SETTING UP THE TEAM:

At the beginning of the season, when the club announces your team and the Team Manager is confirmed, you will receive an email:

You are receiving this first team email, as you were listed as Parent 1 when you registered your child for this Summer Season with the Scorpions.

The Glen Iris Scorpions club is aiming for all teams to use Teamstuff (free sports team management software) this season. Teamstuff will help me, your Team Manager communicate game times, locations and scoring duty to you easily. The club will also communicate any important messages through the season. You will also be able to indicate your players availability for each game plus many other features.

As the recipient of this email, you will soon receive an invitation by email to join our team on Teamstuff.

If you have used Teamstuff before, this will be quite straight forward by following the links in the email.

If it is your first time to Teamstuff, from the email you should click on the link and you will be directed how to 'sign up' to Teamstuff (best to do on a web browser, rather than on the phone app). It is essential that this email is not ignored and is responded to in a timely manner. With first games of the season Tuesday 9th October, Saturday 13th or Sunday 14th October, we need everyone to accept their team invitation ASAP!

A second parent / guardian or your child themselves (some of the older children are doing this) can be added by the first parent, once the first parent has joined the Scorpions team and set up a Player profile (Within the Player profile section, you go to 'Share Access to .... account'). Following this invitation, the second person will have their own Teamstuff log in but be able to access the same player profile.

MANAGER DUTIES:

Please see Team Manager tips for Teamstuff on our website.

MESSAGING WITHIN THE TEAM:

Attendance - remember to set your child's attendance with as much notice as possible for a game and/or training. Follow the prompts from your reminder email OR within the app, click on the team in the menu options of left side of screen, then click on calendar icon in centre of screen, click on the game/training that this relates too and then click on the tick icon. It is only if everyone sets their attendance, that it is useful information to your Team Manager and Coach. This can also be updated if it needs to change eg. you put your child in as 'Coming' and then he/she is unwell. Change the attendance to 'Not Coming' again with as much notice as possible.

Messaging - click on the team in the menu options on the left side of your screen, you will see the speech bubble icon in the menu bar across the top. All Managers and Coaches for an individual team can write a message here and send it to all in your team. The sender can choose to get confirmation when it is read if they

wish. All parents (including those who share access) will receive the message and an alert on the app that it has arrived.
All those with the Pro version of the app can also send messages here. Unfortunately, those that do not have Pro or are not part of the team admin cannot use this method. All do receive the messages.

Comments - another way to communicate with the team is when you set your child's attendance for a game. On the app, you are given the opportunity to 'add a comment' and others will see this when they look at who is coming to the game.

Email - each team has a 'magic' email address, which if you use in the To: field of your email, will automatically be sent to all parents emails in the team. It will show as being sent from your email address (and it will only work if you're sending it from the email that you log in to Teamstuff with). This is available to all Teamstuff users. You can access this within the app by choosing 'Email your whole team'. Usually the club administrator will set this address.

EMAIL / USER AND NOTIFICATION SETTINGS:
The default setting when you first set up a Teamstuff account will send both emails and notifications to you. You may have decide that you love all the email reminders that Teamstuff automatically generates or you may be thinking that you would be quite happy to turn them off and just get phone notifications. It's up to you! All notifications can be set to your liking in the Settings option - check both User Settings and Notification Settings. Managers, it probably makes sense to keep some sort of notification on, to remain aware of team members changing their attendance!

PRO:
You do not have to have the Pro version. It is ~ $9/year. If you do not wish to take out the Pro version, you do unfortunately have to put up with the pop up advertising for this. Each 'pop up' window can be closed after a few seconds by clicking on the cross.
The main advantage of taking out Pro is that you can sync the Teamstuff calendar to your own iCal or version of calendar on your phone. With 3 kids and 5 teams now all on Teamstuff, this is definitely worth it for our family!! Another advantage is the ability to message the team if you are not part of team 'admin' as discussed above.