



Team App Instructions For Team Managers

Team App download instructions

Install the Waverley Hockey Club App on your smartphone or tablet now. Follow these steps:

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 "Waverley Hockey Club".
4. Choose your applicable access group(s) – please note "Panthers" is the U8/U10 program not an overall "Waverley Panthers" group.
5. If you don't have a smartphone go to waverleyhockey.teamapp.com to sign up and view this App online.

Tip: Please make sure you search for the TEAM APP (not Waverley hockey club) in the app store – logo picture below.



Once you have downloaded TEAM APP then you search for Waverley Hockey Club. If you just search for Waverley Hockey club in the app store you will download the OLD app which we are no longer using.

If you don't have a smart phone you can still signup / access the content via the web

Team App use as a communications tool

This is the key way players & parents will access up to date information including:

- **News:** key updates will be posted here
- **Events:** any events that the committee are aware of will be posted here
- **Fixtures:** links through to the fixture for each team
- **Ladders:** links through to the ladder for each team
- **Team Selection:** lists the players selected for each team
- **Live Scores:** provides live feeds of scores during games (assuming parent rostered on to update does so at half time and full time)
- **Chat:** a place for team specific "chat" to occur
- **Social Media:** links to facebook, twitter, website etc
- **Newsletters:** copies of junior unit newsletters
- **Documents:** links to key documents such as policies
- **Sponsors:** information about the Club's sponsors
- **Ground Locations:** links to the Hockey Vic webpage providing details of each hockey ground location

Which groups should a team manager join?

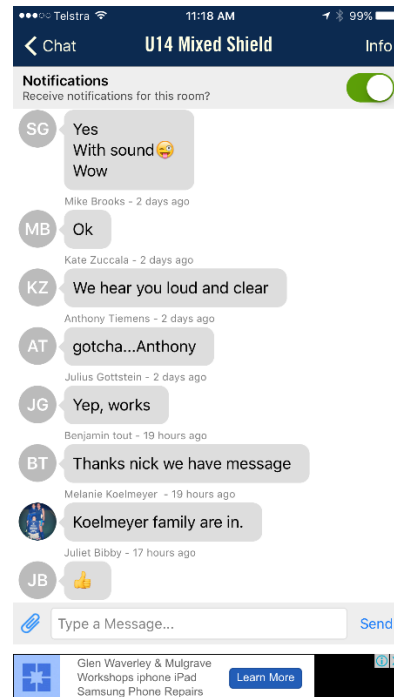
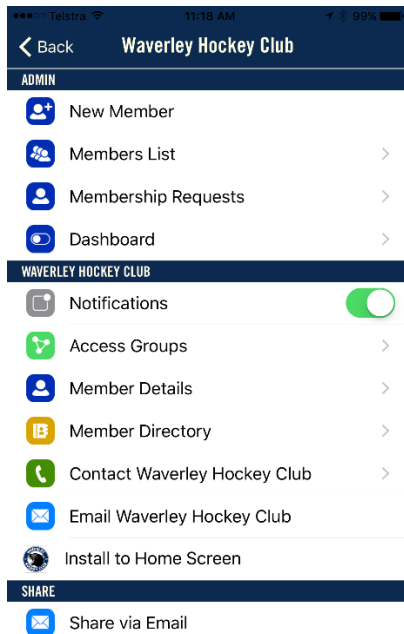
Join the following groups:

- Junior Team Managers & Age Group Co-ordinators
- The team you are managing
- Any other team relevant to your family / other roles you have volunteered for at the club
- You do not need to join the Junior Committee or Junior Coaches groups

How to make the most of Team App

1. **Membership:** check the families in your team have joined the App. One way to do this is to check at training or a game that they have been able to download and join the team group. You can also setup a "chat" to see who responds (this will only work if they have turned notifications on – see below).
2. **Notifications:** please allow "notifications" otherwise you will not be told when we post news or if your team has new information uploaded. You need to "turn on" notifications in a few places, see below.

Under your account settings, ensure the "notifications" button is slid across to be green (see picture below). You also need to turn notifications on under "Chat" and "Live Scores" to receive notification of new messages in these areas, see example picture below.



3. **Live Scores:** You will need to roster a family on each week to upload “live scores” at half time and full time. To do this they go into the App, click on Live Scores, select the team and type in the score. Once submitted everyone who has elected to receive notifications for this team will receive the score update.

If you are interested in another team’s results (for example the Premier League teams) you can turn notifications on for any team under the Live Score section.

4. **What can a Team Manager do in TeamApp that normal members can’t do?**

All Team Managers will be setup with “Restricted Admin” access. This means you can send push notifications, create news and events, moderate chat rooms and photos from within the app but only to access groups that you are part of. (You will not have privileges to access the web site management system so you cannot change any of the features of the App or edit and approve member requests. If you have ideas on how the App can be changed please email juniors@waverleyhc.org.au with your ideas).

This means you can send out information via the app instead of via emails (if you would prefer). It also means you can setup team specific events and news, plus start chat discussions.

Please note Coaches also have this access.

If you or your coach do not appear to have “Restricted Access” please email juniors@waverleyhc.org.au

5. **Something not working? :** go to the TeamApp FAQs section – link below

<https://www.teamapp.com/faqs>