of \$5 per week.

LOCATION ?

Lesley Street Mandurah

Find



RSVP ?

☐ ASK FOR A RESPONSE

PHOTO ?

Choose File

NOTIFICATIONS ?

☒ SEND NOTIFICATIONS

SAVE

9. Enter the Event details
10. Find the event venue on google maps
11. If you require an RSVP response tick the Ask for a Response check box.
12. To include a photo click on the **Choose File** button.
13. Tick the **Send Notifications** check box.
14. Click the **Save** button.

Schedule/Fixture

Links through to the web address (URL) or PDF that displays the schedule/fixture for your team

Standings/Ladders

Links through to the web address (URL) or PDF that displays the standings/ladders for your team.

Live Scores

Link directly through to a web address (URL) for your sporting associations live scores feed, or switch to manual entry mode and any member of your app can enter live scores as they happen!

Teams

The Teams button is where your teams are displayed in your App for upcoming games. You can restrict access on who can view teams via your access group settings

Chat

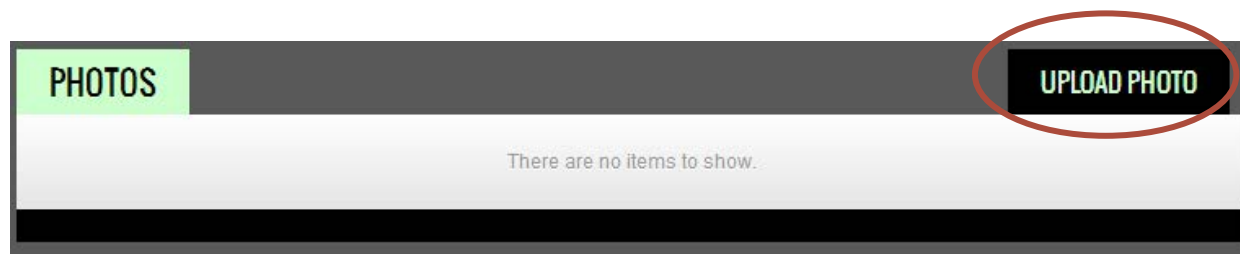
Discussion groups created and displayed in your App. This is a great way to add a social element to your App. You can restrict access to chat rooms through your access group settings.

Photos



This is where your photos currently showing on your App are displayed. Photos can be uploaded by any registered member of your Team App, excluding "Supporters Only".

Note, you choose which access groups can view photos through your access group settings



1. Click on **Upload Photo**

The screenshot shows the 'PHOTO' form in the ClubsOnline - Team App. The form has a green header bar with the word 'PHOTO' in white. Below the header, there is a section for 'ACCESS GROUPS' with three options: 'Everyone (3)' with an 'OFF' toggle, 'Supporters Only (2)' with an 'OFF' toggle, and 'Committee (1)' with an 'ON' toggle. Below this, there is a 'PHOTO' section with a question mark icon and a text box containing 'IMG_1879.JPG'. Below that is a 'CAPTION' section with a question mark icon and a text box containing 'Potters Gorge'. At the bottom right of the form is a green 'SAVE' button.

2. Select **Access Groups**
3. Upload the photo of choice
4. Enter **Caption** details
5. Click **Save** button.
6. The view should appear as shown below.



Availabilities

Availabilities is a great way to keep track of players, as it allows a player or club admin to enter a range of dates a player is unavailable for selection

Social

Follow all your team social media accounts. There can be links to Twitter, Facebook, Instagram, Google+, Pinterest, YouTube, LinkedIn and Tumblr.

Newsletters

Links through to the web address (URL) or PDF that displays all your team's newsletters.

Team Store

Allows you to accept payments or sell items relevant to your club. These might be membership fees, team merchandise or tickets for a fundraising event.

Web Links

Links through to any web address you choose. e.g. a link to your membership page, club store, or a team blog.

Member Directory

Your members can generate business opportunities by listing their occupation details (e.g. Plumber) in the member's directory - encouraging commerce between your members.