



# Nunawading Swimming Club Team App



## What is Team App?

Team App is a communication app that allows clubs to communicate with its members and ensures you have all the information you need, from timetables to meet information right on your smart phone or tablet whenever, and wherever, you need it. You can also access Team App via a computer.

Team App is used for communication between the club and its members and for whole squad communication between coaches and families. Timekeeping rosters, event and function information and general club need to know information is all communicated via Team App. In the event of a sudden pool closure, or change to training, Team App allows us to communicate with all effected families quickly, without having to rely on families checking emails.

Communication of a private nature including items like squad account queries, progress concerns or transfer of information about individual swimmers will continue to be completed by email or in person with the relevant person/s

## Features of the Nunawading Team App

The Team App that has been set up for Nunawading members has the following features.

- Events Calendar - Swim meets, squad outings, club functions. These are all entered into the calendar for your squad, along with links to the relevant information.
- News – Meet info, pool closures, function information, timekeeping rosters, calls for volunteers etc will all be communicated through Team App
- Uniform store - You can now order and pay for your uniform securely through Team App. Orders will then be processed and you'll be contacted to collect it from Nunawading reception (please note you will still be able to order uniform directly through reception at Nunawading if you wish)
- Documents - Links to up-to-date timetables and squad pages
- Chat - Need someone to swap a timekeeping shift with you? Found some lost property at training? Through the chat function you can send a message to the members of your squad
- Team App will also be used at State and National meets as the main form of communication between team managers and athletes/families with relay teams, time keeping rosters etc announced on the app.
- You can also access the app content on your computer at [www.nunawadingswimmingclub3131.teamapp.com](http://www.nunawadingswimmingclub3131.teamapp.com)

## How do I join Team App?

- Download "Team App" onto your smart phone/tablet from the App Store or Google Play store
- If you don't already have a Team App account, sign up for one
- Once logged in, search for "Nunawading Swimming Club"

- Request to join the relevant squad/s
- Once approved you will have access to all of the apps information relevant to your squad
- *Please ensure you have notifications switched on for the app so you are alerted when new information is sent out.*

### **How do I check or change which squad/s I get notifications for?**

*It's important that you are signed up to receive communication for the correct squad. Some communication is sent to all squads and some is only sent to relevant squads*

- To check which squads you are signed up for, or to join a new squad;
- Open the Nunawading Team App
- On the home page select the settings "wheel" on the top right of the screen
- Scroll down to and select "access groups"
- Groups you are currently a part of will be listed at the top under "joined groups"
- All other groups will be listed at the bottom under "available groups"
- To join a group, select the relevant squad/group under available groups and fill in the required information
- Click on "send" on the top of the screen and a request will be sent to admin to allow you access to the group
- You will receive a notification when your request has been approved

### **How do I leave a group?**

- If your child has moved squads and you no longer require access to the squad, follow the instructions above, but instead select a current "joined group" under access groups
- Once you click on the group it will ask for confirmation that you wish to leave the squad
- Click "leave" and you will no longer have access to, or receive information sent to that squad

### **Who should be a member of the Nunawading Team App?**

- Every parent/guardian should have Team App on their phone and become a member of their squad group/s
- All athletes are encouraged to have Team App on their phone and become a member of their squad group. The age at which parents/guardians allow athletes to access Team App on their phone, if they own one, can be decided by the parent/guardian.

Have any questions?

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