



# 2017 - 2018 Edina Alpine Team App Mobile Quick Start Users Guide

## OVERVIEW

Team App is one of the official tools for communication for the Edina Alpine Ski Team. All team members are required, and parents are highly encouraged, to install and use this app on their mobile devices. Team App has both a web component and a mobile component; both components reflect the same information. Only the mobile component is discussed here.

## INSTALL AND CREATE ACCOUNT

### Step 1: Install Team App

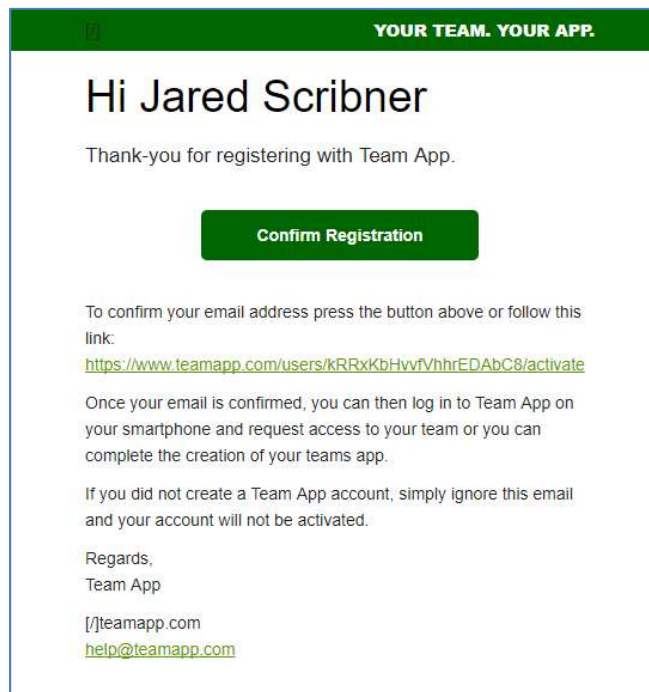
1. Go to Google Play or the Apple Store
2. Search for "Team App"
3. Install on your mobile device

### Step 2: Open Team App and Sign Up

1. Click "Sign Up"
2. Create your account and click "SUBMIT". You'll receive a message that says: "Sign Up successful! Just one more thing: Please check your email to finalise your registration (select OK)"

### Step 3: Confirm Registration

1. Go to the email account you used to sign up. Click "Confirm Registration"





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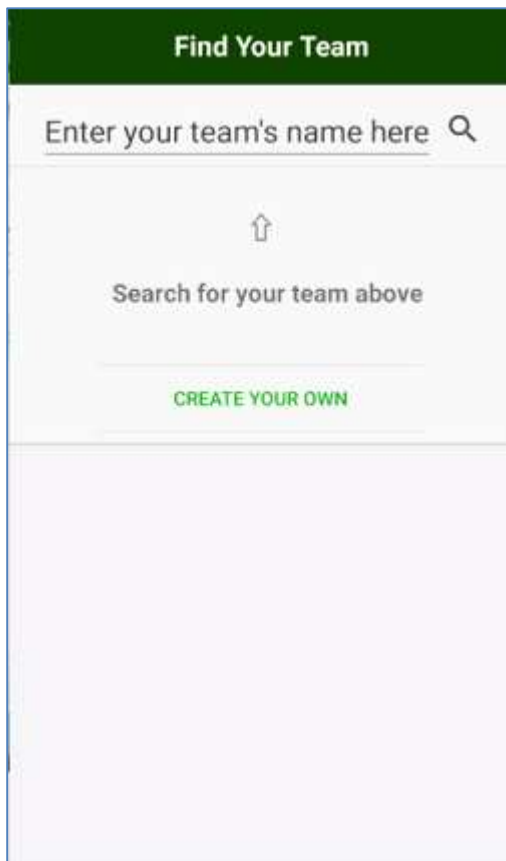
2. This will bring you to the web version of Team App and present you with a message “Account Activated”
3. Congrats! You now have an account registered on Team App. The account you created can be used to access any team you’re associated with on Team App.

### Step 4: Create a Log In

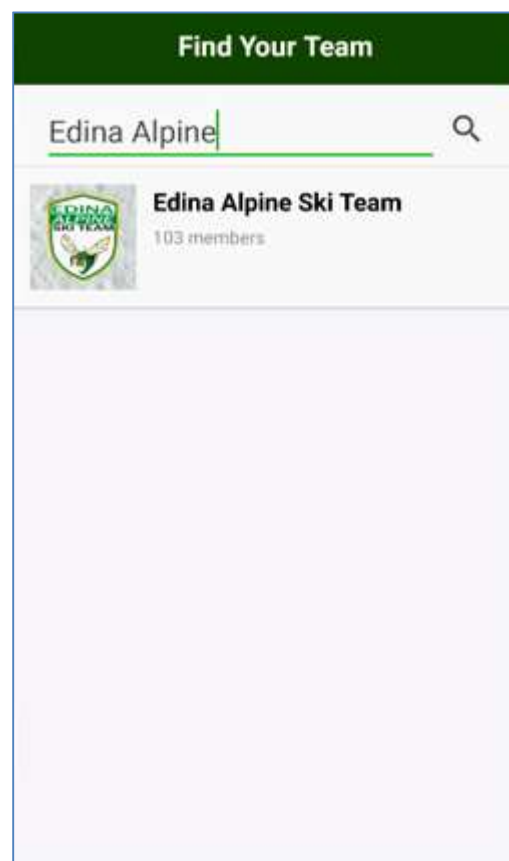
1. Follow prompts for creating a Log In; enter:
  - Email Address
  - Password
2. Click “SUBMIT”

### Step 5: Search for Team

1. Search for “Edina Alpine” (see screenshots below)
2. Click on “Edina Alpine Ski Team”



Screen 1



Screen 1a



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### Step 6: Join the Team and Access Group

1. After selecting the team in Step 5, you will be brought to the Home page (see below). There will be a message that says “Become a member of this team (tap here)”



2. You will be brought to a new screen with the following message:  
“Select the Access Group(s) that apply to you. Continuing without selecting a group will show public content only.”
  - Parents
  - Team Members”
3. Choose the group that applies (select only one) and click “CONTINUE” at the top of the screen
4. You’ll be prompted for an access reason with the following message:  
“Access Reason  
Please provide a reason for requesting access to the selected group(s)”
5. Click “OK” and type your access request message. This can be very simple. Ex. “Parent of team member”, “team member”, etc. When done, click “SEND”

**Step 7:** Approval to access groups is usually complete within a matter of minutes but could take as long as a day. Requests are manually approved by one of the coaches. An approval notification may not be generated; when you login you may just have access to more content.



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## SCREENS/FEATURES

### HOME SCREEN (MOBILE)

Most features are pretty straightforward and don't require a ton of explanation. If you have questions, just ask.

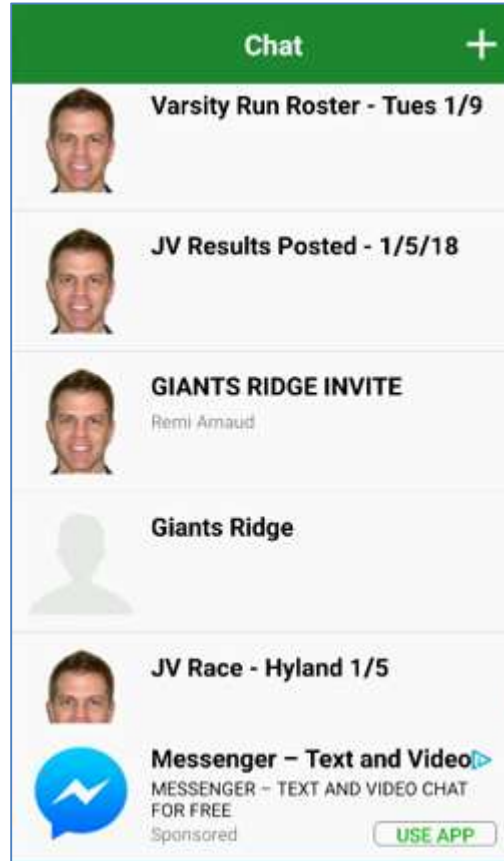




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### CHAT

Anyone can create a Chat message, simply click on the “+” in the upper right hand corner. Chats are essentially texts within Team App. Chats can be Private between two members, to an entire Access Group (ex. Parents or Team Members), or to All Members.

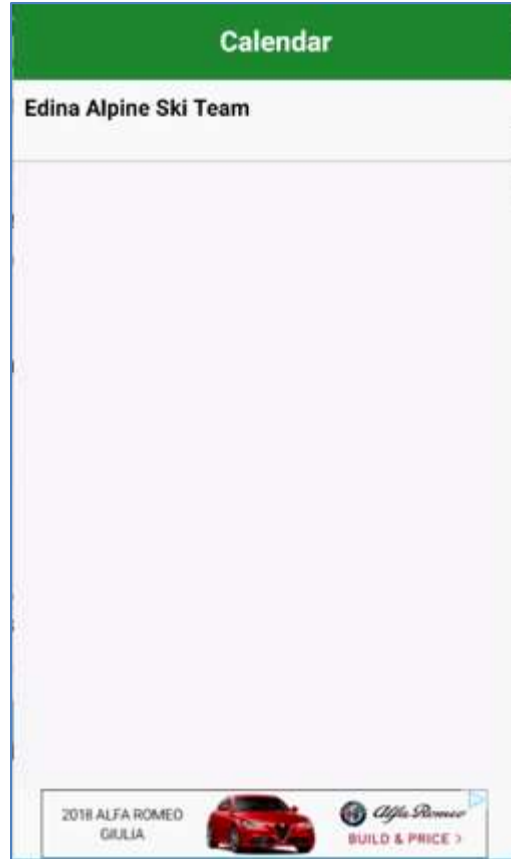




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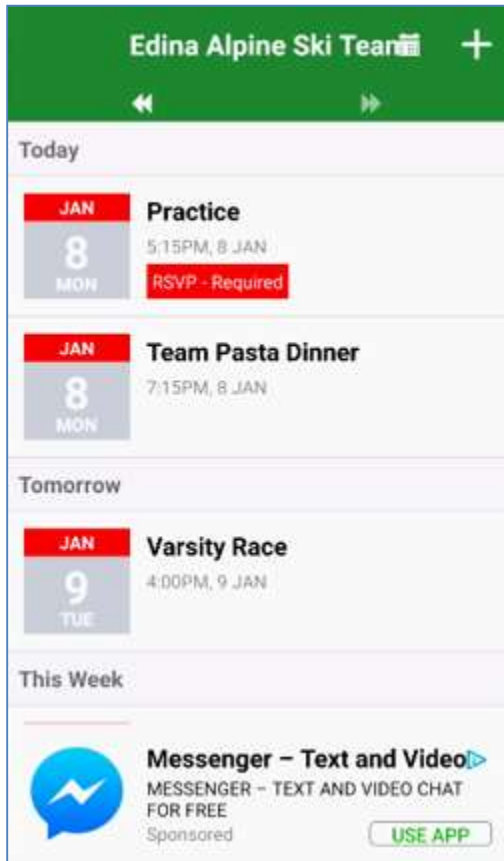
### CALENDAR

After you click on Calendar, you must select "Edina Alpine Ski Team" again (see screenshot below).

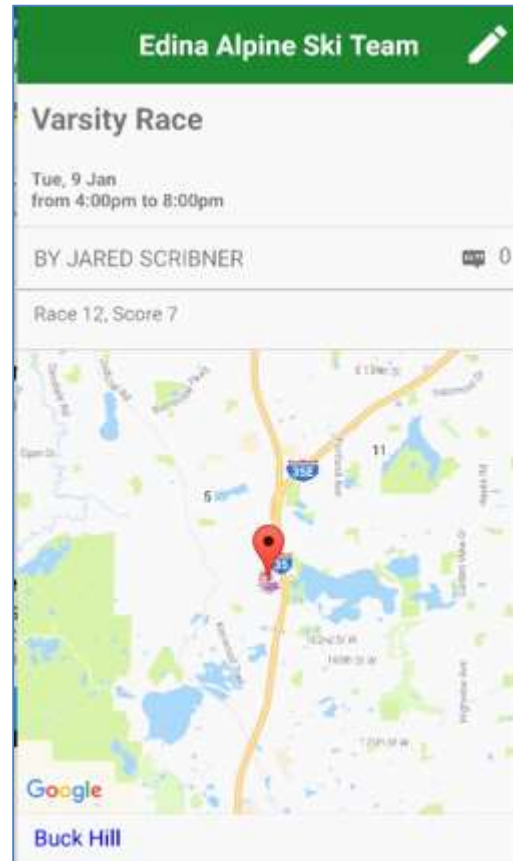




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General Calendar



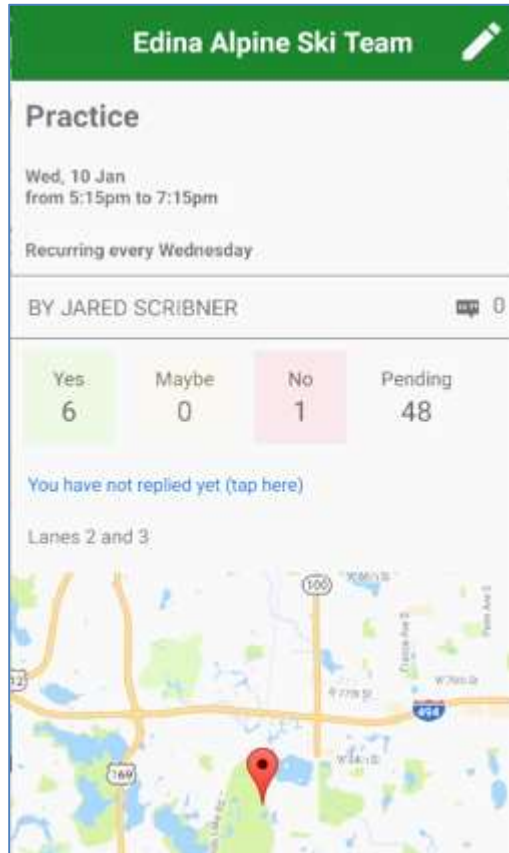
Detail Event View of a Calendar Item



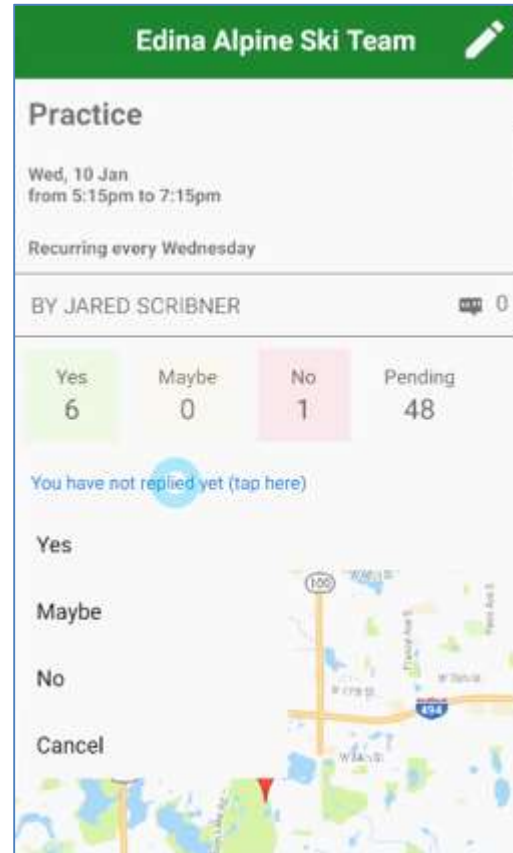
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Some calendar events, such as practices, may require an RSVP. If you have not replied to an RSVP, the following message will be displayed: "You have not replied yet (tap here)" (see Example A).

After clicking on the message, select a response (see Example B). Users may also enter a comment related to the event if desired (ex. "I may be 30 min late").



Example A



Example B

### ADDITIONAL RESOURCES

If you need additional assistance, please visit: <https://support.teamapp.com/en/knowledgebase/7-faq>

Or contact Jared