

SportzSoft TeamView Quick Start Guide

Overview:

The SportzSoft TeamView system is a secure web-based application that has been designed to work on mobile devices. It is currently not distributed as a 'mobile app' so that it will work on all mobile devices, and to ensure faster performance.

TeamView is an 'automated manager' and communications system. Prior to each game or practice, it sends out an email reminding team contacts of their upcoming game or practice. It then allows team contacts to indicate if they can attend the game or not. Coaches and managers can then see who will be attending which games and/or practices. Team contacts can also log into the system and enter their 'attendance' information for the entire season.

So, TeamView will help you automatically:

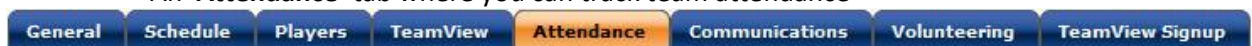
- Send out pre-game and pre-practice notifications
- Track who can attend and who can't (in real time)
- Provide your team with a secure website where they can access
 - o Team schedules
 - o Team roster and contact information
 - o League standings
 - o League statistics (if this feature is being used by your league)
 - o Emails and text messages can be sent from a team contact profile

After you have 'activated' your TeamView account, you will notice 2 new tabs on your team login screen.

- A '**TeamView**' tab where you will manage your team contacts and how they use the TeamView system



- An '**Attendance**' tab where you can track team attendance



You will use these two tabs to manage your TeamView account for your team.

How do I get started?

There are a few items you need to setup, and then the system will start sending out notifications and tracking attendance automatically!

Here's what you need to do:

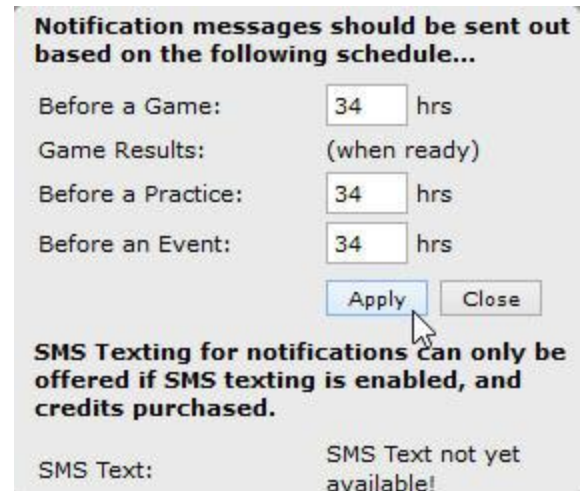
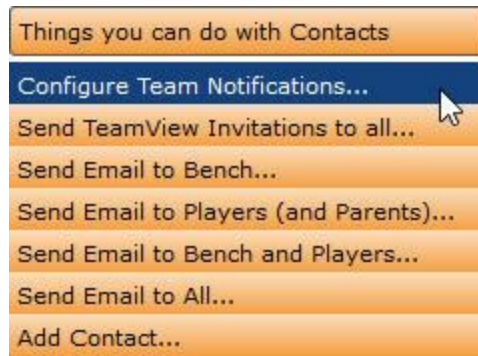
1. Go to the TEAMVIEW tab

The 'TeamView' section has been setup to allow team managers to manage:

- team contacts
- login accounts for team contacts
- how pre-game and pre-practice notifications are sent out
- monitor who is logging in and using the system

2. Configure team notifications (how many hours before an event a notification is sent out)

- Click on the dropdown menu "Things you can do with Contacts" and select 'Configure Team Notifications'



- Enter how many hours in advance of a game or practice you would like notification emails to be sent out.

3. Configure who will receive notifications

- Click on the 'Not Configured' link in the "Notifications" column.

Name	Role	Assoc to Team by	Primary Email	Cell Phone	TeamView Invite	Login	Notifications
Zachary Atsinger	Player		zach@test.com	403-888-0407	Never	Never	GeRePeFe
Ella Atsinger	Parent	Zachary Atsinger	ella@test.com	403-888-0407	Sun Oct 14 11:52am	4 - Thu Oct 25 11:49am	GeRePeEx
Joshua Benjamin	Player		player@test.408	403-888-0408	Never	Never	Not Configured
Jesse Benjamin	Parent	Joshua Benjamin	mbn@test.bdd	403-888-0408	Never	Never	Not Configured

- Enter the notification settings for that contact. You can change this at any time for any contact. To get started, we recommend clicking 'Apply to All' so everyone has the same settings. If you want to 'deactivate' notifications for particular contacts, then set all of these settings to 'no notification' for that particular contact.

Notifications for: Joshua Benjamin

for Upcoming Game: 36 hrs before
None sent yet

for Game Results:

for Upcoming Practices: 36 hrs before
None sent yet

for Upcoming Events: 48 hrs before
None sent yet

4. Setup the login accounts for each team contact

- Contacts that don't have login accounts will display with the text 'No Login' in the CONTACT/LOGIN INFO column. Click on the 'No Login' link in the LOGIN column. If the contact has a login account and is using it, this column shows the last time a contact logged into the system.

Name	Role	Assoc to Team by	Primary Email	Cell Phone	TeamView Invite	Contact/Login Info	Notifications
Amanda Carter	Player		a.c.canadian.chick.eh@gma...	403-771-2533	Wed Oct 9 4:04pm	37 - Wed Feb 5 9:27pm	Configured
Barb McPherson	Parent	Meg McPherson	bjmcpherson@shaw.ca		Wed Oct 9 4:04pm	5 - Sun Dec 29 5:07pm	Configured
Brvn Stagg	Player		b.nstagg@yahoo.ca	4035544890	Wed Oct 9 4:04pm	73 - Tue Apr 1 3:29pm	Configured
Carolyn McAlpine	Parent	Teresa McAlpine	cmcalpine@shaw.ca		Wed Oct 9 4:04pm	4 - Sat Nov 16 7:50am	Configured
Craiq Grover	Parent	Kylie Grover		403-585-1061	Wed Oct 9 4:04pm	Never	Configured
Danielle Gilbert	Parent	Gabrielle Gilbert-Murray	dagilbert@shaw.ca	403-619-4685	Wed Oct 9 4:04pm	Never	Configured

- If the contact has never logged it, it's might be because they don't have a login profile (username and password). Click the 'Never' link to create a login account for them

- If there are contacts on your team that don't need a login (ie: Administrative Contacts or secondary parents) then you can 'Deactivate' their account.

Contact Profile for: Ken Younger

Login is: kyounger

Login is Active: Yes Deactivate

Login password is: ***** Show

Last TeamView login was: Sat Mar 8, 2014 5:18 pm

Last Team login was: Never

Is a TeamView Administrator: ▼

Primary Email is: kyounger@spurresources.ca

Secondary Email is: lkyounger@shaw.ca

Send Login Email
Delete Profile
Close

5. Send a 'TeamView Invite' which will send instructions out to your contacts and provide them with information on how to access and use the system.

There are 2 ways you can do this:

Method 1

- Send each invitation one by one by clicking the NEVER link in the TeamView Invite column

Name	Role	Assoc to Team by	Primary Email	Cell Phone	TeamView Invite	Login	Notifications
Zachary Atsinger	Player		zach@test.com	403-888-0407	Never	Never	GeRePeEe
Ella Atsinger	Parent	Zachary Atsinger	ella@test.com	403-888-0407	Sun Oct 14 11:52am	4 - Thu Oct 25 11:49am	GeRePeEx
Joshua Benjamin	Player		player@test.408	403-888-0408	Never	Never	GeRxPeEe
Jesse Benjamin	Parent	Joshua Benjamin	mbn@test.bdd	403-888-0408	Never	Never	Not Configured

- Send information from TeamView Invite pop up window.

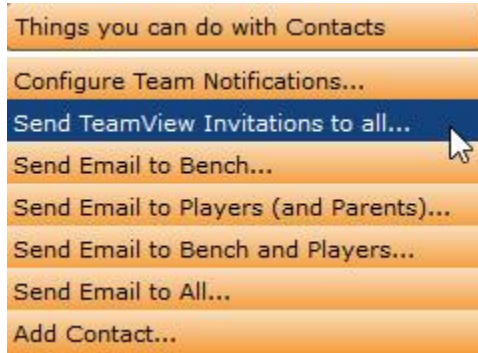
TeamView invitation for: Jesse Benjamin

Each team contact will need an email instructing them on what TeamView is, and how they can access it to better interact with management and each other. Jesse has never received this informational email.

Send Now
Close

Method 2

- From the dropdown menu “Send TeamView Invitations to all...”. This will send out TeamView Invitations to everyone that has an active login account in the CONTACTS section.



- It is possible that some of your contacts will not receive these emails because their spam filters are blocking it. Make a note of their account information and email or give it to them verbally.
- Once your contacts have received their account information and start to login, you will be able to track the last time they logged in from the LOGIN column.

6. You are now done setting up the system!

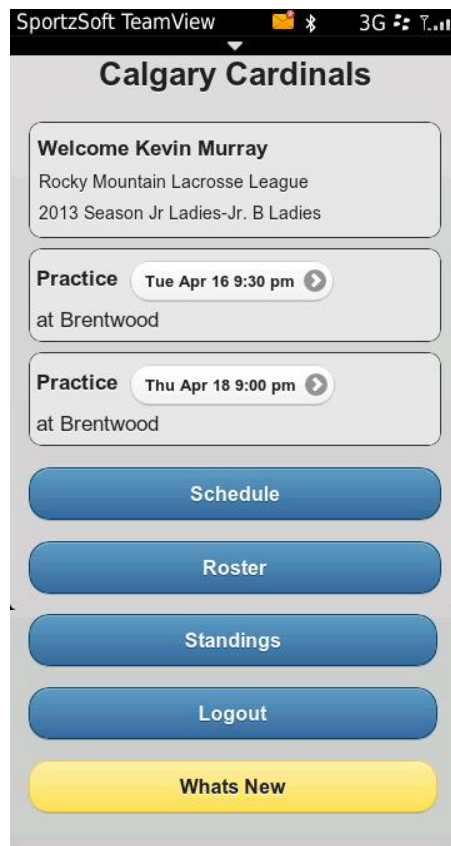
Using the System on Your Mobile Phone

You and your team are now ready to use the system. Emails will start to go out notifying your team of upcoming games and practices, and your contacts will be entering their 'attendance' information.

Some good things to start with:

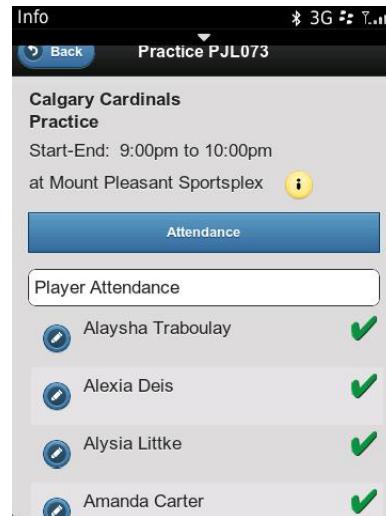
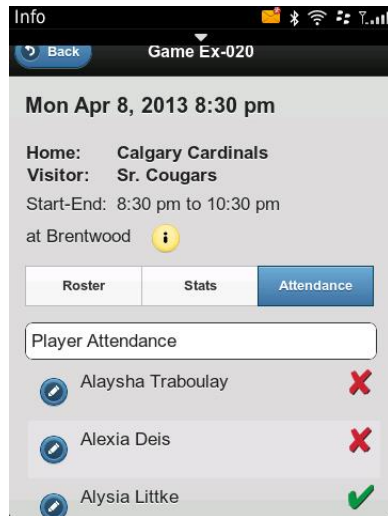
1. Make sure everyone can login and access the system. When you first login to your account, be sure to 'save the page to Home Screen'. This will put an icon on the home screen of your phone which you can simply tap to open it up.

** make sure to 'save to home screen' after you have logged in so you won't have to login again when using that bookmark or home link **



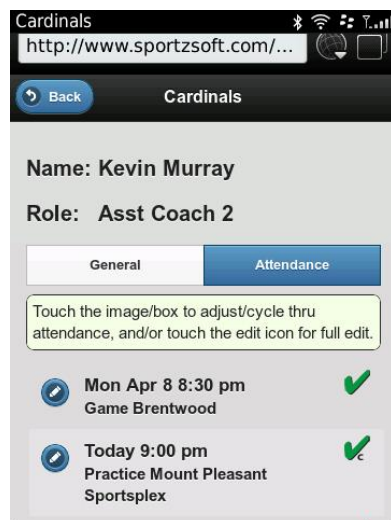
2. Go to the SCHEDULE. You will see a list of all your games and practices. Click on a game or practice to view:

- Attendance, Stats and Roster for Games ...and Attendance for Practices



3. Have players go to their own 'profiles' and enter their attendance for the whole year. They access this by:

- Go to ROSTER and click on their profile
- Click on ATTENDANCE (a list of all games and practices will be listed for the entire season). Mark off your 'planned' attendance for the season. You can change this at any time and will be able to change it when you get the notification email for that game or practice.
- If you want to add or change your status, just click on the images (box, check mark, x, or ?)





Enjoy Using TeamView!

We hope you enjoy using SportzSoft TeamView!

We would like to hear from you if you have comments or suggestions. You can enter these in the feedback section on the TEAMVIEW tab or just send your comments to info@sportzsoft.com.

Sincerely,

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