



PORTAGE YOUTH BASEBALL

WWW.PORTAGEYOUTHBASEBALL.ORG

PORTAGE YOUTH BASEBALL (PYB)



TEAM APP USER MANUAL FOR PORTAGE YOUTH BASEBALL

Starting with the 2020 season, Portage Youth Baseball will be using Team App as our primary communication method. It is replacing RainedOut. While we will continue to send out emails and post on our Facebook page, we are looking to transition most announcements and communications to Team App.

We strongly encourage all players, parents, guardians, coaches, umpires, and fans to use our Team App. Those that do not use our Team App may not receive all pertinent announcements, reminders, alerts, and more.

While most parts of the Team App are easy to use, it is important that you download the app and sign up correctly so that you can receive all applicable announcements and take full advantage of our Team App.

Note: All screenshots below are from the Android/Google Play version of Team App. The process should be similar for those using iPhones/App Store.

Please follow the instructions in this user manual to get started. If you have any questions, please reach out to us at portageyouthbaseball@gmail.com or at www.portageyouthbaseball.org/contact and we would be happy to help you.

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TEAM APP USER MANUAL FOR PORTAGE YOUTH BASEBALL

Getting Started

- 1) Download “Team App” from either [Google Play](#) or the [App Store](#).



Download at: bit.ly/TeamAppOnGooglePlay



Download at: bit.ly/TeamAppOnAppStore

- 2) After downloading Team App, open the app. Select “Log In or Sign Up” as shown in Figure 1. In order to keep our organization’s app in your Team App and to receive notifications, you will need to be signed in. You can sign up using an email address or by signing up with an existing Google or Facebook account as shown in Figure 2.

Note: Selecting “Find your Team / Club” prior to signing up or logging in can create issues with joining groups within our app.

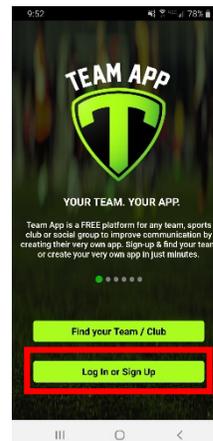


Figure 1

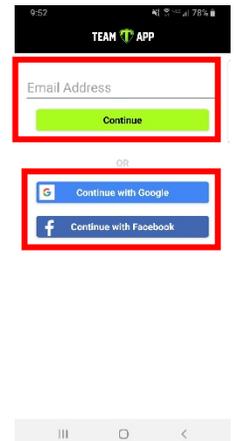


Figure 2

- 3) Once signed in, find our app within Team App by selecting “Find your Team /” as shown in Figure 3. Search for “Portage Youth Baseball” and select “Portage Youth Baseball (PYB)” as shown in Figure 4.

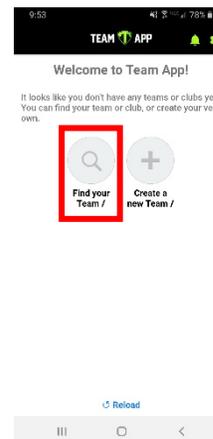


Figure 4



Figure 3



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- 4) In order to keep our app within your Team App account and make our app easily accessible from your smartphone, you will need to request to join our app by tapping the banner that appears at the top of the screen as shown in Figure 5. It will show “Request to join this team’s app (tap here)”.

Before you can join our app, you need to join at least one (1) access group as shown in Figure 6. Depending on the time of year, you will see different access groups available. You may join any access group that you want. Once you join an access group, you will receive notifications for that access group in addition to seeing events, documents, and chats specifically for that access group.



Figure 6



Figure 5

If none of the access groups interest you and you only wish to receive public announcements and save our app on your Team App account, select the access group titled “Other”.

Note: Teams will not be listed during the annual registration period. Once registration is closed and teams are created, we will activate an access group for each team. We will then send out a public message informing all of our Team App users that they can join the access groups for any of their applicable teams.

Coaches will be able to send out messages to anyone in their team’s access group. If you do not join your team’s access group, your coach will not be able to contact you. Additionally, members of an access group may privately message other members of the access group through the app.

- 5) After selecting your first access group, you will be prompted to provide some personal information as shown in Figure 7 & Figure 8. You can’t join our app or any access groups without providing this information. You will only need to enter this information once. When you join additional access groups, you will just need to confirm the information is correct and make any necessary changes.



Figure 8

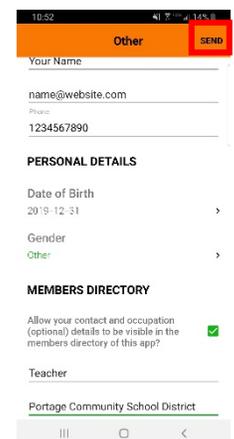


Figure 7

- AGREE TO PROVIDE DETAILS:** Check “I agree to provide my membership details below to Portage Youth Baseball (PYB)”. Enter your name, email address, and phone number. All are required. For name, make sure you enter your **first and last** names. If you don’t you may be asked to update your details or you may be given restricted access.
- PERSONAL DETAILS:** Enter your Date of Birth which is required. Gender is optional.
- MEMBERS DIRECTORY:** This section is optional. If you check the box and provide your information, your occupation will become viewable on our members directory within the app. The members directory is a great way for our members to generate business opportunities and contact other members for their expertise or skills.



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- d. **ACCESS REQUEST MESSAGE:** We are able to create public and private groups. The screenshots in step 5 (Figure 7 & Figure 8) are representative of a public access group. Private access groups will have one more piece of information that must be entered. For all private groups, you must enter something in this box prior to tapping “SEND”. (We are unable to make this an optional requirement.) If you are trying to join a team’s access group and are prompted to enter this message, we recommend you enter your athlete’s name and your relationship to them (i.e. Father of John Doe, Grandfather of Jane Doe, Neighbor of John Doe, etc.). Responses such as “None”, “N/A”, “Other”, “Because I want to join”, random letters, etc., may result in your request being denied. For the privacy and safety of all our members, if we set a group to private, we will want to know who is joining each group.
- 6) Tap “SEND” in the upper right corner of the screen as shown in Figure 8 to process your request to join the access group.

- 7) Return to our app’s home screen and select the settings button in the top right of the screen as shown in Figure 9. Select “Notifications” as shown in Figure 10 and ensure that notifications are enabled for our organization as shown in Figure 11. If they are disabled, you will not be able to receive any notifications from our app (messages, event reminders, chats, schedule changes, etc.).

NOTE: If prompted by your smartphone, be sure to allow permission for Team App to send push notifications. Ensure that any settings you may have applied on your phone will not negatively impact your use of Team App. Examples of these settings include: push notifications, background data, and miscellaneous permissions such as camera, gallery/photos, & more. If you restrict the permissions of Team App, you may run into errors when trying to use certain features and will therefore be unable to take full advantage of the features our organization is using.

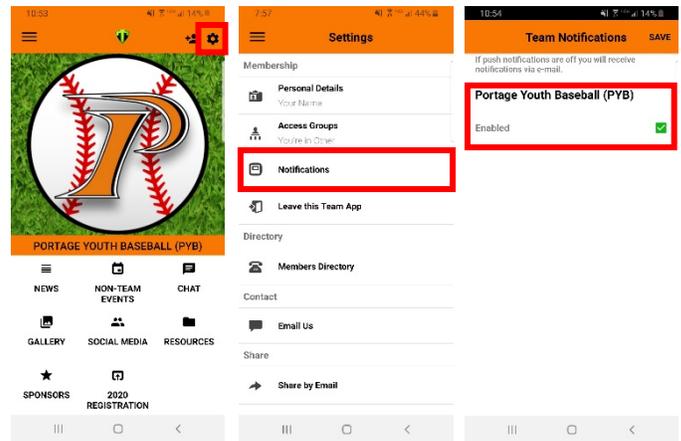
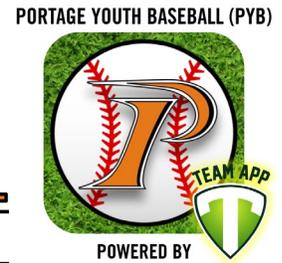


Figure 10

Figure 11

Figure 9

- 8) You should now successfully have installed Team App, joined our organization’s app, and be set to receive notifications for any access groups that you join.



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Joining & Leaving Access Groups

A variety of access groups are available for our members to join. As explained in the “Getting Started” section of this User Manual, these groups may be private or public. Each team will have its own access group. Team access groups will be available after teams are finalized each year. If you are not in an access group, you will not receive notifications (i.e. messages, event reminders, chats, schedule changes, etc.) for that access group. Additionally, members can privately message other members of common access groups.

We encourage you to join any access groups that you are affiliated with or have an interest in. There is no limit to the number of access groups you can join.

- 1) To edit which access groups you are a member of, return to our app’s home screen and select the settings button in the top right of the screen as shown in Figure 12. Select “Access Groups” as shown in Figure 13.
- 2) You will see a list of all access groups as shown in Figure 14. Groups that you have already joined will be listed under “Joined Groups”. Groups that you are not a member of will be listed under “Available Groups”. If you attempt to join any private access groups, they will be listed under “Pending Requests” after you request to join the access group until your request is either approved or denied. (Pending Requests are not shown in Figure 14).



Figure 13

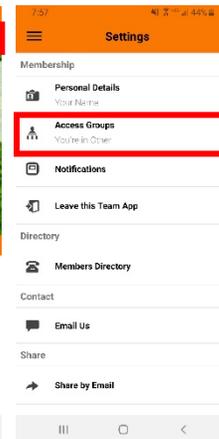


Figure 14

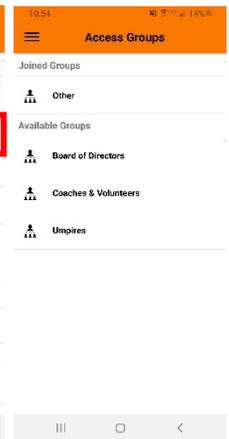


Figure 12

- 3) To join an access group you are not currently a member of, select the access group you want to join. You will be prompted to provide some personal information as shown in Figure 15 & Figure 16. You can’t join our app or any access groups without providing this information. If you have previously joined another access group, you will not be asked for all the information shown in the figures. Information that you previously entered will be filled in and you can change it as needed.
 - e. **AGREE TO PROVIDE DETAILS:** Check “I agree to provide my membership details below to Portage Youth Baseball (PYB)”. Enter your name, email address, and phone number. All are required. For name, make sure you enter your **first and last** names. If you don’t you may be asked to update your details or you may be given restricted access.
 - f. **PERSONAL DETAILS:** Enter your Date of Birth which is required. Gender is optional.



Figure 16

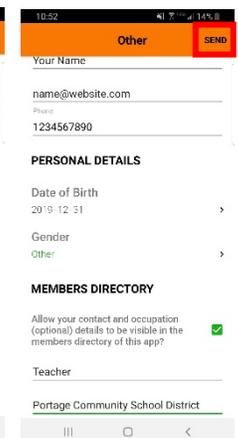


Figure 15



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- g. **MEMBERS DIRECTORY:** This section is optional. If you check the box and provide your information, your occupation will become viewable on our members directory within the app. The members directory is a great way for our members to generate business opportunities and contact other members for their expertise or skills.
- a. **ACCESS REQUEST MESSAGE:** We are able to create public and private groups. The screenshots in step 3 (Figure 15 & Figure 16) are representative of a public access group. Private access groups will have one more piece of information that must be entered. For all private groups, you must enter something in this box prior to tapping “SEND”. (We are unable to make this an optional requirement.) If you are trying to join a team’s access group and are prompted to enter this message, we recommend you enter your athlete’s name and your relationship to them (i.e. Father of John Doe, Grandfather of Jane Doe, Neighbor of John Doe, etc.). Responses such as “None”, “N/A”, “Other”, “Because I want to join”, random letters, etc., may result in your request being denied. For the privacy and safety of all our members, if we set a group to private, we will want to know who is joining each group.
- 4) To leave an access group you are currently a member of, select the access group you want to leave. When prompted, select “Leave” as shown in Figure 17. You will then be removed from the access group.

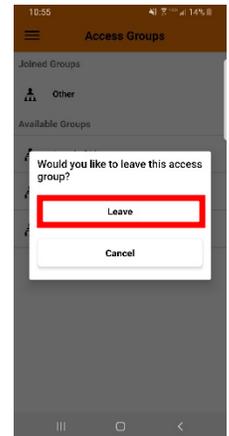


Figure 17

Additional Help & Resources

If you need additional assistance, you can review some of the frequently asked questions on the Team App website at <https://support.teamapp.com/en/knowledgebase/7-faq>. You can also email us at portageyouthbaseball@gmail.com or contact us at www.portageyouthbaseball.org/contact and we will do our best to assist you. If we receive enough questions, we can expand this user manual to cover more features available within Team App.