



NTFC

Team Manager's Guide to Team App



The instructions here relate to using Team App in the browser - not the mobile app. Whilst everything covered here can also be done on the mobile app please just be aware that the steps may be slightly different and that the screenshots in this document are (mostly) from the browser version.

CONTENTS:

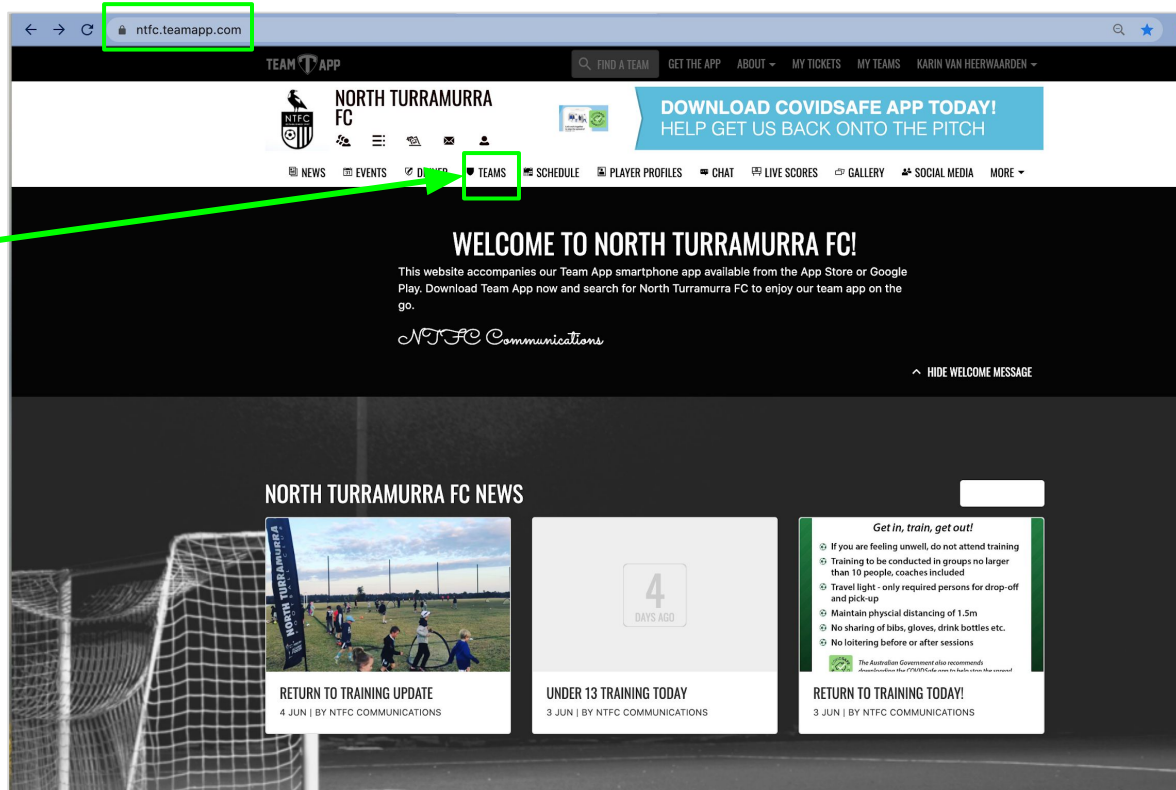
- [Create a game for your team](#)
- [View RSVPs for a game or training session](#)
- [Send a message to the team](#)
- [Add/view player list](#)

Create a game for your team

Note: Training sessions for all teams have already been loaded by the club's Team App admin so, as team manager, you'll only need to add games. However if you do need to add a training session just follow the same steps.

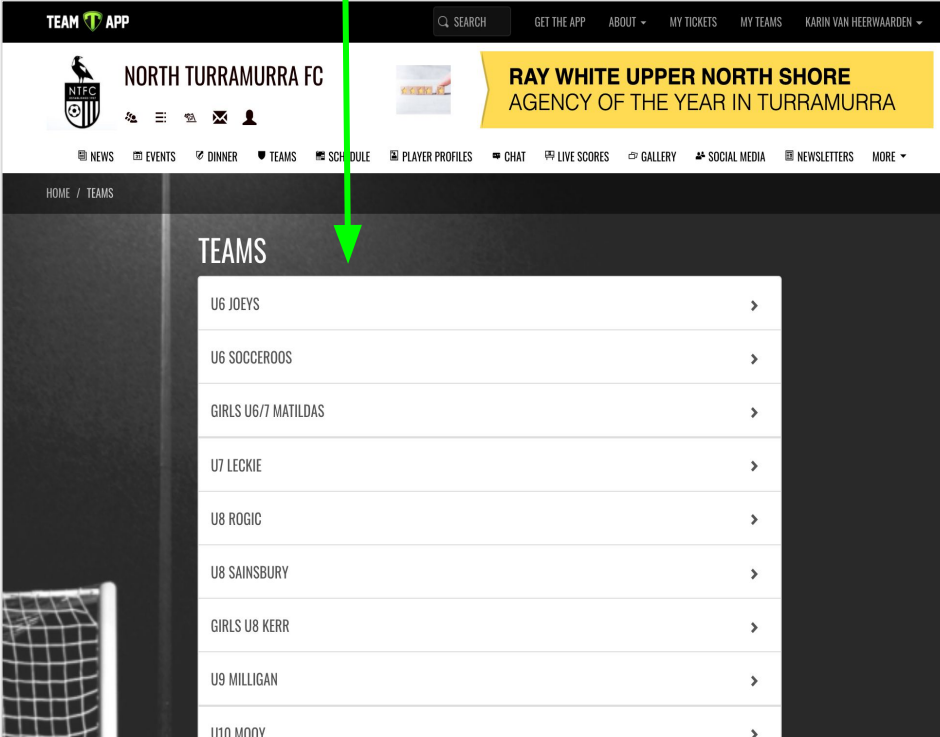
Step 1: Log in to **ntfc.teamapp.com**

Step 2: Navigate to the **Teams** page.



Create a game for your team *(continued)*

Step 3: Select your team from the list.

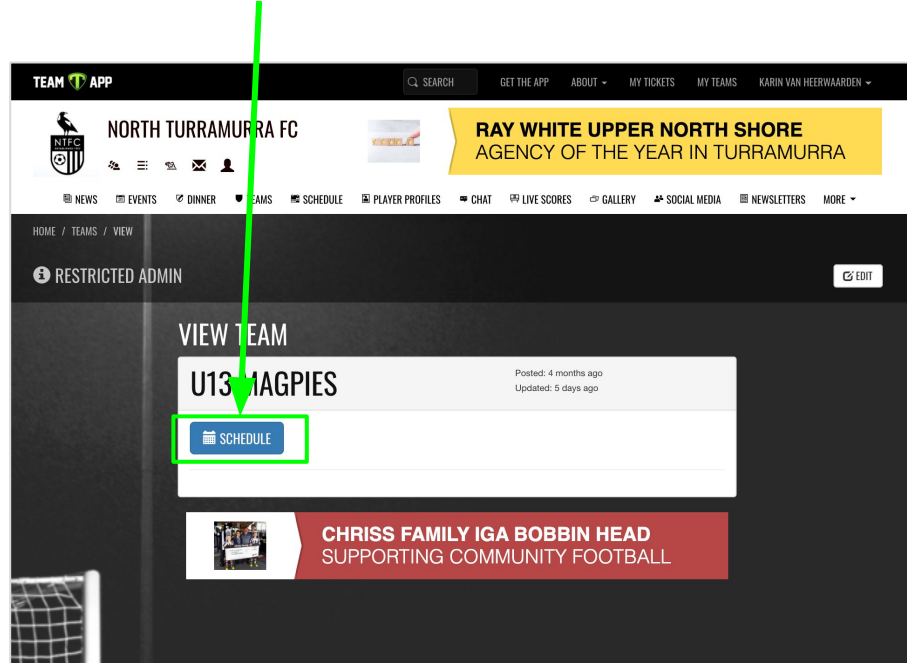


The screenshot shows the website's navigation bar with the TEAM APP logo, search bar, and links for GET THE APP, ABOUT, MY TICKETS, MY TEAMS, and KARIN VAN HEERWAARDEN. Below the navigation bar is a banner for RAY WHITE UPPER NORTH SHORE AGENCY OF THE YEAR IN TURRAMURRA. The main menu includes NEWS, EVENTS, DINNER, TEAMS, SCHEDULE, PLAYER PROFILES, CHAT, LIVE SCORES, GALLERY, SOCIAL MEDIA, and NEWSLETTERS. The breadcrumb trail shows HOME / TEAMS. The TEAMS section is expanded, displaying a list of teams with right-pointing chevrons:

- U6 JOEYS
- U6 SOCCEROOS
- GIRLS U6/7 MATILDAS
- U7 LECKIE
- U8 ROGIC
- U8 SAINSBURY
- GIRLS U8 KERR
- U9 MILLIGAN
- U10 MOOY

A green arrow points to the TEAMS header.

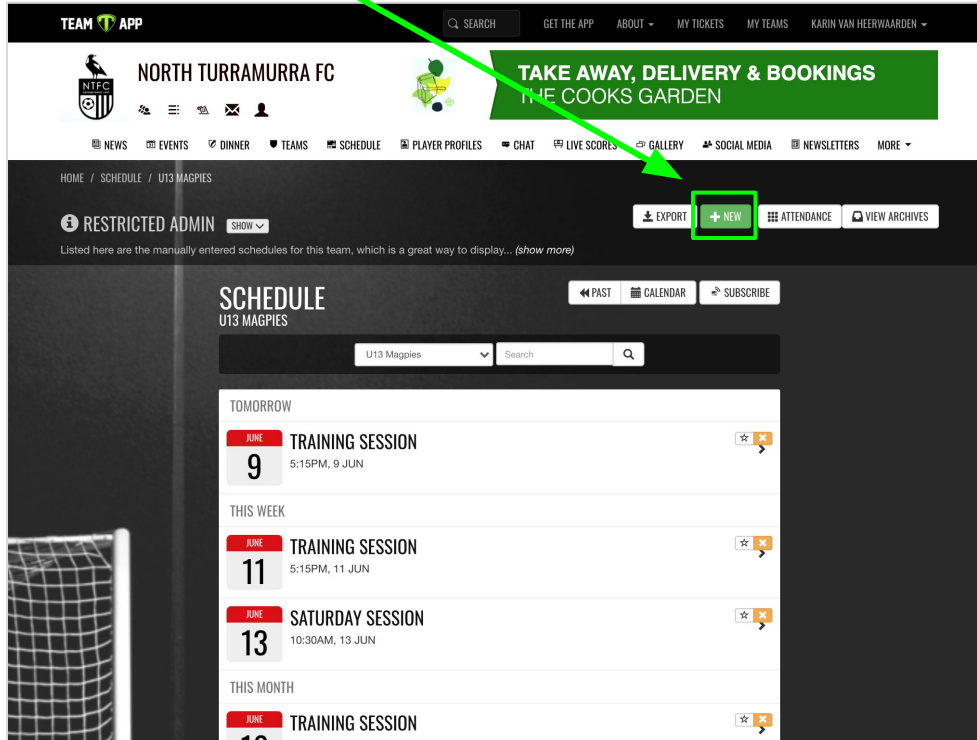
Step 4: Click on the **SCHEDULE** button.



The screenshot shows the website's navigation bar and banner, identical to the previous step. The breadcrumb trail shows HOME / TEAMS / VIEW. The page title is RESTRICTED ADMIN. The main content area is titled VIEW TEAM and displays the U13 MAGPIES team. The team name is highlighted with a green box, and a blue SCHEDULE button is also highlighted with a green box. The button has a calendar icon. To the right of the team name, it says Posted: 4 months ago and Updated: 5 days ago. Below the team name is a red banner for CHRISS FAMILY IGA BOBBIN HEAD SUPPORTING COMMUNITY FOOTBALL.

Create a game for your team *(continued)*

Step 5: Click on the **+ NEW** button.



The screenshot shows the website for North Turramurra FC. The top navigation bar includes 'TEAM APP', 'SEARCH', 'GET THE APP', 'ABOUT', 'MY TICKETS', 'MY TEAMS', and 'KARIN VAN HEERWAARDEN'. Below this is a banner for 'TAKE AWAY, DELIVERY & BOOKINGS THE COOKS GARDEN'. The main navigation menu includes 'NEWS', 'EVENTS', 'DINNER', 'TEAMS', 'SCHEDULE', 'PLAYER PROFILES', 'CHAT', 'LIVE SCORES', 'GALLERY', 'SOCIAL MEDIA', 'NEWSLETTERS', and 'MORE'. The page title is 'HOME / SCHEDULE / U13 MAGPIES'. Below the title is a 'RESTRICTED ADMIN' section with a 'SHOW' dropdown and buttons for 'EXPORT', '+ NEW', 'ATTENDANCE', and 'VIEW ARCHIVES'. The '+ NEW' button is highlighted with a green box and a green arrow. Below this is a 'SCHEDULE' section for 'U13 MAGPIES' with 'PAST', 'CALENDAR', and 'SUBSCRIBE' buttons. A search bar is present. The schedule is organized into sections: 'TOMORROW' (June 9, 5:15PM, 9 JUN), 'THIS WEEK' (June 11, 5:15PM, 11 JUN; June 13, 10:30AM, 13 JUN), and 'THIS MONTH' (June 16, 5:15PM, 16 JUN).

Create a game for your team *(continued)*

Step 6: Enter game details.

Description is a mandatory field. Add anything you like.

At **Location** type the name of the oval and click on the search button.

NEW SCHEDULE ENTRY
U13 MAGPIES

Team ? U13 Magpies

Event Name ? Magpies vs Lindfield Tigers

Starts ? 2020-07-11 10:30 AM Sydney time

Ends ? 2020-07-11 11:30 AM

Description ? x

Location ? samuel king oval

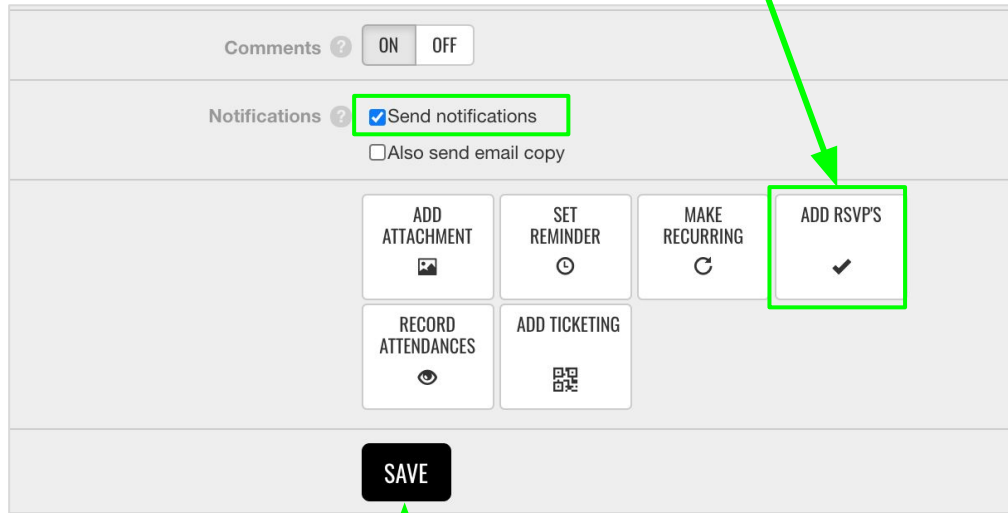
Learning Centre
Samuel King
Greencross Vets Ku-Ring-Gai
Kedumba Cres
NSW Glengarry...
Moyera Rd

Google
Map data ©2020 Terms of Use Report a map error

If the pin is not on the correct location, please change the address above and press the Q button.

Create a game for your team *(continued)*

Step 6 (continued): Leave **Send notifications** selected (it will be checked by default). Click on **ADD RSVPS**



Comments ? ON OFF

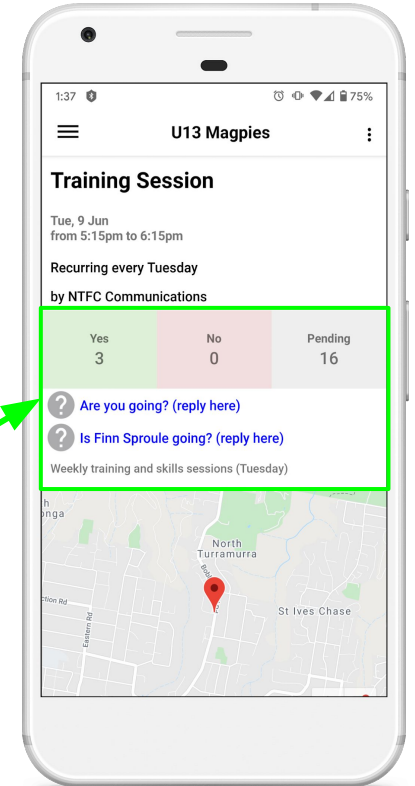
Notifications ? Send notifications
 Also send email copy

ADD ATTACHMENT SET REMINDER MAKE RECURRING **ADD RSVPS** ✓

RECORD ATTENDANCES ADD TICKETING

SAVE

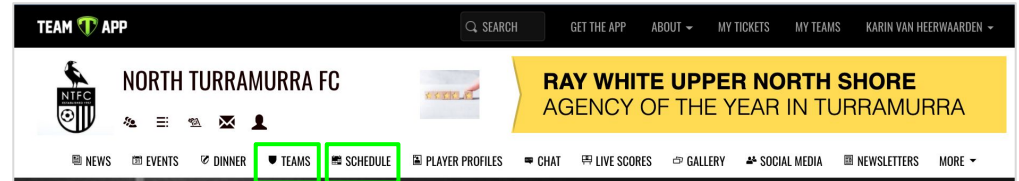
Step 7: Click on **SAVE**. The game will be added to the team's schedule and players/parents will receive a push notification on their mobile device.



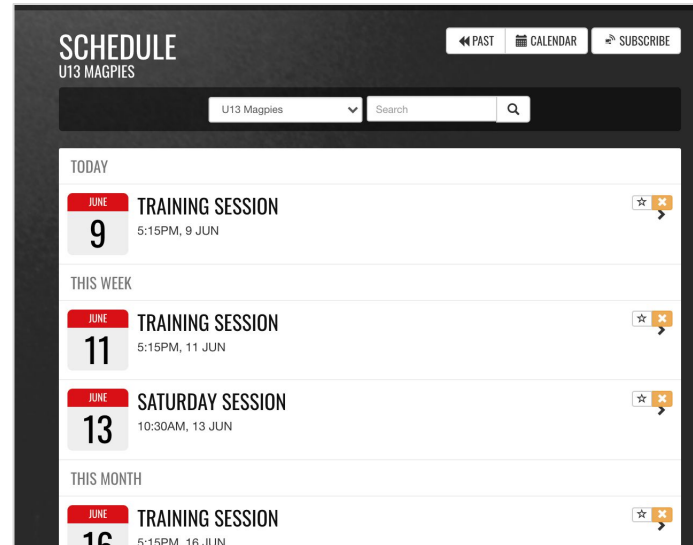
With RSVPs enabled this section will appear in the mobile app.

View RSVPs for a game or training session

Step 1: Navigate to the schedule for your team via the **TEAMS** or **SCHEDULE** links in the menu.



Step 2: Click on the event for which you want to view the RSVPs.



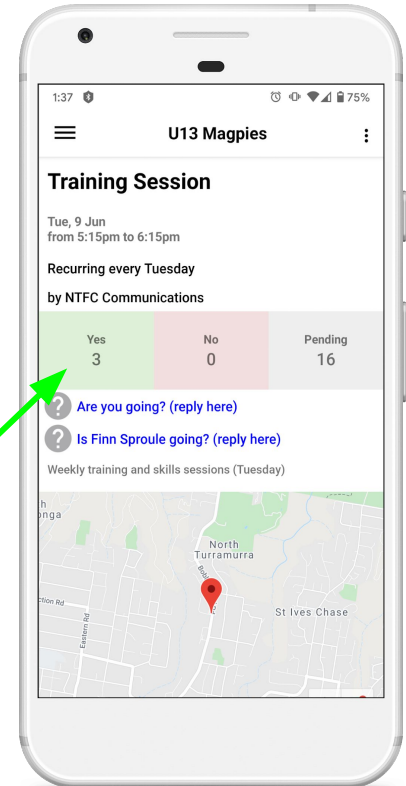
View RSVPs for a game or training session *(continued)*

Step 3: Below the location map is the Replies section.

You can send a reminder to those who haven't yet RSVPed.

The screenshot shows a desktop web interface for managing event replies. At the top, it says "REPLIES" and "Please RSVP to this event." Below this is a dropdown menu with "Karin van Heerwaarden" selected and a note: "As an admin, you can set the reply for any member." There are radio buttons for "Yes", "No", and "Cancel", and a "SUBMIT" button. To the right, there are two buttons: "SEND RSVP REMINDERS" (highlighted with a green box) and "EDIT REPLIES". Below these buttons, it says "19 people invited." and "Awaiting response from 16 people." A section titled "Replied 'Yes' 3" is highlighted with a green box and contains a list of names: Andrew Bartlett, Liam Williams, and Isaac Hand.

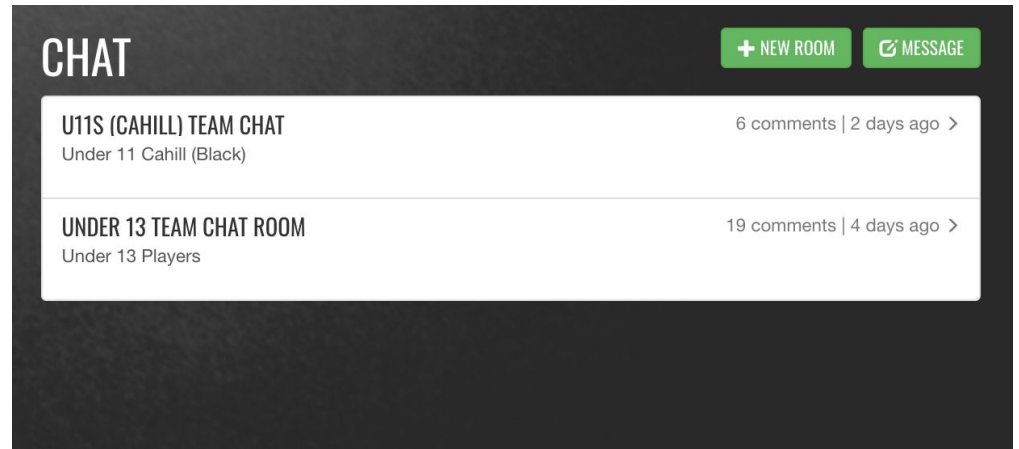
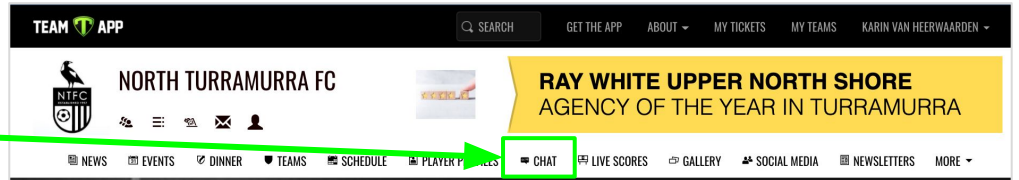
Replies can also be viewed in the mobile app. Click on **Yes, No, Pending** to view the list.



Send a message to the team

Step 1: Navigate to the chat page via the **CHAT** link in the menu.
You'll see the team(s) you have access to in the list.

Step 2: Click on your team.



CHAT

+ NEW ROOM MESSAGE

U11s (CAHILL) TEAM CHAT 6 comments | 2 days ago >
Under 11 Cahill (Black)

UNDER 13 TEAM CHAT ROOM 19 comments | 4 days ago >
Under 13 Players

UNDER 13 TEAM CHAT ROOM

INFO

Thank you!

Graham Leslie Thursday 5:21pm
Apologies for the late call everyone. The one light that was working at Samual King is no longer so a quick relocation about

Lucinda Chapman Thursday 5:22pm
Oh thanks. So we're on at 17:00 now? See you soon

LC Do you need me to check at Sam King for any straps?

Graham Leslie Thursday 5:23pm
We are on at 17:00 for sure

Thursday 5:25pm
Mark Morris Under 12 is there and picking up stragglers

James McConochie Thursday 8:27pm
BIG thank you to Graham for organizing a field with working lights at such short notice.

Ingrid Blair Thursday 9:18pm
Absolutely! Thank you!

Mark Williams Friday 12:02pm
As it's the long weekend, please mark attendance for the Saturday session (10.30am) on the Saturday website. We need a minimum of 10 players to make it worthwhile for Angus our coach. Thank!

Friday 8:42pm
Unfortunately we have had to cancel tomorrow's session due to lack of numbers. Enjoy your long weekend!

Ingrid Blair Friday 8:49pm
Thanks Mark!

KV Karin van Heerwaarden

Type a message here. (control+enter keys are a shortcut to send).

Step 3: Enter your message in the message box and click **SEND**.

Add/view player list

This is entirely optional but if you want to be able to see a list of the players in your team then a player profile per player needs to be created. A player list may also be useful for other parents as well as the coach.

As the team manager you can create player profiles yourself but it's recommended to ask parents to do it for their child, via the mobile app. Firstly, it's one less thing for you to do, and secondly, the parents have the control and can easily add a photo as well, if they choose.

Step 1: Via [CHAT](#) ask parents to do the following ...

Please add a player profile for your child in Team App. Go to 'Player profiles' via the main navigation (4 horizontal lines at the top left) or click on the 'Player profiles' icon on the main NTFC screen. Then click on the 3 dots at the top right and select 'New'. Please include a photo. And don't forget to click 'Create' at the top right when you're done.

There are two ways to access **Player Profiles**

