TeamReach Tutorial

How to get started with TeamReach

DRL 03/22

Get the App on your Smart phone or Tablet

- Go to your Apple or Google APP Store
- Search for TeamReach
- Download the App on your device(s)
- Click on the TeamReach App to get started

Sign Up for 2022 HGPA

- Enter the Group Code for the group you want to join. For this season the code is "HGPALL" You only have to do this once. The App will remember your group(s) until you delete them.

- If you have entered the code correctly you will see "2022 HGPA". If you have multiple groups you will see all of them listed. Click on your group to enter the App for your group.

Using the App

- After you click on your group you will be taken to the group discussion/message screen. Any messages sent or directed to you will appear here..

- If there are multiple messages you can scroll to see them.

- This screen also has the main Navigation buttons to access all other screens.
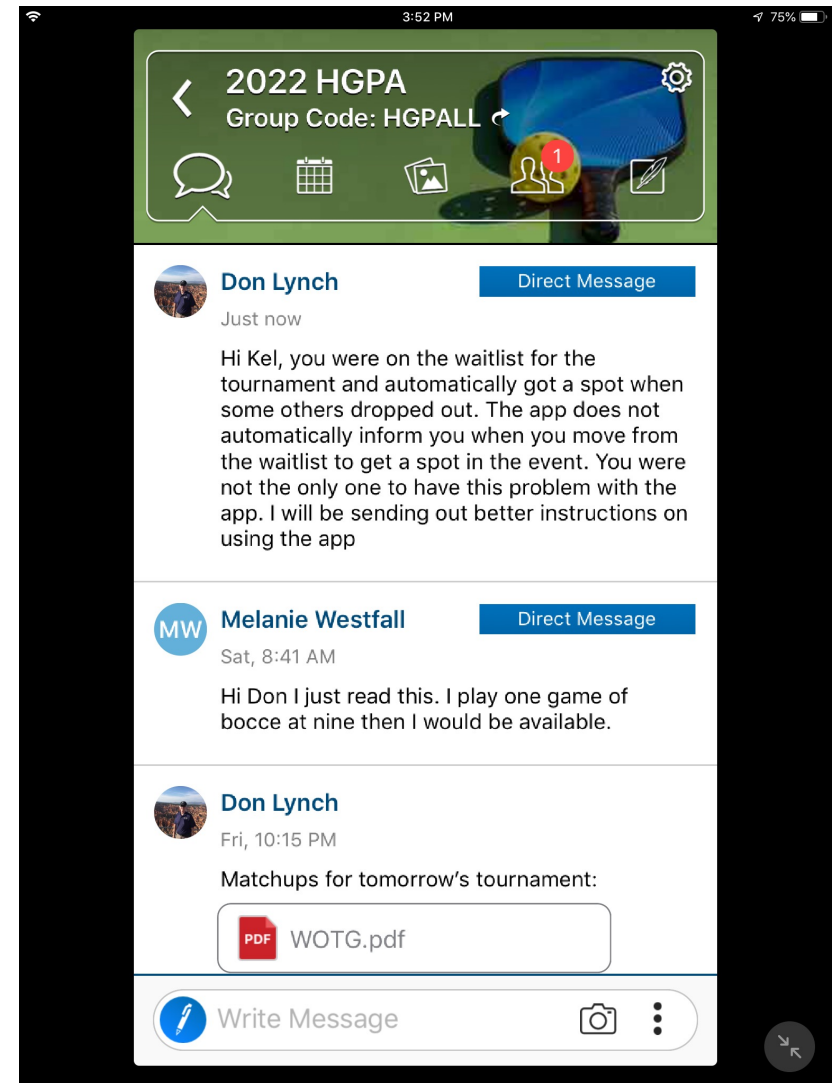
Navigating the App

- Return to previous page

- View/edit Settings

- Read/respond to messages messages/notifications

- View/Schedule Events

- Post/view pictures/files

- View/invite members

- Compose messages/notifications

  (Most of these are available on the other screens as well)
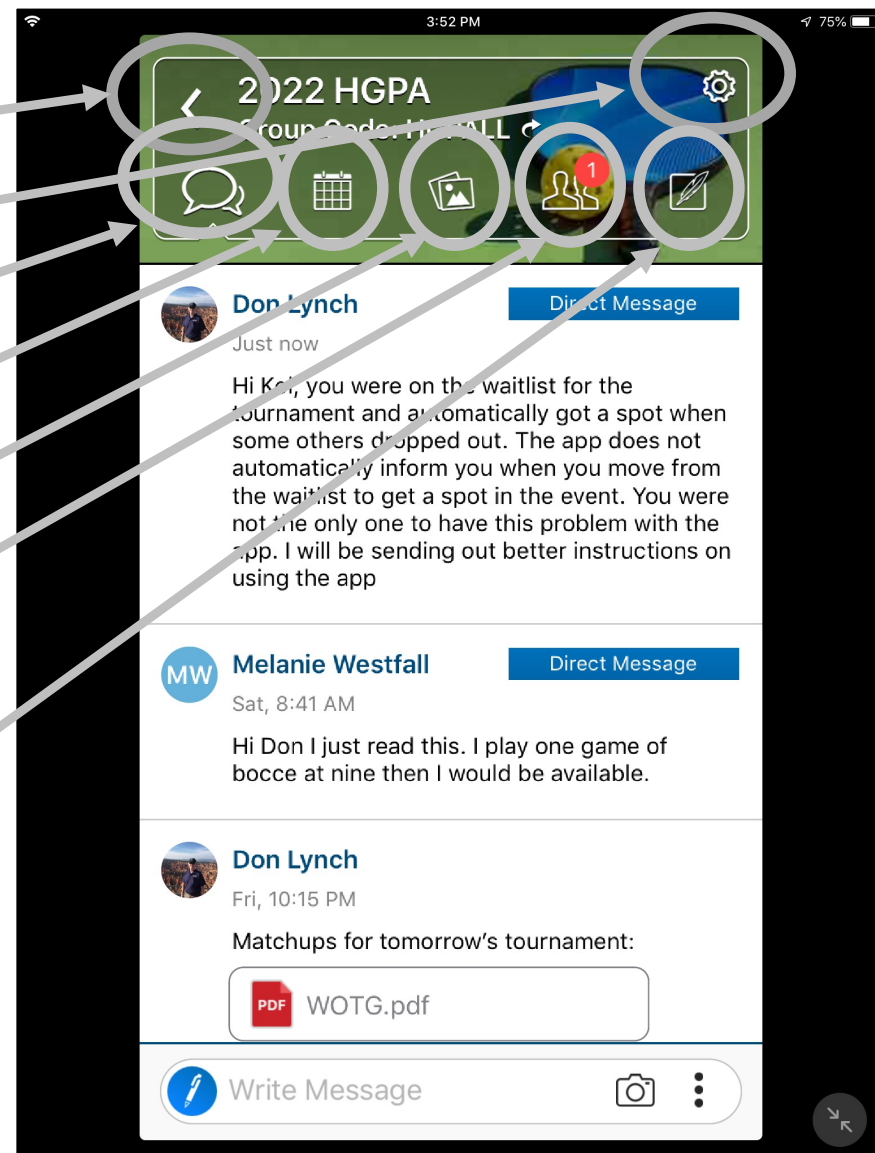
Hit the settings button (the gear in the upper right hand corner of the Navigation Bar) to edit your settings for the current group. You do not need to change from the default, and it is unnecessary to enter a role or "also known as" label, but you probably do want to have push notifications and email notifications on to assure that you are alerted to new events and messages. Look through the other options and make changes as appropriate.

In most cases the default settings will be fine. At the bottom of the settings page is a link to frequently asked questions ("FAQ's"). This is a good resource to explain how the various features of the TeamReach App. Make frequent use of the FAQs when trying out App features for the first time.

After making changes hit the return arrow in the top left hand side of the title bar to return to the message message screen and navigation bar.

From the navigation Bar you can add pictures and/or files to be available to the group by clicking the picture/file button (third from the left on the navigation bar).

You can see a list of group members or invite others to join the group by clicking the view/invite members button (4th from the left on the navigation bar).

You can send messages to all members or select members by pressing the Compose messages/notifications button (rightmost on the navigation bar.)

< **Group Settings**

Your Role

Also Known As: | Coach, Ben's Mom, ...

Notifications

Push Notifications ⬤

Email Notifications ⬤

Do Not Disturb >
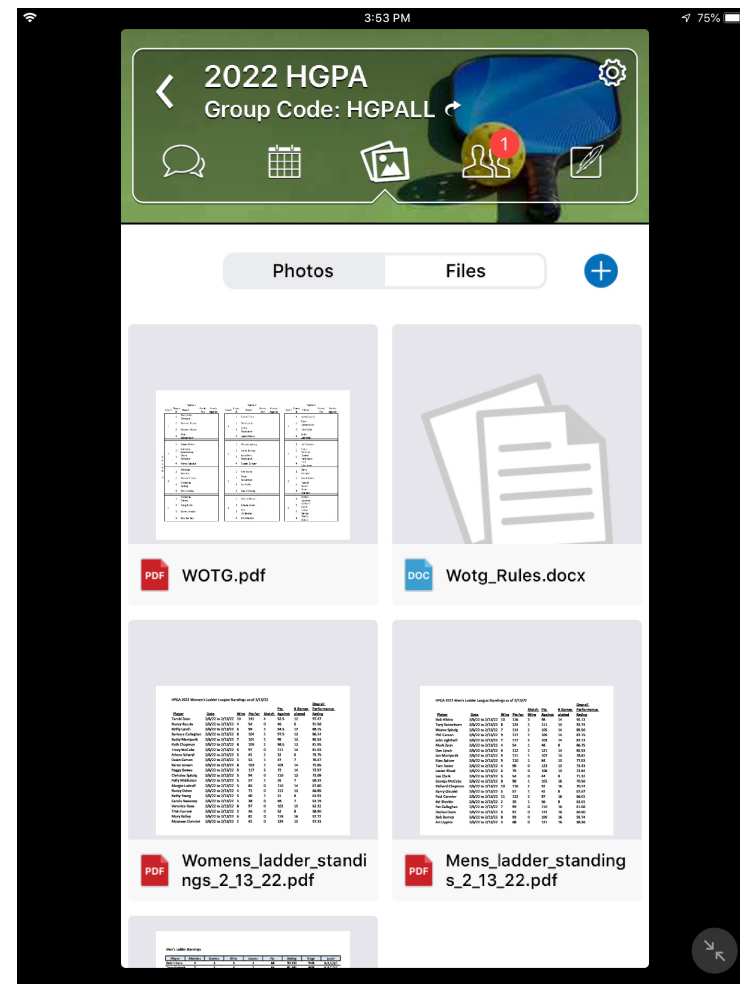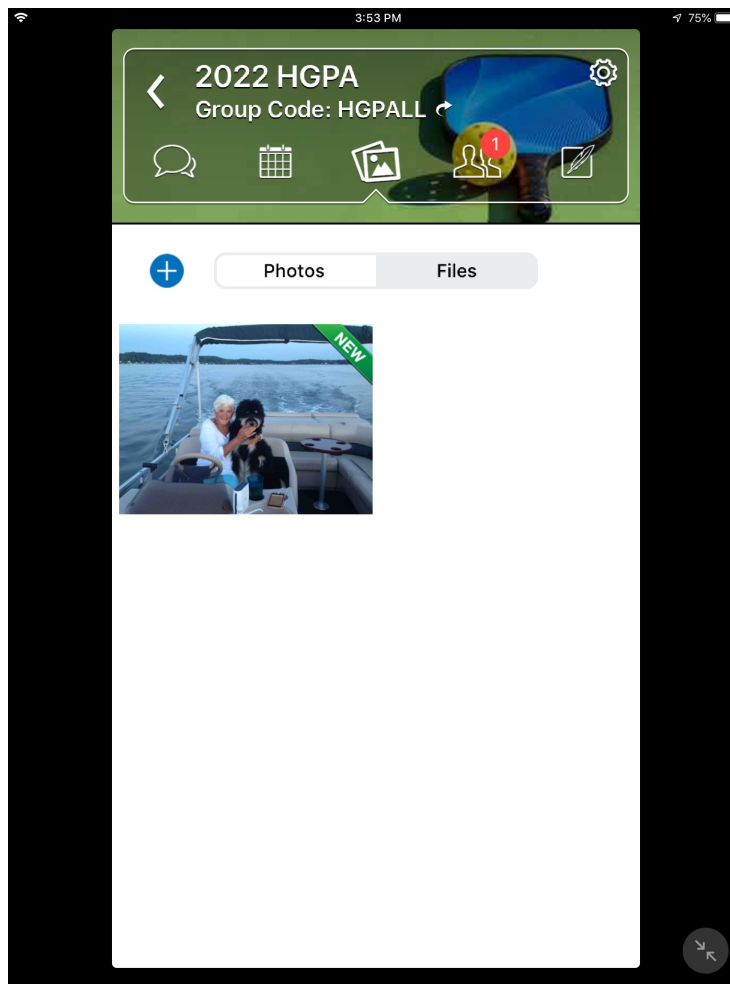
Advanced >

General

Ad... | From 12:00 AM
Hours | To 11:59 PM

FAQs >

[Leave Group]

These are the screens for adding/viewing photos and files posted by members of the group. Click on them to view full screen. The leader of the group establishes the permissions for posting photos and files. For 2022 HGPA any member can post pictures and files.

This is the screen that comes up when you click on the group members button. You can scroll down and see all current members who have subscribed to the group. You can also invite new members by clicking on the "Invite Others" link at the top of the members list.
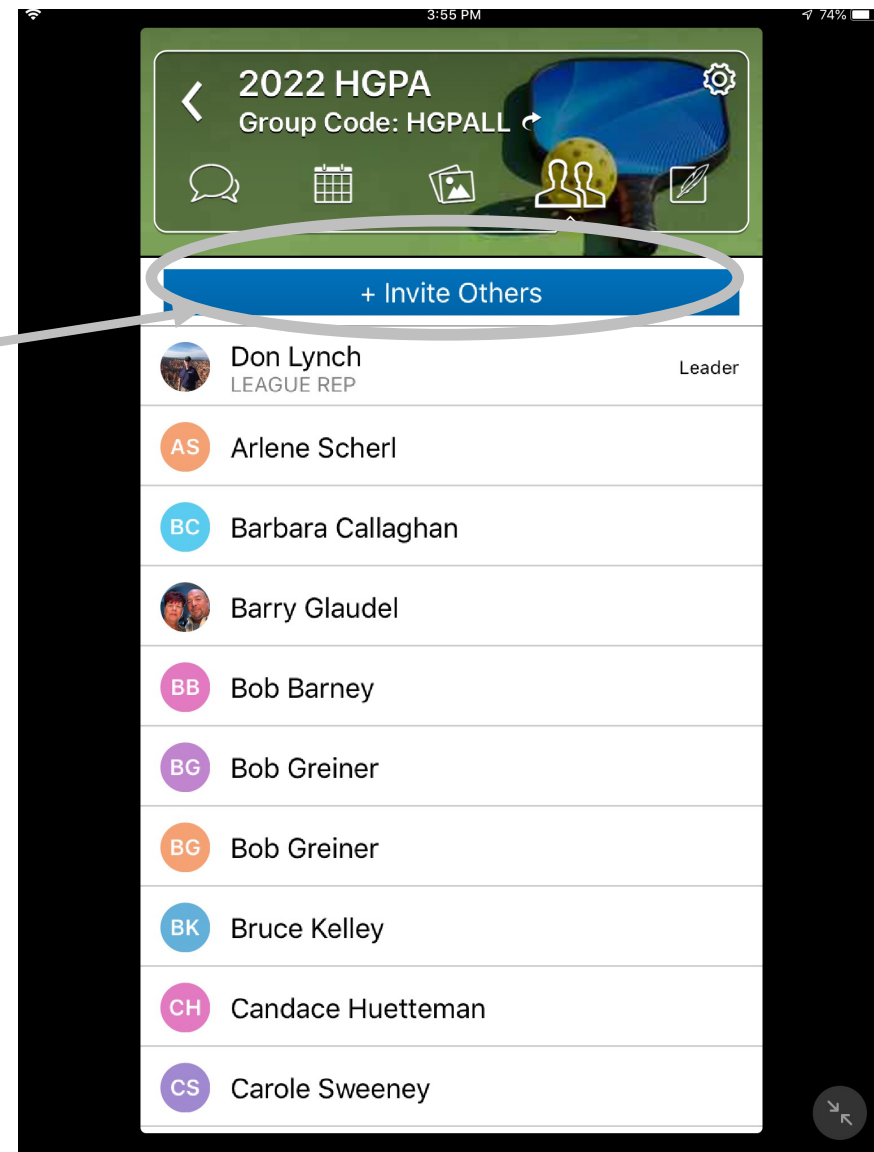
This is the screen for selecting members to send a message to or to invite to a new event. If you want to send to or invite everyone, then click the "Select All" button. If you want to send a message to or invite only specific members, then check the boxes to the right of each person who you want to send to or invite.

When you have completed selecting persons click the "Done" button at the bottom of the screen. This will take you to the message composing screen.
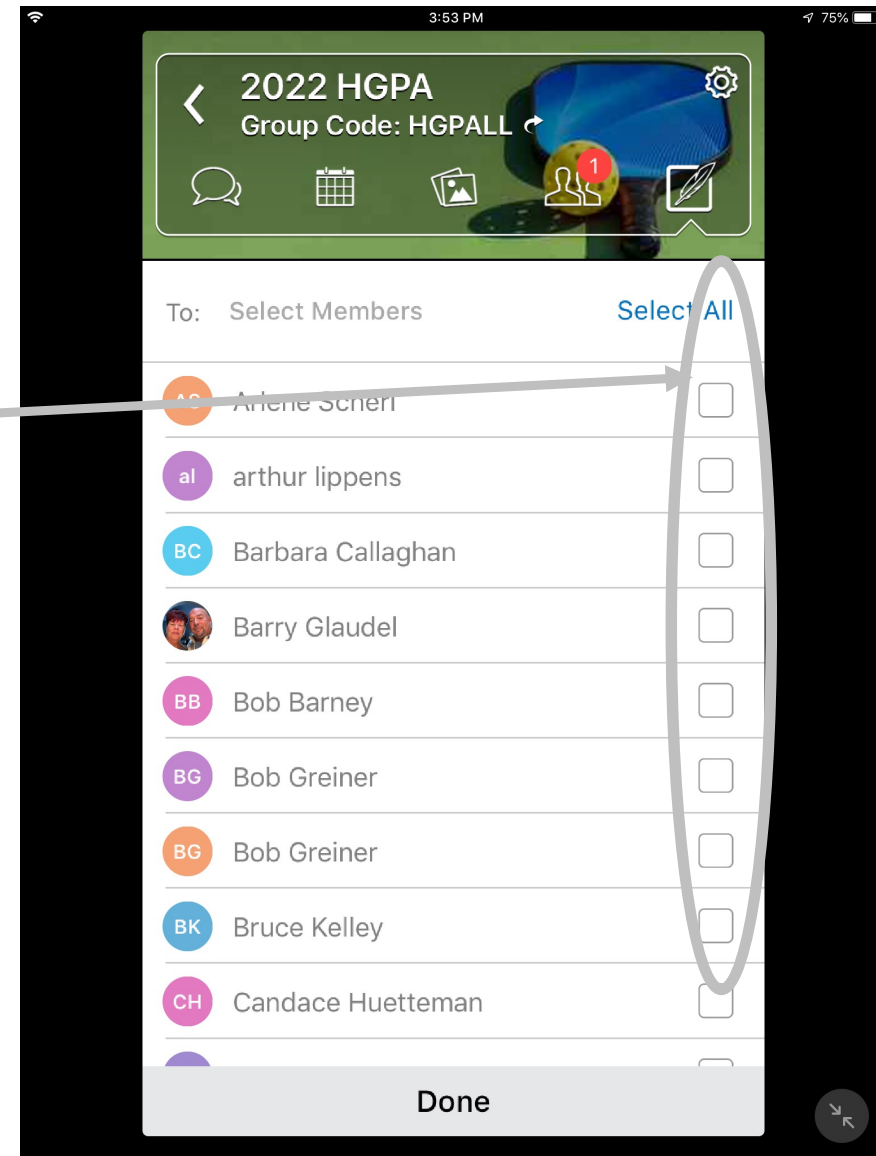
This is the screen that you use to create a new event. The important info to be entered are as follows:

- "Event Title"
- "Date and Time" (This will open a separate screen where the time and date for start and end of the event can be entered and, importantly, where the participant limit can be set)
- "Location" (useful if directions are needed)
- "Forecast" (use slider to turn on or off)
- "Who's Available"
- "Take Attendance"(usually not used)
- "Reminder" (allows notification of event)
- "Results" (use slider to record a score)
- "Details" (any other useful info can be entered here)

New Event screen:

| < | New Event | Add |

Title — Add Title

Date & Time — Mar 21, 2022 4:00 PM / Mar 21, 2022 5:00 PM

Location — Add Location
Onsite — Add Onsite Location
Address — Add Address

Forecast (on)

Who's Available (off)

Take Attendance (off)

Reminder — None >

Results (off) (Enter score after event)

Details — Add Details

This is the screen you get when you click on the Event button (calendar icon second from the left on the navigation bar).

To sign up for an event, or just see the details for the event, click on the event.
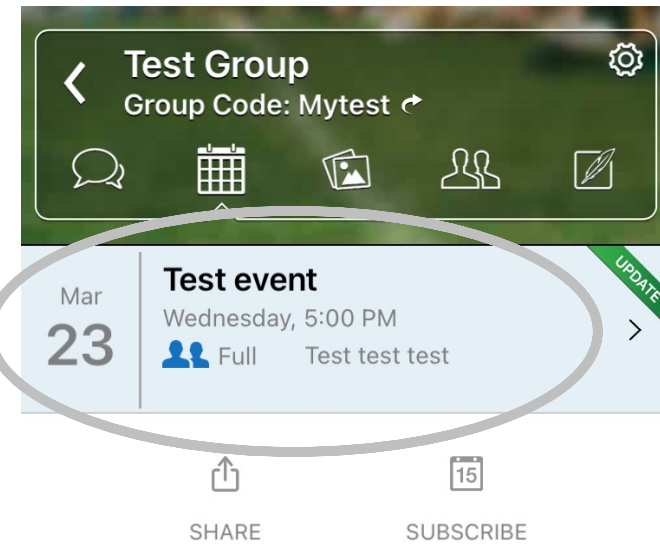
After selecting the event, Click on the "Yes" button to be added to the player list.

You can add a comment to go with your name on the player list by clicking the "add comment" link.

You can also let other players no you are not available by clicking the "No" button, or that you are unsure you can click on the "Maybe" button.

To see who is on the player list (or the "No", "Maybe" or "Waitlist") click on the "View" link.
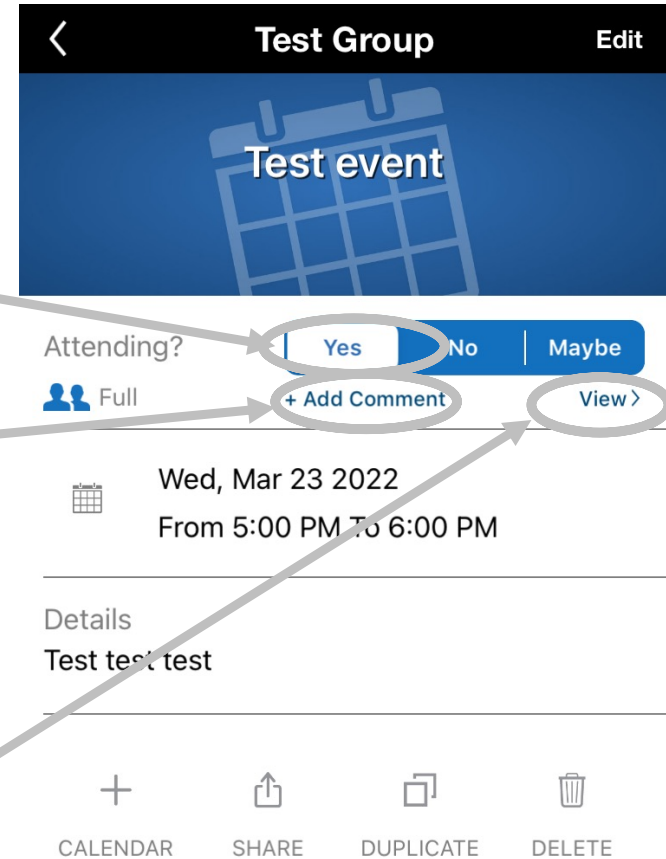
If all the player spots for the event have been taken, the "Yes" button is replaced by a "Waitlist" button. Click on this to be placed on the Waitlist.

Players on the Waitlist are automatically moved to the Yes list in the chronological order that they entered the Waitlist, when players on the Yes list change their status from "Yes" to "No" or "Maybe".

(Note: all players should update their status if their plans change to make sure their spot on the Yes or Waitlist goes to the next player on the list. If you are on the Waitlist, check the App often to see if you have been moved to the Yes list.)
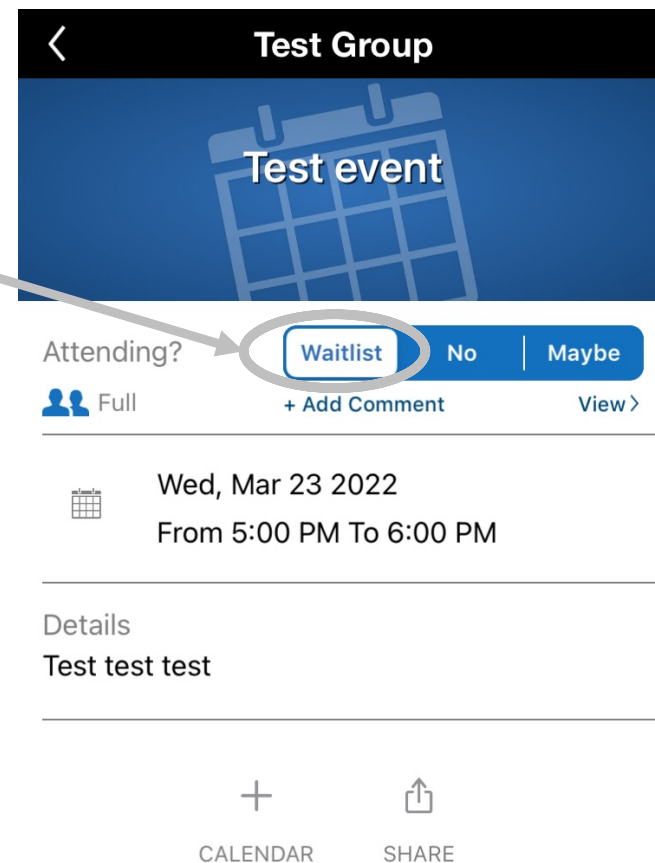
Some additional advice on using the App

- If an event is full, the "Yes" option disappears and a "Waitlist" option takes its place. If you want to be on the Waitlist, click this button and you will automatically move up the Waitlist and onto the Yes list, if and when enough people drop out of the event.
- If you are on the Yes list and for any reason you need to drop out of the event just press the "No" button and confirm that you want to change your status. Once you confirm your status will change to "No" and the next person on the Waitlist will change to "Yes".
- If you drop out of the event and the event is full, then you change your mind and want to get back in, you must go to the bottom of the Waitlist and can only get back in if a sufficient number of members opt out of the event.
- You can also make your status as "Maybe". This will not get you on the Waitlist or give you any other advantage except that the event leader will know that you have an interest in the event as someone to contact if there are openings and no Waitlist.
- If you are on the Waitlist, it is important to check the event details from time to time to see if you have moved to the Yes list. The App does not automatically notify you of a status change.

More advice on using the App

- Anyone who subscribes to the TeamReach App can create their own group and be the leader for that group.
- When viewing a screen, if you don't see what your looking for (e.g. an event) try scrolling up or down to see if the event has merely been scrolled off the screen.
- If you have any problems with the App, report them to the leader for action.
- If you find you are not receiving info, check your settings and see if notifications are turned off. Also feel free to post using the messaging feaure of the App to some or all of the members to get feedback.
- Notification settings for the device, independent of the App, may affect whether or not you receive messages promptly.
- For more information on using the App, see the FAQ's link at the bottom of the settings screen.
- A final note: the screenshots and info in this tutorial were generated using Apple devices. There may be some differences when using android devices.